



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 3, 2023

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

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

IV. Community Spotlight: Haymarket Food Pantry - Eileen Smith

V. Citizens Time

VI. Organizational Items

1. Appointment of Vice Mayor
2. Appointment of Liaisons
3. Review of Policies and Procedures

VII. Consent Agenda

A. Minute Approval

1. Mayor and Council - Public Hearing - Dec 5, 2022 7:00 PM

B. Department Reports

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

C. Liaison Reports

1. Finance Liaison
2. Business/Community Roundtable
3. Police/Personnel Liaison
4. Planning Commission Liaison
5. ARB Liaison

VIII. Agenda Items

1. Ordinance 2022-006: CBPA Zoning Text Amendment
2. Discussion of Use of the Town Hall
3. Second Quarter Budget Amendment Discussion

IX. Councilmember Time

1. David Leake
2. Joe Pasanello
3. Tracylynn Pater
4. Mary Ramirez
5. Marchant Schneider
6. Bob Weir
7. Ken Luersen

X. Adjournment

Resolution #2022-011 AMEND COUNCIL RULES OF PROCEDURE

BE IT RESOLVED by the Town Council of the Town of Haymarket, in accordance with the Town Charter, that the following Council Rules of Procedure be adopted, as amended on June 27, 2022, with an effective date of July 1, 2022.

Section 2-1: Meetings was amended changing time of regular monthly meetings to 6 pm, Section 2-6 (A): Organizational Meeting by changing the date of the meeting from July to the January after the November Town Council election and Section 5-1: Order of Business by moving closed session to the top of Order of Business that will start at 6 pm, when closed session is needed. This amendment will effect at the Town Council regular monthly meeting on July 5,2022

RULES OF PROCEDURE**Introduction**

These rules of procedure were designed and adopted for the benefit and convenience of the Haymarket Town Council. Their purpose is to help the Town Council conduct its affairs in a timely and efficient manner. They incorporate the general principles of parliamentary procedure found in *Robert's Rules of Order Newly Revised* and applicable Virginia laws. The rules of procedure do not supersede the provisions of the Town Charter. The rules of procedure do not create substantive rights for third parties or participants in proceedings before Town Council. Further, the Town Council reserves the right to suspend or amend the rules of procedure whenever a majority of Council decides to do so. The failure of the Town Council to strictly comply with the rules of procedure shall not invalidate any action of Town Council.

SECTION 1 - PURPOSE AND BASIC PRINCIPLES

Section 1-1. Purpose of Rules of Procedure

- A. To enable the Haymarket Town Council to transact business fully, expeditiously and efficiently while affording every opportunity to citizens to witness the operations of government;
- B. To protect the rights of each individual Council member;
- C. To preserve a spirit of cooperation among Council members; and
- D. To determine the will of Town Council on any matter.

Section 1-2. Basic Principles Underlying Rules of Procedure

- A. The business of the Town Council should proceed in the most efficient manner possible;
- B. Town Council's rules of procedure must be followed consistently;
- C. Town Council's actions should be the result of a decision on the merits and not a manipulation of the procedural rules;
- D. Only one subject may claim the attention of Town Council at one time;
- E. Each item presented for consideration is entitled to full and free discussion;
- F. Every member has equal rights to participate and vote on all issues, as provided by the Town Charter;
- G. Every member must have equal opportunity to participate in decision making;
- H. The will of the majority must be carried out, and the rights of the minority must be preserved; and
- I. The Council must act as a body.

SECTION 2 – MEETINGS

Section 2-1. When and Where Regular Meetings are Held

The time and place of regular meetings of the Haymarket Town Council (hereinafter referred to as the Council) shall be established as follows:

First Monday of the month, 6:00 p.m. Closed Session, As Needed 7:00 p.m. – Regular meeting
Last Monday of the month, 7:00 p.m. – Work Session

Meetings shall be held in the Town Hall Council Chambers. The Council may hold additional meetings or work sessions at other locations and times, or may change the locations and times of regularly scheduled meetings or work sessions as it deems appropriate to do so. Notice of such additional meetings or changes to the location or time of regularly scheduled meetings or work sessions shall be provided to the public and the press as required by State Code.

Section 2-1.1. Continued Meetings

A regular meeting shall be continued to a date to be agreed upon in open session at the same time and place as the regular meeting. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

Section 2-2. Special and Emergency Meetings

- A. The Council may hold such special meetings, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time. A special meeting of the Council shall be called pursuant to Article III, Section 1(10) of the Town Charter.
- B. Special meetings may be called by the Mayor, or any two (2) members of the Council in writing to the Clerk of Council for the purpose stated in the notice of the special meeting. The Clerk of Council shall forthwith notify the members of the Council of the time and place designated and the purpose of the meeting. Written notice of the special meeting shall be

delivered to each member of the Council by giving reasonable notice at his or her place of abode or place of business or via e-mail. Only matters specified in the notice of the special meeting shall be considered unless (1) all of the members of the Council are present and (2) the Council determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.

C. Emergency meetings may be called by the Mayor or any two members of Council in writing to the Clerk of the Council for the purpose stated in the notice of the emergency meeting. The Clerk of Council shall forthwith notify the members of the Council of the time and place designated and the purpose of the meeting. Written notice of the emergency meeting shall be delivered to each member of the Council by giving reasonable notice at his or her place of abode or place of business or via e-mail. Only matters specified in the notice of the emergency meeting shall be considered unless (1) all of the members of the Council are present and (2) the Council determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.

D. In accordance with the Code of Virginia, 2.2-3707(D) Notice, reasonable under the circumstance, of special or emergency meetings shall be given contemporaneously with the notice provided members of the public body conducting the meeting, the Town Attorney, and the Town Manager.

Section 2-3. Legal Holiday

When a regularly scheduled Monday meeting falls on a legal holiday, the meeting shall be held on the following Tuesday unless the meeting is canceled or otherwise rescheduled by a majority vote of the Council.

Section 2-4. Adjourned or Recessed Meetings

A. A meeting of the Council is adjourned when the Council has finished its business and is bringing the meeting to a close, with the intention of holding another meeting at a later date. Generally, when a meeting of the Council is adjourned, the next meeting of the Council is preceded by opening ceremonies. A meeting of the Council is recessed when the Council takes a break between sittings and after the recess business is resumed where it left off.

B. A properly called regular, additional scheduled, or special meeting may be recessed or adjourned to a time and place certain by a motion made and adopted by a majority of the Council in open session during the regular, additional scheduled, or special meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed or adjourned session of a properly called regular, additional scheduled or special meeting.

Section 2-5. Cancellation or Rescheduling of Meetings

A regularly scheduled meeting may be cancelled or rescheduled, in special circumstances and for the convenience of Council, if the change would not impact an advertised public hearing or a scheduled public presentation. The Council shall agree to any such change and the remaining members of the Council shall be immediately notified of the change and the reason therefore. The public and the media shall be notified promptly of the change.

Section 2-6. Organizational Meeting

A. The first meeting in January following the November Council election shall be known as the organizational meeting.

B. The Vice Mayor shall be elected at the organizational meeting for a term of two years in accordance with the procedures set out in Section 2-7.

C. Following the election of the Vice Mayor, the Council shall make Liaison assignments as appropriate.

Section 2-7. Procedure for Election of Vice Mayor

A. Election of the Vice Mayor at the organizational meeting shall be accomplished in accordance with the following procedures:

1. The Mayor shall call for nominations from the Council.
2. Any Council member, after being recognized by the Mayor, may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominees.
3. After all nominations have been made the Mayor shall close the nominating process and open the floor for discussion.
4. After discussion the Mayor shall call for the vote on each nominee in the order his or her name was placed into nomination.
5. A majority of those voting shall be required to elect the Vice Mayor.

B. The Vice Mayor shall serve until a successor is elected by the Town Council.

Section 2-8. Seating Arrangement

The Mayor shall occupy the center seat on the dais. Members of the Council shall select among seats according to seniority, unless determined otherwise by Council.

SECTION 3 – OFFICERS

Section 3-1. Mayor and Vice Mayor

The Mayor shall preside over all meetings of the Council; and, shall only vote in the case of a tie, as provided by the Town Charter. The Vice Mayor serves in the absence of the Mayor. In the absence from any meeting of both the Mayor and Vice Mayor, the Council members present shall choose one of their members as temporary presiding officer.

Section 3-2. Parliamentarian

The Town Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure, the Code of Virginia (1950), as amended, as may be directed by the presiding officer, or as required as a result of a point of order raised by one or more Council members. If the Town Attorney is unavailable, the Town Manager shall serve as the Parliamentarian. All legal questions from Mayor and Council on all Town business shall be addressed to the Town Attorney.

Section 3-3. Preservation of Order

A. At meetings of the Council, the presiding officer shall preserve order and decorum. The presiding officer shall have the following powers:

1. To rule motions in or out of order, including any motion not germane to the subject under discussion or patently offered for obstructive or dilatory purposes;
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
3. To call a brief recess at any time;
4. To adjourn in an emergency.

B. A decision by the presiding officer under either of the first two powers listed above may be appealed to the Council upon motion of any member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order. There are two exceptions to this right of appeal. The presiding officer may adjourn without the Council's vote or appeal in an emergency, and he or she may also call a brief recess without a vote at any time for the purpose of restoring calm.

SECTION 4 – AGENDA

Section 4-1. Preparation

- A. The Town Clerk shall prepare an agenda for the regularly scheduled meetings conforming to the order of business specified in Section 5-1 entitled "Order of Business".
- B. Any Council member may request that items be placed on a meeting agenda by contacting the Clerk at least seven (7) days prior to the Council meeting for which they wish the item scheduled. The Clerk shall place requested items on the agenda for the next regular meeting or work session, as appropriate, following the request.
- C. Any member of the public may request that items be placed on a meeting agenda by contacting the Clerk at least seven (7) days prior to the Council meeting for which they wish the item scheduled. Items that are based upon a statutory requirement will automatically be placed on the agenda by the Clerk. Requests for items that do not have a statutory requirement may only be added to the agenda if a member of Council agrees to sponsor such request.
- D. All items which are requested to be placed on the agenda and which have not been submitted within the prescribed deadline shall be placed on the following regular work session agenda for consideration.
- E. Nothing herein prohibits the Council from adding items to the agenda, provided that such a request is in the form of a motion, voted upon by a majority of the Council. Members must use discretion in requesting the addition of items on the agenda. It is considered desirable to have items listed on the published agenda.
- F. Unless required by law, no item will be scheduled for a public hearing unless by the vote of a majority of the Council to hold a public hearing on the item.

Section 4-2. Delivery of Agenda

The Council meeting package, including the agenda and related materials, shall be delivered to each member of the Council and the Town Attorney one week prior to the Monday work session and one week prior to the Monday regular Council meeting . Such materials shall be posted to the Town website on those dates.

Section 4-3. Copies

The Town Clerk shall prepare or cause to be prepared extra copies of the meeting package and shall make the same available to the public and the press in the Town Hall for public inspection.

Section 4-4. Internet

The Town Clerk shall post the agenda for all Town meetings and work sessions on the Internet for public information as promptly as possible.

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SECTION 5 -- ORDER OF BUSINESS FOR COUNCIL MEETINGS**Section 5-1. Order of Business**

A. At regular meetings of the Council on the 1st Monday of the month, the order of business shall generally be as follows:

1. *Call to Order*
2. *Roll Call*
3. *Closed Session, As Needed*
4. *Adjourn Closed Session*
5. *Pledge of Allegiance*
6. *Public Hearings (if any)*
7. *Citizens' Time*
Consent Agenda
 - a. *Minute Approval*
 - b. *Department Reports*
 - c. *Liaison Reports*
8. *Agenda Items*
9. *Councilmember Time*
10. *Adjournment*

B. The above order of business may be modified by the Town Clerk, as directed by the Mayor or Majority of Council, to facilitate the business of the Council.

C. Council work sessions are less formal meetings and the agenda may be as prepared by the Town Manager and Town Clerk to best facilitate the business of the Council.

D. Council elected to begin adopting a "consent agenda" based upon recommendation of the Mayor, Clerk and Town Manager for issues that do not need any additional discussion or deliberation by the Council. Please note, that any member of Council can request of the Mayor to remove an agenda item from the consent agenda prior to the adoption of the consent agenda.

Section 5-3. Citizen Participation

A. Every petition, communication or address to the Council shall be in respectful language and is encouraged to be in writing.

B. Public Comment

1. Individuals or groups wishing to speak at a regular Council meeting shall be recognized by the presiding officer during the Public Comment section of the meeting. Groups wishing to make a presentation are encouraged to submit a written request to the Clerk of Council by noon on the Thursday prior to the regular meeting date.

2. Public comments shall be for the purpose of allowing members of the public to present any Town business related matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council.

3. Candidates running for any public office who wish to appear before the Council on issues related to their candidacy shall do so under Public Comments; and, shall adhere to the five minute time limit.

