



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION
~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, November 29, 2021

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Oath of Office Swearing In

IV. Agenda Items

1. Monthly Financial Report
2. Franchise Agreements
3. Zoning Text Amendment
4. Design Build Policy Discussion
5. Town Hall Site Plan Completion
6. Town Maintenance Vehicle Discussion
7. Signatory for Bank Accounts
8. 2022 Meeting Schedule
9. Personnel Policy and Compensation Plan Survey
10. Update: Community Garden Agreement
11. Audio/Visual Quote
12. Strategic Initiative
13. Organizational Chart

V. Closed Session - As Needed

VI. Adjournment

	Actuals	Budget	% of Budget	Comments
Income				
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	366,302.04	371,903.00	98.5%	Real estate invoices have been mailed out for 2021
3110-02 · Public Service Corp RE Tax	12,953.29	13,114.00	98.8%	Real estate invoices have been mailed out for 2022
3110-03 · Interest - All Property Taxes	318.42	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	379,573.75	386,017.00	98.3%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	0.00	1,000.00	0.0%	
3120-01 · Bank Stock Tax	0.00	25,000.00	0.0%	
3120-02 · Business License Tax	7,573.34	200,000.00	3.8%	
3120-03 · Cigarette Tax	48,741.41	125,000.00	39.0%	collection up to September 30, 2021
3120-04 · Consumer Utility Tax	45,585.23	158,000.00	28.9%	collection up to August 31, 2021
3120-05 · Meals Tax - Current	276,349.68	875,000.00	31.6%	collection up to September 30, 2021
3120-06 · Sales Tax Receipts	27,548.89	145,000.00	19.0%	collection up to August 31st 2021
3120-07 · Penalties (Non-Property)	1,633.45	0.00	100.0%	
3120-08 · Interest (Non-Property)	288.31	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	407,720.31	1,529,000.00	26.7%	
3130 · PERMITS,FEES & LICENSESES				
3130-01 · Application Fees	4,320.00	2,500.00	172.8%	
3130-03 · Motor Vehicle Licenses	270.00	1,000.00	27.0%	
3130-05 · Other Planning & Permits	2,000.00	25,000.00	8.0%	
3130-06 · Pass Through Fees	8,193.75	0.00	100.0%	Cost are passed on to developer/contractor
Total 3130 · PERMITS,FEES & LICENSESES	14,783.75	28,500.00	51.9%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	3,726.55	60,000.00	6.2%	collections up to September 30, 2021
Total 3140 · FINES & FORFEITURES	3,726.55	60,000.00	6.2%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	84.51	1,500.00	5.6%	
3150-03 · Interest on Bank Deposits	2,163.98	1,500.00	144.3%	
Total 3150 · REVENUE - USE OF MONEY	2,248.49	3,000.00	75.0%	
3151 · RENTAL (USE OF PROPERTY)				
3151-02 · 15026 Suite 210 Body Mind	3,566.07	4,736.00	75.3%	
3151-04 · Suite 210 LF Security	4,121.40	9,660.00	42.7%	
3151-06 · Suite 204 MAC-ISA	2,828.00	6,720.00	42.1%	
3151-07 · Haymarket Church Suite 206	14,407.00	34,577.00	41.7%	
3151-08 · 15020 Washington Realty	16,798.15	40,316.00	41.7%	
3151-09 · 15026 Copper Cricket	9,214.40	22,114.00	41.7%	
3151-11 · Cupcake Heaven and Cafe LLC	13,799.45	34,765.00	39.7%	
3151-12 · Haymarket Coffee Company LLC	7,400.00	5,460.00	135.5%	
Total 3151 · RENTAL (USE OF PROPERTY)	72,134.47	158,348.00	45.6%	
3160 · CHARGES FOR SERVICES				
FOIA Receipts	291.19			new FOIA charges
Total 3160 · CHARGES FOR SERVICES	291.19			
3165 · REVENUE - TOWN EVENTS				
3165-01 · Town Event	64,878.00	50,000.00	129.8%	
3165-03 · Town Ornaments	1,060.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	65,938.00	50,000.00	131.9%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	-51.22	0.00	100.0%	
3180-04 · Reimbursement from Insurance	4,724.04	4,724.00	100.0%	
Total 3180 · MISCELLANEOUS	4,672.82	4,724.00	98.9%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	7,888.00	31,548.00	25.0%	

Attachment: FY2022 Current Actuals vs Budget 11.19.2021 (5314 : Monthly Financial Report)

3200-05 · Communications Tax	29,845.32	103,165.00	28.9%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,278.82	1,500.00	85.3%	
3200-16 · DMV Select Commission	25,912.69	60,500.00	42.8%	collections up to October 31, 2021
Total 3200 · REVENUE FROM COMMONWEALTH	83,551.80	215,340.00	38.8%	
3500 · Reserve Funds	0.00	59,200.00	0.0%	
4000 · Carry-Over Surplus	0.00	246,000.00	0.0%	
	1,034,641.13	2,740,129.00	37.8%	
Total Income	1,034,641.13	2,740,129.00	37.8%	
Expense				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	400.00	2,500.00	16.0%	
111002 · FICA/Medicare	700.36	2,000.00	35.0%	
111003 · Meals and Lodging	74.67	1,000.00	7.5%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	9,475.00	26,000.00	36.4%	
111006 · Town Elections	0.00	3,000.00	0.0%	
Total 11100 · TOWN COUNCIL	10,650.03	34,750.00	30.6%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	122,423.82	322,630.00	37.9%	
1211002 · Salaries & Wages - DMV Clerk	16,580.55	44,500.00	37.3%	
1211003 · Salaries/Wages - Part Time	12,339.00	43,800.00	28.2%	
1211004 · FICA/Medicare	11,387.98	30,381.00	37.5%	
1211005 · VRS	17,474.02	48,545.00	36.0%	
1211006 · Health Insurance	16,093.00	64,134.00	25.1%	
1211007 · Life Insurance	2,030.05	4,685.00	43.3%	
1211008 · Disability Insurance	904.88	2,631.00	34.4%	
1211009 · Unemployment Insurance	2,094.86	4,240.00	49.4%	
1211010 · Worker's Compensation	263.00	300.00	87.7%	Front loaded cost to Town
1211011 · Gen Property/Liability Ins.	16,237.00	17,131.00	94.8%	Front loaded cost to Town
1211012 · Accounting Services	638.30	8,000.00	8.0%	
1211014 · Printing & Binding	1,221.72	8,298.00	14.7%	
1211015 · Advertising	4,590.43	9,000.00	51.0%	
1211016 · Computer, Internet &Website Svc	3,548.05	23,650.00	15.0%	
1211017 · Postage	578.80	4,000.00	14.5%	
1211018 · Telecommunications	1,840.70	7,500.00	24.5%	
1211019 · Mileage Allowance	126.00	1,000.00	12.6%	
1211020 · Meals & Lodging	220.67	2,000.00	11.0%	
1211021 · Convention & Education	0.00	6,000.00	0.0%	cost of background investigator for new Chief hire
1211022 · Miscellaneous	1,744.66	2,000.00	87.2%	
1211024 · Books, Dues & Subscriptions	6,927.96	16,000.00	43.3%	
1211025 · Office Supplies	2,295.92	6,500.00	35.3%	
1211026 · Equipment Rental	1,426.20	4,075.00	35.0%	
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%	
Total 12110 · TOWN ADMINISTRATION	242,987.57	686,000.00	35.4%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	25,714.18	70,000.00	36.7%	services up to October 31, 2021
Total 12210 · LEGAL SERVICES	25,714.18	70,000.00	36.7%	
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	0.00	16,000.00	0.0%	
Total 12240 · INDEPENDENT AUDITOR	0.00	16,000.00	0.0%	
Total 01 · ADMINISTRATION	279,351.78	806,750.00	34.6%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	142,944.04	425,000.00	33.6%	
3110003 · Salaries & Wages - OT Premium	7,219.07	20,000.00	36.1%	
3110013 · Salaries & Wages - OT Select En	1,968.96	10,000.00	19.7%	
3110004 · Salaries & Wages - Holiday Pay	5,398.24	14,000.00	38.6%	
3110005 · Salaries & Wages - Part Time	19,145.00	18,720.00	102.3%	
3110011 · Salaries & Wages - Recruit. Bonus	1,000.00	1,000.00	100.0%	

3110020 · FICA/MEDICARE	13,642.46	36,724.00	37.1%	
3110021 · VRS	16,316.05	46,102.00	35.4%	
3110022 · Health Insurance	22,358.25	80,752.00	27.7%	
3110023 · Life Insurance	1,954.82	5,717.00	34.2%	
3110024 · Disability Insurance	483.70	2,200.00	22.0%	
3110025 · Unemployment Insurance	1,985.59	3,000.00	66.2%	
3110026 · Workers' Compensation Insurance	19,806.00	22,942.00	86.3%	Front loaded cost to Town
3110027 · Line of Duty Act Insurance	4,705.00	4,800.00	98.0%	Front loaded cost to Town
3110028 · Legal Services	8,400.00	26,000.00	32.3%	
3110032 · Computer, Internet & Website	908.69	11,000.00	8.3%	
3110033 · Postage	8.55	100.00	8.6%	
3110034 · Telecommunications	3,710.34	10,000.00	37.1%	
3110035 · General Prop Ins (Vehicles)	3,420.00	3,800.00	90.0%	Front loaded cost to Town
3110038 · Convention & Edu. (Training)	1,945.16	10,000.00	19.5%	
3110040 · Annual Dues & Subscriptions	11,270.65	13,000.00	86.7%	
3110041 · Office Supplies	1,257.60	5,000.00	25.2%	
3110042 · Vehicle Fuels	6,885.45	16,000.00	43.0%	
3110043 · Vehicle Maintenance/Supplies	3,781.49	11,000.00	34.4%	
3110045 · Uniforms & Police Supplies	11,379.16	20,000.00	56.9%	
3110056 · Capital Outlay-Machinery/Equip	15,796.19	31,592.00	50.0%	1 of 2 payments for the year
Total 31100 · POLICE DEPARTMENT	327,690.46	848,449.00	38.6%	
32100 · FIRE & RESCUE				
3210001 · Contributions to other Govt Ent	0.00	59,200.00	0.0%	
	0.00	59,200.00	0.0%	
Total 03 · PUBLIC SAFETY	327,690.46	907,649.00	36.1%	
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	38,077.02	90,090.00	42.3%	services up to November 30, 2021
Total 43200 · REFUSE COLLECTION	38,077.02	90,090.00	42.3%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	29,622.39	97,672.00	30.3%	
4310002 · Maint Svc Contract-Pest Control	310.00	3,000.00	10.3%	
4310003 · Maint Svc Contract-Landscaping	15,455.35	35,000.00	44.2%	
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%	
4310005 · Maint Svc Cont- Street Cleaning	1,280.00	2,000.00	64.0%	
4310007 · Electric/Gas Services	5,971.26	16,500.00	36.2%	
4310008 · Electrical Services-Streetlight	1,252.53	5,500.00	22.8%	
4310009 · Water & Sewer Services	1,132.24	3,000.00	37.7%	
4310010 · Janitorial Supplies	0.00	2,000.00	0.0%	
4310011 · Real Estate Taxes	210.16	2,500.00	8.4%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	55,233.93	174,172.00	31.7%	
Total 04 · PUBLIC WORKS	93,310.95	271,475.00	34.4%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	0.00	430.00	0.0%	
60003 · Advertising	0.00	22,000.00	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	0.00	22,430.00	0.0%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK	3,074.57	20,000.00	15.4%	
7000001 · Grounds Maintenance/Repairs				
Total 71110 · EVENTS				
71110 · EVENTS				
7111001 · Advertising - Events	3,062.84	5,000.00	61.3%	
7111003 · Contractual Services	34,791.13	30,000.00	116.0%	
7111004 · Events - Other	1,247.56	19,350.00	6.4%	
Total 71110 · EVENTS	39,101.53	54,350.00	71.9%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	556.25	2,200.00	25.3%	
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	956.25	5,150.00	18.6%	
Total 07 · PARKS, REC & CULTURAL	43,132.35	79,500.00	54.3%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	945.00	5,670.00	16.7%	
8110002 · FICA/Medicare	69.23	500.00	13.8%	
8110003 · Consultants - Engineer	2,962.07	15,000.00	19.7%	
8110004 · Consultants - Comp Plan	0.00	15,000.00	0.0%	
8110005 · Mileage Allowance	0.00	250.00	0.0%	
8110006 · Meals & Lodging	0.00	700.00	0.0%	
8110007 · Convention/Education	0.00	2,000.00	0.0%	
8110009 · Engineer - Pass Through	8,193.75	0.00	100.0%	
Total 81100 · PLANNING COMMISSION	12,170.05	39,120.00	31.1%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	510.00	5,830.00	8.7%	
8111002 · FICA/Medicare	39.01	446.00	8.7%	
8111005 · Convention & Education	0.00	500.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	549.01	6,776.00	8.1%	
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	12,719.06	48,823.00	26.1%	
09 · NON-DEPARTMENTAL				
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	158,000.00	159,500.00	99.1%	Front loaded cost to Town
9510003 · General Obligation Bond - Int	7,178.36	12,425.00	57.8%	Front loaded cost to Town
Total 95100 · DEBT SERVICE	165,178.36	171,925.00	96.1%	
Total 09 · NON-DEPARTMENTAL	165,178.36	171,925.00	96.1%	
94104 · Street Scape - Park Sidewalk				
9410401 · Architectural/Engineering Fees	5,682.50	150,000.00	3.8%	RFP intial cost of engineering
Total 94104 · Street Scape - Park Sidewalk	5,682.50	150,000.00	3.8%	
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	-0.01			
Total EMPLOYEE BENEFITS	-0.01			
Total 94105 · PERSONNEL	-0.01			
94106 · TOWN CENTER MASTER PLAN				
9416701 · Architectural/Engineering Fees	0.00	95,000.00	0.0%	
Total 94106 · TOWN CENTER MASTER PLAN	0.00	95,000.00	0.0%	
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 Improvment Funds Expens	20,800.00	146,577.00	14.2%	
Total Expense	947,865.45	2,740,129.00	34.6%	
Net Ordinary Income	86,775.68	0.00	100.0%	
Other Income/Expense				
Other Income				
50000 · CARES Act Funds	68,458.12	68,814.00	99.5%	Funds will be tracks separately from operational budget, will be appropriated in 1st Qt amendment
50001 · Amerian Rescue Plan Funds	869,439.00	1,738,878.00		
Total Other Income	937,897.12	1,807,692.00	51.9%	
Other Expense				
97000 · CARES Act Expenses	33,423.74	68,814.00	48.6%	incurred some cost for Haymarket Day, Miles Friedman contract
	0.00	1,738,878.00	0.0%	
Total Other Expense	33,423.74	1,807,692.00	1.8%	
Net Other Income	904,473.38	0.00	100.0%	

Net Income	991,249.06	0.00	100.0%
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2:02 PM

11/19/21

Accrual Basis

Town of Haymarket
Transaction Detail By Account
 July 2021 through June 2022

Type	Date	Num	Adj	Name	Memo	Class	Clr	Split	Debit	Credit	Balance
97000 - CARES Act Expenses											
Bill	09/13/2021	00010		Jecson Montano	Town Hall officer glass	General		20000 - Accoun...	1,550.00		1,550.00
Paycheck	09/24/2021	WT52...		Donald L. Finley	Direct Deposit	General		10140 - TFB G...	1,750.00		3,300.00
General Journal	09/24/2021	Anders...	*		COVID pay bonus for Officer Anderson	General		3110009 - Salar...	3,000.00		6,300.00
Credit Card Charge	09/28/2021	09282...		Amazon.com	-MULTIPLE-	General		20041 - ToH Cr...	164.36		6,464.36
Bill	09/28/2021	117119		Potter's Potties	CARES Act - 85 hay bales to promote social distancing	General		20000 - Accoun...	720.80		7,185.16
Check	10/01/2021	DEBIT		VistaPrint.com	-MULTIPLE-	General		20101 - SB Ge...	1,187.20		8,372.36
Bill	10/01/2021	6475.A5		Vanderpool, Frostick ...	September 2021 COVID MATTERS	General		20000 - Accoun...	52.40		8,424.76
Check	10/05/2021	DEBIT		VistaPrint.com	Cares act signs and Sign stands	General		20101 - SB Ge...	272.09		8,696.85
Credit Card Charge	10/05/2021	10052...		Amazon.com	CARES Act funds - PPE masks for Town Hall events/public	General		20041 - ToH Cr...	1,225.00		9,921.85
Credit Card Charge	10/14/2021	10142...		Amazon.com	Cares Act expense - microphone to communicate with residents at Town Hall window due to new temp...	General		20041 - ToH Cr...	42.99		9,964.84
Credit Card Charge	10/14/2021	10142...		Facebook	Advertisement - Haymarket Day 2021	General		20041 - ToH Cr...	279.99		10,244.83
Bill	10/25/2021	10.25.21		Miles Friedman	CARES Act services -	General		20000 - Accoun...	12,000.00		22,244.83
Bill	11/09/2021	MLSH...		CDW Government, Inc.	DELL CTO PE T340 E-2234 16Gb	General		20000 - Accoun...	2,773.91		25,018.74
Bill	11/10/2021	2274		The Computer Doctor	PD Server to assist with Remote work ability - labor for install/programming new server	General		20000 - Accoun...	3,275.00		28,293.74
Bill	11/15/2021	11152...		I Dezine Graphics	Shoppes Small / Shoppe Local (CARES Act Funds) promoting in town small businesses	General		20000 - Accoun...	630.00		28,923.74
Bill	11/18/2021	1001521		SkipperFilms - Corpo...	CARES Act funds - Haymarket Day 2021	General		20000 - Accoun...	4,500.00		33,423.74
Total 97000 - CARES Act Expenses									33,423.74	0.00	33,423.74
TOTAL									33,423.74	0.00	33,423.74

Attachment: CARES Act Expenses as of 11.19.2021 (5314 : Monthly Financial Report)



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

Christopher S. Coon
Town Manager

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Chris Coon, Town Manager
DATE: November 22, 2021
SUBJECT: Town Franchise Agreement Update

Background:

The Town currently has 3 franchise agreements with Contel, owned by Verizon, Comcast, and Dominion Energy. Contel and Comcast still have several years on their franchise agreement. Dominion Energy had a 30-year term that began in 1988. This is an opportunity for Town Council to discuss the Town's Franchise Agreements and get an update from the Town Attorney on next steps.

Fiscal Impact

The fiscal impact will be the legal services fees for the Town Attorney to work on this item.

Staff Recommendation:

Staff recommends Town Council discuss options with the Town Attorney

Draft Motion:

Action deemed appropriate by Council.

Attachment: Franchise Agreements memo (5333 : Franchise Agreements)

Town of Haymarket

Zoning Ordinance -- DRAFT 11-23-2021

Proposed
Amendments
November 2021



Town of Haymarket
Zoning Ordinance

Adopted June 2017

Proposed Amendments Through November 23, 2021

Prepared by the Town of Haymarket Town Council,

Planning Commission and

Town Planning Staff

January 2021-November 2021



15000 Washington Street, Suite 100
Haymarket, VA 20169

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ARTICLE I - IN GENERAL

Sec. 58-1.1 – Introduction

Two primary mechanisms for achieving the Town's land use goals are the zoning and subdivision ordinances. The zoning ordinance sets forth the regulations that legally enforce land use policies and establishes the rules guiding the development of land within the town. Similarly, the subdivision ordinance establishes the rules by which land can be divided, often setting the stage for subsequent development under the zoning regulations. These two land use tools work hand in hand to help achieve the Town's vision regarding land use and the overall well-being of the community.

Sec. 58-1.2 - Purpose

To promote the health, safety, or general welfare of the public and further accomplish the objectives of the Code of Virginia, § 15.2-2200, this chapter is adopted as the zoning ordinance of the Town, together with the zoning map. This chapter has been designed to:

- Provide for adequate light, air, convenience of access, and safety from fire, flood, crime, and other dangers;
- Facilitate the creation of a convenient, attractive, and harmonious community;
- Facilitate the provision of adequate police and fire protection, parks, streets, and other public requirements and amenities;
- Protect against the destruction of or encroachment upon historic areas;
- Protect against one or more of the following:
 - Overcrowding of land;
 - Undue density of population in relation to the available or existing community facilities;
 - Obstruction of light and air;
 - Loss of life, health or property from fire, flood, panic, or other dangers
- Encourage economic development activities that provide desirable employment and support the tax base;
- Provide for the preservation of agricultural and forestlands and other lands of significance for the protection of the natural environment; and
- Promote creation and preservation of affordable housing suitable for meeting the current and future needs of the locality as well as a reasonable proportion of the current and future needs of the planning district within which the locality is situated.

Sec. 58-1.3 - Applicability

This chapter is applicable to all lands within the Town of Haymarket and the superjacent airspace of privately-owned land pursuant to the Code of Virginia §15.2-2293.

Sec. 58-1.4- Uses not Specified or Prohibited

Except as otherwise expressly provided herein, this chapter shall be deemed exclusive in nature, and only those uses specified shall be permitted in the various zoning districts. If a use is not specified in a zoning district, it shall be prohibited in that district. In the event that a use is not permitted in any zoning district, it may only be permitted after appropriate amendment to the text of this chapter.

Sec. 58-1.5 – Establishment of Districts

Pursuant to §15.2-2280 of the Code of Virginia, the incorporated area of the Town is hereby divided into the following districts and further described in the following sections:

Residential R-1. The residential district R-1 is composed of quiet, low-density single-family homes. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life where there are children, and to minimize activities of a commercial nature. Development is limited to detached single-unit dwellings plus certain additional uses such as public amenities that serve the residents of the district.

Residential R-2. The residential district R-2 is intended for use within those areas near the central core of the Town. This district should provide a suitable environment for families and persons seeking the amenities and convenience of townhouse living, or as an option, smaller detached single-family lots, or conventional single-family lots without fear of encroachment or dissimilar uses. This district is designed to stabilize, protect, and promote this type of development.

Town Center B-1. The Town Center District, B-1, provides primarily for commercial and personal services to be developed either as a unit or in individual parcels oriented to attracting pedestrian shoppers, tourism, and local convenience. Recognizing the economic value of the existing historical area, it shall further be the intent of the district to encourage the retention and rehabilitation of structures and uses in the district that have historic and/or architectural significance. The range, size, hours of operation, lighting, signs, and other developmental aspects of permitted uses may be limited in order to enhance the general character and maintain the historic nature of the district.

Business Commercial B-2. The primary purpose of the business commercial district B-2 is to concentrate businesses in a coordinated manner and to provide for more intense commercial uses away from the Town center. Commercial uses located in this district, while traditionally being oriented to automobile traffic, are intended to have a sufficiently high standard in site layout, design, and landscaping to minimize traffic congestion on accessory roadways and minimize the impact of the high volume of traffic at an interchange with adjacent land uses.

Transitional Commercial TC. The primary purpose of this district is to create a low-intensity office, commercial and mixed-use area as a transition between residential and commercial areas. The uses in the district should buffer residential areas from the commercial core by minimizing traffic, lighting, and hours of operation, by establishing buffers and by establishing other site-specific development standards to minimize the impact on adjacent residential uses. To enhance its compatibility with its residential surroundings, any development should be located in existing buildings wherever possible. Adaptive reuse of existing structures is to be encouraged if impacts are mitigated.

Limited Industrial I-1. The primary purpose of the limited industrial district I-1 is to permit certain industries, which do not in any way detract from residential desirability. The limitations on (or provisions relating to) height of building, horsepower, heating, flammable liquids, or explosives, controlling emission of fumes, odors, and/or noise, landscaping, and the number of persons employed are imposed to protect and foster adjacent residential desirability while permitting industries to locate near a labor supply and demand base.

Conservation C-1. The primary purpose of the conservation district C-1 is to limit development in areas of poor soil, steep slope, and proneness of flooding.

ARTICLE II - DEFINITIONS

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this article, except where the context clearly indicates a different meaning. Where terms are not defined, they shall have their ordinarily accepted meaning, or such as the context may imply.

Generally, the words "used for" include "designed for," and vice versa; the word "building" includes the word "structure"; the word "dwelling" includes the word "residence"; and the word "lot" includes the word "plot." Any words pertaining to gender shall be interchangeable. The word "he" shall mean "she," and "she" shall mean "he." The word "shall" is mandatory; the word "may" is permissive.

Accessory dwelling unit

A separate, independent dwelling unit located on the same property as the primary dwelling unit or a portion of a structure designed as a dwelling unit, and ancillary to the principal use of the structure, subject to one of the following:

- a. A dwelling unit contained within a single-family dwelling that may equal the existing finished square footage of the primary dwelling, such as a basement, attic, or additional level; or,
- b. A dwelling unit attached to the primary single-family dwelling, or as a dwelling unit located above a detached accessory unit; that shall be no more than one half the size of the finished square footage of the primary dwelling unit located on the subject property.
- c. A dwelling unit as ancillary use on the second floor of structures designed for other commercial uses; not more than 40 percent of the gross floor area of any structure may be devoted to apartment use

Occupancy of such accessory dwelling units shall be limited to no more than one family (as defined) and shall not be rented in less than six-month increments, and the primary dwelling unit must be occupied by the owner of the subject property or an immediate family member (as defined).

Accessory use or structure

A use or structure which is clearly subordinate and customarily incidental to the main use or structure that it is accessory to and located upon the same lot occupied by the main use or structure.

Access-way, private

A semi-public ingress and egress easement dedicated to one or more lots at the time of subdivision for pedestrian and vehicle access to a public street. Any such easement shall be maintained by its supporting lots as set out in this chapter.

Addition

Any increase to the gross floor area of a structure.

Administrator

Also referred to as the Zoning Administrator; The official charged with the enforcement of the subdivision and zoning ordinances

Affordable housing

Housing that is affordable to families with incomes at or below 80% of the area median income, provided that the individual pays no more than 30% of his or her gross income for gross housing costs, including utilities.

Aggrieved person

A person or group of people with an immediate, pecuniary, and substantial interest in an action taken by the administrator or board of zoning appeals under this ordinance, as opposed to remote or indirect interest. A person is also aggrieved if the person suffers a denial of some personal or property right or imposition of a burden or obligation different from that suffered by the public in general.

Alley

A permanent service way providing a secondary means of access to abutting properties.

Alteration

Any change in the floor area, use, adaptability, or external appearance of an existing structure.

Alternative tower structure

Man-made trees, clock towers, bell steeples, light poles, and similar alternative-design mounting structures that camouflage or conceal the presence of antennas or towers.

Amateur radio antenna

Pursuant to all conditions set forth in the Code of Virginia, §15.2-2293.1, an accessory structure on which an antenna is installed for the purpose of transmitting and receiving amateur radio signals erected and operated by an amateur radio operator licensed by the FCC.

Antenna

Any exterior apparatus designed for telephone, radio, or television communications through the sending and/or receiving of electromagnetic waves.

Applicant

Any person submitting any application required or permitted pursuant to any of the provisions of this chapter, including his successors and assigns.

Architectural features

Pieces or portions of a building that are utilized primarily for aesthetic purposes such as, but not limited to, bay windows, porches, porticoes, balconies, chimneys, eaves and cornices, basement walk ups, and flower boxes.

Architectural Review Board

Board appointed by the Haymarket Town Council to review applications for architectural compliance in accordance with the Old and Historic Haymarket District Overlay, Sec. 58 – 16.

Assisted living facility

A non-medical residential setting that provides or coordinates personal and health care services, 24-hour supervision, and assistance for the care of individuals who are aged, infirm, or disabled.

Automobile graveyard

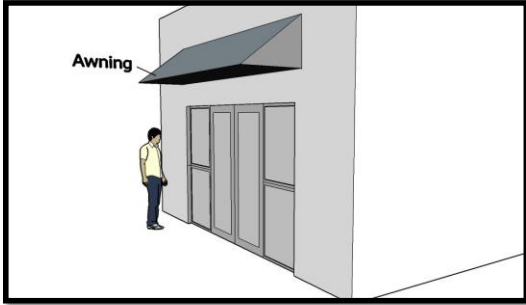
Any lot, place, or parcel, except lawful motor vehicle repair or service facility, upon which five or more inoperative motor vehicles of any kind are found. Junkyard; Salvage and scrap service.

Automobile rental/leasing

Rental of automobiles, light trucks, and vans, including incidental parking and servicing of vehicles for rent or lease. Typical uses include auto rental agencies and taxicab dispatch areas.

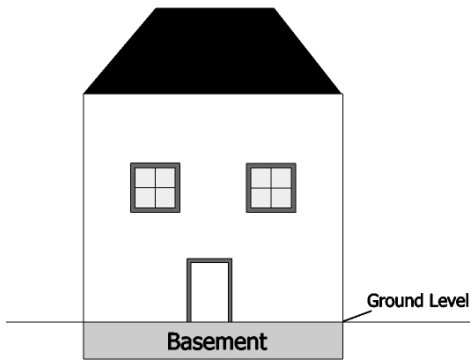
Awning

A shelter constructed of rigid or nonrigid materials on a supporting framework, either freestanding, or projecting from and supported by an exterior wall of a building. Sometimes referred to as a canopy.



Basement

Any floor at least half of which is subgrade (below ground level). A basement shall be counted as a story for the purpose of height regulations.



Bed and breakfast

A dwelling in which not more than twelve bedrooms are provided for overnight guests for compensation, on a daily or weekly basis, with or without breakfast. The serving of meals other than breakfast, or the serving of breakfast to other than overnight guests, shall be considered a restaurant, general.

Bee

Apis mellifera and genetic variations thereof, at any living stage; and may include other hymenopterous insects that depend on pollen and nectar for food.

Bikeway

A bicycle pathway; either a bike lane, a bike trail, or bike route.

Board of Zoning Appeals

Also referred to as the BZA; The term refers to the Town of Haymarket Board of Zoning Appeals.

Boundary line adjustment

The adjustment of the boundary line between two or more lots, or the vacation of a lot line for the purpose of combining two or more lots, but not including any action which would result in a creation of additional building lots or the vacation of any street, alley, easement for public passage, or other public feature.

Broadcasting or communication tower

Any unstaffed facility for the transmission and/or reception of radio, television, radar, cellular telephone, personal paging device, specialized mobile radio (SMR), and similar services. A broadcasting or communication tower usually consists of an equipment shelter or cabinet, a support tower or other structure used to achieve the necessary elevation, and the transmission or reception devices or antenna. Excluded are Amateur radio towers, which are described separately, Data centers which are described separately, and wireless communication antennas which fit the definition of Utility services, minor.

Buffer yard

A yard with screening and landscaping materials required between abutting zoning districts of differing intensities or between adjoining land uses for the purpose of decreasing the adverse impact of differing uses and districts.

Building

Any structure having a roof supported by columns or walls, for the shelter, housing or enclosure of any individual, animal, activity, process, equipment, goods, or materials of any kind.

Building, accessory

A subordinate structure customarily incidental to and located upon the same lot occupied by the main structure. No such accessory structure shall be used for housekeeping purposes.

Building, face

Any one of the four principal exposures, front, sides or back, of a building. For purposes of sign regulations, the face of a building is that portion exposed to a street, alley, or lot and is measured at a ground level on a linear basis from exposed corner to exposed corner.

Building, height of
see **Height, building.****Building line or setback line**

A line that establishes the area within which the principal building or structure must be erected or placed, and which may be located by means of a plat of subdivision or site plan at a distance greater than, but in no case less than, the minimum setbacks or yard spaces required by the zoning ordinance. Bay windows, porches, balconies, chimneys, eaves, basement walk ups, and similar architectural features may project two feet into any required setback or building restriction line. Setback and building restriction lines shall not apply to terraces, patios, and unroofed porches on ground level.

Building, main

The principal structure or one of the principal buildings on a lot, or the building or one of the principal buildings housing the principal use on the lot.

Building official

The representative of the council who has been appointed to administer and enforce, within the town, the provisions in the Uniform Statewide Building Code.

Building permit

A document issued by the building official granting permission to another person to construct, extend, repair, remove or alter a structure.

Building setback

see **Setback**.

Short Term Rental, Residential (STRR)

An owner occupied, residential dwelling unit that is used for paid, overnight accommodations for a minimum of 2 nights, but not to exceed 30 days. The frequency and volume of paying guests is intended to be incidental to the primary use of the property as a private residence. This use type does not include bed-and-breakfast.

Caliper

The diameter of the trunk of a tree at the height of 4.5 feet above grade.

Car wash

Washing and cleaning of vehicles. Typical uses include automatic conveyor machines and self-service car washes.

Cellar

see **Basement**.

Cemetery

A place where human remains are interred, above or below ground, and where plots are sold for that purpose, and care of the graves is furnished.

Central sewage system

Any system of collection and treatment of sewage, as defined by rules and regulations of the state board of health governing the disposal of sewage, serving two or more connections, whether the system is privately or publicly owned and operated.

Central water

Any water supply and distribution system, whether privately or publicly owned and operated, serving two or more individual connections.

Chicken Coop

A fully enclosed and covered hen house providing predator resistant shelter that is thoroughly ventilated, provides adequate sun and shade, protection from the seasonal elements, and designed to be easily accessed and cleaned where domestic chickens live.

Chicken Run

An outdoor enclosed or fenced structure where chickens feed or exercise. This structure is attached to the chicken coop.

Civic use

Public parks and playgrounds, public schools, municipal buildings including police, fire and rescue facilities, and all other publicly owned structures.

Clerk

the clerk of the circuit court of the county.

Clinic

A facility providing medical, psychiatric, or surgical service for sick or injured persons exclusively on an out-patient basis, including emergency treatment, diagnostic services, training, administration and services to outpatients, employees, or visitors. The term "clinic" includes immediate care facilities, where emergency treatment is the dominant form of care provided at the facility.

Club

A use providing educational, meeting, or social facilities for civic or social clubs, fraternal/sororal organization, and similar organizations and associations, primarily for use by members and guests. Recreational facilities, unless otherwise specifically cited in this section, may be provided for members and guests as an accessory use. A club does not include a building in which members reside.

Code

The Code of the Town of Haymarket Virginia.

Code of Virginia

The Code of Virginia of 1950, as it may be amended from time to time.

Commercial, Entertainment

Predominantly spectator uses conducted within an enclosed building. Typical uses include, but are not limited to, movie theaters, museums, and concert, music, or performance halls.

Commercial, Recreation

A sports or activity facility open to the general public for a fee. Typical indoor uses include, but are not limited to, ice skating rink, roller skating rink, bowling alley, billiard hall, swimming pool, bingo hall, shuffleboard hall, arcade (video, pinball), hard and soft courts, miniature golf, squash court, tennis court, or racquetball court. Outdoor uses include driving ranges, miniature golf, batting cages, swimming pools, tennis courts, outdoor racquetball courts, motorized cart and motorcycle tracks, paintball facilities, equestrian facilities, pony rides, and motorized model airplane flying facilities.

Commercial, Vehicle Repair Service

Repair of automobiles, noncommercial trucks, motorcycles, motor homes, recreational vehicles, including the sale, installation, and servicing of equipment and parts. Typical uses include tire sales and installation, wheel and brake shops, oil and lubrication services, and similar repair and service activities where minor repairs and routine maintenance are conducted.

Commercial, Heavy Equipment Repair Service

Repair of construction equipment, commercial trucks, agricultural equipment, and similar heavy equipment, where major repairs are conducted.

Commercial, Catering

Preparation of food and related materials for a special event, occasion, or other temporary contract, which are to be delivered to a location other than where prepared.

Commercial Vehicle

Any vehicle used for commercial purposes, regardless of capacity, which displays advertising thereon; or which is licensed as a "for hire" vehicle; or any limousine used as a common or contract carrier. Commercial vehicles shall not be deemed to include any of the following: police vehicle; emergency vehicle; school bus.

Commission

The Planning Commission of the Town of Haymarket.

Common area

A tract or parcel of land not devoted to residential uses or structures; but directly related to an adjunct to a planned development, cluster development, or subdivision and which is owned and/or controlled by the residents or owners of such development.

Condominium

see **multi-family dwelling**.

Conservation easement

The granting of a property's development rights to an agency that stipulates that the described land will remain in its natural state and precludes future or additional development.

Retail, Construction

Establishment or place of business primarily engaged in retail or wholesale sales of materials used in the construction of buildings or other structures, but specifically excluding automobile or equipment supplies otherwise classified herein. Typical uses include building material stores, lumber yard, and home supply establishments with products on site.

Construction yard

Establishment or place of business primarily engaged in construction activities, including outside storage of materials and equipment. Typical uses are building contractor's yards.

Continuing Care Facility

A facility providing a graduated range of services to elderly and handicapped persons, from independent living facilities to congregate housing facilities within which are available meal preparation, laundry, and cleaning services; providing common recreation and service facilities for the exclusive use of all residents of the center; may include assisted living, nursing or convalescent care and other medical facilities.

Coverage

The area of a lot occupied by structures, off-street parking, driveways, outside storage, or any other improvements not considered open space.

Cul-de-sac

a street with one outlet and with an appropriate turnaround for safe and convenient reverse traffic movement.

Custom manufacturing

Establishments primarily engaged in the on-site production of goods by hand manufacturing, within enclosed structures, involving the use of hand tools, or the use of mechanical equipment commonly associated with residential or commercial uses, or a single kiln. Examples include custom woodworking, ironworking, or stonework.

Data Center

Shall mean a use involving a building/premise in which the majority of the use is occupied by computers and/or telecommunications and related equipment, including supporting equipment, where information is processed, transferred and/or store; minimum 20 acres.

Day care center

Any facility operated for the purpose of providing care, protection, and guidance to 10 or more individuals during only part of a 24-hour day. This term includes nursery schools, preschools, day care centers for individuals including adults, and other similar uses but excludes public and private educational facilities or any facility offering care to individuals for a full 24-hour period.

Deck

A structure, without a roof, directly adjacent to a principal building, which has an average elevation of 30 inches or greater from finished grade. Residential decks over 36 inches above grade may project ten feet into the rear yard setback, and decks less than 36 inches above grade may project 15 feet into the rear yard setback. A deck may be constructed of any materials.

Dedication

The transfer of private property to public ownership upon written acceptance.

Developer

see Applicant.

Development

Any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, or drilling operations.

District

A district as referred to in Code of Virginia, § 15.2-2282

Dog day care center

A facility operating with the primary purpose of providing dog day care and grooming with ancillary services of overnight boarding and/or training. The facility will limit the number of dogs to 85 that can be cared for overnight. The facility must have incorporated sound proofing technologies/building materials that provides an NRC (Noise Reduction Coefficient) rating of .80 or better.

Domestic Chicken

A domesticated bird of the species gallus gallus domesticus.

Dwelling

Any structure which is designed with dwelling units for residential purposes. This definition does not include hotels, boarding houses, lodging houses, tourist cabins, recreational vehicles, and mobile homes.

Dwelling, multi-family

A building or portion thereof which contains three or more dwelling units for permanent occupancy. The units may be individually owned or offered for rent. Each unit shall be accessed from the outside from a common hallway, stairs, or elevator. Such units may be stacked or adjacent to one another. Included in the use type are garden apartments, low- and high-rise apartments, apartments for elderly housing, and condominiums.

Dwelling, single-family detached

A site built or modular building designed for or used exclusively as one dwelling unit for permanent occupancy, which is surrounded by open space or yards on all sides, is located on its own individual lot, and which is not attached to any other dwelling by any means.

Dwelling, townhouse

A grouping of three or more attached single-family dwellings each on its own individual lot in which each unit has its own front and rear access to the outside. No units are vertically stacked, no unit is located over another unit, and each unit is separated from any other unit by one or more common walls.

Dwelling unit

A room or group of rooms connected together containing cooking, bathroom and sleeping facilities constituting a separate, independent housekeeping unit, physically separated from any other dwelling unit in the same structure.

Easement

A right of the owner of one parcel of land, by reason of such ownership, to use the land of another for a special purpose not inconsistent with a general property owner.

Educational facility, college/university

An educational institution authorized by the Commonwealth of Virginia to award associate, baccalaureate or higher degrees, and facilities associated with it. This term includes academic buildings, administrative facilities, dormitories, special housing, parking areas, dining halls, and other physical plants associated with the college or university use.

Educational facility, primary/secondary

A public, private, or parochial school offering instruction at the elementary, junior, and/or senior high school levels in the branches of learning and study required to be taught in the public schools of the Commonwealth of Virginia.

Emergency shelter

A facility providing temporary housing for one or more individuals who are otherwise temporarily or permanently homeless.

Engineer

an engineer licensed by the Commonwealth of Virginia.

Retail, Equipment sales and rental

Establishments primarily engaged in the sale or rental of tools, trucks, tractors, construction equipment, agricultural implements, and similar industrial equipment, and the rental of mobile homes. Included in this use type is the incidental storage, maintenance, and servicing of such equipment.

Establishment

Any entity or individual conducting a business, profession, or trade; and any entity or individual conducting a civic, community service, or nonprofit activity.

Façade

An entire outside wall of a structure, including wall faces, parapets, fascia, windows, and doors, of one complete elevation.

Family

Any number of persons living together as a single housekeeping unit consisting of:

Family shall mean a group of people living together as a single housekeeping unit and consisting of:

- (1) One person; or
- (2) Two or more persons related by blood, adoption, or marriage, together with any number of offspring, foster, step or adopted children; or
- (3) A group of not more than four (4) unrelated persons living and cooking together as a single housekeeping unit though not related by blood, marriage, adoption, or guardianship, provided that the limitation on the number of unrelated persons shall not apply to residents in a housekeeping unit by persons having handicaps within the meaning of section 3602(f) of the Fair Housing Act (42 USC 3601, et seq., as amended); or
- (4) Those groups identified in Code of Virginia, § 15.2-2291, or like groups licensed by the Virginia Department of Social Services which otherwise meet the criteria of Code of Virginia, § 15.2-2291.

Family day home

A single-family dwelling in which more than five but fewer than 13 individuals are received for care, protection, and guidance during only part of a twenty-four-hour day. Individuals related by blood, legal adoption, or marriage to the person who maintains the home shall not be counted towards this total. The care of 5 or fewer individuals for portions of a day shall be considered as a home occupation.

Family health care structure, temporary

Pursuant to all conditions set forth in the Code of Virginia §15.2-2292.1, a transportable residential structure, providing an environment facilitating a caregiver's provision of care for a mentally or physically impaired person, that (i) is primarily assembled at a location other than its site of installation; (ii) is limited to one individual who shall be the mentally or physically impaired person or, in the case of a married couple, two individuals, one of whom is a mentally or physically impaired person, and the other requires assistance with one or more activities of daily living as defined in §63.2-2200, as certified in writing by a physician licensed in the Commonwealth; (iii) has no more than 300 gross square feet; and (iv) complies with applicable provisions of the Industrialized Building Safety Law (§36-70 et seq.) and the Uniform Statewide Building Code (§36-97 et seq.).

Farmer's market

Retail sale of fresh fruits and vegetables, and other food and related items, at a facility with spaces occupied by several different temporary tenants for no more than six (6) hours on a weekly basis; indoor or outdoor.

Fence

A freestanding structure of metal, masonry, composition, vinyl or wood, or any combination, resting on or partially buried in the ground and rising above ground level, with posts at regular intervals, and used for confinement, screening, or partition purposes.

Financial institution

An establishment whose principal purpose is the provision of financial services, including but not limited to an insured depository institution, a credit union, a federal home loan bank, a small business investment company, a depository institution holding company, a mortgage lending business, or other institutions as defined by Federal code.

Flag lot

see Lot, pipestem.

Floodplain

An area flooded by a flood of specific frequency or magnitude, which has been delineated as a regulated area by federal, state, or local government order through the use of maps, flood elevations, flood profiles or other techniques.

Floor area ratio (FAR)

The ratio of gross floor area of all structures on a lot to total lot area.

Floor area, gross

The sum of the horizontal areas of the several stories of a building, measured from the exterior faces of exterior walls, or in the case of a common wall separating two buildings, from the centerline of such a common wall. Gross floor area shall exclude basements and attics. The surface area of tennis courts, swimming pools, driveways, surface parking spaces, decks, patios, and porches, is not included in the total gross floor area.

Frontage

The side of a lot abutting on a street or right-of-way and ordinarily regarded as the front of the lot. For corner lots, only the side containing the parcel or building's main entrance shall be considered the frontage.

Frontage road

A service road, usually parallel to a highway, designed to reduce the number of driveways that intersect the highway.

Funeral home

Establishments engaged in undertaking services such as preparing the dead for burial, as well as related accessory activities such as a crematorium, and arranging and managing funerals. Typical uses include funeral homes or mortuaries.

Garage, commercial

see **Commercial, vehicle repair service**.

Garage, private

An accessory building designed or used for the storage of not more than three automobiles owned and used by the owners of the building to which it is accessory. On a lot occupied by a multiple-unit dwelling, the private garage may be designed and used for the storage of 1½ times as many automobiles as there are dwelling units.

Garden center

Establishments or places of business primarily engaged in retail sales from the premises including trees, shrubs, seeds, fertilizers, pesticides, plants, and plant materials primarily for agricultural, residential, and commercial consumers. Such establishments typically sell products purchased from others but may sell material which they grow themselves.

Gasoline station

Any place of business with fuel pumps and underground storage tanks which provides fuels and oil for motor vehicles. A store associated with automobile fuel sales shall be considered a gasoline station.

Glare

The effect produced by brightness, sufficient to cause annoyance, discomfort, or loss in visual performance and visibility.

Grade

The lowest of:

- o Lowest elevation of the street at the curb;
- o Established or mean street elevation if curb not established;
- o Lowest elevation of finished ground surface on any side of the building or property.

Governing Body

The Mayor and Council of the Town of Haymarket.

Grandfathered

A term referencing a use or structure that is not in conformance with the current ordinance but that was legal at the time it was established or constructed. Also referred to as a legally, non-conforming use/structure.

Greenhouse

A building with transparent walls and roof; for the cultivation and exhibition of plants under controlled conditions; accessory to residential uses.

Greenhouse, commercial

A greenhouse operation in which plants are offered for sale to the public, either at wholesale or at retail.

Gross public floor area

The total area of the building accessible or visible to the public, including showrooms, motion picture theaters, motion picture arcades, service areas, behind-counter areas, storage areas visible from such other areas, restrooms (whether or not labeled "public"), plus aisles, hallways, and entryways serving such areas.

Group home

A residential facility in which no more than eight (8) mentally ill or developmentally disabled persons reside, with one or more resident counselors or other staff persons, and shall be considered a residential occupancy by a single family. A group home may include services such as specialized education, training, habilitation, rehabilitation, custodial care, or supervision. Mental illness and developmental disability shall not include current illegal use of, or addiction to a controlled substance. Such facility shall be licensed by the Virginia Department of Behavioral Health and Developmental Services in order to qualify as a single-family use.

Guidance services

A use providing counseling, guidance, recuperative, or similar services for persons requiring rehabilitation assistance as a result of mental illness, alcoholism, detention, drug addiction, or similar conditions for only part of a twenty-four-hour day.

Halfway house

An establishment providing accommodations, supervision, rehabilitation, counseling, and other guidance services to persons suffering from alcohol or drug addiction, and/or to persons re- entering society after being released from a correctional facility or other institution.

Hazardous waste or materials

A substance listed under United States Public Law 96-510, entitled the Comprehensive Environmental Response Compensation and Liability Act.

Height

When referring to a tower or other structure, the distance measured from ground level to the highest point on the tower or other structure, even if said highest point is an antenna.

Height, building

The vertical distance measured from the adjoining grade at the front entrance of the building or structure to the highest point of the structure. For corner lots, the building height shall be the average of the front height defined above and the building side height adjacent to the street. The building side height shall be defined as the vertical distance measured from the lowest adjoining grade on the side adjacent to the street to the highest point of the structure.

Height, structure

The distance between the highest point of any structure, and the lowest grade adjacent to the structure.

Height, tree

The measurement taken from the top of the root ball to the top of the trunk.

Historic district

A site, structure, landmark, one or more of them, or a group of them, which have unique architectural, historic, cultural, or archaeological importance to the locality, the Commonwealth, or the nation, and which are designated on the official zoning map as constituting a historic district.

Historic resource

A building, place, or area in which historic events occurred or having special public value because of notable architectural or other features relating to the cultural or artistic heritage of the community, of such significance as to warrant conservation and preservation.

Historic building

Any structure that is:

- a. Listed individually in the Virginia Landmarks Registry or the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- b. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- c. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- d. Individually listed on a local inventory of historic places in communities with historic preservation programs:
 - By an approved state program as determined by the Secretary of the Interior; or
 - Directly by the Secretary of the Interior in states without approved programs; or
 - Designated as a contributing resource or structure by the Town's Comprehensive Plan or similar land use policies.

Hive

Hive means a box, skep, barrel, log gum, or other container used as a domicile for bees.

Home occupation, class A

An occupation conducted primarily on-site involving persons residing on the premises. Such occupations may require the use of accessory structures or outside areas. No more than five clients or customers shall be allowed on the premises at any one time on a regular basis.

Home occupation, class B

An occupation conducted primarily on-site involving persons residing on the premises and not more than two (2) full or part-time outside employees. Such occupations may require the use of accessory structures or outside areas. No more than 10 clients or customers shall be allowed on the premises at any one time on a regular basis.

Hospital

A facility providing medical, psychiatric, or surgical service for sick or injured persons primarily on an in-patient basis and including ancillary facilities for outpatient and emergency treatment diagnostic services, training, research, administration, and services to patients, employees, or visitors.

Hotel

also referred to as an inn, motel, or motor lodge; A building or group of attached or detached buildings containing lodging units intended primarily for rental or lease to transients by the day or week. Such uses generally provide additional services such as daily maid service, restaurants, meeting rooms, and/or recreation facilities. Overnight stays longer than 29 days consecutively are not permitted.

Housekeeping

The management of household affairs including, but not limited to, cooking, contributing financially, or cleaning.

Industrial, light

Enterprises engaged in the processing, manufacturing, compounding, assembly, packaging, treatment or fabrication of materials and products, from processed or previously manufactured materials. Light industry is capable of operating in such a manner as to control the external effects of the manufacturing process, such as smoke, noise, soot, dirt, vibration, odor, etc. Use may include, but are not limited to, a machine shop, the manufacturing of apparel, electrical appliances, electronic equipment, camera and photographic equipment, ceramic products, cosmetics and toiletries, business machines, paper products (but not the manufacture of paper from pulpwood), musical instruments, medical appliances, tools or hardware, plastic products (but not the processing of raw materials), pharmaceuticals or optical goods, bicycles, and any other product of a similar nature.

Inoperable Vehicle

Vehicle most often defined as one in which the engine, wheels or other parts have been removed, altered, damaged or allowed to deteriorate so that the vehicle cannot be driven.

Interior parking lot island

An island or planter that is surrounded on at least three (3) sides by a parking lot or access road.

Junkyard

An establishment or place of business which is maintained, operated, or used for storing, keeping, buying or selling junk, or for the maintenance or operation of an automobile graveyard; and the term shall include garbage dumps and sanitary fills. The keeping of more than five (5) inoperable vehicles is considered a junkyard, which is not permitted in any residential zoning districts in the Town and would be subject to additional zoning violations.

Junk

Any scrap, dismantled, inoperable, or dilapidated motor vehicles, including parts; machinery; household furniture and appliances; construction equipment and materials; tanks and drums; tires; pipes; wire; wood; paper; metals; rags; glass; and any other kind of salvage or waste material.

Kennel

Any place in which more than three (3) dogs more than six (6) months of age are kept, or any number of dogs are kept for which any fee is charged.

Laboratory

An establishment whose principal purpose is the research, compounding, and/or packaging of scientific products, which may include light manufacturing.

Landscaping

The improvement of the appearance of an area by the planting of trees, grass, shrubs, or other plant materials, or by the alteration of the contours of the ground.

Laundry

Establishments primarily engaged in the provision of laundering, cleaning, or dyeing services other than those classified as Personal services. Typical uses include bulk laundry and cleaning plants, diaper services, or linen supply services.

Liaison

Light pollution

Any adverse effect of man-made light including sky glow, glare, light trespass, light clutter, and decreased visibility at night.

Light trespass

Light sources casting excessive light upon adjacent property or upon a public right-of-way, also called light spillover.

Liquor

Any alcoholic beverage other than beer, wine, or cider, as those terms are defined in Virginia Code §4.1-100 and 4.1-213.

Loading space, off-street

Space for bulk pick-ups and deliveries, scaled to delivery vehicles expected to be used, and accessible to such vehicles when required off-street parking spaces are filled.

Lot

A parcel of land intended to be separately owned, developed, or otherwise used as a unit, established by plat, subdivisions, or as otherwise permitted by law.

Lot, corner

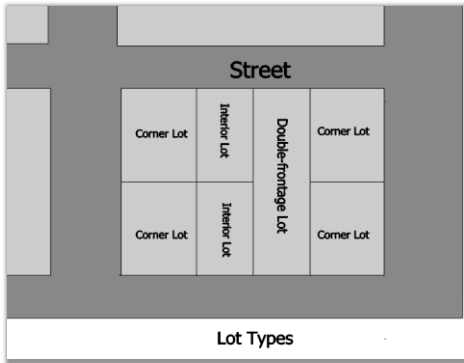
A lot abutting on two or more streets at their intersection. Of the two sides of a corner lot, the front shall be deemed to be the shorter of the two sides fronting on streets.

Lot, depth of

The average horizontal distance between the front and rear lot line

Lot, double frontage

An interior lot having frontage on two streets.



Lot frontage

Frontage shall be measured on a line parallel with the proposed front street line at the minimum required setback line.

Lot, interior

Any lot other than a corner lot.

Lot, irregular

A lot of such a shape or configuration that technically meets the area, frontage, and width to depth requirements of this ordinance but meets these requirements by incorporating unusual elongations, angles, curvilinear lines unrelated to topography, or other natural land features.

Lot of record

A lot which has been recorded in the clerk's office of the circuit court.

Lot, pipestem

A "panhandle" or "flag" shaped lot with its widest point set back from the road at the rear of another lot (called the pipe) and having a thin strip of land connecting to the road to provide legal access and frontage (called the stem). Pipestem lots are also referred to as panhandle lots or flag lots.

Lot width

The width of any lot at the setback line, calculated by measuring back a uniform distance from the street line as required by the setback regulation. If the street line curves or angles, the setback line shall also curve or angle uniformly with the street line and the lot width shall be calculated along the curve or angle setback line.

Marijuana Establishment

Means a marijuana cultivation facility, a marijuana testing facility, a marijuana manufacturing facility, a marijuana wholesaler, or a retail marijuana store as defined in state law.

Manufacture and/or manufacturing

The processing and/or converting of raw, unfinished materials, or products, or either of them, into articles or substances of different character, or for use for a different purpose.

Manufactured building

also referred to as an industrialized building; any structure, or component thereof which is wholly, or in substantial part made, fabricated, formed, or assembled in manufacturing facilities for installation, or assembly and installation on a building site; which has been manufactured in such a manner that all parts, or processes cannot be inspected at the installation site without disassembly, damage, or destruction thereof.

