



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING

~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, January 2, 2024

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance - Girl Scout Troop #90064

III. Invocation - Dr. Ruth Anne Sawyer, Prince William County Police Chaplain

IV. Business Spotlight - Christine Asadourian, Breathe Joy Yoga and Massage Studio

V. Legislative Time

1. Delegate Josh Thomas
2. Senator Danica Roem

VI. Citizens Time

VII. Consent Agenda

A. Minutes

1. Mayor and Council - Work Session - Nov 27, 2023 7:00 PM
2. Mayor and Council - Public Hearing/Regular Meeting - Dec 4, 2023 7:00 PM
3. Mayor and Council - Special Meeting - Dec 12, 2023 6:00 PM

B. Department Reports

1. Town Administration Report
2. Town Treasurer Report
3. Chief of Police Report
4. Town Engineer Report
5. Town Attorney Report

C. Liaison Reports

1. Finance Liaison Report
2. Business Liaison Report
3. Community Relations Liaison Report
4. Planning Commission Liaison Report
5. Architectural Review Board Liaison Report

VIII. Agenda Items

1. Mobile Food Establishment Ordinance: Authorize to Advertise for Public Hearing
2. Demolition Permit of Town Park Building: Appeal to ARB Decision
3. Budget Amendment for First Half FY2024: Authorize to Advertise for Public Hearing
4. Notice to Award for Park Sidewalk RFP

IX. Councilmember Time

1. Councilmember Marchant Schneider
2. Councilmember Mary Ramirez
3. Councilmember Matthew Gallagher
4. Councilmember Alexander Beyene
5. Councilmember Joe Pasanello
6. Vice Mayor Tracylynn Pater
7. Mayor Ken Luersen

X. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, November 27, 2023

7:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:00 PM.

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Council Member Marchant Schneider: Present, Council Member Joe Pasanello: Present, Councilman Matthew Gallagher: Present, Vice Mayor TracyLynn Pater: Absent, Council Member Alexander Beyene: Present, Council Member Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

Mayor Luersen invited everyone to stand for the Pledge of Allegiance.

III. Oath of Office: Alexander Beyene

At this time, Circuit Court Clerk Jacqueline Smith gave the Oath of Office to Alexander Beyene who recently was elected to the Council by a special election filling the vacant seat of Robert Weir, who was elected to the Prince William County Board of Supervisors.

IV. Agenda Items

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez gave a brief update on the monthly financial report. He shared that the report reflects that the Town received a reimbursement from VRSA for the stolen check. He stated that it will be part of the first half budget amendment putting those funds back into the CIP. Mr. Gonzalez also shared that the finances are trending in a positive direction and that he will be preparing a budget amendment increasing revenues on some of the line items. Lastly, Mr. Gonzalez shared that he will have more information available at the next meeting regarding the Town's accounts in regards to security and insurance.

2. Mobile Food Establishment Ordinance

Town Treasurer Roberto Gonzalez presented the updated draft of the mobile food establishment ordinance to the Town Council for discussion. He also distributed ordinances from other localities that he referenced when drafting the Town's ordinance. He stated that he tried to make the ordinance business friendly and that although it targets three establishments that it would affect, he stated there are 24 other brick and mortar establishments that it could affect if an ordinance would not be set into place. He stated that the ordinance is to be fair but to establish some rules when food trucks set up in the breweries and the winery's in the Town. He stated that he is available for any questions. He also stated that he doesn't want to rush it and have Council as a whole feel comfortable with the ordinance when it is brought forth in a public hearing. The Council discussed the ordinance and raised some questions as to the fees to Mr. Gonzalez. There was also a discussion on the difference between a special event license and the mobile food establishment ordinance. There was a discussion about if other businesses in the Town other than a brewery, winery or distillery had a food truck would they also have to comply with the ordinance. There was also a discussion on food trucks setting up in construction sites. Mr. Gonzalez addressed both instances. Town Manager Emily Kyriazi expanded on the explanation of the ordinance. She shared that she and Mr. Gonzalez have been working on the ordinance for several months so that it was less restrictive than the current ordinance. She stated that this was a product from the breweries and winery in Town wanting to have food trucks at their establishments weekly. She stated that they reduced the fee from \$500 to \$250 to help accommodate the food trucks. She shared that districts that allow food trucks. She also shared that the ordinance was developed with the brick and mortar restaurants in Town as to be fair to them since they have invested in the Town. She stated that this ordinance

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can be a pilot and can be altered once it's reviewed. However, she continued, a boundary needed to be set. There was also a discussion on limitations of time allowed to operate and occurrences per truck and host business. Town Manager Emily Kyriazi stated that events similar to Haymarket Day falls under the encompass of the Special Event application. She stated that once this ordinance is established, staff will start and look at the special event ordinance and application.

3. December Work Session and 2024 Meeting Schedule

Town Manager Emily Kyriazi shared that Town Clerk Kim Henry prepared the 2024 calendar for review and to also discuss the December Work Session. After a short discussion, the Town Council decided to have a Work Session one hour before the regular meeting on January 2, 2024.

The Town Council also discussed the 2024 meeting schedule with the alternate dates for Memorial Day and Labor Day meetings. They also discussed changing the Work Session date in November for 6 pm on November 18, 2024 prior to the Planning Commission meeting. The Council also discussed the 2024 PWC School schedule for any conflicts regarding spring break and Easter break.

4. Board of Zoning Appeals Vacancy

Town Manager Emily Kyriazi shared that Town Clerk Kim Henry put the vacancy out on Facebook and the website with no interest except from someone who lived out of the Town limits. Mrs. Kyriazi shared that Ms. Henry prepared a memo with a draft motion for the Council to consider at the next meeting. A short discussion followed.

5. Discussion of Comp Plan Amendments to Chesapeake Bay Preservation Act

Town Manager Emily Kyriazi asked to add this item onto the agenda for informational purposes only. She stated that this is a consideration to amend the Comprehensive Plan that Town Planner Thomas Britt has been working on and was presented to the Town Council at a previous meeting. She shared that there will be a public hearing at the next regular monthly meeting on these maps.

V. Adjournment

With no further business before the Town Council, Councilmember Beyene moved to adjourn with a second by Councilmember Ramirez. The motion carried.

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Alexander Beyene, Council Member
SECONDER:	Mary Ramirez, Council Member
AYES:	Schneider, Pasanello, Gallagher, Beyene, Ramirez
ABSENT:	TracyLynn Pater

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

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TOWN OF HAYMARKET TOWN COUNCIL

PUBLIC HEARING/REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, December 4, 2023

7:00 PM

Council Chambers

A Public Hearing/Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:00 PM.

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

A. Call to Order

Council Member Marchant Schneider: Present, Council Member Joe Pasanello: Remote, Councilman Matthew Gallagher: Present, Vice Mayor TracyLynn Pater: Present, Council Member Alexander Beyene: Present, Council Member Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance - Troop # 924

Mayor Luersen introduced Troop #924 and invited them to lead the audience in the Pledge of Allegiance.

III. Invocation: Pastor Mark Brady - Park Valley Church

Mayor Luersen invited Pastor Mark Brady from Park Valley Church to the podium to give the evening's invocation. Prior to the invocation, Pastor Brady stated that it was a honor to come and give the invocation and thanked staff for the welcome and to the Police Department for keeping the Town safe.

IV. Business Spotlight: Crumbl Cookie - Cami Fairbanks and Alli Bohls, Owners

Cami Fairbanks, co-owner of Crumbl Cookie, was the Business Spotlight for the December meeting. First, Mrs. Fairbanks thanked the Town Council and the community for the warm welcome that they have received since opening their store. She stated that she and her business partner have several other locations but has not received such an inviting welcome. She also thanked the Police Department for assuring that the employees are safe when leaving the building late at night after the store closes. She shared the history of Crumbl Cookie and how she got into the business. She continued to share that she and her business partner has three locations, with Haymarket being their newest location. She stated that one thing she loved about Haymarket was the close knit community and that her business is looking forward to being engaged in the community. She finished by stating that they like to give back by donating leftover cookies from the night to organizations that could use a little pick me up and offered if there is anything they can do within Haymarket to reach out them.

V. Community Spotlight: Eileen Smith - Haymarket Food Pantry

Lynne Williams represented the Haymarket Food Pantry at this evening's meeting for Eileen Smith. Ms. Williams shared that the pantry was on track serving 15,000 households by the end of December, which equals out to 60,000 people. She shared that the numbers have doubled within the year. She also shared that even the majority of their clients come from within Prince William County, the organization has been servicing a small portion from outside the area and that they never turn people away. She stated that they direct those individuals to organizations in their area after meeting their original needs. She stated that most of their clients come weekly. She stated that they serve food Monday-Thursday evenings and Saturday mornings. She shared that she makes a habit of trying to get to know each client by name because she wants to get personally involved with each client and that she just wants to give back to the community. At this time, she took questions from the Town Council regarding the Food Pantry needs. After her presentation and a brief question and answer period, Mayor Luersen shared that the Town collected non perishables for Ms. Williams to take back to the Food Pantry.

VI. Recognitions and Awards

Town Manager Emily Kyriazi approached the podium to give out some recognitions and awards. The first group Mrs. Kyriazi recognized was Park Valley Church. She asked Pastor Brady to come to the podium.

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Mrs. Kyriazi shared that each year Park Valley Church helps the Town with all the community events. She stated that they bring out a great group of volunteers and the Town appreciates the Church does. Mrs. Kyriazi presented a check to Park Valley Church in. Mrs. Kyriazi asked for Scout Troop #924 to come up to front of the Council Chambers. She shared that the troop helps every year with keeping the trash under control on Haymarket Day. She also shared that they do one of the hardest jobs to do on Haymarket Day and that their great job does not go unnoticed. Mrs. Kyriazi presented the Troop with a check in the amount of \$750 to go toward activities or summer camp. Councilmember Schneider shared that this is one of the few troops that have combined memberships. Mr. Schneider also wanted to thank the residents of Longstreet Commons who tirelessly help with the vendor set up on Haymarket Day. Mr. Schneider recognized and thanked each person by name who helped. At this time, Mrs. Kyriazi stated the Town Council and staff would like to publicly acknowledge and thank Mr. Matt Burrows, the Town Maintenance Supervisor, for all of his hard work, dedication and commitment to not only everything Christmas but to everything the Town. After the recognition, the Town Council took a brief recess to follow Mr. Burrows out to the Town's Christmas Tree for a test run.

VII. Public Hearing

1. Public Notice

Town Clerk Kim Henry read the public notice into the record.

2. Citizen Comment

There were no citizen comments for the public hearing.

3. Close Public Hearing

With no comment, Mayor Luersen closed the public hearing.

VIII. Citizens Time

Matt Buckham, co-owner of Great Mane Brewery, addressed the Council on the draft of the mobile food establishment ordinance. He thanked everyone for allowing the business to operate in the Town and said he is thankful for its success. He said the brewery operates as a manufacture tap room and serves as a community space. He said they allow groups and non profits utilize the space and groups that they cater to come up with the ideas that the brewery does, such as trivia night, book clubs, and meetings. He stated that they operated in a way that allowed food vendors from outside the area to come in and also has a open door food policy where people can bring in their own food. He said the food truck was a way to get a regular pattern for food to some of the events that the brewery has. He said that once the Town started imposing the business license fees and food trucks, the options for food has diminished. He stated that he is thankful that the Council is deliberating the ordinance and asked that they make it easy and least restrictive as possible.

IX. Consent Agenda

Mayor Luersen asked for any reports that Council would like to pull off the Consent Agenda prior to approval. The following items were pulled for discussion: the Town Administration Report, the Treasurer Report, the Chief of Police Report, the Town Engineer Report and the Finance Liaison Report.

Councilmember Pasanello moved to adopt Consent Agenda items A:1,2; B:5, and C:2-5. Councilmember Ramirez seconded the motion. The motion carried.

After the discussion of the pulled items, Councilmember Pasanello moved to adopt Consent Agenda items B: 1-4 and C:1. Councilmember Gallagher seconded the motion. The motion carried.

A. Minute Approval

- 1. Mayor and Council - Work Session - Oct 30, 2023 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Council Member
SECONDER:	Mary Ramirez, Council Member
AYES:	Schneider, Pasanello, Gallagher, Pater, Beyene, Ramirez

- 2. Mayor and Council - Regular Meeting - Nov 6, 2023 7:00 PM

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RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Council Member
SECONDER:	Mary Ramirez, Council Member
AYES:	Schneider, Pasanello, Gallagher, Pater, Beyene, Ramirez

B. Department Reports

1. Town Administration Report

Items discussed in the Town Administration Report was:

1. The update on the RFP for the sidewalk, earliest groundbreaking date for the sidewalk, and crosswalk update with VDOT. Town Manager Emily Kyriazi gave the update on the RFP for the sidewalk. She shared that staff has completed the bid tabulation and will be prepared to bring forth the results and the notice to award at the January meeting. Mrs. Kyriazi shared that the groundbreaking start date is slated for April 1. Mrs. Kyriazi shared that there should not be any delays with the crosswalk request with VDOT.
2. The Park Building update. Mrs. Kyriazi shared that the staff is working through the demolition application to be presented to the ARB and that the options discussed by the Town Council will not be part of the application. She shared that staff has been working on providing the ARB with materials and documentation that the ARB has asked for, such as cost comparison, history of the building and information on upgrading the structure. She also shared that based on the ARB Guidelines, a decision will need to be made at the next Architectural Review Board meeting on December 6th.
3. The status of the Town Center site plan. Town Manager Emily Kyriazi gave a brief update and shared that the site plan is ready to go when the Town Council is ready to move forward. She shared that once the outside agencies sign on the site plans, the time clock starts and will present the timeline at the upcoming FY25 budget work sessions. She also shared that in addition, she will be bringing the interior plans of the building for the Council to discuss and determine. Mrs. Kyriazi was asked to give a brief explanation of the Town Center site plans for the citizens to understand. She shared it is exterior work on the property that will redesign the parking lot, better stormwater management for the site, curb and gutter and turn lanes. A question was asked about which she feels should take priority, the Town Center site plan or the Town park plans. Mrs. Kyriazi shared that since the site plans are complete and to be financially responsible on monies spent on those plans, she shared that the Town Center site plans should take priority.
Mrs. Kyriazi shared that she would recommend that at the work session in January, the Town Council revisit their priorities since there are two new members on the Council.
4. There was a question on a pedestrian audit that Town Treasurer Roberto Gonzalez completed. Mrs. Kyriazi elaborated on the audit that is required by law to verify that the Town expended the money correctly.
5. A question was raised about a desk that was moved from the museum to the Town Park building. Mrs. Kyriazi shared that it was a temporary move so that staff could set up for the next event at the museum with Crossroads Arts Alliance show. A discussion ensued with spaces the Town could use as storage if the Town Park Building would be demolished. The Council also asked about the progress on the Crossroads Arts Alliance program that is utilizing the museum. Mrs. Kyriazi shared that the Alliance is doing great and will be hosting an open house later on in the week.
6. There was a request on a recap of the Farmer's Market. Mrs. Kyriazi shared that she has been meeting with Event Coordinator Rachel Sawyer and will be bringing a recap with plans for the next season at a future meeting.
7. An update was given on the Town Hall signs. Mrs. Kyriazi shared that the signs are in and after discussion with Councilmember Schneider, who is the ARB liaison, the signs will be installed in the near future.
8. There was a request for an update on the Town's light poles that stopped working. Mrs. Kyriazi shared that the light poles had some bad wiring and a short on the south side of Washington Street which caused issues from Jefferson Street and Greenhill Crossing Drive. She shared that Mr. Burrows and the Town's electrical contractor worked on the issue for a few days and was able to fix the problem. She also stated that staff has identified an issue with some of the light poles on Bleight Drive. She shared that those poles will be worked on in the very near future.

9. There was a request on the Highpointe update. Mrs. Kyriazi shared that the proposed plan is located on the south end of Town near railroad tracks. She stated it would occupy about 4 acres of land that would be located in the Town. Mrs. Kyriazi shared that the Town has returned all comments to the developer but has not received a formal response or a re-submission from them. She also continued to share that she reached out Prince William County Planning Department about their status. She shared that PWC was finishing up their comments to the developer with the Town cc'ed in the submission but will follow up again with them since there has been staff turnaround at the County level.

10. There was a request for an update on the new live stream and agenda platform with Civicplus. Mrs. Kyriazi shared that there has not been a final date established for a migration but will follow up with a more firm date.

11. There was a clarification on match funding on the storm water assessment grant performed by the County. Mrs. Kyriazi shared that she is working with the County representative on the project who would be speaking with the Board of Supervisors letting them know that the Town is good with the match. At that time, the representative will get in touch with Mrs. Kyriazi on how and when to remit payment.

12. In respect to the Crossroads Village sidewalk, there was a questions on making the corrections. Mrs. Kyriazi shared that the staff has responded to the as builts and gave the requirements needed in order to get bond release.

13. With respect to the Bleight Drive townhomes and a request for a waiver for sidewalk installation. Mrs. Kyriazi shared that a developer came to Town Hall to discuss the possibility of 11 town homes in a neighborhood setting on Bleight Drive. She also shared that the each site plan submission that staff reviewed, there was no sidewalk which would connect to the rest of Bleight Drive. She shared that at each phase staff's comments were to include the sidewalk which was not done. At the last submission of the site plan, there was a request from the developer to waive the sidewalk in which she declined the request.

14. There was a brief discussion on the removal of the playground shade structure and if the Town contracts it out which would do an assessment of the shade when they take it down. Mrs. Kyriazi shared that she works with the contractor to come out once a year to do a general playground assessment. She said she could schedule the assessment when the shade is in place to give a total assessment.

2. Town Treasurer Report

There was a question on the legal services line item and if the Council should look at amending the budget for that. Town Treasurer Roberto Gonzalez shared that it has been on his radar and has been discussing it with the finance liaisons. Mr. Gonzalez shared that most of the expenses from this line item is project driven with Crossroads bond releases and the Bean property. He stated that it will be part of the budget amendment coming up. Mayor Luersen opened up the finance liaison report in conjunction with this report and asked if the liaisons are following the trends. Councilmember Pasanello shared that liaisons are following it and notes that in his report in which the staff has put a hold on all legal matters that are not a priority.

Mr. Gonzalez shared that he has received notification from Republic Services that as of January 1, 2024, there will be a \$5.12 increase per home in fees due to the Prince William County disposal tipping fee. Mr. Gonzalez shared that although the budget looks ok for the fiscal year, it will need to be addressed at the FY25 budget season. Mr. Gonzalez also shared that he is working on an RFP since the contract will be up on July 1, 2024.

Lastly, Mr. Gonzalez shared that staff has made the necessary moves to fully secure the Town's funds. He also shared that staff has opened up a fully secured 6 month Certificate of Deposit.

3. Chief of Police Report

The following items were addressed on the Chief of Police report:

1. Councilmember Ramirez pointed out all the upcoming events that the department is doing and congratulated the department on the service to the community.
2. There was a question about how a citizen can get a hold of the department with a concern that is not an emergency. There was a question on how to curtail the problems in the phone lines that seem to be forwarding to Prince William dispatch so that the citizens can talk directly to the Haymarket Police Department. Chief Sibert shared some history on how calls were being handled by going directly to the officers cell phone at night but to his office phone during the day. However, he's not always in his office during the day and would need to be directed correctly because he needs to track calls. He stated he needed a phone number that was

manned 24 hours and someone would be able to answer the call. He shared that the Town Manager Kyriazi are working on a resolution by creating a phone tree.

3. There was a request to elaborate on the Santa Cops East and West program. Chief Sibert shared that some will recognize the program as Shop with a Cop. He shared that this program was organized by the Fraternal Order of Police and all funds are donated from other agencies and individuals that provide an opportunity for at risk children to Christmas shop for items that they would like. He shared that they do one event on the east side of Prince William County and one on the west side. He continued to state that the department provides an officer or two to eat breakfast with the child and go shopping with the child.

4. There was also a question about the parking and traffic issues at the QBE property specific to safety. Chief Sibert shared that reckless driving whether it be on public or private property can be enforced but parking issues on private property is a different story. He shared that the department can mitigate circumstances but it is hard to enforce. Town Manager Emily Kyriazi shared that staff can look into the issues there and have more fruitful conversations with the property owners.

5. There was a question about the increase in response time in November. Chief Sibert shared that it was due to the complexity of some of the calls the officers had to respond to.

6. Due to the increase in scams to the elderly, Chief Sibert shared that Park Valley Church and the department have collaborated in organizing and showcase an event that can help seniors navigate through some resources.

4. Town Engineer Report

There was a question about the NOVA Haymarket hotel line item that was in the Town Engineer's Report. Town Planner Thomas Britt shared that one the last pad sites in the Crossroads Village development was given a special use permit to have a hotel with a 75 foot height or a senior facility with a 50 foot height. He shared that J2 engineers are representing a developer on first submission site plans for a hotel named NOVA hotel Haymarket. He shared that they will be building to the full height as given in the special use permit. He shared that he and the Town Engineer are working on reviewing the plans. A discussion followed on the site and the history of the developer of Crossroads wanting to build two over two townhomes on that site. There was also a question on the period of validity of the special use permit. Town Manager Emily Kyriazi shared that when the special use permit was granted from a previous Council, there was no end or expiration date.

5. Town Attorney Report

C. Liaison Reports

1. Finance Liaison Report
2. Business Liaison Report
3. Community Outreach Liaison Report
4. Architectural Review Board Liaison Report
5. Planning Commission Liaison Report

X. Agenda Items

1. Consideration of Resolution # 2023-006, # 2023-007 and # 2023-013

Town Planner Thomas Britt addressed the Town Council on the proposed resolutions. He shared per Virginia State Code, to better protect the Chesapeake Bay watershed, the Chesapeake Bay Preservation Act (CBPA) requires that the Town has certain elements protecting the watershed put into writing. He provided three maps for the Council to consider in order to protect the watershed which would be part of the Comprehensive Plan. He shared that this will meet all requirements with the Department of Environmental Quality and meet the criteria for the CBPA.

Councilmember Ramirez moved to adopt Resolutions #2023-006, #2023-007, and #2023-013 with the correction made on 2023-007 to be reflected for Town Council. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary Ramirez, Council Member
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Pasanello, Gallagher, Pater, Beyene, Ramirez

2. Board of Zoning Appeals Vacancy

Town Clerk Kim Henry stated that there were not other applications submitted. There was a question on the term expiration. Ms. Henry stated that she believed the term would expire January 2024, in which Mr. Baker would need to be reappointed at that time.

Councilmember Gallagher moved that the Town Council nominate Justin Baker to fill the open seat that was vacated by Matthew Gallagher through January 2024. Vice Mayor Pater seconded the motion. A short discussion followed. Town Clerk Kim Henry restated the motion for clarification. The motion carried by a roll call vote.

After the discussion on the mobile food establishment ordinance, Town Clerk Kim Henry asked for Council to amend the motion stating that Mr. Baker's term would end January 31, 2025.

Councilmember Gallagher amended the motion to nominate Justin Baker to the open BZA seat vacated by Matt Gallagher with term expiring January 31, 2025. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matthew Gallagher, Councilman
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Pasanello, Gallagher, Pater, Beyene, Ramirez

3. Mobile Food Establishment Ordinance

Town Treasurer Roberto Gonzalez addressed the Town Council on the draft ordinance. He shared that he addressed some of questions off line from some of the Council Members. He shared that the goal is to make it feasible for the establishments to come into Town operate a business but with restrictions. He shared that the brick and mortars have invested a lot of time to the Town and understands their concerns with the establishments not having any vested interest in the Town. He also shared that many localities are addressing the same subject with some not allowing food truck establishments at all. He shared that the policing of the food trucks are not 100%. He stated that the intent is to make sure that the Town is being covered by following the State guidelines to avoid any issues. He shared that the ordinance will address any concerns and that is asking for any additional directives from Council prior to sending this to a public hearing. An extensive discussion followed on the subject with the Town Council. There was a discussion on limiting the hours and days allowing the food truck to operate. There was also a discussion on giving some flexibility to encourage food trucks to look at Haymarket as a possible brick and mortar establishment. Mr. Gonzalez shared that he is looking for the Town Council to come to an agreement on the guidelines set within the ordinance so that this could go to a public hearing. He stated that he would like to present a solid ordinance for the Town Attorney to review prior to the advertisement of the public hearing. The Council discussed coming up with a reasonable time limit allowable for a food truck, such as so many hours per day, no more than so many times per week and per month. Town Manager Emily Kyriazi explained the current regulation on food trucks operating within the Town. She shared that a food truck pays a \$500 fee even if it is for one time. She further explained that the proposed ordinance was drafted to lessen the fee to make operating a food truck in the Town more attainable yet make it fair across the board. She also stated that staff does not have the time or resources to police and chase down food trucks on the weekends. She stated that the ordinance is to establish a middle ground that could benefit everyone. Discussion continued on limiting times and days to be incorporated into the ordinance. There was a suggestion to bring this topic up to the area businesses at the next quarterly business roundtable meeting. Town Manager Kyriazi stated that she would work with the Administrative Assistant in notifying the businesses about the topic and invite them to give feedback at that meeting. She also shared that Town Treasurer Gonzalez worked hard on the draft ordinance and would like feedback so that this item can go to public hearing in the very near future. The Council gave their individual

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feedback on the ordinance and their suggestions on hours and parking. A question arose on enforcing the ordinance. Town Manager Kyriazi shared that she as the Zoning Administrator or her designee could enforce the ordinance, which would be the Police Department staff. She also suggested that the business owner provide their schedule monthly when submitting their meals tax to help regulate and adhere to the ordinance. The Town Council directed staff to post something on social media to the greater Haymarket community. Mrs. Kyriazi asked for someone on Council to work with staff to come up with the wording for the post. Mrs. Kyriazi also shared that staff could publish this in the quarterly newsletter that is getting ready to go to print at the end of December.

XI. Councilmember Time

1. Councilmember Matt Gallagher

Councilmember Gallagher shared that he is looking forward to seeing everyone at the Christmas and Holiday event and wished everyone a Joyous and Peaceful Holiday season.

2. Councilmember Mary Ramirez

Councilmember Ramirez wished everyone well for the Holiday Season. She also brought attention to the Wreaths across America campaign. Councilmember Ramirez asked that staff edit the recent facebook post regarding the park house and how the Council came to a decision in more detail. Lastly, Councilmember Ramirez stated that she would like for Council to have an organizational meeting in January to revisit the committees since there are two new members on the Council.

3. Councilmember Marchant Schneider

Councilmember Schneider responded to Ms. Ramirez comment on the facebook post regarding the park house. He stated that it was a directive from the ARB to announce that this item was the topic of their meeting agenda to give the public a chance to comment at the meeting. He also disclosed that he received phone calls from the owner of the Haymarket Hilton and the old firehouse property owner on redeveloping the property. He shared that he will answer any call from any business or property owner. He stated that the property owner voiced his concerns. He shared that he spoke with the Town Manager and that she encouraged the property owner to reach out to staff so that a dialogue could continue.

4. Councilmember Alexander Beyene

Councilmember Beyene wished the staff, Council and residents of Haymarket a Happy Holiday.

5. Councilmember Joe Pasanello

Councilmember Pasanello stated that he will defer any comment on the firehouse issue until the next meeting. He also shared that performance evaluations for the Town Manager and Chief of Police are due and would like to start that discussion at the January meeting. He thanked those who attended the evening's meeting and wished everyone a Happy Holiday. Lastly, Mr. Pasanello shared that the Prince William County Board of Supervisors will be making a decision about the Digital Gateway that could affect Western Prince William County at their December 12th meeting.

6. Vice Mayor Tracylynn Pater

Vice Mayor Pater wished everyone a Happy Holiday. She shared that some of her take aways from this evening's meeting was the extreme appreciation of the Town's Police Department, the phrase close knit community and the number of households that the Haymarket Food Pantry services. Lastly, she shared that she looks forward to seeing everyone at the Christmas and Holiday event on December 9th.

7. Mayor Ken Luersen

Mayor Luersen also shared about the Wreaths Across America with the local chapter of VFW. He also shared that he looks forward to seeing everyone at the Holiday event on December 9th. He also shared that he will still be doing his monthly Mayor's walk on Saturday, December 9th.

XII. Adjournment

With no further business before the Town Council, Councilmember Beyene moved to adjourn with a second by Councilmember Gallagher. The motion carried.

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Alexander Beyene, Council Member
SECONDER:	Matthew Gallagher, Councilman
AYES:	Schneider, Pasanello, Gallagher, Pater, Beyene, Ramirez

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Dec 4, 2023 7:00 PM (Minutes)



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, December 12, 2023

6:00 PM

Council Chambers

A Special Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 6:00 PM.

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Council Member Marchant Schneider: Present, Council Member Joe Pasanello: Remote, Councilman Matthew Gallagher: Present, Vice Mayor TracyLynn Pater: Present, Council Member Alexander Beyene: Present, Council Member Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

II. Special Meeting Agenda

1. Call of the Special Meeting

Mayor Luersen shared the purpose of the special meeting. He stated that the Architectural Review Board met and denied the COA application from the Town Council to demolish the Town Park Building. He stated that this meeting was to discuss whether the Town Council would like to file appeal since there was a 14 day time limit to file an appeal. He turned the floor over to Town Manager Emily Kyriazi. Mrs. Kyriazi shared that the ARB conducted a site visit and discussed the application in detail and made their findings of denial. She shared that the vote was 4-0 to deny the application with one member absent. She provided the motion and the findings of denial to the Town Council. She stated that if the Town Council would like to appeal the decision of the ARB, they would need to do so by a motion within the 14 day time limit as established the Town Ordinance and give authorization for her at the Town Manager to file the appeal on their behalf. A short discussion followed.