4. Remarks shall be addressed directly to the Council and not to staff, the audience, or the media.

5. The presiding officer shall open the Public Comments.

6. Each speaker shall clearly state his or her name and address. If the speaker is uncomfortable stating his or her address in public, he or she may provide that information privately to the Clerk of Council after speaking.

7. There shall be a time limit for each individual speaker of 5 minutes.
8. A representative of a civic association, a home owners association, or any organizations formally recognized and current with Internal Revenue Service and/or the Commonwealth of Virginia State Corporation Commission shall have ten (10) minutes for their presentation. In the event that there is a question as to whether an organization is recognizable for purposes of the extended time limitation, the presiding officer shall so determine. The representative shall identify the group at the beginning of his or her presentation. A group may have no more than one spokesperson.

9. There shall be no comment by speakers during Public Comment on a matter for which a public hearing is scheduled during the same meeting.

10. Any issue raised by the public which the Council wishes to consider may be put on the agenda for a future Council meeting or work session by consent of the Town Council.

11. The above rules notwithstanding, members of the public may present written comments to the Council or to individual Council members at any time during the meeting. Such written comments shall be submitted through the Town Clerk.

C. Other than as stipulated above or during public hearings, no person shall be permitted to address the Council orally, except by permission of the Council, and such permission shall not be granted unless with the consent of a majority of the members of the Council present at such meeting.

D. No speaker's time shall be extended except by a majority vote of the Council members present.

E. Any person who desires to submit written statements for forwarding to the Council prior to a Council meeting must submit a copy to the Clerk of Council by 12:00 noon on the Date of the Council meeting.

Section 5-4. Prohibited Conduct

A. Persons appearing before the Council will not be allowed to:

1. Market or solicit business from the Town;
2. Use obscenities or other speech tending to create a breach of the peace;
3. Use language which insults or demeans any person or which, when directed at a public official or employee is not related to his or her official duties, however, citizens have the right to comment on the performance, conduct, and qualifications of public figures;
4. Interrupt other speakers or engage in behavior that disrupts the meeting including but not limited to applause, cheers, jeers, etc.;
5. Engage in behavior that intimidates others;

B. The presiding officer shall preserve order and decorum at Council meetings. He or she may order the expulsion of any person, other than members of the Town Council, for violation of these rules, disruptive behavior, or any words or action which incites violence or disorder, subject to appeal to the Council. Any person so expelled shall not be readmitted for the remainder of the meeting from which expelled. Any person who has been so expelled and who at a later meeting again engages in behavior justifying expulsion may also be barred from attendance at future Council meetings for a specified and reasonable period of time not to exceed six months, or upon a still subsequent expulsion a period not to exceed one year either by the presiding officer, subject to appeal to the Council, or by motion passed by the Council.

Section 5-5. Public Hearings

A. This section of the agenda shall be for public hearings as required by Town, State, or Federal law, or as the Council may direct.

- B. The presiding officer shall conduct all public hearings.
- C. The order of public hearings shall be as follows:
1. The presiding officer shall open the public hearing.
 2. Hearings shall begin with a brief presentation from a staff member and/or representative from the cognizant board, authority, commission or committee upon recognition of the presiding officer. The presentation shall summarize the facts about the issue and the staff recommendation. Council members may seek clarification during the presentation.
 3. In land use cases (rezoning or conditional use permit) the applicant or his or her representative shall be the first speaker(s). There shall be a time limit of ten (10) minutes for the applicant's or his or her representative's presentation.
 4. The presiding officer shall then solicit comments from the public. Each speaker must clearly state his or her name and address. If the speaker is uncomfortable stating his or her address in public, he or she may provide that information privately to the Clerk of Council after speaking. There shall be a time limit of five (5) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of ten (10) minutes. A speaker representing a group shall identify the group at the beginning of his or her remarks. A group may have no more than one spokesperson. The Council, by majority vote of the members present, may allow any speaker to proceed past the time limit.
 5. After public comments have been received, in a land use case, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.
 6. Upon the conclusion of public comments, or the applicant's rebuttal in a land use case, the presiding officer shall close the public hearing.
- D. When a public hearing has been closed by the presiding officer, no further public comment shall be permitted. Council members, however, may direct questions to the applicant, the representative of the cognizant board, authority, commission, committee, to a speaker, or to a staff member for clarification prior to taking any vote, if a vote is in order.
- E. Following the close of the public hearing, the presiding officer may entertain a motion to dispose of the issue and the Council may debate the merits of the issue.

Section 5-6. Action Items

This section of the agenda shall include items of a general nature to be considered by the Council. After the presiding officer has stated the item for consideration, staff may be asked to provide a brief summary.

Section 5-7. Items Not on the Agenda

With the Council's unanimous consent, items may be added to the agenda to respond to situations and/or questions of a critical nature which have arisen after the deadline has passed for items to be placed on the agenda.

Section 5-8. Closed Meetings

- A. Closed Meetings should only be used when the matter to be discussed is too sensitive for discussion in public and only as allowed by law.
- B. No meeting shall become a Closed Meeting until the Council takes an affirmative record vote during the open meeting.
1. The motion shall state specifically the purpose or purposes which are the subject of the closed meeting and reasonably identify the substance of the matters to be discussed. The motion shall make specific reference to the applicable exemption(s) under the Freedom of Information Act, which authorizes the Closed Meeting.

2. Members shall request the assistance of the Town Attorney when making additions to the published Closed Meeting agenda.

C. No resolution, ordinance, rule, contract, regulation or motion considered in a Closed Meeting shall become effective until the Council reconvenes in an open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.

D. At the conclusion of a Closed Meeting, the Council shall reconvene in open meeting immediately thereafter and shall cast a vote certifying that to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements were discussed; and;

2. Only public business matters identified in the motion convening the Closed Meeting were heard, discussed or considered.

3. Any member who believes that there was a departure from the above requirements shall so state prior to the presiding officer's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken place.

E. The failure of the certification to receive the affirmative vote of the majority of the members present during the Closed Meeting shall not affect the validity or confidentiality of the Closed Meeting with respect to matters considered therein in compliance with the Freedom of Information Act.

F. Upon the vote of the Council as a part of the motion to convene the Closed Meeting, the Council may permit non-members to attend a Closed Meeting if their presence would reasonably aid the Council in its consideration of an issue.

G. Individuals attending a Closed Meeting should respect the Council's decision that the subject matter is too sensitive for public discussion and should treat the Closed Meeting discussion as confidential. The Council shall remind those attending the Closed Meeting of their duty in this regard as a part of their certification motion.

SECTION 6 – RULES OF PROCEDURE FOR COUNCIL MEETINGS

Section 6-1. Quorum

A. As provided by Section 15.2-1415 of the Code of Virginia, the Council may exercise any of the powers conferred upon it at any regular, special, or adjourned meeting at which a quorum is present. According to Article III of the Town of Haymarket Charter, a majority of the members of Council constitutes a quorum for the transaction of business. In the event that a meeting is held without a quorum of the Council, the Council may not take any action, whether formally or by consensus, including conducting public hearings.

B. If a quorum fails to attend any meeting that contains agenda items requiring action on the part of the Council, no action shall be taken and the Town Clerk shall enter such adjournment to the next regularly scheduled meeting in the minute book of the Council. The Clerk shall notify absent members thereof in the same manner as required for special meetings.

C. If the Virginia Conflict of Interests Act prevents some of the members of the Council from participating in an item of business, Sections 2.2-3112 and 15.2-1415 of the Code of Virginia provide that a majority of the remaining members of the Council shall constitute a quorum.

Section 6-2. Priority in Speaking on the Council

When two or more members of the Council wish to speak at the same time, the presiding officer shall name the one to speak first.

Section 6-3. Comments, Queries of Council Members

Council members are to observe the following rules during the discussion of agenda items:

A. The presiding officer shall keep discussion germane to the subject.

B. Council members may address questions to the Town Manager, staff or other appropriate individuals present at the meeting. All legal questions should be addressed to the Town Attorney.

Section 6-4. Action by the Council

A. Items of business will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded.

B. When a proposal is perfectly clear to all present, and the proposal will not obligate the Council in any manner nor finally decide an issue before the Council, action can be taken upon the unanimous consent of the Council members present, without a motion having been introduced. However, unless agreed to by unanimous consent, all proposed actions of the Council must be approved by vote under these rules. Silence, or the lack of spoken dissent, is taken as consent.

Section 6-5. Motions

A. Informal discussion of a subject is permitted while no motion is pending.

B. Any voting member may make a motion.

C. Voting members are required to obtain the floor before making motions or speaking, which they can do while seated.

D. A voting member may make only one motion at a time.

E. Except for matters recommended by a Council committee, or as otherwise stipulated in these rules of procedure, all motions require a second and a motion dies for lack of a second.

Section 6-6. Substantive Motions

A. A substantive motion is any motion that deals with the merits of an item of business and is within the Council's legal powers, duties and responsibilities.

B. A substantive motion is out of order while another substantive motion is pending.

Section 6-7. Procedural Motions

A. Procedural motions are those motions that the Council may use to "act upon" a substantive motion by amending it, delaying consideration of it, and so forth. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

B. In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion requires the floor and a second, is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are listed below in their order of priority. If a procedural option is not listed below, then it is not available.

1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Council which shall decide the matter by majority decision. Such an appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order.

2. Motion To Adjourn. At a meeting of the Council, a motion to adjourn shall always be in order. The motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. The motion is not debatable and cannot be amended.

3. To Take a Brief Recess. This motion allows the Council to pause briefly in its proceedings. A motion to take a brief recess is in order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending

4. To Suspend the Rules. The Council may suspend provisions of its rules of procedure. The Council may not, however, suspend any provisions of the rules that state requirements imposed by law on the Council. For adoption, a motion to suspend the rules requires a majority vote of members present.

5. To Defer Consideration. The Council may defer action on a substantive motion to a more convenient time. The Council may use the following motions to defer consideration of a substantive motion:

(a) The motion to "lay on the table" is used to temporarily set aside an item of business to deal with a more urgent item. Once an item of business has been laid on the table, a motion to "take from the table" is needed to bring the item back before the public body for discussion.

(b) (b) The motion to "postpone" delays debate on an item of business so that it may be considered at a later date. An item of business may be "postponed definitely," when it is continued to a definite time or date or "postponed indefinitely" if no future time or date is specified in the motion. A matter that has been postponed to a certain time or day shall be brought up again automatically when that time arrives. When a matter has been postponed indefinitely it takes an affirmative vote of a majority of the Council to bring the matter back for further discussion.

(c) Section 15.2-2286 of the State Code requires that a zoning petition must be "acted upon" within a "reasonable time," not exceeding one year. The Council may defer action on a zoning petition for consideration at a more convenient time. However, the Council may not dispose of a zoning petition with a motion to postpone indefinitely.

6. Call the Question. The motion to call the question is not in order until every member of the Council has had an opportunity to speak at least once and. The motion is not amendable or debatable.

7. To Amend. Any substantive motion properly on the floor may be amended. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a substitute motion. A motion may be amended no more than twice. Once a motion has been offered to the Council, it is up to the Council to decide whether or not it should be changed by amendment. It is not necessary for the person making the original motion to approve of any proposed amendment to the motion.

8. Substitute Motion. A substitute motion shall be allowed to replace any motion properly on the floor. It shall have precedence over an existing motion and may be discussed prior to being voted on. If the substitute motion fails, the former motion can then be voted on. If the substitute motion passes, the substitute motion replaces the main motion and the matter is decided. No more than one (1) substitute motion may be made.

9. Withdrawal of Motion. A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.

10. Motion to Reconsider. The Council may vote to reconsider its action on a matter. The motion to reconsider must be made no later than the next succeeding regular meeting of the Council and can only be made by a member who voted with the prevailing side. In the event of a tie vote on the original motion any Council member may introduce a motion to reconsider. The motion cannot interrupt deliberation on a pending matter but is in order when action on a pending matter concludes..

Section 6-8. Debate

A. The presiding officer shall state the motion and then open the floor to debate. The presiding officer shall preside over the debate according to the following general principles:

1. The maker of the motion is entitled to speak first;
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken;
3. To the extent possible, the debate shall alternate between proponents and opponents of the measure.
4. A member of the Council may vote against his or her motion, but may not speak against his or her motion.
5. The presiding officer may participate in the debate prior to declaring the matter ready for a vote.

Section 6-9. Duty to Vote

A. Each voting member of the Council who is present at a meeting is expected to vote upon all issues presented for decision unless prohibited from doing so by the Virginia Conflict of Interests act.

B. If there is an abstention, it shall be the responsibility of the Town Clerk to note the abstention and the reason for abstaining, if stated, for the record.

Section 6-10. Method of Voting

A. After debate, the presiding officer shall ensure that the motion is clear and call for the vote.

B. All questions submitted to the Council shall be determined by a majority vote of the members voting on any such question, unless otherwise required by special or general law. A majority is more than half.

C. An “affirmative vote” by a majority of the Council present being necessary to adopt a motion, a tie vote means that the motion has been rejected. When a motion fails on a tie vote, the “noes” prevail.