Manufactured home

A structure subject to federal regulations, which is transportable in one or more sections; is eight feet in body or more in width and 40 body feet or more in length in the traveling mode, or is 320 or more square feet when erected on site; is built on a permanent foundation; is designed to be used as a single-family dwelling when connected to the required utilities; and includes the plumbing, heating, air conditioning and electrical systems contained in the structure. Some manufactured homes are also referred to as mobile homes. Building design and construction material shall be approved by the Architectural Review Board.

Manufactured home park

also referred to as a mobile home park or trailer park; Any area designed to accommodate two or more manufactured homes intended for residential use.

Maximum Lot Coverage

Area of impervious surfaces

Medical office

Use of a site for facilities which provide diagnoses, minor surgical care, and outpatient care on a routine basis, but which does not provide overnight care or serve as a base for an ambulance service. Medical offices are operated by doctors, dentists, or similar practitioners licensed by the Commonwealth of Virginia. Emergency treatment is not the dominant type of care provided at this facility.

Microbrewery

A small-scaled facility manufacturing no more than 15,000 barrels of beer per calendar year; or a small-scale distillery, winery, or cidery manufacturing no more than 36,000 gallons; all as licensed in accordance with the Code of Virginia, as amended. These facilities may also include accessory tasting rooms at which the consumption of the beverage manufactured on-site occurs, accessory food sales, and where retail sales of the manufactured product are conducted.

Mini warehouse

A building designed to provide rental storage space in cubicles where each cubicle has a maximum floor area of 400 square feet. Each cubicle shall be enclosed by walls and ceiling and have a separate entrance for the loading and unloading of stored goods.

Modular building

A dwelling unit primarily manufactured off-site in accordance with the Virginia Uniform Statewide Building Code standards and transported to the building site for final assembly on a permanent foundation. Considered a single family, detached home.

Motion picture theater, adult

An establishment that shows sexually oriented movies, distinguished, or characterized by an emphasis on the exhibition of specified sexual activities or specified anatomical areas, as a significant part of its business.

Motor vehicle, inoperable

Any motor vehicle, recreational vehicle, commercial vehicle, trailer, or semi-trailer which is not in operating condition; or which for a period of 60 days or longer has been partially or totally disassembled by the removal of tires and wheels, the engine, or other essential parts required for the operation of the vehicle; or on which a valid license plate or a valid inspection decal is not displayed.

National Register of Historic Places

The official list, maintained by the National Park Service of the United States Department of the Interior, of historic resources considered by that agency to be worthy of preservation.

Nonconforming activity

The otherwise legal use of a building or structure or of a tract of land that does not conform to the use regulations of this chapter for the district in which it is located, either at the effective date of the zoning ordinance of September 19, 1983, or as a result of subsequent amendments to such ordinance or this chapter.

Nonconforming lot

An otherwise legally platted lot that does not conform to the minimum area or width requirements of this chapter for the district in which it is located either at the effective date of the zoning ordinance of September 19, 1983, or as a result of subsequent amendments to such ordinance or this chapter.

Nonconforming sign

Any sign, the area, dimensions, or location of which were lawful at the time the sign was erected, but which fail to conform to the current standards and regulations due to the adoption, revision, or amendment of this ordinance.

Nonconforming structure

An otherwise legal building or structure that does not conform with the lot area, yard, height, lot coverage, or other area regulations of this chapter, or is designed or intended for a use that does not conform to the use regulations of this chapter for the district in which it is located, either at the effective date of the zoning ordinance of September 19, 1983, or as a result of subsequent amendments to such ordinance or this chapter.

Nonprofit organization

An organization that is exempt from paying federal income taxes under section 501 of the Internal Revenue Code (26 USC 501).

Occupancy

The period during which one owns, rents, uses, or occupies a certain premises or land.

Off-street parking

Space provided for vehicular parking outside of the dedicated street or access way right-of-way.

Office, general

The use of land wherein the primary use is the conduct of a business or profession such as, but not limited to accounting, architecture, computer software, or information systems research and development, engineering, insurance, law, management, organization and association offices, psychology, theology, real estate, and travel. Retail sales are permitted as an accessory use of the primary activity of a General Office. This definition does

not include Medical Office as defined by this chapter.

Office, medical

Use of a site for facilities which provide diagnoses, minor surgical care, and outpatient care on a routine basis, but which does not provide overnight care or serve as a base for an ambulance service. Medical offices are operated by doctors, dentists, or similar practitioners licensed by the Commonwealth of Virginia. Emergency treatment is not the dominant type of care provided at this facility.

Open space

Any parcel of land or water essentially unimproved and set aside, dedicated, designated, or reserved for public or private use or enjoyment. Open space may include active recreational facilities such as swimming pools, play equipment, ball fields, court games, and picnic areas.

Open space, common

Land within or related to a development, not individually owned, or dedicated for public use, which is intended for the common use or enjoyment of the residents of the development and may include such complementary structures as are necessary and appropriate. Common open space may include recreation centers, swimming pools, tennis and basketball courts, and similar facilities.

Open space, required

Any space required in any front, side, or rear yard.

Outdoor display

Outdoor portion of a retail use open to the public and dedicated to the display of wares for customer inspection.

Outdoor gathering

Any temporary organized gathering that is expected to attract 200 or more people at one time in open spaces. Included in this use type are entertainment and music festivals, church revivals, farmers markets, carnivals and fairs, and similar transient amusement and recreational activities not otherwise listed in this section.

Outdoor storage

The keeping, in other than a building, of any goods, materials, or merchandise on the same parcel for more than twenty-four consecutive hours. This includes items on a porch or in a carport.

Parcel or parcel of land

A lot or parcel which is described by a plat or other legal description.

Parking facility

A site for surface parking or a parking structure use which provides one or more parking spaces together with driveways, aisles, turning and maneuvering areas, incorporated landscaped areas, and similar features meeting the requirements established by this ordinance. This use type shall not include parking facilities accessory to a permitted principal use.

Parking lot area

The square foot area of the parking spaces and aisles and interior parking lot islands, excluding access drives that do not have parking spaces within them.

Parking space, compact

A space for parking one passenger automobile that is 16 feet long and 8 feet wide and is marked "Compact car."

Parking space, normal

A space for parking one passenger automobile that is 18 feet in length and 9 feet in width.

Patio

A level surfaced area directly adjacent to a principal building which has an average elevation of not more than 30 inches from finished grade, and without walls or a roof. A patio may be constructed of any materials.

Pawn shop

A use engaged in the loaning of money on the security of property pledged in the keeping of the pawnbroker and the incidental sale of such property.

Pedestrian ways

Paved, marked, or otherwise designated pedestrian treatments meeting AASHTO standards.

Person

An individual, firm, corporation, or association.

Plat

A map or plan of a parcel of land that is to be or has been subdivided. When used as a verb, "plat" is synonymous with "subdivide."

Planning Commission

A body appointed by the Town Council, made up of five or more members, to review and act on matters related to planning, land use and development.

Plat, final

the map or plan of a subdivision of land prepared by a licensed engineer or surveyor which meets all the requirements of this chapter, including any accompanying material, as described in Article III of this chapter.

Plat, preliminary

means the map or plan of a subdivision of land prepared by a licensed engineer, land surveyor, owner of the land, land planner, architect, certified landscape architect or others having training or experience in subdivision planning or design which meets the requirements of this chapter, including any accompanying material, as described in article V of this chapter.

Porch

A roofed open area, which may be glazed or screened, usually attached to or part of and with direct access to or from a building.

Premises

see Lot.

Preservation

The act or process of applying measures to sustain the existing form, integrity, and material of a site, structure, or landmark, and their existing vegetative cover. Preservation may include initial stabilization work, where necessary, as well as ongoing maintenance of these elements.

Principal building or structure

A building or structure in which the primary use of the lot on which the building is located is conducted.

Principal use

The main use of land or structures as distinguished from a secondary or accessory use.

Property

Any tract, lot, parcel, or several of such tracts, lots or parcels collected together.

Public

Unless otherwise specifically indicated, public shall mean anything owned, operated, provided, and/or maintained by a local, state, or federal government.

Public assembly

Facilities that accommodate public assembly for sports, amusements, or entertainment purposes. Typical uses include auditoriums, sports stadiums, convention facilities, religious, and incidental sales, and exhibition facilities.

Public maintenance and service facility

A public facility supporting maintenance, repair, vehicular or equipment servicing, material storage, and similar activities including street or sewer yards, equipment services centers, and similar uses having characteristics of commercial services or contracting or industrial activities.

Public parking

Any area used primarily or regularly for parking motor vehicles; or to any parking space or area required to be provided by any law; except for parking provided solely to reserve a single- family dwelling.

Public use

Any use for exclusively public purposes without reference to the ownership of structures or the realty upon which it is situated by any department or branch of the federal government, commonwealth, or locality.

Public water or sewerage system

A water or sewerage system owned and operated by the Town or owned and operated by a private individual or a corporation approved by the Council and properly licensed by the state corporation commission, and subject to special regulations as set forth in this chapter. See Utility service, major.

Public utility

Any person, firm, corporation, municipal department, or board duly authorized to furnish, under federal, state, or municipal regulations, to the public electricity, gas, steam, communications, telegraph, transportation, or water.

Recreation, active

Those recreational pursuits which require physical alteration to the area in which they are performed including, but not limited to, pedestrian ways, bikeways, tennis courts, swimming and boating areas, playgrounds, and play fields.

Recreation, passive

Recreational activities that generally do not require a developed site such as hiking, horseback riding, and picnicking.

Recreation facility, private

A private recreational facility for use solely by the residents and guests of a particular residential development, planned unit development, or residential neighborhood, including indoor and outdoor facilities. These facilities are usually proposed or planned in association with development and are usually located within or adjacent to

such development.

Recreation facility, public

Publicly owned or operated recreation facilities.

Recreational vehicle

Any vehicle, trailer, or semitrailer designed for human occupation and not meeting the definition of manufactured home. For the purposes of this section this includes motorhome, camping trailer, truck camper, tent trailer, and boat trailer.

Recycling center

A facility used by the general public for the collection of materials for recycling or reuse, including bins, boxes, buildings, self-propelled motor vehicles, trailers, and other enclosures or receptacles. Except for municipal or other governmental sponsored programs to collect and/or recycle household hazardous wastes, this definition shall not include facilities for the collection of non-recyclable materials, such as business and household refuse, garbage, organic materials, medical waste, trash, junk, toxic substances, or similar materials.

Replacement cost

The cost of restoring a damaged building or structure to its original condition. Replacement cost shall include reasonable estimates of the cost of materials and labor and shall be compared with the assessed value as determined by the Assessor to determine the percentage of the cost of improvements.

Research and development

A business which engages in research, or research and development, of innovative ideas in technology-intensive fields. Examples include research and development of communication systems, transportation, geographic information systems, multimedia, and video technology. Development and construction of prototypes may be associated with this use.

Residential density

A measure of dwelling units per acre. The number of units shall be rounded up to the next whole unit (e.g., a 5.2 unit/acre average is counted as 6 units/acre).

Restaurant

An establishment engaged in the preparation of food and beverage.

Restaurant, General

An establishment with table side service (order and delivery) of individual portions of prepared food and/or beverages using non-disposable containers; traditional sit-down establishments with wait service. Carry-out service is a limited part of the establishment's business. This includes but is not limited to, Cafeterias, cafes (indoor or outdoor) or tearooms.

Restaurant, drive-in/drive-through

An establishment primarily engaged in dispensing prepackaged food and beverages ready for consumption at the point of sale. Customers are served food in disposable containers and the product is delivered to their vehicles or at a drive through window.

Restaurant, mobile food unit

Motorized or non-motorized vehicles that can be moved from place to place with on-board power, refrigeration, food preparation facilities, and/or room for a limited number of employees. Also referred to as "food trucks" or "food carts".

Restaurant, Carry Out/ Quick Service

An establishment where the primary method of operation does not include table service but includes a walk-up counter. Carry-out is a primary function of the establishment. This includes but is not limited to fast-food, public snack bars, and delicatessens.

Retail

The selling of goods, wares, or merchandise directly to the ultimate consumer or persons without a resale license.

Retail Use, Personal services

Establishments or places of business engaged in providing services involving the care of a person, personal property, or apparel, or provide for informational, instructional, and similar personal improvement services. Uses include but are not limited to beauty and barber shops; pet grooming; seamstresses, tailors, or shoe repairs; florists; laundromats and dry-cleaning stations serving individuals and households; physical fitness studios; dance studios; craft and music studios; driving schools; photographic studios; tattoo parlors and piercing shops; shipping services; appliance repair shops; shoe repair; watch or jewelry repair shops; repair of musical instruments; opticians. This definition does not include linen service establishments, day spas, dry cleaning plants, or motor vehicle repair shops.

Retail Use, General

A business engaged in the sale of merchandise to the public. Such businesses include but are not limited to household goods, clothing, hardware, furniture, office supplies and repairs, candy stores, florists. This does not include motor vehicle sales, heavy equipment and vehicle sales, automobile parts and supply stores; quick service food stores, rental or service establishments, lumber yards, construction, motor vehicle service or repair, or grocery.

Retail Use, Grocery

A retail business primarily engaged in the sale of unprepared food for personal or household preparation and consumption. Such a facility may also engage in incidental sales of prepared foods for personal consumption on-or off-site.

Retail Use, Liquor

Any privately owned store (i) licensed by the Commonwealth of Virginia to sell liquor for off-premises consumption, but excluding Breweries or Distilleries as defined by this chapter, and (ii) in which liquor makes up more than 10 percent of its stock in trade or occupies more than 10 percent of its net floor area.

Retail Use, Drug

Establishment offering a variety of personal or household goods with a licensed pharmacist on staff for the purpose of dispensing prescription drugs. Such stores may or may not include a drive through.

Retail Use, Convenience

Establishments primarily engaged in the provision of frequently or recurrently needed everyday goods for household or personal use, such as prepackaged food and beverages, limited household supplies, over the counter drugs, newspapers, or magazines. Uses include but are not limited to neighborhood markets, or country stores. Convenience stores shall not include fuel pumps or the selling of fuel for motor vehicles.

Retail, Equipment sales and rental

Establishments primarily engaged in the sale or rental of tools, trucks, tractors, construction equipment, agricultural implements, and similar industrial equipment, and the rental of mobile homes. Included in this use type is the incidental storage, maintenance, and servicing of such equipment.

Right-of-way

A legally established area or strip of land, either public or private, on which an irrevocable rite of passage has been recorded, and which is occupied or intended to be occupied by a street, utility service, water main, sanitary or storm sewer main, or other similar use.

Road

see Street.

Salvage and scrap service

Place of business primarily engaged in the storage, sale, dismantling, or other processing of uses or waste materials which are not intended for reuse in their original forms. Typical uses included paper and metal salvage yards, automotive wrecking yards, junk yards, used tire storage yards, or retail, and/or wholesale sales of used automobiles parts and supplies.

Screening

A method of visually shielding or obscuring one abutting or nearby structure or use from another by fencing, walls, berms, or densely planted vegetation. Screening is intended to substantially, but not necessarily totally, obscure visual impacts between adjoining uses.

Setback

The minimum distance by which any building or structure must be separated from the front lot line.

Setback line

see Building line.

Shelter

A facility providing temporary protective sanctuary for victims of crime or abuse including emergency housing during crisis intervention for individuals, such as victims of rape, child abuse, or physical beatings.

Shopping Center

A group of commercial establishments planned, constructed, and managed as a total entity with shared access, customer and employee parking provided onsite, provision of goods, delivery separated from customer access, aesthetic considerations, and protection from the elements.

Shooting range, indoor

The use of a structure for archery or firearms for the purposes of target practice or competitions.

Solar Energy System

An energy system that consists of one or more solar collection devices with the primary intention of generating electricity, storing electricity, or otherwise converting solar energy to a different form of energy. See Article XXI, Section 58-21.4(d) for more information, definitions, and examples.

Shrub

A woody plant producing multiple shoots or stems from the base height, with a total height of 15 feet or less. Also, when used to meet the landscaping criteria of the zoning ordinance, a perennial planting that, at the time of planting, has a minimum height of two (2) feet measured from the ground elevation after planting.

Sign

Please see Article XVII- Signs for more information and section 58-17.2 for definitions and examples.

Site plan

A plan prepared by a professional engineer or land surveyor licensed by the state showing all proposed improvements to the site in accordance with Article III section 58-3.7 of this chapter.

Site plan, major

A Major Site Plan is a required submission for development where the land disturbance will be 2,500 square feet or greater, increase of gross floor area is 1000 square feet or more, or outside agency review is required, prepared in accordance with this chapter, and is a detailed engineering drawing of the proposed improvements required in the development of a property.

Site plan, minor

A Minor Site Plan is a required submission for development where the land disturbance will be less than 2,500 square feet, increase of gross floor area is below 1000 square feet, no outside agency review is required, or the use is an addition to an existing permitted use or an accessory use to a permitted principal use prepared in accordance with this chapter, and is a detailed drawing of the proposed improvements required in the development of a property.

Special exception

A special use exception or yard, area or height exception specifically listed in this chapter which may be permitted by the board of zoning appeals in a specified district or in all districts in accordance with the provisions of this chapter.

Special use

A use listed in this chapter as requiring a special use permit and which may be permitted under certain conditions, by the Town Council after public hearing and report by the Planning Commission, in accordance with the procedures specified by the Zoning Ordinance and applicable state law.

Square feet, gross

All enclosed, usable space within a structure, including unfinished service areas such as stairwells and elevators.

Square feet, net

All enclosed, usable finished space within a structure, not including unfinished service areas such as stairwells and elevators.

State road

A street or roadway that is part of the Virginia State Highway System or Secondary Highway System.

Story

That portion of a building, other than the basement, included between the surface of any floor and the surface of the floor next above it. If there is no floor above it, "story" means the space between the floor and the ceiling next above it.

Story, half

A space under a sloping roof, which has the line of intersection of roof decking and wall face not more than three feet above the top floor level, and in which space not more than two-thirds of the floor area is finished off for use.

Streetscape

The combination of buildings, uses, landscaping, and furniture located in the area that may either abut or be contained within a public or private street right-of-way or access way that create the visual image of the street.
 Street line – The dividing line between a street or road right-of-way and the contiguous property.

Street, major

Any existing or future street identified in an adopted plan, which carries traffic, or anticipated traffic, exceeding 500 vehicles per day.

Street, minor

A street that is used primarily as a means of public access to abutting properties, with anticipated traffic of less than 500 vehicles per day.

Street width

The total width of the strip of land dedicated or reserved for public travel, including roadways, curbs, gutters, sidewalks, and planting strips, and when necessary public utility easements.

Street, private

A roadway constructed to the standards of the Commonwealth, guaranteed to be maintained by a private corporation, individual(s) served by the road, or by a property owners association by means of a covenant, deed, or other acceptable means by the Town. Such street shall have guaranteed public vehicular access.,

Street, public

Public property which affords access to property and encompassed by a right-of-way. "Street" includes but is not limited to lane, road, way, place, court, drive, etc. Such street is dedicated to public use and maintained by the Commonwealth as a part of the state primary or secondary road system. The street width and right of way shall be built to the existing standards of the town and Commonwealth. t.

Street, service drive

also referred to as a frontage road; A public right-of-way generally parallel and contiguous to a major highway, primarily designed to promote safety by controlling ingress and egress to the right-of-way by providing safe and orderly points of access to the highway.

Structure, permanent

Anything constructed or erected, the use of which requires permanent location on the ground or attachment to something having a permanent location on the ground. This includes, among other things, dwellings, buildings, and signs.

Structure, temporary

Anything constructed or erected without a permanent foundation or footings and that extends eight inches or more above the adjacent yard surfaces, but excluding a Manufactured home as defined by this chapter.

Studio, fine arts

A building, or portion thereof, used as a place of work by a sculptor, artist, or photographer; or used as a place to exhibit and offer for sale works of the visual arts (other than film).

Subdivide

The process of dividing or consolidating land to establish a subdivision.

Subdivider

A person or his agent who has applied for approval of, or has duly recorded a plat for, the subdivision of a tract of land.

Subdivision

The division or re-division or consolidation of a parcel(s) of land into lots or parcel (s), for the purpose of transfer of ownership or building development. In addition, any division or redivision of existing real property for condominium development shall be considered a subdivision.

Subdivision, major

Any subdivision which involves four (4) or more lots, or which involves the creation of any new public street, regardless of the number of lots involved.

Subdivision, minor

Any subdivision which involves three (3) or fewer lots, all of which front on an existing dedicated and accepted public street and which does not require the creation of any new public street.

Substantial damage

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

Substantial improvement

Any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either before the improvement or repair is started or, if the structure has been damaged and is being restored, before the damage occurred. For the purpose of this definition, "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure. The term does not, however, include either:

1. Any project for improvement of a structure to comply with existing state or local health, sanitary, or safety code specifications which are solely necessary to assure safe living conditions; or
2. Any alteration of a structure listed on the National Register of Historic Places or a state inventory of historic places.

Surveyor

A certified land surveyor licensed by the Commonwealth of Virginia.

Tattoo Parlor/ Body Piercing Salon

Any business that provides tattooing or body-piercing as those terms are defined in Virginia Code § 54.1-700, or both tattooing and body-piercing.

Town Council

A body of elected officials who govern the Town of Haymarket. Referred to as the Council.

Travel trailer

see **Recreational vehicle**.

Tree canopy

The outer limit of a tree's foliage shown from directly overhead and will be measured in square feet.

Utility service, major

Service of a regional nature which normally entails the construction of new buildings or structures such as generating plants and sources, electrical switching facilities and stations or substations, community wastewater treatment plants, and similar facilities. Included in this definition are also electric, gas, and other utility transmission lines of a regional nature which are not otherwise reviewed and approved by the Virginia State Corporation Commission. All overhead service, distribution and transmission lines are included in this definition.

Utility service, minor

Service which is necessary to support development within the immediate vicinity and involve only minor structures. Included in this use type are small facilities such as transformers, relay, and booster devices, and well, water and sewer pump stations. Also included in this use type are wireless communication antennas which are attached to an existing building or structure, including but not limited to utility poles, signs, broadcasting or communication facilities, and water towers, and which are not greater than 20 feet in length.

Variance

A reasonable deviation from the provisions regulating the size or area of a lot or parcel of land, or the size, area, bulk or location of a building or structure in accordance with Section 15.2-2201 of the Code of Virginia, as amended. It shall not include a change in use, which change shall be accomplished by a rezoning or a conditional rezoning.

VDOT

The Virginia Department of Transportation.

Vegetative buffer

Deciduous and evergreen plants, shrubs, or trees that are mature enough to act as an effective visual and audible buffer.

Vegetative filter strip

Perennial vegetation established or left undisturbed adjacent to the shoreline of a watercourse intended to filter out sediment and other non-point source pollutants from runoff before it reaches a watercourse.

Veterinary hospital/clinic

Any establishment rendering surgical and medical treatment of animals. Boarding of domestic animals shall only be conducted indoors, for no more than 30 consecutive days, and shall only be incidental to such hospital/clinic use, unless also authorized and approved as a commercial kennel.

Virginia Landmarks Register

The official list, maintained by the Department of Historic Resources, of historic resources considered by the Board of Historic Resources to be worthy of historic preservation.

Warehousing and distribution

Uses include storage, warehousing, and dispatching of goods within enclosed structures or outdoors. Typical uses include wholesale distributors, storage warehouses, and moving/storage firms.

Wetlands

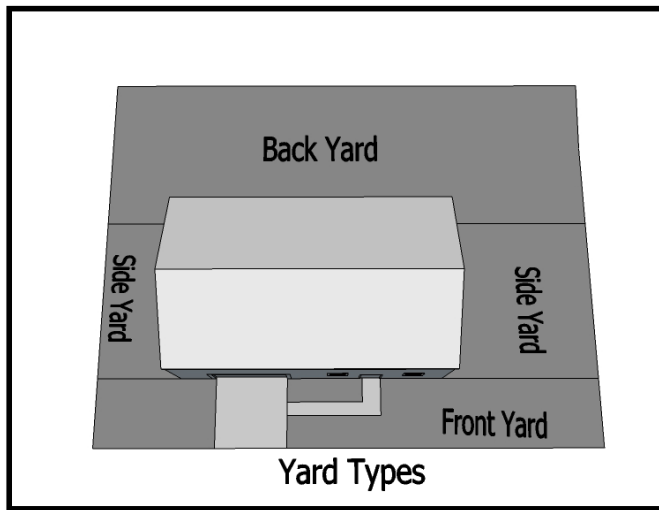
Waters of the United States, including land where, at least some of the time, water saturates the soil enough to result in a hydric soil (soil that is characterized by an absence of free oxygen some or all of the time). Wetlands limits must be determined in accordance with the current federally approved method of delineation.

Yard

An open space on a lot other than a court unoccupied and unobstructed from the ground upward, except as

otherwise provided in this ordinance.

- (1) Front yard – An open space on the same lot as a building between the front line of the building (excluding steps) and the front lot or street line and extending across the full width of the lot.
- (2) Rear yard – An open, unoccupied space on the same lot as a building between the rear line of the building (excluding steps) and the rear line of the lot and extending the full width of the lot.
- (3) Side yard – An open, unoccupied space on the same lot as a building between the sideline of the building (excluding steps) and the sideline of the lot and extending from the front yard line to the rear yard line.



Zoning permit

A document issued by the zoning administrator authorizing the use of lots, structures, lots and structures, and the characteristics of uses.

ARTICLE III. - REVIEW AND APPROVAL PROCEDURES

Sec. 58-3.1 - Schedule of fees, charges, expenses and required materials.

- (a) The Council shall establish a schedule of fees, charges, expenses and required materials, and collection procedure for building permits, certificates of occupancy, appeals and other matters pertaining to this chapter. The Schedule of Fees which is adopted by reference and declared to be a part of this chapter shall be posted in the Town office and may be altered or amended only by the Council. Sufficient fees shall be collected to cover the cost of making inspections, issuing permits, advertising notices and other expenses incident to the administration of this chapter.
- (b) Until all applicable fees, charges, and expenses have been paid in full, and all required material has been submitted, no action shall be taken on any application or appeal.
- (c) The applicant shall produce satisfactory evidence that any delinquent accounts (i.e., real estates taxes, nuisance charges, stormwater management utility fees, or any other charges that constitute a lien on the subject property, or that are owed to the Town and have been properly assessed against the subject property) have been paid by any qualified party (i.e., the property owner, the owner's agent, or any entity in which the owner holds an ownership interest greater than 50 percent), prior to the initiation of any land use related application (i.e., special exception, special use permit, variance, rezoning, building permit, erosion and sediment control or stormwater permit or other land disturbing permit, or any final land use approval).
- (d) Pursuant to Virginia Code §15.2-2286, the Town may enter into a voluntary agreement with a landowner that results in the downzoning of the landowner's undeveloped or underdeveloped property in exchange for a tax credit equal to the amount of excess real estate taxes that the landowner has paid due to the higher zoning classification.

Sec. 58-3.2 - Special uses.

- (a) *Purpose.* The purpose of the special use procedure is to provide for certain uses which, by their nature, can have an undue impact upon or be incompatible with other uses of land within a certain zoning district and therefore require the exercise of planning judgment. An application for a special use permit may be made by a property owner, for his property, for any use which is listed as a special use in the zoning district in which his property is located. A duly authorized agent for an owner may make an application, provided a legally sufficient power of attorney, as approved by the Town Attorney, has been executed.
- (b) *General Guides and Standards.* The Council, under the provisions of this section, shall evaluate the impact and compatibility of each such use, and shall specify such reasonable conditions and restrictions as well as will assure the use is compatible with the area in which it is to be located, is appropriate and not in conflict with the Town's comprehensive plan, and does not adversely affect general welfare. Where that cannot be accomplished, Council shall deny the use as not in accord with adopted plans and policies or as being incompatible with the existing uses permitted by right in the area.
- (c) *Consideration.* In consideration of an application filed with the zoning administrator, the Town Council, after public hearings conducted by the Planning Commission and the Town Council, may authorize the special use of those uses that are expressly listed as special uses in a certain zoning district or elsewhere within the ordinance; however, no such special use procedure shall be required for a use allowed as a by-right permitted use in such district.
- (d) *Procedure.* The Procedure for a special use permit is generally the same as described in part (c), including a public hearing and recommendations made by the Planning Commission and the Town Council in addition to the items set forth below:
 - (1) *Review of application for completeness.* A complete application is one that meets the submission requirements found on the Special Use Permit Application. No application shall be accepted for

review until it is deemed complete by the zoning administrator. The administrator's determination of completeness shall not be deemed a determination of approval. Such approval is only determined by the Town Council, subject to the standards set forth in this Section. A complete application consists of:

- i. Application, signed by the applicant and the property owner.
 - ii. Fee. Non-refundable fee, with checks made payable to "Town of Haymarket".
 - iii. Description and Justification. A description of the proposed use, including any details such as anticipated hours of operation, type of clientele, proposed or existing structures, and number of anticipated vehicles. A justification in support of your request should address all issues for consideration located in Section 58-1.7(e).
 - iv. Concept Plan for the Property. Plan does not need to be professionally engineered, but it must include enough detail to be judged adequately by the Planning Commission and Town Council.
 - v. Traffic Study. A traffic study is required for special use permits prepared by an engineer, surveyor, or other accepted professional as deemed by the Zoning Administrator. Zoning Administrator may waive this requirement. Either the waiver or the traffic study must be included at the time of submission.
 1. If the applicant feels that traffic will not pose an adverse effect, a waiver may be obtained. Proof of no adverse traffic must be provided either by an engineer, surveyor, or other accepted professional, or demonstrated through a map program (such as Google Maps). A narrative explaining the proof of no adverse traffic must accompany the waiver. The waiver may be accepted or rejected by the zoning administrator. All parts of the waiver must be complete at the time of submission.
- (e) A special use shall be approved if its design, location, construction, method of operation, special characteristics and other aspects satisfy the following standards:
- (1) The proposed use at the stipulated location shall be in accordance with the official policies of an adopted comprehensive plan, and with any specific element of such a plan.
 - (2) The proposed use shall be in accordance with the general purpose and intent of the applicable zoning district requirements.
 - (3) The proposed use shall not adversely affect the use or values of surrounding properties and structures.
 - (4) The proposed use shall not adversely affect the health, safety or general welfare of persons residing or working in the neighborhood.
 - (5) Pedestrian and vehicular traffic generated by the proposed use shall not be hazardous or conflict with the existing and anticipated traffic in the neighborhood.
 - (6) Utility, drainage, parking, loading and other necessary facilities provided to serve the proposed use shall be adequate.
- (f) Affordable Housing. Wherein the applicant proposes affordable housing, the conditions in connection with the residential special use permit shall be consistent with the objective of providing affordable housing. The Council shall consider the impact of the conditions upon the affordability of the housing when imposing conditions on residential projects specifying material and methods of construction or specific design features.

Sec. 58-3.3 - Licenses, permits; issuance; validity.

All department officials and public employees of this jurisdiction which are vested with the duty or authority to issue permits or licenses shall conform to the provisions of this chapter. They shall issue permits for uses, buildings or purposes only when they are in harmony with the provisions of this chapter. Any such permit, if issued in conflict with the provisions of this chapter, shall be null and void.

Sec. 58-3.4 - Zoning permits for new construction, reconstruction, enlargement, or alteration.

- a. Any new construction, reconstruction, enlargement, or alteration shall be started only after all requirements of this chapter have been met and a zoning permit has been obtained from the administrator.
- b. Each application for a zoning permit shall be accompanied by three copies of a scale drawing. The drawing shall show the size of the parcel of land on which the proposed building is to be constructed, the nature of the proposed use of the building or land, and the location of such building or use with respect to the property lines of the parcel of land and to the right-of-way of any street or highway adjoining the parcel of land. Any other information which the administrator may deem necessary for consideration of the application may be required. If the proposed building or use is in conformity with the provisions of this chapter, a permit shall be issued to the applicant by the administrator. One copy of the drawing shall be returned to the applicant with the permit.
- c. Submission and approval of a plan of development shall be completed prior to the issuance of building permits to ensure compliance with all regulations contained in this zoning ordinance.
- d. Prior to approval of the development plans, the applicant shall be required to disclose and remediate any contamination or other adverse environmental conditions of the property.

Sec. 58-3.5 Pre-Application Meetings

The applicant shall schedule a meeting with the Zoning Administrator to discuss the process and proposed action prior to submitting an application.

Sec. 58-3.6 - Procedures and requirements.

Before a building permit shall be issued or construction commenced on any permitted use, or a permit issued for a new use or a change of use, a site plan prepared in accordance with this chapter shall be submitted for review. If the change of use does not require additional parking, change in ingress/egress, or other exterior modifications, then the site plan requirement may be waived at the discretion of the Zoning Administrator. A site plan is processed as either a minor or a major site plan as defined by this ordinance. Minor site plans shall be approved administratively by staff within the established review times and process. The Planning Commission shall have final purview over major site plans with an appeal process to the Board of Zoning Appeals. Modification of the plans may be required by staff, or the Planning Commission as dictated by ordinance requirements. The Administrator may request additional information, which is deemed necessary and appropriate to demonstrate compliance with this article or other conditions imposed by this chapter.

Sec. 58-3.7- Required Plans

- a. An applicant shall submit a preliminary site plan for review. Such preliminary site plan, prepared by a licensed engineer or land surveyor, or in the case of minor site plans, in a form acceptable to the Administrator, shall be reviewed and returned to the applicant with comments within 60 days. This requirement for a preliminary site plan may be waived by submitting an application to the Administrator at the pre-application meeting.
- b. Unless otherwise waived, the preliminary site plan shall include the following information, at a minimum:
 - 1) Name and address of development, owner and applicant and date of plan.
 - 2) Seal and signature of the design professional engineer or land surveyor shall be on each sheet.
 - 3) Depiction of the following elements:
 - a) Existing topography with a maximum five-foot contour intervals referenced USGS Datum, extending a minimum of 50' beyond the parcel(s) property line;

- b) north point;
 - c) scale (not to exceed one-inch equals 100 feet);
 - d) boundary of the entire tract by courses and distances;
 - e) vicinity map no smaller than 1" =3000';
 - f) total project site acreage.
- 4) Owner, present zoning, GPIN and present use of the project parcel(s) and all contiguous or abutting properties. Provide plan name and plan number of any adjacent projects.
 - 5) A zoning tabulation showing required and provided front yards/setback, side yards, back yards, buffers to adjacent properties, site coverage, and height restrictions. For residential site plans, provide density.
 - 6) Approximate plan view location of all existing structures and improvements, including:
 - a) existing storm drainage on the parcel(s) and within 50' of the property lines with type, size and direction of flow labeled;
 - b) streams, ponds, marshes, approximate boundaries of wetland areas on the project parcel(s), and within 50' of the property lines;
 - c) RPA boundary or a note indicating there are no mapped RPAs on the site;
 - d) the approximate 100-year flood area boundary and the source of the information;
 - e) the location of all cemeteries and other historic sites on the parcel or note indicating that there are none on site.
 - 7) Plan view representation of proposed front yards/setbacks, side yards, rear yards, buffers, and lot layout with lot numbers, if applicable.
 - 8) Proposed open spaces and recreation areas, and provisions for the perpetual maintenance thereof.
 - 9) Location of all existing and proposed easements, their widths and uses.
 - 10) Plan view location of all proposed structures with their proposed uses and distances to property lines and other buildings; and all proposed improvements, including signs, sidewalks/bike paths, streetlights, fencing and screening.
 - 11) For residential site plans, a Lot Tabulation including:
 - 12) Individual lots and open spaces;
 - 13) Lot/open space area;
 - 14) Lot coverage;
 - 15) Frontage length at the setback line.
 - 16) Number of stories, gross and net floor areas for each existing and proposed nonresidential structure labeled on the plan view.
 - 17) Parking layout shown in plain view including typical size, number of spaces by location and aisle widths; tabulation showing total number of required and provided parking spaces.
 - 18) Proposal for on-site vehicular circulation, including all streets, travel lanes, entrances and exits, service drives and points of access to adjacent properties. Street widths and VDOT classification noted.
 - 19) Estimate of existing, if applicable, and proposed daily vehicular trips generated by the site.
 - 20) Typical roadway pavement and design section for all proposed public streets.
 - 21) Street rights-of-way, including name, recordation deed book and page references, or route numbers, and widths. Location of right-of-way for future or proposed roadways on sites where such facilities are shown on the comprehensive plan.
 - 22) Location and general character of all existing and proposed utilities and structures, such as water, sewer, gas, electric, telephone, wells and drain fields on the project parcel (2) and within 50' of the property lines.
 - 23) Estimate of anticipated sewage flows in gallons per day.
 - 24) Preliminary stormwater management and BMP locations identified, and type noted.
 - 25) Preliminary storm drainage layout.
 - 26) General limits of proposed clearing and grading.

- 27) Preliminary landscape plan.
- 28) Plan for the phasing of development, if any.
- 29) Revisions shall have a completed revision block on each sheet identifying the revisions. A revision to an approved plan shall include a detailed narrative outlining the proposed revisions.
- 30) A plat notation to show RPA and RMA boundaries
- 31) a plat notation to retain an undisturbed and vegetated 100-foot-wide buffer area located along other water bodies with perennial flow
- 32) If development is to occur near North Fork Creek, a 100-foot-wide buffer area of undisturbed vegetation is required
- 33) a plat notation regarding on-site septic systems to be pumped out every five (5) years
- 34) Notation regarding requirement for 100% reserve drain field sites for on-site sewage treatment systems
- 35) development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot-wide vegetated buffer
- 36) delineation of the buildable area be shown on all submitted site plans

A final site plan shall be prepared and certified by an engineer and/or surveyor and shall include the following minimum information:

1. Name and address of development, owner and applicant and date of plan.
2. Seal and signature of the design professional engineer or land surveyor shall be on each sheet.
3. Depiction of the following items:
 - a. Existing topography with a maximum two-foot contour intervals referenced USGS Datum, extending a minimum of 50' beyond the parcel(s) property line;
 - b. north point;
 - c. scale (not to exceed one-inch equals 30 feet);
 - d. boundary of record for the entire tract by courses and distances and with 1/10,000 closure ratio;
 - e. vicinity map no smaller than 1" = 3000';
 - f. total project site acreage;
4. Owner, present zoning, GPIN and present use of the project parcel(s) and all contiguous or abutting properties. Provide plan name and plan number of any adjacent projects.
5. A Zoning Tabulation showing required and provided front yards/setback, side yards, back yards, buffers to adjacent properties, site coverage, and height restrictions. For residential site plans, provide density.
6. Approximate plan view location of all existing structures and improvements, including
 - a. existing storm drainage on the parcel(s) and within 50' of the property lines with type, size and direction of flow labeled;
 - b. streams, ponds, marshes, approximate boundaries of wetland areas on the project parcel(s), and within 50' of the property lines;
 - c. RPA boundary or a note indicating there are no mapped RPAs on the site;
 - d. the approximate 100-year flood area boundary, the source of the information; the hydrologic, hydraulic, input and output summaries, cross sections and profiles must be added to the plan;
 - e. the location of all cemeteries and other historic sites on the parcel or note indicating that there are none on site.
7. Plan view representation of proposed front yards/setbacks, side yards, rear yards, buffers, and lot layout with lot numbers, if applicable.
8. Proposed open spaces and recreation areas, and provisions for the perpetual maintenance thereof.

9. Location of all existing and proposed easements, their widths and uses.
10. For residential site plans, a lot of tabulation including:
 - a. Individual lots and open spaces;
 - b. Lot/open space area;
 - c. Lot coverage;
 - d. Frontage length at the setback line.
11. Number of stories, gross and net floor areas for each existing and proposed nonresidential structure labeled on the plan view.
12. Parking layout shown in plain view including typical size, number of spaces by location and aisle widths; tabulation showing total number of required and provided parking spaces.
13. Plan view location of all proposed structures with their proposed uses and distances to property lines and other buildings; and all proposed improvements, including signs, sidewalks/bike paths, handicap access curb ramps, guardrail, streetlights, fencing and screening. Sizes and widths annotated.
14. Proposal for on-site vehicular circulation, including all streets, travel lanes, entrances and exits, service drives, driveways, and points of access to adjacent properties. Street widths, VDOT classification, rates of superelevation, vertical curves with sight distance noted. Horizontal and vertical sight distances verified at all intersections. All entrances labeled to proper standards and percent of grades noted at all commercial entrances.
15. Estimate of existing, if applicable, and proposed daily vehicular trips generated by the site.
16. Typical roadway pavement and design section for all proposed public streets.
17. Street rights-of-way, including name, recordation deed book and page references, or route numbers, and widths. Location of right-of-way for future or proposed roadways on sites where such facilities are shown on the comprehensive plan.
18. Location and character of all existing and proposed utilities and structures, such as water, sewer, gas, electric, telephone, wells and drain fields on the project parcel and within 50' of the property lines with sizes and types labeled. Profiles for proposed water, sewer and gas included in the plans. Fire flow calculations shall be submitted separately to the Town Clerk.
19. Current Prince William County Service Authority Information Sheet included, filled out and signed.
20. Floodplain study, if applicable.
21. Storm drainage system including, all required computations, on the project parcel(s) and within 50' of the property line with sizes, type of pipe, gradients, invert elevations, profiles, direction of flow, drainage divides and areas for each structure.
22. Stormwater Management and BMP facilities, including 10- and 100-year water surface elevations, and all required computations, BMP map, and access and maintenance easements.
23. Final Grading Plan.
24. Limits of proposed clearing and grading.
25. Erosion and Sediment Control Plans including devices, locations, notes, and narratives. Erosion and Sediment Control Checklist per the Virginia Erosion and Sediment Control Handbook included in plans.
26. Documentation and analysis for adequate outfall.
27. Final Landscape Plan.
28. Final Lighting/Photometric Plan.
29. Comprehensive Sign Plan, if applicable.
30. Unit Price List for Bonds and Escrows completed using the current Prince William County Unit Price List.
31. Any approved waivers, variances or proffers included in the plan set.
32. Plan for the phasing of development, if any.
33. Names of streets. Prior to being placed on any agendas, each proposed building shall be annotated with a premise address assigned by the County Mapping Office.
34. Plat, draft deed(s), and draft stormwater management agreement shall be submitted with the first

submittal.

35. A plat notation to show RPA and RMA boundaries
36. a plat notation to retain an undisturbed and vegetated 100-foot-wide buffer area located along other water bodies with perennial flow
37. If development is to occur near North Fork Creek, a 100-foot-wide buffer area of undisturbed vegetation is required
38. a plat notation regarding on-site septic systems to be pumped out every five (5) years
39. Notation regarding requirement for 100% reserve drain field sites for on-site sewage treatment systems
40. development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot-wide vegetated buffer
41. delineation of the buildable area be shown on all submitted site plans

Sec. 58-3.8- Revisions

Revisions shall have a completed revision block on each sheet identifying the revisions. In addition, a revision to an approved plan shall include a detailed narrative outlining the proposed revisions and all revisions shall be circled in red.

Sec. 58-3.9 - Number and size of sheets; number of copies.

- a. A site plan may be prepared in one or more sheets to clearly show the information required by this article, to facilitate review and approval of the plan. If prepared in more than one sheet, match lines shall clearly indicate where the several sheets join. The sheet to be used shall be a maximum of 24 inches by 36 inches in size. A total of five complete sets of blue or black line copies of a final site plan, prepared in accordance with the requirements of this article, shall be submitted for approval under this section.
- b. Prior to approval of final site plans, each proposed building shall be annotated with premises addresses assigned by the Prince William County Geographic Information Systems Division of the Department of Information Technology.
- c. Written approval letters from all necessary outside governing agencies, including but not limited to, state Department of Transportation, Prince William Service Authority, state Department of Health shall be included. Written approval letters from Virginia Department of Environmental Quality (DEQ) for VSMP on projects greater than 1 acre shall also be included.

Sec. 58-3.10 - Fee to be paid upon filing of site plan.

- a. A fee, payable to the Town, shall be paid at the time of submission of the application for review and action on a preliminary site plan and a final site plan, in accordance with the fee schedule adopted by the Town Council.
- b. A fee, payable to the Town, shall be paid prior to the issuance of zoning/building permits for construction pursuant to an approved final site plan, according to the fees established by the Town Council.

Sec. 58-3.11 - Procedure for review

- a. An applicant shall file a proposed preliminary site plan or a proposed final site plan with the Town. The Town staff shall then refer major site plan applications to the Planning Commission for its review and approval.

- b. In compliance with Code of Virginia §15.2-2259, the Planning Commission or other agent shall act on any proposed final site within 60 days of the plan being officially submitted. If approval of a feature(s) by a state agency or other public authority is necessary, the Commission or agent shall forward the plan to the appropriate state agency or agencies for review within 10 business days of receipt of the plan. The state agency shall respond in accordance with the requirements set forth in §15.2-2221, which shall proportionally extend the time for the action by the Town. The reasons for disapproval shall identify deficiencies in the plan and shall identify modifications that will permit approval of the plan. The local Planning Commission or other agent shall act on any proposed site plan that it has previously disapproved within 45 days after the plan has been modified, corrected, and resubmitted for approval. Once approved, the recorded site plan or plan of development is valid for a period of five years in accordance with §15.2-2261 of the Code of Virginia.

Sec. 58-3.12 - Period of validity of approved site plan; construction in accordance with plan

- a. An approved final site plan shall be valid for a period of not less than five years from the date of approval thereof or for such longer period as the local Planning Commission or other agent may, at the time of approval, be determined to be reasonable, taking into consideration the size and phasing of the proposed development. A site plan shall be deemed final once it has been reviewed and approved by the locality if the only requirement remaining to be satisfied in order to obtain a building permit is the posting of any bonds and escrows. Construction or development may begin upon approval of the final site plan, posting of the required assurances, payment of fees, recordation of plats (if necessary), and acquisition of required permits. Any person who fails to secure the required permits or allows those permits and/or assurances to expire within the time period set forth in this section shall thereafter be required to file a new final site plan which conforms with current Town standards and requirements at the time of the new application and shall pay an appropriate review fee.
- b. In accordance with §15.2-2209.1 of the Code of Virginia, any site plan valid under subsection (A) above, and outstanding as of January 1, 2011, shall remain valid until July 1, 2017, or such later date provided for by the terms of the locality's approval, local ordinance, resolution, or regulation, or for a longer period as agreed to by the locality.
- c. No permits shall be issued by the Administrator unless they are in strict accordance with the approved final site plan (including approved minor adjustments).
- d. It shall be a violation of this article to construct, develop, erect, alter or change in any way any structure or land except in accordance with the approved final site plan (including approved minor adjustments).
- e. Final subdivision, easement or other record plats associated with site plans are valid for six months from the date of approval. The approval of these plats shall be null and void if the plat is not offered for recordation within six months after the date of approval.

Sec. 58-3.13 - Minor adjustments; deviations from final site plan

After a final site plan has been approved, minor modifications, which comply with the spirit of this article and other provisions of this chapter and with the general purpose of the comprehensive plan for the development of the area, may be approved by the Administrator without formal review when such modifications:

1. Do not reduce or alter the percentage of land shown as grass or landscaped area under the original plan.

2. Do not expand the building size or area of the lot surface in active use.
3. Do not reduce or change the efficiencies of the stormwater system.
4. Meet all applicable state, federal and local guidelines for the use or design proposed.

Sec. 58-3.14 – Compliance with approved plan

- a. If during the course of construction, it becomes necessary to deviate from the approved plan, the property owner/contractor must notify the zoning administrator immediately and submit to the Town clerk a revised site plan with the changes proposed. The zoning administrator shall then determine if such changes may be approved under section 58-2.8 or if full review will be required. The deviation proposed may not be made until the plan is approved by the Town.
- b. When any person fails to follow such steps to deviate from the plan, or when any person constructs without a plan in conformance with this article, the Building Official may notify the property owner and/or contractor on site of the violation and issue a stop work order on such non permitted construction.

Sec. 58-3.15 – Performance Guarantees

1. As a condition to the approval of a final site plan, the owner or developer shall be required to guarantee completion of the public and other site-related improvements associated with the development prior to approval of the final plat.
2. The following performance guarantees shall be required as applicable to the site:
 - a. Any street, curb, gutter, sidewalk, bicycle trail, drainage or sewerage system, waterline or any improvements dedicated for public use;
 - b. Erosion and sediment control measures and stormwater management facilities;
 - c. Any privately-owned site-related improvements, including but not limited to fencing, landscaping, buffering, internal sidewalks, lighting, and paving as required by this chapter but not completed prior to issuance of a certificate of occupancy.
 - d. Other site-related improvements required by local or state ordinance.
3. Performance guarantees shall only include the cost of any facility or improvement shown or described on the approved plat or plan of the project for which such guarantee is being furnished.
4. The required guarantee shall be provided in an amount equivalent to the total estimated cost of construction based on unit prices for new public or private sector construction in the Town. The owner or developer shall submit a written itemized estimate of the total cost of construction, certified as being accurate, as part of the development application and subject to Town approval.
5. The following forms of guarantees may be used to satisfy the requirements of this section. The owner or developer may furnish to the Town, subject to the approval of the Zoning Administrator:
 - a. a certified check or cash escrow in the amount of the estimated costs of construction;
 - b. a personal, corporate or property bond with surety in an amount sufficient for the construction of the proposed facilities, or a contract for the construction of such facilities and the contractor's bond, with like surety, in like amount;
 - c. a bank or savings institution letter of credit on certain designated funds.
 - d. Letter of Credit. Letter of credit cannot go past five (5) years from the date the LOC is submitted.
6. All performance guarantees shall provide that such bond, letter of credit, or other agreement shall not be terminated, canceled, or modified without at least 30 days' prior written notice by certified mail to the Administrator.
7. All performance guarantees shall provide for the completion of construction of all facilities within a time determined by the Administrator.
8. Extensions of time. If guaranteed facilities are not completed in a timely manner acceptable to the Town, the Administrator may proceed via the provisions for default, below, or grant an extension of

time for the completion of facilities, not to exceed one year provided:

- a. All surety consents have been acquired and approved by the Town;
 - b. The owner has submitted an acceptable schedule for completion; and
 - c. Inspection of existing physical improvements is found to be satisfactory.
9. Partial release of performance guarantee.
- a. Upon completion of at least 30% of the improvements covered by a performance guarantee, the applicant may file a written request for partial release of such a guarantee.
 - b. The Administrator shall act upon each written request for a periodic partial release within 30 days of receipt. The Administrator may inspect the facilities for conformance to the terms and conditions of the approved plan and specification for the facility.
 - c. If no action is taken by the Administrator during the 30-day period, the request for partial release shall be deemed approved.
 - d. The Administrator shall have the authority to require that each request be accompanied by the certification of a professional licensed to make such determination that the required improvements are partially or finally completed in accordance with the approved plans and specifications.
10. Final release of performance guarantee.
- a. Upon final completion of the facilities, the applicant may file a written request for final release of the performance guarantee. The Administrator may inspect the facilities for conformance with the terms and conditions of the approved plan and specifications for the facilities subject to the performance guarantee.
 - b. Landscaping performance guarantees. Once 90 percent of the landscaping has been installed, inspected, and approved by the Administrator, 90 percent of the performance guarantee shall be released. The remaining ten percent (10%) shall be held in escrow for a minimum of two years. The final ten percent shall be released at the end of the two-year period upon inspection and approval by the Administrator.
 - c. Within 30 days of the receipt of the written request, the Administrator shall either accept the request and release the remaining guarantee or notify the applicant of specific defects or deficiencies and suggest corrective measures.
 - d. If the Administrator fails to act within the 30-day period, the applicant may make an additional request in writing for final release, sent by certified mail to the Town Manager. The Town Manager shall act within 10 working days of receipt of this request. If no action is taken, the request shall be deemed approved, and the final release granted to the applicant.
 - e. Final release of any performance guarantee for public facilities shall not occur prior to receipt of as-built plans demonstrating compliance with all Town requirements.
 - f. The Administrator shall have the authority to require the request be accompanied by the certification of a professional licensed to make such determination that the required improvements are partially or finally completed in accordance with the approved plans and specifications.
11. Default. In the event of default in the construction of guaranteed facilities, the Administrator is authorized to take such actions as may be required to protect the Town and the public, including, but not limited to:
12. Require recalculation and reassessment of security;
- a. Draw or make demand on the owner or developer's security;
 - b. Contract for the completion of the work;
 - c. Enter the property for purposes of completing the work; and
 - d. Bring an action at law against the owner, developer, and/or surety.
 - e. Whenever a performance guarantee is required by the terms of conditional rezoning, the Administrator shall employ the procedures provided in this section to establish the amount and form of the guarantee in accordance with this section.
 - f. As-built plan requirements. The Town uses the [Prince William County As-Built Checklist](#).

Sec. 58-3.16 - Inspection and supervision during installation.

- a. Inspections during the installation of required off-site and on-site improvements shall be made by the town building inspector, or appropriate county or state inspector, to assure compliance with the approved final site plan and applicable standards. The owner or developer shall notify the inspector three days prior to the commencement of any street or storm sewer work shown to be constructed on the final site plan, in order that inspections may be scheduled.
- b. The owner shall provide adequate supervision on the site during the installation of all required improvements, and there shall be a responsible superintendent or foreman, together with one set of approved plans, profiles, and specifications, available at the site at all times work is being performed.
- c. Upon satisfactory completion of the installation of required improvements, the owner shall receive a certificate of approval from the zoning administrator, upon the application for such a certificate.
- d.

Sec. 58-3.17 -Vacation of interests as granted to the Town

Any interest in streets, alleys, easements for drainage, and easements for a public utility granted to the Town as a condition of approval of a site plan may be vacated according to the provisions of the Code of Virginia.

ARTICLE IV. - AMENDMENTS

Sec. 58-4.1. - Statement of purpose and intent.

The Council finds that a portion of the police power of the Commonwealth has been delegated to each Town, to be exercised reasonably in determining the manner of its development. The state legislature has left much discretion to the Town in making such determinations, relying on the local governing body's knowledge of local conditions and the needs of its individual communities. Public necessity, health, safety, convenience, general welfare, and good zoning practice provide guiding factors for the Council in its quest to exercise its legislative mandate in formulating a reasonable policy of Town planning for the general good and welfare.

Sec. 58-4.2. - Amendments generally.

The intent of this section is to provide (pursuant to §§ 15.2-2296—15.2-2303 of the Code of Virginia), a more flexible and adaptable zoning method to cope with situations found in zones whereby a zoning reclassification may be allowed subject to certain conditions proffered by the zoning applicant for the protection of the community that are not generally applicable to land similarly zoned.

Changes in the zoning restrictions applicable to any parcel of land in the Town of Haymarket may be affected in accordance with the provisions of this chapter through approval by the Haymarket Town Council in any of the following ways:

1. Zoning text amendments; or
2. Zoning map amendment (rezoning), including modification of proffers; or
3. Special Use Permit approval.

Sec. 58-4.3. - Conflict of interest.

