



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION
~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, October 30, 2023

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Swearing In Ceremony: Oath of Office - Matthew Gallagher

IV. Agenda Items

1. October Monthly Financial Report
2. Mobile Food Establishment Ordinance
3. Budget Amendment: Resolution #2023-014
4. Military Banner Program
5. Chesapeake Bay Preservation Act Updates - Request to Schedule a Public Hearing
6. Board of Zoning Appeals Vacancy

V. Adjournment

	Actuals	FY2024 Budget	% of Budget	Comments
Income				
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	446,717.99	455,783.00	98.0%	
3110-02 · Public Service Corp RE Tax	13,088.29	12,600.00	103.9%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	459,806.28	469,383.00	98.0%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	70,267.55	175,000.00	40.2%	collections up to September 30, 2023
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	23,475.10	250,000.00	9.4%	Collections of new businesses and delinquent businesses
3120-03 · Cigarette Tax	42,111.04	140,000.00	30.1%	Collectionbns up to September 30, 2023
3120-04 · Consumer Utility Tax	20,318.09	158,000.00	12.9%	collections up to August 31, 2023
3120-05 · Meals Tax - Current	379,367.48	1,200,000.00	31.6%	collections up to September 30, 2023
3120-06 · Sales Tax Receipts	15,029.27	160,000.00	9.4%	collections up to July 31, 2023
3120-07 · Penalties (Non-Property)	2,212.39	5,000.00	44.2%	
3120-08 · Interest (Non-Property)	223.73	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	553,004.65	2,112,000.00	26.2%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	1,025.00	4,500.00	22.8%	
3130-03 · Motor Vehicle Licenses	211.00	1,000.00	21.1%	
3130-05 · Other Planning & Permits	2,895.00	15,000.00	19.3%	
3130-06 · Pass Through Fees	9,787.50	0.00	100.0%	
Total 3130 · PERMITS,FEES & LICENESES	13,918.50	20,500.00	67.9%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	4,466.03	20,000.00	22.3%	
Total 3140 · FINES & FORFEITURES	4,466.03	20,000.00	22.3%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	4,581.48	1,500.00	305.4%	Collections up to September 30, 2023
3150-03 · Interest on Bank Deposits	28,029.71	10,000.00	280.3%	Collections up to September 30, 2023
Total 3150 · REVENUE - USE OF MONEY	32,611.19	11,500.00	283.6%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	14,344.65	49,207.00	29.2%	
3151-08 · 15020 Washington Realty	18,923.96	56,772.00	33.3%	
3151-09 · 15026 Copper Cricket	8,112.88	24,338.00	33.3%	
3151-11 · Cupcake Heaven and Cafe LLC	11,711.88	35,838.00	32.7%	
3151-14 · Salman Home Realty Suite 204	2,240.00	5,600.00	40.0%	
3151-15 · Revolution Mortgage	3,226.67	7,099.00	45.5%	Paid 5 months upfront
3151-16 · Stirrup For Delegate 21	1,989.00	3,315.00	60.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	60,549.04	182,169.00	33.2%	
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	55,536.99	80,000.00	69.4%	Funds collected in FY2023 meant for FY024
3165-02 · Farmer's Market	8,993.30	8,000.00	112.4%	Funds collected in FY2023 meant for FY024
3165-03 · Town Ornaments	1,310.76	5,000.00	26.2%	
3165-05 · Museum Revenue - Art	123.45	0.00	100.0%	Art Alliance
3165-06 · Town Hats	20.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	91,584.50	103,000.00	88.9%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	87.19	0.00	100.0%	
3180-01 · Citations & Accidents Reports	20.00	0.00	100.0%	
3180-04 · Reimbursement from Insurance	500.00	0.00	100.0%	
3180-05 · Recovered Costs - Private Events	300.00	0.00	100.0%	
Total 3180 · MISCELLANEOUS	907.19	0.00		