Section 6-11. Decisions on Points of Order

Any Council member may raise a point of order without being recognized by the presiding officer. The presiding officer shall refer any point of order to the Parliamentarian. The Parliamentarian shall advise the presiding officer who shall then make a ruling on the point of order. A Council member may appeal the ruling of the presiding officer to the full Council which shall decide the matter by majority decision.

SECTION 7 - BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

Section 7-1. Appointments to Boards, Authorities, Commissions, and Committees

A. Members of boards, commissions and committees requiring a Council vote shall be appointed by an affirmative vote of a majority to serve specified terms as may be deemed to be appropriate by the Council or as specified by statute.

B. The Council by majority vote shall select the liaisons for the following: Planning Commission, Architectural Review Board, Finance, Police and Historical Commission. The liaisons shall be responsible for leading the discussion of the standing committees during Council meetings and for keeping the Council informed on issues related to their respective committees. Committee liaisons will serve two-year terms.

C. Ad hoc committees, such as special task forces, may be created from time to time, for specific purposes, as determined by the Council.

Section 7-2. Standing Committees Roles and Guidelines

The roles of and the operating guidelines for the standing committees shall be as adopted by a majority of the Council.

SECTION 8 -- GENERAL OPERATING POLICY

Section 8-1. Live Streaming via Webcast and Recording of Town Business

All meetings and work sessions of the Council, Planning Commission, Architectural Review Board, Historic Commission and Board of Zoning appeals will be aired live via Webcast. Any additional gatherings may be aired via Webcast at the discretion of the Town Manager when in the best interest of the public, notwithstanding technology failures, power outages, and other complications beyond the control of the Town Staff. Copies of the broadcast may be obtained via the Town's website by download. If a copy of a meeting is desired, charges may apply.

Section 8-2. Numbering and Indexing of Resolutions and Ordinances

It shall be the responsibility of the Clerk to number and index all resolutions and ordinances adopted by the Council. The resolutions shall be numbered consecutively, and use the four digits of the calendar year, the month and day.

Example: for the first resolution made on January 1, 2013, the resolution number would be shown as: RES201301-01. Ordinances shall also be numbered consecutively.

Section 8-3. Minutes of the Council Meetings

The minutes of the Council meetings shall reflect the official acts of the Council. They shall provide a summary of discussion and record Council votes. Minutes shall be considered for approval within a reasonable time after the meeting they record.

Section 8-4. Amending the Rules of Procedure

These rules may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote of four (4) members of the Council.

Section 8-5. Special Rules of Procedure

The Council may adopt its own special rules of procedure to cover any situations that are not adequately addressed in these Rules of Procedure. Adoption of a special rule of procedure shall require an affirmative vote of a majority of a quorum of the Council.

SECTION 9 – CORRESPONDENCE POLICY

Section 9-1. Town Clerk

All correspondence for Council, Commissions, Boards and Staff should be copied to Town Clerk to ensure proper recording keeping.

Section 9-2. Town Attorney

Mayor and Council need to address all legal questions to the Town Attorney. The Town Attorney should be copied on any and all correspondence on town municipal matters.



TOWN OF HAYMARKET TOWN COUNCIL

PUBLIC HEARING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, December 5, 2022

7:00 PM

Council Chambers

A Public Hearing 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

To remain on the side of caution because she was ill, Councilmember Mary Ramirez joined the meeting remotely from her home office.

Councilman Marchant Schneider: Present, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Councilwoman Mary Ramirez: Remote, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

Mayor Ken Luersen asked Scout Troop 924 to lead in the Pledge of Allegiance.

III. Invocation

Mayor Luersen invited Mark Brady from Park Valley Church to podium to give the evening's invocation. Prior to the invocation, Pastor Brady shared updates on their church and provided positive encouragement to the Town Council.

IV. Haymarket Day Recap

Town Event Planner Erin Mann shared information about the Christmas and Holiday Event scheduled for Saturday, December 10th which will wrap up the year of events. She particularly shared on the success of Haymarket Day. She shared that Haymarket Day was an absolute success. She stated that it was the largest Haymarket Day yet. She stated that there were 232 vendors attending the event. She stated that there was a lot of social media coverage on the event and increased following on the Town of Haymarket pages. There were several questions regarding the parade and vendor spacing. After the report, Mrs. Mann presented Scout Troop 924 with a donation for their hard work taking care of the trash during the day. She also presented a donation to Park Valley Church for their involvement with setting up and running the bounce house. Councilmember Schneider recognized the volunteers from Longstreet Commons neighborhood who help with the event every year.

Lastly, Mrs. Mann announced the Haymarket Day Parade winners: Studio B for Most Creative, Gainesville Dance Center for Best Performance, and Battlefield Marching Band for Best Overall.

V. 2022 Farmer's Market Recap

Event Coordinator Erin Mann gave a presentation highlighting the 2022 Farmer's Market Season. She provided vendor space statistics stating there were 27 full time and 15 part time vendors and countless drop in vendors that stayed on a wait list by the end of the season. She shared that they started the season with 8 full time vendors and 4 part time vendors. She explained that a full time vendor is one that has committed and paid to participate every Sunday. Whereas a part time vendor is one who commits to participate every other Sunday on a set schedule. Mrs. Mann shared that she sent a survey to the vendors asking their opinions on how well the market went and if they would return for the next season. She stated that the responses were positive and that they would like to return next year. She also shared that the vendors would support a price increase as long as it was a \$25 or under increase. She also shared that the vendors would support a time change having the hours 9 am-1pm. She shared ideas for the next season on how to make it more successful than it already is. A short discussion followed on the survey and questions to Mrs. Mann on the planning the 2023 market.

Minutes Acceptance: Minutes of Dec 5, 2022 7:00 PM (Minute Approval)

VI. Public Hearing

1. Public Notice

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

2. Citizen Comment

No citizens attended the public hearing to give comment on the public hearing on the ZTA. There were also no comments sent in via email.

3. Close Public Hearing

With no public comment, Mayor Luersen closed the Public Hearing.

VII. Citizens Time

There were no citizens wishing to address the Town Council during Citizens Time.

VIII. Consent Agenda

Councilmember Weir asked for Police Chief Report to be pulled from the Consent Agenda.

Councilmember Weir moved to adopt Consent Agenda items A:1-6, B:1,2,4 5 and C: 1-4. Vice Mayor Pater seconded the motion. The motion carried.

After discussing the Police Chief Report, Councilmember Weir moved to adopt Consent Agenda item B:3. Vice Mayor Pater seconded the motion. The motion carried.

A. Minute Approval

1. Mayor and Council - Closed Session Meeting - Oct 24, 2022 6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Pasanello, Weir, Pater, Ramirez

2. Mayor and Council - Work Session - Oct 24, 2022 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Pasanello, Weir, Pater, Ramirez

3. Mayor and Council - Closed Session Meeting - Nov 7, 2022 6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Mary Ramirez, Councilwoman
AYES:	Schneider, Pasanello, Weir, Pater, Ramirez

4. Mayor and Council - Regular Meeting - Nov 7, 2022 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Pasanello, Weir, Pater, Ramirez

5. Mayor and Council - Closed Session Meeting - Nov 28, 2022 6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Pasanello, Weir, Pater, Ramirez

6. Mayor and Council - Work Session - Nov 28, 2022 7:00 PM

Minutes Acceptance: Minutes of Dec 5, 2022 7:00 PM (Minute Approval)

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Pasanello, Weir, Pater, Ramirez

B. Department Reports

1. Town Administration Report
2. Town Treasurer Report
3. Police Chief Report

Councilmember Weir asked some questions on the Chief's report regarding dispatched calls for service. A short discussion followed. Councilmember Pasanello asked the Chief about the Operation Santa Claus event on December 17th. Chief Sibert stated that the Police Department initiated this mission last year. He stated that the department visits each community with Santa and his sleigh in tow to hand out small gifts to the children in the Town. He also shared that there will be a shopping cart in the lobby of the police department accepting non perishable food items to donate to the Haymarket Food Pantry. Chief Sibert gave information on the next Red Cross Blood Drive scheduled at the Haymarket Hilton Garden Inn. Lastly, Chief Sibert encouraged everyone to sign up for the Emergency Notification System by texting Haymarket to 888777.

4. Town Engineer Report
5. Town Attorney Report

C. Liaison Reports

1. Finance
2. Business/Community
3. Planning Commission
4. Architectural Review Board

IX. Agenda Items

1. Ordinance #2022-005 Meals Tax Free Weekend

Town Treasurer Roberto Gonzalez shared that this is for the weekend of the Christmas and Holiday Event on December 10 & 11 for restaurants to not charge meals tax or report meals tax during the event weekend. He stated that an email will go out to the businesses so that they are aware of it.

Councilmember Pasanello moved to adopt Ordinance #2022-005: to waive meals tax on December 10 through December 11, 2022 set by Section 42-186 of the Code of Ordinances, Town of Haymarket, Virginia (2019), as amended, relating to Food and Beverages. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Councilman
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Pasanello, Weir, Pater, Ramirez

2. Ordinance #2022-006

Councilmember Weir asked that this ordinance be deferred until the next meeting because he does not like to vote on public hearing items the same evening as the hearing. No further action was taken.

3. December 27, 2022 Work Session

There was a discussion about canceling the December 27th work session. There was a consensus of Council to cancel the work session on December 27, 2022.

4. 2023 Meeting Schedule

Councilmember Pasanello moved that the Haymarket Town Council adopt the 2023 meeting schedule as presented. Councilmember Schneider seconded the motion. The motion carried.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Joe Pasanello, Councilman
SECONDER: Marchant Schneider, Councilman
AYES: Schneider, Pasanello, Weir, Pater, Ramirez

5. Re-Appointment of Police Chief, Town Treasurer, Town Clerk

Pursuant to Article III, §1 (13) of the Haymarket Town Charter, Councilmember Weir moved that the Haymarket Town Council appoint Roberto C. Gonzalez as the Haymarket Town Treasurer. Councilmember Pasanello seconded the motion. The motion carried by a roll call vote.

Pursuant to Article III, §1 (16) of the Haymarket Town Charter, Councilmember Weir moved that the Haymarket Town Council appoint Kimberly Henry as the Haymarket Town Clerk. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.

Pursuant to Article III, §1 (17) of the Haymarket Town Charter, Councilmember Weir moved that the Haymarket Town Council appoint Allan Sibert as the Haymarket Chief of Police. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Bob Weir, Councilman
SECONDER: Joe Pasanello, Councilman
AYES: Schneider, Pasanello, Weir, Pater, Ramirez

6. Select Employee Compensation

Pursuant to the discussion at the Work Session, Councilmember Weir moved the base compensation of the Town Manager to a salary of \$106,049.00 plus benefits. Councilmember Pasanello seconded the motion. The motion carried by a roll call vote.

Councilmember Weir moved to raise the employee compensation for the position of the Haymarket Chief of Police to \$108,668.00 plus benefits. Councilmember Pasanello seconded the motion. The motion carried by a roll call vote.

Councilmember Weir moved to increase the base compensation for the Haymarket Town Clerk to \$79,982.00 plus benefits. Councilmember Pasanello seconded the motion. The motion carried by a roll call vote.

Councilmember Weir moved to authorize a \$5.00 per hour stipend for the Treasurer as long as he is acting in the capacity as the Acting Town Manager. Councilmember Pasanello seconded the motion. The motion carried by a roll call vote.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Bob Weir, Councilman
SECONDER: Joe Pasanello, Councilman
AYES: Schneider, Pasanello, Weir, Pater, Ramirez

7. Personnel Policy

Since there were no additional edits or revisions, Councilmember Weir moved the adoption of the Town of Haymarket, Virginia Personnel Policy as presented. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.

Minutes Acceptance: Minutes of Dec 5, 2022 7:00 PM (Minute Approval)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Pasanello, Weir, Pater, Ramirez

X. Councilmember Time

1. Vice Mayor Pater

Vice Mayor Pater shared information on the upcoming Christmas and Holiday Event scheduled for December 10th from 2 pm - 6pm. She shared that the event will include the tree lighting. She also shared that the quarterly business round table meeting will be on Tuesday, December 13th from 4-6 pm at Trouville Brewery which is a meet and greet event for Town Businesses. She concluded by wishing everyone the happiest of Holidays.

2. Councilmember Ramirez

Councilmember Ramirez thanked Troop #924 for all their help on Haymarket Day and for presenting the colors at this evening's meeting. She also shared her excitement in the growth of the Farmer's Market this year and looking forward to the next season. She thanked Chief Sibert and his family along with Studio B for their generosity during this holiday season.

3. Councilmember Schneider

Councilmember Schneider thanked the Council for the work they collectively have done the past two and half years. He also thanked the Town Staff for their hard work. He continued to state that he is looking forward to the next two years as they all serve this community.

4. Councilmember Pasanello

Councilmember Pasanello thanked Troop 924 for their help at Haymarket Day. He acknowledged their hard work in keeping the trash picked up and the great job they did at the end of the day with their help in the clean up. Mr. Pasanello wished everyone a wonderful Holiday season.