When a zoning application is filed by a property owner, such petition shall be sworn to under oath before a notary public, stating whether any member of the Haymarket Town Council or the Planning Commission has an interest in such property, whether individually, by ownership of stock in a corporation owning such land or by partnership, or whether a member of the immediate household of any member has such interest. For the purpose of this section, own or have any interest in shall mean being a holder of ten percent or more of the outstanding shares of stock in or serving as a director or officer of any corporation owning such land, directly or indirectly, by members of his immediate household.

Sec. 58-4.4. - Notice requirements for map amendments and Special Use Permits.

Prior to a public hearing on a map amendment, public facility determination, or Special Use Permit before the Planning Commission or Haymarket Town Council, notice as required by this section shall be given. The Planning Commission shall not recommend, nor the Haymarket Town Council approve any amendment or Special Use Permit until such notice is given. Notice of amendments or Special Use Permits need not be advertised in full, but may be advertised by reference, provided that the place where copies of such amendments or Special Use Permits may be viewed shall be included in the notice. In the case of a proposed amendment to the zoning map, such public notice shall state the general usage and density range of such proposed amendment and the general usage and density range of the applicable part of the Comprehensive Plan.

1. Notice of a zoning map amendment or Special Use Permit shall be published once a week for two successive

weeks (with not less than six days elapsing between the first and second publication) in a newspaper having general circulation in the Town. Notice for both the planning commission and Board of County Supervisors may be published concurrently. Notice shall specify the time and place of the public hearing, which shall be held not less than five days nor more than 21 days after the second advertisement shall have appeared.

2. When a proposed map amendment involves a change in the zoning map classification of 25 or fewer parcels of land, written notice shall be sent by first class mail by the Town Planner, or his designee, to the owner, agent, or occupant of each parcel within 500 feet in all directions of the property to be rezoned, as well as to the owner, agent, or occupant of the property to be rezoned in the case of a rezoning initiated by the Haymarket Town Council. If any portion of a planned development district is within 500 feet of the property to be rezoned, then notice shall be given to the homeowner association within the planned development district that has members owning property located within 2,000 feet of the property to be rezoned. Notice shall be sent at least five days before the public hearing to the last known address as shown on the current real estate tax assessment books or current real estate tax assessment records, and the person sending such notice shall make an affidavit, and file it with the papers in the case, that such notice was mailed. Written notice for Special Use Permits shall be sent by first class mail by the Town Planner or his designee for such permit to the owner, agent, or occupant of each property, in all directions, within 500 feet of the site of the proposed special use, as well as to the owner, agent, or occupant of the property that is the subject of the Special Use Permit in the case of a Special Use Permit initiated by the Haymarket Town Council. Such notice shall be in a form approved by the Town Planner and shall be mailed at least five days before the date of the public hearing to the last known address as shown on the current real estate tax assessment books. If the hearing is continued, notice shall be re-mailed. The applicant shall make an affidavit that such notice was mailed in accordance with these provisions and shall file the affidavit with the Town Planner at least five days before the date of the public hearing.

3. When a proposed map amendment involves a change in the zoning map classification of more than 25 parcels of land, written notice shall be sent by first class mail by the Town Planner, or his designee, to the owner, owners, or their agents of each parcel of land involved. Notice shall be sent at least five days before the public hearing. One notice sent by first class mail to the last known address of such owner as shown on the current real estate tax assessment books or current real estate tax assessment records shall be deemed adequate compliance with this requirement, provided that the Town Planner, or his designee, shall make affidavit that such mailings have been made, and shall file such affidavit with the papers in the case. Nothing in this subsection shall be construed as to invalidate any subsequent adopted amendment or ordinance because of the inadvertent failure by the Town Planner, or his designee, to give written notice to the owner, owners or their agents of any parcel involved.

4. Notice of a map amendment or Special Use Permit shall be given by the posting of at least one sign on the property involved at least 15 days prior to the date of the public hearing. Additional signs shall be required for properties with more than one road frontage, or properties with more than 200 feet of frontage along one road. Such signs shall be supplied by the Town Planner, and shall be posted by the applicant, who shall make an affidavit that posting in accordance with these provisions was done and shall file such affidavit with the Planning Director within three days after posting of the property. Such signs shall be posted between three and six feet in height in the following manner:

(a) All signs shall be posted so as to assure the greatest public visibility practical. Signs shall be posted adjacent to the street right-of-way abutting the site, no more than ten feet from the edge of said right-of-way. If more than one street abuts the site, at least one sign shall be posted along each abutting street. If no street abuts the site, at least one sign shall be posted along the closest public street, with a note added to locate the property in direction and distance from the sign. If more than one sign is posted along the same road frontage, such signs shall be posted at least 200 feet apart.

(b) The applicant shall be responsible for maintaining the signs in good condition until the public hearing and

shall replace damaged or removed signs as soon as practical. It shall be a violation of this chapter to damage or remove a public notice sign erected under these provisions, and each sign shall carry a warning to this effect.

(c) All signs shall be removed by the applicant within ten days of the final action of the planning commission and/or Haymarket Town Council.

5. In the case of a condominium or a cooperative, the written notice may be mailed to the unit owners' association or proprietary lessee's association, respectively, in lieu of each owner.

6. A party's actual notice of, or active participation in, the proceedings for which written notice is required, shall waive the right of that party to challenge the validity of the proceeding due to failure of the party to receive the written notice required by this section.

7. When (i) a Comprehensive Plan or amendment thereto, (ii) a proposed change in zoning map classification, or (iii) an application for special exception for a change in use involves any parcel of land located within 3,000 feet of a boundary of a military base, military installation, military airport, excluding armories operated by the Virginia National Guard, or licensed public use airport, then written notice shall be given consistent with Code of Virginia, § 15.2-2204(D).

8. When a proposed amendment to the zoning ordinance involves a tract of land not less than 500 acres owned by the Commonwealth or by the federal government, and when the proposed change affects only a portion of the larger tract, notice shall be given consistent with Code of Virginia, § 15.2-2204(B).

9. When a proposed amendment to the zoning ordinance or application for public facility determination or Special Use Permit includes a proposal to exceed the maximum height permitted within the subject zoning district, written notice as required in Subsections (2) and (3) above shall be provided to the owner, agent, or occupant of each parcel within 1,320 feet in all directions of the land involved.

Sec. 58-4.5. - Notice of zoning text amendments.

1. Prior to a public hearing on a zoning text amendment before the planning commission or Board of County Supervisors, notice as required by this section shall be given. The planning commission shall not recommend, nor the Board of County Supervisors approve any zoning text amendment until such notice is given. Notice of such amendment need not be advertised in full, but may be advertised by reference, provided that the place where copies of such amendments may be viewed shall be included in the notice.

2. When a change to the applicable zoning ordinance text regulations that decreases the allowed dwelling unit density of more than 25 parcels of land, then, in addition to the advertising requirements of section Sec. 58-3.4.1, written notice shall be given by the Planning Director, or his designee, at least five days before the hearing to the owner, owners, or their agent of each parcel of land involved, provided, however, that written notice of such changes to zoning ordinance text regulations shall not have to be mailed to the owner, owners, or their agent of lots shown on a subdivision plat approved and recorded pursuant to the provisions of Code of Virginia, §§ 15.2-2240 et seq., where such lots are less than 11,500 square feet. Nothing in this subsection shall be construed as to invalidate any subsequent adopted amendment or ordinance because of the inadvertent failure by the Planning Director, or his designee, to give written notice to the owner, owners or their agents of any parcel involved.

Sec. 58-4.6. - Zoning text amendments.

1. Whenever the public necessity, convenience, general welfare, or good zoning practice require, amendments to the text of this chapter may be proposed by resolution of Haymarket Town Council, or by resolution of the planning commission stating the public purposes, therefore.
2. Amendments may be proposed using either specific language, or as a narrative, descriptive request.
3. When proposed, amendments shall be reviewed, considered, and acted upon as set forth in sections 58-3.19 et seq. of this chapter.
4. Zoning text amendments that decrease the allowed dwelling unit density of more than 25 parcels of land shall give written notice of such amendments per section 58-3.5.

Sec. 58-4.7. - Zoning map amendments (rezoning).

1. Amendments to the zoning map, including amendments to any conditions previously proffered by an applicant and accepted by the Haymarket Town Council, may be initiated as follows:

(a) By resolution of the Haymarket Town Council; or

(b) By resolution of the planning commission; or

(c) By application of the property owner for his property. An agent for a property owner, or a contract purchaser (with the owner's written consent), may make an application on the owner's behalf, provided a legally sufficient power of attorney, as approved by the Town Attorney's office, has been executed by the owner. Such power of attorney shall provide that the Town may rely upon signature of the agent as constituting that of the owner for all purposes of this chapter unless the owner shall serve notice of revocation by registered or certified mail, upon the Town Planner. The signatures to such power of attorney or notice of revocation shall be attested. Such an application shall be deemed to have initiated a zoning map amendment only when made in proper and complete form, as set forth by this part, as applicable. In order for proffered conditions to be considered part of an application, they shall be prepared in accordance with the requirements of section 58-3.17.

2. When initiated, amendments to the zoning map shall be reviewed, considered, and acted upon as set forth in sections 58-3.19, et seq. of this chapter. The Town shall be under no obligation to consider a property owner's application for a zoning map amendment that does not meet the standards set forth in sections 58-3.11 et seq. of this chapter.
3. An amendment to any planned district or proffered condition shall be considered as an amendment to the zoning map

Sec. 58-4.8. - Applications for modification or waiver of requirements.

For those minimum development standards specifically permitted by any provision of this chapter or other Town ordinance that may be waived or modified by Special Use Permit or proffer approved by the Haymarket Town Council, an application for such waiver or modification shall be made in accordance with the provisions of this Part 3 and may constitute the whole of or a part of such application.

Sec. 58-4.9. - Preapplication conference.

1. A preapplication conference may be requested by any person planning to seek a zoning map change or

Special Use Permit pursuant to the provisions of this chapter.

2. The purpose of a pre application conference shall be for a property owner to outline for planning staff a proposed development of his property and to seek a determination from the Town Planner as to the submission requirements applicable to the application in accordance with the provisions of sections 58-3.4 through 58-3.16.

3. At or following the pre application conference, the Town Planner or his designee shall notify the applicant detailing the submission requirements that must be satisfied in order for the application to be deemed complete.

Sec. 58-4.10. - Zoning map amendments initiated by planning commission or Town Council.

1. Amendments to the zoning map initiated by resolution of the planning commission or Haymarket Town Council shall be prepared by the Town Planner in accordance with the requirements of this section.

2. An application for rezoning on resolution of the planning commission or Haymarket Town Council shall be deemed complete when it contains the following:

- (a) Copy of resolution initiating consideration of the zoning map change;
- (b) Description of land subject to the application;
- (c) Map depicting land subject to the application;
- (d) Existing and proposed zoning classifications of land subject to the application;
- (e) Existing zoning classification of all property within 200 feet of the parcel boundaries of the land subject to the application;
- (f) The names and addresses of all parcels subject to the application; and
- (g) The names and addresses of parcels for notice of public hearing as required by section 58-3.4.

Sec. 58-4.11. - Landowner initiated rezoning; mandatory submission requirements.

An application by an individual property owner shall be made to the Town Planner and shall include the items listed in this section. Except for the filing fee, and unless otherwise determined at a pre application conference, 6 collated sets of the following information, shall be submitted:

1. A fully completed application form (which shall be supplied by the Town Planner) signed by the property owner (or duly authorized agent). The application form shall include the name and current mailing address of the applicant and all record owners of the property with a ten percent or greater interest, the zoning classification sought, and any other information as may be reasonably required by the Town Planner on the application.

2. The latest deed for the property and an accurate plat of the property of a scale of one-inch equals 100 feet or less prepared by a certified land surveyor, which shall show:

- (a) Bearings and distances of a scale of one inch represents 100 feet or less for all property lines and existing and proposed zoning district lines;
- (b) Area of land proposed for consideration, in square feet or acres;
- (c) Scale and north point;

(d) Names of boundary roads or streets and widths of existing rights-of-way;

(e) Each area of requested map amendment outlined in red.

3.A written boundary description of the land, which is the subject of the application, which must conform to the plat information.

4.A general development plan, as set forth by section 58-4.12.

5. The names and mailing addresses, as listed in the current real estate tax assessment books or current real estate tax assessment records, of all property owners, in all directions, within 500 feet of the perimeter of the property to be rezoned. Even if less than the entire record parcel is to be rezoned, then the names and addresses of all property owners within 500 feet of the parcel boundaries shall be provided. When a proposed rezoning includes a proposal to exceed the maximum height permitted within the subject zoning district, the names and mailing addresses required herein shall be provided for all property owners within 1,320 feet in all directions of the land involved.

6. Additional information as required by sections 58-4.12. through 58-4.15.

7.A filing fee, in the amount established by the Haymarket Town Council pursuant to resolution.

8. An inventory of the historical records research completed including the maps and documents available for prehistoric and historic resources. The sources consulted for determining that the site has or does not have special significance shall be referenced, and shall include, but not be limited to the following:

- Town of Haymarket Comprehensive Plan, Cultural Resources Element.
- The Virginia Department of Historic Resources; Archaeological and Architectural Site Survey Files.
- The Prince William County Cemetery Inventory.

9. A phase I cultural resources survey, performed in accordance with the guidelines of the Virginia Department of Historic Resources, with the scope of work approved by the Town, for property that is on the Town Register of Historic Sites as shown in the Comprehensive Plan, and for property within highly sensitive areas for cultural resources on the high sensitivity areas and Town Registered Historic Sites Map of the Comprehensive Plan, or as indicated as having a medium to high potential on the application's cultural resources assessment and records check.

10. Traffic impact analysis.

11. A narrative description analyzing the consistency of the application responding to the intent, goals, policies, and action strategies for each element of the Comprehensive Plan.

12. If proposed, provisions for affordable housing units for any development on which a residential component is to be constructed.

Sec. 58-4.12. - General development plan (GDP).

The elements required in the general development plan shall be determined by the Town Planner or his designee following the pre application conference required by section 58-3.9 based upon the size, scale, complexity, and impact of the proposed rezoning. When required, each element of the general development plan shall conform to the standards set forth hereafter unless specifically waived or modified by the Town

Planner or his designee:

1. A general development plan meeting the requirements of this section shall be submitted as part of an application for a zoning map amendment requested by a landowner.
2. The general development plan shall be a written, graphic, and/or visual statement of the uses intended for the subject property, justification for the proposed zoning map amendment, and other information necessary for an orderly and expeditious review of the application. All data and other information shall be submitted in writing or by use of demonstrative materials.
3. All statements, plans, profiles, elevations, and other demonstrative materials comprising the general development plan shall become part of the record of the hearing on the application for an amendment. Any model must be accompanied by eight-by-ten-inch clear photographs showing a top view, an isometric view, and each side view of the model.
4. All written statements and all plans, profiles, elevations and other illustrative or demonstrative materials shall be presented on a sheet or sheets having a size of no larger than 24 by 36 inches. If prepared on more than one sheet, match lines shall clearly indicate where the several sheets join. All sheets shall be folded to a size not greater than nine by 12 inches.
5. Topography shall be shown by contour lines. The contour interval shall not be more than five feet. The contours shall be shaded in a graphic technique showing slope conditions of 15 to 25 percent and another distinguishing graphic technique showing greater than 25 percent slope.
6. An environmental constraints analysis showing slopes shaded as required by subsection 5 above and a proposed limits of disturbance line. The analysis shall include a written description and generalized mapping of natural site conditions, with an emphasis on those significant environmental features that could be affected by the proposed development and those that will be retained upon completion of the project. The analysis shall also describe avoidance efforts and/or mitigation techniques to minimize the environmental impacts of the proposal. The mapped information shall show the following:
 - (a) Approximate delineation of all wetland areas and Chesapeake Bay Resource Protection Areas;
 - (b) Areas of 15 percent slope and greater;
 - (c) Impervious and proposed pervious surfaces;
 - (d) Areas that will remain in a natural or undisturbed state upon completion of a project (including woodland conservation areas);
 - (e) Potential habitat for or actual occurrence of endangered or threatened plant and animal species and species of special concern;
 - (f) One-hundred-year floodplain boundary, as approved by the Federal Emergency Management Agency and/or the County;
 - (g) Areas of highly erodible, highly permeable, and marine clay soils; and
 - (h) Vegetative cover types.
7. A schematic land use plan, at a scale of one inch equals 100 feet or less shall be provided showing the proposed traffic circulation plan including major streets, connection to existing public roads and major

pedestrian, or bike paths; all proposed major open space areas; the approximate location of all proposed community and public facilities and the proposed plan for all major sanitary sewers, water systems and storm water management and drainage improvements and the location of all buildings and other structures. The plan shall describe with specificity the means of transportation access to and from the property, and adjacent properties if appropriate, and shall include an estimate, prepared by an appropriate expert, of the traffic that will be generated by the property and its use if rezoned.

8.A written statement setting forth the following shall also be included:

- (a) All use(s) proposed for the property, including a detailed description of the operation(s) and any special processes, conditions, hazards, safety concerns or impacts on public facilities or the public health, safety and welfare associated with the proposal.
- (b) Those general areas that have historic or scenic assets, or natural features deserving of protection and preservation, shall be indicated along with a statement of how protection and maintenance of same will be accomplished. Existing cemeteries shall be identified and the measures to protect them or relocate them in accordance with state law shall be addressed.
- (c) The method by which adjacent and neighboring properties shall be protected from the adverse effects of the proposed development, including vehicular access plans, proposed measures and types of landscaping and buffering, and peripheral setback and yard requirements.
- (d) The maximum height of all proposed structures in the development.
- (e) The maximum number of dwelling units proposed, maximum lot coverage, and/or maximum floor area ratio (F.A.R.) as appropriate.
- (f) The special amenities to be provided within the development, including a statement of commitment to landscaping with indigenous, drought tolerant species listed in the Zoning Ordinance.
- (g) All off-site improvements that are proposed, such as roads, water, and sewer and drainage facilities.
- (h) The proposed development phasing plan and its relationship to the applicant's provision of supportive utilities, facilities, roads, and other services, including the projected wastewater flows for each phase.
- (i) Any proposed signs that will not meet the standards of sections 58-15.1 et seq. of this chapter when signage proposed for the project is specified in a proffer statement.
- (j) Additional information as desired by the applicant.
- (k) Any modifications or waivers proposed pursuant to section 58-4.8.

Sec. 58-4.13. - Requirements for a master zoning plan.

1. The master zoning plan (MZP) shall be prepared using a convenient scale so that the entire parcel can be shown on a single sheet of paper no larger than 30 inches by 42 inches. The Town Planner may approve submission of plans on more than one sheet so long as one sheet depicting the entire project is submitted.

2. Any provision of any matter submitted with the master zoning plan that is to be considered for illustrative purposes and is not intended to comprise part of the master zoning plan shall be clearly labeled as such.

3. The elements required to be addressed in the master zoning plan shall be determined, by the Town Planner,

in accordance with the provisions below, following the pre application conference in accordance with section Sec. 58-3.9, based upon the size, intensity, scope and impacts of the proposed development.

4. The master zoning plan shall include the following:

- (a) Information required for general development plans as described in section 58-3.12; and
- (b) The location of property lines, watercourses, or lakes, known cemeteries, wooded areas, existing roads, entrances, subdivisions and major landmarks, which are within the property, and within 500 feet of the property.
- (c) The general boundaries of each proposed section, land use, density, or intensity, principal street systems, recreation areas or public use areas to be located within the project.
- (d) Proposed general land use areas shall be designated by land bays. The general sizes of land bays proposed for consideration shall be determined by the Town Planner as part of the pre application conference required by section 58-3.9. Designation of uses within each land bay shall be consistent with the Comprehensive Plan land use designation, in accordance with the provisions of this Chapter. Minimum and maximum development densities for residential uses or floor area ratios for nonresidential uses shall be established for each land bay and tabulated in accordance with the requirements of subsection (e) below.
- (e) A table which shows, for each land bay designated in accordance with subsection (d) above, range of the uses, number of dwelling units for residential areas or square feet of floor space for commercial, office or industrial areas and their respective acreage, which are proposed for the site.
- (f) Those specific features in response to the impacts identified in an environmental constraints analysis, pursuant to section 58-3.12(6), that the developer proposes to enhance the effects of the development through the provision of undisturbed open space. These features may be shown on one or more sheets, or submitted in narrative form, or both, provided they are clearly labeled as part of the master zoning plan or incorporated into any proffer statement.

5. Upon approval of an application, the master zoning plan shall determine the general layout of the development, the uses permitted in the land bays shown on the master zoning plan, and the general size and capacity of public improvements shown (but not their specific location, unless so proffered).

Sec. 58-4.14. - Format for the development analysis.

1. A development analysis shall be prepared by the applicant to describe and analyze the probable effects of the proposed development upon the Town, and the applicant's plans for preservation of the sensitive environmental features identified in the environmental constraints analysis. The matters the applicant shall be required to address in the development analysis shall be determined by the Town Planner, following a pre application conference pursuant section 58-4.9, based upon the size, intensity, scope and impacts of the proposed development.

2. The Town Planner shall require the development analysis to address the following as applicable:

- (a) Land use proposal: The applicant shall submit a land use proposal which shall address, but not be limited to, the following:
 - (1) Proposed mix of uses;

- (2) Methods of integrating and unifying architectural and site design within land bays;
- (3) Proposed landscaping features;
- (4) Proposed public amenities;
- (5) Proposed recreational facilities and other common open space; and
- (6) Relationships of proposed uses and site design within the district to the land use classifications of the Comprehensive Plan and existing zoning in areas adjacent to the proposed planned development.

(b) Historic sites and landmarks analysis: The applicant shall identify and address the potential effects on significant cultural resources (architectural, historical, and archaeological), and cemeteries or grave sites, in accordance with the requirements of subsections 58.3.12.8 and 58.3.12.9 and state how these effects will be mitigated. The applicant may be requested to conduct more detailed studies in historically or archaeologically sensitive areas should review of the application demonstrate the probable existence of such areas, and the need for their evaluation and protection.

(c) Water and sanitary sewer: The applicant shall provide a plan to serve the proposed development adequately.

(d) General open space plan: The applicant shall prepare a general open space plan. The plan shall identify proposed tree save areas, conservation areas, and buffer areas between potentially incompatible uses and along the boundaries of the proposed planned development. The proposed method of buffering shall be clearly articulated and shown on the master zoning plan. The general boundaries of the proposed open space areas shall also be shown on the master zoning plan.

3. The Town Planner may require the development analysis to address any or all of the following:

(a) Transportation system analysis and plan: The applicant shall prepare a transportation study and plan, which shall include at a minimum the information required by subsections 58-4.10, and 58.3.12.4 of this Chapter.

(b) Development phasing plan: The applicant shall prepare a development phasing plan which identifies in what order and how proposed public utilities, public facilities and other improvements and amenities necessary to support the project will be constructed, dedicated, or reserved.

(c) Architectural plan: The applicant shall submit an architectural plan that addresses building materials, building heights, site design amenities, parking, landscaping, etc. The plan shall also address any means by which the applicant will ensure that such architectural plan would continue to govern development through its completion.

(d) Special or unique landscape treatments: The applicant shall submit plans and/or elevations of entry features and streetscapes proposed within the development.

4. Additional conditions: The applicant shall also address other topics that may be deemed appropriate by the applicant or Town Planner. These may include but not be limited to proposals for affordable housing, pedestrian and bikeway systems, road improvements beyond those necessary to serve the project, park facilities and other improvements.

5. The development analysis shall be considered by the planning commission in its decision whether to

recommend and the Haymarket Town Council whether to grant or deny an application for rezoning to a planned development district. To the extent that the master zoning plan makes specific reference to one or more features of the development analysis, such features shall be deemed incorporated into the master zoning plan unless such reference clearly notes it is made only for illustrative purposes or exception to such incorporation is otherwise clearly and specifically taken.

Sec. 58-4.15. - Waiver/modification provisions for planned development districts.

As part of a planned development district application, except for allowable density, an applicant may request that a waiver of or modification to specific development standards of the subdivision ordinance, this chapter or the requirements of the Zoning Ordinance be granted.

1. An applicant shall provide written justification for all proposed waivers or modifications that demonstrates that the request is necessary due to the unique characteristics of the specific property, or the activity proposed is based on previously submitted and approved submission documents, provided such waivers or modifications will not conflict with the fulfillment of the purpose of this section.
2. The applicant shall propose an alternative or modified approach to fulfill the intent of the standard being waived or modified.
3. All modifications or waivers must demonstrate that the alternative proposal fulfills or exceeds the intent and purpose of the regulation being modified or the Comprehensive Plan.
4. The Haymarket Town Council may approve or disapprove such a request as specifically identified in the Council's motion, in whole or in part.
5. The approval of any waiver or modification requests will be reflected in the approved rezoning.
6. The depiction of a modification or waiver upon plans required by this section shall not of itself authorize such waiver or modification.

Sec. 58-4.16. - Concurrent processing.

Subject to approval by the Town Planner or designee, site and subdivision plans may be concurrently processed with a rezoning application upon the request of the applicant if the applicant acknowledges in writing responsibility for costs related to site and subdivision plan submittal regardless of whether the rezoning application is approved or denied. Concurrent processing of site and subdivision plans shall be limited to rezoning applications for targeted industries, planned development districts, nonresidential uses and residential projects including a qualified affordable housing component, either or both of which shall be in accordance with the long-range land use designation of the Comprehensive Plan, or as otherwise authorized by the Town Planner. Submission of the plans may occur after receipt of agency comments upon first review of the application.

Sec. 58-4.17. - Conditional zoning.

1. Any applicant for a zoning map amendment (rezoning) may, as a part of his application, proffer reasonable conditions concerning the use and development of his property, including also off-site improvements that may serve or benefit his property and the public welfare. Proffers shall be signed and acknowledged by the owner of the property, or any agent authorized by a power of attorney meeting the requirements of subsection 58-3.7.1(c).
2. Every proffer statement shall state that the applicant proffers that use and development of the property shall

be in strict accordance with the proffered conditions. Any revised proffer statements shall state that it supersedes any proffer statements previously submitted and shall either show the revisions by appropriate annotation on its face or by reference to a narrative description of changes submitted at the same time. In the event the applicant proffers to develop and use his property in accordance with the schematic land use plan, or other plans, proffers, elevations, demonstrative materials, and written statements submitted as part of the general development plan, the proffer statement shall so state, and each copy of such materials shall so provide, in accordance with the provisions of the adopted proffer policy. In the event of an inconsistency between a specific written proffer and a depiction upon a proffered general development plan, the proffered text shall control.

3. The Haymarket Town Council, when acting on an application for a zoning map amendment, may adopt as a part of the zoning map the proffered conditions, in whole or in part, set forth by the applicant. Once adopted by the Haymarket Town Council, such proffered conditions shall be binding on the use and development of the property and shall continue in full force and effect until a subsequent amendment changes the zoning on the property covered by such conditions; provided, however, that such conditions shall continue if the subsequent amendment is part of a comprehensive implementation of a new or substantially revised zoning ordinance and/or zoning map.

4. Proffered conditions adopted by the Haymarket Town Council shall be in addition to the regulations provided for the zoning district by the text of this chapter. Except as standards that are specifically permitted to be modified or waived by the Haymarket Town Council, as part of a rezoning or special use Permit approval, development shall conform to mandatory standards in effect at the time of final plan approval if such standards exceed proffered conditions accepted at the time of rezoning.

5. The zoning map, and other appropriate files maintained by the Zoning Administrator, shall reference the existence of adopted proffered conditions attached to various properties. Any site plan, subdivision plan, development plat or permit application thereafter submitted for development of property to which proffered conditions have attached shall conform with all such conditions and shall not be approved by any Town official in the absence of such conformity. For the purpose of this section, conformity shall mean such conformity which leaves a reasonable margin of adjustment due to final engineering data but conforms with the general nature and intent of the development, the specific uses, and the general layout depicted by the plans, profiles, elevations, and other demonstrative materials presented by the applicant.

6. Minor Modifications. In addition to those determinations the Zoning Administrator may make pursuant to 58-3.30, the Town Planner may make minor modifications as follows:

(a) At the request of an applicant, minor modifications of adopted proffers shall be approved by the Town Planner or designee without requiring a subsequent amendment to the zoning of the property or the adopted proffered conditions. The Town Planner shall only approve a minor modification when the modification meets the definition of conformity specified in Paragraph 5 of this section.

(b) Minor modifications shall not be approved when the modification would exceed minimum or maximum standards prescribed by this chapter. Subsequent minor modifications of adopted proffers which have already been modified shall be permitted in accordance with the provisions of this paragraph, provided that the cumulative degree of modification does not exceed minimum or maximum standards prescribed by this chapter.

(c) For the purpose of this section, minor modifications shall be determined to conform with the adopted proffers when the modification meets one or more of the following criteria:

(i) An increase in the maximum number of children approved for a child-care facility, so long as

the approved number does not exceed (1) 5% of the maximum number of children listed in the adopted proffered conditions; or (2) additional children, whichever is greater. The approval of a minor modification shall not increase the maximum number of children permitted for a child-care facility beyond a maximum prescribed by the Code of Virginia or any other applicable law or regulation.

(ii) An increase in the permitted number of adults for an adult day-care facility, so long as the approved number does not exceed (1) 5% of the maximum, number of adults listed in the adopted proffers; or (2) one additional adult, whichever is greater, and so long as the minimum off-street parking requirement can be attained.

(iii) An increase in the maximum number of students approved for a private school, so long as the approved number does not exceed 5% of the maximum number of students listed in the adopted proffered conditions.

(iv) A modification to the approved building materials, architectural style, or color of building design features, so long as the overall intent as depicted in the approved proffers is maintained.

(v) An increase in the permitted number of employees, so long as the approved number does not exceed (1) 5% of the maximum employees listed in the adopted proffered conditions; or (2) one additional employee, whichever is greater and so long as the minimum off-street parking requirement can be attained.

(vi) An increase in the number of rooms or units at an assisted living facility, so long as the approved increase does not exceed (1) 5% of the maximum number, listed in the adopted proffered conditions; or (2) additional rooms, whichever is greater.

(vii) Changes in a building's minimum floor area ratio (FAR) specified in an adopted proffered condition, so long as the building's gross floor area is increased or reduced by no more than 0.1 FAR and so long as the maximum gross floor area is not increased beyond the maximum gross floor area prescribed in the zoning district standards.

(viii) Changes in a building's minimum or maximum height specified in an adopted proffered condition, so long as the building's height is increased or reduced by no more than 10 feet and so long as the height is not increased beyond the maximum height prescribed in the zoning district standards.

(ix) Changes to a stormwater management facility as depicted on an approved master zoning plan or approved generalized development plan, so long as no additional land disturbance would be required beyond that shown in the plan's limits of clearing and grading to the satisfaction of the Public Works Director, or designee.

(x) Minor changes to the site layout or configuration, provided impacts to adjacent properties are mitigated.

Sec. 58-4.18. - Conditional zoning enforcement.

1. The Zoning Administrator shall be vested with all necessary authority on behalf of the Haymarket Town Council to enforce conditions that have attached to Special Use Permits, or to rezoning (zoning map amendments) which have been proffered by an applicant for rezoning and accepted by the Haymarket Town Council in accordance with the provisions of the chapter. The Zoning Administrator may, in exercise of his

discretion, issue a violation notice and correction order that orders the remedy of any noncompliance with any such conditions, or bring legal action to ensure compliance including injunction, abatement or other appropriate action or proceeding including the institution of criminal process; or any combination of the above deemed necessary to obtain compliance.

2. As part of the bonding procedures established, the Zoning Administrator or other Town official designated by the Administrator may require with final plans of any owner a guarantee (bond, assurance, sanction) satisfactory to the Haymarket Town Council in an amount sufficient for and conditioned upon the construction of any physical improvements required by such conditions or a contract for the construction of such improvements and the contractor's guarantee, in like amount and so conditioned, which guarantee may be reduced or released by the Town Planner upon the submission to the Administrator or his designee of satisfactory evidence that the construction of such improvements has been completed in whole or in part, as appropriate.

3. Failure to meet or comply with any such condition shall be sufficient cause to deny the approval of site plans, subdivision plans, or the issuance of building permits, occupancy permits or other permits or licenses, as may be appropriate. Upon receipt by any public official of appropriate written notice of failure to meet such conditions, signed by the Zoning Administrator, said public official shall not issue any approvals, permits or licenses to the alleged violator until such official has received written notification from the Zoning Administrator that the applicant for approvals, permits or licenses has remedied all noncompliance with such conditions.

4. Any applicant for approvals, permits or licenses who is aggrieved by a decision of the Zoning Administrator pursuant to the provisions of this section may petition either the Haymarket Town Council or the Board of Zoning Appeals for a review thereof, by filing a written notice thereof with the Town Clerk and the Zoning Administrator within 30 days after notice of the decision has been received. Said 30-day period shall be deemed jurisdictional. Such notice shall set forth with reasonable specificity the basis for such appeal and shall include payment of such fee as may be set by the Haymarket Town Council. The Haymarket Town Council or the Board of Zoning Appeals shall act upon any appeal within 30 days unless there is no regular meeting scheduled, in which case the Haymarket Town Council or the Board of Zoning Appeals shall act at its next regular meeting. The decision of the Haymarket Town Council or the Board of Zoning Appeals on such appeal shall be final.

Sec. 58-3=4.19. - Review of text and map amendments.

Every proposed amendment to the text of this chapter or zoning map shall be reviewed as provided for in the following sections.

Sec. 58-3=4.20. - Review by the Town Planner; comment by reviewing agencies.

1. When an amendment to the text of this chapter has been proposed, and when an amendment to the zoning map has been initiated, the Town Planner shall cause the amendment to be expeditiously reviewed by such staff, departments, offices, agencies, or other personnel as he finds appropriate.

2. In the case of an application for a zoning map amendment, the review shall include an examination of the applicant's proffer statement, if any. The Town Planner, or his designee, may suggest revisions to the proffer statement in order to clarify the proffers volunteered by the applicant. In addition, before the application is scheduled for a public hearing before the planning commission, the Town Planner or his designee shall present to the applicant a summary of the findings of the review in order that the applicant may make modifications of his application should he desire to do so. No substantial change shall be made in any proffered condition after the public hearing commences before the Haymarket Town Council, unless it is readvertised in accordance with the provisions of this chapter.

3. Proposed amendments shall be considered with reasonable consideration for the:

- (a) Existing use and character of the area;
- (b) Suitability of the property for various uses;
- (c) Trends of growth or change;
 - (d) Current and future requirements of the Town as to land for various purposes as determined by population and economic studies and other studies;
 - (e) Transportation requirements of the community and the Town's requirements for parks, playgrounds, recreation areas, other public services, or the conservation of natural resources and preservation of floodplains; and
 - (f) Conservation of properties and their values and the encouragement of most appropriate use of land throughout the Town.

These considerations shall include but are not limited to comprehensive plans or their parts, capital improvement programs, relation of development to roads and construction programs, and the proximity of the development to utilities and public facilities.

4. Reviewing agencies shall evaluate the application. A written summary of their findings and recommendations shall be forwarded to the Town Planner in accordance with the schedule established for the application.
5. After the Town Planner shall have presented a summary of the review findings to the applicant, the application shall be referred to the planning commission for public hearing. The Town Planner shall not be required to refer such application immediately, but shall consider the applicant's preference, the planning commission's schedule, and the appropriate use of Town staff.
6. When referring an application to the planning commission, the Town Planner shall cause a report to be prepared for the commission's review, and such report shall include a recommendation on the application.
7. Amendments to the zoning map not initiated by an application of a property owner, and amendments to the text of this chapter, shall be referred to the planning commission in a timely fashion after a report, including recommendation, shall have been prepared by the Town Planner or his designee.

Sec. 58-4.21. - Consideration by the planning commission.

1. The planning commission shall hold at least one (but may hold more than one) public hearing on all text and map amendments. The commission may continue a public hearing until another date; or close a public hearing but continue consideration of the amendment until another date; or it may make its recommendation following the first public hearing. In addition, the commission may reopen a closed public hearing to receive additional public comment, provided notice of such a reopened hearing shall be given in accordance with the provisions of this chapter. At the first public hearing (and at subsequent hearings as is necessary) the Town Planner, or his designee, shall present to the commission the report and recommendation of the Planning Office.
2. The planning commission shall have 90 days from the date of the first public hearing to consider an amendment to the text, the zoning map, or both. Failure of the commission to make a recommendation within the 90-day time period shall be deemed a recommendation of approval. However, if at any time after the date of the first public hearing an applicant shall make a change in the application, the commission shall have 90 days from the date the change is presented to the Town Planner within which to consider and make a recommendation on the amendment.

3. An applicant for a zoning map amendment may request that consideration of (and the recommendation on) his application be deferred past the 90-day time period established in subsection 2. above. Such request shall be submitted in writing to the chairman of the planning commission and the Town Planner before the public hearing, or, if such a request is made at the public hearing, it shall be reduced to a written request within five days. Such request, and the commission's resolution of deferral, shall contain a date certain for holding or resuming the public hearing. The commission shall then have 90 days from the date to which the application was deferred to consider and make a recommendation on the application, and failure to do so within that time period shall be deemed a recommendation for approval.

4. In making its recommendation to the Haymarket Town Council, the commission may recommend approval or denial of an amendment, or any part thereof as the public necessity, convenience, general welfare, or good zoning practice may require. The commission may also recommend modifications to an amendment, including, in the case of a zoning map amendment, a different zoning classification than requested, provided that if the zoning classification recommended is a more intense, or higher, classification than that requested, at least one additional public hearing, with notice given in accordance with the provisions of this chapter, shall be held. The commission may also, in the case of a zoning map amendment, recommend reducing the area of the proposed amendment; or may recommend increasing the area of the proposed amendment provided at least one additional public hearing, with notice given in accordance with the provisions of this chapter, is held.

Sec. 58-4.22. - Consideration by the Haymarket Town Council.

1. Following the planning commission's recommendation on an amendment, the Haymarket Town Council shall hold at least one (but may hold more than one) public hearing on such amendment, with notice given in accordance with the provisions of this chapter. At such hearing(s) the Town Planner, or his designee, shall present to the Haymarket Town Council the report and recommendation of the planning commission and the Planning Office.

2. The Haymarket Town Council may continue a public hearing until another date; or close a public hearing but continue consideration of the amendment until another date; or it may take action following the first public hearing. The Haymarket Town Council shall have one year from the date a zoning map amendment is initiated to act on the amendment unless the applicant requests or consents to action beyond such period. This time period shall not include any length of time an application for a zoning map amendment was deferred at the request of the applicant. In addition, whenever an applicant shall make a change in his application, the one-year time period shall run from the date the change is received by the Town Planner.

3. Once notice of a public hearing before the Haymarket Town Council on an amendment is given in accordance with the provisions of this chapter, the applicant may make a substantial change in his application only if the application is referred back to the planning commission for further consideration and recommendation. The Haymarket Town Council shall determine whether a change is substantial.

4. In considering an amendment, the Haymarket Town Council may approve or deny the amendment, or any part thereof as the public necessity, convenience, general welfare, or good zoning practice may require. In the case of an amendment to the zoning map, the Haymarket Town Council may approve an amendment to a lesser area than initiated, and may approve a less intense, or lower, zoning classification than initiated. If the Haymarket Town Council desires to consider a zoning map amendment for a greater area, or to a more intense, or higher, zoning classification than initiated, the amendment shall be referred back to the planning commission for further consideration and recommendation. In such a case, the process described in section 58-3.21 of this chapter shall apply.

Sec. 58-4.23. - Matters to be considered in reviewing amendments.

The planning commission, in considering its recommendation on an amendment, and the Haymarket Town Council, in considering what action to take on an amendment, shall review the amendment with consideration for the purposes and intent of this chapter. In addition, only those written and graphic materials that have been referenced in a proffer statement may be displayed at any public hearing before the planning commission or the Haymarket Town Council.

Sec. 58-4.24. - Interpretation by Zoning Administrator.

In determining whether site and subdivision plans submitted are in conformity with a zoning map amendment, the Zoning Administrator shall give weight to the following, in descending order of importance:

1. This chapter 58.
2. Any other applicable federal, state, or local law, ordinance or regulation.
3. The applicant's proffer statement, if any.
4. The master zoning plan, if any.
5. The development analysis, if any.
6. The staff report prepared for consideration by the Haymarket Town Council at the time of rezoning.

Sec. 58-4.25. - Application for a Special Use Permit.

1. An application for a Special Use Permit may be made by a property owner, for his property, for any Special Use Permitted in the zoning district in which his property is located. A duly authorized agent for an owner may make application, provided a legally sufficient power of attorney, meeting the requirements of subsection 58-3.7.1(c) as approved by the Town Attorney's office, has been executed.

2. In addition to an application by a property owner, a Special Use Permit application may be initiated by resolution of the Haymarket Town Council, or by resolution of the planning commission.

3. An application for a Special Use Permit shall be made to the Planning Office and shall include the items listed in this section. Except for the filing fee, and unless otherwise determined at a pre application conference by the Town Planner or his designee, 8 collated sets of the following information shall be submitted:

(a) Those items listed by subsections 58-3.11.1, 58-3.11.2, 58-3.11.3 and 58-3.11.5 through 58-3.11.12.

(b) A Special Use Permit plan. The elements required in the Special Use Permit plan shall be determined by the Town Planner or his designee following the pre application conference required by section Sec. 58-3.9 based upon the size, scale, complexity, and impact of the proposed request. When required, each element of the Special Use Permit plan shall conform to the standards set forth hereafter unless specifically waived or modified by the Town Planner or his designee:

- (1) An environmental constraints analysis in accordance with section 58-3.12.6.
- (2) Phasing plan, if applicable.
- (3) Special signage proposals, if desired.
- (4) General site grading plan.

(c) Other information as desired by the applicant.

(d) Such additional information as may be reasonably required by the Town in order for the Planning Office, the planning commission, or the Haymarket Town Council to make a proper evaluation of the proposal, such as but not limited to:

- (1) Hours of operation.
- (2) Estimated number of patrons, clients, patients, pupils, etc.
- (3) Estimate the distribution of traffic by mode and time of day.

4. Except for the filing fee, the Town Planner may waive the submission requirements, or any portion thereof, set forth in subsection 3 above, provided such information is not necessary for the proper review of the application.

5. The Town shall be under no obligation to accept an application for a Special Use Permit if it does not meet all of the requirements of section 58-3.2 of this chapter.

Sec. 58-4.26. - Review process for an application for a Special Use Permit.

An application for a Special Use Permit shall be reviewed in a manner similar to an application for a zoning map amendment, as set forth by sections 58-3.20, 58-3.21 and 58-3.22 of this chapter, provided, however, that the one-year time limit in section 58-3.22 shall not apply.

Sec. 58-4.27. - Concurrent processing.

Site and subdivision plans can be concurrently processed with a Special Use Permit application consistent with the long-range land use designation of the Comprehensive Plan upon the request of the applicant if the applicant acknowledges responsibility for costs related to site and subdivision plan submittal regardless of whether the Special Use Permit application is approved or denied. The submission of plans may not be accepted until the first round of comments has been received from Special Use Permit application review agencies.

Sec. 58-4.28. - Matters to be considered in reviewing an application for a Special Use Permit.

The planning commission, in considering its recommendation on an application for a Special Use Permit, and the Haymarket Town Council, in considering what action to take on an application for a Special Use Permit, shall review such an application with consideration for the following factors:

1. The nature of the proposed use, including factors such as traffic, noise, light, hours of operation, and number of employees involved.
2. The character of the existing area, including existing structures and structures under construction, existing public facilities, and public facilities under construction, and private, commercial and/or service facilities available within the existing area.
3. The area's designation on the Town's Comprehensive Plan, and relevant text provisions of the plan.
4. The minimum off-street parking area required, and the amount of space needed for the loading and unloading of trucks.

5. Whether the public health, safety and welfare will be preserved, and any reasonable conditions necessary for such preservation.

6. Any other factors relating to the purposes of zoning that the planning commission and/or Haymarket Town Council, in its legislative discretion, shall consider as relevant.

Sec. 58-4.28. - Conditions attached to the approval of a Special Use Permit.

1. In approving a Special Use Permit, the Haymarket Town Council may attach reasonable conditions, including an expiration date, to such approval with or without the applicant's consent. Once a Special Use Permit is approved with conditions attached, such conditions shall be considered as a part of the text of this chapter and may be administered and enforced by the Zoning Administrator. A violation of an attached condition shall be considered a violation of this chapter.

2. A condition attached to the approval of a Special Use Permit may only be modified by a subsequent application for a Special Use Permit or by the approval of a minor modification in accordance with Sec. 58-3.30.

Sec. 58-4.29. - Special Use Permit general provisions.

1. After approval of a Special Use Permit by the Haymarket Town Council, the applicant shall have one year to submit site or subdivision plans for the approved use and shall occupy the site and commence the use within five years of approval of the site plan, provided that the Haymarket Town Council may allow, at the time and as part of approval, a longer period. If the use has not begun as provided above, the Special Use Permit shall be void, and the use may not thereafter be begun except upon approval of another Special Use Permit.

2. After approval of a Special Use Permit by the Haymarket Town Council, the use approved may intensify and/or expand, provided that any conditions attached to the approval shall not be violated. If intensification and/or expansion will violate any attached conditions, the intensification and/or expansion may be reviewed and approved as a minor modification or minor deviation pursuant to Sec. 58-3.30. Intensifications and/or expansions which cannot be authorized as described herein and which are ineligible for review as a minor modification or minor deviation shall not be approved unless a subsequent Special Use Permit application is approved that reflects the intensification and/or expansion.

3. Except for family day-care permitted and not conditioned upon site plan approval, all uses permitted by a Special Use Permit shall require site plan approval in accordance with the provisions of this chapter.

4. If an approved special use ceases operation for a period of one year, for any reason, the Special Use Permit shall become void, and thereafter the use may only be conducted after another Special Use Permit has been approved.

5. A Special Use Permit shall be transferable with the land, provided that the use for which it was obtained does not change.

6. Unless otherwise provided in the permit, a Special Use Permit shall have an indeterminate duration provided that the use for which it was obtained is commenced as required in subsection 2. and continues without abandonment as provided in subsection 4. in accordance with its terms.

Sec. 58-4.30. - Special Use Permit deviation.

Minor deviations from an approved Special Use Permit plan are allowed without filing of a new Special Use Permit application provided all deviations are shown on a site or subdivision plan. The Zoning Administrator

shall determine, prior to the approval of site or subdivision plans, that the deviation(s) do not substantially alter conditions of the approved Special Use Permit or the approved Special Use Permit master plan. If the Zoning Administrator can not authorize a minor deviation as described herein, the deviation may be reviewed and approved as a minor modification pursuant to Paragraph 1 below. Minor deviations which cannot be authorized as described herein and which are ineligible for review as a minor modification may only be modified by a subsequent application for a Special Use Permit.

1. Minor Modifications. In addition to those determinations the Zoning Administrator may make pursuant to 58-3.3, the Town Planner may make minor modifications as follows:

(a) At the request of an applicant, minor modifications of adopted Special Use Permit conditions shall be approved by the Town Planner or designee without requiring a subsequent amendment to the Special Use Permit or the adopted conditions. Town Planner shall only approve a minor modification when the modification meets the definition of conformity specified in Paragraph 5 of Sec. 58-3.17.

(b) Minor modifications shall not be approved when the modification would exceed minimum or maximum standards prescribed by this chapter. Subsequent minor modifications of adopted Special Use Permit conditions which have already been modified shall be permitted in accordance with the provisions of this paragraph, provided that the cumulative degree of modification does not exceed minimum or maximum standards prescribed by this chapter.

(c) For the purpose of this section, minor modifications shall be determined to conform with the adopted Special Use Permit conditions when the modification meets one or more of the following criteria:

(i) An increase in the maximum number of children approved for a child-care facility, so long as the approved number does not exceed 5% of the maximum, or a minimum of one, whichever is greater, number of children listed in the adopted Special Use Permit conditions. The approval of a minor modification shall not increase the maximum number of children permitted for a child-care facility beyond a maximum prescribed by the Code of Virginia or any other applicable law or regulation.

(ii) An increase in the permitted number of adults for an adult day-care facility, so long as the approved number does not exceed (1) 5% of the maximum number of adults listed in the adopted Special Use Permit conditions; or (2), one additional adult, whichever is greater and so long as the minimum off-street parking requirement can be attained.

(iii) An increase in the maximum number of students approved for a private school, so long as the approved number does not exceed (1) 5% of the maximum number of adults listed in the adopted Special Use Permit conditions; or (2), one additional student, whichever is greater.

(iv) A modification to the approved building materials, architectural style, or color of building design features, so long as the overall intent as depicted in the approved Special Use Permit conditions shall be maintained.

(v) An increase in the permitted number of employees, so long as the approved number does not exceed (1) 5% of the maximum employees listed in the adopted Special Use Permit conditions; or (2) one additional employee, whichever is greater and so long as the minimum off-street parking requirement can be attained.

(vi) An increase in the number of rooms or units at an assisted living facility, so long as the approved increase does not exceed (1) 5% of the maximum number listed in the adopted Special Use Permit conditions; or (2) one additional room, whichever is greater.

(vii) Changes in a building's minimum floor area ratio (FAR) specified in an adopted Special Use Permit condition, so long as the building's gross floor area is increased or reduced by no more than 0.1 FAR and so long as the maximum gross floor area is not increased beyond the maximum gross floor area prescribed in the zoning district standards.

(viii) Changes in a building's minimum or maximum height specified in an adopted Special Use Permit condition, so long as the building's height is increased or reduced by no more than 10 feet and so long as the height is not increased beyond the maximum height prescribed in the zoning district standards.

(ix) Changes to a stormwater management facility as depicted on an approved Special Use Permit plan, so long as no additional land disturbance would be required beyond that shown in the plan's limits of clearing and grading, to the satisfaction of the Public Works Director or designee.

(x) Minor changes to the site layout or configuration, provided impacts to adjacent properties are mitigated.

Sec. 58-4.31. - Revocation of Special Use Permits.

1. The Haymarket Town Council may, by resolution, initiate a revocation of a Special Use Permit. When initiated, the revocation process shall be handled as would a new application for a Special Use Permit, following the procedures set forth in section 58-3.2 of this chapter.

2. After review by the Planning Office and consideration and recommendation by the planning commission, the Haymarket Town Council shall act on the proposal to revoke the Special Use Permit. Grounds for revocation shall include (but not be limited to) the following:

- (a) A change in conditions affecting the public health, safety, and welfare since adoption of the Special Use Permit; or
- (b) Repeated violations of this chapter, including any conditions attached to the Special Use Permit, by the owner/operator of the use; or
- (c) Fraudulent, false, or misleading information supplied by the applicant (or his agent) for the Special Use Permit; or
- (d) Improper public notice of the Special Use Permit public hearing(s) when the permit was considered by the planning commission or the Haymarket Town Council; or
- (e) An error or mistake in fact that led to an arbitrary and unreasonable decision made by the Haymarket Town Council when approving the Special Use Permit.

Sec. 58-4.32. - Refiling following denial; withdrawal; deferral.

1. Upon denial of any application by a property owner for an amendment or Special Use Permit, no further application concerning any or all of the same property that is substantially the same as the application denied shall be made within one year from the date of such denial.

2. An application for an amendment or Special Use Permit may be withdrawn at any time; provided, that if the request for withdrawal is made after publication of the notice of any public hearing, no application for substantially the same amendment or Special Use Permit on all or any part of the same property may be filed within six months of the withdrawal date.

3. In no event shall there be any refund of fees in the case of withdrawal after publication of the notice of any public hearing.

4. Whenever consideration of an amendment or Special Use Permit is deferred after notice of any public hearing has been first published, the applicant shall bear the additional advertising costs.

Sec. 58-4.33. - Dismissal of applications.

If an applicant refuses or neglects to pursue his application for an amendment or a Special Use Permit, the Haymarket Town Council may by resolution declare the application dismissed. Notice of intent to dismiss an application shall be sent certified mail, return receipt requested, to the applicant at the address listed on his application at least 15 days prior to the date the Haymarket Town Council has scheduled action on the proposed dismissal. If an application is dismissed, no fees shall be refunded, and for an application for a map amendment no other application substantially the same as the one dismissed shall be filed within one year of the date of dismissal.

Sec. 58-4.34. - Appeals.

Every action contesting a decision of the Haymarket Town Council adopting or failing to adopt a proposed zoning ordinance or amendment thereto affecting the map or text of this chapter or granting or failing to grant a special exception shall be filed within 30 days of such decision with the Circuit Court having jurisdiction of the land affected by the decision.

ARTICLE V. – ENFORCEMENT

Sec. 58-5.1 -Inspection Warrants

The zoning administrator or his agent may make an affidavit under oath before a magistrate or circuit court, and if such affidavit establishes probable cause that a zoning ordinance violation has occurred, request that the magistrate or court issue the zoning administrator or agent an inspection warrant to enter and inspect the subject dwelling. The zoning administrator or his agents shall make a reasonable effort to obtain consent from the owner or tenant of the subject dwelling prior to seeking the issuance of an inspection warrant.

Sec. 58-5.2 – Notice of Zoning Violation

- (a) Upon becoming aware of any violation of the provisions of this chapter, the Administrator may issue written notice of such violation to the owner of the property, or the owner's agent, and to the person committing or permitting the violations, if different from the owner. Notice shall be mailed by registered or certified mail or hand delivered.
- (b) The notice of violation shall state the nature of the violation, date that it was observed, the remedy or remedies necessary to correct the violation and a reasonable time period for the correction of the violation.
- (c) Every written notice of violation of the Administrator shall include a statement informing the recipient that he or she may have a right to appeal the notice of zoning violation or written order within 30 days in accordance with this section. The decision shall be final and unappealable if not appealed within 30 days.
- (d) If the recipient chooses to appeal, an appeal fee shall be submitted as established by a Council adopted Fee Schedule.
- (e) Appeals shall be heard by the Board of Zoning Appeals in accordance with the procedures set forth in Article VI of this chapter.

Sec. 58-5.3 - Penalties for violation of chapter¹.

- (a) Upon becoming aware of any violation of the provisions of this chapter, the Administrator may proceed to issue a civil summons consistent with Code of Virginia, § 15.2-2209.
- (b) Any person violating this chapter shall be guilty of a misdemeanor punishable as provided by state code.
- (c) The violation may be prosecuted as a criminal misdemeanor.
- (d) If the violation is uncorrected at the time of the conviction, the court shall order the violator to abate or remedy the violation in compliance with this chapter, within a time period established by the court. Failure to remove or abate a zoning violation within the specified time period shall constitute a separate offense punishable by an additional civil fine and any other penalties as ordered by the court.
- (e) The description of any lot or parcel by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring a lot shall not exempt the transaction from any penalties for violation of the subdivision ordinance, or from the remedies provided in this chapter.

¹ State Law reference— Penalties for violation of zoning ordinance, Code of Virginia, § 15.2-2286(A)(5).

ARTICLE VI. - PROVISIONS FOR APPEAL²

Sec. 58-6.1 - Rules and regulations of board of zoning appeals.