2. ARB Motion of Denial

3. Authorization to File an Appeal on ARB Decision

Councilmember Pasanello moved that the Haymarket Town Council authorize Town Staff to file an appeal to the ARB denial of COA ZP# 2023-1001 to demolish the Sears house/Lewis Home aka Town Park Building located at 14740 Washington Street. Vice Mayor Pater seconded the motion. A short discussion followed on whether the Council would be interested in filing the appeal. **The motion carried by a roll call vote with 3 in favor, 2 opposed and 1 abstention.**

Town Manager Emily Kyriazi asked for clarification that she would file the appeal on behalf of the Town Council. Mayor Luersen gave the directive for Mrs. Kyriazi to file the appeal on behalf of the Town Council. Mrs. Kyriazi shared that she will file the appeal within the time limit and that the subject will be on the January 2, 2024 regular meeting agenda. Mayor Luersen stated that since this is a regular meeting there will be citizens time for the public to comment on the subject.

RESULT:	ADOPTED [3 TO 2]
MOVER:	Joe Pasanello, Council Member
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Joe Pasanello, TracyLynn Pater, Alexander Beyene
NAYS:	Marchant Schneider, Mary Ramirez
ABSTAIN:	Matthew Gallagher

III. Adjournment

With no further business before the Town Council, Councilmember Beyene moved to adjourn with a second by Councilmember Ramirez. The motion carried.

Minutes Acceptance: Minutes of Dec 12, 2023 6:00 PM (Minutes)

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Alexander Beyene, Council Member
SECONDER:	Mary Ramirez, Council Member
AYES:	Schneider, Pasanello, Gallagher, Pater, Beyene, Ramirez

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Dec 12, 2023 6:00 PM (Minutes)

Town of Haymarket Town Manager Report and Tracking Log

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
Office of the Town Manager and Zoning Administrator						
Civic Plus: Meetings and Agendas	Emily K		Shipment of all equipment			Signed with Civic Plus to move our Agendas and Minutes Database/System from MinuteTraq to CivicPlus. Working with the CivicPlus team to create the Meeting Agenda Templates and build framework on the back end of the site. Expected transition date/Go Live date March 2024
RFP for Sidewalk	Emily K/Thomas B					RFP to be posted week of October 2nd for Bids to be submitted. RFP will remain open for 30 days. Site plan for sidewalk is under planning review 11-3-2023. The Town Engineer and Town Manager are in the review process and provide a recommendation to the Town Council. Working with the Engineering Group on a change order discussion/request regarding the Crosswalk Study, Landscape Plan and Lighting Plan. Will be submitting documents to the Town Council for the Notice to Award Bid at the January 2024 meeting
Communications Survey and Plan Draft	Emily K and Vice Mayor Tracylynn Pater					Communications Strategy was presented to the Town Council on 7/31, Town Manager and the Vice Mayor will be working in the implementation of the Strategy over the next 8 months and provide feedback monthly
County Contact RE: Stormwater Assessment Program						Town submitted a letter of support for the Stormwater Assessment application, the County has reached out to determine if the Town is still able to meet the 20% match, TM is coordinating with the County UPDATE Following up with the County regarding the request for the \$40,000 grant match to proceed with the Stormwater Grant. Will discuss with the Town Council RE: submitting the grant match. Awaiting notice from the County on when and how to submit the match
Quiet Zone Program (PWC Coordination)	Emily K/ Joe P					Town Manager scheduled a meeting with Richard Weinmann, PWC Traffic Safety Engineering Branch Manager, to discuss the Quiet Zone program and its current status. Town to work on identifying pedestrian improvement projects for the Safe Streets 4 All Grant. Quiet Zone Grant will still be moving forward, however, based on recent incidents at the private crossing, the likelihood of receiving the Quiet Zone is unknown.

Attachment: Monthly Report January 2024 (6429 : Town Administration Report)

<p>DEQ: CBPA Audit and Follow-Up Requirements</p>	<p>Emily K/Thomas B</p>					<p>Held meeting with DEQ Rep Daniel Moore to follow up on the CBPA Audit the Town had in 2020 on the action items that resulted from the audit. Working with Mr. Moore to address the issues and complete all action items in coordination with the County UPDATE: 8/30/2022 Continue to work with the County on assistance with the outstanding CBPA issues, updating Mr. Moore on action taken, 9/29/2022 Public Hearing for ZTA scheduled 10/17 for Planning Commission 11/1/2022 Working with Thomas Britt, Town Planner to do a hand over of the CBPA Action Items, requesting meeting with Daniel Moore to discuss the remaining items and introduce Thomas to Daniel. Updates will be given as we continue to work through the remaining items 11/30/2022 Town Planner has coordinated with Daniel Moore on action items, ZTA amendment to have public hearing Monday 5th of December. Process for completing the septic system item on hold, all other items proceeding smoothly. 4/5/2023: The Town Planner will submit two maps and a comprehensive plan narrative to the Planning Commission in the April PC meeting to fulfill two CBPA requirements. 6/1/2023: The Town Planner continues to work with Daniel Moore on fulfilling CBPA items 7/27/2023: All outstanding items to be resolved by August 21, 2023. 9/26/2023: Town Staff finalizing ZTA resolution with DEQ, then all items fulfilled. 10/30/2023: Town Planner to present CBPA items to Town Council for work session. 11/27/2023 Public Hearing to be held for outstanding CBPA items in the December 4th TC meeting UPDATE 12/22/2023 Resolutions presented to TC passed unanimously, Final ZTA to be brought to Planning Commission 1st quarter of 2024.</p>
<p>Comprehensive Zoning Inspection</p>	<p>Emily K/Thomas B</p>					<p>On 8/12/2022, 8/16/2022 and 8/26/2022 Zoning Inspections were completed on the majority of the Town's Business Commercial and Industrial parcels. A small portion of commercial properties between Fayette Street and Madison Street on the south side of Washington Street remain for inspection. Zoning Violations were noted and correspondence will be sent to property owners. 8/30/2022 -- Had to follow up with two businesses displaying feather signs, will issue Zoning Violation letters accordingly UPDATE 9/26 Town Businesses in compliance with feather signs, Town Planner will issue Zoning Violations for future incidents.</p>
<p>Town Business Visits and Check-Ins</p>	<p>Emily K and Roberto</p>					<p>Visited these businesses the month of November -- Copper Cricket, El Vaquero, Cookies and Cream Aldi, Peace and Laughter, Haymarket Hotel, Parrandos, 1971 Coffee, CVS, Chickfila, VNB, CAA, Melanie's Florist, Ash Salon, Hidden Jules, Cupcake Heaven, Studio B and Salon</p>
<p>Park Building</p>	<p>Emily</p>					<p>Town Manager and Town Planner preparing Certificate of Appropriateness requesting demolition for the structure. Application to be submitted to the ARB for the October meeting 10/30/2023: Town Staff have presented application to the ARB in the October 18th meeting. 11/27/2023: Town Staff will present follow up on previous application in the December 6th ARB meeting UPDATE 12/22/2023 ARB denied application for COA for demolition of the building, TC has authorized for Town Staff to appeal the decision to Council</p>

Attachment: Monthly Report January 2024 (6429 : Town Administration Report)

Staff Meetings	Staff					Held weekly Staff Meetings on Tuesdays
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					Town Attorney reviewing the Personnel Manual and will provide suggestions. Met with Town Attorney to begin the discussion of recommended edits, will follow up with Town Attorney in January for the follow up meeting to finish edit discussion.
Land Use Planning Department						
Playground Shade Structure	Emily K.					Shade removed from the park playground
Town Center Site Plan	Emily K and Katie					Rinker Design Associates has resubmitted a second submission of the Town Center Site Plan following the change order for the test holes. The second submission is currently in review by the Town Staff and agencies. 2/2/2023 A second submission for the Town Centre plan has been submitted. The Town Planner and Engineer will review the plan and take comments from the Planning Commission at their February meeting. 8/2 Town Manager will bring Town Center Site Plan to August Work session to discuss the cost estimates. The SWPPP has been completed. UPDATE 11/27 The SWPPP has been submitted to the Town
Highpointe at Haymarket	Emily K, Katie, Thomas					7/10/2023: Compton and Duling submitted a multijurisdictional workforce housing project, 4 acre of which fall within the Town of Haymarket. The project consists of 240 multifamily housing units (96 in Town boundaries) with park space and access to Hwy 15. Town Staff received a first submission as of May 29th and are preparing comment response for the first preliminary submission. UPDATE 8/15/2023 Town Staff have prepared comment response for preliminary submission of Highpointe Rezoning Application to send. Meeting with Highpointe developers and PWC Monday August 28th 9/28, no update from the applicant. 11/27 Town Planner has submitted comments to Compton and Duling, will coordinate follow up meeting with the applicant UPDATE 12/22/2023 Town Staff waiting on follow up from applicant
Robinson's Paradise	Thomas					11/3/2023: Construction of the site continues. Lot 1, the model home, has been given zoning release for occupancy. Lots 2-5 to be inspected in November for zoning release for occupancy. 11/27: Lots 2, 3, and 5 have been given zoning release for occupancy, lot 20 to be given zoning release for occupancy soon. UPDATE 12/22/2023 Lots 4 and 20 given zoning release for occupancy
Van Metre -- Robinson Village	Emily K, Thomas					7/6/23 All home are granted occupancy and all proffers are collected. Awaiting the submission of the as built for the development 9/26 Town Planner and Town Engineer are in talks with The Engineering Groupe on as built submission. 10/16 as built submission received and under review by Town Staff 11/27 Town Staff preparing first round of comments on As-Built UPDATE 12/22/2023 Town Comments submitted to Van Metre, Van Metre to resubmit as built design soon.

Attachment: Monthly Report January 2024 (6429 : Town Administration Report)

Crossroads Village Center	Emily K					<p>Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. Working with the applicant on dirt complaints on Washington Street as well as dust complaints from neighboring residents. Will be monitoring the site closely for compliance. Requested updates on the schedule, timeline and update on tenants for the site, will keep Council posted on updates. UPDATE 4/24/2023: VDOT and Town Staff completed inspection of Washington Street Paving. The Town Planner will perform final site inspection in the next week. UPDATE 6/1/2023: Town Planner has finished landscaping inspection for CVC. UPDATE 7/27/2023 Landscaping inspection and other outstanding items for CVC are almost complete, Town Planner to perform final inspection in the next two weeks. Additionally, Town Planner and Engineer are reviewing As Builts for property. 9/26 As built and landscaping bond review continue. 10/30/2023 The landscaping bond will be given 30% release. 11/27 30% release given for the landscaping bond. UPDATE 12/22/2023 none</p>
Taco Bell	Thomas					<p>7/27/2023: All bonds collected, grading permit issued by Town Planner. Construction has 5-6mo timeline for completion. 8/15/2023 Grading process has started 9/26 Taco Bell has received all architectural and site plan permits, construction continues. UPDATE 10/30-12/22 construction continues</p>
Crossroads Village, Kiddie Academy	Thomas					<p>4/3/2023: 2nd submission of the final site plan currently under review by the Town Planner and Town Engineer. 6/1/2023: Kiddie Academy site plan to be brought before PC in June 20th meeting 7/27/2023: Planning Commission wishes for applicant to consider reduction of parking spaces on site, and additional drop off point. Requests will be addressed at August 14th PC meeting. 9/26 Planning Commission approved the Kiddie Academy Site Plan in the August 14 PC meeting. Town Staff are holding final discussions about landscaping responsibility with the engineers of the site plan before signing 10/30 Site Plan for Kiddie Academy signed, awaiting bond submission and pre-con meeting with site superintendent. UPDATE 11/27--12/22 all bond documents collected and signed, pre-construction meeting has been held, Construction to commence mid-December to early January</p>
Haymarket Lifetime Smiles	Thomas					<p>6/1/2023: Preliminary Site Plan for dentist office submitted to Town. Second preliminary submission currently under review by Town Planner and Town Engineer. Location of the Lifetime Smiles dentist office is behind Chick Fil A and The Fauquier Bank by the Quarles Property. 9/26 Preliminary Plan to be signed soon once the conditions in the Town Engineer's approval letter are met. 10/16 Preliminary Site Plan approved, Final Site Plan received first submission comments from Town Staff. 10/30: The Town Planner and Engineer have met with J2 Engineers to review the second submission of the final site plan. Town Staff to place the final site plan on the November PC Agenda 11/27 Final Site Plan Conditionally Approved by the PC, Town Engineer, conditions were met, the site plan has been Signed, Town Staff waiting for bond submission. UPDATE 12/22/2023 Construction Release given, all bonds collected by the Town, Construction team to start work in late December</p>

Attachment: Monthly Report January 2024 (6429 : Town Administration Report)

<p>Pulte Townhomes at CVC</p>	<p>Thomas</p>					<p>4/3/2023: Townhomes will be given construction release 5 homes at a time. Model homes are the only current structures built out. The Town Planner will give construction release and perform zoning inspections as needed. Proffers have not been submitted yet for any of the Townhouses, submission will occur when each unit receives occupancy from the County. 4/24/2023: Zoning release given to the 7 model homes, Pulte will obtain occupancy from PWC. The Town Planner will follow up on the proffers for these lots. Construction permits are given as requested. 8/5/2023 The Town Planner has given zoning release for 10 lots to receive occupancy from PWC 9/26 The Town Planner has given construction release for 43 lots and zoning release for occupancy for 17 lots. 10/16 Town Planner has given construction release for 9 more lots. 11/27, Town Planner has given zoning release for occupancy for 10 more lots, and construction release for another 10 lots. UPDATE 12/22/2023 Town Received the proffer checks for the latest 10 lots</p>
<p>Bleight Drive Townhomes</p>	<p>Thomas</p>					<p>4/3/2023: 1st submission of final site plan under review by the Town Planner and Town Engineer 7/6/2023 Second Submission has been submitted by the applicant's engineer. 7/27/2023: Town Staff are discussing expansion of sidewalk along the entirety of Bleight Drive. 9/26-11/3 Applicant submit site plan with updated sidewalk and other improvements to Town Staff before bringing plan to PC 11/27 Applicant has requested a waiver for the sidewalk installation, Town Staff will respond soon. UPDATE 12/22/2023 Town Staff have denied waiver for excluding sidewalk from site plan</p>
<p>Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan</p>	<p>Thomas</p>					<p>4/3/2023: Site Plan has been approved by the planning commission in February. All exterior applications approved by the ARB in March. The applicant will bring hard copies of the site plan to sign in the next week. 6/1/2023: Town Planner is reviewing past records prior to the signing of the site plan. 7/27/2023: Town Staff are waiting for bond submission by applicant. UPDATE 9/26-12/2 Town Staff are still waiting on applicant to submit bond agreement.</p>
<p>Jefferson/Fayette St Site Plan (6804 Fayette St)</p>	<p>Thomas</p>					<p>4/3/2023: The applicant has provided all necessary edits to the site plan. The Town Manager signed the site plan Friday March 17, 2023. 9/26/2023 The applicant has demolished the old structure on the site. Town Planner is coordinating with the applicant on a potential footprint revision of the site plan prior to bond submission. 10/16 Applicant's contractor still drafting potential revision. Grass planted on dirtfield and silt fences installed to prevent E/S issues in the interim. UPDATE 11/27-12/22 Town Staff still waiting for decision by applicant on potential revision.</p>

Attachment: Monthly Report January 2024 (6429 : Town Administration Report)

14750 Jordan Lane	Thomas					4/3/2023: The Town Engineer has sent comments on the 1st submission for the site plan. The Town Planner and Town Engineer are currently waiting for the 2nd submission to review. 6/1/2023: Applicant and Town will sign a stormwater management agreement, then sign off on the plan. 7/27/2023: SWM agreement included in final submission, Town Manager has signed the approved grading plan. 9/26 Grading to begin soon and E/S inspections will be performed. 10/16 Permitting still pending at County Level UPDATE 11/27-12/22 Applicant has begun grading, E/S inspections are being performed on lot.
Town Clerk						
Board/Committee Updates	Kim					The Planning Commission cancelled their December meeting. They will be aggressively working on the Comp Plan starting January. They have yet to set their 2024 meeting schedule. The PWC Circuit Court has appointed Justin Baker to the BZA. He will be sworn in this month. I am working with the FOIA Council on coming on site for FOIA training for all Boards. We are looking at end of January 2024.
Agendas/Minutes	Kim					2023 approved minutes will be posted to the website once I receive signatures.
Directives	Kim					All ARB and Planning Commission meetings are uploaded on our YouTube page. I have started the Council meetings. This is for when we migrate to CivicPlus for our web content and meeting recordings. CivicPlus is working on our templates with projected training at the end of January and implementation by mid March
Maintenance						
Tenant Buildings	General maintenance on Copper Cricket/Cupcake Heaven this month (i.e. trash, leaf blowing). Installed holiday lights on both Copper Cricket and Cupcake Heaven. I have been advised that the parking lot floodlights and front door sconce on Copper Cricket and west side of Town Hall are out. Those will be looked at beginning of January.					
Museum	All holiday lights and decorations completed on Museum and Caboose. Removed black staircase in front of the caboose, the top stair bracket collapsed. Replacement staircase is on hold for now.					
Light Poles	Worked with Sublett Services on the light pole outage, found a burnt wire harness on the last light was the cause(harness replaced). The streetlights in the cul de sac on Bleight Drive are out, found that the street breaker was off and what appears to be a hole dug possibly by a utility company in front of one of the light poles. Further investigation into the continuing outage will be after the holiday break. All light pole garland was easy to install and required no additional hardware to stay in place. Multiple power outlet issues on all light poles, I will have more time to investigate when taking down holiday lights.					
Events: Haymarket Day Christmas/Holiday	Completed fabrication of candy cane poles, found some adjustments to make for next year. Currently working on organizing and boxing equipment and decorations from the holiday event. Finalizing marking and measuring wall in storage room for tree branches. Fabrication will begin after Christmas break, this wall storage rack will be a priority before any town decorations come down and put into storage.					
Other:	Updated both Museum and Town Park information boards. Noticed more deadfall tree limbs have come down after the last wind storm, all branches have been moved. No pressing issues found with the park house, would only advise to clean leaves from gutters and install two chimney caps. NOTE: I have noticed that there is only one chimney cap on cupcake heaven, and none on the other two. No chimney cap on the Museum either, would advise installing chimney caps on those properties while we have the boom lift in January.					
Staff						

Attachment: Monthly Report January 2024 (6429 : Town Administration Report)

Farmers Market	Rachel					Markets have concluded for the season. Will be reviewing attendance and redirecting market towards a new direction for next year. Application adjustments have also begun and will be completed the first week of the new year for vendors.
Holiday & Christmas Event	Rachel					A-Make sure all vendors have been paid. Set up & assist day of event. R- Event was a great success! We have gotten nothing but positive feedback from vendors, citizens, and businesses. Christmas decor cleanup and storage has begun.
Haymarket Day 10/21	Rachel/Alex					A-review/make sure all vendor invoices have been paid R- will review the spacing of booths, number of vendors, parade logistics, and notes made during de-brief for next year. Application adjustments have begun.
Social Media/website	Emily/Rachel/Alexandra					Respond to messages and comments on Facebook. Post/Re-share business end events posts on social. Create "events" on Facebook for upcoming events in town. Share local town business events.
Office Misc.	Alexandra					Filing all Nov invoices. Re-create file labels. Handle purchase orders for holiday season.
Newsletter	Emily/Alex					Begin 1st Quarter Newsletter. Plan to mail Dec. 28/29
Real Estate Tax	Roberto/Alexandra					Record payments. Review all Jaxton Sq. for ownership changes, remail. Add late penalty to outstanding 2022 RE Invoices & Mail. Begin adding 2023 late penalties
Invoices	Alexandra					Checking Mail daily, enter all invoices into QuickBooks; process payments. Keep track of late invoices, and payment processing for events and zoning applications.
Spreadsheets	Alexandra					Maintain business email lists. Update BPOL sheets etc.

New/Old Business Updates

New Businesses	Kung Fu Tea-soft opening now. Official opening 2nd wk of January. Ribbon Cutting TBD Planet Fitness-aiming to open 2nd wk of January					
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Attachment: Monthly Report January 2024 (6429 : Town Administration Report)



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

Treasurer's Report

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: January 02, 2024
Re: Treasurer's Report

Highlights:

- Actuals as of 12.27.2023 are included in this agenda.
- Working on Trash contract RFP
- Working on FY2023 audit preparation
- Working on Mobile Food Establishment ordinance
- Working on FY2024 Mid- Year amendments
- Working on FY2024-2025 Budget preparations
- Reviewed Administrators A/P entries and A/R entries.

"Everyone's Home Town"
www.townofhaymarket.org

Town of Haymarket
Statement of Net Position
As of December 27, 2023

	Dec 27, 23
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	7,109,642.89
11010 · Virginia Investment Pool	339,886.94
Total Checking/Savings	7,449,529.83
Accounts Receivable	
12000 · Accounts Receivable	136,423.92
12010 · A/R Permits	-2,672.55
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	137,757.26
Other Current Assets	
11499 · Undeposited Funds	35,188.41
Total Other Current Assets	35,188.41
Total Current Assets	7,622,475.50
Fixed Assets	
12500 · General Property	4,520,283.10
12600 · Rental Property	1,424,914.03
Total Fixed Assets	5,945,197.13
Other Assets	
19110 · Deferred Outflows - OPI	161,261.00
19000 · Net Pension Asset	20,995.00
19100 · Deferred Outflow - Pension Cont	61,608.00
19200 · Deferred Outflow - GLI OPEB	13,317.00
Total Other Assets	257,181.00
TOTAL ASSETS	13,824,853.63
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	21,648.18
Total Accounts Payable	21,648.18
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	2,065.48
20042 · PD Credit Card - SONA 0277	113.90
Total Credit Cards	2,179.38
Other Current Liabilities	
20096 · Deferred Revenue - Other	1,522,773.00
20098 · Deferred Revenue - ARPA Funds	1,738,878.00
20500 · Sales Tax Payable	91.10
21000 · Payroll Liabilities	18,524.89
22000 · Security Deposits	14,730.98
22010 · Escrow Deposits	381,471.20
Total Other Current Liabilities	3,676,469.17
Total Current Liabilities	3,700,296.73

Attachment: Treasurer Report 01.02.2024 (6430 : Town Treasurer Report)

Town of Haymarket
Statement of Net Position
As of December 27, 2023

	Dec 27, 23
Long Term Liabilities	
20080 · Accrued Interest Payable	4,381.80
23000 · Accrued Leave	35,682.67
25000 · General Obligation Bonds	438,000.00
29100 · Deferred Inflow - Pension Msmnt	146,603.00
29500 · Net OPEB Liability	52,568.00
29600 · Deferred Inflow - OPEB	3,772.00
	681,007.47
Total Long Term Liabilities	681,007.47
Total Liabilities	4,381,304.20
Equity	
34110 · Net OPEB Activity Offset	-43,023.00
34000 · Net Pension Activity Offset	97,261.00
30000 · Unrestricted Net Assets	3,470,837.39
31000 · Restricted Net Assets	80,200.00
32000 · Investment in Capital Assets	5,946,464.33
33000 · Amt Long Term Obligations	-479,331.67
Net Income	371,141.38
	9,443,549.43
Total Equity	9,443,549.43
TOTAL LIABILITIES & EQUITY	13,824,853.63

Attachment: Treasurer Report 01.02.2024 (6430 : Town Treasurer Report)

	Actuals	FY2024 Budget	% of Budget	Comments
Income				
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	439,250.92	455,783.00	96.4%	
3110-02 · Public Service Corp RE Tax	13,659.92	12,600.00	108.4%	
3110-03 · Interest - All Property Taxes	0.98	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	95.38	1,000.00	9.5%	
Total 3110 · GENERAL PROPERTY TAXES	453,007.20	469,383.00	96.5%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	118,342.59	175,000.00	67.6%	collections up to November 2023
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	collections of new businesses and delinquent businesses
3120-02 · Business License Tax	25,485.17	250,000.00	10.2%	
3120-03 · Cigarette Tax	73,781.23	140,000.00	52.7%	Collectionbns up to December 2023
3120-04 · Consumer Utility Tax	49,889.53	158,000.00	31.6%	collections up to November 2023
3120-05 · Meals Tax - Current	601,515.47	1,200,000.00	50.1%	Collections up to November 2023
3120-06 · Sales Tax Receipts	56,869.59	160,000.00	35.5%	collections up to October 2023
3120-07 · Penalties (Non-Property)	3,709.75	5,000.00	74.2%	
3120-08 · Interest (Non-Property)	306.99	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	929,900.32	2,112,000.00	44.0%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	1,825.00	4,500.00	40.6%	
3130-03 · Motor Vehicle Licenses	257.00	1,000.00	25.7%	
3130-05 · Other Planning & Permits	4,820.00	15,000.00	32.1%	
3130-06 · Pass Through Fees	11,142.50	0.00	100.0%	
Total 3130 · PERMITS,FEES & LICENESES	18,044.50	20,500.00	88.0%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	8,561.13	20,000.00	42.8%	
Total 3140 · FINES & FORFEITURES	8,561.13	20,000.00	42.8%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	7,715.69	1,500.00	514.4%	Collections up to October 2023
3150-03 · Interest on Bank Deposits	49,073.72	10,000.00	490.7%	Collections up to November 2023
Total 3150 · REVENUE - USE OF MONEY	56,789.41	11,500.00	493.8%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	25,632.42	49,207.00	52.1%	
3151-08 · 15020 Washington Realty	28,385.94	56,772.00	50.0%	
3151-09 · 15026 Copper Cricket	12,169.32	24,338.00	50.0%	
3151-11 · Cupcake Heaven and Cafe LLC	11,711.88	35,838.00	32.7%	
3151-14 · Salman Home Realty Suite 204	3,360.00	5,600.00	60.0%	
3151-15 · Revolution Mortgage	7,098.67	7,099.00	100.0%	
3151-16 · Stirrup For Delegate 21	3,315.00	3,315.00	100.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	91,673.23	182,169.00	50.3%	
3160 · CHARGES FOR SERVICES				
3160-01 · Public Safety	5,305.00	0.00	100.0%	Surplus sale of PD vehicle (Taurus)
Total 3160 · CHARGES FOR SERVICES	5,305.00	0.00	100.0%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	25,600.00	10,000.00	256.0%	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	8,000.00	115.2%	Funds collected in FY2023 meant for FY024
3165-03 · Town Ornaments	11,103.26	5,000.00	222.1%	
3165-05 · Museum Revenue - Art	123.45	0.00	100.0%	Art Alliance
3165-06 · Town Hats	474.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	105,000.50	103,000.00	101.9%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	129.32	0.00	100.0%	
3180-01 · Citations & Accidents Reports	20.00	0.00	100.0%	
3180-03 · Miscellaneous	10.00	0.00	100.0%	

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\$45,518.56 for Stolen check reimbursed by VRSA

3180-04 · Reimbursement from Insurance	46,018.56	0.00	100.0%	
3180-05 · Recovered Costs - Private Events	300.00	0.00	100.0%	
Total 3180 · MISCELLANEOUS	46,477.88	0.00		
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	9,121.00	31,548.00	28.9%	Quarterly grant
3200-05 · Communications Tax	27,398.77	80,000.00	34.2%	collections up to October 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
3200-17 · LOLE Grant	0.00	4,393.00	0.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	71,551.89	145,868.00	49.1%	
4002 · Transfer from ARPA Funds	0.00	200,000.00	0.0%	
Total Income	1,786,311.06	3,264,420.00	54.7%	
Gross Profit	1,786,311.06	3,264,420.00	54.7%	

Expense

01 · ADMINISTRATION

11100 · TOWN COUNCIL

111001 · Convention & Education	272.00	2,500.00	10.9%
111002 · FICA/Medicare	562.65	2,000.00	28.1%
111003 · Meals and Lodging	15.00	1,000.00	1.5%
111004 · Mileage Allowance	0.00	250.00	0.0%
111005 · Salaries & Wages - Regular	9,150.00	25,000.00	36.6%
Total 11100 · TOWN COUNCIL	9,999.65	30,750.00	32.5%

12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	197,958.13	407,469.00	48.6%
1211002 · Salaries/Wages - OverTime	1,428.45	0.00	100.0%
1211003 · Salaries/Wages - Part Time	24,136.00	66,560.00	36.3%
1211004 · FICA/Medicare	18,447.92	36,264.00	50.9%
1211005 · VRS	13,930.20	37,852.00	36.8%
1211006 · Health Insurance	26,080.80	63,963.00	40.8%
1211007 · Life Insurance	2,650.56	4,850.00	54.7%
1211008 · Disability Insurance	1,342.92	3,360.00	40.0%
1211009 · Unemployment Insurance	161.31	5,995.00	2.7%
1211010 · Worker's Compensation	279.75	435.00	64.3%
1211011 · Gen Property/Liability Ins.	19,130.00	19,328.00	99.0%
1211012 · Accounting Services	864.50	8,000.00	10.8%
1211014 · Printing & Binding	2,757.47	8,298.00	33.2%
1211015 · Advertising	1,807.50	9,000.00	20.1%
1211016 · Computer, Internet & Website Svc	5,093.88	28,550.00	17.8%
1211017 · Postage	813.15	4,000.00	20.3%
1211018 · Telecommunications	3,437.83	7,500.00	45.8%
1211019 · Mileage Allowance	277.72	1,000.00	27.8%
1211020 · Meals & Lodging	2,065.61	2,000.00	103.3%
1211021 · Convention & Education	1,206.15	6,000.00	20.1%
1211022 · Miscellaneous	312.00	2,000.00	15.6%
1211024 · Books, Dues & Subscriptions	7,985.12	16,000.00	49.9%
1211025 · Office Supplies	1,610.80	6,500.00	24.8%
1211026 · Equipment Rental	0.00	4,075.00	0.0%
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%
Total 12110 · TOWN ADMINISTRATION	333,777.77	753,999.00	44.3%