5. Councilmember Weir

First, Councilmember Weir wished everyone a Happy Holiday. He reminded the Council that budget season is fast approaching and shared that a revised CIP will be coming to the Council in the new year and that the finance liaisons will be bringing a game plan forward to cover those expenditure needs.

6. Mayor Luersen

Mayor Luersen echoed his thanks to Troop 924 for their help in Haymarket Day. He particularly thanked the volunteers from Longstreet Commons for their dedication and help in making Haymarket Day a success. Additionally, Mayor Luersen thanked Matt Burrows, the town maintenance employee, for his help in decorating the Town so beautifully for the Holiday season.

XI. Adjournment

With no further business before the Town Council, Councilmember Weir moved to adjourn with a second by Vice Mayor Pater. The motion carried.

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Pasanello, Weir, Pater, Ramirez

Submitted:

Approved:

Minutes Acceptance: Minutes of Dec 5, 2022 7:00 PM (Minute Approval)

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor



Minutes Acceptance: Minutes of Dec 5, 2022 7:00 PM (Minute Approval)

Town of Haymarket Town Manager Report and Tracking Log (Updated 1/03/2023)

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
Office of the Town Manager and Zoning Administrator						
CTSI Audio/Visual	Roberto					met with Casey from CTSI, waiting on an install date for sometime in January 2023
RFP for Sidewalk	Thomas B/Katie M.					Pre design meeting was held with Mr. Denar Antelo, the Project Manager in charge of the Town Project for the Engineering Groupe, Inc. They are setting a target date to begin surveying the site on December 5th 2022. Targeting December 31, 2022 as a date they will provide report to Town Engineer and Acting Town Manager.
Communications Survey and Plan Draft	Emily K and Vice Mayor Tracylynn Pater		Consultants sent deliverable			Following the review of the Communications Document sent by the consultants, the Town Council opted to complete a second communications survey with the residents during the month of October. The survey was created by Vice Mayor and the Town Manager and disseminated through the Town Council and website. To date - 25 responses have been collected. As of 11/1/2022, the survey is still open to the public for response collection. Following the analysis of the survey results Vice Mayor and the Town Manager will develop a draft communications plan for the Council's review.
County Contact RE: Stormwater Assessment Program						Town submitted a letter of support for the Stormwater Assessment application, No additional updates at this time 11/1/2022
Quiet Zone Program (PWC Coordination)	Emily K/ Joe P					Following the July 28th Meeting with PWC Transportation and the FRA the key takeaways; the Town will investigate opportunities for discussion with local politicians for support of the project, the Town will provide letter of support to the County, Town will look into diagnostic discussions, the County will work through the scoping of the project and determine the correlation with the current PWC Comp Plan. UPDATE: The Town Council submitted a Letter of Support to the County on 10/0 for the Quiet Zone Grant Application funding

Attachment: Monthly Report 01032023 RG (5921 : 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 and 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 UPDATE: 11/1/2022 Working with Thomas Britt, Town Planner, to do a hand over of the CBPA Action Items requesting a 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 UPDATE: 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.</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. UPDATE: Properties to be reinspected November for compliance. Thomas Britt, Town Planner will complete zoning inspections during my maternity leave and work with the Acting Town Manager on any necessary violation letters and correspondence UPDATE: 11/30/2022 Zoning inspections yet to be completed</p>
<p>Town Business Visits and Check-Ins</p>	<p>Emily K and Roberto</p>					<p>During Zoning Inspection visits noted above, the Town Manager and Treasurer visited all open businesses along the north side of Washington Street from Jefferson St west and all businesses on the south side from Sheetz (and including industrial zone) to Fayette Street. On the business checks we introduced ourselves, made contact with owner/manager or employee and offered to answer any questions they had and verified the proper business license was on display. Weekly random business checks will continue in order to stay in direct contact with the owners/managers and build connections with our business community.</p>
<p>Charter Amendment</p>	<p>Kim and Emily</p>					<p>Proposed Charter Amendment has been sent to Delegate Roem. Awaiting feedback and next steps.</p>
<p>Park Building</p>	<p>Emily</p>					<p>The Town has contacted a structural engineer to inspect the Town Park Building and provide a report on the current status of the structure and needed improvements for stability and occupation. UPDATE 11/1/2022 The engineering team will be inspecting the structure on 11/2/2022 at 1:00pm -- We will provide all feedback to the Council once it is delivered to the Town UPDATE: 11/30/2022 Town Planner has yet to receive feedback from structural engineer, will follow up soon.</p>

Attachment: Monthly Report 01032023 RG (5921 : Town Administration Report)

Comprehensive Plan Survey	Emily K/PC					The Planning Commission's survey for the Comprehensive Plan is live on the Town's website and an article in the Town's October Newsletter covers the survey goals and objectives. The survey will remain live until December 31, 2022. The Town will continue to share information and postings to encourage participants.
Staff Meetings	Staff					Held weekly Staff Meetings on Tuesdays
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					Draft Personnel Policy has been submitted to the Town Council for review and feedback. Email reminders will be sent to the Town Council for feedback on the personnel policy. Roberto and Chief M will be taking over the editing of the Personnel Policy during my maternity leave.

Land Use Planning Department

Playground Shade Structure	Roberto					Playground Specialists will be onsite working on installing 100 cubic yards of woodcarpet at playground site on January 11th 2023
Site Plan Reviews	Emily K. and Katie					Site Plan Reviews will be turned over to Thomas Britt, Town Planner. Thomas, Katie McDaniel and I will be meeting on 11/3 to discuss the current status of each Site Plan currently under review and expected submissions. Thomas will also work on a Town Planner monthly report for submission to the Town Council, as previously done by the Town Planner. UPDATE: 11/30/2022 Katie McDaniel and Thomas Britt have met and are working on current site plan reviews.
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 outside agencies.
Quarles Property	Emily K					The stormwater pond was cleaned up and the CVC trailer moved to the rear of the property behind CVS. The owners have not submitted any amendments to the site plan or new site plans for the site.
Van Metre -- Robinson Village	Emily K					The Robinson Village development has started to receive conditional zoning release for 30 of the 30 townhouses in the community. The additional townhouses will quickly be slated for zoning approval based on the current timeline. With each occupancy permit approval the Town of Haymarket is receiving the condition of approval money that was voluntarily imposed and approved by Council at the time of the approval for the SUP.
Crossroads Village Center	Emily K					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.

Finance Department

Real Estate Tax Invoices	Roberto / Katie					Mailed out the Real Estate Tax Invoices on October 5, 2022 to all property owners. The payments are due by December 5, 2022
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Attachment: Monthly Report 01032023 RG (5921 : Town Administration Report)

Real Estate Tax Refund	Roberto/Emily K.					The Town Council voted to utilize a portion of the Town Surplus to issue a real estate tax refund to property owners within the Town. The Town Council passed a Real Estate Tax Ordinance and issue the checks out the week of 10/21 to property owners. Additional information has been posted to the Town Website
Finance liaisons Meeting	Roberto/Emily K.					Met with the finance liaisons for weekly meeting, checking approvals and signing
VDOT Audit	Roberto					Completed Pedestrian FY2021 Audit for VDOT
FY2022	Roberto					working on closing out FY2022 entries
FY2023	Roberto					new FY2023 budget is online
FY2022	Roberto					Collecting data for FY2022 audit
Office of the Clerk						
Meeting Minutes	Kim					All 2022 minutes are done and waiting on approval. All approved minutes are recorded
Agendas	Kim					Based line agendas for 2023 are completed
Directives	Kim					Matt, Thomas and myself are working on cleaning out the file storage room. Following VA record retention schedule, we will concentrate on confidentially destroying all irrelevant and out dated documents
Maintenance Department						
Maintenance Department	Matt is hard at work getting the decorations up for Christmas. We obtained a 20' tree from Premier Landscaping, which Matt and Council Member Schneider plan on decorating December 2nd weekend. The wreaths were put up on December 2nd by Premier.					
Staff						
Holiday & Christmas Event		Katie/Erin				Sending invoices to Vendors for the Holiday Event. As of 11/22 we have 19 Vendors attending the event. With 1 possibly 2 more spots available. Event meeting 11/30 will confirm if we are adding anymore spots. All spots have been paid by vendor and updated in the spreadsheet.
Social Media		Katie				Keeping up with any messages on Facebook. Posted the Town Video on Facebook and Instagram. Been posting when Town Hall is closing and re-opening. Posting updates on Christmas Events and updates on the new 2022 Ornament
Filing		Katie				Have been working on shredding 2018 and older files, reorganizing, alphabetizing and filing new invoices preparing for audit. Spent 2 days on the first drawer and currently working on 2nd drawer, which will take me 1-2 days.
Newsletter		Katie				Starting newsletting for months Jan-March. It will be done and ready to mail out by December 28th.

Attachment: Monthly Report 01032023 RG (5921 : Town Administration Report)

Real Estate Tax		Roberto/Katie				Collecting Real Estate Taxes for 2022. Sending outstanding payments via email. Currently working on packets sent by Core Logic and Wells Fargo with Real Estate Tax payments. Wells Fargo will be done asap, Core Logic may take me 2-3 days as its about 100 pages.
Invoices		Roberto/Katie				Checking Mail daily, entering all invoices for Holiday Event and bills into Quickbooks; give to Roberto once entered.
Filing		Katie				Updating files, shredding 2018 and older and reorganizing. Filing new invoices preparing for the audit.

New/Old Business Updates

TOWN OF HAYMARKET
15000 Washington Street, Suite 100
Haymarket, Virginia 20169
Instagram: @townofhaymarketVA



703-753-2600
Fax 703-753-2800
www.townofhaymarket.org
Facebook: Haymarket Town Hall

TO: Honorable Mayor and Town Council
FROM: Roberto Gonzalez, Town Treasurer
DATE: January 3, 2023
SUBJECT: Treasurer's Report

Highlights:

- Actuals as of 12.27.2022 are included in this agenda
- Continue to work on FY2022 audit preparations
- Working on FY2023 budget amendments
- Worked on annual evaluation financial impact in current budget
- Began preparations for FY2024 draft budget
- Met with Chief to discuss current budget and preparations for FY2024 budget
- Attended weekly Staff meeting
- Attended Council work session
- Reviewed Administrators A/P entries and A/R entries

Town of Haymarket
Statement of Net Position
As of December 27, 2022

	Dec 27, 22
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	5,297,207.28
11010 · Virginia Investment Pool	323,003.40
Total Checking/Savings	5,620,210.68
Accounts Receivable	
12000 · Accounts Receivable	82,923.34
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	84,256.68
Other Current Assets	
11499 · Undeposited Funds	39,418.13
Total Other Current Assets	39,418.13
Total Current Assets	5,743,885.49
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	11,946,263.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	8,172.89
Total Accounts Payable	8,172.89
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	1,095.45
20042 · PD Credit Card - SONA 0277	113.90
Total Credit Cards	1,209.35
Other Current Liabilities	
20096 · Deferred Revenue - Other	550,848.00
20098 · Deferred Revenue - ARPA Funds	1,738,878.00
20500 · Sales Tax Payable	91.10
21000 · Payroll Liabilities	12,724.32
22000 · Security Deposits	12,862.65
22010 · Escrow Deposits	470,496.50
Total Other Current Liabilities	2,785,900.57
Total Current Liabilities	2,795,282.81

Attachment: Treasurer Report 01.03.2023v2 (5922 : Town Treasurer Report)

Town of Haymarket
Statement of Net Position
As of December 27, 2022

	Dec 27, 22
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	
Total Liabilities	3,476,290.28
Equity	
34110 · Net OPEB Activity Offset	-43,023.00
34000 · Net Pension Activity Offset	97,261.00
30000 · Unrestricted Net Assets	2,743,375.88
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	125,026.80
	8,469,973.34
Total Equity	
TOTAL LIABILITIES & EQUITY	11,946,263.62

Attachment: Treasurer Report 01.03.2023v2 (5922 : Town Treasurer Report)