- (a) The board of zoning appeals shall adopt such rules and regulations as it may be considered necessary.
- (b) All meetings of the board shall be open to the public unless a closed session consistent with the Virginia FOIA laws is properly convened and certified.
- (c) The Administrator shall maintain all records of the BZA.

Sec. 58-6.2 - Appeal procedure.

- (a) Appeals shall be conducted in a manner consistent with the Code of Virginia.
- (b) Appeals requiring an advertised public hearing shall be accompanied by a fee as set by the Town Council, payable to the Treasurer of the Town.

² State Law reference— Boards of zoning appeals, Code of Virginia, § 15.2-2308 et seq. Sec. 58-5.1 - Board of zoning appeals generally.

(a) A board of zoning appeals (BZA) consisting of five members shall be appointed by the circuit court of the county.

ARTICLE VII. MINIMUM OFF-STREET PARKING AND LOADING

Sec. 58-7.1 - Minimum off-street parking and loading.

- (a) *Minimum standards.* At the time of erection of any main building, or at the time any main building or its accessory uses is enlarged, or the use changed, all provisions of article XIII shall be met along with minimum required off-street parking and loading space with adequate provision for entrance and exit of motor vehicles, in accordance with the following table.
- (b) Parking space as required in this section shall be on the same lot with the main building; except that in the case of buildings other than dwellings, spaces may be located as far away as 750 feet. Every parcel of land used as a public parking area and motor vehicle ways shall be surfaced with all-weather surfaces, excluding gravel surfaces. It shall have appropriate guards where needed as determined by the administrator. Any lights used to illuminate such parking areas shall be so arranged as to reflect the light away from adjoining premises in a residential district.

Sec. 58-7.2 – Inoperable or Inoperative Vehicles

An inoperable or inoperative vehicle is defined as any motor vehicle or trailer: which is not in operating condition, which for a period of 60 days or longer has been partially or totally disassembled by the removal of tires and wheels, the engine or other essential parts required for operation of the vehicle; On which there are displayed neither valid license plates nor a valid inspection decal.

It is a violation of the Haymarket Zoning Ordinance to store, on any property zoned or used for residential purposes, any motor vehicle or trailer which is inoperable or inoperative, unless such motor vehicle or trailer is stored within a fully enclosed building or structure, or otherwise fully shielded or screened for view. "Shielded or screened from view" means not visible by someone standing at ground level from outside of the property on which the subject vehicle is located. A vehicle cover manufactured for the use of covering a vehicle may be acceptable use for shielding the vehicle from view; the manufactured cover must remain in good condition. The placing, draping, or securing of a tarp or other unfitted cover over and around an inoperable vehicle is not sufficient to comply with the shielding requirement. Furthermore, no more than one such vehicle shielded from view shall be stored on the same property.

The keeping of more than five (5) inoperable vehicles is considered a junkyard, which is not permitted in any residential zoning districts in the Town and would be subject to additional zoning violations.

The property owner is responsible for any inoperable vehicles on his/her property. Violators are issued a written notice of violation by the Zoning Administrator.

Table of Parking Requirements

Abbreviations:

- GFA means gross square feet of floor area, as defined
- NFA means net square feet of floor area, as defined. For the purposes of these parking standards, Net Floor Area (NFA) is equivalent to 75% of the Gross Floor Area
- SF means square feet
- DU (d.u.) means dwelling unit
- BR means bedroom

Note: 'employee' always refers to the number of employees on the largest shift

Note: Code of Virginia, § 15.2-2291 requires that **group homes** be regulated like single family homes

Residential		
<i>Uses</i>	<i>Minimum Parking</i>	<i>Minimum Loading</i>
Single family detached dwelling	2 per dwelling unit, exclusive of garage	-
Single family attached and two family (townhouse and duplex)	2.25 per d.u. Inclusive of minimum of .25 for visitor parking which must be distinct from d.u.)	-
Apartments on second floor of structures designed for commercial use	1.5 per d.u. (spaces must be assigned to each dwelling)	-
Assisted living facility	1 per 4 d.u. plus 1 per employee	-
Active adult/ age restricted	1.5 per d.u.	-
Accessory apartment (as defined)	1 per d.u.	-

Group Home	See standard for the residential unit type	-
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Commercial		
<i>Uses</i>	<i>Minimum Parking</i>	<i>Minimum Loading</i>
Home Occupation B	Meet the residential requirement, plus 1 per non-resident employee	-
Hotels/lodging	1.1 per room (<i>included restaurants/meeting spaces subject to separate standards</i>)	--
Bed and Breakfast	Meet residential requirement, plus 1 per guest room	-
Medical, dental offices and clinics	1 per 200 square feet of gross floor area (GFA)	-
Retail use, general, liquor, drug, convenience	1 per 250 SF of GFA	1 per 30,000 up to 70,000 SF plus 1 per 100,000 SF after
Other, low intensity commercial and personal services, as defined	1 per 300 SF of GFA	Same as retail use, all
Retail, grocery (excluding quick-service store)	1 per 250 SF of GFA	1 up to 12,000 GSF, then 1 per 24,000 GSF
Funeral home, mortuary, chapel	1 per 4 seats plus 1 per 2 employees plus 1 for each hearse	1
Commercial, Motor Vehicle Repair		-
sales, waiting and offices	1 per 400 SF of GFA of enclosed area plus 1 per employee, and	Same as industrial
service area	3 per service bay	-
Gasoline Station		
fuel only	1 per fueling station	1
fuel w/ service	.75 per fueling station plus 1 per 200 SF of GFA	1
Garden Center	1 per 200 SF of GFA plus 1 per 1,300 square feet of outdoor area	1 per 60,000 GSF

Office, general business or professional	1 per 300 SF of GFA	None for first 30,000 SF then 1 per 100,000 SF after
Retail, convenience	1 per 200 SF of GFA plus 1 per 1,300 SF of outdoor area	-
Recreational Uses		
Bowling Alley	4 per lane	-
Fairground/Carnival/Circus	1 per 400 SF of NFA	-
Miniature Golf	2 per tee for 36 tees, then 1 per tee	-
Recreation facility, public; indoor fitness and sport activities	1 per 300 SF of GFA	-
Parks and playground	3 per acre	-
Hard or soft courts (indoor and outdoor)	4 per court	-
Swimming pools	1 per 150 SF of water space	-
Restaurants		
Quick service/carryout (no drive thru)	1 per 100 SF of GFA	1 per 40,000 SF GFA
Drive-in; drive-through	1 per 100 SF of GFA	1 per 40,000 SF GFA
Veterinary; kennel; doggy day care	1 per 300 SF of GFA	-
Recreation, entertainment	1 per 3.5 seats by design capacity	-
Other, not listed	1 per 300 SF of GFA	-

Institutional		
<i>Uses</i>	<i>Minimum Parking</i>	<i>Minimum Loading</i>
School, public and private	1 per classroom and other room used by students plus 0.2 per student above driving age	-
Municipal building	1 per 300 SF of GFA	-
Other, public uses	(Same as municipal)	-
Places of assembly, including religious assembly, private clubs, lodges, or meeting halls	1 per 4 seats of design capacity	1 per 100,000 SF of GFA

Industrial		
<i>Uses</i>	<i>Minimum Parking</i>	<i>Minimum Loading</i>
Self-storage center/mini warehouse	1 per 250 SF of GFA of office space plus 1 per employee	-
General manufacturing, assembly, and manufacture	1 per 1,000 SF of GFA	1 per 50,000 SF of GFA
Laboratories, pharmaceutical and/or medical	1 per 300 SF of GFA	1 per 50,000 SF of GFA
Outdoor storage of equipment	1 per 300 SF of GFA of office area	1 per 50,000 SF of GFA
Warehouse and wholesale businesses, storage warehouses	1 per 1,000 SF of GFA	1 per 50,000 SF of GFA
If office space exceeds 50% of net floor area of any industrial use	Parking for the office areas must meet requirements for office, general business or professional	-

ARTICLE VIII. - USE CHART

P- by-right

S- special use

	Use	Zoning Districts							Additional Requirements
		R-1	R-2	B-1	B-2	I-1	T-C	C-1	
Civic	Club	S	S	P	P				Sec 58-21.2(c)
	Education Facility, primary/secondary	S	S	P	P		P		
	Education Facility, college/university			S	S				
	Emergency shelter			S	S				
	Outdoor gathering			S	S				
	Parking facility	S	S	S	P	P	P		Sec 58-21.5(b)
	Public Assembly			S	S	S	P		
	Public maintenance and service facility				S	P			Sec. 58-21.1(a)
	Recycling center						P		
	Recreation Facility, public	S	S	S	P	P	P		Sec. 58-21.1(b)
	Shelter			P	P	P			
	Utility service, major					S			
Utility service, minor	P	P	P	P	P	P	S		
Commercial	Assisted Living Facility						P		
	Automobile rental/leasing				P	P			
	Bed and Breakfast	S	S	P	P		P		
	Brewery, Microbrewery			P	P	P			
	Car wash				S	P			Sec 58-21.2(b)
	Commercial, Catering			P	P	P	P		
	Commercial, Entertainment				P	P	S		
	Commercial, Recreation				P	P	S		Sec 58-21.2(d)
	Commercial, Vehicle Service Repair				S	P	S		Sec 58-21.2(a)
	Commercial, heavy equipment repair service					P	S		
Commercial	Continuing Care Facility	S		S	P		P		
	Custom Manufacturing			S	S	P			
	Retail, Construction					P			Sec 58-21.2(e)
	Construction Yard					S			

	Daycare Center			P	P		P		Sec 58-21.2(f)
	Dog Day Care Center			S	S		S		Sec 58-21.2(g)
	Equipment Sales and Rental				S	P			
	Family Day Home	P	P				P		
	Financial Institution			P	P		S		Sec 58-21.2(j)
	Funeral Home			S	S	S			Sec 58-21.2(k)
	Garden Center					S	S	S	
	Gasoline Station				S	S			Sec 58-21.2(l)
	Greenhouse, commercial						P	p	
	Guidance Services				P		P		
	Halfway House	S	S	S	P		P		
	Home Occupation, Class A	P	P				P		Sec 58-21.2(m)
	Home Occupation, Class B		S				S		Sec 58-21.2(m)
	Hotel			P	P		S		Sec 58-21.2(o)
	Kennel			S	S	S	S		
	Laundry Services			S	P	P	S		
	Marijuana Establishment			S	P	P			
	Microbrewery			P	P	P			
Commercial	Mini-warehouse						P		
	Office, general			P	P		P		
	Office, medical			P	P		P		Sec 58-21.2(p)
	Pawn Shop				P				Sec 58-21.2(q)
	Personal Services			P	P		P		
	Restaurant, carryout/quick service			P	P	P	P		
	Restaurant, drive-in/drive through			S	S	P			Sec 58-21.2(h)
	Restaurant, General			P	P	P	P		
	Restaurant, Mobile Food Unit			P	P	P	P	P	Sec 58-21.2(r)
	Retail Use, General			P	P	P	P		Sec 58-21.2(s)
	Retail, automobile parts/supply				P	P			
	Retail, Convenience			P	P		P		
	Retail, Drug			P			P		

	Retail, Grocery			P	P	P	P		Sec 58-21.2(v)
	Retail, Liquor			S	P				Sec 58-21.2(w)
	Shooting range, indoor					P			Sec 58-21.2(t)
	Studio, fine arts			P	P	P	P		
	Veterinary Hospital/Clinic			P	P	P	S		
Residential	Accessory Apartment	P	P	P			P		
	Dwelling, Multifamily		P		S		P		
	Dwelling, Townhouse		P				P		
	Family Health Care Structure, temporary	P	P						Sec. 58-21.4(e)
	Group Home	P	P				P		
	Single Family, detached	P	P						
Miscellaneous	Amateur Radio Antenna	P	P						
	Broadcasting or Communication Tower					S			
	Garage, private	P	P						
	Greenhouse	P	P					P	
	Warehousing and distribution				S				
	Recreation Facility, private	P	P	P	P	P	P		
	Industrial, light					P			Sec. 58-21.3(a)
	Laboratory					P			
	Research and Development					P			
	Salvage and Scrap Service					S			
	Cemetery	S							Sec 58-21.5(a)

ARTICLE IX. - RESIDENTIAL DISTRICT R-1

Sec. 58-9.1 - Intent.

The residential district R-1 is composed of quiet, low-density single-family homes. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life where there are children, and to minimize activities of a commercial nature. Development is limited basically to single-unit dwellings providing homes for the residents plus certain additional uses such as public facilities that serve the residents of the district.

Sec. 58-9.2 - Area regulations.

The minimum lot area shall be 10,000 square feet.

Sec. 58-9.3 - Setback regulations.

Structures in the R-1 district shall be located 35 feet or more from any street right-of-way which is 50 feet or greater in width, or 50 feet or more from the center of any street right-of-way less than 50 feet in width. This shall be known as the setback line.

Sec. 58-9.4 - Frontage regulations.

For permitted uses in the R-1 district, the minimum lot width at the setback line shall be 75 feet or more.

Sec. 58-9.5. - Yard regulations.

- (a) Side. The minimum side yard for each main structure in the R-1 district shall be ten feet, and the total width of the two side yards shall be at least 20 feet.
- (b) Rear. Each main structure shall have a rear yard of 25 feet.

Sec. 58-9.6 - Height regulations.

- (a) Permitted uses in the R-1 district may be erected up to 35 feet in height from grade: building not be more than three stories above grade.
- (b) Accessory buildings more than five feet from any lot line in the R-1 district may be erected to a height no more than 15 feet above grade.
- (c) Church spires, belfries, cupolas, monuments, municipal water towers, chimneys, flues, flagpoles, television antennas, and radio aeriels are permitted up to 50 feet in height. Parapet walls may be permitted per the building code above the height of the building on which the walls rest.

Sec. 58-9.7 - Corner lots.

- (a) The side yard on the side facing the street shall be 20 feet or more for both main and accessory buildings.

Sec. 58-9.8. - Maximum lot coverage.

The maximum lot coverage shall be 30 percent. An approved surfaced area shall include asphalt, poured or precast concrete, brick, stone, gravel, other approved impervious surfaces, grass pavers or other approved pervious surfaces.

Sec. 58-9.9. - Residential Parking and Storage of Vehicles

For single family detached dwellings on lots containing 36,000 square feet or less in the R-1 district, all parking for vehicles, recreational vehicles, and commercial vehicles in a front yard shall be on a surfaced area, for a period not to exceed 48 hours for loading, unloading, cleaning or repair of vehicles or trailers. All trailers should be unhitched from the towing vehicle. No vehicle parked on a surfaced area shall block the public right of way to include the street and sidewalk. The storage of any number of inoperable motor vehicles, to include inoperable commercial motor vehicles, for more than 7 consecutive days is prohibited.

Sec 58-9.13 - Property Improvements

- a) Fences. Fences in the R-1 district shall be no more than six (6) feet in height and adhere to the Architectural Review Board stipulations, where applicable.

ARTICLE X. - RESIDENTIAL DISTRICT R-2

Sec. 58-10.1 - Intent.

The residential district R-2 is intended for use within those areas near the central core of the Town. This district should provide a suitable environment for families and persons seeking the amenities and convenience of townhouse living, or as an option, small lot detached single-family lots or conventional single-family lots without fear of encroachment or dissimilar uses. This district is designed to stabilize, protect, and promote this type of development.

Sec. 58-10.2 - Area regulations.

General

- (a) The minimum lot area in the R-2 district shall be 8,000 square feet. Maximum coverage shall be 30% unless otherwise noted.
- (b) For lots containing or intended to contain a permitted use, except townhouses and small lot detached single-family dwellings, not more than 30 percent of the gross lot area may be covered by buildings, including accessory structures.

Townhouse

- (c) For lots designed for the development of townhouse structures, the average lot area of all lots within any development phase must equal 2,000 square feet or more with no lot containing less than 1,500 square feet, exclusive of designated common area and open space.
- (d) For lots designed as part of a townhouse development not more than 40 percent of the gross parcel area may be covered by townhouse structures and their accessory structures. In computing the total coverage on any lot or development, an area of 400 square feet per required parking areas and travel ways shall be included as part of such coverage unless private garage facilities are otherwise provided on such a lot.
- (e) Within any townhouse development, the maximum number of units per gross acre shall be eight. The term "gross acre" for the purpose of this section shall include all lands within the exterior boundaries of the lot under development, including drives, parking areas, walkways, parks, school sites and such other open space as may be designated for common use, and public streets established as part of the development.

Small lot detached single family

- (f) For lots designed for the development of small lot detached single-family dwellings, the average lot area of all lots within any development phase must equal 4,200 square feet or more with no lot containing less than 4,000 square feet, exclusive of designated common area and open space.
- (g) For lots designed as part of a small lot detached single-family dwelling, not more than 40 percent of the gross parcel area may be covered by townhouse structures or small lot detached single-family dwellings and their accessory structures. In computing the total coverage on any lot or development, an area of 400 square feet per required parking areas and travel ways shall be included as part of such coverage unless private garage facilities are otherwise provided on such a lot.
- (h) Within any single-family development, the maximum number of units permitted per gross acre shall be four. Within any small lot detached single-family dwelling development, the maximum number of units per gross acre shall be six. The term "gross acre" for the purpose of this section shall include all lands within the exterior boundaries of the lot under development, including drives, parking areas, walkways, parks, school sites and such other open space as may be designated for common use, and public streets established as part of the development.

Sec. 58-10.3 - Frontage regulations.

- (a) For lots containing or intended to contain a permitted use in the R-2 district, except townhouse units and small lot detached single-family dwelling developments, a minimum 75 feet of lot frontage on a public street shall be provided. Frontage shall be measured on a line parallel with the proposed front street line at the minimum required setback line.
- (b) For lots containing a townhouse structure, the minimum lot frontage on a public street, private accessway, or common area shall be 20 feet, and on end units a minimum total lot width of 35 feet is required.
- (c) For small lot detached single-family dwellings, the minimum lot frontage at the building restriction line on a public street, private accessway, or common area shall be 40 feet, and on corner lots a minimum total lot width of 55 feet is required.

Sec. 58-10.4 - Yard regulations.

- (a) Front. Each lot in the R-2 district shall have a front yard with a minimum depth of 15 feet from building face to the front property line. Such yard area may be encumbered by required driveway areas to garages, but not by accessory structures.
- (b) Side. Each lot shall provide a minimum side yard of 15 feet from building wall to side property line, except in the case of:
 - (1) Interior townhouse units where the party wall creates a zero-lot line;
 - (2) End loading units which may have an open porch not more than five feet or more in which an open deck may encroach an additional ten feet towards the property line; and
 - (3) Small lot detached single-family dwellings where the minimum setback from building wall to property line shall not be less than three feet to any property and shall be not less than 20 feet in the aggregate between adjoining structures.
- (c) Rear. Each lot intended for a permitted use, except a townhouse and a small lot detached single-family dwelling, shall provide a minimum rear yard not less than 25 feet in depth measured from the rear building line to the rear property line. Each townhouse and a small lot detached single-family dwelling shall have a rear yard of 20 feet. Accessory buildings may be located within five feet of the rear property line and shall be 80 square feet or less.

Sec. 58-10.5 - Height regulations.

For a main building in the R-2 district, the maximum height shall be 2½ stories, but not over 35 feet; except that a building height may be extended to three stories or a maximum of 40 feet if each side yard is increased one-half foot for each additional foot of building height. Accessory buildings shall be limited to a maximum height of 15 feet within a required yard area.

Sec. 58-10.6 - Maximum lot coverage.

The maximum lot coverage shall be 30 percent. An approved surfaced area shall include asphalt, poured or precast concrete, brick, stone, gravel, other approved impervious surfaces, grass pavers or other approved pervious surfaces.

Sec. 58-10.7 - Residential Parking and Storage of Vehicles

For townhouse developments and small lot detached single-family dwellings on lots containing 8,000 square feet or less in the R-2 district, all parking for recreational vehicles and commercial vehicles in a common shared parking lot or front yard shall be on a surfaced area for a period not to exceed 48 hours for loading, unloading,

cleaning or repair of vehicles or trailers. All trailers should be unhitched from the towing vehicle. No vehicle parked on a surfaced area shall block the public right of way to include the street and sidewalk. The storage of any number of inoperable motor vehicles, to include inoperable commercial motor vehicles, for more than 7 consecutive days is prohibited and subject to a zoning violation.

Sec 58-10.8 - Property Improvements

- a) *Fences*. Fences in the R-2 district shall be no more than six (6) feet in height and adhere to the Architectural Review Board stipulations, where applicable.

ARTICLE XI. - TRANSITIONAL COMMERCIAL ZONING DISTRICT TC

Sec. 58-11.1 - Intent.

The primary purpose of this district is to create a low-intensity office, commercial and mixed-use area as a transition between residential and commercial areas. The uses in the district should buffer residential areas from the commercial core by minimizing traffic, lighting, and hours of operation, by establishing buffers and by establishing other site-specific development standards to minimize the impact on adjacent residential uses. To enhance its compatibility with its residential surroundings, any development should be located in existing buildings wherever possible. Adaptive reuse of existing structures is to be encouraged if impacts are mitigated.

Sec. 58-11.2 - Area regulations.

- (a) For lots in excess of one acre, no more than 50 percent of the gross area shall be comprised of residential uses.
- (b) For residential uses, the minimum lot area shall be 5,000 square feet.

Sec. 58-11.3 - Setback and yard regulations.

- (a) Front. Structures in the transitional commercial district may be located to within ten feet of any street right-of-way, provided all sidewalk, easement and streetscape requirements are met.
- (b) Side. Side yards shall have the same regulations as front yards when abutting a street right-of-way. There are no side yard regulations when abutting adjoining similar commercial uses. There shall be a side yard of 25 feet or more when abutting a residential district.
- (c) Rear. Rear yards shall have the same regulations as side yards.

Sec. 58-11.4 - Height regulations.

Permitted and special uses shall be less than 35 feet in height from grade and all buildings not more than two stories above grade.

Sec. 58-11.5 - Coverage regulations.

Maximum structure or building coverage shall not exceed 75 percent of the total lot area, except for adaptive uses of existing structures. Total impervious coverage of a lot shall not exceed 85 percent.

ARTICLE XII. - TOWN CENTER DISTRICT B-1

Sec. 58-12.1 - Intent.

The Town Center District, B-1, provides primarily for retail shopping and personal services to be developed either as a unit or in individual parcels oriented to attracting pedestrian shoppers, tourism, and local convenience. Recognizing the economic value of the existing historical area, it shall further be the intent of the district to encourage the retention and rehabilitation of structures and uses in the district that have historic and/or architectural significance. The range, size, hours of operation, lighting, signs, and other developmental aspects of permitted uses may be limited in order to enhance the general character and historic nature of the district.

Sec. 58-12.2 - Area regulations.

There are no area regulations in the B-1 district, except for the requirement to connect to municipal sewer systems for new structures. Individual sewage disposal systems are prohibited. The required area for any such use shall be set by the local health official.

Sec. 58-12.3 - Setback and yard regulations.

- (a) Front. Structures in the B-1 district may be located to within five feet of any street right-of-way.
- (b) Side. Side yards shall have the same regulations as front yards when abutting a street right-of-way. There are no side yard regulations when abutting adjoining similar commercial uses. There shall be a side yard of 25 feet or more when abutting a residential district.
- (c) Rear. Rear yards shall have the same regulations as side yards.

Sec. 58-12.4 - Height regulations.

Permitted uses in the B-1 district may be erected up to 35 feet in height from grade: building not more than three stories above grade. Chimneys, flues, cooling towers, flagpoles, radio or communication towers, or their accessory facilities not normally occupied by workers are excluded from this limitation. Parapet walls may be permitted per the building code above the height of the building on which the walls rest.

Sec. 58-12.5 - Coverage regulations.

Maximum buildable lot coverage in the B-1 district shall not exceed 85 percent of the total lot area.

ARTICLE XIII. - BUSINESS COMMERCIAL DISTRICT B-2

Sec. 58-13.1 - Intent.

The primary purpose of the business commercial district B-2 is to concentrate businesses in a coordinated manner and to provide for more intense commercial and industrial uses away from the Town center. Commercial uses located in this district, while traditionally being oriented to automobile traffic, are intended to have a sufficiently high standard in site layout, design, and landscaping to minimize traffic congestion on accessory roadways and minimize the impact of the high volume of traffic at an interchange with adjacent land uses.

Sec. 58-13.2 - Area regulations.

There are no area regulations in the B-2 district, except for permitted uses utilizing individual sewage disposal systems; the required area for any such use shall be set by the local health official.

Sec. 58-13.3 - Setback and yard regulations.

- (a) Front. Structures in the B-2 district may be located to within ten feet of any street right-of-way.
- (b) Side. Side yards shall have the same regulations as front yards when abutting a street right-of-way. There are no side yard regulations when abutting adjoining similar commercial uses. There shall be a side yard of 25 feet or more when abutting a residential district.
- (c) Rear. Rear yards shall have the same regulations as side yards.

Sec. 58-13.4 - Height regulations.

Buildings in the B-2 district may be erected up to a height of 35 feet. Buildings shall not exceed three stories. Chimneys, flues, cooling towers, flagpoles, radio or communication towers, or their accessory facilities not normally occupied by workers are excluded from this limitation. Parapet walls may be permitted per the building code above the height of the building on which the walls rest.

Sec. 58-13.5 - Coverage regulations.

Maximum buildable lot coverage in the B-2 district shall not exceed 75 percent of the total lot area. Maximum lot coverage in the B-2 district shall not exceed 75 percent.

ARTICLE XIV. - LIMITED INDUSTRIAL DISTRICT I-1

Sec. 58-14.1 - Intent.

The primary purpose of the limited industrial district I-1 is to permit certain industries, which do not in any way detract from residential desirability, to locate on designated sites. The limitations on (or provisions relating to) height of building, horsepower, heating, flammable liquids, or explosives, controlling emission of fumes, odors, and/or noise, landscaping, and the number of persons employed are imposed to protect and foster adjacent residential desirability while permitting industries to locate near a labor supply and demand base. This district excludes heavy industry that generates high levels of noise, odor, soot, or vibration, or that requires special power lines.

Sec. 58-14.2 - Area regulations.

There are no area regulations in the I-1 district.

Sec. 58-14.3 - Setback and yard regulations.

- (a) Front. Structures in the I-1 district may be located to within ten feet of any street right-of-way.
- (b) Side. Side yards shall have the same regulations as front yards when abutting a street right-of-way. There are no side yard regulations when abutting adjoining similar uses. There shall be a side yard of 25 feet or more when abutting a residential district.
- (c) Rear. Rear yards shall have the same regulations as side yards.
- (d) Fences. Fences shall not exceed seven feet in height and shall not be less than three feet in height.
- (e) Screening and buffer yards. Section 58-17.11 shall apply in the I-1 district.

Sec. 58-14.4 - Height regulations.

Buildings in the I-1 district may be erected up to a height of 50 feet. Chimneys, flues, cooling towers, flagpoles, or their accessory facilities not normally occupied by workers are excluded from this limitation. Parapet walls may be permitted per the building code above the height of the building on which the walls rest.

Sec. 58-14.5 - Coverage regulations.

Maximum lot coverage in the I-1 district shall not exceed 85 percent.

ARTICLE XV. - CONSERVATION DISTRICT C-1

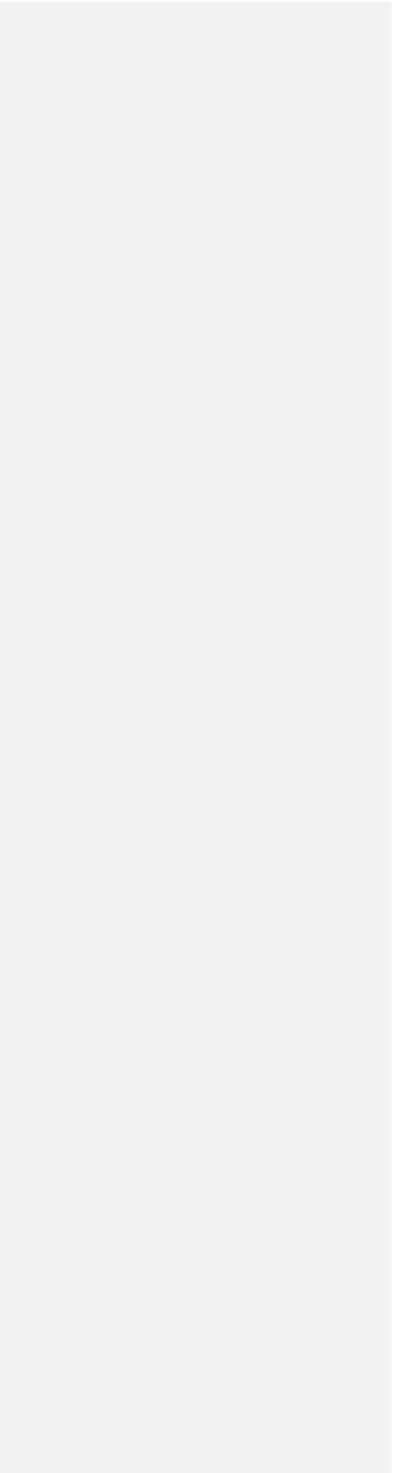
Sec. 58-15.1 - Intent.

The primary purpose of the conservation district C-1 is to limit development in areas of poor soil, steep slope, and proneness of flooding.

Sec. 58-15.2 - Add Regulations for the height, area, coverage, etc, FLOODP

Town of Haymarket
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Emily



ARTICLE XVI. - OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY

Sec. 58-16.1 - Definitions.

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

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

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

Commented [SM1]: Suggest continuing to use e Definitions in Article II above.

Sec. 58-16.2 - Purpose and Intent.

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

Sec. 58-16.3 - Creation; boundaries.

- (a) In order to preserve the unique culture of the Town, there is hereby established an overlay district to be known as the "Historic Haymarket Overlay" which shall include all that area that lies within the corporate limits of the Town. |
- (b) Prior to any expansion of the historic district the Town shall identify and inventory all structures being considered for inclusion in such a district and shall establish written criteria to be used in making such determination. The Town shall identify all landmarks and designate by ordinance any resource as part of a local historic district, subsequent to soliciting public input in a manner consistent with Code of Virginia, § 15.2-2204. The owners of such property proposed for designation shall be given written notice of the public hearing on the ordinance.
- (c) The town may annually consider updates to the boundaries of the Historic Haymarket Overlay so that it is expanded to include newly identified historic resources, and/or contracted to reflect the removal or demolition of historic resources.

Commented [SM2]: This refers to revised map t adopted at a later date.

Commented [SM3]: Check state code whether a ble to "contraction"

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

Commented [SM4]: Repeated below

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

Commented [SM5]: Add submission requireme

- (a) Application for a certificate of appropriateness shall be made to the Architectural Review Board. Any decision of the Architectural Review Board shall be appealable by any member of the Town Council after consultation with the Board, or any aggrieved person to the Town Council.
- (b) No building, structure or sign shall be erected, reconstructed, altered, or restored within the Historic Haymarket Overlay, unless and until a complete application for a certificate of appropriateness shall have been approved by the Board or, on appeal, by the Town Council. Review of such applications by the Board will include analysis of external architectural features which are subject to public view from a public street, way, or place, in light of their architectural compatibility with the historic buildings in the district.
- (c) The zoning administrator shall determine whether a change is readily apparent, subject to appeal to the Board of Zoning Appeals.

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

- (a) For the purpose of making effective the provisions of this article, an Architectural Review Board (ARB) is established. The Board shall consist of up to seven members, but not fewer than five, appointed by the Town Council, and shall be legal residents of the Town. Board members will be appointed from the Town Council

and one from the Planning Commission. Members should have a demonstrated interest, competence, or knowledge of historic preservation.

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

Sec. 58-16.6 - Chairman, vice-chairman, and secretary of the board.
The Architectural Review Board shall elect its chairman and vice-chairman from its membership, and the Town Clerk shall be its secretary.

Sec. 58-16.7- Rules

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

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

1. The board shall not consider interior arrangement, relative size of the building or structure, detailed design or features not subject to any public view and shall not make any requirements regarding such matters. After receiving a certificate of appropriateness, the zoning administrator shall determine whether this provision applies.
2. The board shall consider the following in passing upon the appropriateness of architectural features:
 - (1) Exterior architectural features, including all signs, which are subject to public view from a public street, way, or place
 - (2) General design arrangement.
 - (3) Texture, material, and color.
 - (4) The relation of the factors, subsections (1), (2), and (3) of this section, to similar features of the buildings and structures in the immediate surroundings.
 - (5) The extent to which the building or structure would be harmonious with or obviously incongruous with the old and historic aspect of the surroundings.
 - (6) In the case of a building to be razed, a primary consideration will be the extent to which its continued existence would tend to protect irreplaceable historic places and preserve the general historic atmosphere of the Town.
 - (7) The extent to which the building or structure will promote the general welfare of the Town, and all citizens, by the preservation and protection of historic places and areas.
 - (8) The extent to which the building or structure will promote the general welfare by:
 - a. Maintaining and increasing real estate value
 - b. Generating business;
 - c. Attracting tourists and visitors;
 - d. Encouraging study of and interest in American history, architecture, and design;
 - e. Making the Town a more attractive and desirable place in which to live.

Commented [SM6]: Also addressed below.

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

Decisions of the Board will be incorporated in approved certificates of appropriateness or written reasons for disapproval. Immediately upon approval by the board of any application to erect, reconstruct, alter, restore, or

raze a building, a certificate of appropriateness, signed by the chairman of the Board and bearing the date of issuance, shall be made available to the applicant. The zoning administrator shall refuse to honor any request for a building permit without such certificate of appropriateness, but a certificate of appropriateness will in no way affect the requirement to comply with the other provisions necessary to obtain a building permit.

Sec. 58-16.10 - Right of appeal.

- (a) Whenever the board shall approve or disapprove an application for a certificate of appropriateness or fail to take action within 60 days of its filing, any aggrieved party shall have the right to appeal and be heard before the Town Council provided such person files with the Town Clerk on or before 30 days after the decision of the board a written notice of appeal. Upon receipt of such notice, the Town Clerk shall place such appeal on the agenda for the next regular meeting of the Town Council.
- (b) Any party may appeal the decision of the Town Council to the circuit court pursuant to this section.
 - (1) A party is any applicant or any person who owns property adjacent to the property which the application concerns. For the purposes of this section, the term "adjacent" includes any property separated from the applicant's property only by a road and which would be adjacent if the road were not present.
 - (2) Appeal shall be by petition at law setting forth the alleged illegality of the action of the Town Council.
 - (3) The appellant must file the appeal with the circuit court of the county within 30 days of the Town Council's decision.
- (c) In addition to the right of appeal, the owner of an historic landmark, building or structure shall have a right to raze or demolish such landmark, building or structure provided he has complied with the provisions of the second paragraph of Code of Virginia, § 15.2-2306(A)(3), as amended.

Sec. 58-16.11 - Deterioration by neglect.

- (a) No owner of an officially designated historic building within the historic district shall allow it to deteriorate to the point where it is not economically feasible to repair or restore it. Specifically, no owner may permit:
 - (1) Deterioration of the exterior of a historic building to the extent that it creates or permits a hazardous or unsafe condition;
 - (2) Deterioration of exterior walls or other vertical supports, horizontal members, roofs, chimneys, exterior wall elements such as siding, wooden walls, brick, plaster, or mortar, of a historic building to the extent that it adversely affects the character of the historic district or could reasonably lead to irreversible damage to the structure. In determining whether deterioration adversely affects the character of the historic district, the zoning administrator shall be guided by the comprehensive plan and, if adopted, the strategic plan and capital improvements budget.
- (b) If a building inspector determines that a historic structure is violating the Property Maintenance Code, he shall so notify the owner, the zoning administrator, and the chairman of the Architectural Review Board of this conclusion, stating the reason for such determination, and shall give the owner 30 days from the date of the notice in which to commence work rectifying the specifics, or to initiate a request to demolish, move or relocate such structure. If appropriate action is not timely taken, the Town Building Inspector shall initiate appropriate legal action.

Sec. 58-16.12 - Demolition review and approval

1. No historic resource, as defined in this article within the Historic Haymarket Overlay shall be demolished or moved, in whole or in part, until the demolition or moving thereof is approved by the Architectural Review Board, or, on appeal by the town council after consultation with the ARB.
2. In addition to the right of appeal set forth herein, the owner of a historic resource, the demolition or moving of which is subject to the provisions of this section, shall, as a matter of right, be entitled to demolish or move such historic resource provided that:

- a. The owner or applicant has applied to the town council for such right,
 - b. the owner has for the period of time set forth in the schedule contained in Section 15.2-2306 of the Virginia code and at a price reasonably related to its fair market value, made a bona fide offer to sell the historic resource, and the land pertaining thereto, to the town or to any person, firm, corporation, government or agency thereof, or political subdivision or agency thereof, which gives reasonable assurance that it is willing to preserve and restore the historic resource and the land pertaining thereto, and,
 - c. No bona fide contract, binding upon all parties thereto, shall have been executed for the sale of any such historic resource, and the land pertaining thereto, prior to the expiration of the applicable time period set forth in the time schedule specified in the Virginia Code. Any appeal which may be taken to the court for the decision of the town council, whether instituted by the owner or by any other proper party, notwithstanding the provisions heretofore stated relating to a stay of the decision appealed from shall not affect the right of the owner to make the bona fide offer to sell referred to above. No offer to sell shall be made more than one year after a final decision by the town council, but thereafter the owner may renew his request to the town council to approve the demolition or moving of the historic resource.
3. Demolition Approval Criteria Considerations. In reviewing applications for the demolition or moving of a historic resource from or within the Historic Haymarket Overlay, the Architectural Review Board shall consider the following:
- a. How the demolition or removal of a historic resource from the property on which it is located will impact the historic integrity of the site and any remaining on-site historic resources on the same property;
 - b. How the loss of the historic resource will impact the historic integrity of any adjacent historic property;
 - c. The impact the loss of the historic resource will have on the overall integrity to any historic district the historic resource is located in ;
 - d. The ability of the historic resource to be adaptively reused as part of a new on-site development which would not adversely impact the historic resource's ability to convey its historic significance through its integrity of location, setting, feeling, association, design, materials and workmanship; and
 - e. Whether any monies or assistance for preservation of the historic resource could be made available to the property owner within 180 days of the owner's request to demolish or move it.

Sec. 58-16.13 Time Limit

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

ARTICLE XVII. - SIGNS

Sec. 58-17.1 - Findings, purpose, and intent; interpretation.

- (a) Signs obstruct views, distract motorists, displace alternative uses for land, and pose other problems that legitimately call for regulation. The purpose of this article is to regulate the size, color, illumination, movement, materials, location, height and condition of all signs placed on private property for exterior observation, thus ensuring the protection of property values, the character of the various neighborhoods, the creation of a convenient, attractive and harmonious community, protection against destruction of or encroachment upon historic areas, and the safety and welfare of pedestrians and wheeled traffic, while providing convenience to citizens and encouraging economic development. This article allows adequate communication through signage while encouraging aesthetic quality in the design, location, size, and purpose of all signs. This article shall be interpreted in a manner consistent with the First Amendment guarantee of free speech and in a manner consistent with the Town's Comprehensive Plan. If any provision of this article is found by a court of competent jurisdiction to be invalid, such finding shall not affect the validity of other provisions of this article, which can be given effect without the invalid provision.
- (b) Signs not expressly permitted as being allowed by right or by special use permit under this article, by specific requirements in another portion of this chapter, or otherwise expressly allowed by the Town Council are forbidden.
- (c) A sign placed on land or on a building for the purpose of identification, protection or directing persons to a use conducted therein shall be deemed to be an integral but accessory and subordinate part of the principal use of land or building. Therefore, the intent of this article is to establish limitations on signs in order to ensure they are appropriate to the land, building or use to which they are appurtenant and are adequate for their intended purpose while balancing the individual and community interests identified in subsection (a) of this section.
- (d) These regulations are intended to promote signs that are compatible with the use of the property to which they are appurtenant, landscape and architecture of surrounding buildings, are legible and appropriate to the activity to which they pertain, are not distracting to motorists, and are constructed and maintained in a structurally sound and attractive condition.
- (e) These regulations distinguish between portions of the Town designed for primarily vehicular access and portions of the Town designed for primarily pedestrian access.
- (f) These regulations do not regulate every form and instance of visual speech that may be displayed anywhere within the jurisdictional limits of the Town. Rather, they are intended to regulate those forms and instances that are most likely to meaningfully affect one or more of the purposes set forth above.
- (g) These regulations do not entirely eliminate all of the harms that may be created by the installation and display of signs. Rather, they strike an appropriate balance that preserves ample channels of communication by means of visual display while still reducing and mitigating the extent of the harms caused by signs.

Sec. 58-17.2 - Definitions

Sign

Any display of any letters, words, numerals, figures, devices, emblems, pictures, or any parts or combinations, by any means whereby they are made visible for the purpose of making anything known, where such display is made on, attached to, or as part of a structure, surface, or any other thing, including but not limited to the ground, any rock, tree or other natural object, which display is visible beyond the boundaries of the parcel of land on which it is made. A display of less than one square foot in area is excluded from this definition. (Illustrations below are for example only and do not show dimensional standards).

A-Frame sign

A temporary, portable sign used at a place of business to provide information. The sign may have one or two sides and may contain changeable letters. This type of sign is also commonly referred to as a 'sandwich board sign'.

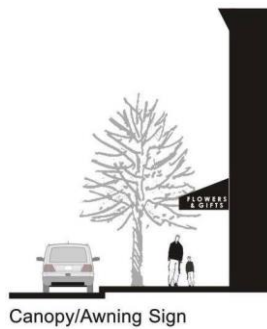


Animated sign

A sign which changes physical position or involves the use of motion, rotation, or the appearance of motion. For the purpose of this chapter, flags are not deemed animated signs.

Awning sign.

See canopy sign.



Banner sign

A temporary sign made of cloth, paper, vinyl, or like material attached to a wall so as to remain in a generally stationary position.

Bench sign

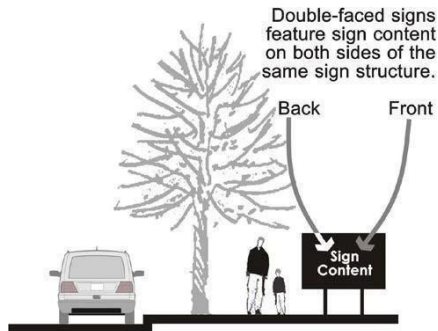
A sign painted, located on, or attached to any part of the surface of a bench, seat, or chair placed on or adjacent to a public place or roadway.

Billboard sign
See off-premises sign

Canopy sign
A sign placed directly on, printed on, or attached to the surface of an awning or canopy.

Changeable copy sign
A sign or part of a sign that is designed so that characters, letters, or illustrations can be mechanically or physically changed or rearranged without altering the face or surface of the sign.

Double-faced sign
A sign with two parallel or nearly parallel faces, back-to-back, upon which advertising is displayed.

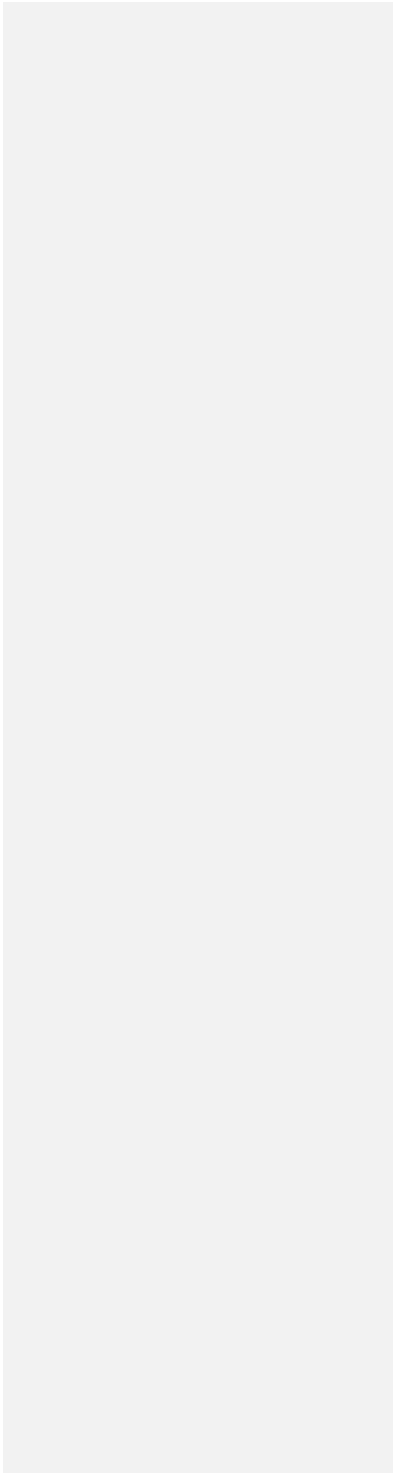


Double-Faced Sign

Directional Signs.
Any signage installed on the premises of a facility in order to facilitate the flow of customer traffic.

Electronic message board
Any sign that uses changing lights to form a sign message or messages wherein the sequence of messages and the rate of change is electronically programmed and can be modified by electronic processes.

Flags
Cloth or similar flexible fabric attached to a pole at one end such that the material can bend or flutter from the point (s) of attachment.





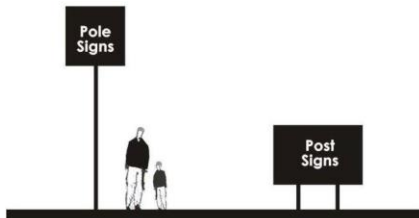
Flag Sign

Flashing sign

Any illuminated sign on which there is artificial light which is not stationary or constant in intensity or color at all times when such a sign is in use.

Freestanding sign

Sign supported by one or more upright poles, columns, or braces placed in or on the ground and not attached to any building or structure; non-portable.



Freestanding Signs



Freestanding Sign

Government sign

Government signs that are approved by the Town Council or installed for the public benefit by the Town of Haymarket.

Hanging sign
See projecting sign.

Illuminated sign
A sign illuminated in any manner by an artificial light source, whether internally or externally lit. Externally illuminated signs are those that have a light source projecting onto the face of the sign either by downlighting or indirectly with fluorescent, halogen, or a source that gives off natural white light. Internally illuminated signs are those that have a light source inside or behind the sign structure or sign face which projects lights through or from the sign face.

Channel Letter Sign
A sign made up of letters only, lit, or unlit, that are attached directly to the building. Also referred to as 'individual letter sign'.



Individual Letter Sign

Inflatable sign
Any display capable of being expanded by air, air pumps, or other gas to advertise a product or event. This includes 'inflatable air men' or 'wacky air dancers'.

Minor sign
A small, adjunct sign for specific functional purposes. Examples include trespassing signs, security warning signs, on-site directional signs, and the like.

Monument Sign
A sign affixed to a structure built on grade in which the sign and the structure are an integral part of one another; not a pole sign. For the purpose of this chapter, monument signs shall be deemed freestanding signs.

Moving or Rotating sign
Assign or other display with mechanical motion powered by natural, manual, mechanical, electrical, or other means, including but not limited to pennant strings, streamers, spinners, propellers, and searchlights. Handheld signs are not included.

Neon sign

A sign that uses light-emitting gas to convey a message in a form such as letters, numbers, and figures.

Off-premises sign

A sign which directs attention to a business, commodity, service, or establishment that is conducted, sold, or offered at a location other than the premises on which the sign is erected

Painted sign

Any sign painted on the exterior surface of a building; includes a mural sign.

Feather Sign

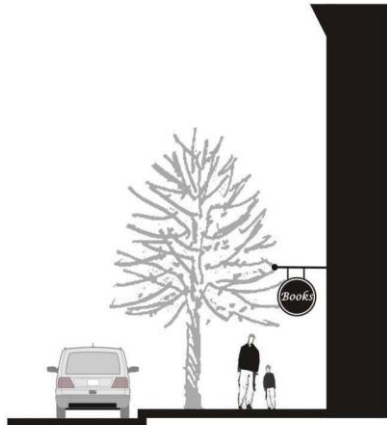
A lightweight, portable sign mounted along one edge on a single, vertical, flexible pole which may resemble a sail, bow, or teardrop.

Portable sign

shall mean a sign not permanently affixed to a building, a structure, a vehicle, or the ground. For the purpose of this Chapter, A-frame signs shall be deemed portable signs. This includes but is not limited to balloons and person-held signs.

Projecting sign

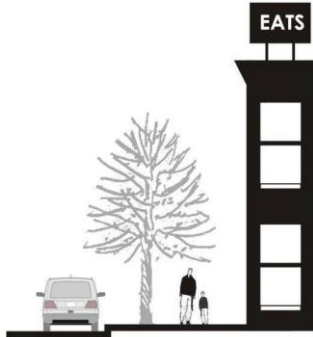
A sign attached to a building, approximately perpendicular to the building wall.



Projecting/Hanging Sign

Roof sign

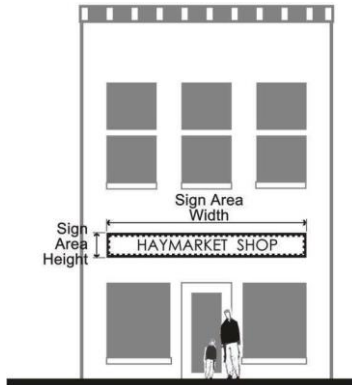
Any sign erected, constructed, and maintained wholly upon or over the roof of any building (not permitted by this ordinance).



Roof Sign (Not Permitted)

Sign area.

The entire face of a sign, including the advertising surface and any framing, trim, or molding, but not including the supporting structure. Sign area is calculated by standard mathematical formulas such as height times width for rectilinear signs, πr^2 for circular signs, and the applicable standard mathematical formula for other geometrical shapes.

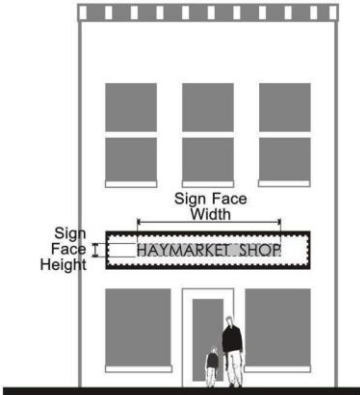


Sign Area

For area calculation, see definition in ordinance.

Sign face

The area or display surface used for the message, not including any framing, trim or molding, or the support structure. Face area is calculated using the same mathematical formulas as for sign areas.



Sign Face

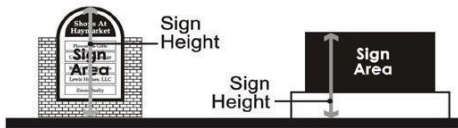
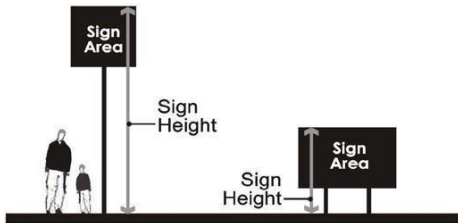
For area calculation, see definition in ordinance.

Sign height.

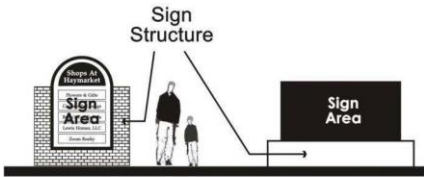
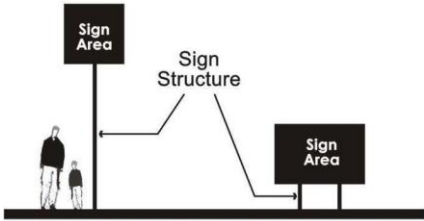
Distance measured in feet and inches from the ground below the sign to the highest point of sign to include sign structure, or in the case of wall signs on upper floors, from the floor level immediately below the sign to the highest point of the sign. Artificially increasing the height of the sign by berming or mounding dirt or other material at the sign base is prohibited.

Sign structure.

Sign structure includes the supports, uprights, bracing, and framework of any structure, be it single-faced, double-faced, V-type, or otherwise exhibiting sign.



Sign Height



Sign Structure

Temporary sign.

A sign designed or intended to be displayed for a specified or limited period of time not to exceed 45 days unless an extension is granted by the zoning administrator. Examples include real estate signs, contractor's signs, and one-time event signs.

Vehicle sign.

A sign placed, affixed, painted, or digitally displayed on a motor vehicle parked or while in use in the normal course of business with the primary purpose of providing advertisement of a business, product, service, or activity.

Wall sign.

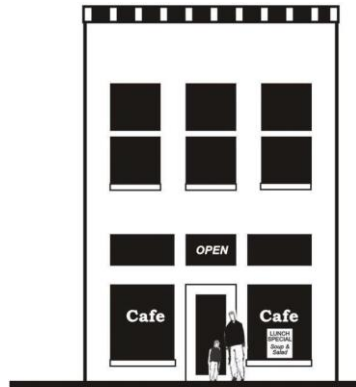
Any signs or lettering, projecting not more than eight inches, which are placed against or attached to the front, rear, or side wall of a building, but shall not include painted or mural signs, or roof signs as defined herein.

Wayfinding Signs

A sign on the premises of a development with multiple tenants that allows customers to find their way. For the purpose of this chapter, wayfinding signs may be deemed as freestanding signs.

Window sign.

A sign painted, stenciled, or affixed on a window.



Window Sign

Sec. 58-17.3 - Applicability.

The provisions of this article shall apply to all property within the corporate limits of the town.

Sec. 58-17.4 - Permit Required.

Except when otherwise exempted by this article, no sign shall be erected, constructed, posted, painted, altered, or relocated, unless and until a zoning permit has been issued by the zoning administrator and were provided for in this article, subsequent to an approval of a certificate of appropriateness by the architectural review board (ARB).

Sec. 58-17.5 - Exemptions.

Sign permits shall not be required for the following signs in any sign district; however, all applicable regulations of this chapter shall apply.

- (a) Signs erected by a governmental body or required by law, including official traffic signs or sign structures, provisional warning signs or sign structures, and temporary signs indicating danger.
- (b) Minor Signs not exceeding three (3) total signs per separate road frontage per lot, and not less than 30 feet apart.
- (c) Change of message or content of an approved Sign.
- (d) Notice must be given to the zoning administrator 30 days in advance of installation.
- (e) Flags, provided, however, that no single flag shall exceed twenty-four (24) square feet in area and no single lot shall display more than three flags.

Sec. 58-17.6 - Prohibited signs.

The following signs are prohibited:

- (a) Flashing Signs or signs lighted in a varying degree including strobe lights.
- (b) Moving or Rotating Signs.
- (c) Off-premises signs (except in the I-1 zoning district).