12210 · LEGAL SERVICES

1221001 · Legal Services	40,013.23	83,200.00	48.1%	payments up to November 2023 services
Total 12210 · LEGAL SERVICES	40,013.23	83,200.00	48.1%	

12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	18,400.00	17,120.00	107.5%
Total 12240 · INDEPENDENT AUDITOR	18,400.00	17,120.00	107.5%

Total 01 · ADMINISTRATION

402,190.65	885,069.00	45.4%
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03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	248,125.84	516,406.00	48.0%
3110003 · Salaries & Wages - OT Premium	15,253.78	30,000.00	50.8%
3110013 · Salaries & Wages - OT Select En	3,881.05	10,000.00	38.8%
3110004 · Salaries & Wages - Holiday Pay	15,519.73	35,541.00	43.7%
3110005 · Salaries & Wages - Part Time	28,240.00	65,000.00	43.4%
3110007 · Salaries & Wages - DMV Grant	1,983.23	0.00	100.0%

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3110012 · Salaries & Wages - PT Admin.	7,120.00	39,000.00	18.3%
3110020 · FICA/MEDICARE	22,046.57	53,240.00	41.4%
3110021 · VRS	15,367.35	31,604.00	48.6%
3110022 · Health Insurance	42,036.00	72,272.00	58.2%
3110023 · Life Insurance	3,364.71	6,146.00	54.7%
3110024 · Disability Insurance	1,221.08	2,400.00	50.9%
3110025 · Unemployment Insurance	38.24	3,360.00	1.1%
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	13,321.30	28,392.00	46.9%
3110032 · Computer, Internet & Website	2,095.00	5,000.00	41.9%
3110033 · Postage	41.20	100.00	41.2%
3110034 · Telecommunications	5,187.84	13,800.00	37.6%
3110035 · General Prop Ins (Vehicles)	4,871.00	5,014.00	97.1%
3110037 · Meals and Lodging	1,661.37	5,000.00	33.2%
3110038 · Convention & Edu. (Training)	1,732.00	10,000.00	17.3%
3110040 · Annual Dues & Subscriptions	10,744.09	17,200.00	62.5%
3110041 · Office Supplies	1,988.08	5,000.00	39.8%
3110042 · Vehicle Fuels	13,341.97	36,700.00	36.4%
3110043 · Vehicle Maintenance/Supplies	6,748.05	21,500.00	31.4%
3110045 · Uniforms & Police Supplies	20,289.08	36,000.00	56.4%
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%
Total 31100 · POLICE DEPARTMENT	576,270.01	1,157,858.00	49.8%
32100 · FIRE & RESCUE			
3210001 · Contributions to other Govt Ent	0.00	10,000.00	0.0%
Total 32100 · FIRE & RESCUE	0.00	10,000.00	0.0%
Total 03 · PUBLIC SAFETY	576,270.01	1,167,858.00	49.3%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%
4110003 · E & S Inspections	0.00	5,000.00	0.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	53,275.26	123,750.00	43.1%
Total 43200 · REFUSE COLLECTION	53,275.26	123,750.00	43.1%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	32,298.80	105,222.00	30.7%
4310002 · Maint Svc Contract-Pest Control	2,759.00	3,000.00	92.0%
4310003 · Maint Svc Contract-Landscaping	14,054.31	35,000.00	40.2%
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%
4310005 · Maint Svc Cont- Street Cleaning	0.00	2,000.00	0.0%
4310007 · Electric/Gas Services	5,247.26	18,593.00	28.2%
4310008 · Electrical Services-Streetlight	1,764.22	5,500.00	32.1%
4310009 · Water & Sewer Services	1,609.81	3,850.00	41.8%
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	508.44	5,000.00	10.2%
4310016 · Maint - Vehicle Maintenance	0.00	3,000.00	0.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	58,839.11	192,665.00	30.5%
Total 04 · PUBLIC WORKS	112,114.37	323,628.00	34.6%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	41,064.42	75,075.00	54.7%
60001 · Town Tourism	26,161.15	50,050.00	52.3%
60003 · Advertising	0.00	22,000.00	0.0%
Total 06 · ECONOMIC DEVELOPMENT	67,225.57	147,125.00	45.7%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	3,000.00	25,000.00	12.0%
Total 70000 · HAYMARKET COMMUNITY PARK	3,000.00	25,000.00	12.0%
71110 · EVENTS			
7111001 · Advertising - Events	1,944.00	5,000.00	38.9%
7111003 · Contractural Services	34,478.28	50,000.00	69.0%
7111004 · Events - Other	29,532.70	30,850.00	95.7%
7111005 · Police Department Events	2,235.12	7,500.00	29.8%
7111006 · Farmer's Market	343.43	8,000.00	4.3%
Total 71110 · EVENTS	68,533.53	101,350.00	67.6%

vehicle will be picked up this coming week

For services up to December 2023

Attachment: Treasurer Report 01.02.2024 (6430 : Town Treasurer Report)

72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	471.45	2,200.00	21.4%	
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%	
Total 72200 · MUSEUM	871.45	5,950.00	14.6%	
Total 07 · PARKS, REC & CULTURAL	72,404.98	132,300.00	54.7%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	1,435.00	5,670.00	25.3%	
8110002 · FICA/Medicare	130.63	500.00	26.1%	
8110003 · Consultants - Engineer	3,645.50	10,000.00	36.5%	
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	18,946.00	0.00	100.0%	
Total 81100 · PLANNING COMMISSION	24,157.13	23,120.00	104.5%	
81110 · ARCHITECTURAL REVIEW BOARD				
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%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	978.84	7,776.00	12.6%	
81111 · Board Of Zoning Appeals				
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%	
Total 81111 · Board Of Zoning Appeals	0.00	2,927.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	25,135.97	33,823.00	74.3%	
09 · NON-DEPARTMENTAL				
90002 · Payment for Stolen Check	45,518.56	45,519.00	100.0%	reissue of PD vehicle payment
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	137,800.00	136,600.00	100.9%	Paid off 2 o 3 loans off
9510003 · General Obligation Bond - Int	3,298.73	4,950.00	66.6%	Paid off 2 o 3 loans off
Total 95100 · DEBT SERVICE	141,098.73	141,550.00	99.7%	
Total 09 · NON-DEPARTMENTAL	186,617.29	187,069.00	99.8%	
94104 · Street Scape - Park Sidewalk				
9410401 · Architectural/Engineering Fees	7,991.23	150,000.00	5.3%	
Total 94104 · Street Scape - Park Sidewalk	7,991.23	150,000.00	5.3%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	-0.01	0.00	100.0%	
Total EMPLOYEE BENEFITS	-0.01	0.00	100.0%	
Total 94105 · PERSONNEL	-0.01	0.00	100.0%	
94106 · TOWN CENTER MASTER PLAN				
9410601 · Architectural/Engineering Fees	924.50	50,000.00	1.8%	
Total 94106 · TOWN CENTER MASTER PLAN	924.50	50,000.00	1.8%	
94107 · BLIGHT MITIGATION				
94107 · Capital Improvement Funds Expens	7,730.00	147,548.00	5.2%	
Total Expense	1,458,604.56	3,264,420.00	44.7%	
Net Ordinary Income	327,706.50	0.00	100.0%	
Net Income	327,706.50	0.00	100.0%	

Attachment: Treasurer Report 01.02.2024 (6430 : Town Treasurer Report)

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 1 through December 29, 2023

	<u>Jul 1 - Dec ...</u>	<u>Jul 1 - Dec ...</u>	<u>% Change</u>
Ordinary Income/Expense			
Income			
3110 · GENERAL PROPERTY TAXES			
3110-01 · Real Estate - Current	439,250.92	398,618.07	10.2%
3110-02 · Public Service Corp RE Tax	13,659.92	12,713.69	7.4%
3110-03 · Interest - All Property Taxes	0.98	294.70	-99.7%
3110-04 · Penalties - All Property Taxes	95.38	538.87	-82.3%
Total 3110 · GENERAL PROPERTY TAXES	<u>453,007.20</u>	<u>412,165.33</u>	<u>9.9%</u>
3120 · OTHER LOCAL TAXES			
3120-00 · Transient Occupancy Tax	118,342.59	115,216.47	2.7%
3120-02 · Business License Tax	25,485.17	19,878.00	28.2%
3120-03 · Cigarette Tax	73,781.23	68,065.80	8.4%
3120-04 · Consumer Utility Tax	49,889.53	57,869.48	-13.8%
3120-05 · Meals Tax - Current	601,515.47	521,454.44	15.4%
3120-06 · Sales Tax Receipts	56,869.59	55,225.05	3.0%
3120-07 · Penalties (Non-Property)	3,709.75	5,482.88	-32.3%
3120-08 · Interest (Non-Property)	306.99	1,080.55	-71.6%
Development Revenue Proffers	0.00	0.00	0.0%
Total Development Revenue	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total 3120 · OTHER LOCAL TAXES	<u>929,900.32</u>	<u>844,272.67</u>	<u>10.1%</u>
3130 · PERMITS,FEES & LICENESES			
3130-01 · Application Fees	1,825.00	950.00	92.1%
3130-03 · Motor Vehicle Licenses	257.00	135.00	90.4%
3130-05 · Other Planning & Permits	4,820.00	8,720.00	-44.7%
3130-06 · Pass Through Fees	11,142.50	8,580.33	29.9%
Total 3130 · PERMITS,FEES & LICENESES	<u>18,044.50</u>	<u>18,385.33</u>	<u>-1.9%</u>
3140 · FINES & FORFEITURES			
3140-01 · Fines	8,561.13	7,541.85	13.5%
Total 3140 · FINES & FORFEITURES	<u>8,561.13</u>	<u>7,541.85</u>	<u>13.5%</u>
3150 · REVENUE - USE OF MONEY			
3150-01 · Earnings on VACO/VML Investment	7,715.69	3,561.17	116.7%
3150-03 · Interest on Bank Deposits	49,073.72	5,572.89	780.6%
Total 3150 · REVENUE - USE OF MONEY	<u>56,789.41</u>	<u>9,134.06</u>	<u>521.7%</u>
3151 · RENTAL (USE OF PROPERTY)			
3151-04 · Suite 208 B&B Security	0.00	1,670.75	-100.0%
3151-06 · Suite 204 MAC-ISA	0.00	3,528.00	-100.0%
3151-07 · Haymarket Church Suite 206	25,632.42	20,774.95	23.4%
3151-08 · 15020 Washington Realty	28,385.94	27,620.82	2.8%
3151-09 · 15026 Copper Cricket	12,169.32	11,814.90	3.0%
3151-11 · Cupcake Heaven and Cafe LLC	11,711.88	17,056.14	-31.3%
3151-12 · Haymarket Coffee Company LLC	0.00	0.00	0.0%
3151-14 · Salman Home Realty Suite 204	3,360.00	0.00	100.0%
3151-15 · Revolution Mortgage	7,098.67	0.00	100.0%
3151-16 · Stirrup For Delegate 21	3,315.00	0.00	100.0%
Total 3151 · RENTAL (USE OF PROPERTY)	<u>91,673.23</u>	<u>82,465.56</u>	<u>11.2%</u>
3160 · CHARGES FOR SERVICES			
3160-01 · Public Safety			
3160-02 · Donation/Grants	0.00	10.00	-100.0%
3160-01 · Public Safety - Other	5,305.00	0.00	100.0%
Total 3160-01 · Public Safety	<u>5,305.00</u>	<u>10.00</u>	<u>52,950.0%</u>
Total 3160 · CHARGES FOR SERVICES	<u>5,305.00</u>	<u>10.00</u>	<u>52,950.0%</u>

Attachment: Treasurer Report 01.02.2024 (6430 : Town Treasurer Report)

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 1 through December 29, 2023

	Jul 1 - Dec ...	Jul 1 - Dec ...	% Change
3165 · REVENUE - TOWN EVENTS			
3165-00 · Sponsorships	25,600.00	11,500.00	122.6%
3165-01 · Town Event	58,481.49	55,780.00	4.8%
3165-02 · Farmer's Market	9,218.30	2,652.50	247.5%
3165-03 · Town Ornaments	11,103.26	7,218.96	53.8%
3165-05 · Museum Revenue - Art	123.45	0.00	100.0%
3165-06 · Town Hats	474.00	0.00	100.0%
3165 · REVENUE - TOWN EVENTS - Other	0.00	358.00	-100.0%
Total 3165 · REVENUE - TOWN EVENTS	105,000.50	77,509.46	35.5%
3180 · MISCELLANEOUS			
3180-00 · Convenience Fee	129.32	-357.94	136.1%
3180-01 · Citations & Accident Reports	20.00	20.00	0.0%
3180-03 · Miscellaneous	10.00	0.00	100.0%
3180-04 · Reimbursement from Insurance	46,018.56	0.00	100.0%
3180-05 · Recovered Costs- Private Events	300.00	0.00	100.0%
3180 · MISCELLANEOUS - Other	0.00	388.17	-100.0%
Total 3180 · MISCELLANEOUS	46,477.88	50.23	92,430.1%
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	9,121.00	17,344.00	-47.4%
3200-04 · Car Rental Reimbursement	0.00	136.18	-100.0%
3200-05 · Communications Tax	27,398.77	29,404.57	-6.8%
3200-06 · Department of Fire Programs	15,000.00	15,000.00	0.0%
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	0.0%
3200-12 · Railroad Rolling Stock	1,405.15	1,285.76	9.3%
3200-16 · DMV Select Grant	0.00	180.33	-100.0%
3200-17 · LOLE Grant	0.00	4,366.00	-100.0%
Total 3200 · REVENUE FROM COMMONWEALTH	71,551.89	86,343.81	-17.1%
3300 · REVENUE FROM FEDERAL GOVERNMENT			
3300-01 · DMV Transp Safety Grant	0.00	0.00	0.0%
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	0.00	0.00	0.0%
Total Income	1,786,311.06	1,537,878.30	16.2%
Gross Profit	1,786,311.06	1,537,878.30	16.2%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	272.00	250.00	8.8%
111002 · FICA/Medicare	618.11	586.78	5.3%
111003 · Meals and Lodging	15.00	77.22	-80.6%
111005 · Salaries & Wages - Regular	9,150.00	8,467.86	8.1%
Total 11100 · TOWN COUNCIL	10,055.11	9,381.86	7.2%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	197,958.13	128,464.88	54.1%
1211002 · Salaries/Wages - Overtime	1,428.45	0.00	100.0%
1211003 · Salaries/Wages - Part Time	24,136.00	29,038.22	-16.9%
1211004 · FICA/Medicare	16,602.09	11,750.63	41.3%
1211005 · VRS	13,930.20	10,411.96	33.8%
1211006 · Health Insurance	26,080.80	17,145.96	52.1%
1211007 · Life Insurance	2,650.56	1,870.50	41.7%
1211008 · Disability Insurance	1,342.92	942.60	42.5%
1211009 · Unemployment Insurance	161.31	745.26	-78.4%
1211010 · Worker's Compensation	279.75	322.00	-13.1%
1211011 · Gen Property/Liability Ins.	19,130.00	17,802.00	7.5%
1211012 · Accounting Services	864.50	2,173.25	-60.2%

Attachment: Treasurer Report 01.02.2024 (6430 : Town Treasurer Report)

Town of Haymarket Statement of Revenue & Expenditures - Prev Year Comparison July 1 through December 29, 2023

	Jul 1 - Dec ...	Jul 1 - Dec ...	% Change
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	2,757.47	3,607.15	-23.6%
1211015 · Advertising	1,807.50	1,414.50	27.8%
1211016 · Computer, Internet & Website Svc	4,828.88	9,184.54	-47.4%
1211017 · Postage	813.15	1,481.79	-45.1%
1211018 · Telecommunications	3,437.83	2,506.42	37.2%
1211019 · Mileage Allowance	277.72	231.25	20.1%
1211020 · Meals & Lodging	2,065.61	950.10	117.4%
1211021 · Convention & Education	1,206.15	123.90	873.5%
1211022 · Miscellaneous	312.00	0.00	100.0%
1211024 · Books, Dues & Subscriptions	7,985.12	7,300.89	9.4%
1211025 · Office Supplies	1,610.80	3,526.73	-54.3%
1211026 · Equipment Rental	0.00	679.14	-100.0%
Total 12110 · TOWN ADMINISTRATION	331,666.94	251,673.67	31.8%
12210 · LEGAL SERVICES			
1221001 · Legal Services	40,013.23	16,184.60	147.2%
Total 12210 · LEGAL SERVICES	40,013.23	16,184.60	147.2%
12240 · INDEPENDENT AUDITOR			
1224001 · Auditing Services	18,400.00	0.00	100.0%
Total 12240 · INDEPENDENT AUDITOR	18,400.00	0.00	100.0%
Total 01 · ADMINISTRATION	400,135.28	277,240.13	44.3%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	248,125.84	204,171.72	21.5%
3110002 · Salaries & Wages - OT Regular	0.00	0.00	0.0%
3110003 · Salaries & Wages - OT Premium	15,253.78	8,340.80	82.9%
3110013 · Salaries & Wages - OT Select En	3,881.05	1,824.44	112.7%
3110004 · Salaries & Wages - Holiday Pay	15,519.73	11,942.86	30.0%
3110005 · Salaries & Wages - Part Time	28,240.00	23,520.00	20.1%
3110006 · Salaries & Wages - VDOT	0.00	0.00	0.0%
3110007 · Salary & Wages - DMV Grant	1,983.23	0.00	100.0%
3110012 · Salaries & Wages - PT Admin.	7,120.00	0.00	100.0%
3110020 · FICA/MEDICARE	23,836.94	18,603.76	28.1%
3110021 · VRS	15,367.35	15,901.79	-3.4%
3110022 · Health Insurance	42,036.00	33,309.35	26.2%
3110023 · Life Insurance	3,364.71	3,069.10	9.6%
3110024 · Disability Insurance	1,221.08	1,198.68	1.9%
3110025 · Unemployment Insurance	38.24	-313.37	112.2%
3110026 · Workers' Compensation Insurance	21,692.25	20,067.00	8.1%
3110027 · Line of Duty Act Insurance	4,705.00	4,705.00	0.0%
3110028 · Legal Services	13,321.30	11,054.81	20.5%
3110032 · Computer, Internet & Website	2,095.00	1,765.00	18.7%
3110033 · Postage	41.20	109.44	-62.4%
3110034 · Telecommunications	5,187.84	6,084.93	-14.7%
3110035 · General Prop Ins (Vehicles)	4,871.00	3,891.00	25.2%
3110037 · Meals and Lodging	1,661.37	231.71	617.0%
3110038 · Convention & Edu. (Training)	1,732.00	861.50	101.0%
3110040 · Annual Dues & Subscriptions	10,744.09	11,222.20	-4.3%
3110041 · Office Supplies	1,988.08	3,007.62	-33.9%
3110042 · Vehicle Fuels	13,341.97	12,434.36	7.3%
3110043 · Vehicle Maintenance/Supplies	6,748.05	6,365.89	6.0%
3110045 · Uniforms & Police Supplies	20,289.08	7,885.58	157.3%
3110052 · Office Equipment Rental	0.00	2,480.52	-100.0%
3110056 · Capital Outlay-Machinery/Equip	63,654.20	0.00	100.0%
Total 31100 · POLICE DEPARTMENT	578,060.38	413,735.69	39.7%
Total 03 · PUBLIC SAFETY	578,060.38	413,735.69	39.7%

Attachment: Treasurer Report 01.02.2024 (6430 : Town Treasurer Report)

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 1 through December 29, 2023

	Jul 1 - Dec ...	Jul 1 - Dec ...	% Change
04 · PUBLIC WORKS			
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	53,275.26	53,584.23	-0.6%
Total 43200 · REFUSE COLLECTION	53,275.26	53,584.23	-0.6%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	32,298.80	38,084.98	-15.2%
4310002 · Maint Svc Contract-Pest Control	2,759.00	0.00	100.0%
4310003 · Maint Svc Contract-Landscaping	14,054.31	13,045.00	7.7%
4310007 · Electric/Gas Services	5,334.81	9,314.22	-42.7%
4310008 · Electrical Services-Streetlight	2,107.72	2,198.60	-4.1%
4310009 · Water & Sewer Services	1,609.81	2,278.51	-29.4%
4310010 · Janitorial Supplies	23.98	204.35	-88.3%
4310011 · Real Estate Taxes	573.29	665.33	-13.8%
4310015 · Maintenance - Vehicle Fuel	508.44	435.12	16.9%
4310016 · Maint - Vehicle Maintenance	0.00	875.16	-100.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	59,270.16	67,101.27	-11.7%
Total 04 · PUBLIC WORKS	112,545.42	120,685.50	-6.7%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	41,064.42	58,306.80	-29.6%
60001 · Town Tourism	26,161.15	16,641.80	57.2%
60003 · Advertising	0.00	0.00	0.0%
Total 06 · ECONOMIC DEVELOPMENT	67,225.57	74,948.60	-10.3%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	3,000.00	3,279.30	-8.5%
Total 70000 · HAYMARKET COMMUNITY PARK	3,000.00	3,279.30	-8.5%
71110 · EVENTS			
7111001 · Advertising - Events	1,944.00	2,094.14	-7.2%
7111003 · Contractural Services	34,478.28	50,180.28	-31.3%
7111004 · Events - Other	29,532.70	11,952.38	147.1%
7111005 · Police Department Events	2,235.12	0.00	100.0%
7111006 · Farmer's Market	343.43	0.00	100.0%
Total 71110 · EVENTS	68,533.53	64,226.80	6.7%
72200 · MUSEUM			
7220012 · Telecommunications	471.45	830.14	-43.2%
7220018 · Exhibits & Programs	400.00	400.00	0.0%
Total 72200 · MUSEUM	871.45	1,230.14	-29.2%
Total 07 · PARKS, REC & CULTURAL	72,404.98	68,736.24	5.3%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	1,435.00	1,065.00	34.7%
8110002 · FICA/Medicare	130.63	112.27	16.4%
8110003 · Consultants - Engineer	3,645.50	5,217.08	-30.1%
8110007 · Convention/Education	0.00	820.45	-100.0%
8110009 · Engineer - Pass Through	18,946.00	14,391.25	31.7%
Total 81100 · PLANNING COMMISSION	24,157.13	21,606.05	11.8%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	945.00	765.00	23.5%
8111002 · FICA/Medicare	33.84	43.42	-22.1%
8111005 · Convention & Education	0.00	820.45	-100.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	978.84	1,628.87	-39.9%

Attachment: Treasurer Report 01.02.2024 (6430 : Town Treasurer Report)

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
 July 1 through December 29, 2023

	Jul 1 - Dec ...	Jul 1 - Dec ...	% Change
81111 · Board Of Zoning Appeals			
8111102 · FICA / Medicare	0.00	0.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	0.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	25,135.97	23,234.92	8.2%
09 · NON-DEPARTMENTAL			
90001 · Return of Surplus RE Tax Rev	0.00	249,323.53	-100.0%
90002 · Payment for Stolen Check	45,518.56	0.00	100.0%
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	137,800.00	160,100.00	-13.9%
9510003 · General Obligation Bond - Int	3,298.73	5,258.16	-37.3%
Total 95100 · DEBT SERVICE	141,098.73	165,358.16	-14.7%
Total 09 · NON-DEPARTMENTAL	186,617.29	414,681.69	-55.0%
94104 · Street Scape - Park Sidewalk			
9410401 · Architectural/Engineering Fees	7,991.23	1,806.25	342.4%
Total 94104 · Street Scape - Park Sidewalk	7,991.23	1,806.25	342.4%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.01	-0.03	66.7%
Total EMPLOYEE BENEFITS	-0.01	-0.03	66.7%
Total 94105 · PERSONNEL	-0.01	-0.03	66.7%
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	924.50	7,480.32	-87.6%
Total 94106 · TOWN CENTER MASTER PLAN	924.50	7,480.32	-87.6%
94108 · Capital Improvement Funds Expens	7,730.00	0.00	100.0%
Total Expense	1,458,770.61	1,402,549.31	4.0%
Net Ordinary Income	327,540.45	135,328.99	142.0%
Other Income/Expense			
Other Income			
50001 · Amerian Rescue Plan Funds	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.0%
Net Income	327,540.45	135,328.99	142.0%

Attachment: Treasurer Report 01.02.2024 (6430 : Town Treasurer Report)



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

Memorandum

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: January 02, 2024
Re: Proffers Update

An update on proffers concerning Robinson Village (Van Metre) and Crossroads (Pulte) as of January 03, 2024. Below is the current proffers status from both projects and balances.

Robinson Village (Van Metre)		Proffers received as of 03.01.2023				
	Per Unit	Units	Actuals	Total for 38 Townhomes	Used	Balance Left
Parks & Recreation	\$ 3,792.00	38	\$ 144,096.00	\$ 144,096.00		\$ 144,096.00
Public Safety	\$ 280.00	38	\$ 10,640.00	\$ 10,640.00	\$ (10,640.00)	\$ -
Transportation	\$ 3,799.00	38	\$ 144,362.00	\$ 144,362.00		\$ 144,362.00
Fire and Rescue	\$ 974.00	38	\$ 37,012.00	\$ 37,012.00		\$ 37,012.00
Town Administration	\$ 171.00	38	\$ 6,498.00	\$ 6,498.00	\$ (2,551.00)	\$ 3,947.00
Schools	\$ 10,300.00	38	\$ 391,400.00	\$ 391,400.00		\$ 391,400.00
	\$ 19,316.00		\$ 734,008.00	\$ 734,008.00		\$ 720,817.00
Pulte (Crossroads)		Proffers received as of 12.15.2023				
	Per Unit	Units	Actuals	Total for 79 Townhomes	USED	Balance Left
Parks & Recreation	\$ 3,792.00	41	\$ 155,472.00	\$ 299,568.00	\$ -	\$ 155,472.00
Public Safety	\$ 280.00	41	\$ 11,480.00	\$ 22,120.00	\$ -	\$ 11,480.00
Transportation	\$ 3,799.00	41	\$ 155,759.00	\$ 300,121.00	\$ -	\$ 155,759.00
Fire and Rescue	\$ 974.00	41	\$ 39,934.00	\$ 76,946.00	\$ -	\$ 39,934.00
Town Administration	\$ 171.00	41	\$ 7,011.00	\$ 13,509.00	\$ -	\$ 7,011.00
Schools	\$ 10,300.00	41	\$ 422,300.00	\$ 813,700.00	\$ -	\$ 422,300.00
	\$ 19,316.00		\$ 791,956.00	\$ 1,525,964.00		\$ 791,956.00

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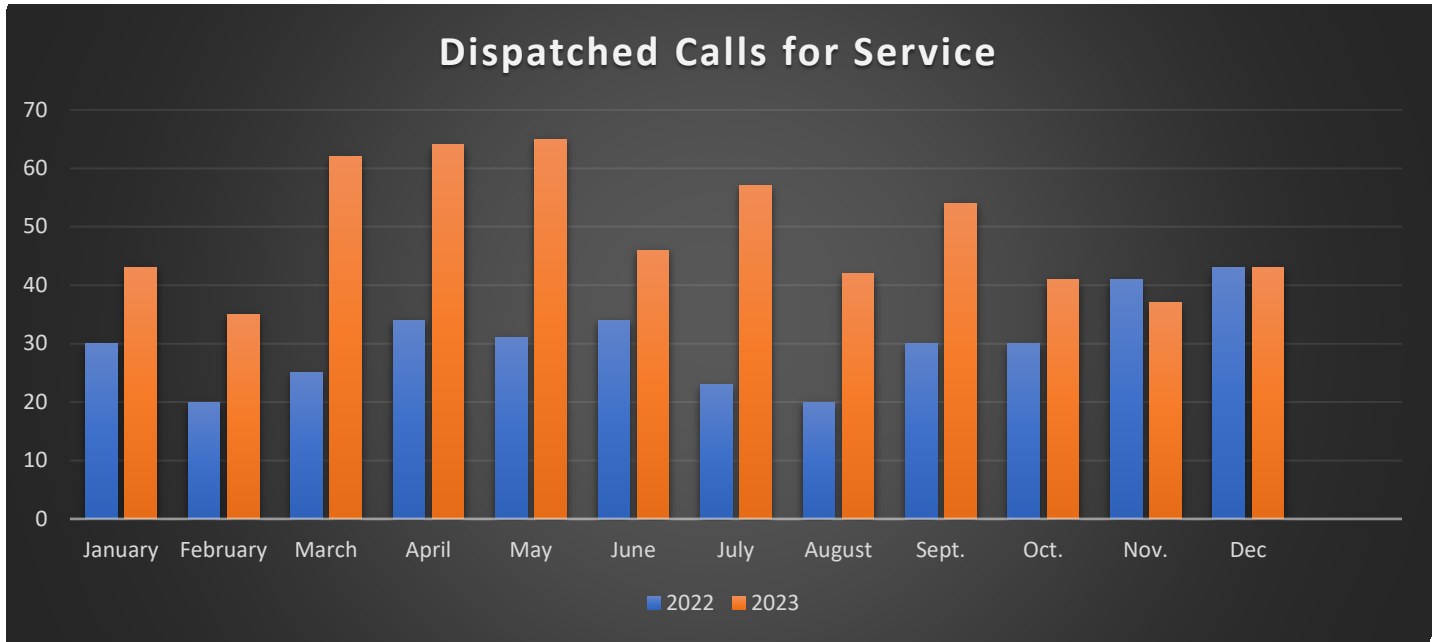
Attachment: Memo to Council - Proffers Update 01.02.2024 (6430 : Town Treasurer Report)

Police Department Report to Council

Activity Period November 15, 2023 to December 14, 2023

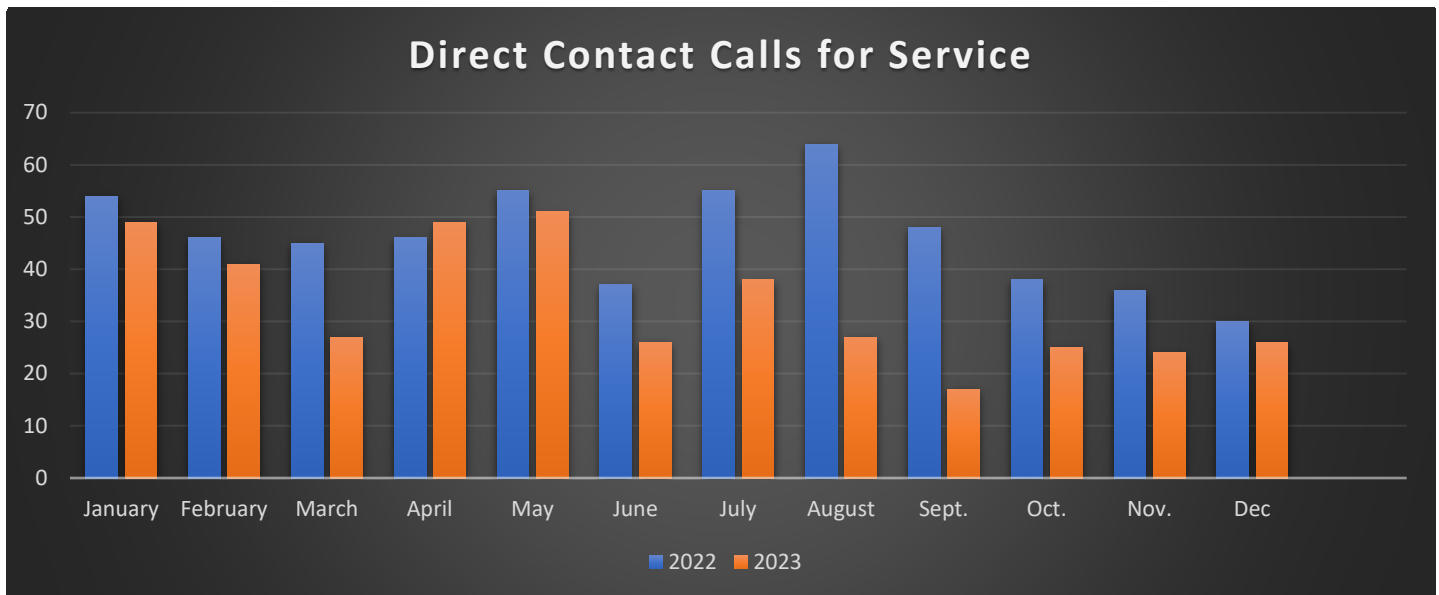
Dispatched Calls: Calls for service received from Prince William County Dispatch, both reportable and non-reportable.