	FY2023			
	Actuals	Budget	% of Budget	Comments
Income				
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	398,618.07	400,143.00	99.6%	
3110-02 · Public Service Corp RE Tax	12,713.69	12,022.00	105.8%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	411,331.76	413,165.00	99.6%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	115,216.47	168,000.00	68.6%	Collections up to November 30, 2022
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	19,878.00	240,000.00	8.3%	
3120-03 · Cigarette Tax	68,065.80	130,000.00	52.4%	Collections up to November 30, 2022
3120-04 · Consumer Utility Tax	67,870.11	158,000.00	43.0%	Collections up to October 31, 2022
3120-05 · Meals Tax - Current	521,167.86	1,000,000.00	52.1%	Collections up to November 30, 2022
3120-06 · Sales Tax Receipts	55,225.05	160,000.00	34.5%	Collections up to October 31, 2022
3120-07 · Penalties (Non-Property)	5,482.88	5,000.00	109.7%	
3120-08 · Interest (Non-Property)	1,080.55			
Total 3120 · OTHER LOCAL TAXES	853,986.72	1,885,000.00	45.3%	
Development Revenue				
Proffers	0.00	0.00	0.0%	Moved to Escrow account to await all 38 proffers submissions
Total Development Revenue	0.00	0.00	0.0%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	950.00	4,500.00	21.1%	
3130-03 · Motor Vehicle Licenses	135.00	1,000.00	13.5%	
3130-05 · Other Planning & Permits	6,125.00	15,000.00	40.8%	
3130-06 · Pass Through Fees	8,580.33		100.0%	
Total 3130 · PERMITS,FEES & LICENESES	15,790.33	20,500.00	77.0%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	7,541.85	20,000.00	37.7%	
Total 3140 · FINES & FORFEITURES	7,541.85	20,000.00	37.7%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	3,561.17	1,500.00	237.4%	
3150-03 · Interest on Bank Deposits	4,411.05	6,000.00	73.5%	
Total 3150 · REVENUE - USE OF MONEY	7,972.22	7,500.00	106.3%	
3151 · RENTAL (USE OF PROPERTY)				
3151-04 · Suite 208 B&B Security	1,670.75	4,010.00	41.7%	
3151-06 · Suite 204 MAC-ISA	3,528.00	3,528.00	100.0%	
3151-07 · Haymarket Church Suite 206	17,807.10	35,614.00	50.0%	
3151-08 · 15020 Washington Realty	27,620.82	55,241.00	50.0%	
3151-09 · 15026 Copper Cricket	11,814.90	23,629.00	50.0%	
3151-11 · Cupcake Heaven and Cafe LLC	17,056.14	34,793.00	49.0%	
3151-13 · A1 Testing Solutions LLC	0.00	14,241.00	0.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	79,497.71	171,056.00	46.5%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	11,500.00	0.00	100.0%	
3165-01 · Town Event	55,780.00	70,000.00	79.7%	
3165-02 · Farmer's Market	2,752.50	1,500.00	183.5%	
3165-03 · Town Ornaments	6,718.96	4,350.00	154.5%	
3165 · REVENUE - TOWN EVENTS - Other	358.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	77,109.46	75,850.00	101.7%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	-346.34		100.0%	
3180-01 · Citations & Accident Reports	20.00		100.0%	
3180 · MISCELLANEOUS - Other	388.17		100.0%	
Total 3180 · MISCELLANEOUS	61.83		100.0%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	17,344.00	31,548.00	55.0%	2 of 4 collected
3200-04 · Car Rental Reimbursement	115.05	0.00	100.0%	
3200-05 · Communications Tax	29,404.57	80,000.00	36.8%	Collections up to November 30, 2022
3200-06 · Department of Fire Programs	15,000.00	10,000.00	150.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	

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3200-12 · Railroad Rolling Stock	1,285.76	1,300.00	98.9%	
3200-16 · DMV Select Commission	180.33	60,500.00	0.3%	
3200-17 · LOLE Grant	4,366.00	3,094.00	141.1%	Collection up to October 14, 2022
Total 3200 · REVENUE FROM COMMONWEALTH	86,322.68	205,069.00	42.1%	
4000 · Carry-Over Surplus	0.00	250,000.00	0.0%	
4002 · Transfer from ARPA Funds	0.00	209,600.00	0.0%	
Total Income	1,539,614.56	3,257,740.00	47.3%	
Gross Profit	1,539,614.56	3,257,740.00	47.3%	

Expense

01 · ADMINISTRATION

11100 · TOWN COUNCIL

Town has received its refunds pertaining to VML

111001 · Convention & Education	250.00	2,500.00	10.0%	Conference
111002 · FICA/Medicare	586.78	2,000.00	29.3%	
111003 · Meals and Lodging	77.22	1,000.00	7.7%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	8,467.86	25,000.00	33.9%	
Total 11100 · TOWN COUNCIL	9,381.86	30,750.00	30.5%	

12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	128,464.88	357,513.00	35.9%	
1211102 · Salaries & Wages - DMV Clerk	0.00	48,478.00	0.0%	
1211003 · Salaries/Wages - Part Time	29,038.22	56,615.00	51.3%	
1211004 · FICA/Medicare	11,750.63	35,389.00	33.2%	
1211005 · VRS	10,411.96	36,809.00	28.3%	
1211006 · Health Insurance	17,145.96	66,466.00	25.8%	
1211007 · Life Insurance	1,870.50	4,685.00	39.9%	
1211008 · Disability Insurance	942.60	2,640.00	35.7%	
1211009 · Unemployment Insurance	605.83	6,160.00	9.8%	
1211010 · Worker's Compensation	322.00	335.00	96.1%	
1211011 · Gen Property/Liability Ins.	17,802.00	18,025.00	98.8%	Front loaded costs
1211012 · Accounting Services	1,519.41	8,000.00	19.0%	
1211014 · Printing & Binding	3,124.09	8,298.00	37.6%	
1211015 · Advertising	1,414.50	9,000.00	15.7%	
1211016 · Computer, Internet & Website Svc	7,313.00	23,650.00	30.9%	
1211017 · Postage	1,481.79	4,000.00	37.0%	
1211018 · Telecommunications	2,423.20	7,500.00	32.3%	
1211019 · Mileage Allowance	231.25	1,000.00	23.1%	
1211020 · Meals & Lodging	800.90	2,000.00	40.0%	
1211021 · Convention & Education	123.90	6,000.00	2.1%	
1211022 · Miscellaneous	0.00	2,000.00	0.0%	
1211024 · Books, Dues & Subscriptions	7,183.96	16,000.00	44.9%	
1211025 · Office Supplies	2,975.73	6,500.00	45.8%	
1211026 · Equipment Rental	679.14	4,075.00	16.7%	
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%	
Total 12110 · TOWN ADMINISTRATION	247,625.45	736,138.00	33.6%	

12210 · LEGAL SERVICES

1221001 · Legal Services	16,184.60	80,000.00	20.2%	Services up to November 30, 2022
Total 12210 · LEGAL SERVICES	16,184.60	80,000.00	20.2%	

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

273,191.91	864,008.00	31.6%
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03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	204,171.72	464,487.00	44.0%	
3110003 · Salaries & Wages - OT Premium	8,340.80	23,000.00	36.3%	
3110013 · Salaries & Wages - OT Select En	1,824.44	12,000.00	15.2%	
3110004 · Salaries & Wages - Holiday Pay	11,942.86	32,310.00	37.0%	
3110005 · Salaries & Wages - Part Time	23,520.00	36,000.00	65.3%	
3110020 · FICA/MEDICARE	18,603.76	43,437.00	42.8%	
3110021 · VRS	15,901.79	28,427.00	55.9%	
3110022 · Health Insurance	33,309.35	78,379.00	42.5%	
3110023 · Life Insurance	3,069.10	5,904.00	52.0%	
3110024 · Disability Insurance	1,198.68	2,400.00	49.9%	
3110025 · Unemployment Insurance	559.49	3,000.00	18.7%	
3110026 · Workers' Compensation Insurance	20,067.00	22,825.00	87.9%	Front loaded costs

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3110027 · Line of Duty Act Insurance	4,705.00	4,750.00	99.1%	
3110028 · Legal Services	11,054.81	27,300.00	40.5%	Services up to November 30, 2022
3110032 · Computer, Internet & Website	1,475.00	5,000.00	29.5%	
3110033 · Postage	109.44	100.00	109.4%	
3110034 · Telecommunications	4,199.79	12,000.00	35.0%	
3110035 · General Prop Ins (Vehicles)	3,891.00	3,700.00	105.2%	Front loaded costs
3110037 · Meals and Lodging	108.94	5,000.00	2.2%	
3110038 · Convention & Edu. (Training)	299.00	10,000.00	3.0%	
3110040 · Annual Dues & Subscriptions	10,677.20	14,000.00	76.3%	
3110041 · Office Supplies	2,348.89	5,000.00	47.0%	
3110042 · Vehicle Fuels	12,434.36	43,200.00	28.8%	
3110043 · Vehicle Maintenance/Supplies	5,127.92	15,000.00	34.2%	
3110045 · Uniforms & Police Supplies	5,368.12	26,000.00	20.6%	
3110052 · Office Equipment Rental	2,013.20	3,094.00	65.1%	
Total 31100 · POLICE DEPARTMENT	406,321.66	926,313.00	43.9%	
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	406,321.66	936,313.00	43.4%	
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	46,279.29	110,820.00	41.8%	Services up to December 31, 2022
Total 43200 · REFUSE COLLECTION	46,279.29	110,820.00	41.8%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	34,765.27	97,672.00	35.6%	
4310002 · Maint Svc Contract-Pest Control	0.00	3,000.00	0.0%	
4310003 · Maint Svc Contract-Landscaping	12,945.00	35,000.00	37.0%	
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	8,737.29	16,500.00	53.0%	
4310008 · Electrical Services-Streetlight	2,198.60	5,500.00	40.0%	
4310009 · Water & Sewer Services	2,278.51	3,000.00	76.0%	
4310010 · Janitorial Supplies	204.35	2,000.00	10.2%	
4310011 · Real Estate Taxes	665.33	2,500.00	26.6%	
4310015 · Maintenance - Vehicle Fuel	274.50	2,500.00	11.0%	
4310016 · Maint - Vehicle Maintenance	875.16	1,000.00	87.5%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	62,944.01	177,672.00	35.4%	
Total 04 · PUBLIC WORKS	109,223.30	295,705.00	36.9%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	58,306.80	72,000.00	81.0%	
60001 · Town Tourism	16,366.80	48,000.00	34.1%	
60003 · Advertising	0.00	22,000.00	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	74,673.60	142,000.00	52.6%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	2,029.30	20,000.00	10.1%	
Total 70000 · HAYMARKET COMMUNITY PARK	2,029.30	20,000.00	10.1%	
71110 · EVENTS				
7111001 · Advertising - Events	1,912.43	5,000.00	38.2%	
7111003 · Contractural Services	46,756.49	50,000.00	93.5%	
7111004 · Events - Other	9,890.64	19,350.00	51.1%	
Total 71110 · EVENTS	58,559.56	74,350.00	78.8%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	692.55	2,200.00	31.5%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	400.00	1,700.00	23.5%	
Total 72200 · MUSEUM	1,092.55	5,150.00	21.2%	
Total 07 · PARKS, REC & CULTURAL	61,681.41	99,500.00	62.0%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	1,065.00	5,670.00	18.8%	
8110002 · FICA/Medicare	112.27	500.00	22.5%	

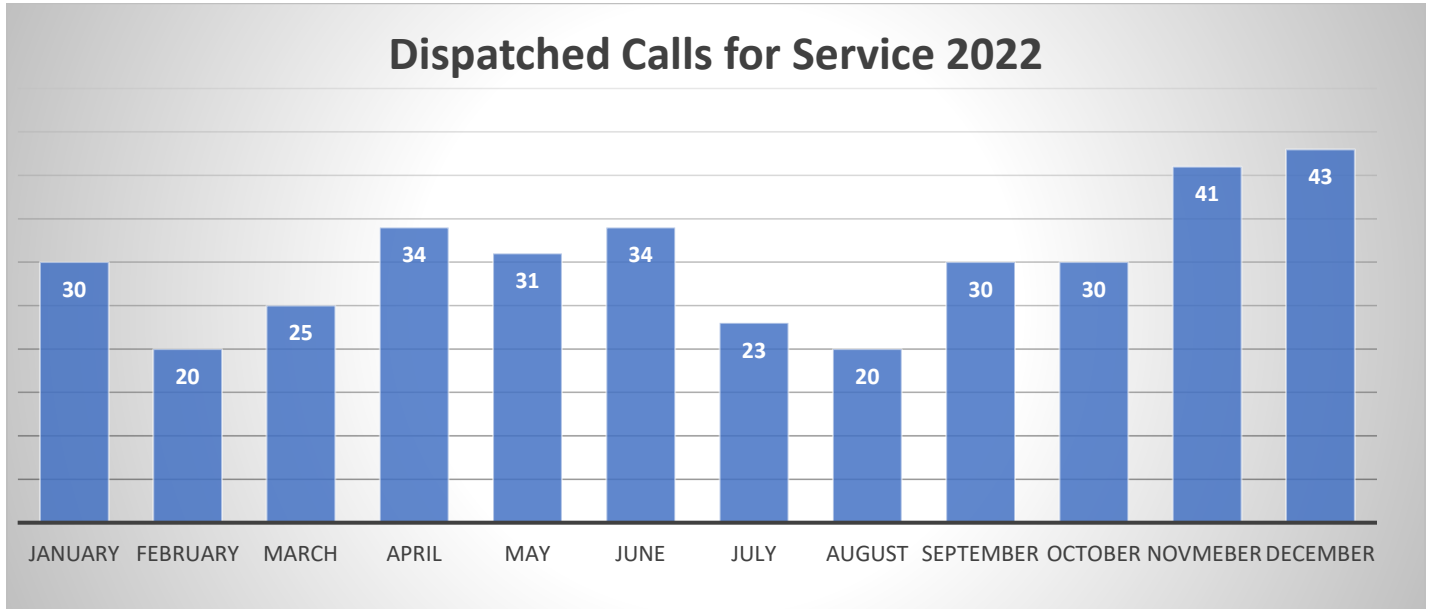
8110003 · Consultants - Engineer	2,776.79	10,000.00	27.8%
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%
8110005 · Mileage Allowance	0.00	250.00	0.0%
8110006 · Meals & Lodging	0.00	700.00	0.0%
8110007 · Convention/Education	820.45	2,000.00	41.0%
8110009 · Engineer - Pass Through	11,686.25		
Total 81100 · PLANNING COMMISSION	16,460.76	24,120.00	68.2%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	765.00	5,830.00	13.1%
8111002 · FICA/Medicare	43.42	446.00	9.7%
8111005 · Convention & Education	820.45	500.00	164.1%
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,628.87	6,776.00	24.0%
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	18,089.63	33,823.00	53.5%
09 · NON-DEPARTMENTAL			
90001 · Return of Surplus RE Tax Rev	249,323.53	250,000.00	99.7% Surplus Refund of FY2022 RE Taxes
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	160,100.00	160,200.00	99.9% Front loaded costs
9510003 · General Obligation Bond - Int	5,258.16	8,545.00	61.5% Front loaded costs
Total 95100 · DEBT SERVICE	165,358.16	168,745.00	98.0%
Total 09 · NON-DEPARTMENTAL	414,681.69	418,745.00	99.0%
94104 · Street Scape - Park Sidewalk			
9410401 · Architectural/Engineering Fees	1,667.50	144,318.00	1.2%
Total 94104 · Street Scape - Park Sidewalk	1,667.50	144,318.00	1.2%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.03		
Total EMPLOYEE BENEFITS	-0.03		
Total 94105 · PERSONNEL	-0.03		
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	7,480.32	65,057.00	11.5%
Total 94106 · TOWN CENTER MASTER PLAN	7,480.32	65,057.00	11.5%
94107 · BLIGHT MITIGATION			
9410701 · Building Official/Engr.	0.00	40,000.00	0.0%
Total 94107 · BLIGHT MITIGATION	0.00	40,000.00	0.0%
94108 · Capital Improvement Funds Expens	0.00	218,271.00	0.0%
Total Expense	1,367,010.99	3,257,740.00	42.0%
Net Ordinary Income	172,603.57	0.00	100.0%
Net Income	172,603.57	0.00	100.0%