Attachment: Finance 10.25.2023 (6369 : October Monthly Financial Report)

3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	0.00	31,548.00	0.0%
3200-05 · Communications Tax	13,280.53	80,000.00	16.6% collections up to August 31, 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	48,312.65	145,868.00	33.1%
4002 · Transfer from ARPA Funds	0.00	200,000.00	0.0%
Total Income	1,270,465.03	3,264,420.00	38.9%
Gross Profit	1,270,465.03	3,264,420.00	38.9%

Expense

01 · ADMINISTRATION

11100 · TOWN COUNCIL

111001 · Convention & Education	272.00	2,500.00	10.9%
111002 · FICA/Medicare	421.13	2,000.00	21.1%
111003 · Meals and Lodging	15.00	1,000.00	1.5%
111004 · Mileage Allowance	0.00	250.00	0.0%
111005 · Salaries & Wages - Regular	6,075.00	25,000.00	24.3%

Total 11100 · TOWN COUNCIL	6,783.13	30,750.00	22.1%
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12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	121,111.18	407,469.00	29.7%
1211003 · Salaries/Wages - Part Time	14,580.00	66,560.00	21.9%
1211004 · FICA/Medicare	10,025.16	36,264.00	27.6%
1211005 · VRS	9,286.80	37,852.00	24.5%
1211006 · Health Insurance	17,387.20	63,963.00	27.2%
1211007 · Life Insurance	1,767.04	4,850.00	36.4%
1211008 · Disability Insurance	893.72	3,360.00	26.6%
1211009 · Unemployment Insurance	104.54	5,995.00	1.7%
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	574.00	8,000.00	7.2%
1211014 · Printing & Binding	1,623.62	8,298.00	19.6%
1211015 · Advertising	1,456.50	9,000.00	16.2%
1211016 · Computer, Internet & Website Svc	3,799.38	28,550.00	13.3%
1211017 · Postage	813.15	4,000.00	20.3%
1211018 · Telecommunications	2,260.75	7,500.00	30.1%
1211019 · Mileage Allowance	277.72	1,000.00	27.8%
1211020 · Meals & Lodging	1,998.46	2,000.00	99.9%
1211021 · Convention & Education	521.15	6,000.00	8.7%
1211022 · Miscellaneous	0.00	2,000.00	0.0%
1211024 · Books, Dues & Subscriptions	4,296.60	16,000.00	26.9%
1211025 · Office Supplies	912.29	6,500.00	14.0%
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	213,099.01	753,999.00	28.3%
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12210 · LEGAL SERVICES

1221001 · Legal Services	26,161.08	83,200.00	31.4%
Total 12210 · LEGAL SERVICES	26,161.08	83,200.00	31.4%

payments up to September 30, 2023 services

12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	0.00	17,120.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	17,120.00	0.0%

Total 01 · ADMINISTRATION	246,043.22	885,069.00	27.8%
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03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	153,109.06	516,406.00	29.6%
3110003 · Salaries & Wages - OT Premium	9,594.37	30,000.00	32.0%
3110013 · Salaries & Wages - OT Select En	3,036.55	10,000.00	30.4%
3110004 · Salaries & Wages - Holiday Pay	6,053.05	35,541.00	17.0%
3110005 · Salaries & Wages - Part Time	16,480.00	65,000.00	25.4%
3110012 · Salaries & Wages - PT Admin.	4,420.00	39,000.00	11.3%
3110020 · FICA/MEDICARE	14,321.17	53,240.00	26.9%
3110021 · VRS	10,198.71	31,604.00	32.3%
3110022 · Health Insurance	28,024.00	72,272.00	38.8%
3110023 · Life Insurance	2,233.03	6,146.00	36.3%

Attachment: Finance 10.25.2023 (6369 : October Monthly Financial Report)