- Reportable Calls: 7
- Deferments: 0
- Non-Reportable Calls: 36



Flag Downs/Phone Calls: Calls that are generated by a citizen making direct contact with a Haymarket Police Officer through telecommunication device or in person. Reportable and non-reportable.

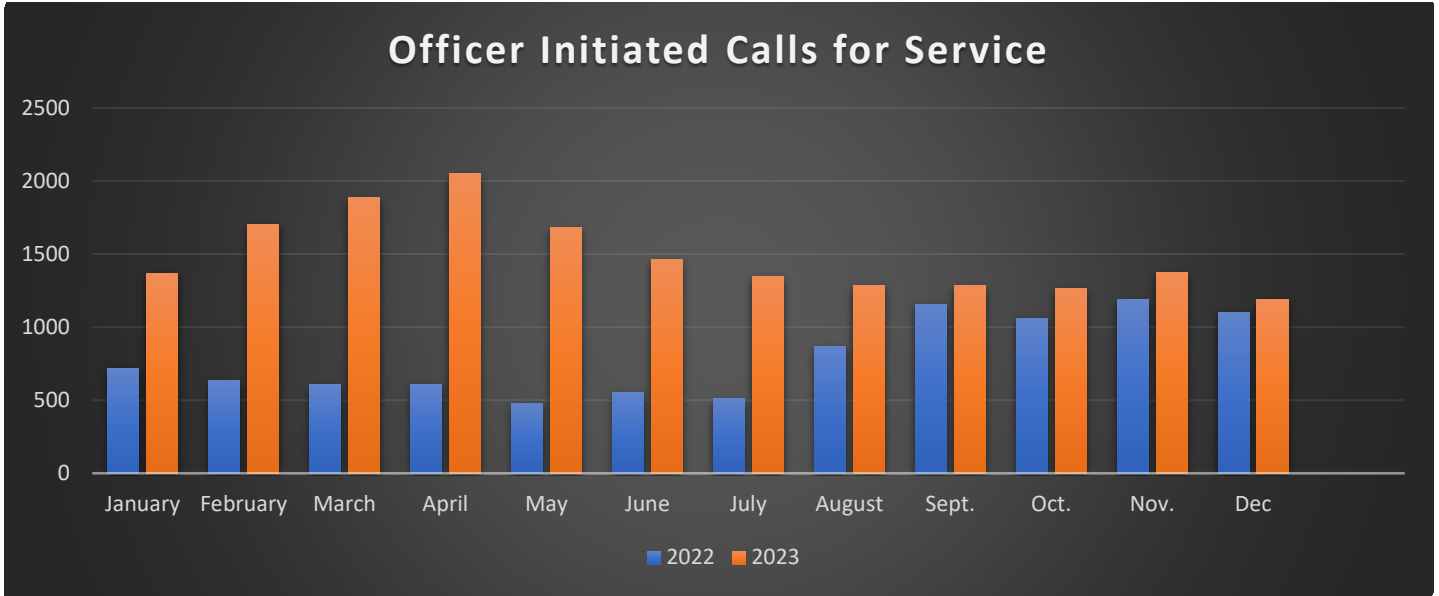
- Reportable Calls: 0
- Non-Reportable Calls: 26



Attachment: Report to council November 15 2023 to December 14 2023 (6431 : Chief of Police Report)

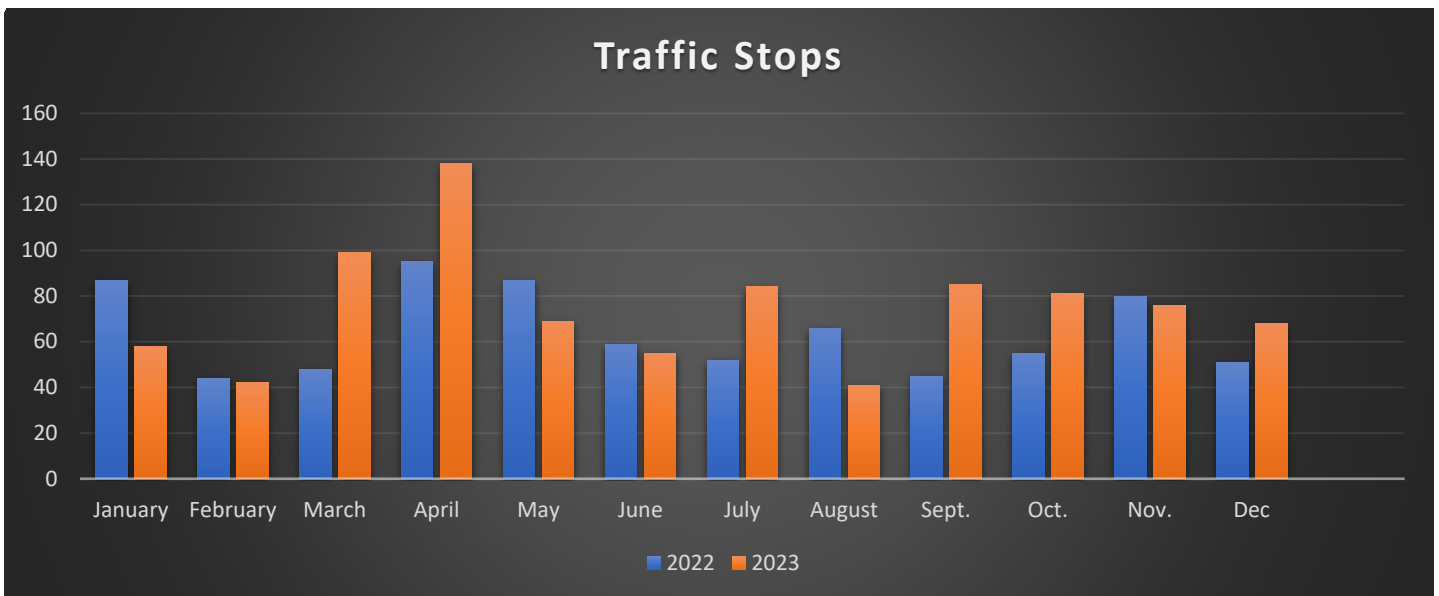
Self-Initiated Calls: Calls that are based on the officer’s own observations. Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 0
- Non-Reportable Calls: 1,147
- Foot Patrols: 42



Traffic Stops: Haymarket Police Officers are task with keeping the Town of Haymarket a Pedestrian Friendly Town. Officers achieve this goal by keeping a high-profile visibility during routine patrol and conducting RADAR operations throughout the town.

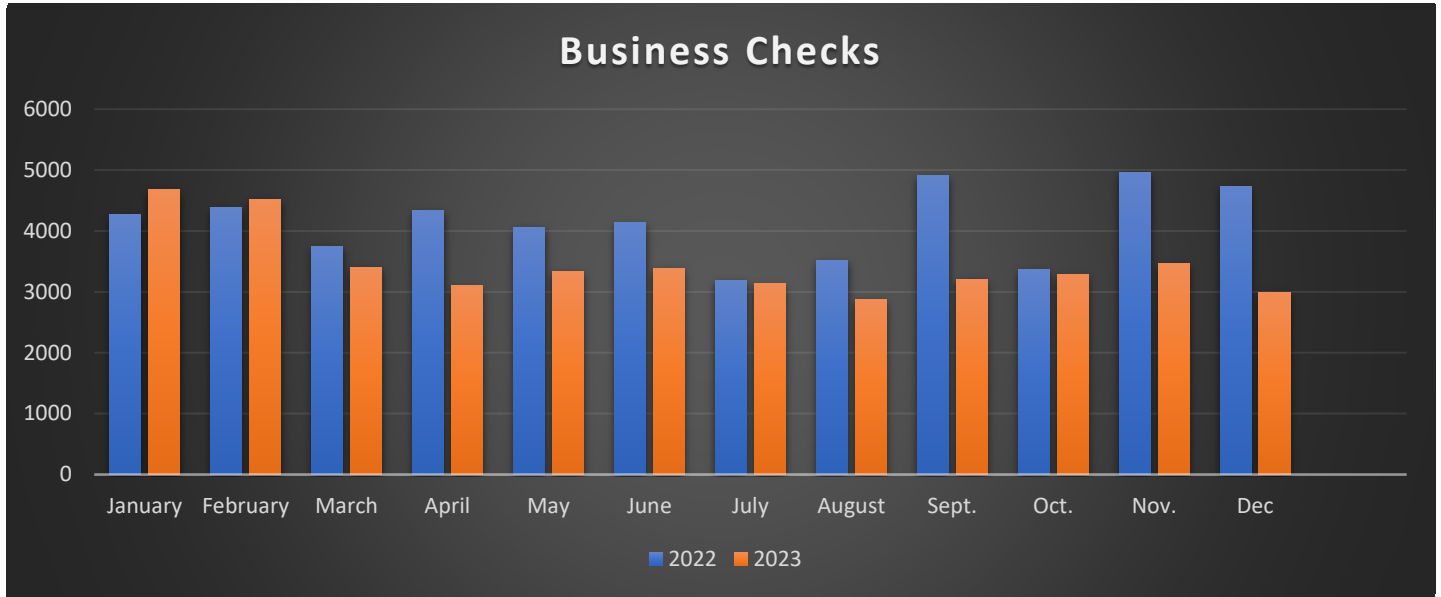
- Traffic Stops: 68
 - Summonses: 35
 - Warnings: 57



Attachment: Report to council November 15 2023 to December 14 2023 (6431 : Chief of Police Report)

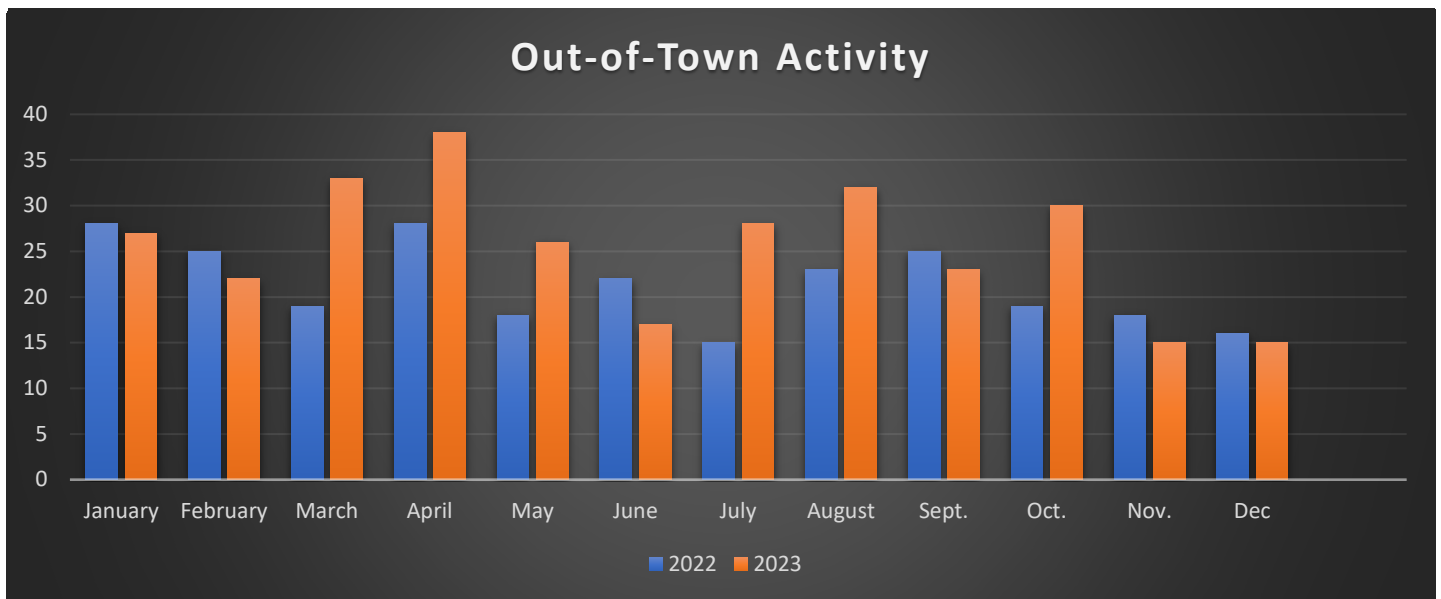
Business Checks: These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is closed to ensure that all doors and windows are locked. Drive-by checks are conducted on routine patrol to assure that no windows or doors have been broken or vandalized.

- Personal Contact: 271
- Physical Check: 237
- Drive By: 2,486



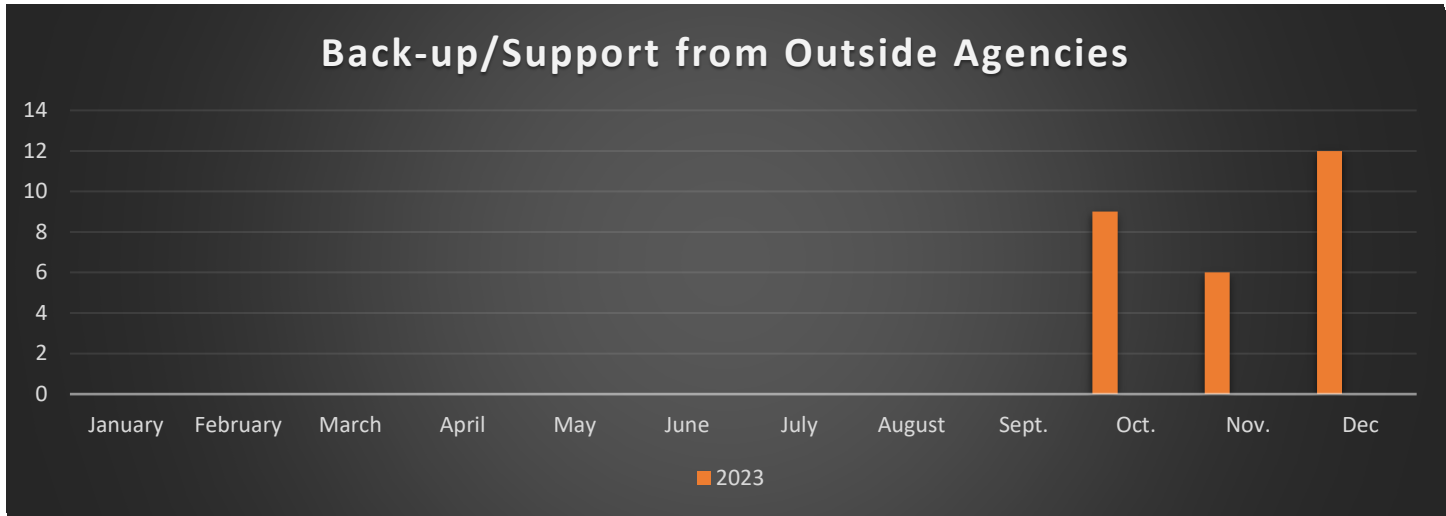
Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver paperwork to the courthouse.

- Back Up: 7
- Other: 8

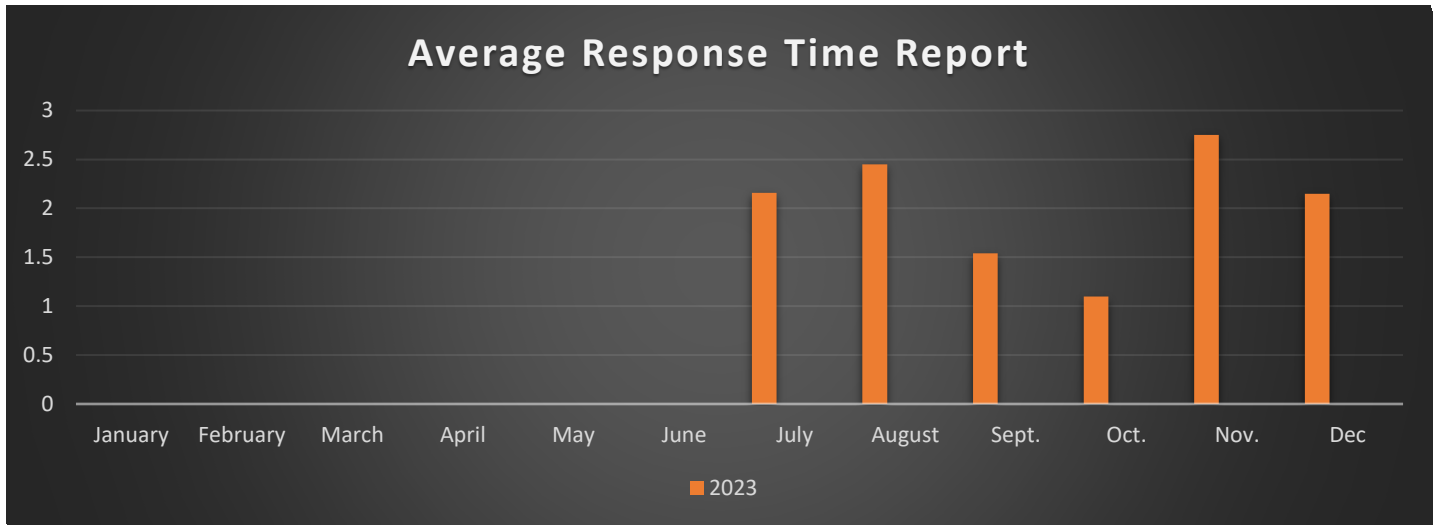


Attachment: Report to council November 15 2023 to December 14 2023 (6431 : Chief of Police Report)

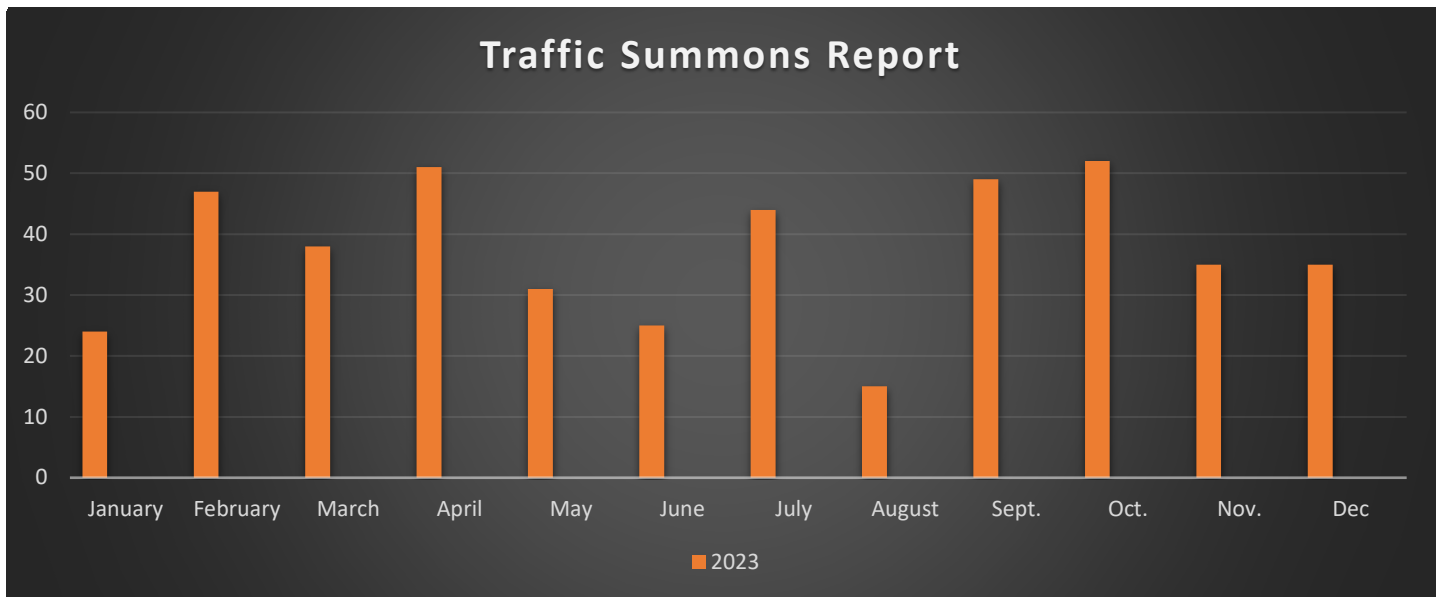
Request for Outside Agencies to Assist the Haymarket Police Department in cooperate limits: 12



Average Officer Response times to all calls for Service: 2 minute 5 seconds.



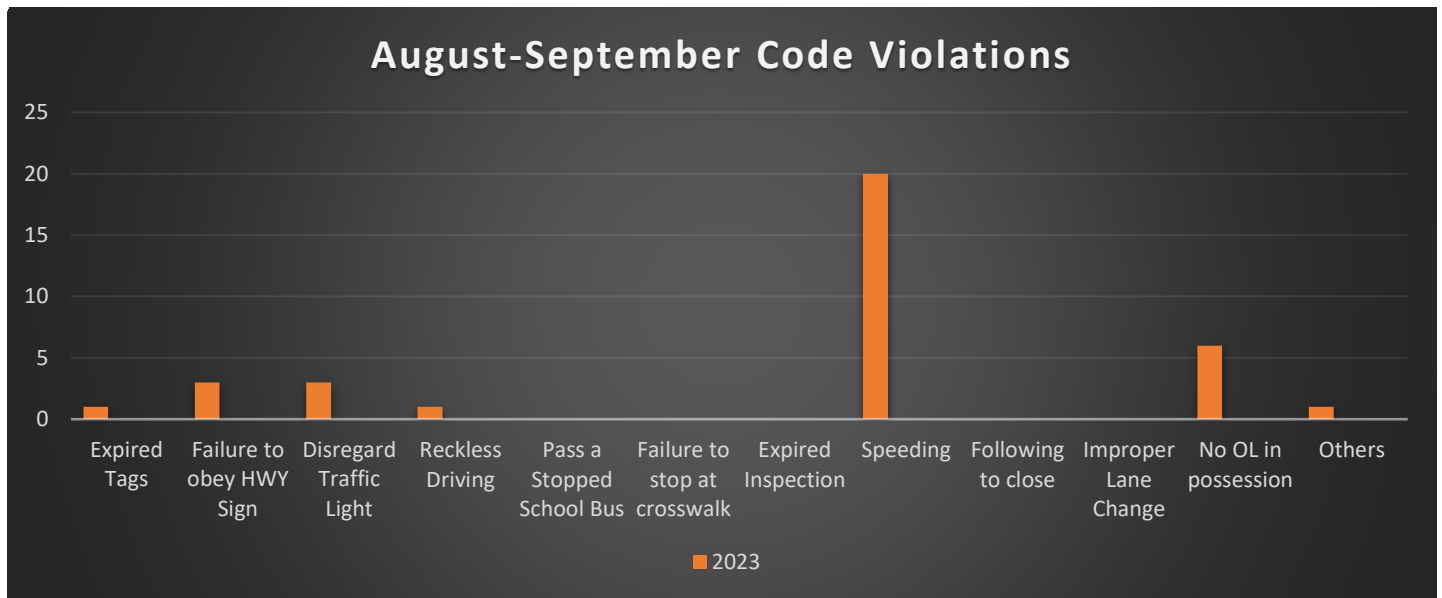
Total Summons Issued: 35



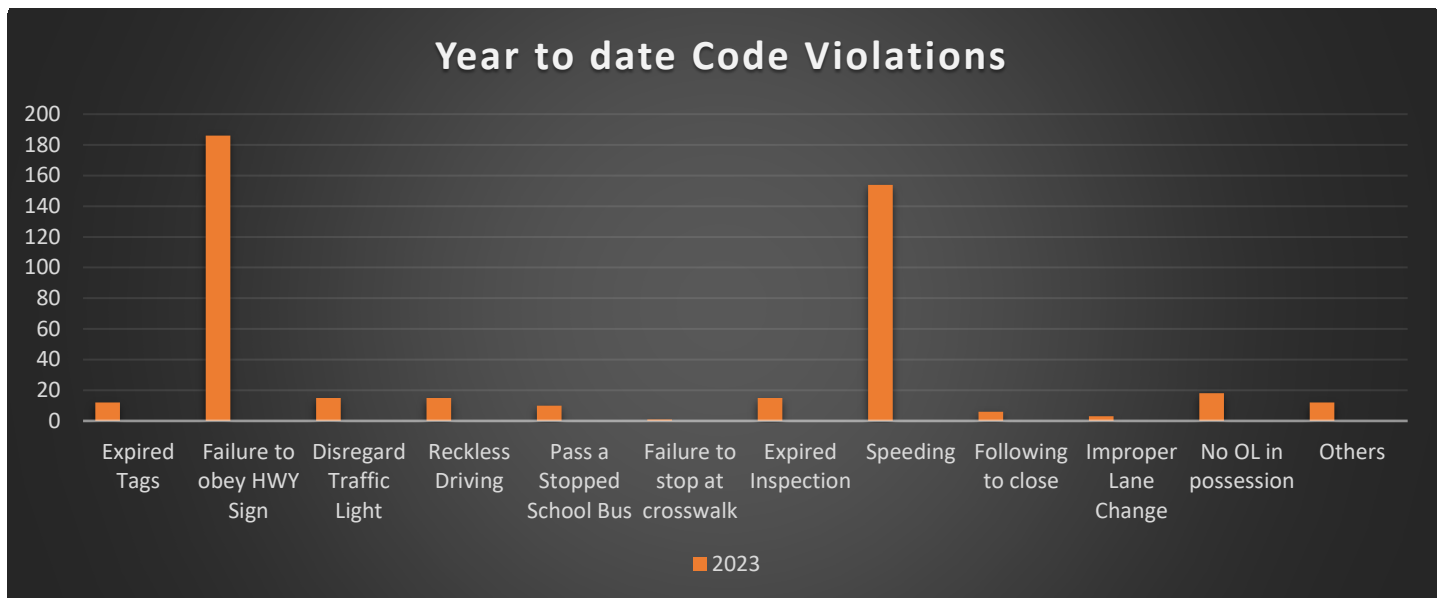
Attachment: Report to council November 15 2023 to December 14 2023 (6431 : Chief of Police Report)

Traffic Summons Issued: Summons issued for traffic violations. 35

- 46.2-830 Failure to obey HWY sign – 3
- 46.2-852/862 Reckless – 1
- 46.2-859 Passing a stopped school bus – 0
- 46.2-874 Speeding – 20
- 46.2-1158 Expired inspection – 0
- 46.2-300 No valid OL – 6
- 46.2-606 Expired registration – 1
- 46.2-816 Following too closely – 0
- 46.2-833 Failure to stop at red light- 3
- 46.2-863 Failure to yield the right of way- 1



Total Summons Issued 2023: 446



Arrest:

Misdemeanor: 0
 Felony: 0

Attachment: Report to council November 15 2023 to December 14 2023 (6431 : Chief of Police Report)

Status of Current Projects/Events:

- Please subscribe to the Town of Haymarket’s Emergency Management notification system. Text the word “Haymarket” to 888777 to subscribe.
- Haymarket Police Departments’ 1st annual seniors’ educational summit is scheduled for April 25, 2024 from 10am to 2pm. This event will educate seniors on current scams along with provided information and services that seniors often need.
- We are preparing for the 2024-2025 budget process.
- The Town Police Department has purchased 2 new portables for a cost of \$16,487.76. To offset the cost, the Police Department applied for and was awarded a \$12,000 DCJS ARPA Grant. The Chief also asked for the 2022 LOLE grant funds to be applied to this project. This will reduce the local impact to \$3,900. The Chief is also exploring the possibility of using 2023 LOLE funds in the amount of \$622 toward this project.
- The Haymarket Christmas Event was held on December 9, 2023. The event was well planned and well attended. There were no issues. Town staff did an excellent job in preparing for the event.
- “Operation Santa Claus” was held on December 16, 2023. The Haymarket Police Department, (and Santa) handed out 206 stuffed animals to local youth.
- The Chief is conducting a research project on an improved sighting system for the Officer’s sidearms. The sighting system may greatly improve accuracy.
- The Chief has begun preparing an MOU with the Prince William County Police Department for the use of the firearms training facility the County recently purchased.
- Three Haymarket Police Officers assisted with the Christmas Event in Middleburg on December 2, 2023.
- Officers have begun utilizing the 2023-2024 DMV Grant.
- We have increased our patrol duties at the pedestrian crosswalks.
- The Haymarket Police Department took part in the 2023 “Clink it or Ticket” program.
- The Haymarket Police Department is currently engaged in the 2023 “Drive Sober or Get Pulled Over” program.
- On December 5, 2023, Chief Sibert attended the Rappahannock Regional Criminal Justice Training Center Board Meeting. Many agenda items were discussed. The main topic was the Director’s request to purchase a building near the academy for the purpose of building an indoor firearms training facility. The project was approved to move forward. The proposed build-out cost is just over 4 million dollars. Impact cost to the Police Department and local citizens will be roughly \$100 per officer per year.
- The Chief has received the 2023 LOLE grant fund package. The application must be completed by January 24, 2024.
- The Haymarket Police Department took part in 28 events during the 2023 year.
- All are encouraged to donate blood at the Haymarket Police Department’s Semi-annual Blood Drive on January 10, 2024. You can sign up on-line. The event will be held at the Hilton Garden Inn Haymarket.