Police Department Report to Council

Police Department Activity from November 15 to December 14, 2022

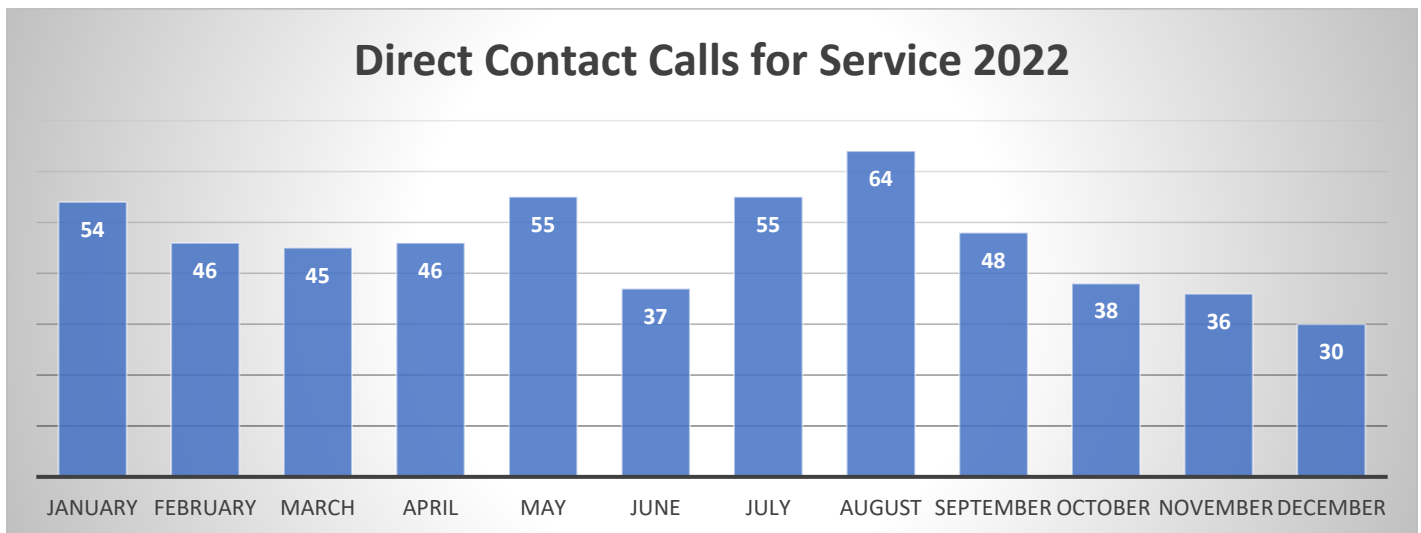
Dispatched Calls: Calls for service received from Prince William County Dispatch, both reportable and non-reportable.

- Reportable Calls: 10 (2 Misdemeanor arrest)
- Non-Reportable Calls: 33



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.

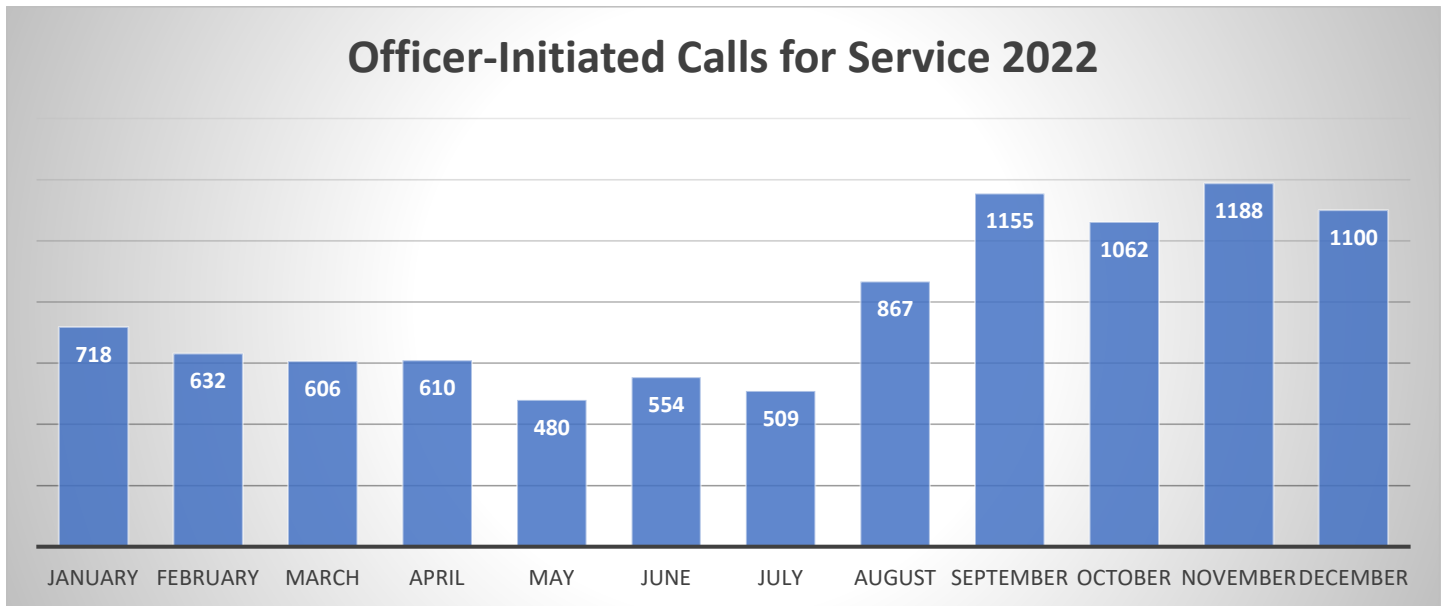
- Reportable Calls: 2 (3 Misdemeanor arrest)
- Non-Reportable Calls: 28



Attachment: Report to council November 15 2022 to December 14 2022 (5923 : Police Chief Report)

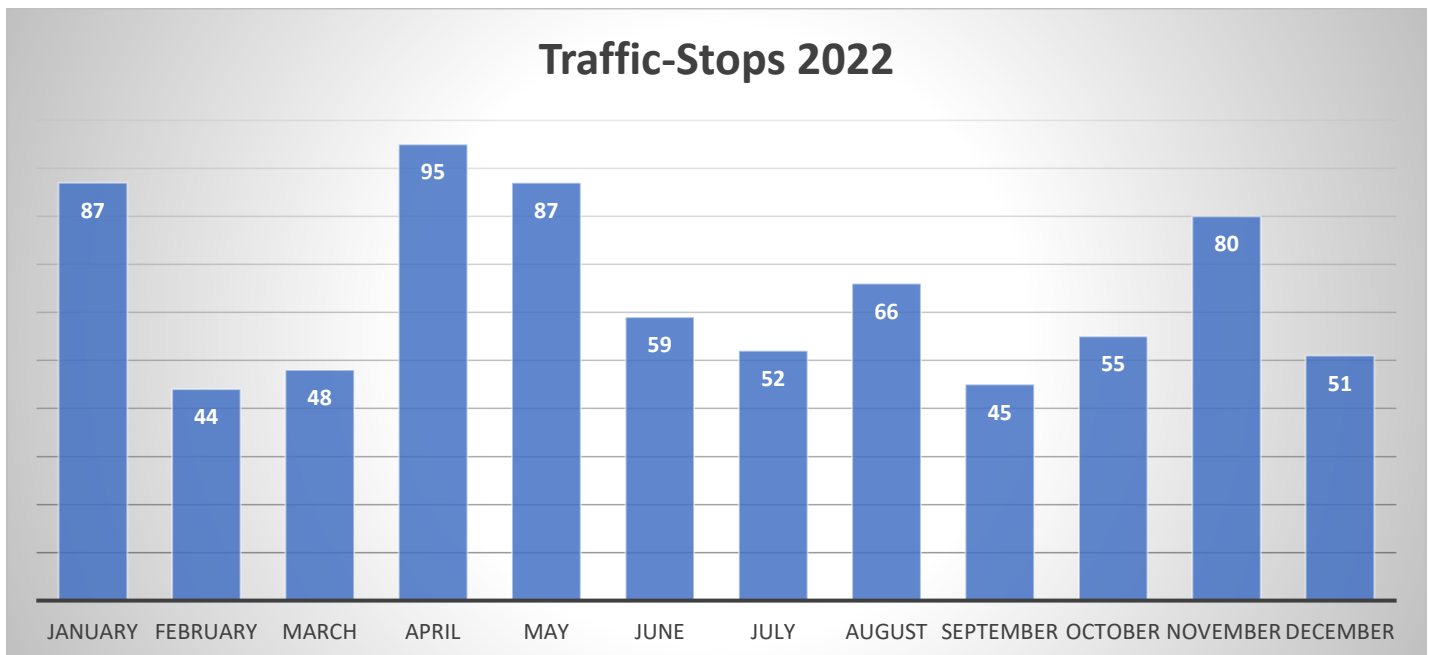
Self-Initiated Calls: Calls that are based on the officer’s own observations. Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 1 (1 Misdemeanor arrest)
- Non-Reportable Calls: 1,100
- Foot Patrols: 79



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.