3110024 · Disability Insurance	810.32	2,400.00	33.8%	
3110025 · Unemployment Insurance	10.44	3,360.00	0.3%	
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	8,079.70	28,392.00	28.5%	
3110032 · Computer, Internet & Website	1,857.50	5,000.00	37.2%	
3110033 · Postage	0.00	100.00	0.0%	
3110034 · Telecommunications	2,994.89	13,800.00	21.7%	
3110035 · General Prop Ins (Vehicles)	4,871.00	5,014.00	97.1%	
3110037 · Meals and Lodging	1,073.70	5,000.00	21.5%	
3110038 · Convention & Edu. (Training)	1,730.70	10,000.00	17.3%	
3110040 · Annual Dues & Subscriptions	4,769.30	17,200.00	27.7%	
3110041 · Office Supplies	1,316.99	5,000.00	26.3%	
3110042 · Vehicle Fuels	8,195.22	36,700.00	22.3%	
3110043 · Vehicle Maintenance/Supplies	3,818.40	21,500.00	17.8%	
3110045 · Uniforms & Police Supplies	1,663.40	36,000.00	4.6%	
3110056 · Capital Outlay-Machinery/Equip	63,654.20	64,000.00	99.5%	vehicle will be picked up this coming week
3110057 · Capital Outlay-Furniture/Fixtur	0.00	14,000.00	0.0%	
Total 31100 · POLICE DEPARTMENT	378,712.95	1,157,858.00	32.7%	
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	378,712.95	1,167,858.00	32.4%	
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	33,958.92	123,750.00	27.4%	For services up to October 31, 2023
Total 43200 · REFUSE COLLECTION	33,958.92	123,750.00	27.4%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	27,768.84	105,222.00	26.4%	
4310002 · Maint Svc Contract-Pest Control	155.00	3,000.00	5.2%	
4310003 · Maint Svc Contract-Landscaping	9,341.51	35,000.00	26.7%	
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	5,416.87	18,593.00	29.1%	
4310008 · Electrical Services-Streetlight	1,341.08	5,500.00	24.4%	
4310009 · Water & Sewer Services	1,152.08	3,850.00	29.9%	
4310010 · Janitorial Supplies	0.00	2,000.00	0.0%	
4310011 · Real Estate Taxes	0.00	2,500.00	0.0%	
4310015 · Maintenance - Vehicle Fuel	324.98	5,000.00	6.5%	
4310016 · Maint - Vehicle Maintenance	0.00	3,000.00	0.0%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	45,500.36	192,665.00	23.6%	
Total 04 · PUBLIC WORKS	79,459.28	323,628.00	24.6%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	19,604.21	75,075.00	26.1%	
60001 · Town Tourism	6,352.17	50,050.00	12.7%	
60003 · Advertising	0.00	22,000.00	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	25,956.38	147,125.00	17.6%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	1,360.00	25,000.00	5.4%	
Total 70000 · HAYMARKET COMMUNITY PARK	1,360.00	25,000.00	5.4%	
71110 · EVENTS				
7111001 · Advertising - Events	0.00	5,000.00	0.0%	
7111003 · Contractural Services	42,054.51	50,000.00	84.1%	
7111004 · Events - Other	25,162.78	30,850.00	81.6%	
7111005 · Police Department Events	2,235.12	7,500.00	29.8%	
7111006 · Farmer's Market	0.00	8,000.00	0.0%	
Total 71110 · EVENTS	69,452.41	101,350.00	68.5%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	352.05	2,200.00	16.0%	
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	752.05	5,950.00	12.6%
Total 07 · PARKS, REC & CULTURAL	71,564.46	132,300.00	54.1%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	885.00	5,670.00	15.6%
8110002 · FICA/Medicare	96.78	500.00	19.4%
8110003 · Consultants - Engineer	2,724.38	10,000.00	27.2%
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	13,521.00	0.00	100.0%
Total 81100 · PLANNING COMMISSION	17,227.16	23,120.00	74.5%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	435.00	5,830.00	7.5%
8111002 · FICA/Medicare	0.00	446.00	0.0%
8111005 · Convention & Education	0.00	1,500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	435.00	7,776.00	5.6%
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	17,662.16	33,823.00	52.2%
09 · NON-DEPARTMENTAL			
90002 · Payment for Stolen Check	45,518.56	0.00	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	186,617.29	141,550.00	131.8%
Total 09 · NON-DEPARTMENTAL	186,617.29	141,550.00	131.8%
94104 · Street Scape - Park Sidewalk			
9410401 · Architectural/Engineering Fees	4,291.73	150,000.00	2.9%
Total 94104 · Street Scape - Park Sidewalk	4,291.73	150,000.00	2.9%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.04	0.00	100.0%
Total EMPLOYEE BENEFITS	-0.04	0.00	100.0%
Total 94105 · PERSONNEL	-0.04	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 · BLIGHT MITIGATION	0.00	40,000.00	0.0%
94108 · Capital Improvement Funds Expens	0.00	193,067.00	0.0%
Total Expense	1,011,231.93	3,264,420.00	31.0%
Net Ordinary Income	259,233.10	0.00	100.0%
Net Income	259,233.10	0.00	100.0%