- (d) Inflatable signs.
- (e) Signs located anywhere on the roof.
- (f) Signs located on the wall of a building that extend above the roofline or wall, or extend into a front, side, or rear yard setback.
- (g) Signs illuminated with sodium halide lights; and any illuminated sign that emits lighting levels in excess of the limitation.
- (h) Electronic message boards.
- (i) Abandoned sign structures.
- (j) Signs, including posters and handbills affixed to any structures, trees or other natural vegetation, rocks, or poles.
- (k) Any sign that may be confused with or obstruct the view of any authorized traffic sign or signal or obstruct the sight-distance triangle at any road intersection or extend into the public right-of-way or otherwise create a distraction for drivers.
- (l) Signs that prevent free ingress or egress from any door, window, fire escape, or that prevent free access from one part of a roof to any other part or otherwise adversely affect safety or are in violation of any building code or other applicable law.
- (m) Signs that emit smoke, visible vapors, particles, normally detectable sound, or odor shall not be permitted, including open flames used to attract public attention.
- (n) Mirrors or mirror devices on, in, or as part of a sign.
- (o) Feather Signs

Sec. 58-17.7 - General requirements for all permitted and temporary signs.

- (a) Sign area computations.
 - (1) The surface area of any sign permitted under this article is determined by measuring the entire face of the sign including any wall work incidental to its decoration, but excluding support elements whose sole purpose and function is to support the sign, except as noted below:
 - i. The surface area of any sign only made up only of individual letters or figures shall include the space between such letters or figures.
 - ii. Whenever one sign contains information on both sides, only one side only shall be used in computing the surface area of the sign.

(b) Placement of signs

Signs shall be placed so they do not obstruct vehicles, pedestrians, or the signs of adjacent businesses and so that they follow architectural review board placement guidelines. Unless otherwise provided for in this chapter, permanent signs shall be located:

- i. At least ten (10) feet from any lot line within the Gateway Sign Area, or no closer than the building façade is to the lot line, whichever is less.
- ii. At least five (5) feet to any lot line within the Core Sign Area, or no closer than the building façade is to the lot line, whichever is less.
- iii. At least ten (10) feet to any lot line within the Residential Sign Area, or no closer than the building façade is to the lot line, whichever is less.

(c) Materials, colors, and styles

All materials, colors, and styles of permanent signs are subject to approval by the architectural review board in accordance with the Historic District Design Guidelines adopted by the Town Council, as amended.

(d) Lighting.

No sign, temporary or permanent, shall be permitted to have an illumination spread of more than a 0.05-foot

candle at the lot line, shine into on-coming traffic, affect highway safety, or shine directly into a residential dwelling unit. Permanent internally illuminated signs are permitted for wall, freestanding, and channel letter signs in the Gateway Zone as marked on the Sign Zoning Map. All internally illuminated signs shall comply with this item (58-15.9(d)).

(e) Substitution.

Wherever this Article permits a sign with commercial content, non-commercial content is also permitted subject to the same requirements of size, color, illumination, movement, materials, location, height, and construction.

Sec. 58-17.8 - Temporary signs

Temporary signs may be erected or constructed without a permit in all zoning districts; however, all applicable code requirements in this chapter shall apply.

- (a) Temporary Signs- Gateway District. Notice shall be given to the zoning administrator not more than 48 hours after signs have been erected. These signs shall be either freestanding signs, wall signs, window signs, portable signs, banner signs, or A-frame signs, and may be displayed for up to 45 calendar days. The zoning administrator may extend the time limit by up to 45 calendar days upon application by the owner at the end of the initial 45-day period, if the applicant shows that the sign is maintained in sound condition and the purpose for it still pertains. Temporary signs shall not be internally illuminated.
1. Temporary freestanding signs, wall signs, portable signs, and banner signs: shall not exceed one sign per location, nor eight (8) square feet in area and six (6) feet in height.
 2. Temporary window signs: shall not obstruct more than twenty (20) percent of the area of the window on which the sign is located.
 3. A-frame signs: must not be more than an aggregate of twelve (12) square feet or less, and not exceed 5 feet in height in a sandwich board design as defined herein. The sign may only be displayed during business hours. The placement of the sign shall not impede pedestrian, wheelchair, or vehicular traffic flow. Only one such sign is permitted per business, or one sign per thirty (30) linear feet of sidewalk, whichever is more restrictive.
- (b) Temporary Signs- Residential District. These signs shall be either freestanding signs, wall signs, window signs or banner signs.
1. Freestanding and Wall signs: shall not exceed sixteen (16) square feet in area per property. No sign shall exceed six (6) feet in height. This includes signs on property for rent or for sale.
 2. Window signs: shall not obstruct more than twenty (20) percent of the total area of all windows on each building façade on the property.
- (c) Temporary Signs- Core District. These signs shall be either Freestanding Signs, Wall Signs, Window Signs or Banner Signs, subject to the same standards and limitations as temporary signs for the Gateway district (Sec. 58-15.6(a)).
- (d) Temporary Signs required to be posted by law. Any such sign shall be removed the day after the last day for which it is required to be displayed. The administrator may require proof of legal requirement for the posting of the sign. These signs are permitted in all zoning districts.

Sec. 58-17.9 - Process for permitting.

- (a) Permit required. Except when otherwise exempted by this article, no sign shall be erected, constructed, posted, painted, altered, or relocated, unless and until a zoning permit has been issued by the zoning administrator and were provided for in this article, subsequent to an approval of a certificate of appropriateness by the architectural review board (ARB).
- (b) Permit process. Before any zoning permit is issued, the applicant shall submit to the administrator a sign permit application and an application for certificate of appropriateness when applicable provided by the administrator, together with drawings and/or specifications as may be necessary to fully advise and acquaint the administrator with the location, construction, materials, manner of illuminating and/or securing or fastening, and number of signs applied for, and the style of the wording of the sign or advertisement to be carried on the sign.
- (c) Approval of permit. For signs not requiring architectural review, the zoning administrator shall act on the permit application within 14 days of acceptance of the application. For signs requiring action by the architectural review board, the board shall act on the application within sixty (60) days after acceptance of the application by the zoning administrator, in accordance with this chapter, and the Historic District Design Guidelines adopted by the Town Council, as amended, unless such timeline is extended by the applicant in writing. The zoning administrator shall issue a zoning permit within three (3) business days following approval by the ARB.
- (d) Building codes; inspections. Structural and safety features and electrical systems shall be in accordance with the requirements of the Uniform Statewide Building Code and Town ordinances.
- (e) General permit application requirements. Submission requirements for architectural review board sign guidelines as set forth in the Historic District Design Guidelines adopted by the Town Council, as amended, shall be followed for selecting the type of sign, location, colors, lettering style, materials, and type of illumination (if applicable). Sign permit application(s) also require:
 - (i) An application for a certificate of appropriateness, as applicable.
 - (ii) A plat showing location of existing and proposed sign(s) on building façade(s) or grounds and exterior dimensions of buildings subject to the sign permit.
 - (iii) Scaled drawings showing dimensions, scale, and elevation of proposed sign(s) to include specific materials, hardware, and methods of mounting and illumination.
- (f) All signs shall be erected within one year from the date of approval of the sign permit; otherwise, the permit shall become null, and void and a new permit shall be required. The zoning administrator may grant one extension of the permit for a period of six (6) months, but in no case shall a permit be valid for more than a total of eighteen (18) months. Extensions may be granted only when the proposed sign is in compliance with all current applicable regulations.

Sec. 58-17.10 - Enforcement.

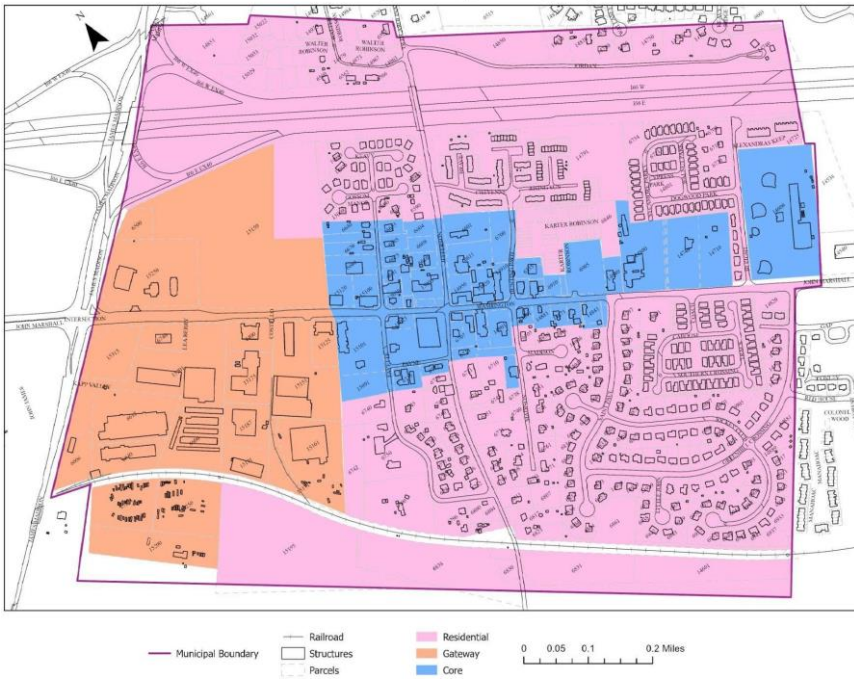
Violations of this Article constitute violations of the zoning code and the Town may obtain compliance through any of the methods available for other zoning violations. In addition, a nonconforming sign structure shall be removed if the use to which it is accessory has not been in operation for a period of two years or more. Such structure signs shall be removed by the owner or lessee of the property. If the owner or lessee fails to remove the sign structure, the zoning administrator or designee shall give the owner fifteen (15) days' written notice to remove it. Upon failure to comply with this notice, the zoning administrator or designee may enter the property upon which the sign is located and remove any such sign or may initiate such action as may be necessary to gain compliance with this provision. The cost of such removal shall be chargeable to the owner of the property.

Sec. 58-17.11 - Structural and maintenance requirements.

All signs shall be maintained in good condition and remain structurally safe. Any sign that has deteriorated to a state of peeling, cracking, splitting, fading, or rusting, is in violation of this ordinance and subject to enforcement.

Sec. 58-17.13 - Sign Area Map

2021 Proposed Sign Zoning Map



Sec. 58-17.14 - Permanent sign standards - type, number, area, and height of signs.

1. Gateway

Maximum Sign Specifics: Gateway			
Sign Type	Number	Area	Height
<i>Wall</i>	1 per business per road frontage	Front: 25 sq. ft.	15 ft above floor level
		rear/side: 36 sq. ft.	No limit
<i>Freestanding</i>	1 per road front; 2 per lot	24 sq. ft.; 36 sq. ft. total	10 feet
<i>Channel Letter</i>	1 per business per road frontage	Letter height: 2.5 ft Total area: 25 sq. ft.	15 ft. above floor level
<i>Projecting</i>	1 per business	10 sq. ft	Not less than 9 ft. from the bottom edge of the sign.
<i>Directional</i>	2 per business	4 sq. ft.	4 ft.
<i>Window</i>	-	Lesser of 20% of window area or 6 sq. ft.	-
<i>Painted</i>	1 on side or rear wall	Not to exceed 15% of that wall area	15 ft above floor level
<i>Awning</i>		letters not higher than 12 inches	

Wall signs: shall be mounted flat on the building facade. Sign shall not extend more than 6 inches from the surface of the building.

Projecting: Shall be mounted perpendicular to principal building facade; shall project no greater than four (4) feet from building and no closer than one foot to the street curb.

Window: includes neon signs subject to size limitations contained in this Article.

Channel: Permanent channel letter signs in this district may be internally illuminated pursuant to section 88-15.9(d)).

2. Core

Maximum Sign Specifics: Core			
Sign Type	Number	Area	Height
<i>Wall</i>	1 per business per road frontage	12 sq ft	15 ft. above floor level
<i>Freestanding</i>	1 per road frontage; 2 maximum per lot	18 per sign; 24 total	8 feet
<i>Channel Letter</i>	1 per business per road frontage	1.5 ft letter height. 18 sq ft total area	15 ft above floor level
<i>Projecting</i>	1 per business	9 sq ft	No less than 9 ft from the bottom edge
<i>Directional</i>	1 per business	4 sq ft	4 ft
<i>Window</i>	-	Lesser of 20% of window area or 6 sq ft.	-
<i>Awning</i>		Letters not higher than 12 inches	

Wall signs: shall be mounted flat on the building facade. Sign shall not extend more than 6 inches from the surface of the building.

Projecting: Shall be mounted perpendicular to principal building facade; shall project no greater than four (4) feet from building and no closer than one foot to the street curb.

Window: includes neon signs subject to size limitations contained in this Article.

Channel letter: Permanent channel letter signs in this district shall not be internally illuminated.

3. Residential

Maximum Sign Specifics: Residential Includes businesses located in a residential area			
	Number	Area	Height
<i>Freestanding</i>	1 per lot	6 sq ft	No higher than 4 ft from existing grade

Wall	1 per lot	6 sq ft.	n/a
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This chart includes subdivisions and other types of residential projects built as a unified development.

Wall signs: shall be mounted flat on the building facade. Sign shall not extend more than 6 inches from the surface of the building.

ARTICLE XVIII. - NONCONFORMING USES

Sec. 58-18.1. - Purpose.

The purpose of this section is to regulate nonconforming uses, lots, and structures in a manner consistent with sound planning and zoning principles. The general intent is that over time nonconforming uses, lots and structures will be discontinued in favor of uses, lots and structures conforming to this chapter and the zoning map. However, it is also recognized that nonconforming uses, lots, and structures need not be entirely static, and that under certain circumstances, nonconforming uses, lots and structures may change, according to law and the provisions of this chapter.

Sec. 58-18.2. - "Nonconforming use," "lot" and "structure" defined.

1. Nonconforming use: Any use that was lawful on the date of enactment of this chapter, or amendment thereto, which has been continued although otherwise rendered unlawful by such enactment or amendment. Any use that was unlawful on the date of enactment of this chapter, or amendment thereto, shall remain unlawful and shall not be a "nonconforming use".

2. Nonconforming lot: Any lot that was lawful on the date of enactment of this chapter, or amendment thereto, which has been continued in existence although otherwise rendered unlawful by such enactment or amendment thereto, or as a result of public action. Any lot that was unlawful on the date of enactment of this chapter, or amendment thereto, shall remain unlawful and shall not be a "nonconforming lot". A lot is nonconforming if one or more of the following standards are not met as a result of enactment or amendment of this chapter:

- Lot area.
- Lot width.
- Lot frontage.

3. Nonconforming structure: Any structure, except signs, that was lawful on the date of enactment of this chapter, or amendment thereto, which has been continued in existence although otherwise rendered unlawful by such enactment or amendment thereto or as a result of public action. Any structure that was unlawful on the date of enactment of this chapter, or amendment thereto, shall remain unlawful and shall not be a "nonconforming lot". A structure is nonconforming if one or more of the following standards are not met as a result of enactment or amendment of this chapter or by virtue of public action:

- Setbacks
- Yards
- Buffers
- Chesapeake Bay
- Stormwater management
- Open space
- Lot coverage
- Tree canopy
- Height
- FAR
- SUP

Sec. 58-18.3. - Rights adhere to the land.

The nonconforming status of any nonconforming use, lot or structure shall adhere solely to the use of the land, and not to the owner, tenant, or other holder of any legal title to the property or the right to make use thereof.

Sec. 58-18.4. - Continuation.

1. If on September 19, 1983, any legal activity is being pursued, or any lot or structure is being legally utilized in a manner or for a purpose which does not conform to the provisions of this chapter, such manner of use or purpose may be continued as provided in this article.
 2. A nonconforming use, lot or structure may continue as it existed when it became nonconforming. A nonconforming use, lot or structure shall not be changed, altered, repaired, restored, replaced, relocated, or expanded in any manner, including the addition of new accessory, ancillary, secondary or incidental uses, except as provided for in sections Sec. 58-18.6, et seq., of this chapter
2. If any change in title of possession or renewal of any such lot or structure occurs, the use existing may be continued.
3. If any nonconforming use (structure or activity) is discontinued for a period exceeding two years after the enactment of this chapter or any amendments to this chapter, it shall lose its nonconforming status, and any further use shall conform to the provisions of this chapter.
4. Temporary seasonal nonconforming uses that have been in continual operation for a period of two years or more prior to the effective date of this chapter are excluded.
5. For the purposes of this section, cessation of a nonconforming use for the aforesaid period shall be conclusively presumed to establish discontinuance.
6. Any nonconforming use which is intentionally abandoned, without regard to the length of time which shall have passed, shall be terminated, and any further use shall conform to this chapter.
7. Operation of only an accessory, ancillary, secondary or incidental use to the principal nonconforming use during the two-year period shall not operate to continue the principal nonconforming use.
8. If a building permit has been issued, the building or structure was thereafter constructed in accordance with the building permit, and upon completion of construction, a certificate of occupancy or a use permit for the building or structure was issued, or (ii) the owner of the building or structure has paid taxes to the locality for such building or structure for a period in excess of 15 years, the building or structure shall be deemed nonconforming. Notwithstanding the above, the Building Official may require the building or structure to be brought into conformity with the Uniform Statewide Building Code.

Sec. 58-18.5. - Accessory, ancillary, secondary or incidental uses.

1. A use that is accessory, ancillary, secondary or incidental to a permitted principal use cannot be made the basis for a nonconforming principal use.
2. No use accessory, ancillary, secondary or incidental to a principal nonconforming use shall be continued after nonconforming status is lost, except as may be approved under section 58-18.7 of this chapter.

Sec. 58-18.6. - Permitted changes of nonconforming uses.

A nonconforming use may be changed, altered, repaired, restored, replaced, relocated, or expanded only in accordance with the provisions of this section, and subject to the appropriate approvals (including, among others, verification of the nonconforming use, site plan approval, building permit approval and zoning approval otherwise required by law.

1. A nonconforming use may change to a conforming use.
2. A nonconforming use may change to a more restricted nonconforming use, as set forth in section 58-18.7 of this chapter.

3. A nonconforming use may be expanded throughout any part of a structure originally arranged or designed for such activity.
4. A lawful nonconforming structure may remain lawfully nonconforming when any of the development standards associated with the structure is reduced by virtue of public action.
5. A nonconforming structure may be repaired, provided such repair constitutes only routine maintenance necessary to keep the structure in the same general condition it was in when it originally became nonconforming, and subject to applicable Chesapeake Bay regulations.
6. A nonconforming structure damaged by casualty (as distinguished from ordinary wear and tear) may be restored in accordance with the provisions of section 58-18.8 of this chapter.
7. Minor alterations, cosmetic modifications, interior renovations, and similar changes for nonconforming structures may be permitted provided that such changes shall not increase the land area occupied by any portion of the nonconforming structure and shall not increase the gross floor area of any nonconforming structure, unless approved as an expansion pursuant to section 58-18.8.
8. Except for signs, nonconforming structures other than buildings (such as, but not limited to, underground storage tanks, private sewage disposal systems, and parking lots) may be restored or replaced when such structures become unsafe or unsound. A relocation on the same lot may be approved by the Zoning Administrator provided the new location is less nonconforming than the original location, and further provided that the new location shall not cause a greater detrimental impact on conforming uses in the neighborhood. Nonconforming signs may be repaired or replaced in accordance with the provisions of section 58-18.9 of this chapter.
9. No structure used as a part of a nonconforming use shall be moved to any other lot unless such lot is properly zoned to permit the use, nor shall such a structure be moved within the lot on which it exists, unless the relocation is specifically provided for in section 58-18.8(5).
10. Prior to the approval of expansion of a nonconforming use under this section, nonconforming status shall be verified as set forth in section 58-18.11 of this chapter.

Sec. 58-18.7. - Change of a nonconforming use to a more restricted nonconforming use.

1. Nonconforming use may change as a matter of right to a more restricted nonconforming use, upon issuance by the Zoning Administrator of an approval for such a change. The Zoning Administrator's approval, which shall not be given until the nonconforming status of the use has been verified in accordance with section 58-18.11 of this chapter, shall include a determination in writing that the proposed use is "more restricted" than the existing nonconforming use, and a copy of such determination shall be forwarded to the planning commission and the Haymarket Town Council. If the Zoning Administrator determines the proposed use is not "more restricted" than the existing nonconforming use, the application for a change to a more restricted nonconforming use shall be denied. An appeal from such a determination shall be to the Board of Zoning Appeals.
2. In determining whether a proposed use is a "more restricted" nonconforming use, the following factors, among others, shall be considered:
 - (a) Whether the proposed use will change the size and scope of the existing use, and the magnitude of such change; and,
 - (b) Whether the proposed use will increase the intensity of the nonconforming use, including hours of operation, traffic, noise, and similar impacts; and,
 - (c) Whether the proposed use will have a more or less detrimental effect on conforming uses in the neighborhood; and,
 - (d) How the quantum effect of the factors evaluated in preceding subsections (a), (b) and (c) above relate to the purpose, policies, and objectives of this chapter.
3. Upon the issuance of an approval to change to a more restricted nonconforming use, site plan approval, shall be required.

Sec. 58-18.8. - Restoration of a nonconforming building damaged by casualty.

1. A nonconforming residential or commercial building that is damaged by any casualty may be restored to its condition prior to the casualty, provide such restoration is begun within one year of the date of the casualty and completed within two years of the date of the casualty.
2. Such restoration may include minor alterations, cosmetic modifications, interior renovations, or similar changes under the provisions of subsection 58-18.6(6) of this chapter, but such restoration shall not include any expansion unless approved under the provisions of section 58-18.6(6) of this chapter. Such restoration may include changes that make the building less nonconforming than it was prior to the casualty. Restoration to reduce or eliminate the nonconforming features to the extent possible shall not require a granting of a variance.
3. Prior to any restoration permitted by this section, the nonconforming status of the building shall be verified as set forth in section 32-601.60 of this chapter.
4. For all buildings except a one-family dwelling, restoration of a nonconforming building shall require site plan approval chapter.

Sec. 58-18.9. - Nonconforming signs.

Nonconforming signs shall be governed by the regulations set forth in this part, except where such regulations conflict with the following provisions:

1. Nonconforming signs shall not be expanded.
2. Nonconforming signs may be changed to reduce any nonconformity as to the number of signs permitted on a lot, sign height, sign size and sign type.
3. Signs that are nonconforming as to location may be relocated to be less nonconforming, provided such relocation shall not cause a greater detrimental impact on conforming uses in the neighborhood.
4. The face, message, or copy on a nonconforming sign may be changed, provided such change does not alter the sign type, unless the new sign type would be a conforming sign in all respects.
5. Whenever land is acquired due to the widening, construction, or reconstruction of any highway as defined in Code of Virginia, § 33.1-351 by purchase or by use of the power of eminent domain and upon such land is situated a lawfully nonconforming billboard sign as defined in Code of Virginia, § 33.1-351, such billboard sign may be relocated, if such sign meets all requirements under the provision of Code of Virginia, §§ 33.1-351 and 4.1-113.1 in the case of outdoor alcoholic beverage advertising, but is considered a nonconforming sign; such billboard sign may be relocated by the owner of the billboard sign, at the owner's sole cost and expense, to another location as close as practicable on the same property, adjusting the height or angle of the billboard sign to a height or angle that restores the visibility of the billboard sign to the same or comparable visibility as before the taking, provided the new location also meets all the requirements of Code of Virginia, § 33.1-95.2 and regulations adopted pursuant thereto. The owner of such billboard sign shall not be allowed to increase the size of the sign face, and a relocated billboard shall continue to be nonconforming in its new location. Maintenance of such nonconforming billboard signs shall be governed by the provisions of Code of Virginia, § 33.1-370.2.
6. A sign permit shall be required for any changes.
7. Whenever the provisions of this part require all nonconforming signs on a lot to be made conforming, such provision shall apply instead of the provisions of this section.

Sec. 58-18.10. - Use of nonconforming lots.

1. Any unimproved lot or record, located in any zoning district, that is nonconforming as to the lot area, lot width or lot frontage, or combination thereof, required in the zoning district in which the lot is located may be used for any use permitted by right or with a Special Use Permit in such zoning district, provided all other standards of the zoning district are met.

2. Nonconforming lots may change as follows:

(a) A nonconforming lot may become a conforming lot by meeting the current minimum lot size, lot width, and lot frontage requirements of the zoning district in which the lot is located through one of the following actions:

- i. A boundary adjustment between two contiguous nonconforming lots, or among three or more such nonconforming lots located in the same zoning district.
- ii. A boundary adjustment between two contiguous lots, one being nonconforming and the other being conforming, provided such adjustment does not make the conforming lot nonconforming.
- iii. Subdivision of any nonconforming lot under the provisions of Article XXII of the Town of Haymarket Code (subdivision).
- iv. Rezoning to a different zoning district to meet the development standards of that district.

(b) A lawful nonconforming lot may remain lawfully nonconforming when the lot size, lot width and/or lot frontage are reduced by virtue of public action.

(c) The boundaries of a nonconforming lot(s) may be adjusted along with the boundaries of a contiguous nonconforming or conforming lot(s), provided such adjustment does not result in an additional nonconforming lot being created; does not make the conforming lot(s) nonconforming, does not result in further reduction of lot frontage or lot width to less than that required at the front setback line, of any of the nonconforming lots that existed prior to the boundary adjustment.

(d) When a building or structure to be constructed or expanded is located on more than one nonconforming lot, a boundary adjustment shall be required to consolidate the lots.

(e) When a nonconforming lot is changed as set forth in subsections 2. (a) (i), (ii), (iii), or (c) a plat of subdivision or boundary adjustment shall first be filed and approved in accordance with law. When a nonconforming lot is changed as set forth in subsection 2. (b) and 2. (d), only a deed of subdivision shall be filed and approved in accordance with law.

3. Any improved or unimproved lot meeting the minimum required lot size for the zoning district in which it is located, where a portion of the lot lies within an adjacent jurisdiction and the portion that lies within the Town of Haymarket by itself does not meet the minimum lot size for the zoning district in which it is located, may be deemed a nonconforming lot provided that:

(a) The lot was otherwise lawfully created and lawfully existed as of September 19, 1983.

(b) The lot, including both the combined portion located within the Town of Haymarket and the portion located within the adjacent jurisdiction, met the minimum lot size for the zoning district in which the lot was located at the time that it was created; and

(c) The owner records a deed in the land records of Prince William County in which any portion of the lot is located stating that: "This property shall not be further subdivided, unless all resulting lots, whether they are located in whole or in part within the Town of Haymarket, meet the minimum required lot size for the Town of Haymarket zoning district in which they are located at the time of the subdivision."

Such a lot shall not be further subdivided, unless all resulting lots, whether they are located in whole or in part within the Town of Haymarket, meet the minimum required lot size for the Town of Haymarket zoning district in which they are located at the time of the subdivision.

Sec. 58-18.11. - Verification of nonconforming uses.

Prior to approval of any change in a nonconforming use, lot or structure permitted by sections Sec. 58-16.6 et seq., of this chapter, the lawful status of the use, lot or structure shall be verified by the Zoning Administrator. The Zoning Administrator may also verify the lawful status of a nonconforming use, lot or structure not proposed to change, upon the request of the owner of the property, or upon the request of a neighboring property owner.

1. In verifying the lawful status of a nonconforming use, lot or structure, the Zoning Administrator shall determine the following:

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- (a) Whether the use, lot or structure is in fact lawfully nonconforming; and, if so, then;
- (b) The location and gross floor area (in square feet) of all buildings;
- (c) The location, use and size of all structures other than buildings;
- (d) The area of land (in square feet) devoted to all aspects of the nonconforming use, lot, or structure (including buildings, parking, outside storage, travel ways, open spaces, etc.); and
- (e) A description of the principal use(s) and all accessory, ancillary, secondary or incidental uses that make up the lawful nonconforming use as a whole.

2. The decision of the Zoning Administrator under subsection (1) shall be final after 30 days unless an appeal is filed to the Board of Zoning Appeals.

3. The decision of the Zoning Administrator shall be based on information provided by the owner of the property, on information provided by other persons with knowledge of the property, and on any other information available to the Zoning Administrator as public record. Such information may include, but shall not be limited to, permits, licenses, tax records, receipts, business records, photographs, plats, plans, bills, utility information, assessment information, and sworn affidavits from individuals with personal knowledge of the use and/or the property.

4. The Zoning Administrator shall keep a record of all verified nonconforming uses, lots, or structures. Not less than every two years after the original date of verification, the owner or operator of a verified nonconforming use, lot or structure shall file a report with the Zoning Administrator, on forms available from the Town Planner, showing that the nonconforming use, lot or structure has not ceased for a two-year period, or been abandoned, and that the use is being operated in accordance with the decision rendered as a part of the nonconforming verification process, and any subsequent changes approved.

ARTICLE XIX. – LANDSCAPING

Sec. 58-19.1 - Landscaping; purpose and intent.

The regulations included in this article are intended to promote the planting and preservation of landscape materials which:

- (1) Provide screening and buffering between incompatible land uses;
- (2) Provide shade and enhance the appearance of urban areas;
- (3) Prevent soil erosion from the activities of wind and water through the protection of the ground;
- (4) Provide parking lot landscaping to reduce the harmful effects of heat, noise, and glare;
- (5) Provide the creation of safe and attractively landscaped areas in open spaces adjacent to public streets.

Sec. 58-19.2 - Applicability.

The provisions of this article shall apply to all preliminary and final site plan applications, including renovations and/or enlargement of existing structures, which alter the building footprint, and the enlargement of any parking lot but not to the resurfacing of any existing lot. Any improvements to existing single-family dwellings are exempt.

Sec. 58-19.3 - Landscape plan required.

A landscape plan meeting the requirement of this article is required for all preliminary and final site plan applications as described in article II of this chapter.

Sec. 58-19.4 - Contents of landscape plan.

All landscape plans shall be prepared by a landscape architect or contractor or individual proficient in landscape architecture. All landscape plans shall contain the following information:

- (1) Existing vegetation. Any and all existing mature landscape vegetation to be saved shall be identified by name, quantity, and size; and methods of protection shall be shown on the plans.
- (2) Open space. All plans shall identify all open space and number of trees and plants required by this chapter that are to be provided in that open space. All plans shall include a table calculating the amount of that open space.
- (3) Schedule. All plans shall have a schedule of proposed plants, including the botanical and common name, the quantity, their size, their height and spread, and any other significant notes.
- (4) Plan content. All plans shall show, with sufficient detail, the location and description of all existing hardscape features such as driveways, parking areas, curbs, sidewalks, utility lines, structures, and existing vegetation and also all proposed hardscape features, including all existing structures. All landscape areas shall be dimensioned, and all proposed plants shall be illustrated at maturity.
- (5) Scale. Plants shall be drawn at a scale not less than one-inch equals 30 feet on sheets not to be larger than 24 inches by 36 inches.
- (6) North arrow. All plans are to have a north arrow.
- (7) Title block, signature of owner. There shall be a title block with a date and a scale, the preparer's name with current address and phone number and a description of the project. Plans shall also show the current owner and have his signature of approval.

Sec. 58-19.5 - Responsibility.

The maintenance and replacement of all landscaping in commercial, industrial, and residential open space shall be the responsibility of the individual property owners. Planted material shall be maintained in a healthy state and replaced when diseased or dead. All landscaping structures shall also be kept in good condition.

Sec. 58-19.6 - Land use categories; applicability.

For purposes of this article, existing and proposed land uses are divided into three major land use categories: residential, commercial, and industrial. Each category is subdivided based on the intensity of the proposed use.

- (1) Residential.
 - (a) R-1, single-family dwelling (SFD) (see Article VIII- Use Chart for specific uses).
 - (b) R-2, single-family attached (SFA) (see Article VIII- Use Chart for specific uses).
- (2) Commercial.
 - (a) B-1, retail shopping (see Article VIII- Use Chart for specific uses).
 - (b) B-2, highway-oriented business (see Article VIII- Use Chart for specific uses).
 - (c) TC, transitional commercial (see Article VIII- Use Chart)
- (3) Industrial.
 - (a) I-1 limited industrial (see section Article VIII- Use Chart for uses).

Sec. 58-19.7 Landscape features.

- (a) There shall be no planting, structure, fence, retaining wall, shrubbery, or obstruction to vision in violation of AASHTO standards.
- (b) Trees, shrubs, flowers, or plants shall not be permitted or maintained on any required front, side, or rear yard if they interfere with the safe use of the public street or sidewalk. Such landscape features shall be permitted in any required front, side, or rear yard, provided they do not interfere with public safety and do not produce a hedge effect contrary to subsection (a) of this section.
- (c) The setback and yard requirements of this chapter shall not be deemed to prohibit any otherwise lawful fence or wall which is not more than four feet high; however, a fence or wall along the rear lot line and along the side lot line to the rear of the required setback line may be erected to a height not exceeding six feet when erected between residential uses and to a height not exceeding seven feet when erected either between non-residential uses or between non-residential and residential uses. This provision shall not be deemed to allow any wall more than three feet high. This provision shall be interpreted to prohibit any open-mesh-type fence enclosing any school or playground.

Sec. 58-19.8 - Screening.

- (a) Definition. This article defines three screens as identified in the matrix in section 58-19.11. Four separate types of plants are required: large- or medium-scale canopy shade trees, evergreen trees, ornamental trees, evergreen, and ornamental shrubs. All plant varieties and alternatives shall be approved by the Town as suitable screen plants.

- (b) Number of plants. Plant materials are shown as required per square foot of buffer area. For example, if the matrix in section 58-19.9 requires a 15-foot buffer along a 100-foot property boundary, a resulting 1,500 square feet of buffer space is required.
- (c) Alternative screens and modifications. Alternative planting programs achieving the objectives of the required screens shall be permitted to allow flexibility in landscape design. The Planning Commission and the Architectural Review Board may approve any of the alternative screens or a combination of the alternatives if the applicant proves that the objective of the screen or screenings has been met. The Planning Commission or Architectural Review Board may reduce or eliminate the requirements for a screen if a landscape plan proposes the use of hedges, shrubs, walls, berms, or combination that achieve the same objective of the required screen.

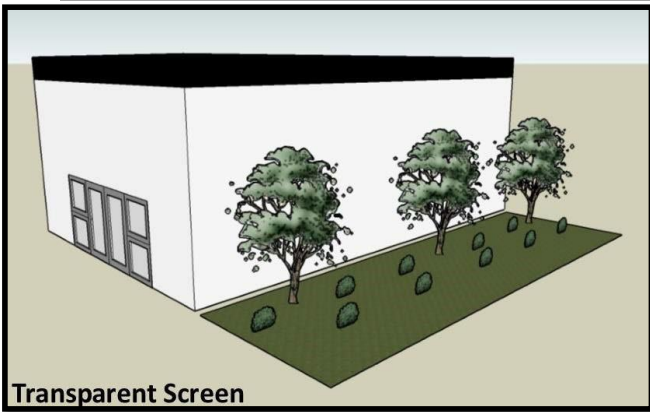
Sec. 58-19.9 - Screening requirements.

For all three types of screening requirements, there are three alternatives for plant requirements.

- (1) A transparent screen shall be an attractive transparent division between similar land uses.

TRANSPARENT SCREEN (TS)

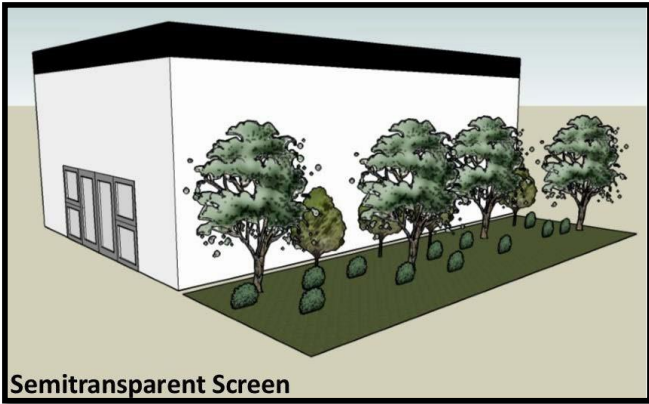
Type of Plant	Alt 1	Alt 2	Alt 3
Canopy trees	1/1,000 sq. ft.	1/500 sq. ft.	1/500 sq. ft.
Ornamental trees	1/500 sq. ft.	0	0
Evergreen trees	0	0	1/350 sq. ft.
Shrubs	1/100 sq. ft.	1/100 sq. ft.	1/200 sq. ft.



- (2) A semi-transparent screen shall partially block views and noise from the adjoining land uses which are not different in nature.

SEMI-TRANSPARENT SCREEN (SS)

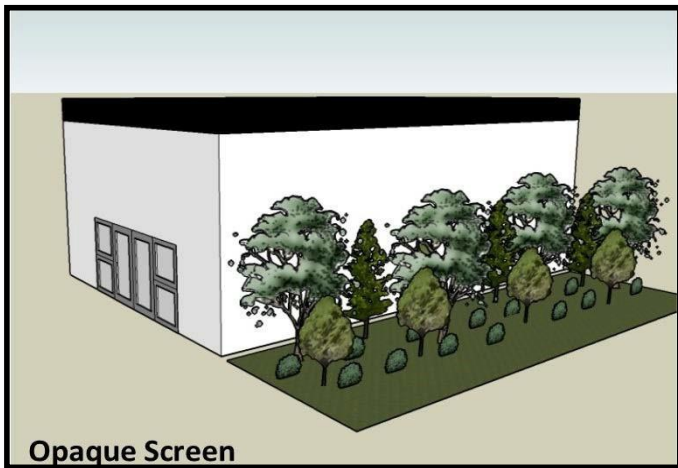
Type of Plant	Alt 1	Alt 2	Alt 3
Canopy trees	1/1,000 sq. ft.	1/500 sq. ft.	1/500 sq. ft.
Ornamental trees	1/500 sq. ft.	0	0
Evergreen trees	1/500 sq. ft.	1/500 sq. ft.	1/175 sq. ft.
Shrubs	1/100 sq. ft.	1/100 sq. ft.	1/200 sq. ft.



- (3) An opaque screen creates a definite separation to block views and noise from land uses which are totally incompatible.

OPAQUE SCREEN (OS)

Type of Plant	Alt 1	Alt 2	Alt 3
Canopy trees	1/1000 sq. ft.	1/500 sq. ft.	1/500 sq. ft.
Ornamental trees	1/250 sq. ft.	1/500 sq. ft.	1/500 sq. ft.
Evergreen trees	1/500 sq. ft.	1/500 sq. ft.	1/175 sq. ft.
Shrubs	1/100 sq. ft.	1/100 sq. ft.	1/200 sq. ft.



Notes: Tables express the number of plants required per required square foot of buffer yard.

Sec. 58-19.10 - Buffer yards.

- (a) Definition. Buffer yards are land areas providing visual relief to adjoining land uses and shall be used for the planting of landscape materials. Driveways and entrances connecting adjacent parking lots or development may interrupt the required buffer yard. Buffer yards may be provided in the setback areas required by the zoning district regulations; but buffer yards shall not be used for stormwater management, the storage of materials, vehicles, buildings, equipment, and parking or loading areas.
- (b) Buffers in relation to setbacks and easements. Buffer yards in residential districts may be provided in any of the following ways:
 - (1) As common open space;
 - (2) In common use easements located outside the required lot area; or
 - (3) By additional space in addition to the required minimum yard required listed in the residential zoning district regulations.
- (c) Buffer credit. Existing buffer yards that are proposed on any subdivision or site plan applications which follow the buffer yard requirements shall be deemed to meet the buffer yard requirements.
- (d) Buffer yards adjacent to a vacant parcel. All subdivision and site plan applications that are adjacent to vacant parcels of property shall be required to fulfill the buffer yard requirements.
- (e) Screening of outdoor storage and loading areas. All outdoor storage and loading areas shall be screened from public view and any adjacent or residential properties. This screen shall be opaque in nature, at least eight feet in height, and be comprised of plants, trees, walls, or other opaque materials. The screen must be presented to the Architectural Review Board for an aesthetic approval, which will then be forwarded to the Planning Commission for its recommendation and then forwarded to the Town Council for final approval.

(f) Screening and buffer yard matrix. The matrix included in section 58-19.11 describes the screening and buffer yard requirements between adjoining land uses.

Sec. 58-19.11 - Screening and buffer yard matrix.

Proposed Land Use	Adjacent District						
	R-1	R-2	TC	B-1	B-2	I-1	C-1
Industrial	40' OS	40' OS	40' OS	40' OS	40' OS	25' SS	25' OS
Commercial	30' SS	25' SS	10' OS	10' OS	10' OS	30' OS	15' SS
Residential	X	X	25' TS	25' TS	20' TS	40' OS	30' TS

Definitions. (Refer to section 58-19.9)

TS - Transparent Screen

SS- Semitransparent Screen OS- Opaque Screen

Sec. 58-19.12 - Landscaping requirements.

Landscaping, screening, and open space regulations are as follows:

REQUIRED PLANT MATERIAL LIST

Canopy Trees

Common Name	Botanical Name	Function
Ginkgo (male)	Ginkgo biloba	Parking, street, buffer
Thornless Honey Locust	Gleditsia triacanthos inermis	Parking, street
Willow Oak	Quercus phellos	Parking, street, buffer
Littleleaf Linden	Tilia cordata	Parking, street, buffer
Silver Linden	Tilia tomentosa	Parking, street, buffer
Village Green	Zelkova serrata	Parking, street, buffer
Yellowwood	Cladrastis lutea	Parking, street, buffer
Purpleleaf Plum	Prunus cerasifera	Parking, street, buffer
Red Oak	Quercus rubra	Parking, street, buffer
Red Maple	Acer rubrum	Parking, street, buffer
Blackgum	Nyssa sylvatica	Parking, street, buffer
American Chestnut	Castanea dentata	Parking, street, buffer
American Sycamore	Platanus occidentalis	Parking, street, buffer

Evergreen Trees

Common Name	Botanical Name	Function
Eastern Red Cedar	Juniperus virginiana	Buffer
White Pine	Pinus strobus	Buffer
Norway Spruce	Picea abies	Buffer
American Holly	Ilex opaca	Buffer
Dark American Arborvitae	Thuja occidentalis nigra	Buffer
Fosters Holly	Ilex festerii	Buffer

Ornamental Trees

Common Name	Botanical Name	Function
Amur Maple	Acer griseum	Buffer
Flowering Dogwood	Cornus florida	Buffer
Washington Hawthorn	Crataegus plaenopyrum	Street, buffer
Flowering Crabapple	Malus (various species)	Street, buffer
Flowering Cherry	Prunus (various species)	Street, buffer
Downy Serviceberry	Amelanchier arborea	Buffer
Shadblow	Amelanchier canadensis	Buffer
Japanese Maple	Acer palmatum	Buffer
Redbud	Cercis canadensis	Buffer
Chaste Tree	Vitex aqnus-castus	Street, buffer
Fringetree	Chionanthus virginicus	Street, buffer
Sassafras	Sassafras albidum	Street, buffer

Evergreen Shrubs

Common Name	Botanical Name	Function
English Yew	Taxus baccata	Buffer
Japanese Yew	Taxus cuspidata	Buffer
Azalea	(various species)	Buffer
Chinese Holly	Ilex cornuta	Buffer
Japanese Holly	Ilex crenata	Buffer

Rhododendron	(various species)	Buffer
Doublefile Viburnum	Viburnum plicatum	Buffer

Deciduous and Flowering Shrubs

Common Name	Botanical Name	Function
Azalea	(various species)	Buffer
Cotoneaster	(various species)	Buffer
Forsythia	(various species)	Buffer
Red Twig Dogwood	Cornus sericea	Buffer
Viburnum	(various species)	Buffer
Winterberry	Ilex verticillata	Buffer
Winged Euonymus	(various species)	Buffer

Ground Cover

Common Name	Botanical Name	Function
Ajuga	Ajuga reptans	Buffer
Crimson Clover	Trifolium incarnatum	Buffer
Daffodils	(various species)	Buffer
Dwarf Cotoneaster	(various species)	Buffer
English Ivy	Hedera helix	Buffer
Ground Juniper	(various species)	Buffer
Native Grasses	Andropogon ternarius	Buffer
Red Poppies	(various species)	Buffer
Pachysandra	Pachysandra terminalis	Buffer
Periwinkle	Vinca minor	Buffer

Sec. 58-19.13 - Parking lot landscaping.

- (a) Generally. All parking areas, parking lots and service stations must be landscaped as described in this section unless otherwise explicitly exempted.
- (b) Perimeter parking lot landscaping. All areas outside the perimeter of the paved area of the parking lot shall be landscaped if they are adjacent to a public or a private street. The requirements of this section shall apply to the enlargement or construction of any parking lot with ten or more parking spaces.
- (c) Parking lots adjacent to public streets.

- (1) Landscape area requirements. A continuous landscape strip ten feet in width not inclusive of the sidewalk shall be located between the property line and the parking lot. If road improvements are necessary across the front of the property, a continuous landscape strip with an average width of ten feet may be provided to meet the requirements of this section. If a parking lot is built adjacent to an existing parking lot which has a landscape strip narrower than ten feet in width, the width of the existing landscape area may be continued provided that it is a minimum five feet wide.
 - (2) Number of trees. There will be one tree for each 30 feet of frontage and shall be planted in the landscape strip.
 - (3) Screening adjacent to the public street. A screen through the use of the planting of shrubs, hedges, or the creation of berms of a combination of such uses shall be used to screen the parking lots to any public street for the full length of the street frontage. No berm or plant material shall obstruct the sight distance of a motorist entering or leaving the site in accordance with 58-19.7(a).
 - (4) Species of vegetation. All trees and shrubs planted shall meet the requirements of sections 58-19.12.
- (d) Parking lots adjacent to other parking lots.
- (1) Landscape area requirements. A continuous landscape strip at least five feet in width shall be located between the property owner's parking lot and the property line.
 - (2) Number of trees and shrubs. There will be two trees and six shrubs for every 30 linear feet of landscape parking strip.
 - (3) Species of vegetation. All trees and shrubs planted to meet the requirements of this section shall be identified in sections 58-19.12.
- (e) Interior parking lot landscaping.
- (1) Application. Interior parking lot landscaping shall apply to the enlargement or construction of any parking area or lot with ten or more parking spaces. This will be in addition to the perimeter parking lot landscaping, street tree planting and screening.
 - (2) Landscape area requirements. The minimum landscape for the interior parking lot shall be five percent of the gross area, which shall include all paved areas within the lot, including ingress and egress. For paved storage areas, a subtraction from the figure for land use such as lumber yards and warehouses may be applied.
 - (3) Minimum landscape area. The total minimum landscape area for interior parking lots shall be 25 square feet. Each landscape area shall have at least one canopy tree.
 - (4) Number of trees. There will be one tree for every ten parking spaces.
 - (5) Number of shrubs. There will be three shrubs for every ten parking spaces.
 - (6) Species of vegetation. All trees and shrubs planted shall meet the requirements of canopy shade trees as identified in sections 58-19.12

Sec. 58-19.14 - Minimum specifications for plant materials.

- (a) Condition. All plants shall comply with the American Association of Nurserymen standards and shall be sound, healthy, and vigorous, well formed, free from disease.
- (b) Size. All plant material to be installed meeting the requirements of this article shall comply with the following minimum size requirements:
 - (1) Street trees, a height of 12 to 15 feet and a caliper of three inches;
 - (2) Canopy trees, a height of ten to 12 feet, a caliper of 2.5 inches;

- (3) Evergreen trees, a height of six to eight feet with full branching;
 - (4) Ornamental trees, a height of five to six feet;
 - (5) Shrubs, height of one to two feet.
- (c) Planting procedures. All ground covers, shrubs and trees shall be planted following accepted American Association of Nurserymen standards and procedures. All trees that require staking shall be staked according to the American Association of Nurserymen standards, and all vegetation shall be watered at the time of installation according to their size. The contractor shall be responsible for the adequate watering and maintenance of the plants.
 - (d) Plant list. The plant list is divided into the following six categories: large canopy trees, medium canopy trees, evergreen trees, ornamental trees, shrubs, and ground covers. The plant material may be used to satisfy the requirements of this article unless alternative varieties are approved by the Architectural Review Board, Planning Commission, and the Town Council (see section 58-19.12).
 - (e) Preservation of vegetation and tree cover. The existing vegetation and tree cover within any proposed subdivision or site plan shall be retained and preserved to the greatest extent possible with the design of the improvements and the grading of the property taken into full account. No tree which has a diameter at breast height of 20 inches or more shall be removed unless the subdivision or development of the subdivision requires the removal of the tree.
 - (f) Plants should be native species of Virginia. Exceptions are allowed as specified elsewhere in the zoning code.
 - (g) If additional plant selection is desired, please refer to page 64 of the Prince William County [Design and Construction Standards Manual: Section 800](#) ("Buffer Areas Landscaping & Tree Coverage Requirements") for additional plant material.

Sec. 58-19.15 - Credit for existing vegetation.

- (a) Trees. All existing trees on site may be used to satisfy the requirements for the landscaping of parking lots and streets required by this article. Any such trees shall be in healthy condition and protected during construction activity with proper constraints. Such tree protection areas shall be illustrated on the landscape plans.
- (b) Exceptional trees. Trees of exceptional size, age or historic value that are preserved may be credited by the Architectural Review Board for the street tree and parking lot landscaping requirements.

Sec. 58-19.16 - Monitoring and enforcement.

- (a) Enforcement responsibility. The enforcement of the provisions set forth in this article shall be the responsibility of the Administrator or its designee. Any violation of this article is a criminal misdemeanor as described in Article I of this chapter.
- (b) Occupancy permits. Until all of the landscaping and other screening materials required by this article have been installed to the satisfaction of the Building Official, no occupancy permit shall be issued. If installation of the required plant material is prohibited due to inclement weather and delays the time of occupancy, the developer or his agent shall post a bond for the installation of the remaining required plant material. Along with the cash bond shall be a letter explaining the contractor's intentions to install the required plants and an estimate of that cost. If the maximum time allowed for the landscaping to be deferred from planting shall be six months and at such time the bond shall be forfeited to the Town for use in planting of the remaining required plant materials.
- (c) Condition. All landscape materials shall be kept free from all disease and infestation and in a healthy state or condition. All fences and screens shall be maintained in a safe and attractive condition and not allowed to deteriorate.
- (d) Repair and replacement. Upon written notice from the Administrator, the owner or agent shall repair

or replace any fencing, screens or landscape materials that are not meeting the requirements of proper condition in subsection (d) of this section within 30 days.

ARTICLE XX- INFRASTRUCTURE

Sec. 58-20.1 - Open space.

All subdivision and site plan applicants that have open space shall be responsible for the maintenance of these common areas so as to provide adequate light, air, and space to the residents or individuals of all developments. Sections 58-18.2 through 58-18.6 will address open space in residential and nonresidential developments.

Sec. 58-20.2 - Open space for residential properties.

The following requirements shall apply to all residential developments with land in common open space, whether these lands are proposed for public dedication or not, and all improvements provided for common use and benefit, whether or not required by this article:

- (1) General requirements. A legal entity shall be established as required under state law to provide for the ownership and maintenance of all open space areas and improvements.
- (2) Covenants. All such organizations described in subsection (1) shall be created by covenants and restrictions recorded among the land records of the Town or among the land records of the county. All such covenants shall include provisions for the maintenance of the common space.

Sec. 58-20.3 - Open space for nonresidential properties.

Applicability. All open space areas in nonresidential zoning districts shall include buffer yards, parking lot landscaping, and yard setbacks, and shall not include streets, service drives, parking, and loading areas or other such areas with no aesthetic value as determined by the zoning administrator.

Sec. 58-20.4 - Maintenance requirements.

- (a) Responsibility. All responsibility for the maintenance of any open space shall be the responsibility of the developer until transferred to the property owner or HOA. If the HOA fails to act after notice from the town, then the individual property owner shall be responsible.
- (b) Condition. All open space areas in residential developments shall be kept open to the residents and appropriately landscaped, and maintained in a clean, attractive, and safe condition.
- (c) Repair. Within 30 days upon receiving written notice from the Administrator, the owner/agent shall repair any defective condition of the open space areas that render these spaces unusable or unsafe. If the deficiencies are not rectified within the 30-day period (or any extension that may have been granted), the Administrator may repair the open space to a reasonable condition in accordance with the improved landscape plan to preserve property values in the area. The owner and/or his agent shall be responsible for reimbursing the Town for any costs associated with this repair.

Sec. 58-20.5 - Minimum open space required.

Open space shall be provided in the amount required by the appropriate zoning district regulation.

Sec. 58-20.6 - Streetscape requirements.

Streetscape requirements are categorized as follows:

- (1) Sidewalks.
 - a. Width, slope, thickness
 - b. Location and handicap access

- c. Material, finish, colors
 - d. Maintenance agreements
- (2) Furnishings
- a. Lights
 - b. Benches
 - c. Trash receptacles
 - d. Bike racks
 - e. Trees

Sec. 58-20.7 - Applicability of streetscape requirements.

The standards established in sections 58-20.6 through 58-20.20 are applicable to streetscape furnishings in conjunction with preliminary plan and final site plan regulations as defined in Article II of this chapter.

Sec. 58-20.8 - General requirements for streetscape furnishings.

The streetscape furnishings established in sections 58-120.6 through 58-20.20 shall be illustrated on the landscape plan as part of all preliminary and final site plan applications as described in Article 3 of this chapter.

Sec. 58-20.9 - Sidewalks.

- (a) Sidewalks shall have a minimum unobstructed width of five feet or the standard width in accordance with the VDOT or the standard width recommended by the Americans with Disability Act, whichever is greater.
- (b) Maximum cross slope shall be two percent or one-fourth inch per foot.
- (c) Sidewalks along Washington Street shall be constructed of stamped concrete with a minimum of three inches of compacted blue stone dust and with a minimum four-inch concrete base or equivalent.
- (d) Sidewalks shall follow the grade of the closest adjacent roadway curb line whenever possible.
- (e) Handicap ramps shall be provided in accordance with Virginia Department of Transportation (VDOT) standards or the most current American Disabilities Act standards, whichever is more restrictive, and located at all street intersections or street and driveway crossing areas.
- (f) Sidewalks located on Washington Street shall conform to the stamped concrete, red brick color, herringbone pattern with soldier course and subject to additional construction and design standards, as provided by the Town Engineer.

Sec. 58-20.10 - Lighting.

- (a) All lighting shall be the Washington Steel style (fluted) post with the Washington 118 globe (acorn style), approximately 14 feet in height, being Hanover Forest Green, or equivalent, in color, having 17-inch-wide metal base and concrete footer.
- (b) Photometric Lighting Plans shall be included with the Final Site Plan and shall include a narrative outlining the specifications and responsible parties for the permit, operation, and associated maintenance costs.

- (c) Fixtures are to be located so as not to interfere with other existing utilities and to minimize conflicts with existing buildings and pedestrian sight lines.

Sec. 58-20.11 - Lighting in residential subdivisions.

- (a) Street lighting for single-family detached, townhouse, and multifamily subdivisions and site plans shall be provided along public and private streets, parking areas, and accessways. Lighting shall be located to establish the mounting height, luminance, and spacing to provide a minimum horizontal illumination of 0.4 footcandle.
- (b) Lighting shall be located at public and private intersections to establish the mounting height, luminance, and spacing to provide a minimum horizontal illumination of 0.6 footcandle on the roadway.

Sec. 58-20.12 - Business and industrial lighting.

- (a) Site lighting shall be located at primary building entrances and parking areas of buildings which are occupied by businesses which provide customer service for the public after sunset or prior to sunrise, to establish the mounting height, luminance and spacing to provide a minimum average horizontal illumination of 0.6 footcandle.
- (b) Lighting shall be located at public and private intersections to establish the mounting height, luminance and spacing to provide a minimum horizontal illumination of 0.6 footcandle on the roadway.
- (c) Light fixtures shall be no higher than 16 feet.