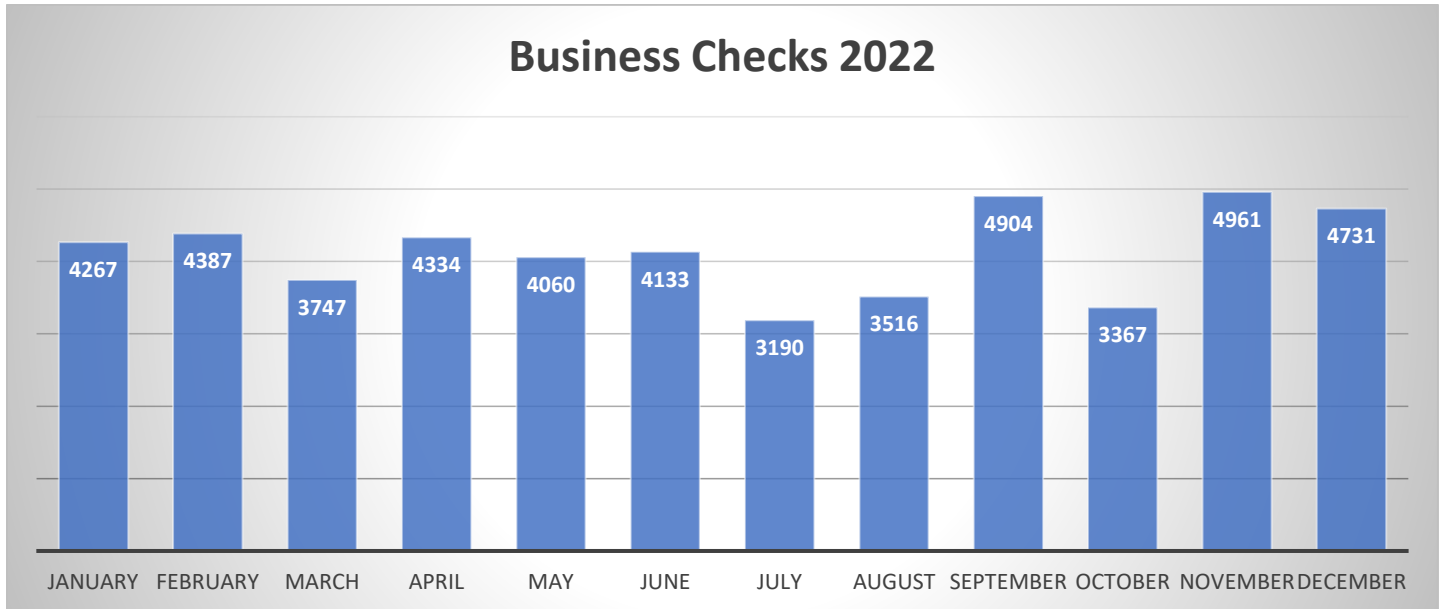
- Traffic Stops: 51
 - Summonses 26
 - Warnings 40



Attachment: Report to council November 15 2022 to December 14 2022 (5923 : Police Chief Report)

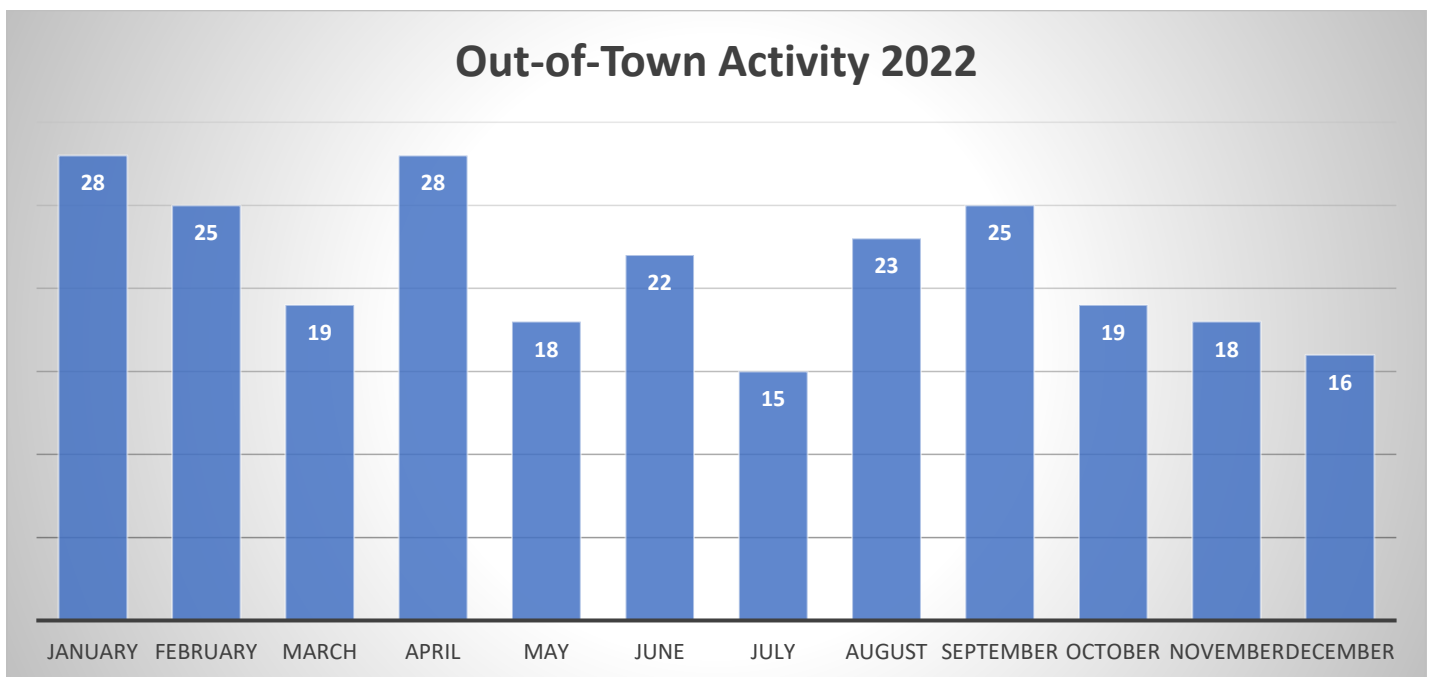
Business Checks: These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is closed to assure 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: 545
- Physical Check: 590
- Drive By: 3,596



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

- Back Up: 13
- Other: 3



Attachment: Report to council November 15 2022 to December 14 2022 (5923 : Police Chief Report)

Status of Current Projects/Events:

- Reminder to Please subscribe for the Town of Haymarket's Emergency Management notification system. Text the word "Haymarket" to 888777 to subscribe.
- Haymarket Police Department Officers assisted with the Town's annual Christmas Event. The event was well planned and staffed. The event was well attended with no issues. All message boards were stored, and lighting units returned to Prince William County EOC.
- The Haymarket Police Department conducted Operation Santa Claus on December 17, 2022. Officers along with Santa handed out gifts to approximately 300 local children. We also provided pictures of the children with Santa to the parents.
- Food collection in the lobby of the Police Department is underway for the Haymarket Food Pantry. Residents are asked to drop their donations by anytime.
- Our first 2023 Blood Drive is set for January 11, 2023. Those wishing to donate only need to go onto the red cross website and search the 20169-zip code. Choose the sign-up area at the Hilton Garden Inn.
- Haymarket Police Officers Participated in Santa Cops events at both the Western and Eastern Districts of Prince William County. These events partnered local police officers with needy youth to assist with purchasing Christmas presents. Both Events were well attended.
- On December 8, 2022, Virginia State Police initiated a traffic stop on I-66 for an individual that was traveling in excess of 100mph. The individual exited I-66 at Gainesville and began to travel toward The Town of Haymarket. The pursuit ended just east of the QBE building where the suspect fled on foot. Officer located him a short time later at a local restaurant off the round-about.
- Officer Burgoon arrested an individual for DUI after driving over the round-about green space. There was minimal damage to the round-about green area and the subject narrowly missed crashing into the HPD Message Board.
- Chief Sibert joined other local law enforcement with a PSA announcement for safe holidays.
- During the year of 2022, The Haymarket Police Department took part in 43 Community oriented events. Scheduling for next year has already begun with our first event being the blood drive on January 11, 2023.

• #	Name of Event	Date of Event	Status
1	Literacy with Law Enforcement	March 2, 2022	Completed
2	Polar Plunge	February 19, 2022	Completed
3	Literacy with Law Enforcement	February 22, 2022	Completed
4	St. Baldricks	March 26, 2022	Completed
5	Literacy with Law Enforcement	April 6, 2022	Completed
6	Farmers Market	April 24 thru Nov. 20, 2022	Completed
7	Drug Take Back	April 30, 2022	Completed
8	Literacy with Law Enforcement	May 11, 2022	Completed
9	Relay for Life	May 21, 2022	Completed
10	Literacy with Law Enforcement	June 6, 2022	Completed
11	Torch Run for Special Olympics	June 9, 2022	Completed
12	Flags for Hero's	June 11, 2022	Completed
13	Ice Cream Social	June 15, 2022	Completed
14	Water Balloon Fight	June 15, 2022	Completed
15	Coffee with a Cop	June 21, 2022	Completed
16	Bike Safety Camp	June 29, 2022	Completed
17	Literacy with Law Enforcement	July 6, 2022	Completed
18	Blood Drive	July 12, 2022	Completed
19	National Night Out	August 2, 2022	Completed

20	Literacy with Law Enforcement	August 3, 2022	Completed
21	Dominion Valley Regency Grand-Kids Day	August 7, 2022	Completed
22	Cookies & Cream with a Cop	August 15, 2022	Completed
23	Coffee with a Cop	August 16, 2022	Completed
24	Summer Concert	August 20, 2022	Completed
25	Cupcakes with a Cop	August 31, 2022	Completed
26	Literacy with Law Enforcement	September 7, 2022	Completed
27	Woman's Self Defense Class 1	September 13, 2022	Completed
28	Cookies and Cream and Cops	September 20, 2022	Completed
29	Police Officer Day	September 22 and 23, 2022	Completed
30	Literacy with Law Enforcement	October 5, 2022	Completed
31	Coffee with a Cop	October 5, 2022	Completed
32	Haymarket Day	October 15, 2022	Completed
33	Cupcakes with a Cop	October 26, 2022	Completed
34	Prince William Co. Truck or Treat	October 26, 2022	Completed
35	Drug Take Back	October 29, 2022	Completed
36	Halloween Candy Handout	October 31, 2022	Completed
37	Literacy with Law Enforcement	November 2, 2022	Completed
38	Woman's Self Defense Class 2	November 15, 2022	Completed
39	Literacy with Law Enforcement	December 7, 2022	Completed
40	Christmas in Haymarket	December 10, 2022	Completed
41	Santa Cops (East)	December 10, 2022	Completed
42	Operation Santa Claus	December 17, 2022	Completed
43	Santa Cops (West)	December 17, 2022	Completed
44	Haymarket PD Blood Drive	January 11, 2022	Upcoming

Respectfully Submitted,

Allen Sibert

Chief of Police

Attachment: Report to council November 15 2022 to December 14 2022 (5923 : Police Chief Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Plans/Projects						
Crossroads Village	Katie/Thomas	10/18/2018	12/21/2022	Katie		-Construction and Town E&S inspections ongoing -Revision 3 submitted 10/20. Comments due 12/1
Robinson Village	Katie/Thomas	8/13/2020	12/21/2022	Applicant		-Construction and Town E&S inspections ongoing -Pavement design submission expected
Robinson's Paradise	Katie/Thomas	1/4/2021	12/21/2022	Applicant		-Construction and Town E&S inspections ongoing
Jeffreson/Fayette Street Site Plan	Katie/Emily	10/5/2018	12/21/2022	Town		-PC approved plans 1/19 contingent on staff approval of plans -Staff provided additional comments on second submission 4/10/19 -Applicant resubmitted and has 2 outstanding comments to address. Town to provide input on streetlight requirements
Park Sidewalk	Katie/Thomas	4/27/2021	12/19/2022	TEG/Town		-Town provided adjacent project plans of record. Researching plans for Haymarket Station, Villages of Haymarket Phase II and previous Streetscape project -Geotech field work completed 12/20. Survey work expected to be delivered early January
Park Building Assessment	Katie/Thomas	10/5/2022	12/15/2022	IMEG		-Site visit performed 11/2 -Awaiting completion of assessment/condition analysis
QBE	Katie/Emily	1/20/2017	12/14/2022	Applicant		-Minor Site plan revision 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
Haymarket Town Center Final Site Plan	Katie/Thomas	9/8/2016	12/12/2022	RDA		-Test pit change order aproved -2nd Submission comments provided 12/6 -E&S approval letter provided for DEQ

Attachment: 2022-12 Dec Engineer's Reports_KMM (5924 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Plans						
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	11/29/2022	Applicant		-Preliminary plan first submission engineering comments provided -Digital 2nd submission received 11/7. Approved 11/29
Bleight Residential Plan	Katie/Thomas	8/5/2022	11/22/2022	Applicant		-Conditional engineering approval provided 11/23
Crossroads Village - Lidl	Katie/Thomas	1/6/2022	11/22/2022	Applicant		-Issued conditional approval and accepted inserts -Signature sets provided to applicant 11/22
Crossroads Village - Taco Bell	Katie/Emily	1/6/2022	8/11/2022	Applicant		-Engineering plan review comments provided 2/17 -3rd submission approval 8/11
MWCoG	Katie	2/14/2022	4/22/2022	Katie		-Stacey Juran and Katie to provide summary memo regarding MWCoG and rider clauses
Chick-fil-A	Katie/Emily	11/16/2021	4/13/2022	Applicant		-As-built submission and bond release coordination
Karter School	Katie/Emily	8/20/2020	11/3/2021	Applicant		-Received inserts and recommend for approval 11/3. Bonds to be posted
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


Attachment: 2022-12 Dec Engineer's Reports_KMM (5924 : Town Engineer Report)

Low Activity Plans						
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: 2022-12 Dec Engineer's Reports_KMM (5924 : Town Engineer Report)

Town Attorney Report

To: Mayor and Council, Town of Haymarket

From: Martin Crim, Town Attorney 

Re: January 2023 Town Attorney Report

Date: December 22, 2022

NOT CONFIDENTIAL

This is a non-confidential report on matters that my office has been working on for the Town since my last report, October 31, 2022:

1. Filed a joint motion to continue the Bean matter to a trial date in the fall of 2023.
2. Advised staff with regard to flexible hours, overtime, and compensatory time under the Fair Labor Standards Act.
3. Provided a proposal for training of the Board of Zoning Appeals.