Attachment: Finance 10.25.2023 (6369 : October Monthly Financial Report)



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

Staff Report

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: October 26, 2023
Re: Fiscal Year 2023-2024 Budget Amendment

ISSUE

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since each requested amendment does not exceed that amount, a Public Hearing is not required. The Council may adopt the amendment at the November 6, 2023 meeting.

REQUESTED BUDGET AMENDMENT

- The requested amendment to the adopted budget for Fiscal Year 2023-2024 is to amend 90002-Payment for Stolen Check line item to process a repayment to Sheehy Ford in Richmond for the PD Pick Up Truck F-150 purchased in last fiscal year's budget. The Town unfortunately was victim to a stolen check in the mail that is currently under investigation. The repayment of \$45,518.56 will be made by moving funds within the existing approved 94108-Capital Improvement Funds Expense line item to 90002-Payment for Stolen Check line item.

Expenditure Source Line Item				
Line Item		Adopted 2023-24 Budget	Amended Budget	Change
90002				
Payment for Stolen Check	\$	0	\$ 45,519	\$ 45,519
94108				
Capital Improvement Funds	\$	193,067	\$ 147,548	\$ 45,519

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

Sample Motion

I move the Haymarket Town Council approve an appropriation to the Fiscal Year 2023 - 2024 budget as designated by Resolution #2023-014.

Or

Alternative Motion



RESOLUTION 2023-014

FISCAL YEAR 2023-2024 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council adopted the Fiscal Year 2024 Budget on June 22, 2023, and

WHEREAS, The proposed budget amendment will increase expenditure line item 90002 – Payment for Stolen Check by \$45,519; and

WHEREAS, The proposed budget amendment will decrease expenditure line item 94108 – Capital Improvement Funds by \$45,519; and

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2023-2024 Budget as reflected below:

Budget Amendment for FY2023-2024 Budget

Operational Budget

	<u>Adopted 2023-24 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>EXPENDITURE:</u>			
90002			
Payment for Stolen Check	\$ 64,000	\$ 107,696	\$ 45,519
94108			
Capital Improvement Funds	\$ 193,067	\$ 149,371	\$ 45,519

Done this 06th Day of November 2023

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

ATTEST:

Kimberly Henry, Clerk of Council

Attachment: Staff Report Resolution RES#2023-014 _ FY2024 Budget Amendment PDv1 (6348 : Budget Amendment: Resolution #2023-014)



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

Thomas Britt
Town Planner

MEMORANDUM

TO: Town Council
FROM: Thomas Britt, Town Planner
DATE: October 23, 2023
SUBJECT: Comprehensive Plan Updates: CBPA Conditions

Background:

As part of the Virginia DEQ's external review of the Town of Haymarket's compliance with required CBPA items, the DEQ recommended in January 2022 that the Town add a brief narrative to the existing potential soil hazards map found in the appendix of the Haymarket comprehensive plan. This narrative would provide more context for the potential soil hazards in Haymarket. Virginia DEQ also recommended in March 2021 that the Town add a map showing CBPA Resource Protection Areas, as it is not currently included in the comprehensive plan.