Respectfully Submitted,

Allen Sibert

Chief of Police

Haymarket Police Department 2023 Event Listing

#	Name of Event	Date of Event	Status
1	Haymarket PD Blood Drive	January 11, 2023	Completed
2	Polar Plunge	February 18, 2023	Completed
3	Coffee with a Cop	March 2, 2023, 8-10am	Completed
4	St. Baldricks Event	April 15, 2023	Completed
5	Drug Take Back	April 22, 2023	Completed
6	Farmers Market	April 23, 2023 – Nov. 19, 2023	Completed
7	Torch Run for Special Olympics	June 7, 2023	Completed
8	Relay for Life	June 10, 2023	Completed
9	Flags for Hero's	June 10, 2023	Completed
10	Ice Cream Social	June 15, 2023	Completed
11	Water Balloon Fight	June 15, 2023	Completed
12	ZIP Trip Fox News	June 16, 2023	Completed
13	Blood Drive	July 19, 2023	Completed
14	National Night Out	August 1, 2023	Completed
15	Woman's Self Defense Class 1	August 14, 2023	Completed
16	Summer Concert	August 19, 2023	Completed
17	Rail Safety Week	September 18, 2023	Completed
18	Coffee with a Cop	October 4, 2023	Completed
19	Woman's Self Defense Class 2	October 16, 2023	Completed
20	Haymarket Day	October 21, 2023	Completed
21	Prince William County Truck or Treat	October 25, 2023	Completed
22	Tyler Elementary Truck or Treat	October 27, 2023	Completed
23	Drug Take Back	October 28, 2023	Completed
24	Halloween Candy Handout	October 31, 2023	Completed
25	Christmas in Haymarket	December 9, 2023	Completed
26	Santa Cops (East)	December 2, 2023	Completed
27	Operation Santa Claus	December 16, 2023	Completed
28	Santa Cops (West)	December 9, 2023	Completed
29	Haymarket PD Blood Drive	January 10, 2024	Upcoming

Attachment: Report to council November 15 2023 to December 14 2023 (6431 : Chief of Police Report)



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

Memorandum

To: Council
From: Emily Kyriazi, Town Manager
Re: Town Engineer Monthly Report

Please find the summary table of open Town Engineer tasks and their status below for your review. The report covers the period from November 30 through December 22, 2023. Please do not hesitate to let me know if there are questions or comments.

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
Crossroads Village - Taco Bell	Katie/Thomas	1/6/2022	12/21/2023	Applicant	-Construction and Town E&S inspections ongoing
Crossroads Village	Katie/Thomas	10/18/2018	12/21/2023	Applicant	-Construction and Town E&S inspections ongoing -As-builts submitted 6/8. Comments provided 10/31
Lifetime Smiles Site Plan	Katie/Thomas	4/10/2023	12/21/2023	Applicant	-Construction and Town E&S inspections ongoing
Robinson Village	Katie/Thomas	8/13/2020	12/21/2023	Katie	-Construction and Town E&S inspections ongoing -Pavement design submission expected -As-Built comments sent 12/5

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Attachment: 2023-12 Dec Engineer's Reports_KMM (6432 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
14750 Jordan Lane Site Plan	Katie/Thomas	2/6/2023	12/21/2023	Applicant	-Construction and Town E&S inspections ongoing
Robinson's Paradise	Katie/Thomas	1/4/2021	12/21/2023	Applicant	-Construction and Town E&S inspections ongoing
Nova Haymarket Hotel	Katie/Thomas	11/17/2023	12/13/2023	Applicant	-First submission received 11/17. Comments due 12/29 -On hold pending new review fee check
Bleight Residential Plan	Katie/Thomas	8/5/2022	12/5/2023	Applicant	-Hard copy of final site plan submitted 3/1. Comments provided 4/12/23 -Coordination of VDOT concerns with Town -Review of sidewalk waiver request sent 12/5
Park Sidewalk	Katie/Thomas	4/27/2021	12/4/2023	Katie	-100% Plans approved by PC -Bids opened 11/3. Bid tab provided 12/4. Evaluation and recommendation for notice of intent to award to be provided by 1/2
Chick-fil-A	Katie/Emily	11/16/2021	10/31/2023	Applicant	-As-built submission comments provided 10/31 -Town to confirm bond status for release coordination
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	10/11/2023	Applicant	-Preliminary plan approved 11/29/22 -PC approved FSP 8/14/23 -I-66 buffer coordination approval 10/11

Attachment: 2023-12 Dec Engineer's Reports_KMM (6432 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
Highpointe at Haymarket	Emily/Thomas /Katie	6/29/2023	9/26/2023	Applicant/Katie	-Provide review comments of plan -Meeting with Applicant
Haymarket Town Center Final Site Plan	Katie/Thomas	9/8/2016	8/23/2023	Town/Katie	-Test pit change order approved -E&S approval letter provided for DEQ. Approved by DEQ -PWCSA approval 2/15/23. RDA providing final required docs -VDOT approval 4/17/23 -Town approval 4/18/23 -DEQ requested VSMP registration statement. RDA provided. Town to submit -Katie to update estimate
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	5/1/2023	Applicant	-Landscape reinspection conducted 4/25/23. Report issued 5/1
Jefferson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	3/14/2023	Applicant	-PC approved plans 1/19 contingent on staff approval of plans -Town provided input on streetlight requirements. Applicant to provide updated inserts -Approval letter drafted for receipt of inserts

Attachment: 2023-12 Dec Engineer's Reports_KMM (6432 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Low Activity Open Plans					
Masonic Lodge/Tobaccology Parking Lot	Katie/Thomas	10/18/2022	2/17/2023	Applicant	-Applicant wishes to pave lot and install parking lot lights. Updates to site plan sheets required
QBE	Katie/Emily	1/20/2017	12/14/2022	Applicant	-Minor Site plan revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8 - Potential development discussion conference call w/ The Land Lawyers
MWCoG	Katie	2/14/2022	4/22/2022	Katie	-Stacey Juran and Katie to provide summary memo regarding MWCoG and rider clauses
Karter School	Katie/Emily	8/20/2020	11/3/2021	Applicant	-Received inserts and recommend for approval 11/3. Bonds to be posted

Attachment: 2023-12 Dec Engineer's Reports_KMM (6432 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Low Activity Open Plans					
Transform Power Yoga Site Plan	Katie/Emily	1/28/2021	8/23/2021	Applicant	-Resubmission received 6/21. Engineering comments provided 7/26 -Met with applicant to discuss comments 8/23/22
Morais - Aroma II	Katie/Emily	1/15/2019	9/25/2020	Applicant	-Plan approved 10/11/19. -Construction completed -Site inspection 5/22/20. -As built submitted for review 7/9/20. -As built comments provided 7/28. Comment review call ~9/28
Zupan Property Preliminary Site Plan	Katie/Emily	2/25/2020	3/4/2020	Applicant	-Engineering review comments provided 3/4/20

Attachment: 2023-12 Dec Engineer's Reports_KMM (6432 : Town Engineer Report)



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

Memorandum

To: Town Council
From: Olaun Simmons, Town Attorney
Re: Town Attorney Report
Date: January 2, 2024

This is a non-confidential report on the matters that I have been working on for the Town since the date of my last report:

1. Communicated with opposing counsel and the Town Manager regarding the Bean matter, and submitted an order to the court pursuant to the settlement agreement.
2. Prepared and submitted an order to the Prince William County Circuit Court in order to fill the vacancy on the Board of Zoning Appeals.

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

Memorandum

To: Council
From: Finance Liaisons
Re: December 2023 Monthly Report

The finance liaisons continued their oversight during the month on the following:

- Comply with internal control process to review and approve invoices/expenditures and check signing
- Review FY 2024 actuals vs. budget and discuss key areas of interest/concern
- Discuss on an as needed basis:
 - Status of RFPs
 - Town Center site plan
 - Engineering/consultant support costs
 - Contracts, leases, agreements
 - Options for use of ARPA funds
 - Council concerns/recommendations raised during work sessions/submitted to staff

Other items/comments with staff, with financial implications:

- As of this report, the FY 2024 budget is at 50% completion, with a **healthy revenue profile projected for the remainder of the fiscal year and the expense side managed well by staff. The Treasurer will submit a 3rd Qtr. budget amendment to reflect needed adjustments and modifications.**
- **Posting RFPs for trash hauling & recycling and financial auditing** in January
- **Chief working to offset cost of two (2) new portable units using PD grants from ARPA and LOLE**
- RFP for construction of the park streetscape improvements: Town Manager and Town Engineer evaluated the bids for **presentation/discussion** to Council on January 2, 2024, with the goal of **selection** and Notice to Proceed (NTP) to winning bid at our regular meeting
- Legal billing **moderated** in November. TM continues hold on all legal work, except for essential needs. TM anticipates increasing costs going forward due to the necessary review and update of the Personnel Manual
- Treasurer **completed** re-alignment of savings and investments to receive the highest and best return, ensuring that all funds are properly safeguarded
- Comprehensive Annual Financial Report (CAFR) for FY 2022 presentation available to council
- Staff **continues** work on a plan to realign the administrative offices and centralize town hall entryway, as previously designed, while incorporating enhanced security needs
- Gainesville Supervisor **provided suggestions** on proffer distribution for schools and fire & rescue

Respectfully,
Joe Pasanello and TracyLynn Pater

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

Memorandum

To: Honorable Mayor and Town Council
From: Vice Mayor Tracylynn Pater
Re: Business Liaison Report

Happy December to all ~

In addition to the weekly meetings with staff to discuss current and upcoming events, I met with Rachel to discuss the 2023 Farmers Market and begin mapping out the 2024 market and application. The Crossroads Arts Alliance held their Sponsor Event and it was a huge success with conversations centered around the support and acknowledgement of the program and numerous visitors they have received in the museum.

Our Town Holiday Event was an incredible success with Skipper Films producing the video which has been released on social media. Check it out on our Facebook or Instagram page. We had 28 craft vendors, 8 food vendors and 8 activity tables for the children with our Town Planner Thomas Britt attending the fire pit. Crossroads Arts Alliance had the Town Museum open displaying their art work. And of course, Santa and Mrs. Claus making the trip from the North Pole topped off the event. The lighting of our beautiful Town Christmas tree was greatly anticipated and did not disappoint.

I joined Chief Sibert and the Police Department at their Operation Santa Claus event on December 16. They delighted children in the Town giving out over 150 stuffed animals.

The Nutcracker program is well received and many businesses have reached out to ask about participating in 2024.

The Business Round Table will be held January 23rd at The Hilton Garden Inn with networking beginning at 8:45am and the meeting beginning at 9am.

Wishing everyone a wonderful holiday and a blessed New Year!

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Attachment: Memorandum Business liaison report December (6435 : Business Liaison Report)



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

Memorandum

To: Honorable Mayor and Town Council
From: Alexander Beyene
Re: Planning Commission Liaison Report

Since we did not have any agenda items that needed to be addressed, the Planning Commission did not meet in December. We will meet on January 16, 2024. At this meeting, we will set the 2024 meeting schedule and continue working on the Comprehensive Plan.

Respectfully submitted

Alexander Beyene

Planning Commission Liaison

Attachment: Memo PC liaison (6437 : Planning Commission Liaison Report)



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

Memorandum

To: Council
From: Marchant Schneider, Architectural Review Board (ARB) Liaison
Re: ARB Liaison Report / December 2023

At its December meeting, the ARB continued its review of a demolition permit application for the Town Park building (14740 Washington Street). The ARB reviewed supplemental information requested at the October meeting. At the conclusion of their discussion, the ARB voted 4-0 to deny the application based on Findings for Denial. The ARB also requested the Town Council work with the ARB to identify alternate uses for the building and to update the overall park masterplan.

The ARB also set the meeting agenda for 2024.

Respectfully submitted,

Marchant Schneider
ARB Chair

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Mobile Food Establishment:

The intent of this 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.

General requirements.

For the purposes of this Section, the terms permittee, operator, and vendor all shall mean a licensed mobile food establishment.

- A. A mobile food establishment Business License and permit authorized by the Zoning Administrator and Town Treasurer shall be required prior to the operation of a mobile food establishment on a privately owned parcel.
- B. A mobile food establishment 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.
- C. A Zoning Permit authorized by the Zoning Administrator shall be required by the mobile food establishments owner prior to the operation of mobile food establishments on site, specifically stating the location of the mobile food establishment on site; cost is \$50.00.
- D. Mobile food establishments may operate only at in Town wineries, breweries, or distilleries.
- E. Mobile food establishments are responsible for the Town Meal's Tax and shall comply with the Meals Tax Ordinance Sec. 42-186.
- F. A mobile food establishment Business License is valid from May 1st of the current year until April 30th of the following year upon which the permit was issued. The Town business license will need to be renewed by May 1st of every year.
- G. A mobile food establishment Business License and permit may be revoked by the Zoning Administrator or Town Treasurer at any time due to the failure of the License holder to comply with all requirements of this Article and other applicable federal, state, and local laws. Notice of revocation shall be made in writing to the Business license holder.
- H. No Business License or permit authorized and issued by the Zoning Administrator and Town Treasurer shall authorize a mobile food establishment to operate on or from a public street or park.
- I. 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 30th.

Mobile food establishments may be operated from an approved location, subject to the following procedures:

- A. Each year, the owner or operator of any mobile food establishment doing business in the Town must file a mobile food establishment business license and permit application with the Zoning Administrator and Town Treasurer. The permit application must be accompanied by a copy of the approved zoning permit, obtained by the property owner for the operation of mobile food establishments on the property. If a mobile food establishment operates on more than one site, only one mobile food establishment business license application is required, provided that the property owner on any additional sites has obtained a mobile food establishment location permit. The operation of any mobile food establishment is subject to all Virginia Health Department permits/licenses; and
- B. Mobile Food Establishments are only allowed to work 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 special event the mobile unit and host business would need to complete a separate permit request and pay a separate fee for the one-time event.
- C. 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 administrative permits or other special events regulated by any proffered condition, development condition, special exception, or special permit:
- D. Mobile food establishments may not be in any fire lane, travel lane, entrance/exit, or any required parking space;
- E. Mobile food establishments must be located on a level, paved, or gravel surface with safe pedestrian access.
- F. All generators and mobile food establishments shall be located no less than 100 feet from any residential properties; The vicinity around the mobile food establishment must be kept clean and free of debris; Trash receptacles must be provided; and
- G. The mobile food vendor shall comply with any request of a police officer or other public safety personnel to move or cease vending in the case of an emergency.

Operational requirements.

- A. No vendor shall remain on site at one property for more than 12 consecutive hours. Operational hours are from 10am to 10pm. Vendors are expected to be off property by 10pm, no exceptions.
- B. Vendors shall comply with Chapter 18 of Town Code pertaining to noise control.

- C. Only food and non-alcoholic beverages incidental to the permitted vendor shall be sold from the mobile unit. Retail sales of merchandise are permitted as an accessory use to the primary use of food sales.
- D. Portable receptacles for the disposal of waste materials or other litter shall be provided. All waste shall be removed and disposed of daily by the mobile food establishment operator. Public trash receptacles shall not be used for compliance with this section.
- E. No liquid or solid waste may be discharged from the mobile unit.
- F. Signage:
 - 1) Signage may be imprinted on the exterior body of a licensed mobile food establishment and include the use of an attached or detached menu board.
 - 2) Advertisements for businesses other than the mobile food establishment may not be utilized.
- G. No tables or chairs for patron's use may be set up in association with the mobile food establishment.
- H. The operator of a permitted mobile food establishment must conspicuously display the approved permit for public inspection.
- I. All required taxes must be paid and in conformance with Chapter 42 of Town Code.
- J. A three-foot wide clearance area must be maintained around the mobile food establishment.

Location requirements.

Mobile food establishments shall only be permitted in zoning districts that permit a mobile food establishment by-right.

Mobile 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.

No parking space that satisfies a Zoning Ordinance parking requirement shall be converted into a parking space or vending area to accommodate a mobile food establishment.

Enforcement and Penalties.

Hosting businesses are responsible for ensuring all necessary business application/permit applications have been filed with the Town of Haymarket by each mobile food establishment on site, if not the hosting business will be fined for hosting a non-compliant mobile food establishment.

Mobile units will be removed from hosting premises if they are non-compliant with Town requirements.

Any person who commits, permits, assists in, or attempts, whether by act or omission, a violation of any provision of this ordinance shall be liable and the violation 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 each additional violation of the same regulation or requirement arising from the same set of operative facts.



Attachment: Food Truck ORD DRAFTv9_12.18.2023 (6439 : Mobile Food Establishment Ordinance: Authorize to Advertise for Public



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

Memorandum

To: Honorable Mayor and Town Council
From: Kimberly Henry, Clerk of the Council
Re: Appeal to ARB Decision on the Demolition Permit

On December 6, 2023 at their regular monthly meeting, the Architectural Review Board voted 4-0, with one Board Member absent, to deny COA ZP#2023-1001, a demolition permit application submitted by the Town to demolish the Lewis Home aka the Town Park building located at 14740 Washington Street. The Town Council held a Special meeting on Tuesday, December 12, 2023 and voted to appeal to the ARB authorizing the Town Manager to file the appeal on behalf of the Council. The vote to file the appeal was 3 in favor, 2 not in favor and 1 abstention. Town Manager Emily Kyriazi filed the appeal to the Architectural Review Board on Monday, December 18, 2023.

Attachment: Memo Town Park building appeal (6440 : Demolition Permit of Town Park Building: Appeal to ARB Decision)

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

Emily L. Kyriazi
 TOWN MANAGER

MEMORANDUM

TO: Town Council
 FROM: Emily L. Kyriazi, Town Manager
 DATE: December 21, 2023
 SUBJECT: Appeal Application for ZP #2023-1001 Town Park Building COA for Demolition Application

APPLICATION SUMMARY:

Business/ Applicant: Town of Haymarket
 Street Address: 14740 Washington Street
 Proposed Use: Demolition
 Applicant’s Brief Description of the Activity: Demolition of structure.

Town Planner Assessment		
Zoning Ordinance	Application Details	Staff Response
Sec. 58-16.8 Matters to be considered by board in acting on appropriateness of erection, reconstruction, alteration, restoration or demolition of building or structure.	Demolition request: 14740 Washington Street	Demolition request: 14740 Washington Street – Property is owned by the Town of Haymarket. Adjoining parcel, 14710 Washington Street is part of the Town Community park as well. The Harrover House is located in the center of the parcel (14740), which sits on the north side of Washington Street. The structure is currently not in use by the Town.
Sec. 58-16.8 (1) Exterior architectural features, including all signs, which are subject to public view from a public street, way or place.	Demolition request: 14740 Washington Street	The Harrover House is a mail order home from the Lewis Homes Catalog. The detailed history of the property is attached in the Harrover Timeline.
Sec. 58-16.8 (2) General Design Arrangement	Demolition request: 14740 Washington Street	The Harrover House is a mail order home from the Lewis Homes Catalog. The structure is an example of mail order homes. It was slightly modified from the original layout, as determined

		by previous historic reports. (See attached.)
Sec. 58-16.8 (3) Texture, material and color	Demolition request: 14740 Washington Street	Not Applicable
Sec. 58-16.8 (4) The relation of the factors, subsections (1), (2), and (3) of this section, to similar features of the buildings and structures in the immediate surroundings	Demolition request: 14740 Washington Street	The applicant is requesting to demolish the existing structure and replace it with a pavilion for public use.
Sec. 58-16.8 (5) The extent to which the building or structure would be harmonious with or obviously incongruous with the old and historic aspect of the surroundings	Demolition request: 14740 Washington Street	The applicant is requesting to demolish the existing structure and replace it with a pavilion for public use.
Sec. 58-16.8 (6) In the case of a building to be razed, a primary consideration will be the extent to which its continued existence would tend to protect irreplaceable historic places and preserve the general historic atmosphere of the Town	Demolition request: 14740 Washington Street	See below for the demolition guidelines text and analysis.
Sec. 58-16.8 (7) The extent to which the building or structure will promote the general welfare of the Town, and all citizens, by the preservation and protection of historic places and areas	Demolition request: 14740 Washington Street	This matter is at the discretion of the ARB
Sec. 58-16.8 (8) The extent to which the building or structure will promote the general welfare by: (a) Maintaining and increasing real estate values (b) Generating business (c) Creating new positions (d) Attracting tourists, students, writers, historians, artists and artisans, and new residents	Demolition request: 14740 Washington Street	These matters are at the discretion of the ARB

(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		
(h) Making the Town a more attractive and desirable place in which to live		
Comprehensive Plan		
Comp Plan 1.5.3 Historic Resource Inventory List	Demolition request: 14740 Washington Street	The main structure/site IS listed on the historic resource list within the Comprehensive Plan.
Comp Plan 1.5.4 Potential Archaeological Site	Demolition request: 14740 Washington Street	The site and surrounding area are not listed as a potential archaeological site in the Comprehensive Plan
Architectural Review Board Historic Guidelines		
I. Introduction (E) Community Design and the Comprehensive Plan	Demolition request: 14740 Washington Street	R-1 Property
II. Streetscape and Site Design		
II. (a) Washington Street Enhancement Project	Not applicable	Not applicable
II. (b) Streetscapes Other Than Washington Street	Not applicable	Not applicable
II. (c) Fences and Walls		
II. (d) Lighting (Free Standing/Posts)	Not Applicable	Not Applicable
II. (e) Telecommunication Dishes, Drums and Towers	Not Applicable	Not Applicable
II. (f) Screening	Not Applicable	Not Applicable
III. New Construction and Additions to Existing Non-Historic and Non-Contributing Structures		
III. (a) General Guidelines	<i>"to create a more pleasing blend of historic and new elements in the Town, new structures shall be compatible with the prevailing and recognized historic architectural character of the existing adjacent structures"</i>	These matters are at the discretion of the ARB
III. (b) Colors		Not Applicable
III. (c) Exterior Elements		Not Applicable
III. (d) Chimneys	Not Applicable	Not Applicable
III. (e) Roofing	Not Applicable	Not Applicable

III. (f) Lighting, (attached to structure)	None	None
III. (g) Windows and Doors	Not Applicable	Not Applicable
III. (h) Decks	Not Applicable	Not Applicable
III. (i) Handicapped Ramps	Not Applicable	Not Applicable
III. (j) Awnings	Not Applicable	Not Applicable
IV. Guidelines for Alterations or Additions to Historic Structures or Contributing Structures		
IV. (a) General Guidelines	Demolition request: 14740 Washington Street	Historic Structure Listed in the Comprehensive Plan, see below for historic structure guidelines and analysis.
V. Signage	Not Applicable	Not Applicable, not historic or contributing
VI. Demolition Guidelines	Demolition request: 14740 Washington Street	See below for demolition guidelines and analysis.
VII. Situations Not Covered, Additional Requirements	Not Applicable	Not Applicable

VI. DEMOLITION GUIDELINES

The Town Code has important requirements for all demolition of buildings within the Town.

A. SPECIAL INSTRUCTIONS FOR HISTORIC STRUCTURES

The Haymarket Comprehensive Plan supports the preservation of the Town’s historic resources to the greatest extent possible. Therefore, there must be a compelling reason to demolish a historic structure.

- Applicants must provide a written statement explaining the reason for the demolition and describe alternatives to demolition and why such alternatives are not considered feasible.
- In some instances, the ARB may require a structural analysis of the building by a licensed professional engineer regarding the structural integrity of a building prior to a demolition permit decision.
- If an applicant is successful in demonstrating that a historic structure is a candidate for demolition the ARB may approve the demolition request with one or more of the following conditions, depending on the circumstances surrounding the request:
 1. Complete, professional, photographic documentation of the interior and exterior of the building, including black and white print and digital images.
 2. Phase I archaeological survey of the property to determine if the property yields information important to the Town’s history.
 3. The applicant must demonstrate that the site will be prepared and maintained in accordance with a landscape plan once the building has been demolished.
 4. The demolition may occur only following receipt of a building permit for the new construction.

ARTICLE XVI. - OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY

Sec. 58-16.1 - 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:

'Board' means the Architectural Review Board, abbreviated 'ARB'.

'Altered' means any readily apparent change, including paint.

Sec. 58-16.2 - Purpose and Intent.

The Town of Haymarket seeks to identify, preserve, and enhance landmarks, buildings, structures, and neighborhoods with historical, cultural, and architectural significance to the Town. The historic overlay is intended to implement these goals and ensure that new development is in keeping with the character of Haymarket. The overlay intends to encourage a compatible aesthetic treatment within the Town, promote tourism and visitor opportunities, provide an attractive entry into town, and promote and advance the health, welfare and safety of town residents and visitors.

Sec. 58-16.3 - Creation; boundaries.

(a) In order to preserve the unique culture of the Town, there is hereby established an overlay district to be known as the "Historic Haymarket Overlay" which shall include all that area that lies within the corporate limits of the Town.

(b) Prior to any expansion of the historic district the Town shall identify and inventory all structures being considered for inclusion in such a district and shall establish written criteria to be used in making such determination. The Town shall identify all landmarks and designate by ordinance any resource as part of a local historic district, subsequent to soliciting public input in a manner consistent with Code of Virginia, §15.2-2204. The owners of such property proposed for designation shall be given written notice of the public hearing on the ordinance.

(c) The town may annually consider updates to the boundaries of the Historic Haymarket Overlay so that it is expanded to include newly identified historic resources, and/or contracted to reflect the removal or demolition of historic resources.

In order to promote the general welfare, through the preservation and protection of historic places and areas of historic interest, all buildings within the Historic Haymarket Overlay which were built prior to 1950 are designated historic resources.

Sec. 58-16.4 - Certificate of appropriateness required in the Historic Haymarket Overlay

(a) Application for a certificate of appropriateness shall be made to the Architectural Review Board. Any decision of the Architectural Review Board shall be appealable by any member of the Town Council after consultation with the Board, or any aggrieved person to the Town Council.

(b) No building, structure or sign shall be erected, reconstructed, altered, or restored within the

Historic Haymarket Overlay, unless and until a complete application for a certificate of appropriateness shall have been approved by the Board or, on appeal, by the Town Council. Review of such applications by the Board will include analysis of external architectural features which are subject to public view from a public street, way, or place, in light of their architectural compatibility with the historic buildings in the district.

(c) The zoning administrator shall determine whether a change is readily apparent, subject to appeal to the Board of Zoning Appeals.

Sec. 58-16.5 - Architectural review board; creation, membership.

(a) For the purpose of making effective the provisions of this article, an Architectural Review Board (ARB) is established. The Board shall consist of up to seven members, but not fewer than five, appointed by the Town Council, and shall be legal residents of the Town. Board members will be appointed from the Town Council and one from the Planning Commission. Members should have a demonstrated interest, competence, or knowledge of historic preservation.

(b) The term of office of the members shall be for three years, except that the term of the Council member and Planning Commission member shall correspond to their official tenure of office. Members may be removed from office by Town Council at will and without notice. Appointments to fill vacancies shall be only for the unexpired portion of the term. Members may be reappointed to succeed themselves.

Sec. 58-16.6 - Chairman, vice-chairman, and secretary of the board.

The Architectural Review Board shall elect its chairman and vice-chairman from its membership, and the Town Clerk shall be its secretary.

Sec. 58-16.7- Rules

1. The ARB shall meet for a regular session at least once a month.
2. The Architectural Review Board shall adopt and maintain bylaws governing the procedure for meeting dates and other rules set forth by this article. The bylaws may be reviewed annually for updates.
3. Special meetings may be called in accordance with the ARB procedures as adopted and amended.
4. A quorum shall be no less than a majority of sitting members.
5. All meetings shall be open to the public unless the ARB enters closed session as permitted by the Virginia Freedom of Information Act.