Sec. 58-20.13 - Lighting installation, operation, and maintenance costs.

- (a) Where the proposed designed lighting system is within or adjacent to dedicated public street right-of-way, the Virginia Department of Transportation (VDOT) shall require that installation, operation, and maintenance be contracted by an approved public or private utility company and shall follow the VDOT or county specifications for lighting installation, whichever is more restrictive.
- (b) The developer or responsible agent performing the installation shall sign an agreement with the Town or the public/private utility company which guarantees full payment to the Town or public utility. The developer or agent responsible shall also sign an agreement with the appropriate utility company which guarantees full payment for these associated charges, as well as any administrative costs incurred by the Town. This agreement shall be executed prior to performance bond release.

Sec. 58-20.14 - Benches.

- (a) Benches located in all public rights-of-way and private access easements shall be the Model C-10, Victor Stanley, Inc., "The Classic" model or equivalent. The metal frame shall be painted "Martin Senour-Market Square Dark Tavern Green," W85-0620, or equivalent, with gloss finish and the wood slats shall be stained a medium red oak transparent stain. Benches shall be fastened securely to the pavement.
- (b) All installation and maintenance of benches in the public right-of-way shall be the responsibility of the Town; and all installation of benches in private access easements shall be the responsibility of the developer until transferred to the property owner or HOA. If the HOA fails to act after notice from the town, then the individual property owner shall be responsible.

Sec. 58-20.15 - Trash receptacles.

- (a) Trash receptacles located in all public rights-of-way and private access easements shall be the Model 3-42 (with the S-2 lid where applicable), Victor Stanley, Inc., or equivalent. The metal frame shall be painted brown as approved by the Town Council, with enamel gloss paint. The brown shall be consistent throughout the Town.
- (b) All installation and maintenance of trash receptacles in the public right-of-way shall be the responsibility of the Town; and all installation and maintenance of trash receptacles in private access easements shall be the responsibility of the developer until transferred to the property owner or HOA. If the HOA fails to act after notice from the town, then the individual property owner shall be responsible.

Sec. 58-20.16 - Trees.

- (a) Street trees species requirements are identified on the plant list in section 58-19.12. Substitutions of plants may be allowed with the approval by the Architectural Review Board and the Planning Commission. All street tree designs and installations must be reviewed by the Architectural Review Board, the Planning Commission, and the Town Council with the following considerations:
 - (1) The theme or concept of the design shall be shown.
 - (2) The existing inventory of street trees and vegetation shall be shown.
 - (3) The street trees planted shall be medium or large canopy trees to provide visual relief and shade.
 - (4) The street trees shall be shown on plans at their maturity in order to allow maintenance preventative measures to be considered.
- (b) One street tree for every 25 feet of street frontage and plantings shall be at even intervals wherever possible.
- (c) Street trees in residential zoning districts shall be located generally within 20 feet of the public right-of-way. Street trees in business and industrial districts shall be located within the landscape area adjacent to the street.
- (d) All installation and maintenance of street trees located in the public right-of-way shall be the responsibility of the Town; and all installation and maintenance of street trees located in private access easements shall be the responsibility of the developer until transferred to the property owner or HOA. If the HOA fails to act after notice from the town, then the individual property owner shall be responsible.
- (e) Trees planted along Washington Street shall be of the crape myrtle 'red rocket' variety, also known as "lagerstroemia indica".

Sec. 58-20.17 - Tree grates.

- (a) Tree grates located in all public rights-of-way and private access easements shall be the Neenah type cast iron R-8738-A1 180-degree square, primed and then painted with glossy enamel finish paint "Martin Senour-Market Square Dark Tavern Green," W85-0620 or equivalent.
- (b) All installation and maintenance of tree grates located in the public right-of-way shall be the responsibility of the Town; and all installation and maintenance of tree grates located in private access easements shall be the responsibility of the developer until transferred to the property owner or HOA. If the HOA fails to act after notice from the town, then the individual property owner shall be responsible.

Sec. 58-20.18. - Bike racks.

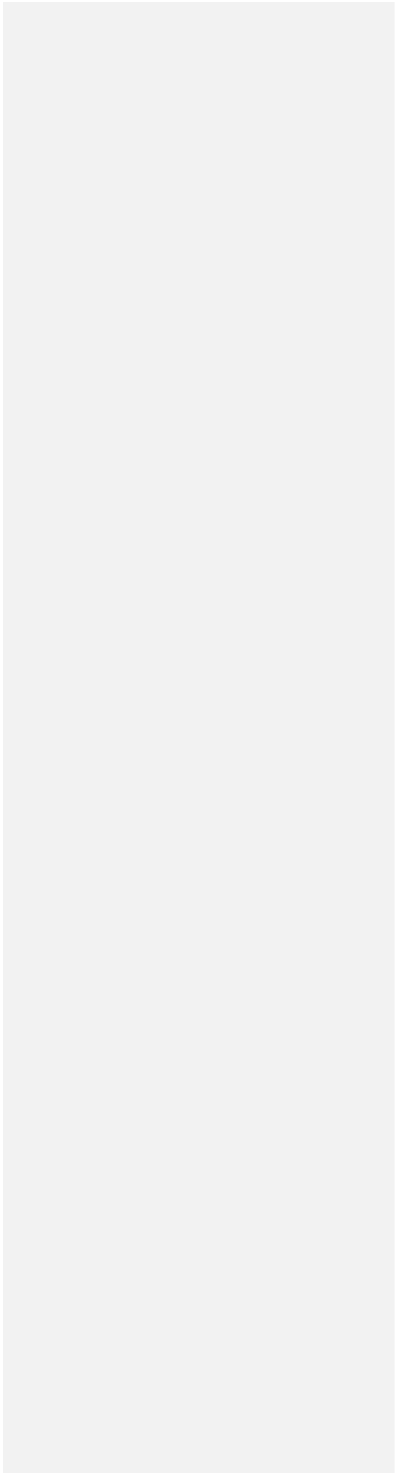
- (a) Bike racks located in all public rights-of-way and private access easements shall be of the ground-secured type, constructed of precast concrete and painted brown (consistent with the trash

receptacles).

- (b) All installation and maintenance of bike racks located in the public right-of-way shall be the responsibility of the Town; and all installation and maintenance of bike racks in private access easements shall be the responsibility of the developer until transferred to the property owner or HOA. If the HOA fails to act after notice from the town, then the individual property owner shall be responsible.

Sec. 58-20.19 - Underground Utilities.

Except for transmission power lines of 34,500 volts or greater, water towers, or other installations approved by the Town Council, all on-site utilities or utility facilities shall be installed underground, including electrical, water, sewer, power, gas, telephone, and cable utilities.



Attachment: ZO_Final_Draft 11-22-2021 (5317 : Zoning Text Amendment)

ARTICLE XXI. – USES AND DESIGN STANDARDS

Sec. 58-21.1 – Civic Uses.

- a. Public maintenance and service facility.
 - (1) The outside storage for supplies, materials, or heavy equipment must be located in the rear yard and screened from any non-industrial zoned parcels or rights-of-way.
 - (2) Outside storage areas shall not exceed thirty-five (35) percent of the total area of the site.
- b. Recreation Facility, Public.
 - (1) General standards: Any outdoor activity area, swimming pool, ball field, or court which adjoins a residential use type shall be landscaped according to Article XIX of this chapter.
 - (2) Where nighttime lighting is proposed it shall be fully shielded and large evergreen trees shall be required to appropriately screen adjoining residences. Any such night-time lighting shall also be constructed in accordance with standards for a residential district described in Sec. 58-20.11 of this chapter.

Sec. 58-21.2 – Commercial Uses.

- a. Commercial vehicle service repair.

All automobile repair services shall meet the following minimum standards:

 - (1) All vehicles stored on the premises in excess of seventy-two (72) hours shall be placed in a storage yard.
 - (2) No exterior display or storage of new or used automobile parts is permitted.
 - (3) There shall be no storage of motor vehicles in landscaped areas or within ten (10) feet of the public road right-of-way.
 - (4) Parking shall be located to the rear of the principal building.
 - (5) The use shall be designed to ensure proper functioning of the site in regard to vehicle stacking, circulation, and turning movements.

b. Car Wash.

All car washes shall comply with the following general standards:

- (1) Car washes shall be located and designed so that vehicular circulation does not conflict with traffic movements in adjacent streets, service drives, and/or parking areas.
- (2) Car washes shall be constructed in a design similar to the building character of the surrounding area.
- (3) Parking shall be located behind the front line of the principal building.
- (4) Any use that has a car wash shall treat the car wash as a primary use
- (5) No sales, repair, or outside storage of motor vehicles shall be conducted on the site.

c. Clubs.

All clubs shall comply with the following general standards:

- (1) Parking shall be located behind the front line of the principal building.

Additional standards in the R-2 district:

- (1) The building design shall be compatible with the surrounding neighborhood. The structure shall be street oriented with pedestrian entrances from the street.
- (2) Applicants must clearly demonstrate the use will be compatible with the neighborhood, including consideration of traffic circulation, parking, and appearance.
- (3) Exterior lighting shall comply with the standards outlined in Article XX of this chapter.

d. Commercial recreation.

- (1) Commercial outdoor sports and recreation areas shall have the appropriate landscaping and screening in accordance with Article XX of this chapter.
- (2) Where nighttime lighting is proposed, it shall be fully shielded, and large evergreen trees shall be required to appropriately screen adjoining residences.

e. Construction sales and service.

Construction sales and services shall be subject to the following general standards:

- (1) Outdoor storage and/or display of goods, supplies, materials, or heavy equipment shall be located to the rear of the principal building.
- (2) Outside storage areas shall not exceed twenty-five (25) percent of the total site area.

f. Day care center.

The following general standards shall be applicable to all day care centers.

- (1) All day care centers shall comply with any and all requirements of the Town and State Codes, including but not limited to, obtaining a zoning permit, maintenance of a Town Business License, and maintain a state license in accordance with the State Code, as applicable.
- (2) Minimum lot size: One (1) acre.
- (3) Parking. Designated arrival and departure zones shall be located adjacent to the day care center in such a manner that children do not have to cross vehicle traffic aisles to enter or exit the center. Arrival and departure area shall include at least one parking/stacking space per 10 children.
- (4) Outdoor recreation areas shall be safely separated from all parking, loading, and service areas.
- (5) Fencing. A fence a minimum of four (4) feet in height shall completely enclose the outdoor recreation area so that children are safely contained.

Additional standards for the B1 district:

- (1) Any new buildings shall be street-oriented with pedestrian entrances from the street, and compatible with the surrounding development.
- (2) Maximum lot coverage: Forty-five (45) percent including building and all paved areas.

g. Dog Day Care Center

1. The operator shall maintain all facilities within a fully enclosed structure that is adequately soundproofed and constructed so there is no detriment to other property in the area.
2. Prior to occupancy, the operator shall provide certification from an acoustical engineer licensed to practice in Virginia that the interior noise of the accessory kennel use has been attenuated not to exceed 65 dBA at the property line or within 25 feet of the premises, whichever is less.
3. Prior to occupancy, the facility shall be inspected for compliance with applicable use regulations and/or additional conditions of approval.
4. A waste containment system shall be provided and connected to the sanitary sewer system. The dog play area shall be designated to prevent illicit discharge into the stormwater management system.
5. Heating, ventilation, and air conditioning for Doggy Day Care shall be designated to be independent from any other use(s) in a multi-tenant building.
6. The operator shall comply with Code of Virginia, Chapter 65 Comprehensive Animal Care.

h. Restaurant, Drive-thru/drive in facilities.

The following general standards shall apply to all drive-thru facilities:

- (1) All drive-thru entrances must be at least 50 feet from an intersection. The distance is measured along the property line from the junction of the two street lot lines to the nearest edge of the entrance.
- (2) Drive-thru facilities shall be located and designed so that vehicular circulation does not conflict with traffic movements in adjacent streets, service drives, and/or parking areas.
- (3) Off-street stacking spaces shall be provided in accordance with the following requirements:
 - a. Stacking spaces shall not interfere with travel way traffic or designated parking spaces.
 - b. Stacking spaces shall be at a minimum of eighteen (18) feet in length.
 - c. Stacking spaces shall be located to the side or rear of the principal structure and shall not be adjacent to any street right-of-way.
 - d. Off-street stacking spaces shall be provided in accordance with the following table:

Stacking Space Requirements		
Type of Activity	Required number of stacking spaces	Start point for stacking spaces
Financial Institutions - automated teller machine	3	Teller machine
Financial Institutions - bank teller lane	3	Teller window/tube
Professional Personal Service - dry-cleaning/laundry	3	Cleaner/laundry window
Retail Sales - pharmacy	3	Pharmacy window
Restaurant	6	Order box/speaker
	4*	Pick-up window
Other	To be determined by the Town. Such determination shall consider any study prepared by an engineer or other qualified design professional.	
* These spaces are required in addition to the stacking spaces required to be located behind the order box/speaker and shall be located between the pickup window and the order box/speaker.		

The following standards shall apply to all drive-in facilities:

- (1) Stacking spaces shall not interfere with the travel way traffic or designated parking spaces.
- (2) Stacking spaces shall be located to the side or rear of the principal structure and shall not be adjacent to any street right-of-way.
- (3) Six (6) stacking spaces shall be located behind the order speaker and four (4) stacking spaces shall be located between the order speaker and the pickup window.
- (4) Extended awnings, canopies, or umbrellas are permitted.

i. Entertainment Establishment, adult (Sexually Oriented Business).

- (a) Purpose. It is a purpose of this chapter to regulate sexually oriented businesses in order to promote the health, safety, and general welfare of the citizens of the Town and to establish reasonable and uniform regulations to prevent the deleterious secondary effects of sexually oriented businesses within the Town. The requirements of this chapter have neither the purpose nor effect of imposing a limitation or restriction on the content or reasonable access to any communicative materials, including sexually oriented materials. Similarly, it is neither the intent nor effect of this chapter to restrict or deny access by adults to sexually oriented materials protected by the First Amendment, or to deny access by the distributors and exhibitors of sexually oriented entertainment to their intended market. Neither is it the intent nor effect of this chapter to condone or legitimize the distribution of obscene material.
- (b) Findings and rationale. Based on evidence of the adverse secondary effects of adult uses presented in hearings and in reports made available to the Town Council, and on findings, interpretations, and narrowing constructions incorporated in the cases of *City of Littleton v. Z.J. Gifts D-4, L.L.C.*, 541 U.S. 774 (2004); *City of Los Angeles v. Alameda Books, Inc.*, 535 U.S. 425 (2002); *City of Erie v. Pap's A.M.*, 529 U.S. 277 (2000); *City of Renton v. Playtime Theatres, Inc.*, 475 U.S. 41 (1986); *Young v. American Mini Theatres*, 427 U.S. 50 (1976); *Barnes v. Glen Theatre, Inc.*, 501 U.S. 560

(1991); *California v. LaRue*, 409 U.S. 109 (1972); *N.Y. State Liquor Authority v. Bellanca*, 452 U.S. 714 (1981); and *Imaginary Images, Inc. v. Evans*, 612 F.3d 736 (4th Cir. 2010); *Independence News, Inc. v. City of Charlotte*, 568 F.3d 148 (4th Cir. 2009); *McDoogal's East, Inc. v. County Comm'rs of Caroline County*, 341 F. App'x 918 (4th Cir. 2009); *Allno Enters., Inc. v. Baltimore County*, 10 F. App'x 197 (4th Cir. 2001); *Steakhouse, Inc. v. City of Raleigh*, 166 F.3d 634 (4th Cir. 1999); *D.G. Restaurant Corp. v. City of Myrtle Beach*, 953 F.2d 140 (4th Cir. 1991); *Wall Distributors, Inc. v. City of Newport News*, 782 F.2d 1165 (4th Cir. 1986); *Boyd v. County of Henrico*, 42 Va. App. 495, 592 S.E.2d 768 (2004) (en banc); and *Peek-a-Boo Lounge of Bradenton, Inc. v. Manatee County*, - F.3d - 2011 WL 182819 (11th Cir. Jan. 21, 2011); *Flanigan's Enters., Inc. v. Fulton County*, 596 F.3d 1265 (11th Cir. 2010); *East Brooks Books, Inc. v. Shelby County*, 588 F.3d 360 (6th Cir. 2009); *Entm't Prods., Inc. v. Shelby County*, 588 F.3d 372 (6th Cir. 2009); *Sensations, Inc. v. City of Grand Rapids*, 526 F.3d 291 (6th Cir. 2008); *World Wide Video of Washington, Inc. v. City of Spokane*, 368 F.3d 1186 (9th Cir. 2004); *Ben's Bar, Inc. v. Village of Somerset*, 316 F.3d 702 (7th Cir. 2003); *Daytona Grand, Inc. v. City of Daytona Beach*, 490 F.3d 860 (11th Cir. 2007); *Williams v. Morgan*, 478 F.3d 1316 (11th Cir. 2007); *H&A Land Corp. v. City of Kennedale*, 480 F.3d 336 (5th Cir. 2007); *Illinois One News, Inc. v. City of Marshall*, 477 F.3d 461 (7th Cir. 2007); *G.M. Enterprises, Inc. v. Town of St. Joseph*, 350 F.3d 631 (7th Cir. 2003); *Richland Bookmart, Inc. v. Knox County*, 555 F.3d 512 (6th Cir. 2009); *Richland Bookmart, Inc.*

v. *Nichols*, 137 F.3d 435 (6th Cir. 1998); *Spokane Arcade, Inc. v. City of Spokane*, 75 F.3d 663 (9th Cir. 1996); *City of New York v. Hommes*, 724 N.E.2d 368 (N.Y. 1999); *For the People Theatres of N.Y., Inc. v. City of New York*, 793 N.Y.S.2d 356 (N.Y. App. Div. 2005); *Taylor v. State*, No. 01-01-00505-CR, 2002 WL 1722154 (Tex. App. July 25, 2002); *Gammoh v. City of La Habra*, 395 F.3d 1114 (9th Cir. 2005); *Z.J. Gifts D-4, L.L.C. v. City of Littleton*, Civil Action No. 99-N-1696, Memorandum Decision and Order (D. Colo. March 31, 2001); *People ex rel. Deters v. The Lion's Den, Inc.*, Case No. 04-CH-26, Modified Permanent Injunction Order (Ill. Fourth Judicial Circuit, Effingham County, July 13, 2005); *Reliable Consultants, Inc. v. City of Kennedale*, No. 4:05-CV-166-A, Findings of Fact and Conclusions of Law (N.D. Tex. May 26, 2005); and based upon reports concerning secondary effects occurring in and around sexually oriented businesses, including, but not limited to, Austin, Texas - 1986; Indianapolis, Indiana - 1984; Garden Grove, California - 1991; Houston, Texas - 1983, 1997; Phoenix, Arizona - 1979, 1995-98; Chattanooga, Tennessee - 1999-2003; Los Angeles, California - 1977; Whittier, California - 1978; Spokane, Washington - 2001; St. Cloud, Minnesota - 1994; Littleton, Colorado - 2004; Oklahoma City, Oklahoma - 1986; Dallas, Texas - 1997; Ft. Worth, Texas - 2004; Kennedale, Texas - 2005; Greensboro, North Carolina - 2003; Amarillo, Texas - 1977; Jackson County, Missouri - 2008; Louisville, Kentucky - 2004; New York, New York Times Square - 1994; the Report of the Attorney General's Working Group On The Regulation Of Sexually Oriented Businesses, (June 6, 1989, State of Minnesota); Dallas, Texas - 2007; "Rural Hotspots: The Case of Adult Businesses," 19 Criminal Justice Policy Review 153 (2008); "Social Change and Crime Rate Trends: A Routine Activity Approach," 44 American Sociological Review 588-608 (1979); Duncan Associates, Survey of Florida Appraisers (2007); Texas City Attorneys Association, Survey of Texas Appraisers and Crime-Related Secondary Effects (2008); "Background Analysis and Recommendations: Zoning Amendments Related to Sex Businesses," Manassas, Virginia - 2010; and "Everything You Always Wanted to Know About Regulating Sex Businesses," American Planning Association, 2000, the Town Council finds:

- (1) Sexually oriented businesses, as a category of commercial uses, are associated with a wide variety of adverse secondary effects including, but not limited to, personal and property crimes, prostitution, potential spread of disease, lewdness, public indecency, obscenity, illicit drug use and drug trafficking, negative impacts on surrounding properties, declining property value, urban blight, litter, and sexual assault and exploitation.
- (2) Sexually oriented businesses shall be separated from sensitive land uses, including schools, churches, parks, libraries, public recreation areas, and residential areas, to minimize the impact of their secondary effects upon such uses and shall be separated from other sexually

oriented businesses to minimize the secondary effects associated with such uses and to prevent an unnecessary concentration of sexually oriented businesses in one area.

- (3) Each of the foregoing negative secondary effects constitutes a harm, which the Town has a substantial government interest in preventing and/or abating. This substantial government interest in preventing secondary effects, which is the Town's rationale for this chapter, exists independent of any comparative analysis between sexually oriented and non-sexually oriented businesses. Additionally, the Town's interest in regulating sexually oriented businesses extends to preventing future secondary effects of either current or future sexually oriented businesses that may locate in the Town. The Town finds that the cases and documentation relied on in this chapter are reasonably believed to be relevant to said secondary effects.

The Town hereby adopts and incorporates herein its stated findings and legislative record related to the adverse secondary effects of sexually oriented businesses, including the judicial opinions and reports related to such secondary effects.

The following general standards shall apply to all adult entertainment establishments:

- (1) Distances specified in this section shall be measured from the property line of one use to the property line of the other. The distance between an adult entertainment establishment and a residentially zoned district shall be measured from the property line of the use to the nearest point of the boundary line of the residential zoning district.
- (2) An adult entertainment establishment shall be located at least 350 feet from any religious assembly, education facility, public recreational facility, day care center, public assembly, cultural services, home for adults, life care facility, or residential zoning district in existence on the date on which the establishment obtains its zoning permit.
- (3) Any protected use listed in subsection (2) of this section may begin operation within 350 feet of a sexually oriented business only if the owner of the protected use, in addition to any other requirements of this Code, gives the Town a written statement that it acknowledges the presence of the sexually oriented business(es) and voluntarily waives the protection of subsection (c) of this section as to the sexually oriented business(es) for as long as the sexually oriented business(es) or any successor thereto remains. This written statement does not waive the protection of this section as to any sexually oriented business established or relocated after the written statement. If a sexually oriented business is discontinued for a period of two years or more, then it must comply with the setback requirements of this section regardless of any such written statements by protected uses.
- (4) No adult entertainment establishment shall be located within one thousand (1,000) feet of any adult store or other adult establishment.
- (5) No adult entertainment establishment shall display adult media, depictions of specified sexual activities or specified anatomical areas in its window, or in a manner visible from the street, highway, or public sidewalk, or the property of others. Window areas shall remain transparent.
- (6) Exterior lighting shall be installed in accordance with Sec. 58-20.12 of this chapter to illuminate the parking area, walkways, and all entrances to the establishment.
- (7) Hours of operation shall not extend after 1:00 am.

j. Financial Institutions.

Financial institutions shall comply with the following general standards:

- (1) Exterior lighting shall be compatible with the surrounding neighborhood.
- (2) Entrances to the site shall be minimized and located in such a way as to maximize safety, maximize efficient traffic circulation, and minimize the impact on any surrounding residential neighborhood.
- (3) Loading areas shall be located to minimize the impact on the surrounding neighborhood.

k. Funeral home.

All funeral homes shall be subject to the following general standards:

(1) The funeral home shall have a buffer between it and any residentially zoned property abutting or directly across the street from the funeral home use as specified in Sec. 58-19.8 through 58-19.12 of this chapter.

Additional standards in the B-1 district:

(2) Loading areas shall be sited in such a way so as to minimize the impact on any surrounding uses. Sufficient screening meeting the standards of Sec 58-19.8 through 58-19.12 of this chapter shall be provided.

l. Gasoline station.

Gasoline stations shall be subject to the following general standards:

- (1) Applicants shall demonstrate that the use will be compatible with the neighborhood with regards to traffic circulation, parking, and appearance and size of structures.
- (2) Entrances to the site shall be minimized and located in a manner promoting safe and efficient traffic circulating while minimizing the impact on the surrounding neighborhood.
- (3) Any canopy over the fuel pumps shall have the same roof shape and exterior materials as the primary structure.
- (4) Dumpsters shall be located so as to minimize view from off-site areas and shall be fully screened by a wall constructed of the same material and color as the principal structure.
- (5) The Zoning Administrator may require a traffic analysis to be provided by the applicant. Such analysis may include, but not be limited to, the proposed traffic flows, sight visibility for emerging vehicles, and other public safety factors.

m. Home Occupations.

All home occupations shall be subject to the following general standards:

- (1) Signs shall not exceed one square foot and shall be limited to one.
- (2) No outside storage shall be permitted. Commercial deliveries and pick-ups of supplies associated with the use shall be limited to not more than two per day and shall be made only during business hours.
- (3) The area devoted to the home occupation shall not exceed 25 percent of the gross floor area of the dwelling unit.
- (4) Use shall be conducted as an accessory use entirely within a single-family detached dwelling unit and shall not change the character of the dwelling unit nor have any exterior evidence of its use.
- (5) Hours of operation, excluding tutoring, education, or training, shall be limited to between 7:00 a.m. and 7:00 p.m. Monday through Friday, 9:00 a.m. to 7:00 p.m. Saturday and Sunday. Hours of operation for tutoring, education or training shall be limited to between 7:00 a.m. and 9:00 p.m. Monday through Friday, 9:00 a.m. to 9:00 p.m. Saturday and Sunday.
- (6) Customers shall be received by appointment only. No more than five customers per day and no more than one customer at a time shall be scheduled, however, this shall not apply to adult daycare and tutoring. A customer shall be deemed: an individual or a group of individuals that arrive as a single unit at a destination usually by means of a motor vehicle.
- (7) The type and volume of traffic generated by a home occupation shall be consistent with the traffic

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generation characteristics of other dwellings in the area as determined by the zoning administrator.

- (8) The property on which the home occupation is conducted shall not have any parking spaces added to it during the time the home occupation is being conducted.
- (9) The home occupation shall not increase the demand on water, sewer, or garbage collection services to the extent that its use combined with the residential use of the dwelling shall not be significantly higher than is normal for residential uses as established by the zoning administrator.
- (10) The operator of a home employment use shall secure a business license, an application for a home employment, and certificate of occupancy in advance of commencing the use.
- (11) An application for a home occupation use, in addition to other items that may be required for combined permits, shall include:
 - a. A filing fee;
 - b. A copy of the latest deed or lease agreement;
 - c. A copy of the plat or house location survey;
 - d. A drawing showing the floor area of the home and identifying the total area that will be subject to the proposed home employment use;
 - e. A statement identifying the proposed hours of operation, the estimated number of patrons, and any other information to help describe the proposed home employment use; and
 - f. Any further information or documentation required to demonstrate compliance with the provisions of this section.
- (12) Approval of a home occupation use shall be revocable at any time by the Town because of the failure of the owner or operator of the use covered by the approval to observe all requirements of law with respect to the maintenance and conduct of the use and all conditions imposed in connection with the approval.
- (13) Approval of a home employment use shall stand revoked, without any action by the Town, if the use authorized has been intentionally abandoned, has ceased for a period of one year, or has not commenced within one year of approval.
- (14) There shall be provided either in a garage, driveway or designated lot, space for the parking of business and customer vehicles.
- (15) Retail sales are prohibited, and goods, stock in trade or other commodities shall not be displayed.

n. Microbrewery

1. The Microbrewery prepares handcrafted beers, and/or other malt beverages, distributed for on-site consumption and/or off-premises consumption in hand-capped or sealed containers in quantities up to one-half barrel (15.5 gallons), up to a maximum of 5,000 barrels (31 gallons per barrel) per year.
2. All brewing ingredients shall be stored indoors, in sealed containers, off the floor, and in accordance with all applicable Health Department regulations.
3. All exhaust from the brewing process shall be collected in a non-venting, stack condenser-type system and not vented directly into the atmosphere.
4. Any spent grains intended for pick-up or delivery for use as feed shall be stored in sealed containers and kept indoors prior to pick-up/delivery.
5. Any dumpsters where spent grains or other byproduct of the brewing process are disposed of shall be secured so as to block odors and prevent rodent infiltration.
6. A microbrewery shall be separated from a public school by a minimum of 200 feet.
7. Special Exception. Microbreweries shall require special exception approval in the following cases:
 1. The proposed microbrewery does not comply with all four of the standards for a microbrewery set forth in Sec. 58-21.2(O).
 2. Storage silos may only be permitted by special exception.

o. Hotel.

The following general standards shall apply to all hotels

- (1) Parking shall be located behind the front line of the principal building.
- (2) The structure shall match the scale and mass of the surrounding structures as determined by the Zoning Administrator.
- (3) Development adjacent to residentially zoned property shall have increased screening and landscaping standards as determined by the Planning Commission during the site plan process.

p. Office, medical.

The following general standards shall apply to all medical offices.

- (1) Entrances to the site shall be minimized and located in such a way as to maximize safety, maintain efficient traffic circulation, and minimize the impact on any surrounding residential neighborhood.
- (2) Loading areas shall be sited in such a way so as to minimize the impact on any surrounding neighborhood.

Additional standards in B-2 district.

- (1) The hours of operation may be restricted through the special use permit process.

q. Pawn Shop.

- (1) Parking shall be located behind the front line of the principal building.
- (2) Exterior lighting shall be installed in accordance with Sec. 58-20.13 of this chapter to illuminate the parking area, walkways, and all entrances to the establishment.

r. Restaurant, Mobile Food Unit

The following general standards shall apply to all mobile food units:

- (1) Town business license is required. When applying for a town business license, the owner/applicant must present a health inspection and safety inspection report that is no more than 1 year old prior to the date of application.
- (2) Mobile food units may be located on either public property or private commercially zoned property with written permission from the owner.
- (3) Must park in designated locations or areas that do not block pedestrian or vehicular traffic.
- (4) Signage is limited to the vehicle, or a sandwich board type sign located within the immediate vicinity of the business.
- (5) May not be located within 100 feet of a business entrance that sells food for consumption.
- (6) Vehicles may be limited by the Town depending upon the location or event
- (7) Trash receptacles and removal shall be required.
- (8) No audio amplification is permitted.

s. Retail.

The following general standards shall apply to all retail uses:

- (1) No outdoor display of goods shall be permitted.

t. Shooting range, indoor.

- (1) Parking shall be located behind the front line of the principal building.
- (2) Applicants must clearly demonstrate that the use will be compatible with the neighborhood, particularly with regard to traffic circulation, parking, and appearance. Drop-off areas may be located in the front yard but shall maintain a residential character and appearance.
- (3) Exterior lighting shall be compatible with the surrounding neighborhood.
- (4) Entrances to the site shall be minimized and placed in such a way as to maximize safety, maximize efficient traffic circulation, and minimize the impact on any surrounding residential neighborhood.
- (5) The scale, massing, and building design shall be compatible with the surrounding neighborhood.
- (6) The structure shall be street oriented with pedestrian entrances from the street.

u. Shopping center.

The following general standards shall apply to all shopping centers:

- (1) Entrances to the site shall be minimized and located in such a way as to maximize safety, maintain efficient traffic circulation, and minimize the impact on any surrounding residential neighborhood.
- (2) The scale, massing, and building design shall be compatible with surrounding developments. The structures shall be street oriented with pedestrian entrances from the street.
- (3) No outdoor display of goods shall be permitted.

v. Retail, grocery.

All grocery stores shall be subject to the following general standards:

- (1) Entrances to the site shall be minimized and located in such a way as to maximize safety, ensure efficient traffic circulation, and minimize the impact upon the surrounding neighborhood.

Additional standards for the B-1 district:

- (1) Parking shall be located behind the front line of the principal building.
- (2) Any new buildings shall be street-oriented with pedestrian entrances from the street, and compatible with the surrounding development.
- (3) Lighting shall be consistent with the surrounding neighborhood.

w. Retail, liquor.

The following general standards shall apply to all liquor stores:

- (1) A proposed liquor store shall not be located within 500 feet of an existing liquor store. This distance shall be measured from the property line of one business to the property line of the other.
- (2) Exterior lighting shall be compatible with the surrounding neighborhood.
- (3) Entrances to the site shall be minimized and placed in such a way as to maximize safety,

maximize efficient traffic circulation, and minimize the impact on any surrounding residential neighborhood.

- (4) The scale, massing, and building design shall be compatible with the surrounding neighborhood.

x. Wholesale sales.

- (1) Loading areas shall be sited in such a way so as to minimize the impact on any surrounding neighborhood.
 (2) Parking shall be located behind the front line of the principal building.

Sec. 58-21.3 – Industrial Uses.

a. Industrial, light.

- (1) The use, storage, and disposal of hazardous materials shall meet all applicable federal, state, and local codes.
 (2) Accessory outdoor storage up to 10% of the building area may be permitted. Outdoor storage shall be located to the rear of the principal building.

Sec. 58-21.4 – Residential Uses.

a. Honeybee Accessory Use

The keeping of honeybees is allowed as an accessory use to a residential principal use in the R-1 district and shall be kept according to the following regulations.

Use

- 1) The minimum lot size required to keep honeybees is 1 acre, for a maximum of four (4) hives.
 2) Property owners must obtain HOA approval.

Structure

- 3) More than four beehives may be kept provided there is 2,500 square feet per additional hive.
 4) Hives shall consist of no more than three (3) boxes per hive. Each box shall not exceed 19 7/8 inches in length, by 16 1/4 inches in width, and 9 5/8 inches in depth. If a skep, barrel, log gum, or other container are used instead of boxes for a hive, the dimensions shall not exceed the limits given in item 3.
 5) Stacking is limited to 2 beehive boxes.

Location

1. Hives shall not be located in a front or side yard.
 2. Hives shall be setback 10 feet from a street, sidewalk, or adjacent lot lines; 20 feet from the principal dwelling unit on the property; 50 feet from any childcare center, educational center, assisted living facility or any penned, tethered, kenneled, or confined animal.

Care and Maintenance

1. Hives shall be kept so that combs can be removed for inspection and shall be maintained in usable condition.
 2. There shall be one adequate and accessible water source provided on site and located within 50 feet of the beehive(s). Water shall be clean and maintained too not be stagnant.
 3. A flyway barrier shall be erected at six (6) feet in height parallel to the lot line between the hive opening and the adjacent property lot line within 15 feet. The flyway shall be a solid fence, dense vegetation, or combination thereof and be maintained so that bees are forced to fly at least six feet or higher from the ground.

Penalties

1. Non-compliance will result in action according to Article VI of this chapter.

b. Domestic Chickens Accessory Use

Domestic chickens are permitted in R-1 zoning districts for the sole purpose of producing eggs. The keeping of domestic chickens shall be in accordance with the following regulations. This section does not allow for the keeping of guinea fowl, peacocks, ducks, geese, game birds, pheasants, or other domestic fowl.

Use

1. The minimum lot size for the keeping of chickens shall be 1 acre or greater, and only acceptable in the R-1 zoning district.
2. The maximum number of chickens allowed is four (4) hens. No roosters or capons shall be allowed.
3. Property owners must obtain HOA approval.

Structure

1. Chicken coop minimums and maximums are 32 sq. ft and 64 sq ft, respectively.
2. Chicken runs should allow for a minimum of six (6) square feet per bird and be attached to the chicken coop so that chickens can access the run directly from the coop.
3. Coops shall be located a minimum of 50 feet from any storm drain or RPA stream.
4. Coops shall be located 10 feet from any property line and not located in a front or side yard.
5. Coops shall be located a minimum 10 feet from the principal dwelling on the property.
6. Owner must fence their entire property before obtaining chickens.

Care and Maintenance

1. Chickens shall only be kept and raised for the production of eggs. Slaughtering chicken on the property is prohibited. Commercial activities such as selling eggs or selling chickens for meat shall be prohibited.
2. Chicken coops should be predator proof, well ventilated, provide adequate shade and sun, and shall be designed to be easily accessed to clean. All chickens shall be cooped overnight. The structure shall be enclosed on all sides (minimum four (4) feet high), have a roof, and at least one access door.
3. Clean water shall be provided at all times, and feed shall be kept secure so as to prevent the attraction of rodents or other animals.
4. All structures for chickens shall be kept clean and in a sanitary condition at all times so as to prevent odors detectable at or beyond the property lines. No person shall store, accumulate, or permit a stockpile of chicken litter or waste in any manner. Chicken litter shall be disposed of in conformance with the Town of Haymarket's waste disposal contractor.

Penalties

Non-compliance will result in action according to Article VI of this chapter.

c. Short Term Rental, Residential (STRR)

Short term rentals are an allowed accessory use in the R-1 and R-2 zoning districts and shall be in accordance with the following regulations.

- (1) Annual registration with the Town. A property management plan shall be provided at the time of registration and shall be kept current. This plan shall include the name and 24- hour contact information of the property owner or responsible party, method of booking, procedure by which guests will check-in (check-ins shall be in person with the property owner), procedures for collecting and paying taxes and fees, floor plan of the property, plans for addressing routine and emergency maintenance (contractors, etc), and an HOA approval letter. Homeowners

- Associations (HOAs) that do not allow short term rentals are not eligible.
- (2) Property owner shall sign a declaration that the dwelling meets all applicable building and fire codes. The property shall be made available for entry and inspection to the Zoning Administrator and any other officials the Administrator may deem necessary to verify the use is in keeping with the standards of this section.
 - (3) Proof of residence as owners' primary residence (absentee ownership is not permitted)
 - (4) Homes may be rented for a maximum (cumulative) 180 days in a calendar year.
 - (5) Maximum number of guests allowed: 2 per bedroom.
 - (6) Residents are responsible for keeping a record of rental contracts, the dates the home was rented, and the price at which the home or rooms were rented.
 - (7) Each contract should be for a minimum two-night stay. Single day or night rentals are prohibited.
 - (8) Residents are responsible for paying all taxes associated with STRRs including but not limited to all local and state sales taxes, and the transient occupancy taxes.
 - (9) Signage on the exterior of the property advertising the use of the home as an STRR is not permitted.
 - (10) Permit shall be revoked if more than two substantial complaints are received within a one-year period. Revocation is for a minimum of one year but may be permanent at the discretion of the Town.
 - (11) Non-compliance will result in action according to Article VI of this chapter.

d. Solar Energy Systems

Purpose and Intent.

The Town of Haymarket finds it in the public interest to encourage the use of renewable energy systems. Solar energy is a clean renewable energy source that enhances the reliability and resiliency of the power grid, reduces peak power demand, and diversifies the town's energy portfolio. Solar also promotes customers' choice for electric supply. The town also finds that there should be a balance between the use of solar energy systems and the protection of historic buildings, and the general health and safety of town residents.

The purpose and intent of this section is to facilitate the effective and efficient use of solar energy systems, other than utility-scale electrical generating stations, as an allowed accessory use within any zoning district subject to the provisions of section 58-21.4(d). This section regulates solar energy systems, both photovoltaic and solar hot water systems, installed on properties within the Town of Haymarket limits.

Definitions

Solar energy system: An energy system that consists of one or more solar collection devices, solar energy related "balance of system" equipment, and other associated infrastructure with the primary intention of generating electricity, storing electricity, or otherwise converting solar energy to a different form of energy. Solar energy systems may generate energy in excess of the energy requirements of a property if it is to be sold back to a public utility in accordance with the law.

Solar Energy: Radiant energy received from the sun that can be collected in the form of heat or light by a solar collector

Solar energy system, roof-mounted: A solar energy system that is structurally mounted to the roof of a building or structure.

Building-Integrated Photovoltaic (BIPV) Systems: A solar energy system that consists of integrating Solar PV modules into the building envelope, where the solar panels themselves act as a building material (roof shingles) or structural element (i.e., façade).

Solar Energy Facilities: An alternative energy facility that consists of one or more ground-mounted, free-standing, or building-integrated solar collection devices, solar energy related equipment and other associated infrastructure with the primary intention of generating electricity or otherwise converting solar energy to a different form of energy for primarily commercial or other off-site use.

Solar energy system, ground-mounted: A solar energy system that is structurally mounted to the ground and is not roof-mounted.

Solar energy system, roof mounted: A solar energy system that is structurally mounted to the roof of a building and is not ground-mounted.

Solar hot water system: a system that includes a solar collector and a heat exchanger that heats or preheats water for a building heating systems or other hot water needs.

Solar collector: Any device whose purpose is the absorption of solar radiation for the heating of water or buildings or the production of electricity.

Photovoltaic or PV. Materials and devices that absorb sunlight and convert it directly into electricity.

Solar access easements: A formal written agreement between neighbors that protects a property owner's right to install PV and access to sunlight.

Micro-inverter: a device attached directly to each solar module to convert DC to AC power.

Applicability

1. Roof mounted solar energy systems as described in this section are permitted in the R-1, R-2, B-1 B-2, T-C, C-1, and I-1 zoning district as accessory use to a permitted principal use subject to the standards for accessory uses in the applicable zoning district and the specific criteria set forth in this article. A zoning approval must be obtained prior to the installation of solar energy systems.
2. Small scale ground mounted solar energy systems are permitted in the I-1 by special use permit.
3. All solar energy systems within the historic boundary or on a historic resource property must obtain a certificate of appropriateness.

Approval procedures

1. All solar energy systems constructed, installed, moved, modified, or maintained within town limits shall comply with the following requirements:

Solar energy systems will be permitted according to Table 21.4(d)(i): Solar Energy Systems by Zoning District.

Solar Energy Systems by Zoning District			
District	Roof Mounted	Small Scale Ground Mounted	Large Scale Ground Mounted
R-1	Allowed	Not permitted	Not permitted
R-2	Allowed	Not permitted	Not permitted
TC	Allowed	Not permitted	Not permitted
B-1	Allowed	Not permitted	Not permitted
B-2	Allowed	Not permitted	Not permitted
I-1	Allowed	Allowed; special use permit	Not permitted
C-1	Allowed	Not permitted	Not permitted

2. Permits

The appropriate permit shall be required for all new construction and installation of solar energy systems in a zoning district not in the historic overlay. A certificate of appropriateness shall be required for all new construction and installation of solar energy systems in the historic overlay. All permits shall be accompanied by a signed application for a permit or certificate of appropriateness (historic overlay only) with plans, specifications, and scope of work to include the following information:

1. Property lines and physical features, for the project site;
2. Proposed changes to the landscape of the site, grading, vegetation clearing and planting, exterior lighting, screening vegetation or structures;
3. Blueprints or drawings of the solar energy system showing the proposed layout of the system, the distance between the proposed solar collector and all property lines, and the tallest finished height of the solar collector;
4. Name, address, and contact information for proposed system installer;
5. Name, address, phone number and signature of the applicant and/or property owner;
6. Zoning district designation for the parcel(s) of land comprising the project site;
7. Documentation that the owner has submitted notification to the utility company of the customer's intent to install an interconnected customer-owned generator. Off-grid systems are exempt from this requirement;
8. Payment of the appropriate permit fee, as indicated.

All solar energy systems constructed, modified, installed, moved, or maintained within the town shall

comply with the following regulations:

- (1) **Historic Overlay.** Solar energy systems in the Historic Overlay must receive a certificate of appropriateness from the ARB. These solar energy systems shall be designed, sized, and located to minimize their effect on the character of a historic building by;
 - a. Placing solar energy systems to avoid obscuring significant features or adversely affecting the perception of the overall character of the property.
 - b. Minimizing visual impacts by strategically locating solar energy systems i.e.: placing panels on the back of the structure, placing panels on a cross gable, or placing panels flush with the roof.
 - c. When applicable, solar energy systems should be installed on an addition or secondary structure.
 - d. Using the least invasive method feasible to attach the solar energy system to a historic roof such that it avoids damage to significant features and historic materials and can be removed and the original character easily restored.
- (2) **Roof-mounted solar energy system.**
 - a) *Height.* Solar panels attached to a roof shall not exceed the maximum permitted height of the structure type by more than five (5) feet.
 - b) *Emergency access.* Roof-mounted solar energy systems shall be located in such a manner as to ensure emergency access to the roof, provide pathways to specific areas of the roof, provide for smoke ventilation opportunities, and provide emergency egress from the roof.
 - c) *Roof Types.* For buildings with pitched roofs, solar collectors shall be located in a manner that provides a minimum of one three-foot wide clear access pathway from the eave to the ridge on each roof slope where solar energy systems are located as well as one three-foot smoke ventilation buffer along the ridge. Rooftops that are flat shall have a minimum three-foot wide clear perimeter between a solar energy system and the roofline, as well as a three-foot wide clear perimeter around roof-mounted equipment such as HVAC units.
- (3) **Ground Mounted Solar.** Small scale ground mounted solar in the I-1 district shall be allowed with a special use permit. Systems shall not exceed 15 feet in height.
- (4) **Solar Easement.** Owners of solar energy systems are encouraged but not required to obtain a solar access easement or a similar legal agreement from neighboring landowners to ensure solar access such that vegetation from neighboring lots do not unreasonably obstruct solar access for the solar energy collection devices. The town does not guarantee and will not protect any individual property rights with respect to solar access.

Additional standards

1. All solar energy systems shall comply with the Virginia Uniform Statewide Building Code
2. All solar energy systems shall comply with the state electric code
3. Installation of solar energy systems should avoid, to the greatest extent practicable, the removal of trees and/or the removal of tree canopies.
4. Solar energy collectors, controls, dampers, fans, blowers, and pumps shall be accessible for repairs, inspection, replacement, and maintenance.

Enforcement and penalties

Non-compliance will result in action according to Article VI of this chapter.

e. Family Health Care Structures, temporary.

Temporary family health care structures shall be subject to the following standards:

- (1) Such structures shall comply with all setback requirements that apply to the primary structure

- and with any maximum floor area ratio limitations that may apply to the primary structure.
- (2) Only one family health care structure shall be allowed on a lot or parcel of land.
 - (3) The structure shall be no more than 300 gross square feet and shall comply with all applicable provisions of the Industrialized Building Safety Law (§36-70 et seq.) and the Uniform Statewide Building Code (§36-97 et seq.).
 - (4) Prior to installing a temporary family health care structure, a permit must be obtained from Council and associated fees paid.
 - (5) Any family health care structure shall comply with all applicable requirements of the Virginia Department of Health.
 - (6) No signage advertising or promoting the existence of the structure shall be permitted on the exterior of the structure or anywhere on the property.
 - (7) Any temporary family health care structure shall be removed within 60 days of the date on which the temporary family health care structure was last occupied by a mentally or physically impaired person receiving services or assistance.
 - (8) Council may revoke the permit granted in subsection (3) if the permit holder violates any provision of this section.
 - (9) The structure shall appear similar to other accessory structures in the neighborhood.

Sec. 58-21.5 – Miscellaneous Uses.

a. Cemetery.

Cemeteries shall be subject to the following general standards:

- (1) Minimum lot requirement: Acres (5) acres.
- (2) Minimum frontage: One hundred (100) feet on an arterial street.
- (3) No graves shall be located within the buffer yards.
- (4) All driveway shoulders shall be constructed with a reinforced grass system approved by the Administrator

b. Parking Facility.

The following general standards shall apply to all parking facilities:

- (1) No motor vehicle work shall be permitted in association with a parking facility except under emergency service work.
- (2) Parking shall be the principal use of all parking facilities. Spaces may be rented for parking, but no other business of any kind shall be conducted in the structure.

ARTICLE XXII. – SUBDIVISIONS

Sec. 58-22.1 – Title. This section shall be known, cited, and referred to as “The Town of Haymarket Subdivision Ordinance”.

Sec. 58-22.2- Purpose. The purpose of this article is to:

1. establish standards and procedures for the town as authorized by Code of Virginia, §§ 15.2-2240 to subdivide land within the Town;
2. Ensure the process has applicable and appropriate reviews;
3. To ensure the growth of the Town is in accordance with the efficient and economical use of public funds;
4. To ensure that residential areas are provided with healthy surroundings;
5. To improve the public health, safety, and welfare of the citizens of the Town.

Sec. 58-22.2- Applicability.

This section and all regulations adopted hereunder shall apply to all subdivisions of land, including, but not limited to, any condominium or any subdivision of any convertible land.

Sec. 58- 22.3- Prior Rights.

This section shall not be construed as abating any legal action now pending under, or by virtue of, the prior existing subdivision ordinance or regulations, or as discontinuing, abating, modifying or altering any penalty accruing or about to accrue, or as affecting the liability of any person or as waiving any right of the county under any section or provision existing at the time of adoption of the ordinance from which this chapter is derived, or as vacating or annulling any rights obtained by any person by lawful action of the county, except as shall be expressly provided for in this chapter.

Sec. 58-22.2 - Land must be suitable.

The administrator shall not approve the subdivision of land if, from adequate investigations conducted by all public agencies concerned, it has been determined that, in the best interest of the public, the site is not suitable for platting and development purposes of the kind proposed. The administrator may require the subdivider to furnish topographic maps, floodplain profile elevation information or other relevant information.

Sec. 58-22.3 – Flooding.

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

Sec. 58-22.4 – Improvements.

- (a) Generally. All required improvements shall be installed by the subdivider at his cost. Specifications which have been established either by the Virginia Department of Transportation for streets, curbs, etc., or local regulations, ordinances, and codes, shall be followed. The subdivider's bond shall not be released until construction has been completed and approved by the chief engineering officer or appropriate official. All improvements shall be in accordance with this section.
- (b) Streets.

- (1) Design; construction. All streets shall be designed and constructed in accordance with the standards set by the Virginia Department of Transportation (VDOT) for acceptance into the state secondary road system, and at no cost to the locality.
- (2) Alignment and layout. The arrangement of streets in new subdivisions shall make provision for the continuation of existing streets in adjoining areas and proposed streets as shown in the adopted plan. The street arrangement must be such as to cause no unnecessary hardship to owners of adjoining property when they plat their own land and seek to provide for convenient access to it. Where in the opinion of the administrator it is desirable to provide for street access to adjoining property, proposed streets shall be extended to the boundary line of such property. Half streets along the boundary of land proposed for subdivision shall not be permitted. Wherever possible, streets shall intersect at right angles. In all areas where slope exceeds 15 percent, streets running with contours shall be required to meet intersecting streets at angles of not less than 60 degrees, unless approved by the administrator upon recommendation of the highway engineer.
- (3) Access to major streets. Where a subdivision borders on or contains an existing or proposed major street, the planning commission may permit the subdivider to provide that the access to such streets be limited by one or more of the following means:
 - a. The subdivision of lots so that they will back onto the major street and front onto a parallel minor street. No access shall be provided from the major street, and screen planting shall be provided in a strip of land along the rear property line of such lots.
 - b. The subdivision of lots along a series of culs-de-sac, U-shaped streets, or short loops entered from and designed generally at right angles to such a parallel minor street, with the rear lines of the terminal lots contiguous with the major street right-of-way.
 - c. The subdivision of lots along a service street and physically separated from the major street by a planting or grass strip and having access thereto at approved points.
- (4) Approach angle. Major streets shall approach major or minor streets at an angle which is in accordance with specifications of the state department of transportation.
- (5) Minimum widths. The minimum width of proposed streets, measured from lot line to lot line, shall be 50 feet, or as specified by the Virginia Department of Transportation for acceptance into the state secondary road system.
- (6) Culs-de-sac. Generally, permanent culs-de-sac shall be no longer than 400 feet to the beginning of the turnaround. Each cul-de-sac must be terminated by a turnaround of not less than 100 feet in diameter.
- (7) Alleys.
- (8) Private streets and reservation strips.
 - a. No private street shall be permitted in a platted subdivision for detached single-family dwelling units. All other subdivided property except townhouses shall be served by a publicly dedicated street.
 - b. When a private access is platted or provided, the developer shall establish and record with the plat appropriate declarations and agreements, relieving the town from all current and future maintenance responsibility; and furthermore, the developer shall establish a maintenance fund for future repairs and snow removal by the established homeowners' association.
- (9) Names. Proposed streets which are obviously in alignment with other existing and named streets shall bear the names of the duplicate existing street names, irrespective of the use of the suffix "street," "avenue," "boulevard," "road," "driveway," "place," "lane," or "court." Street names shall be indicated on the preliminary and final plats and shall be approved by the administrator. Names of existing streets shall not be changed except by approval of the council.

- (10) Identification signs. Street identification signs, readable from either side, of a design approved by the administrator shall be installed by the subdivider at all intersections.
- (c) Monuments.
- (1) Generally. As required by this chapter, all monuments must be installed by the subdivider and shall meet the minimum specifications described in this subsection. Upon completion of subdivision streets, sewers and other improvements, the subdivider shall make certain that all monuments required by the administrator are clearly visible for inspection and use. Such monuments shall be inspected and approved by the administrator before any improvements are accepted by the council.
 - (2) Location—Concrete. Concrete monuments four inches in diameter or four inches square, three feet long, with a flat top, shall be set at all street corners, at all points where the street line intersects the exterior boundaries of the subdivision, and at right angle points, and points of curve in each street. The top of the monument shall have an appropriate mark to identify properly the location and shall be set six inches above the finished grade.
 - (3) Same—Iron pipe. All other lot corners shall be marked with iron pipe not less than three-fourths inch in diameter and 24 inches long and driven so as to be flush with the finished grade. When rock is encountered, a hole shall be drilled four inches deep in the rock, into which shall be cemented a steel rod one-half inch in diameter, the top of which shall be flush with the finished grade line.
- (d) Water facilities. Public water service shall be extended by the subdivider to all lots within the subdivision in accordance with the approved design standards and Prince William County's DCSM specifications for water service construction, and improvements in the town. No subdivision or development shall be approved without an acceptable water supply plan, which provides water service to each lot.
 - (e) Sewerage facilities. Where public sewerage facilities are available, the service shall be extended by the subdivider or developer to all lots, and individual septic tanks shall not be permitted. No subdivision or development shall be approved without an acceptable sewerage facilities plan, which provides sewerage service to each lot.
 - (g) Storm drainage facilities. The subdivider shall provide all necessary information needed to determine what drainage improvements are necessary to properly develop such property. Such information shall include but may not be limited to contour data, drainage plans, and flood control devices. The subdivider shall also provide plans for all such improvements, together with a certified engineer or surveyor statement that such improvements, when properly installed, will be adequate for development. The highway engineer shall then approve or disapprove the plans. The subdivider shall also provide any other information required by the highway engineer. The subdivider shall install the approved storm drainage facilities.
 - (h) Fire protection. Fire hydrants shall be required in a subdivision at locations approved by the administrator, provided adequate public water is available. The location and design of the fire hydrants shall meet the American Insurance Association specifications.
 - (i) Utility service. All utility poles or underground conduits for electric power lines or telephone lines shall be placed in easements provided along the rear or side lot lines, whenever possible.
 - (j) Easements. The administrator may require the subdivider to provide drainage easements through adjoining property. The width of easements provided for drainage, water, sewer, power lines and other utilities in the subdivision shall be determined by the administrator.
 - (k) Plans and specifications. Six blue or black line prints of the plans and specifications, for all required physical improvements to be installed, shall be prepared by a licensed engineer or land surveyor, and shall be submitted with the final plat to the administrator for approval or disapproval within 30 days. If approved, one copy bearing certification of such approval shall be returned to the subdivider. If disapproved, all papers shall be returned to the subdivider with the reason for disapproval stated in writing.