Thomas Britt, the town planner for Haymarket, has written an updated narrative for the potential erosion hazards map, and prepared an updated draft of the potential erosion hazards map in the Comprehensive Plan in conjunction with the narrative.

The Town Planner has also provided a draft RPA Map to include in the comprehensive plan.

Virginia DEQ's local programs coordinator has reviewed these items and found them satisfactory to meet the State requirements.

The Planning Commission has held public hearings for and approved motions to bring all three items to the Town Council for consideration.

Recommendation: The Town Planner recommends that the Town Council moves to hold a public hearing for these three comprehensive plan updates in the December 4th Town Council regular meeting.

From the Comprehensive Plan:

Section 1.6 Growth Determinants

1.6.1 Environmental Constraints

Sensitive Soils

Soils are perhaps the most important, and at the same time, most constraining of all the Town's natural resource. The parent material of a soil, the climate of a region, the location of surface and groundwater resources, and the slope of a land area, all of which are out of the control of human beings, will determine the soil's fertility, shrink-swell potential, permeability, erodibility, etc. These characteristics are only a few of which may affect the type of land use permitted on an individual soil. Soil characteristics will determine whether an area is appropriate for agriculture, for septic fields, or for foundations or roads. Good management of these soil characteristics will help maintain a clean water source and will provide areas to recharge groundwater. However, poor management of these soils will choke local waterways with silt and sediments and result in the erosion of valuable topsoil as well as spoil the lands cape.

As referenced in the Town's Chesapeake Bay Preservation Ordinance, soil characteristics which are considered RMA features include highly erodible soils and highly permeable soils.

According to the Soil Survey of Prince William County, Virginia, there are no highly permeable soils within the Town of Haymarket.

Figure 13 on the next page presents a map of soil erosion hazards for the Town of Haymarket. 67 percent of the Town's land area have potential for severe erosion hazard. Most of the Town's residential and commercial development sites are located within areas that have severe potential for erosion hazards. Soils with moderate risk of erosion are primarily located within and near the mapped RPA buffer adjacent to North Fork Broad Run. Outside of the North Fork Broad Run, there is a mix of soil with moderate and severe risk of erosion.

If future development is to be approved within areas with moderate-to-severe potential for soil erosion, permitted construction must be properly managed to prevent the impacts of soil erosion

to water quality. Erosion and Sediment Control inspections for approved development must ensure that strict E/S controls are consistently required and applied in order to keep effective soil erosion management a high priority. The Town should carry out soils surveys on RMA lands and all remaining empty parcels to assess existing soil conditions, so that all approved land disturbing activities shown on submitted site plans adequately address current conditions and all known onsite erosion hazards.