Sec. 58-16.8 - Matters to be considered by the Board

1. The board shall not consider interior arrangement, relative size of the building or structure, detailed design or features not subject to any public view and shall not make any requirements regarding such matters. After receiving a certificate of appropriateness, the zoning administrator shall determine whether this provision applies.
2. The board shall consider the following in passing upon the appropriateness of architectural features:
 - (1) Exterior architectural features, including all signs, which are subject to public view from a public

street, way, or place

- (2) General design arrangement.
- (3) Texture, material, and color.
- (4) The relation of the factors, subsections (1), (2), and (3) of this section, to similar features of the buildings and structures in the immediate surroundings.
- (5) The extent to which the building or structure would be harmonious with or obviously incongruous with the old and historic aspect of the surroundings.
- (6) In the case of a building to be razed, a primary consideration will be the extent to which its continued existence would tend to protect irreplaceable historic places and preserve the general historic atmosphere of the Town.
- (7) The extent to which the building or structure will promote the general welfare of the Town, and all citizens, by the preservation and protection of historic places and areas.
- (8) The extent to which the building or structure will promote the general welfare by:
 - a. Maintaining and increasing real estate value
 - b. Generating business;
 - c. Attracting tourists and visitors;
 - d. Encouraging study of and interest in American history, architecture, and design;
 - e. Making the Town a more attractive and desirable place in which to live.

Sec. 58-16.9 - Issuance of certificate of appropriateness.

Decisions of the Board will be incorporated in approved certificates of appropriateness or written reasons for disapproval. Immediately upon approval by the board of any application to erect, reconstruct, alter, restore, or raze a building, a certificate of appropriateness, signed by the chairman of the Board and bearing the date of issuance, shall be made available to the applicant. The zoning administrator shall refuse to honor any request for a building permit without such certificate of appropriateness, but a certificate of appropriateness will in no way affect the requirement to comply with the other provisions necessary to obtain a building permit.

Sec. 58-16.10 - Right of appeal.

- (a) Whenever the board shall approve or disapprove an application for a certificate of appropriateness or fail to take action within 60 days of its filing, any aggrieved party shall have the right to appeal and be heard before the Town Council provided such person files with the Town Clerk on or before 30 days after the decision of the board a written notice of appeal. Upon receipt of such notice, the Town Clerk shall place such appeal on the agenda for the next regular meeting of the Town Council.
- (b) Any party may appeal the decision of the Town Council to the circuit court pursuant to this section.
 - (1) A party is any applicant or any person who owns property adjacent to the property which the application concerns. For the purposes of this section, the term "adjacent" includes any property separated from the applicant's property only by a road and which would be adjacent if the road were not present.
 - (2) Appeal shall be by petition at law setting forth the alleged illegality of the action of the Town Council.

(3) The appellant must file the appeal with the circuit court of the county within 30 days of the Town Council's decision.

(c) In addition to the right of appeal, the owner of an historic landmark, building or structure shall have a right to raze or demolish such landmark, building or structure provided he has complied with the provisions of the second paragraph of Code of Virginia, § 15.2-2306(A)(3), as amended.

Sec. 58-16.11 - Deterioration by neglect.

(a) No owner of an officially designated historic building within the historic district shall allow it to deteriorate to the point where it is not economically feasible to repair or restore it. Specifically, no owner may permit:

(1) Deterioration of the exterior of a historic building to the extent that it creates or permits a hazardous or unsafe condition;

(2) Deterioration of exterior walls or other vertical supports, horizontal members, roofs, chimneys, exterior wall elements such as siding, wooden walls, brick, plaster, or mortar, of a historic building to the extent that it adversely affects the character of the historic district or could reasonably lead to irreversible damage to the structure. In determining whether deterioration adversely affects the character of the historic district, the zoning administrator shall be guided by the comprehensive plan and, if adopted, the strategic plan and capital improvements budget.

(b) If a building inspector determines that a historic structure is violating the Property Maintenance Code, he shall so notify the owner, the zoning administrator, and the chairman of the Architectural Review Board of this conclusion, stating the reason for such determination, and shall give the owner 30 days from the date of the notice in which to commence work rectifying the specifics, or to initiate a request to demolish, move or relocate such structure. If appropriate action is not timely taken, the Town Building Inspector shall initiate appropriate legal action.

Sec. 58-16.12 - Demolition review and approval

1. No historic resource, as defined in this article within the Historic Haymarket Overlay shall be demolished or moved, in whole or in part, until the demolition or moving thereof is approved by the Architectural Review Board, or, on appeal by the town council after consultation with the ARB.

2. In addition to the right of appeal set forth herein, the owner of a historic resource, the demolition or moving of which is subject to the provisions of this section, shall, as a matter of right, be entitled to demolish or move such historic resource provided that:

a. The owner or applicant has applied to the town council for such right,

b. the owner has for the period of time set forth in the schedule contained in Section 15.2-2306 of the Virginia code and at a price reasonably related to its fair market value, made a bona fide offer to sell the historic resource, and the land pertaining thereto, to the town or to any person, firm, corporation, government or agency thereof, or political subdivision or agency thereof, which gives reasonable assurance that it is willing to preserve and restore the historic resource and the land pertaining thereto, and,

c. No bona fide contract, binding upon all parties thereto, shall have been executed for the sale of any such historic resource, and the land pertaining thereto, prior to the expiration of the

applicable time period set forth in the time schedule specified in the Virginia Code. Any appeal which may be taken to the court for the decision of the town council, whether instituted by the owner or by any other proper party, notwithstanding the provisions heretofore stated relating to a stay of the decision appealed from shall not affect the right of the owner to make the bona fide offer to sell referred to above. No offer to sell shall be made more than one year after a final decision by the town council, but thereafter the owner may renew his request to the town council to approve the demolition or moving of the historic resource.

3. Demolition Approval Criteria Considerations. In reviewing applications for the demolition or moving of a historic resource from or within the Historic Haymarket Overlay, the Architectural Review Board shall consider the following:

- a. How the demolition or removal of a historic resource from the property on which it is located will impact the historic integrity of the site and any remaining on-site historic resources on the same property;
- b. How the loss of the historic resource will impact the historic integrity of any adjacent historic property;
- c. The impact the loss of the historic resource will have on the overall integrity to any historic district the historic resource is located in ;
- d. The ability of the historic resource to be adaptively reused as part of a new on-site development which would not adversely impact the historic resource's ability to convey its historic significance through its integrity of location, setting, feeling, association, design, materials and workmanship; and
- e. Whether any monies or assistance for preservation of the historic resource could be made available to the property owner within 180 days of the owner's request to demolish or move it.

Sec. 58-16.13 Time Limit

A certificate of appropriateness shall be valid for one (1) year from the date of issuance. If the demolition, erection, reconstruction, alteration, relocation or restoration for which the certificate of appropriateness was issued is not commenced within one year and thereafter diligently pursued, a new certificate shall be obtained prior thereto.

Discussion:

- a. How the demolition or removal of a historic resource from the property on which it is located will impact the historic integrity of the site and any remaining on-site historic resources on the same property;**

Staff Response – The building has numerous structural issues, specifically in its foundation. The structure is listed in the Historic Inventory List. This structure is the only remaining building on site. The removal of the structure will leave the landscape of the area blank for installation of a new pavilion.

- b. How the loss of the historic resource will impact the historic integrity of any adjacent historic property;**

Staff Response – The structure is surrounded by homes built in the 2000’s, Haymarket Baptist Church, and a playground on the adjacent park parcel. The homes are occupied and upkept, and the church is in active use by the community. The demolition of the structure is not deemed to impact the overall value of the homes or Haymarket Baptist Church. The demolition of the structure will deplete a unique structure within our community; a mail order catalog house. The house is deemed to be a Lewis Homes Catalog structure with some modifications the original layout. Please also see the attached DHR Reconnaissance Level Survey for additional history, context, and detailed architectural description for this building.

c. The impact the loss of the historic resource will have on the overall integrity to any historic district the historic resource it is located in;

Staff Response – The demolition of the structure will deplete a unique structure within our community, a mail order catalog house. The house is deemed to be a Lewis Homes Catalog structure with some modifications to the original layout. While the house is considered to be modified from its original layout (layout that would have been ordered) it still represents a time in which families could purchase kit houses and assemble them on their property. To Staff’s knowledge the Town only has one other catalog house, and that is the Cookies and Cream structure at 14600 Washington Street. This structure was originally at 14710 Washington Street (at playground site) but was moved in 2016 timeframe. Other catalog homes in the general Haymarket/Gainesville area may exist, however that is unknown at this time. Please also see the attached DHR Reconnaissance Level Survey for additional history, context, and detailed architectural description for this building.

d. The ability of the historic resource to be adaptively reused as part of a new on-site development which would not adversely impact the historic resource’s ability to convey its historic significance through its integrity of location, setting, feeling, association, design, materials and workmanship;

Staff Response – The adaptive reuse of the structure would be dependent on the cost of the rehabilitation, which the Town Council decided was too high to justify rehabilitation and refurbishment of the building.

e. Whether any monies or assistance for preservation of the historic resource could be made available to the property owner within 180 days of the owner’s request to demolish or move it.

Staff Response – Grant funding options would require further discussion by Town Council.

The applicant has supplied a brief narrative as to why the demolition permit has been requested for the structure, along with photos of the property, a third-party structural report, and Town Council minutes detailing the vote to recommend demolition of the building.

Staff will present the appeal application to the Town Council on January 2nd.

Harrover Properties Timeline

- William Weir Gilliss (single man) purchases two tracts of land from William & Annie Jordan 09/1924 (subdivision of 22 acres)
- 08/1926 William Weir Gilliss & Isabel Gilliss sell 1 tract of land to William's brother Charles Gilliss (who later marries Esther May) This is when we believe the homes were built (1926/27)
- 1935 Isabel (widow of William) sells her parcel to her brother-in-law Charles, both parcels owned by Charles & Esther May Gilliss
- Children (Carter & wife, William Weir Jr. & Wife, and Edith (widow of James Gilliss) of Charles & Esther May inherit both properties
- 1957 - Carter & Edith Gilliss buy out his brothers (Carter dies in 1960)
- Phillip & Nancy Harrover purchase home (14710) 05/1965 from Edith Gilliss
- Albert & Julia Rust inherit from Charles & Isabel Gilliss (14710)
- 1964 Charles & Ellen Robinson purchase from Albert Rust
- 1997 Phillip & Nancy purchase (Robinson lost home to Foreclosure) 14740 Washington
- 2004 Phillip & Nancy Harrover enter into contingent contract to sell properties to Oakridge Builders (Villages of Haymarket). Contingency is on rezoning to R-2. First GDP calls for 15 SFD & 21 TH, total of 36 units on 5.07 Acres. Ultimately modified to 27 units.
- 02/2005 Council Motion to approve the rezoning fails with Stutz & Jarboe in favor, Tobias, Weir, Sikorsky, & Garcia opposed to the increased density
- 06/2005 Town of Haymarket enters into contract for the purchase of both lots from Phillip & Nancy Harrover for \$1.5 Million, settle in September 2005.
- Buildings stay vacant until 2007 while several purchase offers are entertained on the Town Center Properties from 2005-2007, TOH moved Police Department to 14710 Washington
- Early 2007 Town actively markets the sale of the Town Center Properties with the desire to relocate the government center to Harrover.
- 2007 Town creates Harrover committee to design new Town Hall facilities (see drawings)
- 02/2008 Town of Haymarket Enters into contract with Kennedy for the sale of the Town Center Properties
- 06/2008 Town sets new electric service to provide outside power service intended to accommodate outdoor events, etc...
- December 2008 Town Hall floods, TOH moves Administrative offices to 14710 Washington
- 05/2009 Town receives offer from Dominion Construction to build a 20x40 stage for free if the Town were to purchase materials. Plan submitted, Building Official permits, Planning Commission denies the application, 1 in favor, 4 opposed.
- 09/2009 Town adopts Comp plan reflecting Harrover as the Government Center
- Town continues to extend Kennedy contract until 2010.
- 05/2010 Administrative offices move back to Town Hall
- 01/2011 Town enters into lease agreement with Food Pantry for 14740 Washington Street
- 05/2011 Town Council holds public hearing to consider basketball courts & walking trail at Harrover. Overwhelming opposition to the proposed courts and walking trail, opposing comments (see attached)
- 07/2013 PD vacates 14710 Washington Street
- 05/2013 Town performs a property maintenance inspection
- 08/05/2013 Town Council holds public hearing regarding potential uses of Harrover (including consideration of free lease to Food Pantry,
- 01/2014 Town enters into a new lease with Food Pantry, term is through 12/2017
- 08/2014 Town retains Sympoetica to develop a concept plan for the two properties
- 03/2015 Town holds stakeholders public input forum
- 01/2016 Town adopts Master Plan for the community park
- Late 2017 Town uses structure on occasion for event related work
- 04/2018 Town replaces roof on structure
- 04/2018 Town works with Eagle Scout on Community Garden addition

- 2018 Town installs playground structure
- 2018 Work crew works on the entire of the Park structure
- 2022 Town contracts with IMEG to complete a structural review of the Park House
- 2022-2023 Town discusses the use of the structure, the structural integrity, the long term goal of the park property
- Summer 2023 Town Council votes to demolish the Park House, Staff to apply to the Town Architectural Review Board



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

Emily L. Kyriazi
Town Manager

MEMORANDUM

TO: Town Council
FROM: Emily L. Kyriazi, Town Manager
Thomas Britt, Town Planner
DATE: December 21, 2023
SUBJECT: Timeline for the Appeal to Town Council for Denied ZP#2023-1001 COA for Demolition of the Structure at 14740 Washington Street

Background: As requested by the Town Council and the Architectural Review Board, below is the detailed timeline of the Park House discussion over the past 3 years. The history of the property and the 2016 Harrover Master Plan are provided in separate documents in the appeal.

Fall 2020-Fall 2021: The Town was approached by a private party interested in starting an event venue within the Town. The Harrover Property was identified as a possible venue location. For the span of the 6-12 months the private party continued discussions with the Town staff, Vice Mayor and the Town Council to determine the feasibility of the event venue, the private-public partnership and the Town's ability to offset portions of the startup costs, such as foundation work in the cellar/basement. Ultimately in the Fall of 2021, the Town Council declined the opportunity to proceed with the private-public partnership for the Harrover Property.

Winter 2021 – Summer 2022: Town Manager discusses options for the Harrover Property with the Staff, Finance Liaisons and the Town Council. During discussions it was identified that the structure needed to be evaluated by a professional to determine the structural issues.

Summer 2022: Town Council Directs Town Staff to work with Finance liaisons to research options for rehabilitation and use of the Harrover Property.

November 2022 – January 2023: Per the direction of the Council finance liaisons, Town Staff contract IMEG to perform a general assessment of the structure and present conditions of the Harrover Property. The scope of work did not cover

calculating rehabilitation costs, strictly covers the structural inspection as done by the licensed professional engineer.

January – February 2023: Sublett Services provides brief cost assessment comparing the demolition of the Harrover property vs rehabilitation of the structure.

March 2023: Town Council begins the discussion and analysis of the Harrover Property and the next steps toward the decision of maintaining the house or proceeding forward with the pavilion structure.

June 2023: Town Council gives directive to post an online survey to the Town residents to gain more public input on the structure.

July 2023: Results of the survey are shared with the Town Council, in slight favor of demolishing the Harrover Property and replacing it with a pavilion. Almost 10% of the Town’s population responded to the survey. *Survey was not limited to Town Residents, questions were determined by Town Manager, Marchant Schneider and Tracylynn Pater – per the Council Directive*

September 2023: Town Council moves to demolish the structure and gives the Town Manager directive to apply for a certificate of appropriateness for demolition of the structure and obtain quotes to construct a pavilion.

October 2023: Town Staff presented the application for the certificate of appropriateness to demolish the Harrover Property to the Architectural Review Board. The ARB asks Town Staff to provide a more accurate cost comparison of demolition vs rehabilitation of the structure and provide more context on the public engagement during this process. Specifically, to include the cost estimates that were presented to the Town Council.

December 2023: Town Staff brings the updated application to the ARB for discussion. The ARB denies the COA with multiple justification points (see attached document in the appeal).

December 2023: In a special meeting, Town Council authorizes the Town Manager to appeal the ARB’s decision on the COA for demolition.



ZONING PERMIT APPLICATION

ZONING PERMIT #: 2023-1001

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

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

NAME OF BUSINESS/APPLICANT: Town of Haymarket

PROPOSED USE: Demolition Size (Sq. Ft./Length) of Construction: 3057sqft

SITE ADDRESS: 14740 Washington Street Parcel ID #: 7397-09-4941

Subdivision Name: _____ Lot Size: 2.1544 Acres

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1

Special Use Permit Required: Yes No Site Plan Required: Yes No

Off-street Parking: Spaces Required: N/A Spaces Provided: _____

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, height/length of fencing, deck specs, etc.)

Demolition of structure on 14740 Washington Street to replace with pavilion. The 3057sqft building has numerous structural issues that prevent its current use by residents. Renovation of the structure is too costly to justify preservation of the building.

Supporting Documentation (attached): Narrative Plan/Plat Specification Sheet

FEE: \$25.00 Residential \$50.00 Commercial

CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc. See Sign Spec Sheet for Signage detail)

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

PERMIT HOLDER INFORMATION			PROPERTY OWNER INFORMATION		
Town of Haymarket			Town of Haymarket		
Name			Name		
<u>15000 Washington Street</u>			<u>15000 Washington Street</u>		
Address			Address		
<u>Haymarket</u>	<u>VA</u>	<u>20169</u>	<u>Haymarket</u>	<u>VA</u>	<u>20169</u>
City	State	Zip	City	State	Zip
<u>703-753-2600</u>			<u>703-753-2600</u>		
Phone#			Phone#		
Email			Email		

APPLICANT / PROPERTY OWNER SIGNATURE

*******REQUIRED*******

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

Applicant Signature

Property Owner Signature

*****OFFICE USE ONLY*****

Date Filed: October 2, 2023 Fee Amount: \$50 Date Paid: October 2, 2023

DATE TO ZONING ADMINISTRATOR: _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE

PRINT

CONDITIONS:

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE

PRINT

CONDITIONS:

DATE TO TOWN COUNCIL (IF APPLICABLE): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

TOWN COUNCIL {where required):

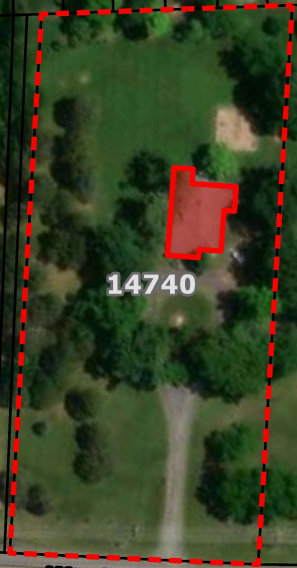
SIGNATURE

PRINT

CONDITIONS:

Attachment: 02 Signed CoA Permit Form (6440 : Demolition Permit of Town Park Building: Appeal to ARB Decision)

Harrover Property



14740

Attachment: 03 Location of Building in Haymarket (6440 : Demolition Permit of Town Park Building:



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

Thomas Britt
Town Planner

MEMORANDUM

TO: Architectural Review Board
FROM: Thomas Britt, Town Planner; Emily Kyriazi, Zoning Administrator
DATE: October 12, 2023
SUBJECT: Background and Written Statement Regarding the Town Park Structure on 14740 Washington St

Background of the Town Park Structure

The current house located on 14740 Washington Street was built in the late 1920s-mid 1930s as a Lewis Homes Catalog construction. Please see the attached timeline for the history of the structure and uses throughout the years.

In 2021 through 2022, the Town was investigating the use of the park house for public events, rentals, community use and other low impact public uses. During the investigation period the Staff noted concerns in the basement that should be further investigated by a professional engineer. The concerns noted were, water in the basement, rotting column structures, possible foundation cracks and general wear in the basement that should be reviewed. The contracted structural engineer visited the property in late summer/early fall of 2022 and completed the report late 2022. The report recognized structural concerns in the foundation of the house as well as support concerns. Other deficiencies were identified in the report and can be reviewed in the attached IMEG report.

A master plan to redevelop the 14740 Washington Street into a community park was created in 2015, with the existing structure functioning as a community center for the park. The plan passed in January 2016, but was not started in the years since. The Town Council most recently started discussions on the structure in an effort to utilize it for public use or explore other options for greater park use by our community. Following the review of the structural report the Town Staff brought the concerns to the Town Council for review and discussion. Over the course of approximately 8 months, the

Town Council discussed the options for the structure, the best and highest use for the structure, the best and highest community use at the park, and sent out a community survey.

Numerous structural issues in the roof, main supports, and basement have caused the house to be closed to the public and unavailable for civic or recreational purposes. The Council brought up the 2015 master plan for the Town Park. In discussing this plan, the cost of repairing the home to meet current Virginia Uniform Statewide Building Code standards, then refurbishing the home to become a future community center were deemed too costly by the Town Council. Instead, discussion led to replacing the Town Park structure with a pavilion, which would mitigate total costs incurred for renovating that property. The Town Council voted 4-2 in favor of demolishing the Town Park structure and replacing it with a pavilion.

Town Staff Statement on the Structure

As mentioned previously, the numerous structural issues create a high cost of repairing and refurbishing the Town Park building. The structural report showing the deficiencies at the structure is attached in the report performed by a third-party engineer in Fall 2022. Additionally, the original budget costs of the Town Park redevelopment plan are now significantly higher in 2023 than in 2015. Cost Estimates provided by a contractor and staff are attached as well.

Along with the cost estimates, results of a community survey on the future use of the Town Park structure (issued in Summer 2023) favored the demolition of the Town Park structure and replacing it with a pavilion.

**Department of Historic Resources
Reconnaissance Level Survey**

Prince William

DHR Id#: 233-5004

Resource Identification

Property Name(s): House, 14740 Washington Avenue
 {Function/Location}
 Property Date: ca 1924
 Address(s): 14740 Washington Avenue {Current}
 County/Independent City: Prince William
 Vicinity of: Haymarket
 State, Zip: Virginia 20169
 Tax Parcel: 7397-09-5044
 USGS Quad Name: THOROUGHFARE GAP
 Surrounding area: Town

National Register Eligibility Status

Property is Historic (50 years or older)

 Property has not been evaluated

Resource Description

Ownership Status: Private
 Acreage: 2.6

Primary Resource Exterior Component Description:

<u>Component</u>	<u>Comp Type/Form</u>	<u>Material</u>	<u>Material Treatment</u>
Structural System	Structural System - Frame	Wood	Structural System - Pressed shingle
Roof	Roof - Complex	Asphalt	Roof - Asphalt Shingle
Porch	Porch - 1-story, 3-bay	Wood	Porch - Columns, Square
Windows	Windows - Sash, double-hung	Metal	Windows - 1/1
Windows	Windows - Sash, double-hung	Wood	Windows - 6/1
Chimneys	Chimneys - Exterior side	Stone	Chimneys - Random Rubble
Chimneys	Chimneys - Central interior	Brick	Chimneys - Common Bond
Windows	Windows - Sash, double-hung	Metal	Windows - 1/1, Paired
Foundation	Foundation - Solid	Concrete	Foundation - Rock-faced blocks

Site Description: This building is located on the north side of Washington Street east of the town of Haymarket. It is located on a slightly elevated hill overlooking the roadway. A gravel driveway leads from the street to the front of the house curving at the front of the building forming a circular shape. Mature trees and bushes surround the house. To the north of the house is a planned unit development of houses dating to the late 20th century.

Secondary Resource Desc: There is a circa 1940 vehicle storage building located to the northwest of the house.

WUZIT Count:

<u>No.</u>	<u>Wuzit Types</u>	<u>Historic?</u>
1	House	Historic
1	Vehicle/Equipment Shed	Historic

NR Resource Count:

Attachment: 04a DHR Reconnaissance Survey of Town Park Structure (6440 : Demolition Permit of Town Park Building: Appeal to ARB

Department of Historic Resources
Reconnaissance Level Survey

Prince William

DHR Id#: 233-5004

Individual Resource Information

<i>WUZIT:</i>	Vehicle/Equipment Shed		
<i>Est. Date of Construction:</i>	1940 ca {Site Visit}	<i>Accessed?</i>	No Not accessible
<i>Primary Resource?</i>	No	<i>Number of Stories:</i>	1.5
<i>Architectural Style:</i>	Modern Movement	<i>Condition:</i>	Good
<i>Interior Plan Type:</i>		<i>Threats to Resource:</i>	Private Development Demolition

Description: There is a circa 1940 vehicle storage building located to the northwest of the house. It houses two hundred forty square feet of space. It has a concrete block foundation and wood frame structural system clad in vertical boards. The boards appear to date from various periods. The building is one-story with a loft under a gambrel roof. The roof is clad in corrugated metal. There are door openings on the south and west elevations. The door opening on the west elevation would accommodate a small vehicle.

<i>WUZIT:</i>	House		
<i>Est. Date of Construction:</i>	1924 ca {Site Visit/Written}	<i>Accessed?</i>	No Not accessible
<i>Primary Resource?</i>	Yes	<i>Number of Stories:</i>	1.0
<i>Architectural Style:</i>	Bungalow/Craftsman	<i>Condition:</i>	Good
<i>Interior Plan Type:</i>		<i>Threats to Resource:</i>	Private Development Demolition

Description: The house at 14740 Washington Street is a one-story, circa 1924 Bungalow. The building is forty-four feet nine inches wide by sixty-two feet two inches long and houses 1987 square feet of living space. The foundation is concrete block with a rusticated stone face. The structural system is wood frame clad in wood shingles. The roof is an asphalt-clad, low-pitch complex gable exhibiting intersecting gables, cross gables and low-pitched, gabled dormers. The gables feature wide roof rakes with brackets and the eaves are wide with exposed rafter ends. The house has an irregular footprint and an addition has been made to the east. The façade is dominated by a three-bay, wood porch. The porch foundation is rusticated stone applied to concrete block and the flooring is concrete slab. The porch features rusticated stone pedestals flanking the entrance and marking the porch corners. The pedestals support square wood columns with scroll-cut, bracketed capitals. The porch roof has a shed form, which is fashioned by an extended roof eave with the addition of extended rafters and a roof structure terminating at the columns. The porch ceiling features exposed rafter ends and beaded-board sheathing. Access to the house's interior is through a single-leaf door. The door is wood, with four lights and two panels and is framed by a battered wood casing. The windows flanking the door are fixed with metal frames within original wood frames featuring battered wood casings. Other windows on the first story are 1/1, metal, double-hung sash, replacements and feature the battered wood casings. The windows on the side and rear elevations are paired and individual. To the east of the porch is a projecting, squared bay surmounted by an intersecting gable. There is a dormer on the façade with a wide, wood, louvered vent. On the west elevation, there is an exterior, tapered, rusticated stone chimney. There is an open porch on the west elevation. It features a poured concrete foundation and rusticated stone pedestals surmounted by square, wood columns. The columns support a shed roof with carved rafter tails. There is a double-leaf door accessing this porch. The door features twelve lights and is wood with similar battered casings. There is a twelve light, wood storm door as well. The porch roof was extended from the eave to add the columns. This was originally a stoop with an overhang. There is an open stairwell on the west elevation north of the porch. It features concrete stairs and accesses a replacement, metal, six-paneled door. An additional dormer is located on the east elevation featuring a six-light, wood casement window. There is a square, projecting bay on the east elevation under the dormer. Within the north elevation gable there is a 6/1, wood, double-hung window. A central interior brick chimney pierces the roof with a squared cap. The north elevation has a shed-roof porch appended to the central portion. The porch features a brick pier foundation with lattice infill. The roof is supported by turned wood posts. A single-leaf door accesses the porch on the north elevation. There is an addition appended to the east elevation. It features a poured concrete foundation; wood framing clad in wood shingles; and double-hung sash windows with casings similar to those on the main building.

Cemetery Information

Department of Historic Resources
Reconnaissance Level Survey

Prince William

DHR Id#: 233-5004

Bridge Information**National Register Eligibility Information (Intensive Level Survey)**

Historic Context(s): Domestic
 Architecture/Community Planning

Historic Time Period(s): Q- World War I to World War II (1914-1945)

Associated Individuals: W. M. Jordan, Owner
 Charles Gilliss, Owner

Events Associated with this Property

Event # 1, Original Construction
 Start Date: 1924/99/99 Stop Date: 1924/99/99 Date Source: Site Visit
 Event Notes:

Significance Statement: The lands on which 14710 and 14740 Washington Street are located were originally part of a larger tract (approximately 20 acres) of land owned in the early 20th century by R. H. Jordan of Washington, DC. Jordan sold four tracts of land to W. M. Jordan in 1921. The Jordans owned and operated a storehouse in Haymarket in the early 20th century named Jordan and Jordan Inc. It is alleged that W. M. Jordan constructed the houses prior to their sale in 1924. The houses were sold to W. Weir Gilliss and Charles Gilliss. It has also been purported that the two houses are "Sears houses" or manufactured by Sears, Roebuck and Company.

Sears, Roebuck and Company manufactured houses from 1908 to 1940. It is believed that they sold more than 100,000 houses of the 447 styles they produced during the period of sale. The company provided all building materials and interior finishings, including door hardware and fixtures. They were not innovators of providing house kits for construction on site. There were many lumber companies and competitors in this market during this period, for example Montgomery Ward provided house kits in addition to Sears, Roebuck Company.

The houses at 14710 and 14740 Washington Street have many characteristics apparent in Sears's houses of this period. In examining select models of houses, the foundation of rusticated faced concrete block is a characteristic of some of the one-story Bungalows featured in the catalogs. This is seen on "The Fairy" model from 1926. In addition, the massive, rusticated stone chimney on the west elevation of the houses is reminiscent of "The Stone Ridge" model appearing in the early 1920s. The stoops with wide overhangs are reminiscent of the partial open porch featured on "The Clyde" model from 1926. Another element evocative of the Sears, Roebuck and Company houses is the battered casings. Additional evidence to the origins of the house is provided by the proximity of the family to Washington, DC. Sears, Roebuck and Company had an exhibit of their houses in the city and was one of the few cities outside of the Midwest and Northeast to have a display of the houses. Though no specific model was identified by the Sears, Roebuck and Company catalogs available, it is most likely a manufactured house of the 1920s.