Sec. 58-22.5 – Bonding.

- (a) The subdivider shall furnish a cash bond or equivalent, or a certified check payable to the town in an amount equal to the total cost of the improvements shown on the plat as determined by the administrator. Such bond or check shall guarantee that the improvements will be installed within a designated reasonable length of time in a manner acceptable to the Town. The bond or check shall accompany the final plat. When construction has been completed, approved, and accepted on each section of the required improvements, the administrator may release the bond submitted for the amount for that completed section of the required improvements. The periodic partial and final complete release of any bond, escrow, letter of credit, or other performance guarantee required herein shall be in compliance with Virginia Code § 15.2-2245.
- (b) The subdivider shall file a maintenance bond with the Town in an amount considered adequate and, in a form, satisfactory to the administrator, in order to assure the satisfactory condition of the required improvements, for a period of one year after the date of their acceptance by the Town.
- (c) In the case where development is projected over a period of years, the commission may authorize submission of final plats by sections or stages of development, subject to such requirements or guarantees for improvements in future sections or stages of development as it finds essential for the protection of any approved section of development.
- (d) In the absence of a performance bond or check, no final plat shall be approved or recorded until the required improvements have been installed and approved by the administrator.
- (e) Sidewalks shall be provided in accordance with the specifications of the state department of transportation.
- (f) Curbs and gutters shall be installed on both sides of streets shown on the subdivision plat and shall be in accordance with the design standards and specifications of the state department of transportation.

Sec. 58-22.6 – Lots.

- (a) Generally. Lots shall be arranged in order that the considerations in this section are satisfied.
- (b) Size. The minimum lot size in any subdivision shall be in accordance with zoning ordinances of the jurisdiction in which the lot is located.
- (c) Shape. The lot arrangement, design and shape shall be such that lots will provide satisfactory and desirable sites for buildings, be properly related to topography, and conform to requirements of this chapter. Lots shall not contain peculiarly shaped extensions solely to provide necessary square footage of area which would be unusable for normal purposes.
- (d) Location. Each lot, except those occupied by attached single-family dwelling units, shall abut on an existing or proposed public street. If the existing streets are not 50 feet in width, the subdivider shall make provisions, in the deeds to the lots, that all buildings be constructed so as to permit the widening by dedication of such roads or streets to a width of 50 feet or more as shown on the comprehensive plan.
- (e) Corner lots. Corner lots shall have width sufficient for adequate sight distance on both streets as determined by the administrator.
- (f) Sidelines. Sidelines of lots shall be approximately at right angles or radial to the street line.
- (g) Remnants. All property of a subdivided tract must be included in lots, or otherwise disposed of, rather than allowed to remain as unusable parcels.
- (h) Separate ownership. Where the land covered by a subdivision includes two or more parcels in separate ownership, and lot arrangement is such that a property ownership line divides one or more lots, the land in each lot so divided shall be transferred by deed to single ownership, simultaneously with the recording of the final plat. Such deed is to be deposited with the clerk of the court and held with the final plat until the subdivider is ready to record the same, and then both shall be recorded.

Sec. 58-22.7 – Blocks.

Where created by the subdivision of land, all new blocks shall be designed to comply with the following general requirements:

- (1) Generally, the maximum length of blocks shall be 1,200 feet, and the minimum length of blocks upon which lots have frontage shall be 500 feet.
- (2) Blocks shall be wide enough to allow two tiers of lots of minimum depth, unless prevented by topographical conditions or size of the property, in which case the administrator may approve a single tier of lots of minimum depth.
- (3) Where a proposed subdivision will adjoin a major road, the administrator may require that the greater dimension of the block shall front or back upon such major thoroughfare to avoid unnecessary ingress or egress.

Sec. 58-22.8 – Land dedication.

- (a) The owner of property to be subdivided may offer to dedicate for public use any right-of-way located within any subdivision or section thereof, which has constructed or proposed to be constructed within the subdivision or section thereof any street, curb, gutter, sidewalk, bicycle trail, drainage or sewerage system, waterline as part of a public system or other improvement dedicated for public use, and maintained by the Town, the Commonwealth, or other public agency. No such dedication shall be effective until accepted by the Town, the Commonwealth, or other public agency by written instrument consistent with law.
- (b) The owner of property to be subdivided may convey common or shared easements to franchised cable television operators furnishing cable television and public service corporations furnishing cable television, gas, telephone, and electric service to the proposed subdivision.
- (c) The owner of property to be subdivided may voluntarily fund reasonable and necessary road improvements located outside the property limits of the land owned or controlled by him, the need for which is substantially generated and reasonably required by the construction or improvement of his subdivision or development. Any such funding shall comply with Virginia Code § 15.2-2242 (4).
- (d) Where a lot being subdivided or developed fronts on an existing street, and adjacent property on either side has an existing sidewalk, the owner shall dedicate land for, and shall construct, a sidewalk on the property being subdivided or developed, to connect to the existing sidewalk.

Sec. 58-22.9 – Administrator.

The Town's Zoning Administrator, as the agent for Town Council has approved and designated by the adoption of this ordinance, shall be responsible for the administration and enforcement of subdivision regulations, and shall perform all duties regarding subdivisions and subdividing in accordance with this chapter and the Code of Virginia.

Sec. 58-22.10 – Consultation.

In the performance of his duties, the administrator shall call for opinions or decisions, either verbal or written, from highway engineers, health department, or the commission, and may consult with other county or town officials in considering details of any submitted plat.

Sec. 58-22.11 – Platting required.

Any owner or developer of any tract of land situated within the town who subdivides the tract shall prepare a plat of such subdivision, in accordance with the provisions of this chapter and shall record the plat in the Circuit Court Clerk's Office per State Code § 15.2-2252. No such subdivision plat shall be recorded unless it has been submitted, approved, and certified by the administrator in accordance with the regulations set forth in this chapter.

Sec. 58-22.12 – Recordation required.

No lot shall be sold in any proposed subdivision, nor shall any building permit be granted, until a final plat for the subdivision has been approved and recorded.

Sec. 58-22.13 – Where recordation is not required.

The recording of a subdivision plat under this article shall not be required in the following cases:

- (1) A partition of land by will or through actions of a court of competent jurisdiction unless or until development of the land is proposed.
- (2) When a property has been changed in size or shape by reason of the taking of a part of such property for public use by referring to a properly drawn and recorded plat, provided that the outlines and dimensions of such remainder may be clearly determined by reference to the previously recorded plats.
- (3) The sale or exchange of any parcels of land between owners of adjacent properties for the purpose of a small adjustment in boundaries, provided that additional lots are not created, and no lot is reduced below the minimum size required by this chapter.
- (4) A bona fide division of a tract of land in order that one or more of the resulting parcels may be used as a part of a public utility right-of-way; provided, that if a parcel resulting from such subdivision is ever to be used as a building site for other than right-of-way purposes, then before a building permit may be issued for such other use, a plat must be filed and recorded which satisfies the requirements of this chapter .

Sec. 58-22.14 – Draw and certify.

Every subdivision plat intended for recording, or the deed of dedication to which the plat is attached, shall be prepared by a surveyor, or engineer duly licensed by the commonwealth, who shall endorse upon each plat a certificate signed by him setting forth the source of the title of the owner of the land subdivided and the place of record of the last instrument in the chain of title. When the plat is of land acquired from more than one source of title, the outlines of the several tracts shall be indicated upon such plats, within an inset block, or by means of a dotted line upon the plat.

Sec. 58-22.15 – Statement of consent to subdivision; execution; acknowledgement and recordation; notice to commissioner of the revenue or board of real estate assessors.

Every subdivision plat, or deed of dedication to which the plat is attached, shall contain in addition to the professional engineer's or land surveyor's certificate a statement as follows: "The platting or dedication of the following described land (here insert a correct description of the land subdivided) is with the free consent and in accordance with the desire of the undersigned owners, proprietors, and trustees, if any." The statement shall be signed by such persons and duly acknowledged before some officer authorized to take acknowledgement of deeds. When thus executed and acknowledged, the plat, subject to the provisions of this chapter, shall be filed and recorded in the office of the clerk of court where deeds are admitted to record for the lands contained in the plat, and indexed in the general index to deeds under the names of the owners of lands signing such statement, and under the name of the subdivision. Owners shall notify the appropriate commissioner of the revenue of improvements to real property situated in platted subdivisions.

Sec. 58-22.16 – No one exempt.

No person shall subdivide any tract of land that is located within the town except in conformity with the provisions of this chapter.

Sec. 58-22.17 – Private contracts.

This chapter bears no relation to any private easement, covenant, agreement, or restriction, nor is the responsibility of enforcing such private easement, covenant, agreement, or restriction implied to any public official. When this chapter calls for more restrictive standards than are required by private contracts, the provisions of this chapter shall control.

Sec. 58-22.18 – Changes.

No change, erasure or revision shall be made on any subdivision plat intended for recording, nor on accompanying data sheets after the approval of the administrator has been endorsed in writing on the plat or sheets, unless authorization for such changes has been granted in writing by the administrator.

Sec. 58-22.19 – Fees.

There shall be a charge for the examination of every plat reviewed. At the time of filing the preliminary plat, the subdivider shall deposit with the town checks payable to the town in the amount specified by the schedule of fees as adopted by the town.

Sec. 58-22.20 – Transfer of areas for public use.

The recording of a plat shall operate to transfer, in fee simple, to the respective counties and municipalities in which the land lies, all portions of the area platted which are set apart for streets, alleys, easements or other public use and to create a public right-of-passage over the same. Nothing contained in this section, however, shall prevent the subdivider from constructing and maintaining improvements as required by this chapter.

Sec. 58-22.21 – Approval of Major Subdivisions.

Any subdivision which involves four (4) or more lots, or which involves the creation of any new public street, regardless of the number of lots involved, shall be considered a major subdivision. Subdivisions of less than fifty (50) lots may be submitted for preliminary subdivision approval at the option of the landowner.

- (1) The Planning Commission shall review and approve or deny a preliminary plat submission within 60 days, except as otherwise provided by state law, and it shall advise the subdivider in writing, by formal letter or by legible markings on the preliminary plat, of any additional data that may be required, the character and extent of public improvements that will have to be made, an estimate of the cost of construction or improvements and the amount of the performance bond which will be required as a prerequisite to approval of the final subdivision plat. In determining the cost of required improvements and the amount of the performance bond, the administrator may consult with a duly licensed engineer, who shall prepare these data for the administrator, or may require a bona fide estimate of the cost of improvements to be furnished by the subdivider. Approval of the preliminary plat does not guarantee approval of the final plat.
- (2) Once a preliminary subdivision plat is approved, it shall be valid for a period of five years, provided the subdivider (i) submits a final subdivision plat for all or a portion of the property within one year of such approval or such longer period as may be prescribed by local ordinance, and (ii) thereafter diligently pursues approval of the final subdivision plat. "Diligent pursuit of approval" means that the subdivider has incurred extensive obligations or substantial expenses relating to the submitted final subdivision plat or modifications thereto. However, no sooner than three years following such preliminary subdivision plat approval, and upon 90 days' written notice by certified mail to the subdivider, the commission or other agent may revoke such approval upon a specific finding of facts that the subdivider has not diligently pursued approval of the final subdivision plat.
- (3) The completed plat shall be submitted to the administrator for approval. Upon the approval by the

administrator, the plat shall be signed by the administrator or his designated representative, marked approved, and returned to the subdivider, who will cause the plat to be recorded in the county clerk's office. If not approved, the administrator shall return the plat to the subdivider with corrections to be made by the subdivider indicated on the plat. The final plat shall not be approved until the subdivider has complied with the general requirements and minimum standards of design in accordance with this chapter and has made satisfactory arrangements for payment of construction costs of all public improvements or performance bond in accordance with state law, to cover such costs and a reasonable allowance for estimated administrative costs, inflation, and potential damage to existing roads or utilities. Approval of the final plat shall be written on the face of the plat by the administrator, and no plat shall be recorded until approval has been made.

Sec. 58-22.22 – Approval of Minor Subdivisions.

Any subdivision which involves three (3) or fewer lots shall be considered a minor subdivision.

(1) Within 60 days of a subdivision plat submission, the administrator may approve the plat by marking it with his signature and returning the plat to the subdivider, who will cause the plat to be recorded in the county clerk's office. If not approved, the administrator shall return the plat to the subdivider with corrections to be made by the subdivider indicated on the plat. The final plat shall not be approved until the subdivider has complied with the general requirements and minimum standards of design in accordance with this chapter and has made satisfactory arrangements for payment of construction costs of all public improvements or a performance bond in accordance with state law, to cover such costs and a reasonable allowance for estimated administrative costs, inflation, and potential damage to existing roads or utilities. Approval of the final plat shall be written on the face of the plat by the administrator, and no plat shall be recorded until approval has been made.

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.

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)

Sec. 58-22.25 – Recording of plat.

Unless a plat is filed for recordation within six months after final approval or such longer period as may be approved by the council, such approval shall be withdrawn and the plat marked void and returned to the approving official; however, in any case where construction of facilities to be dedicated for public use has commenced pursuant to an approved plan or permit with surety approved by the council or its designated administrative agency, or where the developer has furnished surety to the governing body or its designated administrative agency by certified check, cash escrow, bond, or letter of credit in the amount required by § 58-20.21 (3) or § 58-20.22 (1), the time for plat recordation shall be extended to one year after final approval or to the time limit specified in the surety agreement approved by the council or its designated administrative agency, whichever is greater.

Sec. 58-22.26 – Exception.

Where the subdivider can show that a provision of this chapter would cause substantial injustice or hardship if

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strictly adhered to, because of topographical or other unusual situation peculiar to the site, and where, in the opinion of the administrator, a departure may be made without destroying the intent of such provisions, or endangering public health, safety or welfare, the administrator may authorize an exception. Any exception thus authorized shall be stated in writing by the administrator, with the reasoning set forth upon which the departure was justified. No such exception to this chapter may be granted if it is opposed in writing by an authorized state official.

Sec. 58-22.27- Family subdivisions.

Family subdivisions shall comply with this chapter and other laws and regulations of the town. In addition, all family subdivisions resulting in lots of less than five acres shall have reasonable right-of-way of not less than 10 feet or more than 20 feet width providing ingress and egress to a dedicated recorded public street or thoroughfare. Only one such division shall be allowed per family member and shall not be for the purpose of circumventing this section. For the purpose of this section, a member of the immediate family is defined as any person who is a natural or legally defined offspring, stepchild, spouse, sibling, grandchild, grandparent, or parent of the owner.



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

Christopher S. Coon
Town Manager

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Chris Coon, Town Manager
DATE: November 22, 2021
SUBJECT: Design-Build Policy

Background:

The Town is required by Virginia State Code to have an established Design-Build Policy to advertise an RFP for Design-Build Services. Currently, we need to adopt a policy that is in accordance with VA Code § 2.2-4379 before the Town can move forward on the Community Park Sidewalk Plan. This draft policy has been sent to the Town Attorney for review and approval.

Fiscal Impact

Fiscal Impact for this item was staff time and Town Attorney review time.

Staff Recommendation:

Staff recommends Town Council adopt the Design-Build Policy in accordance with § 2.2-4379 of the Code of Virginia.

Draft Motion:

"I move to adopt the Town of Haymarket Design-Build Policy as presented"

OR

Action deemed appropriate by Council.

Attachment: Design-Build Policy memo (5331 : Design Build Policy Discussion)

PROCUREMENT POLICIES AND PROCEDURES

Design-Build Procedures

In accordance with the provisions of Chapter 43.1 Construction Management and Design-Build Contracting, being § 2.2-4378 et seq. (the “D-B Code Requirements”), of the Code of Virginia (1950, as amended) (“Code”), and consistent with the procedures adopted by the Secretary of Administration utilizing Design-Build, the Town of Haymarket Town Council hereby adopts the following procedures for the procurement of Design-Build (“D/B”) contracts, as defined in § 2.2-4379, which shall be followed by the Town of Haymarket, Virginia (“Town”).

1.) Legislative Authority

A. Generally: Section 2.2-4300 et seq. the Virginia Public Procurement Act and Section 2.2-4378 et seq. Construction Management and Design-Build Contracting, and specifically: Section 2.2-4301 and 2.2-4379: Definitions of design-build contract and other key terms; Section 2.2-4303(D)(4): Exceptions to competitive sealed bidding; Section 2.2-4378 Purpose; applicability; Section 2.2-4382 Design-Build Procedures for local public bodies; and Section 2.2-4383 Reporting Requirements for all Public Bodies relating to design build contracting

B. Any reference in these D-B Procedures to the Code of Virginia or other relevant Federal, State or local law is incorporated in whole herein by reference as in effect at the time of the Solicitation or Contract as such statutory provisions may be amended or replaced by any statute dealing with the same or similar subject matter.

2.) General

A design-build contract is a contract between a public body and another party in which the party contracting with the public body agrees to both design and build the structure, roadway or other item specified in the contract. The Town may contract to secure D-B projects on a fixed price or not-to-exceed price basis in accordance with Virginia Code § 2.2-4382(A), the requirements of that section and the D-B Code Requirements, and the procedures adopted by the Virginia Secretary of Administration for utilizing design-build or construction management contracts. The Town is authorized to use competitive negotiations to procure D-B contracts when it determines in advance, and sets forth in writing, that competitive sealed bidding is not practicable or fiscally advantageous to the public, which writing shall document the basis for this determination.

3.) Procedure for Approval

A. Prior to making a determination as to the use of design-build or construction management for a specific construction project, the public body shall have in its employ or under contract a licensed architect or engineer with professional competence appropriate to the project

B. Prior to taking any action, the Town shall request authority, in writing and receive approval from the Town Council, to use a D-B contract. The request shall justify and substantiate that D-B is more advantageous than a competitive sealed bid construction contract with a general contractor and shall indicate how the Town will benefit from using D-B. The request shall also include a written justification that sealed bidding is not practicable and/or fiscally advantageous. These justifications for the use of D-B shall be stated in the Request for Proposals.

4.) General Procedures

A. The D-B procurement shall be consistent with the procurement of nonprofessional services through competitive negotiation and shall also require Requests for Proposals to include and define the criteria of such construction project in areas such as site plans; floor plans; exterior elevations; basic building envelope materials; fire protection information plans; structural, mechanical (HVAC), and electrical systems; and special telecommunications; and may define such other requirements as the Town determines appropriate for that particular construction project. Design-build construction projects shall include a two-step competitive negotiation process consistent with the standards established by the Division of Engineering and Buildings of the Department of General Services for state agencies.

B. The Town shall appoint an Evaluation Committee ("Committee") which shall consist of at least three members from the Town, including a licensed design professional, if possible. In addition to the Town members, the Committee shall include a licensed professional engineer or architect. The Town shall contact the Town Attorney's Office (TAO) to determine whether a representative from the TAO should be involved.

5.) Selection Procedures

On projects approved for D-B, procurement of the contract shall be a two-step competitive negotiation process. The following procedures shall be used in selecting a design build contractor and awarding a contract:

A. Selection of Qualified Offerors (STEP I): On projects approved for D-B, the Town shall conduct a prequalification process as follows to determine which offerors are qualified to receive Request for Proposals (RFPs).

1. The Town shall prepare a Request for Proposals ("RFP") containing the Town's Facility Requirements, building and site criteria, site and survey data (if available), the criteria to be used to evaluate RFP Responses and other relevant information, including any unique capabilities or qualifications that will be required of the contractor. All offerors shall have a

licensed Class “A” contractor and an Architect or Engineer registered in the Commonwealth of Virginia as part of the Project Team.

2. The RFP shall be posted in accordance with the current standards for the posting of public bids in the Virginia Code and in accordance with the latest edition of the Construction and Professional Services Manual.
3. The Committee shall evaluate each offeror’s RFP responses and any other relevant information and shall determine which offerors are fully qualified and suitable for the project.
4. The RFP evaluation shall result in a short list of two to five offerors to receive the RFP. An offeror may be denied prequalification only as specified under Virginia Code § 2.2-4317, but the short list shall also be based upon the RFP criteria.
5. At least 30 days prior to the date established for the submission of proposals, the Town shall advise in writing each offeror which sought prequalification whether that offeror has been prequalified. Prequalified offerors that are not selected for the short list shall likewise be provided the reasons for such decision. In the event that an offeror is denied prequalification, the written notification to such offeror shall state the reasons for such denial of prequalification and the factual basis of such reasons.

B. Selection of Design Build Contractor (STEP II):

1. The Town shall send an RFP to the design build offerors on the short list for the project and request formal proposals from them. The criteria for award shall be included in the RFP.
2. Sealed Technical Proposals as described in the RFP shall be submitted to the Committee. Separately sealed Cost Proposals shall be submitted to the Town’s Purchasing Agent, and shall be secured by and kept sealed until evaluation of the Technical Proposals and the design adjustments are completed.
3. The Committee will evaluate the Technical Proposals based on the criteria contained in the RFP. It will inform each D-B offeror of any adjustments necessary to make its Technical Proposal fully comply with the requirements of the RFP. In addition, the Town may require that offerors make design adjustments necessary to incorporate project improvements and/or additional detailed information identified by the Committee during design development.
4. Based on the adjustments made to the Technical Proposals, the offeror may amend its Cost Proposal. In addition, an offeror may submit cost modifications to its original sealed Cost Proposal which are not based upon revisions to the Technical Proposals.
5. The Committee shall evaluate (and rank if technical rankings are to be considered as a criteria for award) the technical proposals. Should the Town determine in writing and in its

sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror after approval of the purchasing agent. Otherwise, the Town shall open the cost proposals and apply the criteria for award as specified in the RFP and approved by the purchasing agent.

6. The Committee shall make its recommendation for the selection of a design build contractor to the Town head based on its evaluations of the technical and cost proposals and all amendments thereto. The contract shall be awarded to the offeror who is fully qualified and has been determined to have provided the best value in response to the Request for Proposal.

7. The Town shall notify the Town Council and the Town's Purchasing Agent of its selection of the Design build contractor and shall request authority to award a contract by processing the notice of award and providing supporting documents, to the purchasing division via e-mail.

8. The Town will notify all offerors who submitted proposals which offeror was selected for the project. In the alternative, the Town may notify all offerors who submitted proposals of the Town's intent to award the contract to a particular offeror at any time after the Town head has selected the Design build contractor. When the terms and conditions of multiple awards are so provided in the RFP, awards may be made to more than one offeror.

9. Upon request, documentation of the process used for the final selection shall be made available to the unsuccessful proposers.

6.) Basis of Award

The basis of the award of the contract shall be in accordance with applicable law including without limitation the D-B Code Requirements and the criteria for the award shall be submitted to the Purchasing Agent, in advance, for approval. It is noted that cost is a critical component of the selection process. Guidance on methods for award can be found in the Construction and Professional Services Manual (2012 Edition, as amended) Section 7.30.1.



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

ROBERTO GONZALEZ
Town Treasurer

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Roberto Gonzalez, Town Treasurer
DATE: November 23, 2021
SUBJECT: Town Hall Center Master Plan

BACKGROUND:

The attached schedule is to give Council an idea of how long RDA (Rinker Design Associates) would take to complete the Town Hall Center Master Plan. This project has been in the books for some time and it would address the Site plan for the Town Hall property. This project has been ongoing since 2015 and we have been asked to get the information as to how much and what time line it would take for the Town to receive completed approved site plan drawings. We have been informed in order to get these plans to completion and approved it would cost the Town an estimated \$74,350.75. This means we would be ready to go plans for the next steps of creating an RFP and requesting bids. The attached timeline is an estimated schedule if Council were to give the directive for RDA to move forward with completing this site plan.

BUDGET IMPACT:

There would be no impact to the budget, this project was included in the 1Q amendment done on November 1, 2021. The amendment created line item: Town Center Master Plan - 9410601 - Architectural/Engineering Fees in the amount of \$95,000 to track the completion of this project. The final amount to close this out will be well within the amended budget line item.

Attachment: Memo to Council - Town Center Master Plan 11.29.2021 (5321 : Town Hall Site Plan Completion)

HAYMARKET TOWN CENTER- PROJECT SCHEDULE *NOTE: Duration indicated in terms of work days (M-F)*

ID	Task Name	Duration	Start	Finish	Predecessors	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
1	OVERALL PROJECT	202 days	Wed 12/15/21	Thu 9/22/22												
2	Site Design	202 days	Wed 12/15/21	Thu 9/22/22												
3	Notice To Proceed	1 day	Wed 12/15/21	Wed 12/15/21												
4	Topographic Survey/Utility designates	5 wks	Thu 12/16/21	Wed 1/19/22	3											
5	Prepare Site Plan Submission	6 wks	Thu 1/20/22	Wed 3/2/22	4											
6	QC Submission	1 day	Thu 3/3/22	Thu 3/3/22	5											
7	Site Plan Review QC	3 days	Fri 3/4/22	Tue 3/8/22	6											
8	Prepare plan for distribution	2 days	Wed 3/9/22	Thu 3/10/22	7											
9	First Submission to all agencies	1 day	Fri 3/11/22	Fri 3/11/22	8											
10	Site Plan Review	34 days	Mon 3/14/22	Thu 4/28/22	9											
11	Site Plan Revisions/Respond to comments	20 days	Fri 4/29/22	Thu 5/26/22	10											
12	Second Submission	1 day	Fri 5/27/22	Fri 5/27/22	11											
13	Site Plan Review (Second Submission)	34 days	Mon 5/30/22	Thu 7/14/22	12											
14	Site Plan Revisions/Respond to comments	5 days	Fri 7/15/22	Thu 7/21/22	13											
15	Site Plan Review/Issue signature summary letter	15 days	Fri 7/22/22	Thu 8/11/22	14											
16	Submit Plan for final approval	2 days	Fri 8/12/22	Mon 8/15/22	15											
17	Site Plan Approval	5 days	Tue 8/16/22	Mon 8/22/22	16											
18																
19	Traffic Signal Modification Plan	3 wks	Thu 3/3/22	Wed 3/23/22	5											
20	VDOT review	33 days	Thu 3/24/22	Mon 5/9/22	19											
21	Respond to VDOT comments	15 days	Tue 5/10/22	Mon 5/30/22	20											
22	VDOT review	34 days	Tue 5/31/22	Fri 7/15/22	21											
23	Respond to VDOT comments	3 wks	Mon 7/18/22	Fri 8/5/22	22											
24	VDOT review and approval	34 days	Mon 8/8/22	Thu 9/22/22	23											

Project: Haymarket Town Center
Date: Mon 11/22/21

Task		Rolled Up Milestone		Inactive Milestone		Start-only	
Critical Task		Rolled Up Progress		Inactive Summary		Finish-only	
Milestone		Split		Manual Task		External Tasks	
Summary		External Tasks		Duration-only		External Milestone	
Rolled Up Task		Project Summary		Manual Summary Rollup		Progress	
Rolled Up Critical Task		Group By Summary		Manual Summary		Deadline	

Attachment: Haymarket Town Center schedule (5321 : Town Hall Site Plan Completion)



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: Kimberly Henry, Town Clerk
DATE: November 29, 2021
SUBJECT: 2022 Town Calendar of Meetings and Holidays

Background: The Haymarket Town Council sets the meeting schedule for the next calendar year at their December Regular Meeting. The 2022 calendar reflects 3 meetings that fall on State or Federal Holiday. The Town of Haymarket also follows the calendar of State observed holidays, which is listed below. The Town Staff is proposing the following dates for the Town Council Meeting schedule:

2022 Meeting Calendar:

Work Session

**Monday, December 27, 2021-???

Monday, January 31, 2022

Monday, February 28, 2022

Monday, March 28, 2022

Monday, April 25, 2022

Tuesday, May 31, 2022

Monday, June 27, 2022

Monday, July 25, 2022

Monday, August 29, 2022

Monday, September 26, 2022

*Monday, **October 31, 2022/November 1, 2022**

Monday, November 28, 2022

Monday, Tuesday, December 27, 2022

Regular Monthly Meetings

Monday, January 3, 2022

Monday, February 7, 2022

Monday, March 7, 2022

Monday, April 4, 2022

Monday, May 2, 2022

Monday, June 6, 2022

Tuesday, July 5, 2022

Monday, August 1, 2022

Tuesday, September 6, 2022

Monday, October 3, 2022

Monday, November 7, 2022

Monday, December 5, 2022

2022 Virginia State Holiday Calendar

- **Saturday, January 1** - New Year's Day
- **Monday, January 17** - Martin Luther King, Jr. Day
- **Monday, February 21** - George Washington Day
- **Monday, May 30** - Memorial Day
- **Monday, June 20** - Juneteenth (Observed)

Attachment: 2022 meeting calendar memo final (5310 : 2022 Meeting Schedule)

- **Monday, July 4** - Independence Day
- **Monday, September 5** - Labor Day
- **Monday, October 10** - Columbus Day
- **Tuesday, November 8** - Election Day
- **Friday, November 11** - Veterans Day
- **Wednesday, November 23** - Thanksgiving Holiday Close at Noon
- **Thursday, November 24** - Thanksgiving Day
- **Friday, November 25** - Thanksgiving Holiday
- **Friday, December 23** - Christmas Holiday: additional holiday time
- **Monday, December 26** - Christmas Holiday (Observed)

** The Town Staff needs direction on the December 2021 Work Session. Does Council still wish to hold the work session on December 27th or reschedule for 6 pm, one hour before the regular meeting, on January 3, 2022.

***Halloween night falls on a regularly scheduled Work Session. The Town Staff recommends scheduling the Work Session for Tuesday, November 1 ***

Draft Motion:

1. *"I move the Town of Haymarket approve the 2022 Town Council Meeting Schedule as presented.*

Or Alternate Motion



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

Christopher S. Coon
Town Manager

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Chris Coon, Town Manager
DATE: November 22, 2021
SUBJECT: Personnel Policies Update

Background:

The Town Council updated the Personnel Policies in March 2021. The only items that were address were ones that needed immediate action. Upon review there were several items in the Personnel Policies that are out of date and need to be updated. An updated draft has been provided for discussion. Included is an updated compensation plan that was completed in 2009/10.

Fiscal Impact

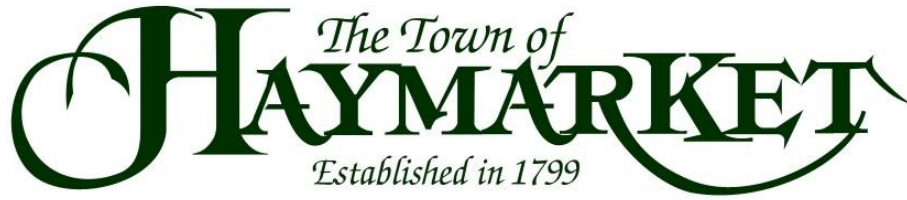
The fiscal impact currently is staff time on working on the edits.

Staff Recommendation:

Staff recommends Town Council review and discuss the updates of Haymarket Personnel Policies as presented.

Draft Motion:

Action deemed appropriate by Council.



**TOWN OF HAYMARKET, VIRGINIA
PERSONNEL POLICIES**



ADOPTED BY THE HAYMARKET TOWN COUNCIL
AT ITS REGULAR SESSION ON March 1, 2021

MUST BE REVIEWED ANNUALLY

TOWN OF HAYMARKET, VIRGINIA PERSONNEL POLICIES

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Attachment: Haymarket Employee Manual Draft_11.22.2021 (5332 : Personnel Policy and Compensation Plan Survey)

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TOWN OF HAYMARKET, VIRGINIA PERSONNEL POLICIES¹

I. PURPOSE

The Town of Haymarket (“Town”) has established Personnel Policies (“Policies”) to provide equitable conditions of employment for Town employees, to establish and maintain uniform standards of employment and compensation, to promote open competition in hiring and advancement, and to ensure equal employment opportunities. Not governed under the provisions of these Personnel Policies, unless the language or context clearly dictates, is the Town of Haymarket Police Department and all its full and part-time employees.

This manual sets guideline only. Conditions may require the Town to supplement, modify or eliminate one or more benefits, work rules, and/or guidelines described in this handbook. The Town of Haymarket reserves the right in its sole discretion to unilaterally make changes and deletions from, or additions to this handbook. The employee’s continued employment constitutes acceptance of such changes.

EMPLOYMENT WITH THE ENTITY IS AT WILL. THIS MANUAL DOES NOT CHANGE THE AT-WILL STATUS OF ENTITY EMPLOYEES AND DOES NOT CREATE A CONTRACT OF EMPLOYMENT WITH THE ENTITY. At-will means that regardless of any provision in this policy manual, either you or the Entity may terminate the employment relationship at any time, for any reason, with or without cause. This manual is not and shall not create any due process requirement beyond federal or state constitutional or statutory requirements.

The Town will strive for safety in all activities and operations and carry out the commitment of compliance with health and safety laws applicable to the Town by enlisting the help of all employees to ensure that public and work areas are free of hazardous conditions.

The Town Manager shall be responsible for maintaining a complete set of current rules and distributing changes to the rules to all employees. The Town Manager is responsible for personnel administration and interpretation of these rules for the Town of Haymarket, except for the Town Police Department. Whenever responsibilities fall to the Town Manager under these Policies, the Town Manager or the Mayor may designate another employee to fulfill the Manager’s responsibilities while the Manager is absent or unable to perform such duties. In the absence of the Town Manager, the Mayor assumes responsibility for Personnel Administration.

Much of the information contained in this handbook is drawn from relevant laws, regulations, and official directives. This handbook is prepared solely for informational purposes. Should there be a conflict between any statement, fact, or figure presented here, and the current regulations or policies, the latter takes precedent.

The policies in this manual do not supersede General Orders of the Town Police Department.

¹ The Town reserves the right to modify, amend, or rescind these policies in whole or in part without prior notice. See Section XVI.

The Manager or Chief of Police (and the Mayor when acting) shall observe all budget authorizations and restrictions in filling, creating or terminating any position and all salary limits for any such position.

The Town Attorney is not an employee, but a contractor with the Town.

II. DEFINITIONS

- A. **Contract Employee** - an employee of the Town who works under a contract approved by the Town Council. Contract employees are not entitled to benefits.
- B. **Exempt Employee** – a salaried employee who performs executive, administrative or professional duties as defined under the Fair Labor Standards Act and its regulations. Full-time, part-time, and temporary employees may be exempt.
- C. **Full-time Employee** – an individual hired on either a salary or wage basis for an established position for an indefinite term who is expected to work a **minimum of eighty (80) hours per pay period.**
- D. **Non-exempt Employee** - an employee entitled to receive overtime compensation under the Fair Labor Standards Act.
- E. **Part-time Employee** – an individual hired on either a salary or wage basis for an established position for an indefinite term who is expected to work an established period of time that is **less than forty (40) hours per week.** Elected officials are considered Part-time Employees.
- F. **Probationary Employee** – a full-time or part-time employee who has worked for the Town for less than six (6) months.
- G. **Temporary Employee** – an individual hired on a term basis, *e.g.*, day, week, period of months or on a project basis. Temporary Employees are classified as non-exempt employees and are not entitled to benefits.
- H. **Manager** – the Town Manager.

As used in this policy, the following terms have the indicated meaning and will be adhered to in relation to the ADA policy.

I. **Disability** – a physical or mental impairment that substantially limits one or more major life activities of the individual; a record of such an impairment; or being regarded as having such an impairment. Major life activities include the following:

- In general — Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting,

bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

- Major bodily functions — A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

J. **Direct threat** – means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

K. **Qualified individual** – means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

L. **Reasonable accommodation** – may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

M. **Undue hardship** – means an action requiring significant difficulty or expense by the employer.

“Essential functions of the job” refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

III. EQUAL EMPLOYMENT OPPORTUNITY

A. Objective

The Town of Haymarket is an equal opportunity employer. It is the policy of the Town to prohibit discrimination of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, pregnancy, childbirth, or related medical conditions, marital status, sexual orientation, sexual identity or veteran status. The Town will conform to the spirit as well as the letter of all applicable laws and regulations. The Town will take action to employ, advance in employment and treat qualified Vietnam era veterans and disabled veterans without discrimination in all employment practices.

B. Scope of Policy

The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between the Town and its employees, including but not limited to:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with the Town.

C. Dissemination And Implementation of Policy

The officers of the Town will be responsible for the dissemination of this policy. Directors, managers, and supervisors are responsible for implementing equal employment practices within each department. The Human Resources Department is responsible for the Town's overall compliance and shall maintain personnel records in compliance with applicable laws and regulations.

D. Procedures

Town practices that support this policy include the following:

The Town displays posters regarding equal employment opportunity in areas highly visible to employees. All advertising for job applicants includes the statement “An Equal Opportunity Employer ----M/F/D/V.” The Town will post all required job openings with the appropriate state agency. The Town forbids retaliation against any individual who files a charge of discrimination, reports harassment, or who assists, testifies or participates in an equal employment proceeding. Employees are required to report to a member of management, a Human Resources representative or the General Counsel any apparent discrimination or harassment. The report should be made within forty-eight hours of the incident. The Human Resources representative should promptly notify the General Counsel of all incidents or reports of discrimination or harassment.

E. Harassment

Harassment is a form of discrimination and violates this policy. Prohibited sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals. Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Harassment of applicants and employees on the basis of race, color, religion, sex, sexual orientation, national origin, age, marital status, or disability, including sexual harassment (all as defined and protected by applicable law) is unacceptable and will not be tolerated.

F. Sexual Harassment

Sexual harassment is defined as unwelcome advances, requests for favors, or other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is either explicitly or implicitly made a term of condition of employment;
2. submission or rejection of such conduct is used as a basis for employment decisions;
3. the conduct is severe or pervasive enough to create an intimidating, hostile, or offensive work environment.

G. Remedy For Violation Of Policy

Violations of this policy, regardless of whether or not an actual law has been violated, will not be tolerated. The Town will investigate every issue that is brought to its attention in this area and will take appropriate disciplinary action, up to and including termination of employment.

H. Accommodating Individuals with Disabilities

The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the Town of Haymarket to comply with all federal and state laws concerning the employment of persons with disabilities.

It is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The Town of Haymarket will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job.

An individual who can be reasonably accommodated for a job without undue hardship will be given the same consideration for that position as any other applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace—when such threat cannot be eliminated by reasonable accommodation—will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation.

The HR department is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues. In determining whether an accommodation would impose an undue hardship on a covered Town, factors to be considered include, but are not limited to:

- The nature and cost of the accommodation.
- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation; the number of persons employed at such facility; the effect on expenses and resources or the impact of such accommodation upon the operation of the facility.
- The overall financial resources of the employer; the number, type and location of facilities.
- The type of operations of the company, including the composition, structure and functions of the workforce; relationship of the particular facility to the employer.

I. Violations

An employee who believes that this policy is being violated should (1) inform the offending person(s) that the conduct is unwelcome and (2) should report it immediately to the Manager. If the employee believes the manager is the offending

person, he or she should report it to the Mayor. The report should be made in writing; however, a report will also be accepted by phone or in person, with the requirement that a written report will be submitted within two (2) business days on the form attached as Attachment B.

Charges will be promptly and thoroughly investigated and notification of the outcome of the investigation will be provided within 45 days of the report of violation. Corrective actions will be taken immediately if the charge is founded. If it is determined that a violation has occurred, appropriate relief for the employee(s) bringing the complaint and appropriate disciplinary action, up to and including discharge, against the person(s) who violated the policy will follow.

An employee violating this policy will be subject to disciplinary action up to and possibly including termination. The employee who brought the complaint will be provided information on the outcome of the investigation.

All information concerning violations or reports of alleged violations are considered personnel issues, will be confidential, and not subject to FOIA requests.

J. Retaliation

Retaliation is illegal and contrary to the policy of the Town. Employees who bring complaints of discrimination or who identify potential violations, witnesses interviewed during the investigation, and others who may have opposed discriminatory conduct are protected from retaliatory acts.

If an employee believes that he or she is being retaliated against, a written report should be made to the Manager. If the Manager is being accused of retaliation, a written report will be made to the Mayor. Those who are found to be acting in a retaliatory manner will be disciplined for such conduct.

If any such report is received by the Town Police Department, it shall be reported to the Manager and Mayor within 24 hours of receipt.

IV. HARASSMENT

A. Sexual Harassment

Sexual harassment has been defined generally as including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whenever: (1) submission to the conduct is either an explicit or implicit term or condition of employment; (2) an employee's reaction to the conduct is used as a basis for employment decisions affecting that employee; or (3) the conduct has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

No employee or applicant should be subjected to unsolicited and unwelcome sexual overtures, nor should any employee or applicant be led to believe that an

employment opportunity or benefit will in any way depend upon "cooperation" of a sexual nature.

Sexual harassment is not limited to demands for sexual favors. It also may include such actions as: (1) sex-oriented verbal "kidding," "teasing," or jokes; (2) repeated offensive sexual flirtations, advances, or propositions; (3) continued or repeated verbal abuse of a sexual nature; (4) graphic or degrading comments about an individual or his or her appearance; (5) the display of sexually suggestive objects or pictures; (6) subtle pressure for sexual activity; and (7) inappropriate physical contact.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships without a discriminatory employment effect. It refers to behavior that is not welcome and that is personally intimidating, hostile, or offensive.

B. Other Unlawful Harassment

Harassment on other grounds, including race, color, religion, national origin, age, marital status, or disability is also prohibited. Harassment includes jokes, verbal abuse, and epithets, degrading comments, the display of offensive objects and pictures, and other conduct that the individual might reasonably find to be offensive.

C. Scope of Policy

This policy prohibiting harassment, whether sexual or of another nature, is not limited to relationships between and among employees and prospective employees but also extends to interaction with clients or customers. No employee shall ever subject any client or prospective client of the Town to sexual harassment of any nature, including that conduct described above. Furthermore, no employee will be required to suffer sexual harassment by any client, vendor, or supplier. Any unwelcome sexual overtures or other forms of sexual harassment advanced by a client, vendor, or supplier should be reported immediately to the Human Resources Director.

D. Complaint Procedure

The Town encourages reporting of all incidents of sexual or other harassment, regardless of the identity of the offender. While the Town encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, the Town also recognizes that power and status disparities between the offender and the recipient of the offensive conduct may make such a confrontation impossible. Consequently, such direct communication is not a requirement or prerequisite to filing a complaint.

Any employee who feels that he or she is or has been the victim of illegal discrimination or harassment in violation of this policy should immediately notify his or her supervisor or the Human Resources Director. The Town will fully

investigate all complaints and will maintain confidentiality to the extent possible given the Town's duty to investigate the complaint. Anyone who is found to have engaged in illegal discrimination or harassment will be subject to appropriate disciplinary action, which may include termination of employment, depending on the circumstances. No employee will be retaliated against for making a complaint or assisting with the investigation of a complaint.

The Town is strongly committed to maintaining a workplace free of impermissible harassment or intimidation, including sexual harassment. All complaints will be taken seriously. If you have questions, please speak to the Town Manager.

IV. RECRUITMENT AND SELECTION

A. Open Positions

The goal of the job posting policy is to ensure that all employees are made aware of and have the opportunity to apply for open positions either before or concurrent with the Town's consideration of external candidates for employment. Business conditions permitting, all regular part-time and full-time positions below the level of (insert level) are to be posted when an opening occurs.

While it is the Town's philosophy to promote from within whenever possible, there are business conditions that could cause a position to be filled without posting, or to post the position while simultaneously recruiting from the outside. The business conditions that could cause a decision to bypass posting, or to post the position while simultaneously recruiting from the outside, include, but are not limited to: organizational restructuring; position requirements that include skills, education, and/or experience that are not known to match any existing employee; critical operational needs; etc. In addition to these business conditions, managers may request an exception when they have candidates within the same department or division who are qualified and/or already trained for the position. The decision to fill the position without posting requires the joint approval of the (Town Manager) and the (Treasurer) or the (Mayor). The decision to recruit from the outside at the same time as posting requires approval of the Town Manager.

B. Eligibility for application

All regular part-time and full-time employees with six or more months of continuous Town service, and who have a satisfactory performance and attendance record, are eligible to apply for posted openings.

C. Method of Posting:

Job openings will be distributed via e-mail and managers will be requested to distribute postings to all employees who do not have access to e-mail.

D. Posting Duration:

Jobs will be posted for a minimum of seven calendar days, during which time applications may be submitted to the Town Manager.

E. Posting Information:

Each job posting will contain the following information:

- a. Job title
- b. Department
- c. A complete job description, which includes: a concise summary of principal duties, responsibilities and requirements of the job, and minimum qualifications of the candidates for the job
- d. Grade and salary range
- e. Location

F. Application Procedure:

Qualified and eligible employees who wish to apply for a posted position should:

- a. Obtain and complete a Job Opportunity Form from the intranet or Town Staff.
- b. Obtain signature of their immediate supervisor. This will acknowledge the supervisor's awareness that the employee is submitting his/her name as a candidate.
- c. Forward the Job Opportunity Form to Human Resources by the closing date specified on the job posting.

G. Screening and Interviewing:

- a. Human Resources will review each applicant's qualifications. This may include a discussion with the employee's supervisor.
- b. The Town Manager will, if appropriate, interview candidates and discuss their qualifications and interest in the job. Any employee lacking the qualifications for the job in question will be so notified.
- c. The Town Manager may request to review the original employment application, resume, and two most recent performance appraisals for each candidate.

H. Notification of Job Award:

All candidates interviewed by the receiving department will be notified of the disposition of the job. Such notification will be the responsibility of the receiving department.

I. Effective Date of Job Award:

Normally, the successful candidate will fill the new position within two weeks of the job award. If, however, this is not possible and more than two weeks is required for the convenience of the Town, any new salary associated with the employee's job change will become effective no later than four weeks after the date of the award.

J. Pay Changes

All changes in pay will be consistent with the guidelines listed in the Salary Administration Program. The salary offered for the new position will be determined primarily based on the employee's qualifications for the new position and internal equity within the department or work group. Employees can choose to accept, or decline offers without repercussions in their current position.

K. Close Relatives

The Town of Haymarket wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as: Husband, Wife, Father, Mother, Father-in-Law, Mother-in Law, Grandfather, Grandmother, Son, Son-in-Law, Daughter, Daughter-in Law, Uncle, Aunt, Nephew, Niece, Brother, Sister, Brother-in-Law, Sister Sister-in-Law, Step relatives and cousins.

Individuals will not be hired or promoted into a position that would create a conflict in the Town of Haymarket policy. If employees begin a dating relationship or become relatives, partners, or members of the same household and one party is in a supervisory position, that person is required to inform management and HR of the relationship. The employees will have 60 days to resolve the situation on their own. After 60 days, if the employees have not yet resolved the situation on their own by means such as a transfer or employment outside of the Town, the employee's supervisors will work with HR to determine the most appropriate action for the specific situation. This may include transfer or if necessary, termination of one of the employees.

If there is a situation where an action of the Town of Haymarket, such as reduction in force, results in an involuntary circumstance where two relatives, partners or members of the same household may be reporting to each other one of the employees will be reassigned within 60 days. During those 60 days, the supervisory employee will not have involvement or direct input in the employment decisions of the other employee.

The Town of Haymarket reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In these situations, the Town of Haymarket will reassign one of the employees within 60 days.

Any exceptions to this policy must be approved by the department director and HR. Written justification for the exception must be submitted to HR prior to any employment decisions.

L. Probationary Period

All new full-time and part-time employees will serve a six-month probationary period. During this period the employee must show that he or she is capable and willing to perform the job satisfactorily. At the end of the probationary period the employee will be evaluated to determine satisfactory performance. Action by the supervisor at the end of the six-month probationary period may be:

The employee is given full time status (see the Town Compensation Plan for the pay policy at the end of the probationary period).

Extension of the probationary period. The total period of probation may not exceed one year.

Termination of the probationary employee.

During the probationary period the employee will be entitled benefits including holidays, sick leave and vacation. Probationary employees may also participate in the retirement program after being employed for three months. The probationary employee is not entitled to utilization of the disciplinary appeal procedure. If satisfactory performance is attained, the employee will be entitled to all the benefits of non-probationary status. In establishing a probationary period, the Town does not abrogate or modify in any way the employment-at-will status that applies to its employment relationship with all employees.

M. Hiring Authority

The Manager has authority for hiring, promoting, and discharging town staff employees except those which are described in the charter and the Town Attorney in accordance with these policies. The Chief of Police has authority for hiring, promoting, and discharging Town Police Department Employees. The Manager has the responsibility and authorization for administering the personnel system established by these policies. In the absence of the Manager, the Mayor shall assume responsibility for administering the personnel policies. The Chief of Police, the Town Manager, and the Town Attorney report directly to the Town Council in accordance with the policies and funding of the Town Council. All persons shall observe the budget and funding policies of the Town Council.

V. EMPLOYEE COMPENSATION

The total compensation of employees consists of the regular salary and authorized overtime pay for full-time employees, the employer's contributions to employee benefits, holiday pay, and various forms of leave with pay. Part-time and temporary employees may also receive leave in certain circumstances. Leave policies, found in Section VI, should be reviewed.

A. Compensation Plan

The compensation plan for employees of the Town shall consist of a salary range for each full-time position.

1. The rates of pay for each employee within a grade shall be set by the Manager or Town Council. The normal entrance rate of pay for new employees shall be at the lower end of the paygrade for the position.
2. The compensation plan may be amended by Town Council resolution.

The Town Compensation Plan and associated policies are attached to this document as Attachment "A".

B. Hours of Work

1. The Manager shall establish the hours of work for all Town staff employees. The standard scheduled work week for which salary is paid consists of 40 hours, generally Monday through Friday. This does not preclude the establishment of specified schedules other than (40) hours in a given work week for employees if approved by the Manager. The Chief shall establish the hours and schedules for the employees of the Police Department.
2. Flexible work scheduling may be considered within the standard work week, Monday through Friday, so long as the standard hours in a work week, normally 40, are not altered and so long as the core workday, 8:30 AM to 4:30 PM is not left uncovered. Some examples of flexible scheduling are:
 - a. Arrive earlier in the morning and leave earlier in the afternoon.
 - b. Arrive later in the morning and leave later in the afternoon.
 - c. Work four 10-hour days.
 - d. Work four 9-hour days and one 4-hour day.
 - e. Work some other similar permanent or seasonal scheduling option(s)
 - f. Add time to meal break and arrive earlier and leave later.

Other temporary or occasional flexible work schedules may include some combination of altered work start and stop times to allow employees to have medical appointments or take care of personal business during work hours without being charged leave. Flexible work scheduling or compressed work weeks instituted on an ongoing basis must be approved by the Manager.

3. If an employee is unable to report for work or expects to be late, the employee must contact his supervisor as soon as possible but no later than the beginning of his or her scheduled work period, giving the reason for his absence or tardiness. Paid leave may or may not be approved. If an employee has difficulty reaching his supervisor, he should leave a message

reporting his absence but continue to attempt to contact with his supervisor. The responsibility to notify a supervisor(s) about absences or about tardiness always rests with the employee.

4. Hours of work, schedules, and duty assignments of short duration of individual employees or work units may be altered under authorization of the Manager or his designee within the established work week and schedule of the agency as conditions warrant. Schedules may also be adjusted to meet FMLA and ADA requirements.

C. Pay Increases

The Town promotes excellence in its workforce. Salary increases within budget constraints may be given to that end. Each employee's performance will be reviewed annually and based on satisfactory performance and contributions to the organization, pay increases may be given. In exceptional circumstances an employee's pay may be increased in less than a year for meritorious service or enhanced responsibilities. Pay increases are not automatic or guaranteed.

The Town of Haymarket Compensation Plan is attached to this document as Attachment "A".

D. Overtime

Employees who are not exempt under the Fair Labor Standards Act will either be paid or given compensatory time off for overtime. The Manager will determine the type of reimbursement for overtime based on the financial position of the Town and/or the requirement to have staff available for duty. The pay or compensatory time off will be given at the rate of time and a half for all hours actually worked in excess of (80) eighty hours per pay period. Unless authorized to do so, employees should not work over (40) forty hours during a work week. Overtime must be recorded on the employee's time sheet and will be paid with the next regular payroll.

E. Bonuses

The Manager, with the authorization of the Town Council, may grant a bonus to an employee to recognize superior service to the Town.

F. Retirement

The Town of Haymarket Retirement Plan is described in a separate document.

VI. HOLIDAYS AND LEAVE

I. OVERTIME PAY

- A. All non-exempt employees are eligible to receive overtime pay for hours worked in

excess of 80 hours per fourteen-day workweek. Said employees shall be paid overtime at a rate of one and one-half times their normal salary for each hour over 40 hours. For purposes of calculating overtime earned, all hours worked along with those hours classified as paid leave status are included in determining eligibility except as provided below:

B. Positions designated as exempt (E) in the pay plan are not eligible for any type of overtime pay. Exempt personnel are eligible for accruing compensatory time.

II. COMPENSATORY TIME

A. NON-EXEMPT PERSONNEL:

1.) Non-Exempt Personnel shall be paid Overtime for hours worked in excess of 80 hours per fourteen-day pay period.

B. EXEMPT PERSONNEL:

1. Compensatory time is accumulated for all time spent on Town business after normal working hours on an hour-for-hour basis.

2. Compensatory time is accumulated for attendance at night meetings, required weekend work and other activities as authorized by the Town Manager. Compensatory time is not earned when normal work duties and/or tasks are performed outside of the standard workweek (i.e., arriving early or staying late, weekend work, travel time to in-Town meetings).

3. The maximum accumulation of compensatory time for exempt employees (excluding executive level positions Town Manager, Deputy Town Manager, and Chief of Police) is 120 hours.

4. Prior to the use of accumulated compensatory time, the employee must first receive authorization from his/her direct supervisor. The Town Manager will review all requests for compensatory time use by all employees.

5. No more than sixteen (16) hours of compensatory time can be taken at any given time without prior approval of the Town Manager.

6. Compensatory time will not be used in determining final pay or service time at retirement or any other separation from Town service.

7. Upon separation, exempt employees shall receive no credit or payment for outstanding compensatory time hours.

8. Compensatory time shall be earned and taken in one-half hour increments.

9. All requests to use compensatory time shall be in writing and submitted in advance to the employee's supervisor for approval.

III. HOLIDAY PAY

A. ALL EMPLOYEES

1. Permanent employees are paid their regular straight time rate for all days designated as Town holidays.
2. All permanent personnel required to work on Town holidays receive their holiday pay for that day and pay at the rate of time and one-half for all hours worked.
3. All temporary employees required to work on Town holidays will be paid at one and one-half times their normal hourly wage for each hour worked.
4. When a holiday falls on a full-time, permanent employee's scheduled day off, one of his/her scheduled working days within the same pay period in which the holiday occurs may be designated by the department head as the official holiday.
5. In order to receive pay for an observed holiday, an employee must be in a work or paid leave status on his/her scheduled workday immediately preceding and following the holiday.