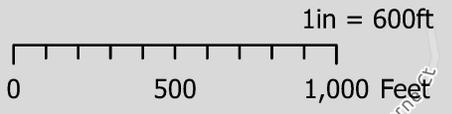
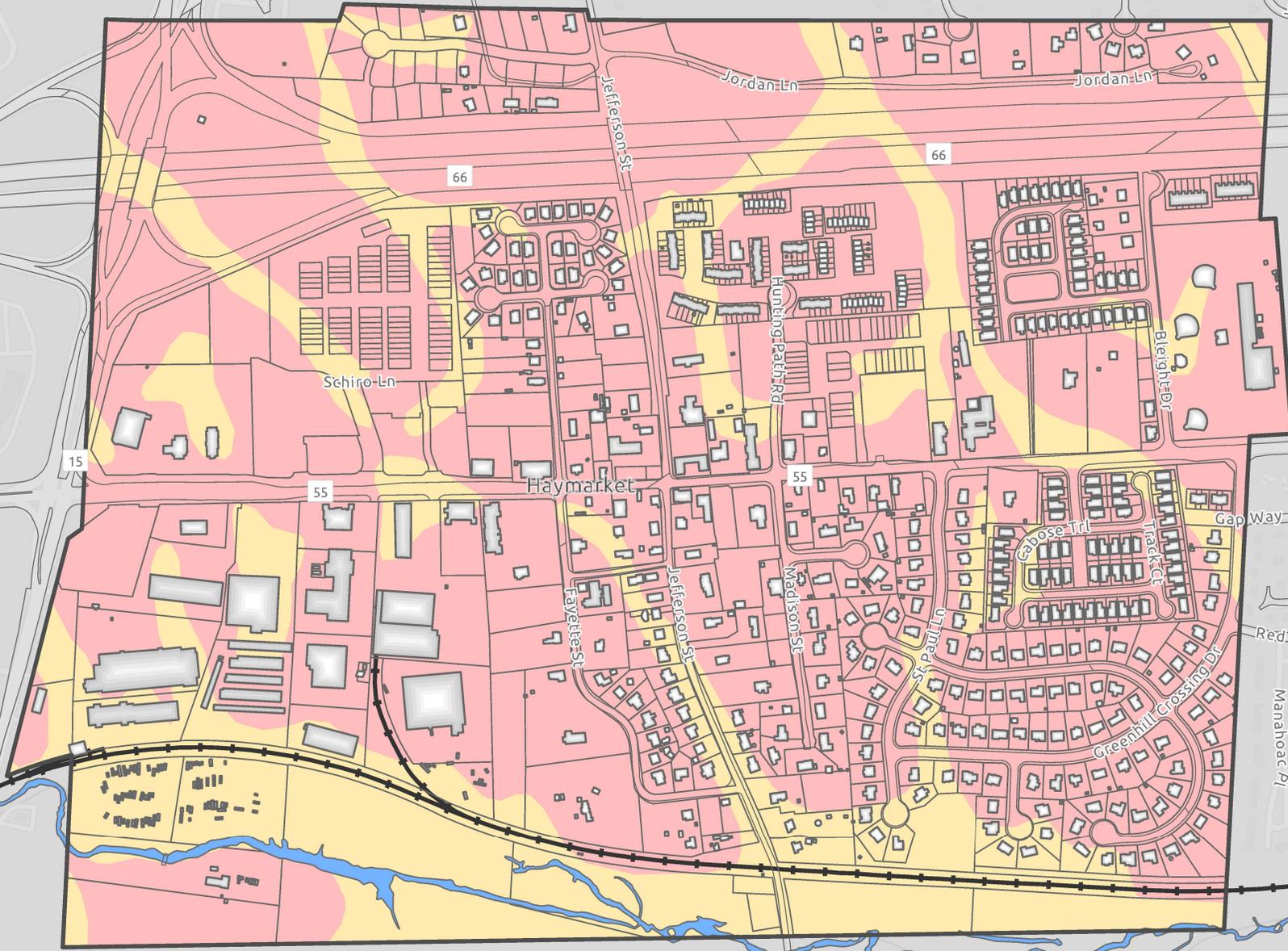
Other characteristics that may impact the suitability of proposed development are hydric soils, shrink-swell soils, degrees of wetness and flooding, depth-to-bedrock, and the presence of high water tables. These characteristics will determine if a site is suitable for a single family or commercial development, and whether or not a property can support an on-site septic system. There are no identified hydric soils within the Town. Soils that have a moderate shrink-swell potential include Calverton Silt Loam and the Sudley-Oatlands Complex, while soils with high shrink-swell potential include Dulles Silt Loam and Sycoline-Kelly Complex. Shrink-swell soils shrink when dry and expand when wet. Shrinking and swelling can damage roads, dams, building foundations, and other structures. A moderate-to-high shrink-swell potential may require significant precautions or preclude certain development on a given soil altogether.