Bibliographic Documentation

**Department of Historic Resources
Reconnaissance Level Survey**

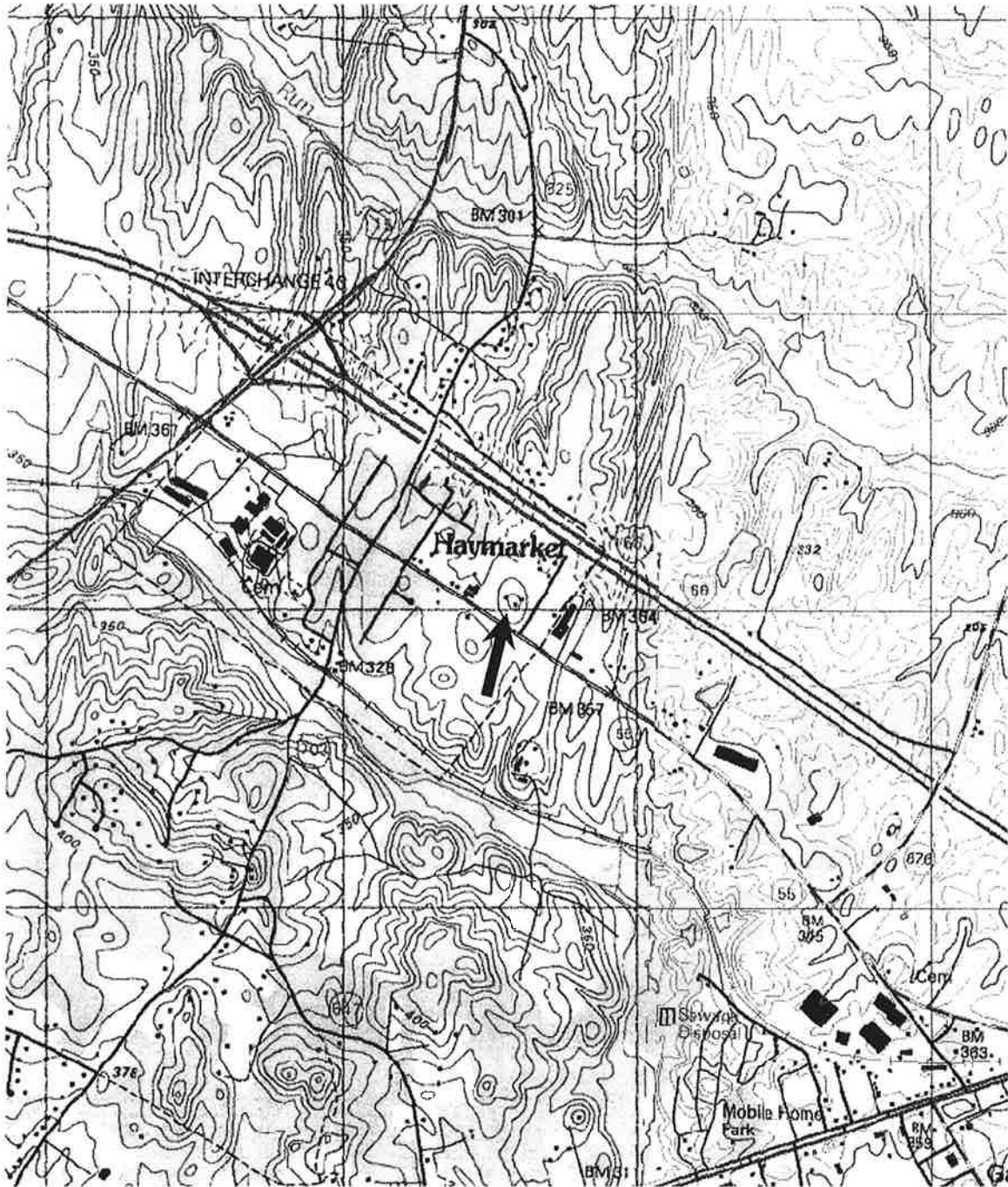
Prince William

DHR Id#: 233-5004

Reference #: 1*Bibliographic RecordType:* Book*Author:* Rosemary Fuller Thornton*Citation Abbreviation:**Notes:* The houses that Sears built: everything you ever wanted to know about Sears catalog homes. 2002.*Reference #:* 2*Bibliographic RecordType:* Book*Author:* Sears, Roebuck and Company*Citation Abbreviation:**Notes:* Sears, Roebuck catalog of houses, 1926: an unabridge reprint. 1991.**Ownership Information***Name:* Phillip Harrover*Address:* P O Box 74*City:* Haymarket*Zip:* 20168 *State:* Virginia *Country:**Relation to the Property:* Owner of property**Graphic Media Documentation**

<u>Medium</u>	<u>Depository ID #</u>	<u>Photo Depository</u>	<u>Date</u>	<u>File Name</u>
Black and White 35mm Photographs	21855		2004/11/15	

Cultural Resource Management (CRM) Events*CRM Event #* 1,*Cultural Resource Management Event:* Reconnaissance Survey*Date:* 2004/11/15*Organization or Person:* Kimble A. David*CRM Event Notes or Comments:* for ECS, Ltd.



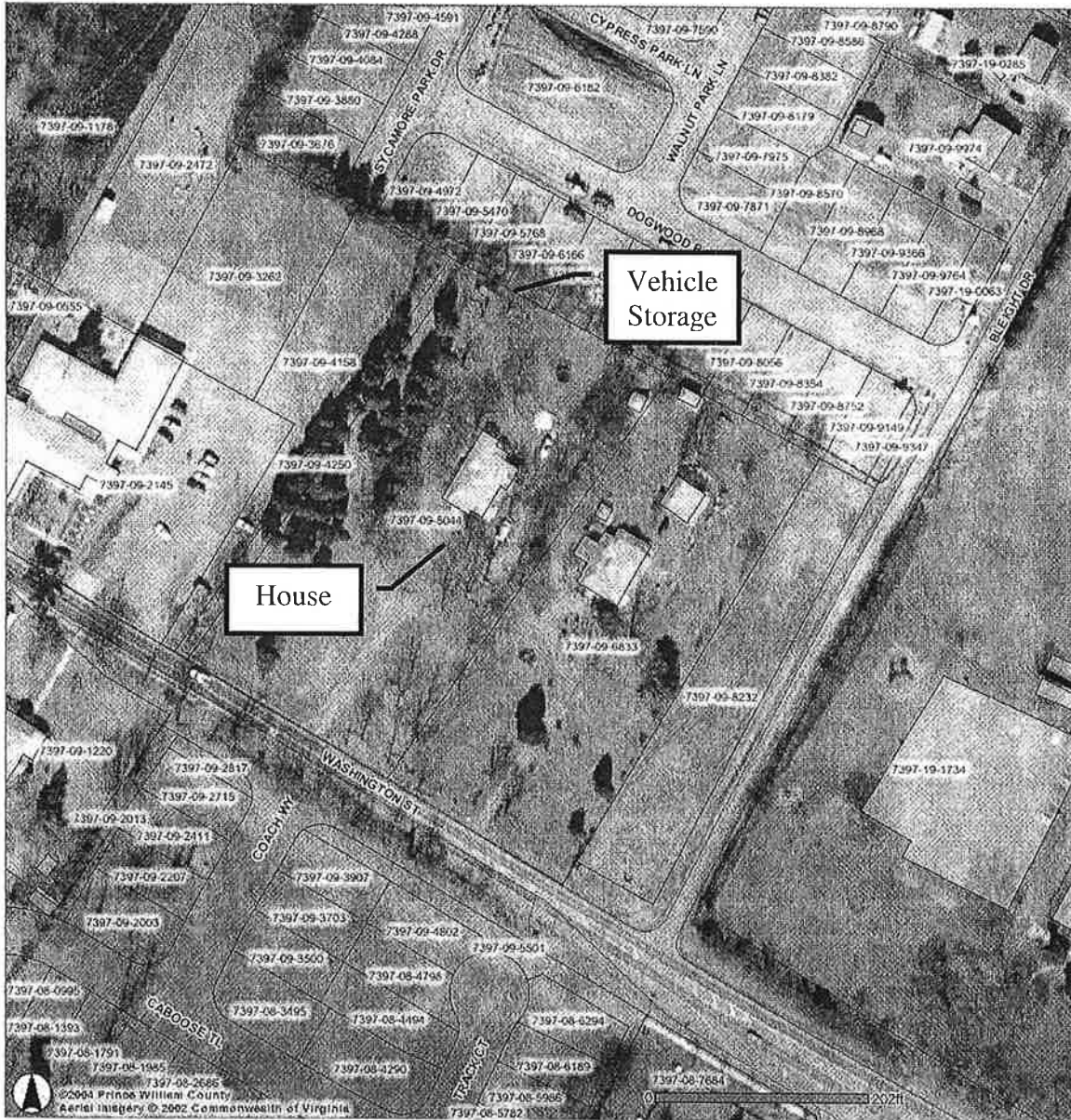
House, 14740 Washington Street

Haymarket vicinity
Prince William County

DHR Number 233-5004

Thoroughfare Gap USGS Quadrangle Map (www.topozone.com)
^N 1:24000

Attachment: 04a DHR Reconnaissance Survey of Town Park Structure (6440 : Demolition Permit of Town Park Building: Appeal to ARB



House, 14740 Washington Street

Haymarket vicinity
Prince William County

DHR Number 233-5004

Base Map from Prince William County GIS (www.princewilliam.co.va.us)
^N
Not to Scale

Attachment: 04a DHR Reconnaissance Survey of Town Park Structure (6440 : Demolition Permit of Town Park Building: Appeal to ARB

**Virginia Department of Historic Resources
Photographic Negative Itemization**

Negative Number 21855

Date Photos Taken 11/2004

Photographer Kimble A. David

Fr No	DHR Number	Building Name	View
0			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12	233-5003	House, 14710 Washington Street	Shed—SW oblique
13			
14	233-5004	House, 14740 Washington Street	South façade—porch ceiling
15	233-5004	House, 14740 Washington Street	West elevation—basement stairwell
16	233-5004	House, 14740 Washington Street	South façade—porch detail
17	233-5004	House, 14740 Washington Street	South façade—porch detail
18	233-5004	House, 14740 Washington Street	West elevation—porch detail
19	233-5004	House, 14740 Washington Street	NW oblique
20	233-5004	House, 14740 Washington Street	NW oblique
21	233-5004	House, 14740 Washington Street	Vehicle Storage Building—SW oblique
22	233-5004	House, 14740 Washington Street	Vehicle Storage Building—SE oblique
23	233-5004	House, 14740 Washington Street	NE oblique
24	233-5004	House, 14740 Washington Street	West elevation—porch detail
25	233-5004	House, 14740 Washington Street	SW oblique
26	233-5004	House, 14740 Washington Street	SE oblique
27			
28	233-5003	House, 14710 Washington Street	NW oblique
29	233-5003	House, 14710 Washington Street	West elevation
30	233-5003	House, 14710 Washington Street	Shed—NW oblique
31	233-5003	House, 14710 Washington Street	North elevation
32	233-5003	House, 14710 Washington Street	Shed—SE oblique
33	233-5003	House, 14710 Washington Street	Vehicle Storage Building—SE oblique
34	233-5003	House, 14710 Washington Street	Garage—NE oblique
35	233-5003	House, 14710 Washington Street	NE oblique
36	233-5003	House, 14710 Washington Street	Garage—SE oblique
37			

Quatro Hubbard

From: Kimble A. David [kadavid@pinn.net]
Sent: Wednesday, November 17, 2004 11:20 AM
To: Quatro Hubbard; Ariel Lambert
Subject: Negative/DHR Numbers

I need two DHR numbers for 14710 and 14740 Washington Street in Prince William County and one negative number for the two properties.

Thanks,

Kimble

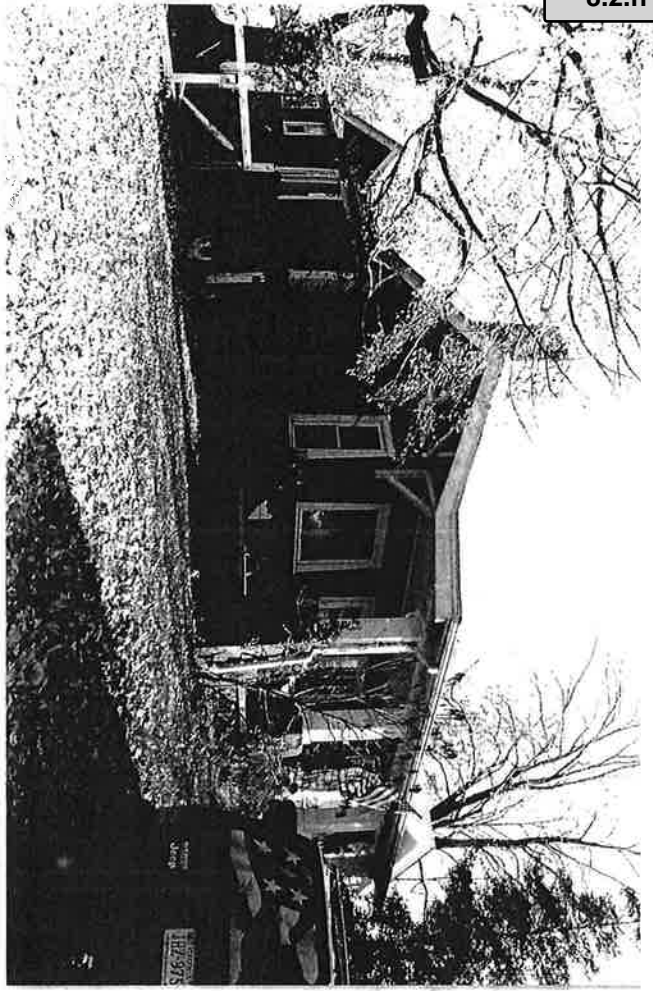
Kimble A. David
Architectural Historian

P O Box 7638
Norfolk, VA 23509

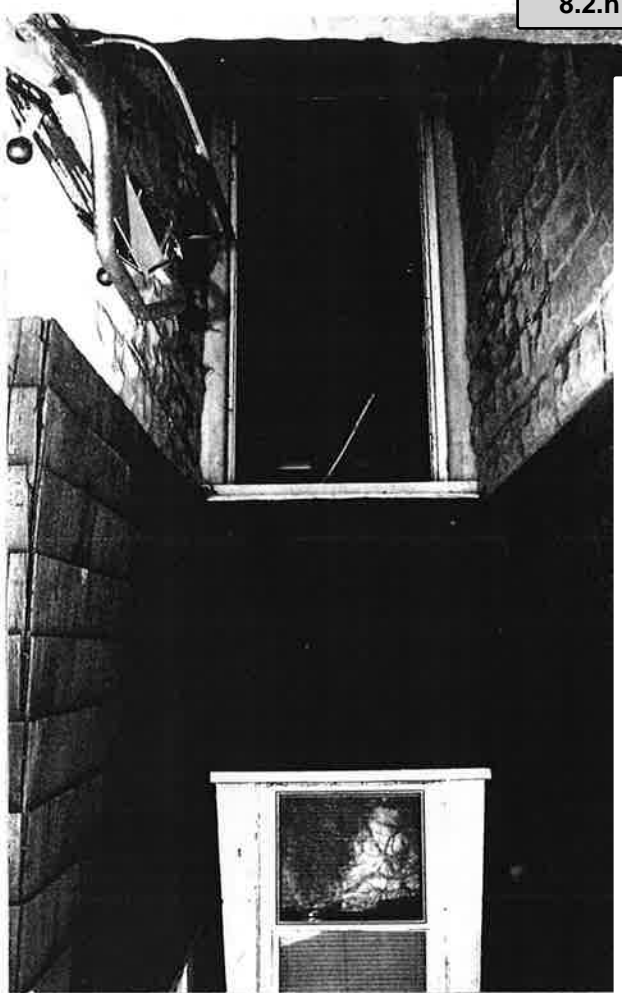
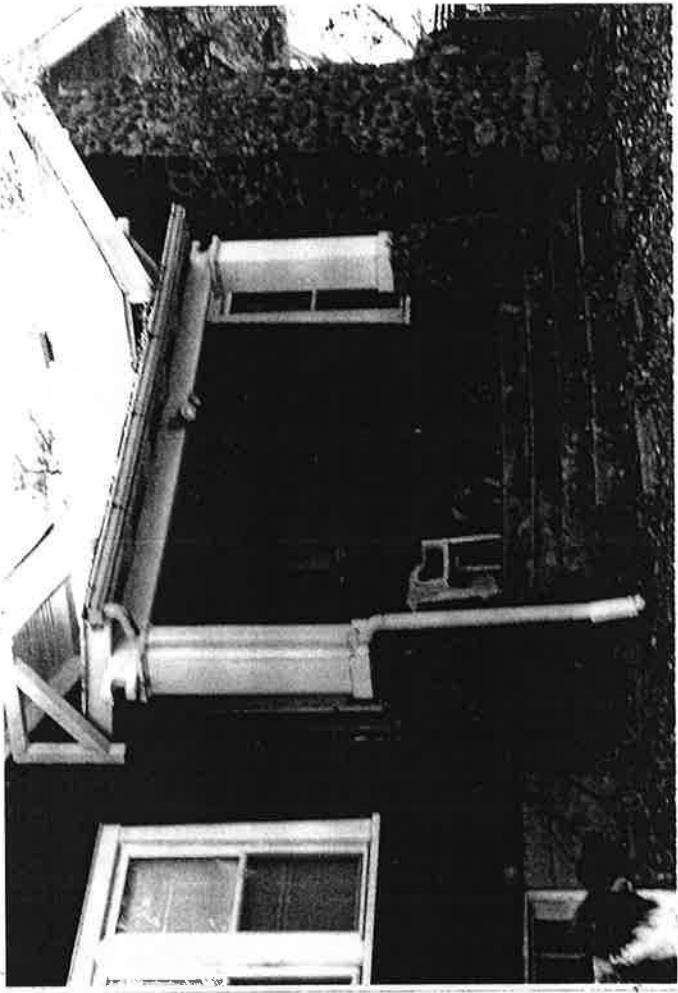
757 / 623 . 3456 voice/fax

kadavid@pinn.net

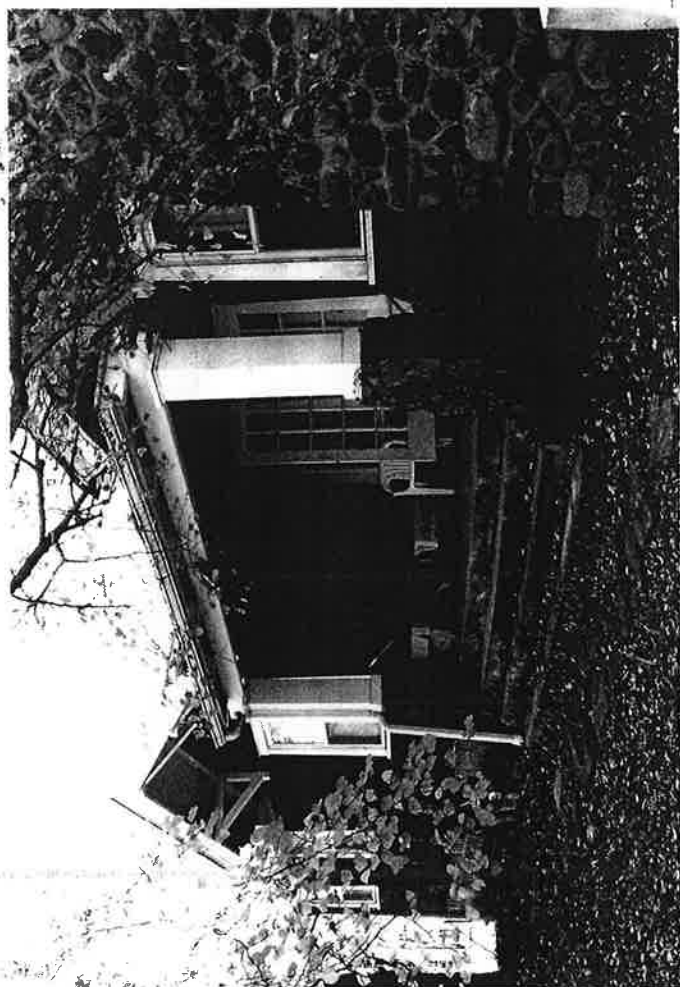
Attachment: 04a DHR Reconnaissance Survey of Town Park Structure (6440 : Demolition Permit of Town Park Building: Appeal to ARB

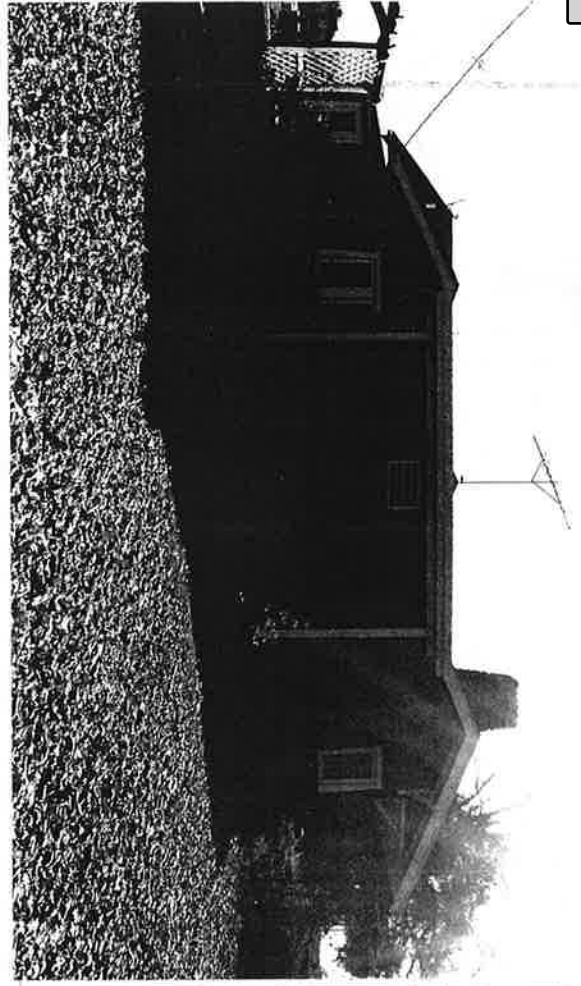


Attachment: 04a DHR Reconnaissance Survey of Town Park Structure (6440 : Demolition Permit of Town Park Building: Appeal to ARB



Attachment: 04a DHR Reconnaissance Survey of Town Park Structure (6440 : Demolition Permit of Town Park Building: Appeal to ARB









Attachment: 04a DHR Reconnaissance Survey of Town Park Structure (6440 : Demolition Permit of Town Park Building: Appeal to ARB



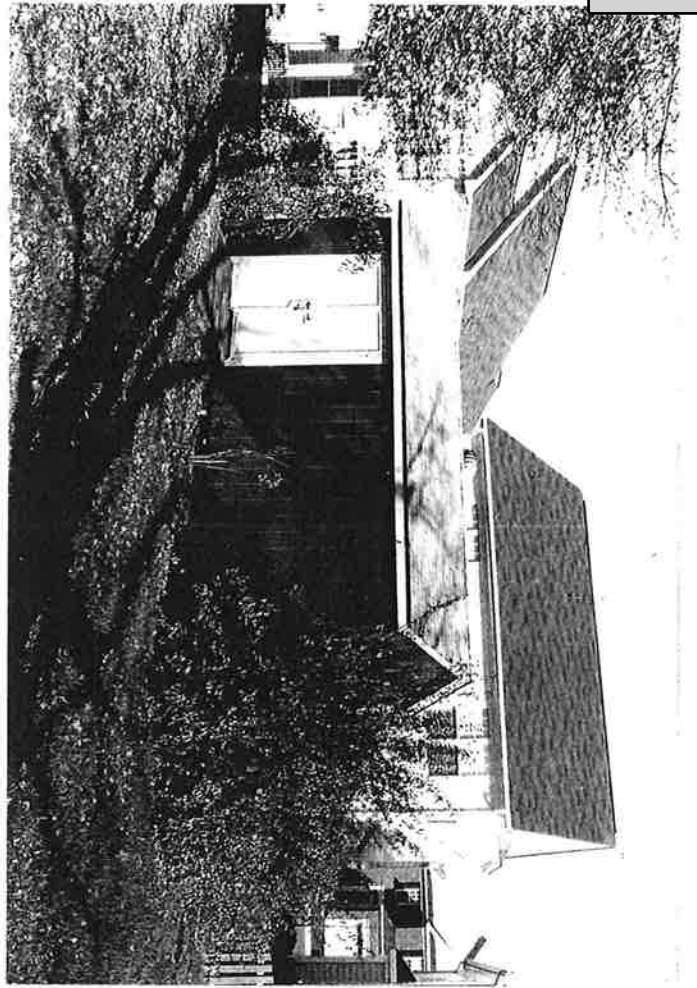
1885
12004
33-5004

HOUSE, 14740 WASHINGTON
STREET
SOUTH FACADE
PURCHILLING

HOUSE, 14740 WASHINGTON
STREET
SOUTH FACADE
PURCHILLING

HOUSE, 14740 WASHINGTON
STREET
VEHICLE STORAGE
8W ORIENTED

1885
12004
33-5004



Attachment: 04a DHR Reconnaissance Survey of Town Park Structure (6440 : Demolition Permit of Town Park Building: Appeal to ARB

2/855
11/2004
233-5003

HOUSE, 14210 WASHINGTON
STREET
GARAGE
NE OBLIQUE

2/855
11/2004
233-5003

HOUSE, 14210 WASHINGTON
STREET
VEHICLE STORAGE
NE OBLIQUE



COMMONWEALTH of VIRGINIA

Department of Historic Resources

2801 Kensington Avenue, Richmond, Virginia 23221

W. Tayloe Murphy, Jr.
Secretary of Natural Resources

Kathleen S. Kilpatrick
Director

Tel: (804) 367-2323
Fax: (804) 367-2391
TDD: (804) 367-2386
www.dhr.state.va.us

January 7, 2005

Oak Ridge, Inc.
751 Miller Drive, Suite E-2
Leesburg, VA 20175
Attention: Kelley Smith, Land Administrator

Dear Ms. Smith:

Yesterday I received a phone call from Clifton A. Huston, principal archaeologist for the Engineering Consulting Services of the Mid-Atlantic, LLC. He informed me that your company owns land that is going to be developed near the Town of Haymarket and that there are two bungalows (DHR #233-5003 and #233-5004), believed to be Sears, Roebuck Company homes, located on the property. Mr. Huston asked that we comment on the historical significance of these houses since your company is considering either demolishing or moving them from the property.

These bungalows were built in the early 1920s, appear to have been mail-ordered through Sears, Roebuck Company, and are good representatives of the bungalow style popular during the 1920s in America. Our preferred suggestion would be to leave the two houses where they were constructed, as original setting is important to a complete understanding of the history of the houses. If they cannot be preserved on their original sites, we would suggest finding a buyer who would preserve them and move them to a site within the town of Haymarket, that is similar to their original settings.

Please let us know if we can be of additional assistance.