Attachment: January 2023 Town Attorney Report (5925 : Town Attorney Report)



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

Kimberly Henry
TOWN CLERK

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Finance Liaisons
DATE: December 27, 2022
SUBJECT: Monthly Report for December/Year End

The finance liaisons oversight during the December and throughout the year focused on the following:

- Comply with internal control process/town policy re: review and approval of all invoices/expenditures and check signing/endorsement
- Review FY 2023 actuals vs. budget and discuss key areas of interest/concern
- Discuss on an as needed basis:
 - Status of RFP for sidewalk at town park
 - Status of 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 for consideration

As calendar year 2022 comes to a close, and on the current Council's term that started July, 2020, we reflect back on the successful financial oversight this past year. Some examples of the strong financial management include the following:

- Fiscal year 2022 ended June 30, 2022, with a budget surplus of over \$500K due to robust revenue generation and the Treasurer/staff's continued strong financial management, with oversight by Liaisons and Council
- Council funded a significant percent return to taxpayers of the excess revenue from FY 2022, helping property owners in these challenging times. The remaining surplus was targeted to necessary infrastructure and CIP investments
- Council also increased funding for essential services for public safety, health and welfare of residents and businesses
- The positive net position this year supported council decisions to expand staff to better serve the needs of all stakeholders -
 - Expand the existing part time Administrative Asst. to full time
 - Fund part time positions for Event Coordinator and Town Planner
 - Fund a part time Administrative Asst. for the Haymarket PD starting January 1, 2023
- The current fiscal year shows solid growth in revenue and strong financial management of expenses
- The Finance Liaisons will continue to work diligently, with Treasurer/staff, to monitor the financial position of the town. Of potential concern are the effects of rising interest rates and inflation on the overall economy, which may also have a impact on the town's financial position in the new year. We will continue to keep you informed of any changes as they arise and how to mitigate these challenges.

Happy New Year,

Joe Pasanello and Bob Weir



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

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Business/Community Liaison
DATE: December 27, 2022
SUBJECT: Monthly Report for December/Year End

When we brought on our event coordinator at the beginning of 2022, we had no idea how this position would transform Haymarket with both the Business Roundtable meetings and our events. We went from monthly meetings to Quarterly meetings in March 2022 with the grand opening of the Hilton Garden Inn hosting. We got feedback from the businesses on what they would like to see in our Roundtable meetings. During that same time, we started the Farmer's Market season. By the end of the season, the Farmer's Market grew into a weekly event that everyone looked forward to. During 2022, we welcomed the Gainesville/Haymarket Rotary Club to hold their weekly meetings in our Town Hall every other Wednesday morning with either myself or staff joining in on the meetings. We have also on occasion opened our building up to Scout troops wanting to learn of Haymarket's history and local government.

We had several speakers during our roundtable meetings that helped our Town businesses network and come up with several ideas on building their businesses. We welcomed several new businesses to the Town.

Our Summer Concert was well received with everyone having a nice time. Haymarket Day was the best event this year. The weather was perfect and the day was a huge success. Finally, our Holiday and Christmas event was also a huge success with the weather being near perfect and the Holiday Spirit filled the air. Our last Business Roundtable quarterly meeting was held at one of new breweries in Town, Trouvaille Brewery at the QBE building.

I look forward to 2023 and all that we have to offer our businesses through continued Roundtable meetings and our citizens in and around Haymarket with our established events and continued growth in the Farmer's Market. I am honored to serve as the liaison of this committee and have gained so much knowledge and experience while serving. I wish each one of you a Happy and Blessed New Year.



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

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Bob Weir
DATE: January 3, 2023
SUBJECT: Planning Commission Liaison Report

The Planning Commission meeting for December was cancelled.

Respectfully submitted,

Bob Weir

Attachment: Memo Council Liaison Report - Planning Commission 010323 (5931 : Planning Commission Liaison)



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

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: ARB Liaison
DATE: December 27, 2022
SUBJECT: Monthly Report for December/Year End

Our December meeting was cancelled due to electrical difficulties in the building.

The Architectural Review Board was busy in 2022 with the continued development of Crossroads Village Center. We approved the architectural for Lidl Grocery Store and a redesigns on the townhomes at the rear of the development.

We also approved the sign permits for the Aldi Grocery Store and Planet Fitness that once was occupied by Food Lion.

We had two demolition permit requests that challenged us. After much discussion, site visits and consideration, we granted the demolition of the old firehouse and bungalow house behind the firehouse.

We also granted the demolition of the old house at Walter Robinson Lane and worked with D.R. Horton on the design of 20 single family homes on the property.

We brought on two new members to the Board, Ben Barben and Stacy Curran, both having knowledge about architecture and design. They filled the remaining terms of Sheridan King and Rochelle Utz.

We also welcomed Thomas Britt as our Town Planner this fall and the knowledge he brings to the table.

Going into 2023, we will be reviewing sign permits for several new businesses and alterations to Lidl signage. We'll also continue to work on amendments / updates to the ARB Design Guidelines.

Respectfully submitted,

Marchant Schneider

Attachment: arb report 10323_MS Edits (5933 : ARB Liaison)



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

Emily L. Kyriazi
Town Planner/Zoning Administrator

MEMORANDUM

TO: Planning Commission
FROM: Emily L. Kyriazi, Town Planner
DATE: September 14, 2022
SUBJECT: Town Ordinance Clean-Up

Background:

The Town of Haymarket needs to update the Town Zoning Ordinance to reflect the appropriate Chesapeake Bay Preservation Act Requirements for plat notations. The Subdivision Section of the Zoning Ordinance needs to be amended as shown in the highlighted text below. The highlighted text additions are plat requirements provided to the Town from our partner at DEQ who recently completed an audit of the Town documents and found this deficiency to meet the required standards.

Items for the Planning Commission's consideration:

Sec. 58-22.23 – Preliminary plat requirements.

The subdivider shall present to the administrator six prints of a preliminary layout at a scale of 100 feet to the inch as a preliminary plat. The preliminary plat shall include the following information:

- (1) Name of subdivision, owner, subdivider, person preparing drawing, date of drawing, number of sheets, north point, and scale. If true north is used, the method of determination must be shown.
- (2) Location of proposed subdivision by an inset map at a scale of not less than two inches equal to one mile showing adjoining roads, their names and numbers, towns, subdivisions, other landmarks and, where appropriate, the existing zoning of the land and adjoining property.
- (3) The boundary survey or existing survey of record provided such survey shows a closure with an accuracy of not less than 1:2,500, with reference to a known, permanent monument, total acreage, acreage of subdivided area, number and approximate area and frontage of all building sites, existing buildings within the boundaries of the tract, and the names of owners and their property lines within the boundaries of the tract and adjoining such boundaries.
- (4) All existing, platted, and proposed streets, their names, numbers, and widths; existing utility or other easements; public areas and parking spaces; culverts, drains and watercourses and their names; flood profile and other pertinent data.
- (5) The complete storm drainage layout, including all pipe sizes, types, drainage easements and means of transporting the drainage to a well-defined open stream which is considered natural drainage, or to another approved drainage control facility.
- (6) Proposed connections with existing sanitary sewers and existing water supply or alternate means of sewage disposal and water supply. The location, type, profile, percentage of slope, pipe size, and location of manholes for all sewers shall be shown. The distance between manholes shall not exceed 300 feet. The location, type and sizes of all water

- lines shall be shown as well as the location of necessary control valves and fire hydrants.
- (7) A cross section showing the proposed street construction, depth and type of base, type of surface, etc.
 - (8) A profile or contour map showing the proposed grades for the streets and drainage facilities, including the elevations of existing and proposed ground surface at all street intersections, and at points of major grade change along the center of streets, together with the proposed connecting grade lines.
 - (9) A location map tying the subdivision into the present road system, by using either aerial photographs or topographic maps of the United States Geological Survey.
 - (10) All parcels of land to be dedicated for public use and the condition of dedication.
 - (11) Plat notation of the requirement to show RPA and RMA boundaries,
 - (12) Plat notation of the requirement to retain an undisturbed and vegetated 100-foot wide buffer area;
 - (13) Plat notation regarding the requirement that on-site septic systems be pumped-out every five years;
 - (14) Plat notation regarding the requirement for 100% reserve drainfield sites for on-site sewage treatment systems;
 - (15) Plat notation that specifies permitted development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot wide vegetated buffer, and;
 - (16) The requirement that the delineation of the buildable area be shown on all submitted site plans.

Sec. 58-22.24 – Final plat requirements.

The subdivision plats submitted for final approval and subsequent recording shall be clearly and legibly drawn in ink upon stable and reproducible plastic or linen material at a scale not smaller than 100 feet to the inch on sheets having a size of not more than 24 inches by 36 inches. In addition to the requirements of the preliminary plat, the final plat shall include the following:

- (1) A blank space three inches by five inches, reserved for the use of the approving authority.
- (2) Certificates signed by a surveyor or engineer setting forth the source of title of the owners of the land subdivided and the place of record of the last instrument in the chain of title.
- (3) A statement to the effect that the subdivision as it appears on this plat is with the free consent and in accordance with the desires of the owners, proprietors, and trustees, if any, which shall be signed by the owners, proprietors and trustees, if any, and shall be duly acknowledged before some officer authorized to take acknowledgements of deeds.
- (4) When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be indicated by dashes, and the identification of the respective tracts shall be placed on the plat.
- (5) The accurate location and dimensions by bearings and distances with all curve data on all lots and streets, boundaries of all proposed or existing easements; parks; school sites; all existing public and private streets, their names, numbers and widths; existing utilities, and those to be provided such as sanitary sewers, storm drains, water mains, manholes and underground conduits including their size and type; watercourses and their names; and names of owners and their property lines, both within the boundary of the subdivision and adjoining such boundaries.
- (6) Distances and bearings must balance and close with an accuracy of not less than 1:10,000.
- (7) The data of all curves along the street frontage shall be shown in detail at the curve data table containing the following: delta, radius, arc, tangent, chord, and chord bearings.

- (8) Plat notation of the requirement to show RPA and RMA boundaries,
- (9) Plat notation of the requirement to retain an undisturbed and vegetated 100-foot wide buffer area;
- (10) Plat notation regarding the requirement that on-site septic systems be pumped-out every five years;
- (11) Plat notation regarding the requirement for 100% reserve drainfield sites for on-site sewage treatment systems;
- (12) Plat notation that specifies permitted development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot wide vegetated buffer, and;
- (13) The requirement that the delineation of the buildable area be shown on all submitted site plans.

Draft Directive:

“The Planning Commission directs Town Staff to schedule and post public notice for a public hearing on the Zoning Text Amendment as presented September 19, 2022, adding the appropriate language for the Chesapeake Bay Preservation Act plat requirements. The public hearing shall be held on October 17, 2022 at 7:00 pm.”

Or other motion.



Town of Haymarket

-DRAFT-

Resolution #2022-014

Resolution to Adopt Ordinance #2022-006

Whereas, the Virginia Department of Environmental Quality conducted an audit of the Town of Haymarket's Zoning Documents; and

Whereas, the Town of Haymarket needed to update the Subdivision Section of the Town's Zoning Ordinance to reflect the appropriate Chesapeake Bay Preservation Act requirements for plat notations; and

Whereas, the Haymarket Planning Commission held a Public Hearing on October 17, 2022 and recommended approval of the changes to the Haymarket Town Council; and

Whereas, the Haymarket Town Council held a Public Hearing on December 5, 2022 for citizen comment on the appropriate changes of the Zoning Ordinance;

Now, Therefore, Be It Resolved by the Council of the Town of Haymarket, meeting in regular session this 03rd day of January, 2023 adopt Ordinance #2022-006 to amend the Town of Haymarket's Subdivision Section of the Town of Haymarket Zoning Ordinance in order to comply with the Chesapeake Bay Preservation Act requirements.

Motion:

Second:

Ayes:

Nays:

Abstain: 0

Absent:

Attest:

Kimberly Henry, Clerk of Council



-DRAFT-

ORDINANCE 2022-006

AN ORDINANCE TO AMEND THE TOWN OF HAYMARKET ZONING ORDINANCE SECTION 58-22.23 AND 58-22.24

WHEREAS, the Chesapeake Bay Preservation Act required the Town of Haymarket to update the subdivision section of the Town's Zoning Ordinance for appropriate plat notation requirements set forth by Virginia Department of Environmental Quality, and

WHEREAS, The Town of Haymarket Planning Commission held a public hearing on October 17, 2022 and recommended approval to the Town Council, and

WHEREAS, the Town of Haymarket Town Council held a public hearing on December 5, 2022,

NOW, THEREFORE, BE IT ORDAINED by the Council at the Town of Haymarket, Virginia regular session this 5th day of December, 2022 approve the appropriate requirements for plat notation of the Town of Haymarket Zoning Ordinance: Subdivision Sections 58-22.23 and 58-22.24

THIS ORDINANCE IS EFFECTIVE UPON ADOPTION.

Done this 5th day of December 2022.

ATTEST:

Kimberly Henry, Town Clerk

Motion to approve:

Second:

Voting Aye:

Voting Nay: 0

Absent: 0

Abstaining: 0