Potential Erosion Hazards in Haymarket



Legend

-  Town Boundary
- Potential Erosion Hazard Level**
-  Severe Potential Erosion
-  Moderate Potential Erosion

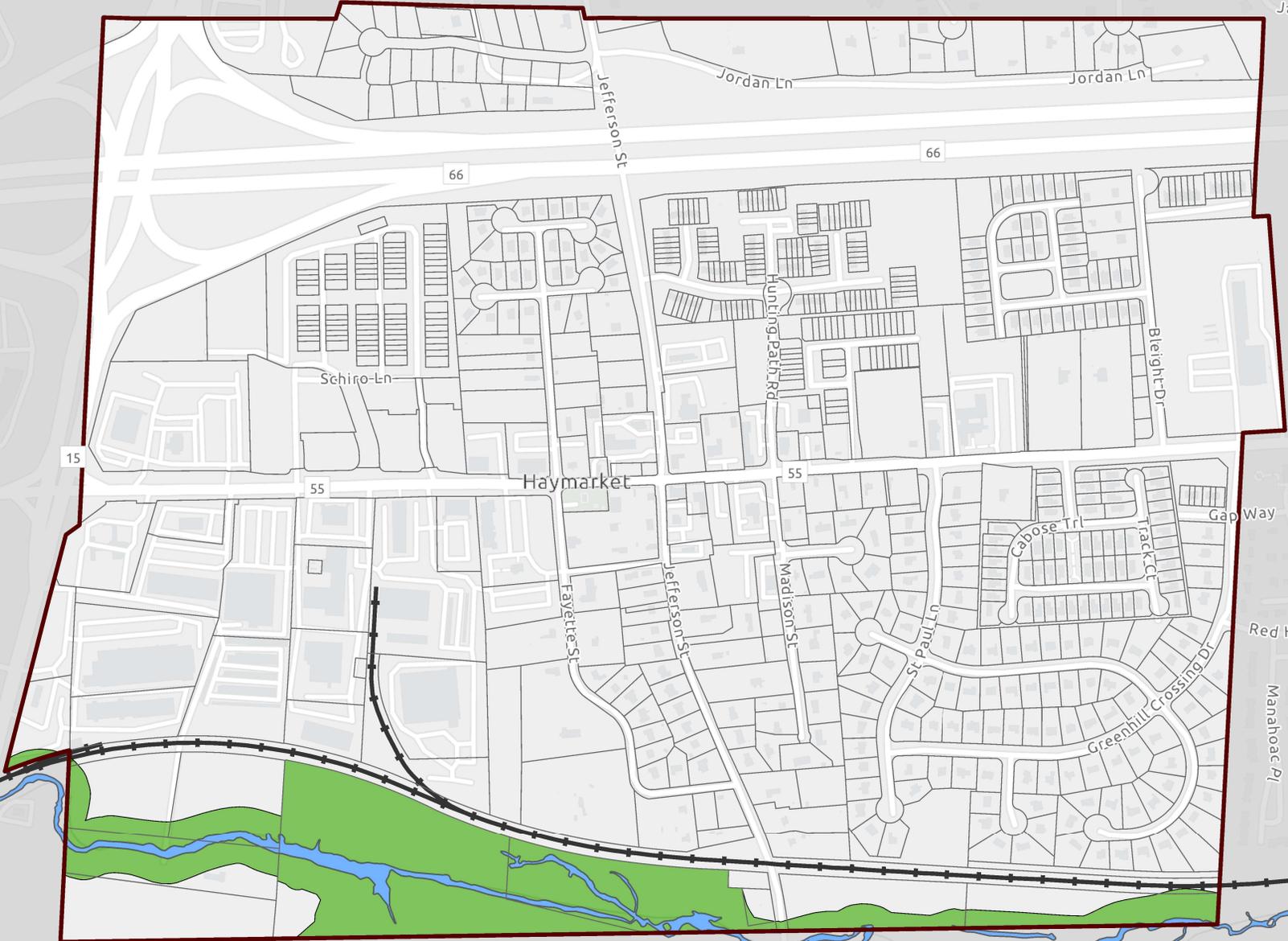


PRINCE WILLIAM COUNTY

Resource Protection Areas in Haymarket



- Legend**
-  Town Boundary
 -  North Fork Broad
 -  Resource Protect Area (RPA)