Sincerely,

David A. Edwards
Director

Administrative Svcs.
10 Courthouse Avenue
Petersburg, VA 23803
Tel: (804) 863-1685
Fax: (804) 862-6196

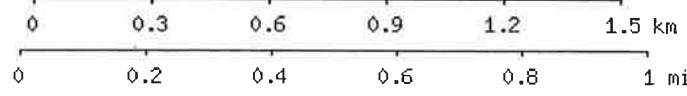
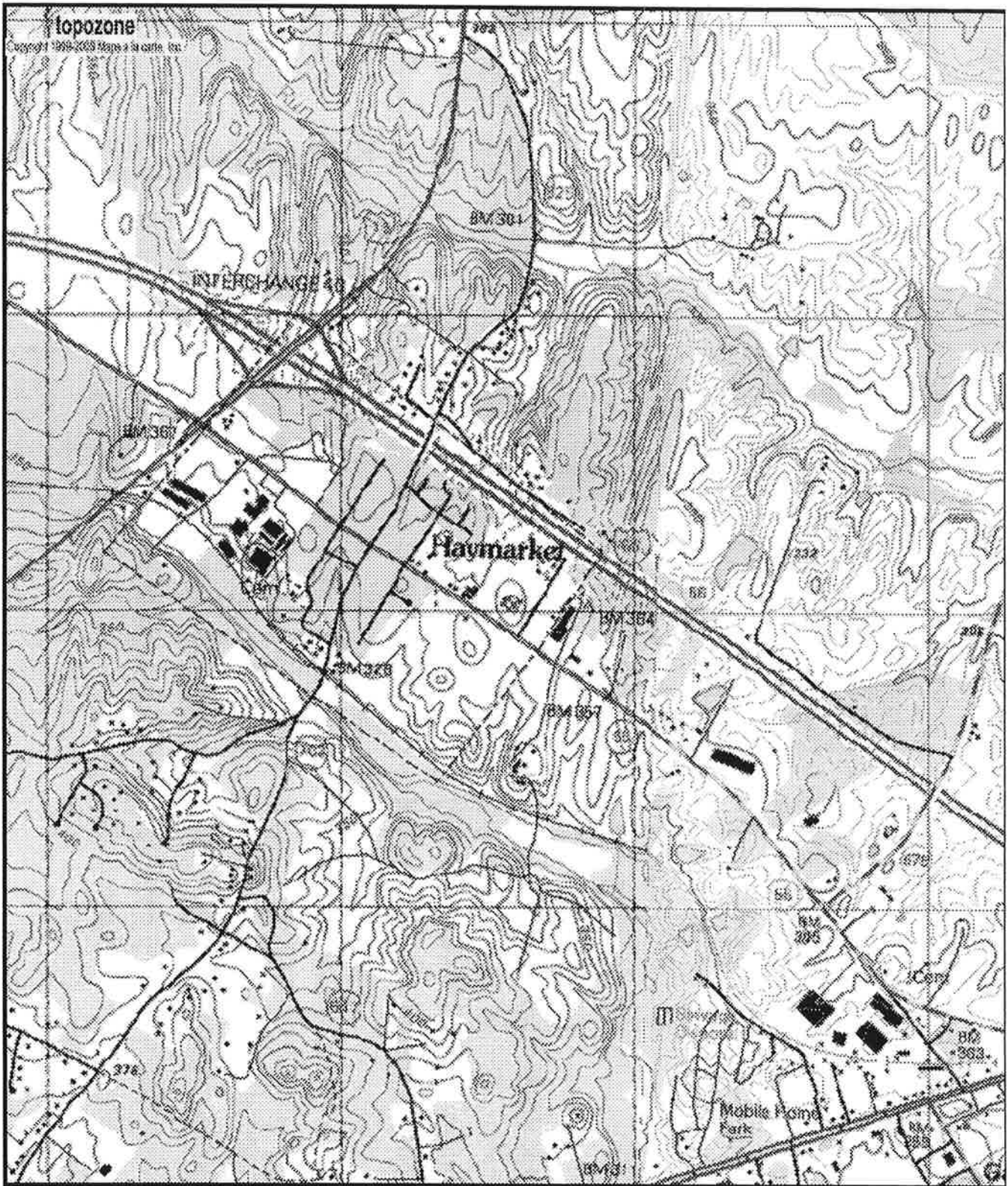
Petersburg Office
19-B Bollingbrook Street
Petersburg, VA 23803
Tel: (804) 863-1620
Fax: (804) 863-1627

Portsmouth Office
612 Court Street, 3rd Floor
Portsmouth, VA 23704
Tel: (757) 396-6709
Fax: (757) 396-6712

Roanoke Office
1030 Penmar Avenue, SE
Roanoke, VA 24013
Tel: (540) 857-7585
Fax: (540) 857-7588

Winchester Office
107 N. Kent Street, Suite 203
Winchester, VA 22601
Tel: (540) 722-3427
Fax: (540) 722-3427

233-1003
233-1004



Map center is UTM 18 271563E 4299050N (WGS84/NAD83)
Thoroughfare Gap quadrangle
 Projection is UTM Zone 18 NAD83 Datum

M=-10.366
G=-1.65

Attachment: 04a DHR Reconnaissance Survey of Town Park Structure (6440 : Demolition Permit of Town Park Building: Appeal to ARB



Attachment: 05 IMG_5065 (6440 : Demolition Permit of Town Park Building: Appeal to ARB Decision)



Attachment: 06 IMG_5066 (6440 : Demolition Permit of Town Park Building: Appeal to ARB Decision)





Attachment: 08 IMG 5068 (6440 : Demolition Permit of Town Park Building: Appeal to ARB Decision)





Attachment: 10 IMG_5071 (6440 : Demolition Permit of Town Park Building: Appeal to ARB Decision)



December 30, 2022

Emily L. Kyriazi
Town of Haymarket
15000 Washington Street, Suite 100
Haymarket, Virginia 20169

RE: Structural Condition Assessment
Town Park Building
Haymarket, Virginia
IMEG #22008621.00

Dear Emily:

In accordance with your request, on November 2, 2022, IMEG Corp. conducted an observation of the Town Park Building structure in Haymarket, Virginia. The observations were limited to non-destructive visual observations made from ground level around the perimeter of the building and on floor surfaces within the attic, main level, and basement. The purpose of the site visit was to observe existing structural conditions and gather information to enable us to render an opinion as to the structural condition of building and provide recommendations for repair.

GENERAL STRUCTURE DESCRIPTION

The existing building is an aging single-story, single-family detached structure constructed of a wood framed roof, wall, and floor supported by a below-grade masonry foundation wall. The roof and attic floor framing are constructed of 2x6 dimensional lumber with spacing at both 16 inches and 24 inches on center, depending on location. The roof structure is supported by load bearing exterior wood framed walls and two interior load bearing wood framed walls. The load bearing walls are concealed by finishes but are presumed to be wood framed. The main level floor framing is constructed of 2x10 dimensional lumber spaced at 16 inches on center and supported by two rows of wood beams supported by wood posts. The basement walls are constructed of 8-inch thick solid grouted concrete masonry unit (CMU) walls and retain up to 5 feet of soil. A portion of the foundation below the walls was observed and appears to be a 6-inch-thick shallow concrete strip footing. The basement floor is a concrete slab-on-grade.

OBSERVATIONS

EXTERIOR

1. The porch rafter splices have separated at several locations at each roof overhang at the front, rear, and north sides of building.
2. Wood rot was observed on the roof near the fascia as several locations.
3. Vegetation is overgrown and climbing on the structure, generally on the north and east sides of the building.
4. Several roof corbels are detached from the exterior wall on the north side of building.
5. The rear porch wood floor framing and stairs are deteriorating. The stairs do not appear to be safe.

ATTIC

1. The roof framing is mostly concealed from view by insulation. At representative isolated locations the framing was able to be observed and appeared to be in good condition.
2. The attic floor framing is mostly concealed from view by floorboards. At representative isolated locations the framing was able to be observed and appeared to be in good condition.
3. The masonry chimney appears to be out of plumb in the attic, and efflorescence was observed on the surface. No active water leaking was observed at the time of our site visit.

MAIN LEVEL

1. Most of the interior space appears to be recently refinished, except in the kitchen.
2. The kitchen walls are cracking at several locations. This cracking does not appear to coincide with load bearing walls.
3. The ceiling in the bedroom in the southeast corner of the building was removed due to reported damage from pests. This removal exposed a portion of the roof framing which appears to be in good condition.
4. The load bearing wall framing was concealed by finishes and not able to be observed. It appears that two interior load bearing walls extend the full length of the building from north to south:
 - a. Wall #1 separates the kitchen from the dining room.
 - b. Wall #2 separates the dining room from the front room.

BASEMENT

1. The perimeter masonry foundation walls appear to be solid grouted.
2. During our visit moisture was observed on the inside face of the foundation walls. Water stains were observed several inches above the concrete slab-on-grade.
3. Efflorescence staining was observed along the full height of the CMU walls.
4. The foundation wall strip footing is undermined at a step in elevation at one location on the north side and one location on the south side of the building,



5. An approximately 2-foot length of the CMU wall has step cracking and has shifted laterally roughly 2 inches to the interior. The top of the strip footing below the wall was visible and does not appear to have shifted with the wall.
6. The west CMU wall at the northeast corner of the building has a continuous vertical crack mid-length of the wall that is greater than 1/8" in width and extending through the concrete strip footing below.
7. The North CMU wall just west of the staircase has a continuous vertical crack that is approximately 1/8" in width. This crack extends from the bottom corner of a window but does not extend to the foundation.
8. The basement below the front half of the building was not accessible due to mounded soil. Steel post-shoring was in place between the front of the building and load bearing Wall #2. The steel posts and framing in this area could only be observed from a distance and not reviewed in detail.
9. The floor framing between load bearing Wall #1 and the rear of the building was supported by wood posts and beams that are deteriorating and unstable.

Observations were documented on the day of the inspection. Referenced photographs are presented at the end of this report.

RECOMMENDATIONS

EXTERIOR AND ABOVE GRADE STRUCTURE

In general, the wood framed structure above the ground level is in good condition. The wood rot that was observed at isolated locations around the perimeter of the roof generally coincides with locations where vegetation has attached to the structure. We recommend completely clearing the structure of vegetation and removing the siding where vegetation was present to verify the deterioration has not spread behind the siding into the wall framing.

We recommend that a roofing contractor inspect the overall roof surface with special attention to the flashing around the masonry chimney. The condition of the masonry chimney above the roof was not observed but shall be repointed as needed prior to repairing any waterproofing or flashing around the chimney. The chimney within the attic is not plumb but appears to be stable and not actively moving. This condition has likely been present for a long period of time and may be an original construction defect.

We recommend that the separated porch rafter splices be glued with a structural adhesive and spliced using galvanized metal strap ties and shear plates to prevent further separation.

We recommend removing and replacing the deteriorating rear porch wood floor framing and stairs.



BASEMENT AND FOUNDATIONS

Water infiltration at the foundation walls is likely due to the combination of a failed waterproofing system and a failed foundation drainage system. We recommend that the soils surrounding the foundation walls be trenched to the top of the strip footing and a new waterproofing system applied to the exterior side of the foundation walls. Masonry foundation walls should be assessed and repairs completed prior to the application of new waterproofing. We also recommend that the foundation drainage system be replaced prior to filling the surrounding soils back in.

Undermined foundations are susceptible to settling and therefore require repair. We recommend that deleterious materials and inadequate soils be removed from beneath the exposed foundations. The resulting void spaces shall then be formed and backfilled with a flowable grout. After the repairs are completed, the surrounding soils shall be replaced back to the original condition.

The cracks in the CMU walls at the three locations in the northeast corner of the building appear to be structural in nature and require repair. The cause of the cracking is not clear but is likely exacerbated by the failure of the perimeter foundation drainage system and potentially by roots from large nearby trees in this area. The repair of these cracks will require both sides of the wall to be exposed and should be completed at the same time the perimeter foundation drainage system is replaced. Repairs at each of these conditions will likely require selective demolition and replacement of the CMU wall that has shifted. Alternatively, the damaged CMU walls can be left in place and a new 4-inch thick minimum reinforced concrete wall can be cast onto the exterior side of the wall with dowels drilled into the existing CMU. The new concrete wall would need to extend several feet beyond the damaged length of wall and may require the concrete strip footing to be widened.

The unstable wood post and beam do not appear to be part of the original building construction and it is not clear why they were added. We recommend leaving them in place and adding additional posts at both cantilevered ends of the beam with a concrete foundation below each new post. New bridging shall be installed to laterally brace the beams and posts to the main level floor framing.

It is our understanding that the building may be repurposed in the future as a gathering place for the community and include a public restroom. Based on our observations, it is unlikely that the existing floor structure would be able to support the minimum live loading required by the Virginia Uniform Statewide Building Code for a public restroom. Strengthening of the floor system would likely require additional steel or wood beams and posts with concrete foundations to reduce the span length of the existing floor joists and girders.

All repair recommendations are generic in nature and based on limited visual observations. If a repair program is implemented, a licensed contractor experienced in the type of repairs to be performed should be engaged and portions of the structure that become exposed while the contractor is performing the repair should be re-evaluated by a licensed design professional.



Emily L. Kyriazi
December 30, 2022

IMEG #22008621.00
Page 5 of 15

This report is limited specifically to the items indicated and is not intended to cover mechanical, electrical, or architectural features. Due to the limited scope of this investigation, we cannot attest to the overall structure's compliance with building codes.

We appreciate the opportunity to be of service to you regarding this project. If we may be of further assistance, please do not hesitate to contact us.

Sincerely,

Steve H. Wiemeler
Senior Associate / Senior Structural Engineer
steven.h.wiemeler@imegcorp.com

Larisa D. Ramich, PE, LEED AP
Project Executive
larisa.d.ramich@imegcorp.com

SHW;LDR/dm
\\files\Active\Projects\2022\22008621.00\Correspondence\2022.12.30 Ltr Haymarket Parks Building Condition Assessment





Exterior Observation #1

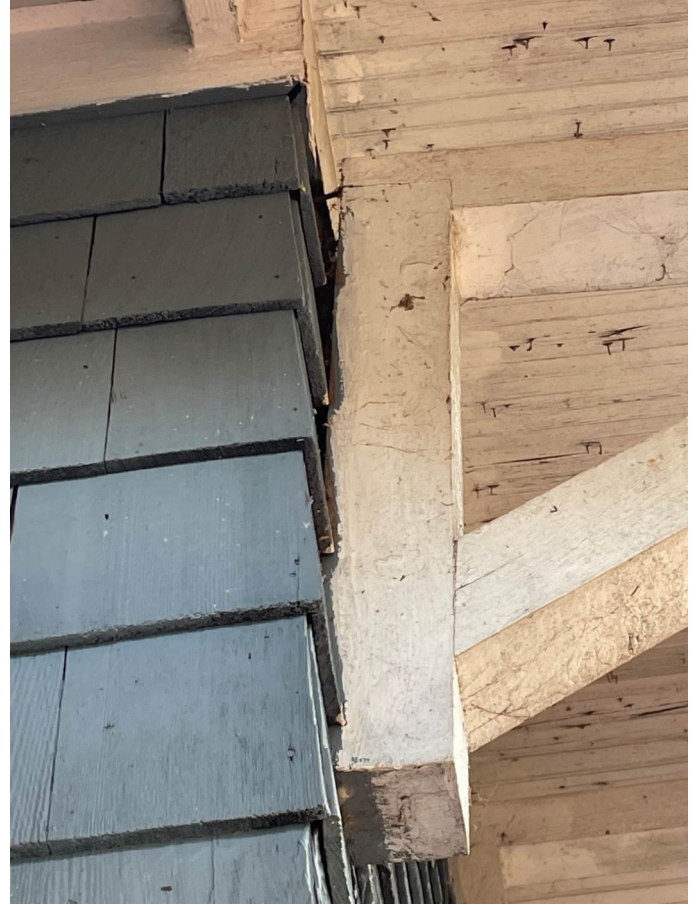


Exterior Observation #2





Exterior Observation #3



Exterior Observation #4





Exterior Observation #5

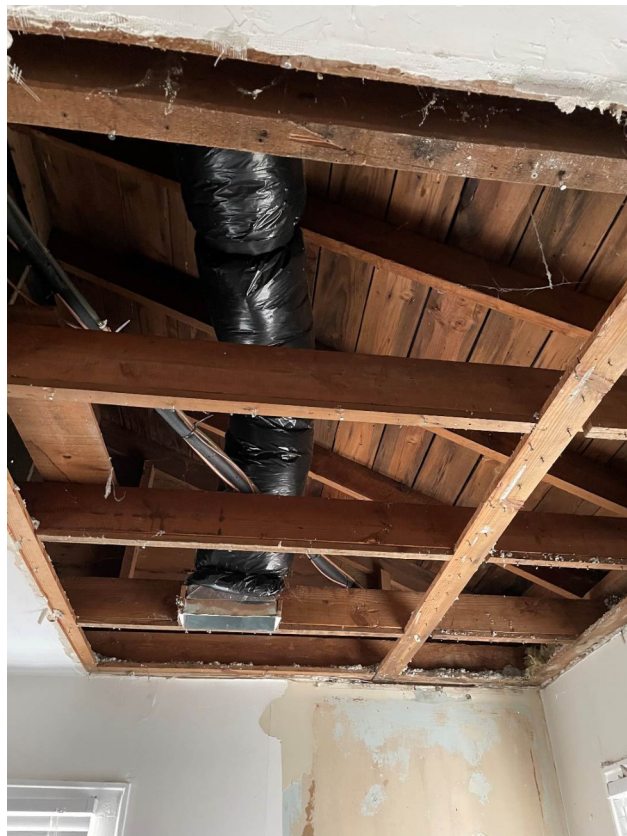


Attic Observation #1 thru #3





Main Level Observation #2



Main Level Observation #3





Basement Observation #2



Basement Observation #3





Basement Observation #4 (Photo 1 of 2)



Basement Observation #4 (Photo 2 of 2)





Basement Observation #5



Basement Observation #6





Basement Observation #7



Basement Observation #8





Basement Observation #9 (Photo 1 of 3)



Basement Observation #9 (Photo 2 of 3)





Basement Observation #9 (Photo 3 of 3)



**APPENDIX A / Master Plan Development Budget
Preferred Master Plan Budget / Summary
Opinion of Probable Costs for Construction of the Harrover Community Site**

Item #	Description	Total: 11.20.2015	Estimated inflation Cost as of 2023	REUSE House	DEMO House	Reuse (Removing Other Costs req. for both options)	Demolition (Removing Other Costs req. for both options)
1	Parking Lot	\$ 106,375.55	\$ 127,225.16	\$ 127,225.16	\$ 127,225.16		
2	Roadway	\$ 98,877.44	\$ 118,257.42	\$ 118,257.42	\$ 118,257.42		
3	Concrete Sidewalk/Pad	\$ 24,083.41	\$ 28,803.76	\$ 28,803.76	\$ 28,803.76		
4	Loop Trails	\$ 20,134.20	\$ 24,080.50				
5	Gazebo - 15'	\$ 7,041.06	\$ 8,421.11				
6	Gazebo - 20'	\$ 12,490.92	\$ 14,939.14				
7	Emergency Access	\$ 15,292.04	\$ 18,289.28	\$ 18,289.28	\$ 18,289.28		
8	Retaining Wall	\$ 16,556.40	\$ 19,801.45				
9	Amphitheater	\$ 79,224.52	\$ 94,752.53				
10	Type B, Class 1 thermoplastic pavement line marking, 24" white (crosswalks)	\$ 1,296.00	\$ 1,550.02	\$ 1,550.02	\$ 1,550.02		
11	Pavers on Hilltop	\$ 10,242.00	\$ 12,249.43				
12	Trash Receptacles	\$ 2,779.86	\$ 3,324.71				
13	Pavilion, Picnic Shelter	\$ 75,675.00	\$ 90,507.30		\$ 90,507.30		\$ 90,507.30
14	Landscaping	\$ 22,252.02	\$ 26,613.42	\$ 26,613.42	\$ 26,613.42		
15	Dog Waste Stations w/ post and disposal	\$ 1,125.00	\$ 1,345.50				
16	Stormwater Management	\$ 136,037.20	\$ 162,700.49	\$ 325,400.98	\$ 325,400.98		
17	Stone Entry/sign walls	\$ 25,754.40	\$ 30,802.26				
18	Exterior Lighting	\$ 59,593.84	\$ 71,274.23				
19	Metal Sign Letters ("Hilltop Park") - 10"	\$ 2,273.48	\$ 2,719.08				
20	Picnic Tables	\$ 32,419.60	\$ 38,773.84		\$ 38,773.84		\$ 38,773.84
21	Bike Racks - 10' long	\$ 1,477.86	\$ 1,767.52				
22	Benches - 8' long	\$ 13,605.04	\$ 16,271.63				
23	BBQ Grill - ADA double	\$ 1,030.00	\$ 1,231.88				
24	Hose Bibs - piping	\$ 750.00	\$ 897.00				
25	Water Fountains	\$ 4,520.74	\$ 5,406.81				
26	Playground	\$ 84,287.49	\$ 100,807.84				
27	Signage	\$ 4,607.26	\$ 5,510.28				
28	Survey	\$ 6,000.00	\$ 7,176.00	\$ 7,176.00	\$ 7,176.00		
29	Utility upgrade/installation	\$ 210,145.00	\$ 251,333.42	\$ 251,333.42	\$ 251,333.42		
30	Demolition/Harvesting Police Structure	\$ 40,908.00	\$ 48,925.97		\$ 48,925.97		\$ 48,925.97
31	Upgrade Pantry in Place (Adaptive Reuse)	\$ 142,720.00	\$ 170,693.12	\$ 170,693.12		\$ 170,693.12	
32	Remodel to include 5 stall men's and women's bathrooms	\$ 47,564.24	\$ 56,886.83	\$ 56,886.83	\$ 56,886.83		
	Foundation Repairs		\$ 45,000.00	\$ 45,000.00		\$ 45,000.00	
	Subtotal	\$ 1,307,139.57	\$ 1,608,338.93	\$ 1,177,229.40	\$ 1,139,743.39	\$ 215,693.12	\$ 178,207.11
							Subtracting out picnic tables
	Design Contingency (8%)	\$ 104,571.17	\$ 128,667.11				\$ 139,433.27
	General Conditions & Contractors Overhead & Profit (12%)	\$ 156,856.75	\$ 193,000.67				
	Construction Contingency (12%)	\$ 156,856.75	\$ 193,000.67			Items that are not necessary at this time	
	Soft Cost (20%)	\$ 261,427.91	\$ 321,667.79			Items that Can Wait, but would be ideal at construction	
	Inflation Cost Total from Phases	\$ 139,188.09					
	Grand Total	\$ 2,126,040.24	\$ 2,444,675.17			*** Engineer stated stormwater amount would of doubled since oirginal quote, using her rough estimate	

Attachment: Cost Estimates for Council Park Discussion (6440 : Demolition Permit of Town Park Building: Appeal to ARB Decision)

Sublett Services, LLC

7705 Keith Road

Warrenton, VA 20186

Class A Contractor – License No. 2705110304

Town of Haymarket
15000 Washington Street, Suite 100
Haymarket, VA 20169

RE: Town Park Building

IMEG OBSERVATIONS: Exterior

1. The porch rafter splices have separated at several locations at each roof overhand at the front, rear and north sides of building.
2. Wood rot was observed on the roof near the fascia at several locations.
3. Vegetation is overgrown and climbing on the structure, generally on the north and east sides of the building.
4. Several roof corbels are detached from the exterior wall on the north side of the building.
5. The rear wood porch floor framing and stairs are deteriorating. The stairs do not appear to be safe.

SUBLETT SERVICES: Exterior Repairs

1. Filling in the opening on the roof rafters with wood and glue. Install a metal trap with approved fasteners.
2. Replace rotted wood at the end of the roof near fascia location.
3. Remove vegetation behind and in front of siding where it has grown on the building.
4. Re-attach roof corbels with approved fasteners.
5. Replace rotted boards on the floors of back deck and steps with new.

IMEG OBSERVATIONS: Main level

1. Most of the interior concealed from view by insulation. At representation isolated location the framing was able to be observed and appeared to be in good condition.
2. The kitchen walls are cracking at several locations. This cracking does not appear to coincide with load bearing walls.
3. The ceiling in the bedroom in the southeast corner of the building was removed due to reported damage from pets. This removal exposed a portion of the roof framing which appears to be in good condition.
4. The load bearing wall framing was concealed by finished and not able to be observed. It appears that two interior load bearing walls extend the full length of the

building from north to south. / Wall #1 separates the kitchen from the dining room/Wall #2 separates the dining room from the front room.

SUBLETT SERVICES: Repairs main level.

1. (#2IMEG) The wall beside the kitchen and stairs needs support in the basement at the beginning of the basement.
2. (#3IMEG) Replace insulation and drywall in bedroom to keep pest out.
3. (#4IMEG) Wall #1 needs new support under the door to back from beside the kitchen. This support is needed and is the issue why there is a crack.

IMEG OBSERVATIONS: Basement

1. The perimeter masonry foundation walls appear to be solid grouted.
2. During the visit moisture was observed on the inside of the foundation walls. Water stains were observed several inches above the concrete slab-on-grade.
3. Efflorescence staining was observed along the full height of the CMU walls.
4. The foundation wall strip footing is undermined at a step in elevation at one location on the north side and one location on the south side of the building.
5. An approximately 2-foot length of the CMU wall has step cracking and has shifted laterally roughly 2 inches to the interior. The top of the strip footing is below the wall was visible and does not appear to have shifted with the wall.
6. The west CMU wall at the northeast corner of the building has a continuous vertical crack mid length of the wall that is greater than 1/8" in width and extending through the concrete strip footing below.
7. The North CMU wall just west of the staircase has continuous vertical crack that is approximately 1/8" in width . This crack extends from the bottom corner of the window but does not extend to the foundation.
8. The basement below the front half of the building was no accessible due to mounded soil. Steel post-shoring was in place between the front of the building and load bearing Wall #2. The steel posts and framing in this area could only be observed from a distance and not reviewed in detail.
9. The floor framing between load bearing Wall #1 and the rear of the building was supported by wood posts and beams that are deteriorating and unstable.

SUBLETT SERVICES REPAIRS: Basement

1. (#2 IMEG) The moisture is due to no ventilation and moisture coming in from basement door and windows. The stains are from a prior issue when the sump pump had failed and filled the basement with water.
2. (#4IMEG) Install footing and CMU block at the undermined area in the basement.
3. (#5IMEG) Fill step cracks with mortar.
4. (#6IMEG) Fill cracks with mortar.
5. (#7IMEG) Fill cracks with mortar.
6. (#9IMEG) Fill cracks with mortar.

TOTAL COST: \$45,000.00

SUBLETT SERVICES: Repairs to make the building usable (but no full ADA)

1. Repair drywall where needed.
2. Paint interior
3. Install insulation in the basement where needed.
4. Repair flooring where needed and install new vinyl in kitchen area.
5. Remove tub in existing bathroom and open up to toilet for access. Replace the toilet and sink.
6. Make repairs to the roof at the basement steps location.
7. Paint the exterior of the building.
8. The building needs an HVAC unit, recommend electrical unit.
9. Add new bathrooms (2) ADA with exterior access and ramp from outside for park and playground use.

TOTAL COST: \$122,400.00

COMMENTS:

-Making this building usable will require regular maintenance from exterior painting, bathroom winterizing and other issues. Gutters will need to be cleaned regularly from many large trees around the building. Internet Access.

-Using the rehabilitation code to make the building safer or safe as may help save money on repairs.

-To demo the building and build a bath house/pavilion depending on what material is used would be low maintenance and would give full ADA access. Estimated Cost (Demo existing building and fill the hole, relocate utilities. , \$35,000) (New building pavilion, parking, ADA bath house, \$200,000) Total estimated \$235,000.00

Councilmember Schneider moved that the Architecture Review Board deny COA ZP# 2023-1001 to demolish the “Sears House / Lewis Home” aka “Town Park Building” at 14740 Washington Street, subject to the following Findings for Denial:

1. The application is inconsistent with the stated purpose and intent of the Old and Historic Haymarket District Overlay. The subject building, built prior to 1950, is designated an historic building within the Old and Historic Town of Haymarket. The purpose of the Old and Historic Haymarket District Overlay is to identify, preserve, and enhance buildings and structures with historical, cultural, and architectural significance to the Town. The Zoning Ordinance further defines a “Historic Building” as any structure that is designated as a contributing resource or structure by the Town’s comprehensive plan or similar land use policies.
2. The application is inconsistent with the Town of Haymarket Comprehensive Plan (Plan). Per Table 16 of the Plan, Historic Building Inventory, 14710 Washington Street, Historical Name “Sears House”, circa 1924, is designated historic and worthy of protection in the Town of Haymarket. The Plan states historic structures are important because they contribute to Haymarket’s “sense of place” and provide tactile lessons on the cultural influences of the community. At the highest point in town, the Town Park building reflects the architectural style of the period (craftsman), cultural influences (catalog “kit-built” home), and pattern of development (semi-rural) of the community.
3. Per the Department of Resources Reconnaissance Level Survey, DHR Id#: 233-5004, the house at 14740 Washington Street is a one-story, circa 1924 Craftsman Bungalow. The Director of the Commonwealth of Virginia Department of Historic Resources states the building is a good representation of the bungalow style popular during the 1920s in America and suggests leaving the house where it was originally constructed as the original setting is important to a complete understanding of the history of the area. The building retains the character defining architectural features from the building’s period of significance and is a contributing element to the Haymarket historic district. Additionally, the building, later determined to be a La Vitello model from Lewis Manufacturing, is an important example of catalog “kit-built” homes of the era that reflects the evolution of building styles in the Town. Moreover, families and individuals that have owned the property (Jordan) have contributed to the Town’s cultural and economic history.
4. Per the matters to be considered by the ARB as outlined in the Zoning Ordinance, the continued existence of the subject building will protect irreplaceable historic places and preserve the general historic atmosphere of the Town. The structure’s position on the lot contributes to the Town’s historic streetscape along the Town’s eastern gateway.
5. Per the matters to be considered by the ARB as outlined in the Zoning Ordinance, retention of the building will promote the general welfare by maintaining and increasing property values, attracting tourists and visitors, encouraging study of and interest in American history, architecture, and design, and making the Town a more attractive and desirable place in which to live.
6. Per the demolition review standards outlined in the Zoning Ordinance, demolition of the historic resource will impact the historic integrity of the site and overall integrity of the historic district resource in which it is located.

7. The application is a violation of the Demolition by Neglect regulations of the Zoning Ordinance. Per the Zoning Ordinance, an owner of an officially designated historic building within the historic district may not permit deterioration of exterior walls or other vertical supports, horizontal members, roofs, chimneys, exterior wall elements such as siding, wooden walls, brick, plaster, or mortar, of a historic building to the extent that it adversely affects the character of the historic district or could reasonably lead to irreversible damage to the structure.
8. Per the ARB Review Board Design Guidelines, the application materials do not describe alternatives to demolition of the building and why such alternatives and/or rehabilitation of the building is not considered feasible. Submitted estimates for repair and reuse of the building do not quantify a justification of “high cost of repair and refurbishing the Town Park building” to demolish the building. The Structural Condition Assessment report submitted with the application describes conditions and required remediation similar to other historic structures in the Town that have been adaptively reused, to include a similar Lewis Home that was on the property, and are reasonably expected to have a market value that exceeds rehabilitation costs. Per matters to be considered by the ARB, these rehabilitated structures promote the general welfare consistent with the listed criteria within the Zoning Ordinance.
9. Based on the inhabitable condition of the building compared to prior demolition applications, approval of the demolition would set a negative precedent for future applications, lowering the standards for approval and significantly impacting the integrity of the overall Old and Historic Overlay District, applicable standards, and the historic atmosphere of the Town.

And

I further move that the Council work with the ARB to identify additional alternatives for the Town park building that reduce cost and address the Zoning Ordinance, Comprehensive Plan, and Design Guidelines guidance regarding retention and reuse of historic structures.

And

I further move the ARB recommend the Town Council update to the Town Park Master Plan to identify potential alternate uses for the Town Park building.

Commissioner Hallet seconded the motion. The motion carried by a roll call vote.

AYES: C Mason, Hallet, Schneider, Barben

Nays: 0

Absent: J Mason