PRINCE WILLIAM COUNTY



Attachment: 04 Draft RPA Map (6342 : Chesapeake Bay Preservation Act Updates - Request to Schedule a



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

Memorandum

To: Honorable Mayor and Town Council
From: Kim Henry, Clerk of the Council
Re: Board of Zoning Appeals Vacancy

Background: The Board of Zoning Appeals is an appointed position from the Prince William County Circuit Court Judge. The Town Council, however, makes a recommendation to the Judge for consideration.

At the Town Council October 2, 2023 regular monthly meeting, Matthew Gallagher was appointed to the Town Council filling the vacancy from the resignation of David Leake with his term expiring on December 31, 2024. Mr. Gallagher was serving on the Board of Zoning Appeals at the time of the appointment. Mr. Gallagher cannot serve on Council and BZA. Attached is Mr. Gallagher's resignation. His term on the BZA expires January 31, 2025. I reached out to the other applicants that had interest in the Town Council vacancy about this vacancy. Attached is an application from someone interested in the position. Once the motion is made, I will present the letter to the Town Attorney to submit to request to the Circuit Court Judge for consideration.

Recommended Motion for the November 6, 2023 regular monthly meeting: **A motion that the Haymarket Town Council recommend to the Circuit Court Judge of Prince William County to appoint _____ to the Haymarket Board of Zoning Appeals with the term ending January 31, 2025.**

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

Attachment: Memo BZA Vacancy 103023 work session (6343 : Board of Zoning Appeals Vacancy)

Kimberly Henry

From: Matt Gallagher <mgallagher.048@gmail.com>
Sent: Tuesday, October 3, 2023 1:56 PM
To: Kimberly Henry
Subject: BZA Resignation

Kim,

As you know, at last night's meetng, the Mayor & Council made a moton to nominate me to fill out the remaining term on the open council position through December 31, 2024. I am humbled and honored that I was selected, and I am excited to serve in this new capacity. However, because of this I am unable to remain as the Chairman of the Board of Zoning Appeals (BZA). Therefore please accept this email as notice that I am resigning my appointment to the BZA effective immediately.

With so many good candidates who had a desire to serve last night, I am hopeful that someone can step in to fill my role shortly.

Best regards,
Matt

Matt Gallagher
(703) 622-0922

Attachment: BZA Resignation (6343 : Board of Zoning Appeals Vacancy)



□

Ken Luersen, Mayor TracyLynn
Pater, Vice Mayor Council Members:
Mary Ramirez
Joseph Pasanello
Marchant Schneider
Alexander Beyene

15000 Washington Street
Suite 100
Haymarket, Virginia 20169
703-753-2600

www.townofhaymarket.org

Appointed Boards, Committees
& Commission: Application
for Appointment
Consideration

Justin Baker

Full Name:

Address:

14812 Gap Way, Haymarket, VA, 20169

Cell Phone:

Email Address: justin.baker03@yahoo.com

Attachment: doc 2023-10-13 12.26.17 (6343 : Board of Zoning Appeals Vacancy)

Please Circle One Below;

Town Council Architectural Review Board

Planning Commission Board of Zoning Appeals

Please use the space below or attach a letter describing your interest in being part of the

Town's governmental process and how you feel you can contribute.

For additional information, please contact the Clerk of Council, Kim Henry, at khenry@townofhaymarket.org or by phone at 703-753-2600x205.