IV. EMERGENCY PAY

- A. All Superintendents who are required to respond to weather-related and/or event emergencies are eligible to receive emergency pay.
 1. Eligible events include those that are related to weather storms, disasters or other unscheduled events (i.e., Snowstorm, water break or plane crash) in which the presence of the Superintendent is necessary or those events in which the superintendent is **required** to be in attendance by Town Manager.
 2. Activities which are normally done during the workday and carry on into the evening hours (i.e., leaf collection or vehicle repair) are not eligible for compensation under the emergency pay program.
 3. Emergency pay is for hours actually worked and is paid at the employee's standard hourly rate.
 4. All decisions of the Town Manager concerning the determination of an emergency are final and not subject to grievance procedure.

V. APPLICABLE DOCUMENTS

None

A. Holidays

The Town generally observes the holiday schedule adopted by the Commonwealth of Virginia with the exception of the Lee/Jackson Day holiday as described below. Full- time, part-time and probationary employees shall be granted time off for these days without charging the time against leave balances:

New Year's Day	January 1
Martin Luther King, Jr.	3 rd Monday in January
George Washington Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 18
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Election Day	November 2
Veteran's Day	November 11
Day before Thanksgiving	4 th Wednesday in November (4 hours)
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	4 th Friday in November
Christmas Day	December 24, 25
New Year's Eve	December 31

For purposes of compensation, each holiday is considered to be the 8-hour period when the Town Office is closed. If a holiday occurs on a Saturday, the preceding Friday will be observed. If a holiday occurs on a Sunday, the holiday will be observed on Monday.

Employees and officers required to work on a holiday will be entitled to eight (8) hours of regular base pay in addition to their normal compensation for the hours worked.

Part-time employees are not entitled to paid holidays.

Temporary or seasonal employees are not entitled to paid holidays

B. Leave

1. Annual Leave

Full-time employees will accrue paid annual leave for personal purposes at the following rates and shall be used on an hour for hour basis.

0-3 years of service	6.7 hours per month (10 days annually)
4+ years of service	One additional day of annual leave for each year of service up to a maximum of twenty (20) days annually.

Annual leave shall be approved in advance by the Manager or Police Chief. Leave

is not eligible at all times: the Manager and Police Chief have a primary obligation to ensure that the Town's service to the citizens is carried out.

All employees and key employees may accumulate a maximum of 160 hours of annual leave. Annual leave above that amount, shall expire and may not be accumulated or used. Any amount of accrued annual leave over 160 hours will be removed from the employee's total annual leave at the end of the fiscal year in which the 160 hours was reached.

Upon separation, an employee shall be entitled to payment for all unexpired credited annual leave not to exceed 160 hours based on the employee's current rate of pay at time of separation. In the event of the death of an employee, the employee's estate shall be entitled to payment for any unused balance of annual leave allowances at the time of death.

2. Sick Leave

Sick leave shall accrue at the rate of eight (8) hours per month (12 days annually), and, when taken, shall be used on an hour for hour basis. Sick leave shall be used for:

- a. FMLA leave, pursuant to section D.1
- b. Illness or injury incapacitating the employee and preventing the employee from performing assigned duties, doctor or dental appointments during working hours. Personal sick leave is charged on an hour-for-hour basis for all employees and is not considered an entitlement.
- c. Medically-necessary care of family members living in the same household as the employee.
- d. Under certain circumstances, and with the approval of the Manager, to assist with medically necessary care or provision of treatment for a close relative who does not reside with the employee.

An employee away from work for medical conditions which require absence in excess of one week or for FMLA purposes is required to (1) submit to the Town Manager or Police Chief a written statement from the attending physician or health care provider, stating the earliest approximate date of return to duty and advising on the ability of the employee to perform the essential functions of his or her job with or without reasonable accommodations, and simultaneously (2) apply for leave under the Family and Medical Leave Act. The Manager and Police Chief have the prerogative of requiring a physician's or health care provider's letter with the above content prior to an absence of one week if in his or her judgment this information is necessary. Medical information and the personnel needs of the Town will be considered in determining the holding of the employee's position or

placement in another position for which the employee qualifies. All medical information will be kept confidential and will be made a part of a file separate from the employee's personnel file.

Exceptions to this policy may be considered on a case-by-case basis and approved by the manager.

No limits are placed on the accumulation of sick leave. Accrued sick leave is not paid upon termination or resignation.

Donation of sick leave to either a sick leave "bank" or to another employee is allowed. A description of this program is being developed for approval by the Town Council.

3. Military Leave

An employee who is a member of a reserve force of the United States or of the Commonwealth of Virginia and who is ordered by the appropriate authorities to attend a training program or who is called into emergency active duty for the purpose of aiding civil authority under the supervision of the United States or the Commonwealth of Virginia shall be granted a leave of absence and upon the resolution of Town Council be paid the difference between his or her salary and the pay received for such military duty during the period of such activity, not to exceed fifteen (15) consecutive calendar days for training duty and five (5) working days for emergency active duty.

An employee who leaves the employ of the Town to join the military forces of the United States during the time of war or other declared national emergency or who is called to service in the Virginia Militia by order of the Governor shall be placed on military leave without pay commencing on the first business day following the last day of active employment with the Town. The employee on such leave is entitled to be restored to the position he or she vacated, provided the employee makes application to the Town not later than 90 days after the date of honorable discharge or separation under honorable conditions. Job restoration is further conditioned on the position still existing and being available and the employee being physically and mentally capable of performing the work of the vacated position. This section does not override section VI B.3. All of the foregoing shall be read in conjunction with the provisions of the Uniform Service Employment and Re-employment Rights Act of 1994 (the "Act"), as may be hereafter amended from time to time. Notwithstanding the foregoing provisions of this paragraph 3, the Town's obligations shall not exceed the requirements of such Act.

4. Bereavement Leave

Five (5) consecutive calendar days after date of loss for any one incident may be used for bereavement regarding the employee's loss of a Close Relative as defined in IV.A.

5. Compensatory Leave

The town provides compensatory leave for time worked in excess of normal working hours. Any overtime worked is either paid or offset by compensatory leave according to the Overtime policy in section V. D. above. Upon any employee's end of service, no more than 40 hours of compensatory time shall be reimbursed to the employee.

6. Civil Leave

An employee will be given time off without charge to leave or loss of pay for (a) performing jury duty, when subpoenaed as a witness to appear before a court, public body or commission, (b) serving as a blood donor, or (c) performing emergency civilian duties in connection with national defense or for the purpose of voting in a national, state, or local election. The period of such leave shall be only as necessary for the performance of the activity, plus any necessary travel time.

7. Snow/Weather Leave

Weather-related closing of Town offices will be based on the determination of the Prince William County Government. When the County Government announces closure, delayed opening or early closure the Town will do the same. No leave will be charged to employees for the hours missed due to the PWC-related weather closing. Hours missed over the amount controlled by the PWC government will be charged to Annual Leave.

C. Workers' Compensation Leave

When an employee is unable to report to work because of incapacity that is the result of a compensable injury under the Virginia Workers' Compensation Act, the employee will receive for the first seven (7) days of absence full salary minus normal payroll deductions. The first seven days of Workers' Compensation leave will not be charged against the employee's consolidated leave balance.

If the absence is longer than seven days, the employee will receive for the period of absence the full compensation that is provided under Workers' Compensation Act. If the period of incapacity extends beyond twenty-one (21) calendar days, the employee will be required to reimburse the Town the amount of compensation awarded to the employee for the employee's first seven days of absence. This is an obligation owed to the Town and one which, if not reimbursed promptly, will be deducted from future monies (wages, terminal leave pay, etc.) owed to the employee by the Town.

D. Leave Without Pay

The following are the situations for which an employee may be on leave without pay status.

1. Family & Medical Leave (FMLA)

Employees are entitled to participate in the benefits of the Family and Medical Leave Act (“FMLA”). FMLA leave is unpaid leave. The Town requires an employee to use accrued paid leave on an hour for hour basis in conjunction with FMLA leave.

Eligible Employees

To be covered under the FMLA, an employee must have worked for the Town for twelve (12) months and must have worked at least 1,250 hours within the twelve (12) months preceding the start of the leave. Part-time and temporary employees who meet these requirements are eligible for FMLA leave.

Purposes for which FMLA leave may be taken:

- a. to care for an employee’s child after birth, or for the placement with an employee of a child for adoption or foster care (provided that the leave is requested and used within twelve (12) months of the birth, placement, adoption, or foster care),
- b. to care for an employee’s spouse, child, or parent (does not include in-laws) who has a serious health condition,
- c. When the employee is unable to work because of a serious health condition.

A serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or an incapacity lasting more than three consecutive days and involving continuing treatment by a health care provider. Continuing treatment involves two or more treatments (or one treatment when the condition is such that continuing follow-up is or will be required) by a healthcare provider, pregnancy, prenatal care, or other chronic or long-term serious health conditions.

To qualify for leave due to the serious health condition of a family member, the family member must be incapable of self-care. To qualify for leave due to the serious health condition of the employee, the employee must be unable to work at all or unable to perform any of the essential functions of the employee’s position.

Employees are required to obtain a health care provider certification for all absences for which FMLA leave is being requested. A chronic or long-term health condition or pregnancy does not require a visit to the health care provider for each absence; however, a statement by the health care provider that the absence was due to the chronic condition or pregnancy should be submitted to the Manager within thirty (30) days.

FMLA Benefits

a. Leave

An eligible employee is entitled to twelve weeks of unpaid leave during a rolling twelve-month period. Employees will be required to use accumulated paid leave (sick, compensatory, annual, etc.) on an hour for

hour basis concurrent with the FMLA leave. If FMLA leave is exhausted before the end of the twelve-month period, the employee will not be entitled to further FMLA leave during this period.

An employee is required to request FMLA leave in writing at least thirty days before the leave is to commence if the need for the leave is foreseeable. In circumstances when the leave is not foreseeable thirty days in advance, an employee must request the leave as soon as practicable. The Town may designate leave as FMLA leave without a request from an employee.

FMLA leave taken for a serious health condition of the employee or immediate family member may be taken intermittently or on a reduced hours basis.

FMLA leave taken for birth, adoption, placement, or foster care cannot be taken intermittently unless approved in advance. If both spouses work for the Town, the total FMLA leave that may be taken for this event by both employees is twelve weeks, pro-rated between the two employees. FMLA leave taken for the birth, adoption, placement, or foster care of a child must be taken within the twelve months following the event.

Should the Town obtain information that the employee was not FMLA eligible or the event did not qualify under FMLA, the designation of FMLA leave previously given may be withdrawn.

b. Job Restoration

Upon return from FMLA leave, an employee is entitled to be restored to the same position that was held before the start of the FMLA leave, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. If an employee is unable to return to work after the FMLA leave benefits have been exhausted, the employee will not have a right to return to his or her position even if there are unused accrued leave balances.

Key Employees are entitled to FMLA leave but are not entitled to job restoration if re-employment after the conclusion of the leave will cause a substantial and significant economic injury to the Town. “Key Employees” are the Town Manager, the Police Chief and the Town Clerk. A key employee will be notified in writing of his or her status in response to the employee’s notice of intent to take FMLA leave, unless circumstances do not permit such notice.

c. Health Benefits

If paid leave is used for FMLA purposes, an employee will maintain the

same benefits as if working. If the employee is on leave without pay, continuation in the health care plan is permitted, provided that the employee continues to pay for his or her share of the premiums. If the employee fails to make his premium payments, the employee will be provided written notice of this failure and will be given an additional fifteen days to make payment in full. If payment is not made after this notice, health benefit coverage will cease.

If an employee does not return to work or returns to work and does not remain employed thereafter for 12 weeks after the conclusion of the FMLA leave, the employee shall be responsible for reimbursing the Town for the Town's share of the health care premiums paid.

2. Extended Leave without Pay

When special circumstances require an extended leave, the manager has the authority to grant an employee leave without pay provided that the operations of the Town's program(s) will not be adversely affected.

3. Disciplinary Leave without Pay

An employee who is absent from work without prior approval shall receive no pay for the duration of the absence and may be subject to disciplinary action which may include dismissal. If extenuating circumstances exist for the unauthorized absence, due consideration will be given.

Under certain disciplinary circumstances, an employee may be required to take leave without pay. Disciplinary Leave Without Pay must be approved by the Manager.

VII. EMPLOYEE DEVELOPMENT

It is the policy of the Town to encourage employees to obtain training designed to develop the employee's value to the organization. Leave with partial pay or leave without pay may be available under the Education Leave provisions.

The cost of training and related expenses undertaken at the direction of the Manager, or the Police Chief shall be paid in full by the Town. In such case, the hours of training count as hours worked. For training requested by an employee, the employee may receive reimbursement of tuition costs if (1) the training was approved in advance by the manager and (2) the employee shows successful completion of the course.

7.1 Education Leave – For pursuit of courses of study

A. Policy

It is the policy of the LGU to encourage employees to obtain training designed to develop the employee's value to the organization. Leave with partial pay or leave without pay may be available.

B. Leave at the discretion of CAO

Education leave is discretionary and is normally taken with partial pay or without pay. When an employee can demonstrate that the pursuit of the educational program will have an immediate and discernable benefit to (the LGU), leave with full pay may be granted by the CAO. The conditions of such leave shall be subject to a case by case determination based on factors which include the nature of the education or training, length of the absence, work record of the employee, work requirements at the time of the request, and value of the education or training to the LGU.

C. Who Pays for Training?

The cost of training and related expenses undertaken at the direction of the CAO may be paid in full by the LGU. In such case, the hours of training count as hours worked. For training requested by an employee, the employee may receive reimbursement of tuition costs if (1) the training was approved in advance by the CAO and (2) the employee shows successful completion of the course. If the training was not required by the LGU, the hours do not count as hours worked.

PERFORMANCE APPRAISALS

The work of each employee will be evaluated annually by the immediate supervisor. The supervisor will meet with the employee to discuss the year's performance. A written report of the appraisal will be prepared with a copy provided to the employee being appraised and a copy for the personnel files. If the employee believes that the report is unfair, he or she may prepare comments to be attached to the supervisor's appraisal report. A sample of the Performance Appraisal Form is included in the Compensation Plan, Attachment "A".

VIII. HEALTH AND SAFETY**A. Workers' Compensation**

Workers' Compensation provides benefits for an employee in the event of certain occupational illnesses, injuries, or deaths. Any job-related accident or workplace injury, no matter how insignificant, must be reported to the supervisor as soon as possible, but within 24 hours.

The Town may select a panel of physicians to whom employees must go for all work-related injuries. Supervisors are to inform employees of the physicians included in the

panel. In the event an injury requires immediate medical attention, the employee may go directly to the nearest hospital emergency room; follow-up care must be with the panel of physicians. If the Town selects a panel, all employees will be notified.

The Town maintains insurance for injuries covered by Workman's Compensation. All employees must comply with all lawful requirements or requests from the insurance carrier or the Town relating to any job place injuries. Not all injuries are covered by Workman's Compensation.

B. Occupational Safety and Health

The Town attempts to provide a safe and healthy working environment for all employees by providing the necessary safety education and training. Employees shall follow all prescribed safety procedures when performing their daily activities and shall further exercise all reasonable and prudent judgment to ensure safety.

Each supervisor has the responsibility for ensuring that the various work centers are free from any recognized hazards that might lead to death or injury. Further, it is the responsibility of each employee to perform all work in a safe manner. All hazards, deaths, injuries, and illnesses that occur on Town property must be reported to the manager within the same day of the discovery or occurrence.

Employees are directed to utilize all applicable safety procedures and to perform all work in a safe manner. Employees are responsible for bringing to their supervisor's attention

any potential hazards that might exist within their workstation. Supervisors are responsible for developing and maintaining work safety rules and for providing these rules in writing to their subordinates.

Specifically, employees shall:

1. Report all injuries, regardless of severity, to the supervisor immediately but no later than 24 hours. If the supervisor is not available, the injury must be reported to the Manager before medical treatment is sought. Medical treatment should be sought immediately if the injury or illness is life-threatening.
2. Report and, if possible, correct all unsafe conditions or acts;
3. Avoid horseplay and mischief, which could cause injury;
4. Take all standard safety precautions to prevent injury;
5. Follow all safety rules.

IX. USE OF TECHNOLOGY

A. Acceptable Use Policy

This purpose of this policy is to set forth rules, regulations and restrictions for Town employee access and use of the Town’s computers; network equipment; software; servers; mobile phones; PDA devices; facsimile machines; other devices capable of transmitting and receiving content in the form of data, images, graphics, photographs, text, video, sound or any other form; documents; spreadsheets; code; algorithms; processes; and other data or ideas which reside in part or in whole on any electronic system or equipment in order to better preserve, protect, manage and maintain the IT Infrastructure while ensuring efficient service to the public.

- a. All content generated by or residing in any Town electronic communication device is the property of the Town at all times. Employees should have no reasonable expectation of privacy for any interactions conducted on any Town electronic communication device. This content may be accessed, reviewed, copied, disclosed, removed or deleted by supervisors or managers without prior notification to or consent by employees who use electronic communication. Audits are periodically performed for security, network maintenance and to ensure compliance with this policy.
- b. As depicted by the ‘Freedom of Information and Virginia Government Data Collection and Dissemination Practices Act, employees should be aware that certain electronic communications are “official records” and may be subject to disclosure under those laws.

- c. Upon termination of employment, all devices must be returned to the Town of Haymarket in working order and without undergoing data manipulation.
- d. Town employees may on occasion use electronic communication for personal use, but only in complete accordance with this policy and as long as it does not affect productivity. Employees shall not generate, disseminate or retain personal communications using electronic communication tools if the content is defamatory (whether or not it is true), contributes to a hostile work environment, or might otherwise subject the Town to liability or litigation.
- e. Content generated for personal use on Town-provided electronic communication tools is the property of the Town and subject to supervisory review even if it is not related to the business of the Town. Authorization for personal use of electronic communication may be withdrawn or restricted by the Town Manager or Chief of Police for any employee for any reason during any period of time. Personal use of electronic communication is a privilege permitted for convenience only. During business hours, it should be used sparingly within reasonable limits.
- f. As with office telephone, to facilitate the efficient conduct of Town business, the use of personal communication devices should be kept to a minimum and not be disruptive or cause a distraction to the office setting. Supervisors have the authority to restrict or prohibit use of Town assigned and/or personal communication devices at any time on-the-job.
- Disruptive activity will be defined as but not limited to phone use in meetings, training sessions, or other public places when their use would reasonably be deemed annoying and intrusive.
 - Distraction: Any time the use of a communication device would unnecessarily or unreasonably divert the attention of an employee from official duties and/or cause a potential hazardous situation.
- g. Use of communication devices for conducting Town-business is considered hours worked. Non-exempt employees are not authorized to work overtime without prior approval by their supervisor.
- h. Access to the Town's IT Infrastructure is permitted only with proper authentication and or supervision. Any infraction of this should be immediately reported to the Town Manager or Chief of Police.

- i. Employees are to access the Town's IT Infrastructure using only their assigned USER-ID(S) and PASSWORD(S). Under no circumstances are these credentials to be shared or attempt to be forged.
- j. Employees shall not connect unauthorized equipment to the Town's IT Infrastructure. Unauthorized equipment includes, but is not limited to, hubs, routers, external drives and proxy servers. USB flash drives are permitted.
- k. Town employees must also adhere to all procedures established by the Town Administration.

B. Social Media

Town Departments may utilize social media and social network sites to further enhance communications with various stakeholder organizations in support of Town goals and objectives. The Town also recognizes the role that these tools play in the personal lives of some department personnel. The personal use of social media can have bearing on employees in their employment. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by Town employees.

- a. Use of Social Media for Town Business
 - 1. All official Town presence on social media sites or services are considered an extension of the Town's website and are to be governed with a level of professionalism consistent with that of our current website.
 - 2. All Town social media sites shall be (1) approved by the Town Manager; (2) published using approved social networking platform and tools; and (3) administered by a department employee, designated to be the Social Media Site Administrator (SMSA) by the requesting Department Head, that has a complete understanding of this policy and has appropriate content and technical experience.
 - 3. Employees shall not create or participate in social media websites on an official basis without the necessary oversight and approval.
- b. Personal Use of Social Media
 - 1. When employees create their own blogs, comment on a blog, contribute to a discussion forum or website, create a Facebook page or LinkedIn profile, or otherwise contribute to online discussions, they are impacting their personal image and potentially affecting the Town. A supervisor may require an employee to remove content that violates this policy and may take appropriate disciplinary action if the employee refuses. The posting of content which is contrary to the Town's interest in maintaining the efficiency and effectiveness of the workplace, and the public reputation of the Town of Haymarket may result in immediate disciplinary action.
 - 2. The following rules apply when publishing content online:

- a. Do not post the Town seal, official badges, patches, emblems, logos, or uniforms since these are protected official images and symbols of the Town.
- b. Do not post content that is inconsistent with your duties and obligations as an employee of the Town. Content that is related to your job responsibilities and which has an adverse effect upon the workplace or your ability to perform your responsibilities may form the basis of an adverse employment action up to and including termination. Employees should be especially sensitive to the potential for the following types of information to adversely affect the public confidence required for their position:
 - Provocative or inappropriate photographs or information
 - Content regarding the abuse of alcohol or use of illegal drugs
 - Negative comments about their supervisor, co-workers or clients
 - Discriminatory comments (race, sex, national origin, or religion, for example)
 - Posting confidential or sensitive information obtained in the course of employment
- c. Do not post confidential, sensitive, or copyrighted information to which you have access because of your employment with the Town. Before removing a public record or copy from the workplace, comply with Virginia Freedom of Information Act requirements by identifying the record and asking for a copy from the keeper of the record. Before posting the record, consult with your supervisor to determine whether doing so is consistent with your job responsibilities.
- d. Employees who have responsibility for public safety, public money, valuable assets, people's children, animals, the disabled, or the elderly all depend upon public trust and confidence for the successful performance of their jobs. They should be especially mindful of the potential for their online content to adversely affect their employment.
- e. If you identify yourself as an employee of the Town of Haymarket, then be sure to make it clear that you are expressing your own views and not those of the Town or your Position. Don't give the appearance that you are speaking or acting on the Town's behalf.
- f. Supervisors should not initiate a social networking relationship with a subordinate. If your subordinates are included in your social network, then be sure that your online content, including content you post about yourself and any comments you may make about your subordinates, is consistent with your role as a supervisor.
- g. If your co-workers are included in your social network, then be sure that your content is consistent with Town policy regarding how to treat co-workers. For example, do not post content that would violate the Town's policy against sexual harassment or other discrimination.

- h. Employees may comment on issues of general or public concern (as opposed to personal grievances), including local issues and criticism of local officials and local policies, so long as the comments do not disrupt the workplace, interfere with important working relationships or with efficient work flow, or undermine public confidence in your ability to perform your job. These instances must be judged on a case-by-case basis.
- Matters of public concern are those matters of interest to the community as a whole, whether for social, political or other reasons.
 - Employees have a statutory right to participate in political activities while they are off duty, out of uniform and not on the employer's premises. Virginia Code §15.2-1512.2
 - Employees have a statutory right to communicate opinions on matters of public concern directly to state or local elected officials regardless of the impact on the workplace. Virginia Code §15.2-1512.4.
- i. Examples of personal grievances include disciplinary action, work schedule, morale, and complaints about supervisors or co-workers that do not involve actual wrongdoing, illegal discrimination, corruption, or waste. These topics are not protected as matters of public concern. These comments may subject an employee to disciplinary action if they constitute insubordination or if they otherwise violate general rules of conduct.

X. Alcohol and Drug Free Workplace

A. Employee Responsibilities

1. No employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, medication, or alcohol.
2. Any employee convicted under a federal or state statute regulating controlled substances shall notify their supervisor and the manager within five days after the conviction.
3. No employee shall consume alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
4. No employee shall be impaired by alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
5. No employee shall represent the Town in an official capacity while impaired by or under the influence of alcohol or illegal drugs, or impaired by medication.
6. No employee using medication that may impair performance shall operate a motor vehicle or engage in safety sensitive functions while on duty for Town.
7. If an employee is using prescription or non-prescription medication that may impair performance of duties; the employee shall report that fact to his or her supervisor.
8. An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, and/or medication shall immediately notify the supervisor or manager.

DISCIPLINARY ACTION. Because of the serious nature of illegal use or abuse of alcohol, controlled substances, and/or non-prescribed use of medication, appropriate employee disciplinary action will be taken, up to and including termination.

B. Drug & Alcohol Testing

In order to achieve a drug-free workplace, employees in, and applicants for, all town positions may be required to participate in all of the following alcohol and controlled substances testing:

1. When an applicant for a position has been extended a conditional offer of employment but before beginning work.
2. When there is a reasonable suspicion to believe that the employee is in an impaired state.

3. When the employee has been involved in an on-duty serious accident or has endangered others in the workplace.
4. On a random basis.
5. As a condition for return to duty after testing positive for controlled substances or alcohol.
6. As part of follow-up procedures to return-to-duty related drug or alcohol violations.

XI. Political Activity

- A. An employee shall not be coerced to support a political activity, whether funds or time are involved.
- B. An employee shall not engage in political activity on work premises during work hours.
- C. An employee shall not use Town-owned equipment, supplies or resources, and other attendant material (diskettes, paper, computer online and access charges, etc.) when engaged in political activities.
- D. An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
- E. An employee shall not use the employee's title or position while engaging in political activity.

Employees shall not use locality phones, cell phones, computers and related devices to carry out political activities as defined in § 15.2-1512.2.

XII. Smoking – Town-owned and controlled buildings and workplaces

The Manager may develop and implement policies and procedures governing smoking in parts of Town-owned and controlled buildings or work areas not open to the general public in the normal course of business, except by invitation. The Manager shall enforce these policies and procedures through administrative methods.

State law reference(s) – §§ 15.2-2801, 15.2-2802

XIII. DISCIPLINE

Town employees are expected to conduct themselves in a professional and courteous manner, as representatives of the Town. Employees are expected to avoid any action, which might result in giving preferential treatment to any organization or person, losing independence or impartiality of action, or adversely affecting the integrity of the Town.

A. Disciplinary Actions

If an employee's work performance or behavior is deemed unsatisfactory, the following kinds of disciplinary action may be taken, depending upon the circumstances: oral admonishment, written reprimand, suspension, demotion, or dismissal. Other types of discipline may be used in addition to those listed.

The following are examples of misconduct that may result in discipline. The list is not all-inclusive and other misconduct may be subject to disciplinary action:

1. Conviction of a felony or of a misdemeanor involving moral turpitude and other criminal acts that continued performance of duties is compromised;

2. Willfully falsifying Town records (including time records, leave records, job applications, or pay or reimbursement vouchers);
3. Negligence with Town property or misuse of Town property;
4. Violating any workplace rule;
5. Performing official duties in a rude and discourteous manner, threatening co-workers, or using physical violence while on duty;
6. Violating any lawful official regulation or order or willfully failing to obey a proper direction of the supervisor or the manager;
7. Using or being impaired at work by intoxicants, drugs, or alcohol or being impaired by prescription medications or being impaired by lack of sleep;
8. Violating the Town's drug free workplace rules.
9. Grossly neglecting duty or continually being unable or unwilling to render satisfactory performance;
10. Taking property of the Town for one's personal use, for sale to another or for a gift to another;
11. Inducing, or attempting to induce, an officer or employee in the service of the Town to commit an unlawful act or to act in violation of any lawful or official regulation or order;
12. Accepting a bribe, gift, token, money, or other thing of value intended as an inducement to perform or refrain from performing any official acts, or engages in any action of extortion or other means of obtaining money or other things of value through his/ her position in the Town;
13. Failing to report for work or being absent without prior notice to supervisor;
14. Unsatisfactory attendance, excessive absences, or excessive tardiness.
15. Harassing other employees or the public.
16. Using the internet for personal reasons.

13.3 Notification

Prior to imposing disciplinary action, including termination, the supervisor shall inform the employee of the reason for the discipline and the employee shall have the right to comment on the discipline. However, the supervisor may have the employee removed from the workplace prior to giving an opportunity to comment if the employee's continued presence poses a safety danger or is disruptive to the workplace.

13.4 *Grievance*

The LGU grievance procedure is available for employees of the LGU, except as noted in the procedure. (Note: if your LGU has less than 15 employees, the LGU is not required to have a grievance procedure. In that case, your LGU would not include the grievance procedure. (**State Law Reference § 15.2-1506.**)

A Grievance Procedure is mandatory for Firefighters, Emergency Medical Technicians, and Law Enforcement Officers.

For additional information see Grievance Appendix.

B. Appeal Procedure

An employee who believes that disciplinary action taken against him was improper may appeal that action to the Manager. Such appeal must be made within ten calendar days of the occurrence of the incident giving rise to the appeal. The Manager will provide a response to the appeal in writing within ten calendar days. A complaint against the Manager will be appealed to the Mayor.

XIV. TERMINATION OF EMPLOYMENT

A. Resignation

To resign in good standing, an employee must give at least two weeks advance notice. If special circumstances exist, the notice requirement may be waived by the manager. Failure to return to work at the expiration of an approved leave of absence shall become a resignation without notice or further action by either party.

B. Lay-off

The Town reserves the right to dismiss employees for lack of available work or funds. In such cases the employees affected will be given a minimum of two weeks advance notice.

C. Termination for Inability to Perform

An employee may be terminated if he or she becomes physically or mentally unable to perform the duties of the position. However, any such action shall be taken in a manner that complies with the requirements of the Americans with Disabilities Act.

XV. MODIFICATION OF POLICIES

These policies do not constitute a contract of employment. The policies as a whole, or individually by section, may be modified, amended, or rescinded at the sole discretion of the Town without

notice.

GRIEVANCE PROCEDURE

The purpose of this procedure is to provide a prompt, fair, and orderly method for the resolution of employee grievances initiated by eligible employees of the Town of Haymarket.

I. Definition of Grievance

A. A grievance is a complaint or dispute by an employee relating to his employment, including but not necessarily limited to:

1. Disciplinary actions, including disciplinary demotions, suspensions, and dismissals provided that such dismissals result from formal discipline or unsatisfactory job performance.
2. The application of personnel policies, procedures, rules, and regulations, and the application of ordinances and statutes.
3. Acts of retaliation as the result of the use of or the participation in the grievance procedure or because the employee has complied with any law of the United States or of the Commonwealth of Virginia, has reported any violation of such law to a governmental authority, has sought any change in law before the United States Congress or the General Assembly of Virginia, or has reported an incident of fraud, abuse, or gross mismanagement.
4. Discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, national origin, or sex.

B. Management Rights and Prerogatives

(The Town) reserves to itself the exclusive right to manage the affairs and operations of Town government. Accordingly, complaints involving the following management

rights and prerogatives are not grievable:

1. Establishment and revision of wages or salaries, position classification, or general benefits.
2. Work activity accepted by the employee as a condition of employment, or work activity which may reasonably be expected to be a part of the job content.
3. The contents of ordinances, statutes, or established personnel policies, procedures, rules, and regulations.
4. The methods, means, and personnel by which work activities are to be carried on, including but not necessarily limited to:
 - a. The provision of equipment, tools, and facilities necessary to accomplish tasks.
 - b. The scheduling and distribution of manpower/personnel resources.
 - c. Training and career development.
5. The hiring, promotion, transfer, assignment, and retention of employees in positions within (the Town's) service.
6. Failure to promote except where the employee can show that established promotional policies or procedures were not followed or applied fairly.
7. The relief of employees from duties or taking action as may be necessary to carry out the duties, of (the Town) in emergencies.
 8. Direction and evaluation of the work of Town employees.
 9. Termination, layoff, demotion, or suspension from duties because of lack of work, reduction in force, or job abolition, except where such action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance. In any grievance brought under the exception to this paragraph, the action shall be upheld upon a showing by (the Town) that:
 - a. There was a valid business reason for the action, and
 - b. the employee was notified of the reason in writing prior to the effective date of the action.

II. Coverage of Personnel

- A. Except as noted below, all non-probationary full-time and part-time employees are eligible to file grievances under this procedure. The following are the exceptions:
1. Key officials of (the Town). For purposes of this procedure, a key official is defined as the head of any separate Town department.
 2. Members of boards and commissions.
 3. Employees whose terms of employment are limited by law.
 4. Officials and employees who serve at the will or pleasure of an appointing authority.
 5. Appointees of elected individuals or elected groups.
 6. Probationary employees in matters concerning their dismissal. Probationary employees may, however, use this procedure for complaints or disputes other than dismissals that are determined to be grievable.
 7. Temporary, limited term, and seasonal employees.
 8. Law enforcement officers as defined in Chapter 10.1 (§2.1-116.1, et seq.) of Title 2.1 of the Code of Virginia whose grievance is subject to the provisions of Chapter 10.1 and who have elected to proceed pursuant to those provisions in the resolution of their grievance, or any other employee electing to proceed pursuant to any other existing procedure in the resolution of his grievance.
- B. The Town Manager shall determine the officers and employees (by position) excluded from this grievance procedure and shall maintain a list of such excluded positions.

III. Operation of the Grievance Procedure

- A. Step 1. An employee who believes he has a grievance and wishes to utilize this procedure shall discuss the grievance informally with his immediate supervisor within twenty calendar days of the occurrence of the incident giving rise to the grievance or within twenty calendar days following the time when the employee reasonably should have gained knowledge of its occurrence. A response to the grievance shall be communicated, either orally or in writing, to the grievant within ten calendar days.

Note: If the complaint is alleging discrimination or retaliation by the immediate supervisor the grievance may be presented at Step 1 to the department head or if there is no department head above the immediate supervisor to the Town Manager. If Step 1 is with the Town Manager, Step 2 is omitted, and the written grievance is presented to the Town Manager. The grievance proceeds immediately to Step 3.

- B. Step 2. If the grievant is not satisfied with and does not accept the Step 1 response,

or if a response is not provided within the required time frame, the grievant may proceed by putting the grievance in writing on the Grievance Form which is attached to this procedure. The Grievance Form shall be delivered, by mail or in person, to the department head within ten calendar days of receipt of the supervisor's response or the deadline for that response, whichever occurs first. If the immediate supervisor is the department head, the written grievance should be presented to the Town Manager, and it will proceed as if it were at Step 3.

The grievant shall specify the relief that he expects to gain through the use of this procedure. The department head shall promptly meet with the grievant. Normally, the only persons who may be present at the meeting or hearing shall be the agency head, the grievant, and the appropriate witnesses. The department head shall render a written response to the grievance within ten calendar days following receipt of the completed request form with a copy of the response being sent to the manager. By mutual consent of the grievant and the department head or the grievant may skip Step 2 and proceed directly to Step 3.

- C. Step 3. If the grievant does not accept the response at Step 2, or if the department head fails to respond within the required time frame, the grievant shall indicate his desire to advance the grievance to Step 3 on the Grievance Form. The Grievance Form shall be delivered by mail or in person, directly to the Town Manager within ten calendar days following receipt of the Step 2 response or immediately after the deadline for that response, whichever occurs first. If the Town Manager determines (or has previously determined) that the complaint is grievable, a meeting with the grievant, the grievant's representative if there is one, a representative of the affected department and the Town Manager will be held within five days. Appropriate witnesses for each side and such other persons as the Town Manager or the grievant may want to call, may be present to offer testimony only. The Town Manager shall render a written response to the grievance within ten calendar days following receipt of the completed request form.

In the event that the Town Manager determines that the complaint, or a portion of the complaint, is not grievable, the grievant may appeal that decision to the Circuit Court as set out in Section IV (B) of this procedure.

- D. Step 4. If the grievant does not accept the Step 3 written response, or if the Town Manager fails to respond within the required time frame, and the grievant wishes to advance to a grievance panel hearing, the grievant shall complete step 4 of the Grievance Form.

The Grievance Form shall be delivered, by mail or in person, directly to the Town Manager within ten calendar days following receipt of the Step 3 response or the deadline for that response, whichever occurs first. The Grievance Form shall contain the name of the person whom the grievant desires to serve on the grievance panel. The grievant shall not name a person to serve on the grievance panel unless and until the grievant has received that person's consent to do so. The grievance shall be heard by an impartial grievance panel as set out in Section VI of this procedure.

IV. Grievability and Access

- A. Grievability and access are determined by the Town Manager generally after the grievance reaches Step 3. Only after the Town Manager has determined that a complaint is grievable and/or the grievant has access to the procedure may a grievance be advanced through Steps 3 and 4. Should the question of grievability or access arise at Step 2 the grievant or the department head may request a ruling on grievability and/or on access by the Town Manager. The Town Manager shall render a decision within (10) ten calendar days of receipt of the ruling request and shall send a copy of the decision to the grievant and the department head.
- B. The Town Manager's decision on grievability and/or access may be appealed to the Circuit Court of the County. Such appeals shall be instituted by the grievant by filing a notice of appeal with the Town Manager within (10) ten calendar days from the date the grievant received the decision. Within (10) ten calendar days after the filing of the notice of appeal, the Town Manager or his designee shall transmit to the Clerk of the Circuit Court a copy of the Town Manager's decision on grievability or access to the procedure, a copy of the notice of appeal, a copy of the grievance record, and copies of all exhibits. A list of the evidence furnished to the Court shall also be furnished to the grievant. The appeal will be heard by the Court as provided by law. The decision of the Court is final and is not appealable.

V. General Terms

Except as otherwise noted, the following rules apply to all levels of grievance hearings.

- A. Time intervals specified in Steps 1 through 4 may be extended by mutual consent of the parties.
- B. When a deadline falls on a Saturday, Sunday, or Town holiday, the next calendar day that is not a Saturday, Sunday, or Town holiday shall be considered the last calendar day.
- C. All grievance meeting and hearings shall be held during normal Town working hours unless both the grievant and the Town Manager should mutually agree otherwise.
- D. Town employees who are necessary participants at grievance hearings shall not lose pay for time necessarily lost from their jobs and will not be charged leave because of their attendance at the grievance proceedings.
- E. At the Step 3 meeting, the grievant, at his option, may have present, a representative of his choice. If the grievant is represented by legal counsel, (the Town) likewise has the option of being represented by counsel.
- F. The use of recording devices or a court reporter is not permitted at Step 1, 2, and 3 meetings. Only Step 4 hearings may be recorded.

- G. Hearings are not intended to be conducted like proceedings in court and the rules of evidence do not necessarily apply.
- H. At Step 4, the grievance panel shall have the discretion to limit the attendance at the hearing of persons not having a direct interest in the hearing.
- I. At the request of either party, Step 4 hearings shall be private.
- J. Except in grievances involving discipline or in cases where the grievance panel determines otherwise, the grievant shall present his evidence first.
- K. The grievance panel shall determine the propriety of and the weight to be given the evidence submitted.
- L. Both the grievant and (the Town) may call appropriate witnesses. All witnesses, including the grievant, shall be subject to examination and cross-examination.
- M. Witnesses shall be present only while actually giving testimony and shall otherwise be excluded from the room.
- N. The grievant shall not be entitled to financially recover more than that which he has lost; the grievant's costs are not to be assessed against (the Town).
- O. Where a grievant has obtained partial relief at one level of this grievance procedure but decides to appeal to the next higher level, the filing of a request form to the next higher level shall constitute rejection of, and relinquishment of any claim to, any and all relief granted at the previous level.
- P. Each party shall bear the costs and expenses, if any, of his legal counsel or representative.

VI. Rules Concerning Grievance Panels and Panel Hearings

A. Selection of Grievance Panel.

1. Within five calendar days of receipt of the Step 4 request form, the Town Manager shall appoint a member to serve on a grievance panel. The member selected by the grievant and the member selected by the Town Manager shall then select a third member.
2. If the panel member appointed by the grievant and the panel member appointed by the Town Manager or his designee cannot agree upon a third panel member within 20 calendar days of (the Town's) receipt of the selection of the first two panel members, then the chief judge of the Circuit Court shall choose an impartial, third panel member. The third panel member shall act as chair of the panel.

B. Eligibility to Serve on Grievance Panel.

The panel shall not be composed of any persons having direct involvement with the grievance being heard by the panel, or with the complaint or dispute, giving rise to the grievance. Managers who are in a direct line of supervision of a grievant, persons residing in the same household as the grievant, and the following relatives of a participant in the grievance process or a participant's spouse are prohibited from serving as panel members: spouse, parent, child, descendants of a child, sibling, niece, nephew, and first cousin. No attorney having direct involvement with the subject matter of the grievance, nor a partner, associate, employee, or co-employee of the attorney shall serve as a panel member.

The following rules apply to Step 4 grievance panels and the conduct of Step 4 grievance panel hearings:

1. The grievant shall bear the reasonable costs and expenses, if any, of his panel member.
2. (The Town) shall bear the reasonable costs and expenses, if any, of its panel member and those of the third panel member unless the grievant objects. Upon objection, the reasonable costs and expenses of the third panel member shall be shared equally between (the Town) and the grievant.

3. No person shall receive any compensation, whether monetary or otherwise, for his time in serving as a member of a grievance panel. Notwithstanding this prohibition, a Town employee serving as a member of a grievance panel may receive his usual Town salary for the period, he serves on such a panel.
4. The panel shall promptly set the date, time, and location for hearing the grievance and shall notify the parties.
5. (The Town) shall provide the panel with copies of the grievance record prior to the hearing and shall provide the grievant with a list of the documents furnished to the panel.
6. Each party shall furnish to the other with copies of all documents, exhibits, and a list of witnesses it intends to use at the panel hearing seven calendar days in advance of the hearing.
7. Both the grievant and (the Town) may be represented by legal counsel or other representative at the panel hearing. Such representatives may examine, cross-examine, question, and present evidence on behalf of the grievant or (the Town) before the panel without being in violation of the provisions of Virginia Code §54.1-3904.
8. The panel shall have the authority to determine the admissibility of evidence without regard to the burden of proof so long as a full and equal opportunity is afforded to all parties for the presentation of their evidence. (The Town) shall present its evidence first in grievances challenging a disciplinary action and shall have the burden of persuasion on such issue.
9. All evidence shall be presented in the presence of the panel and the parties except by mutual consent of the parties.
10. The decision of the panel should be rendered as soon as possible, but, in any case, not later than five calendar days following the conclusion of the hearing.
11. The panel shall have the authority, if it finds (based on the greater weight of the evidence) that the grievant has been denied a benefit or wrongly disciplined without just cause (where such cause is required) to reverse, reduce, or otherwise modify such action and, where appropriate, to order the reinstatement of such employee to his former position with back pay.
 - a. Back pay shall not exceed pay for time actually lost or paid leave required to be taken due to such suspension or discharge, in an amount the panel believes equitable up to the amount of actual loss.
 - b. Any award of back pay shall be offset by interim earnings the grievant earned during the period of separation.

- c. The panel also has the power to sustain, modify, or reverse (the Town's) action.
12. The panel shall not have authority to do any of the following:
- a. Formulate policies or procedures.
 - b. Alter existing policies or procedures.
 - c. Circumscribe or modify the rights afforded the parties in this procedure.
 - d. Grant relief greater than that which the grievant has requested in the request form.
13. The majority decision of the panel, acting within the scope of its authority, shall be final and binding, subject to existing policies, procedures, and law.
14. The question of whether the relief granted by a panel is consistent with written policy shall be determined by the Town Manager or his designee, unless the Town Manager or his designee has a direct personal involvement with the event or events giving rise to the grievance, in which case the decision shall be made by the Attorney for the Commonwealth for the County.
15. Either party may petition the Circuit Court for an order requiring implementation of the panel decision.

VII. Compliance

- A. Except as noted in paragraph VII(B), after the initial submission of the grievance to the immediate supervisor, the failure of either party to comply with all substantial procedural requirements of this procedure without just cause shall result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the noncompliance within five workdays of receipt of written notification by the other party of the noncompliance. Such written notification by the grievant shall be made directly to the Town Manager.
- B. If one of the management respondents in Steps 1, 2, or 3 does not respond to the grievance, the grievant at his option may move the grievance to the next level by submitting it without the response to the next Step or the grievant can provide the Town Manager notice of the non-compliance as set forth in paragraph VII (A).

The Town Manager shall determine compliance issues. Compliance determinations made by the Town Manager, or his designee shall be subject to judicial review, which shall be initiated by the grievant filing a petition with the Circuit Court of the County within (30) thirty calendar days of the compliance determination.

The following must be included in any municipal's grievance procedure pursuant to the Firefighters and Emergency Medical Technicians Procedural Guarantee Act (§§9.01-300 through 9.1-304 of the *Code of Virginia*, 1950 as amended):

Definitions

“*Emergency medical technician*” means any person who is employed solely within the fire department or public safety department of an employing agency as a full-time emergency medical technician whose primary responsibility is the provision of emergency care to the sick and injured, using either basic or advanced techniques. Emergency medical technicians may also provide fire protection services and assist in the enforcement of the fire prevention code.

“*Employing agency*” means any municipality of the commonwealth or any political subdivision thereof, including authorities and special districts, which employs firefighters and emergency medical technicians.

“*Firefighter*” means any person who is employed solely within the fire department or public safety department of an employing agency as a full-time firefighter whose primary responsibility is the prevention and extinguishment of fires, the protection of life and property, and the enforcement of local and state fire prevention codes and laws pertaining to the prevention and control of fires.

“*Interrogation*” means any questioning of a formal nature that could lead to the dismissal, demotion, or suspension for punitive reasons of a firefighter or emergency medical technician.

Conduct of Interrogation

Whenever a firefighter or emergency medical technician is subjected to an interrogation that could lead to his/her dismissal, demotion, or suspension for punitive reasons:

The interrogation shall take place at the facility where the investigating officer is assigned, or at the facility that has jurisdiction over the place where the incident under investigation allegedly occurred, as designated by the investigating officer.

Before the interrogation may take place, the firefighter or emergency medical technician shall be given written notice of sufficient detail of the investigation in order to reasonably apprise the firefighter or emergency medical technician of the nature of the investigation.

Interrogations can only be conducted at a reasonable time of day, unless the matters being investigated are of such a nature that immediate action is required, and shall be of reasonable duration with permitted reasonable periods for rest and personal necessities. The use of offensive language or offers of incentive is prohibited during the interrogation.

The firefighter or emergency medical technician must be advised of the name, rank, and unit or command of the officer in charge of the investigation, the interrogators, and all persons present during any interrogation.

The interrogation may be recorded; however, if a recording or transcript of the interrogation is made, the firefighter or emergency medical technician is entitled to a copy of said recording or transcript without charge.

No firefighter or emergency medical technician may be retaliated against or threatened retaliation for his/her exercise of any rights granted or protected herein.

Breach of Procedures

If any of the above procedures are breached, evidence obtained during the interrogation shall not be excluded from being presented in any case against the firefighter or emergency medical technician and is not grounds for the dismissal of charges, unless the firefighter or emergency medical technician demonstrates that the breach prejudiced his/her case.

Informal Counseling not Prohibited

The informal counseling of a firefighter or emergency medical technician by a supervisor is not prohibited when it is in reference to a minor infraction of policy or procedure that does not result in disciplinary action being taken against the firefighter or emergency medical technician.

Rights Nonexclusive

The aforementioned rights of the firefighter or emergency medical technician shall not be construed to diminish the rights and privileges of firefighters or emergency medical technicians that are guaranteed to all citizens by the Constitution and laws of the United States and the Commonwealth of Virginia or limit the granting of broader rights by other law, ordinance, or rule.

The aforementioned rights shall not abridge or expand the rights of firefighters or emergency medical technicians to bring civil suits for injuries suffered in the course of their employment as recognized by the courts, nor are it designed to abrogate any common law or statutory limitation on the rights of recovery.

The following must be included in any municipality's grievance procedure pursuant to the "Law-Enforcement Officer's Procedural Guarantees Act," hereafter referred to as "LEOPGA" (§§9.1-500 through 9.1-507 of the Code of Virginia, 1950 as amended):

DEFINITIONS

"Agency" means the Department of State Police, the Division of Capitol Police, the Virginia Marine Resources Commission, the Virginia Port Authority, the Department of Game and Inland Fisheries, the Virginia Alcoholic Beverage Control Authority, the Department of Conservation and Recreation, or the Department of Motor Vehicles; or the political subdivision or the campus police department of any public institution of higher education of the Commonwealth employing the law-enforcement officer.

"Law-enforcement officer" means any person, other than a Chief of Police or the Superintendent of the Department of State Police, who, in his official capacity, is (i) authorized by law to make arrests and (ii) a non-probationary officer of one of the following agencies:

a. The Department of State Police, the Division of Capitol Police, the Virginia Marine Resources Commission, the Virginia Port Authority, the Department of Game and Inland Fisheries, the Virginia Alcoholic Beverage Control Authority, the Department of Motor Vehicles, or the Department of Conservation and Recreation;

b. The police department, bureau or force of any political subdivision or the campus police department of any public institution of higher education of the Commonwealth where such department, bureau or force has 10 or more law-enforcement officers; or

c. Any conservation police officer as defined in § 9.1-101.

For the purposes of this chapter, "law-enforcement officer" shall not include the sheriff's department of any city or county.

Conduct of Investigation

The LEOPGA specifies that whenever a law-enforcement officer is the subject of an investigation by an agency, and the focus of the investigation concerns matters, which could lead to the dismissal, demotion, suspension or transfer for punitive reasons:

- The officer shall be questioned at a reasonable time and place as designated by the investigating officer, preferably when the officer under investigation is on duty and at one of the following locations: office of the command of the investigating officer; or the office of the local precinct or unit of the officer being investigated, unless the matters being investigated are of such a nature that requires immediate action.
- Prior to the officer being questioned, he shall be informed of (i) the name and rank of the investigating officer and of any individual to be present during the questioning and (ii) the nature of the investigation.
- If a blood or urine specimen is taken from a law-enforcement officer for the purpose of determining whether the officer has used drugs or alcohol, the specimen shall be divided and placed into two separate containers. One container shall be tested while the other is held in a proper manner, to preserve the specimen, by the facility collecting or testing the specimen. Should the first specimen test positive, the law-enforcement officer shall have the right to have the second specimen tested by an independent laboratory of his choice (pursuant to §§18.2-268.1 through 18.2-268.12); the laboratory chosen by the officer must be accredited or certified by one or more of the following bodies: the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB), the College of

American Pathologists (CAP), the United States Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA), or the American Board of Forensic Toxicology (ABFT). The officer shall notify the chief of his agency in writing of his request within 10 days of being notified of positive specimen results.

Notice of charges; response; election to proceed under grievance procedure of local governing body

Prior to dismissing, demoting, suspending without pay, or transferring for punitive reasons, the following rights shall be afforded the law-enforcement officer:

- Notified in writing of all charges, the basis therefore, and the action which may be taken;
- Given an opportunity, within a reasonable time limit after the date of the written notice provided above, respond orally and in writing to the charges. The time limit shall be determined by the agency, but in no event shall it be less than five calendar days unless agreed to by the law-enforcement officer;
- The law-enforcement officer may be assisted by counsel at his own expense; and
- Given written notification of his right to initiate a grievance under the grievance procedure established by the local governing body pursuant to §§15.2-1506 and 15.2-1507. A copy of this grievance procedure must be provided upon his request.
- A law-enforcement officer may proceed under either the local governing body's grievance procedure or the LEOPGA, but not both.

Personal assets of officers

No law-enforcement officer shall be required or requested to disclose any item of his property, income, assets, source of income, debts, or personal or domestic expenditures, including those of any member of his family or household, unless (i) such information is necessary in investigating a possible conflict of interest with respect to the performance of his official duties (ii) such disclosure is required by law, or (iii) such information is related to an investigation. Nothing in this section shall preclude an agency from requiring the law-enforcement officer to disclose any place of off-duty employment where he may be contacted.

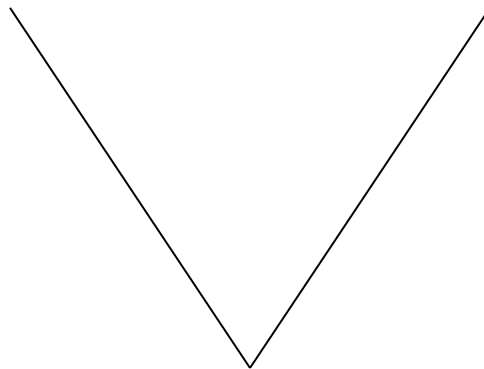
Hearing; hearing panel recommendations

Whenever a law-enforcement officer is dismissed, demoted, suspended, or transferred for punitive reasons, he may, within a reasonable amount of time (as set by the agency) following such action, request a hearing. If the law-enforcement officer makes a timely request, a hearing shall be held within a reasonable amount of time (as set by the agency). This hearing shall not be set later than fourteen calendar days following the date of the request unless agreed upon by the law-enforcement officer. The law-enforcement officer and the agency will have the opportunity to present evidence, examine, and cross-examine witnesses. The law-enforcement officer can be represented by counsel unless the officer and agency are afforded, by regulation, the right to counsel in a subsequent de novo (new) hearing.

The Grievant and the Agency head are both allowed to pick one panel member.

*Grievant-one member
from within the agency*

*Agency head-one member
of equal rank to, but no more
than two ranks above, the grievant*



These two panel members then pick one member from within the agency

*If the two appointed members cannot agree upon a third member, then the Chief Judge of the judicial circuit wherein the grievant’s duty station lies, will choose the third party.

The hearing panel may, and on the request of either the law-enforcement officer or his agency shall, issue subpoenas requiring the testimony of witnesses who have refused or failed to appear at the hearing. The hearing panel shall rule on the admissibility of the evidence. A record shall be made of the hearing.

At the discretion of the agency, it may, in lieu of complying with §9.1-502 give the law-enforcement officer a statement, in writing, of the charges, the basis therefore, the action which may be taken, and provide a hearing as provided for in this section prior to dismissing, demoting, suspending or transferring for punitive reasons the law-enforcement officer. Any recommendations of the hearing panel and the reasons therefore, shall be in writing and transmitted promptly to the law-enforcement officer or his attorney and the agency head. Such recommendations shall be advisory only, but shall be given significant weight.

Immediate suspension

Nothing in this chapter shall prevent the immediate suspension without pay of any law-enforcement officer whose continued presence on the job is deemed to be a substantial and immediate threat to the welfare of his agency or the public, nor shall anything in this chapter prevent the suspension of a law-enforcement officer for refusing to obey a direct order issued in conformance with the agency’s written and disseminated regulations. In such a case, the law-enforcement officer shall, upon request, be afforded the rights provided for under this chapter within a reasonable amount of time set by the agency.

Grievance Hearing Form
- Please type or print -

Name of Grievant	Job Title
Department	Telephone Number(s)

Step 2 – Department Head Meeting: To be completed by the grievant at Step 2 only and filed with the grievant’s department with a copy sent to the Manager.

1. Date of the incident-giving rise to this grievance. _____
2. Date of the grievant’s first awareness of the incident. _____
3. Have you had a Step 1 informal hearing with your immediate supervisor?
 Yes No (check one)
4. If yes, when?

5. Person(s) against whom this grievance is directed. _____

6. Specify the incident that resulted in this grievance. (Use separate sheets if necessary)

7. Specify the policy(ies), rule(s), or regulation(s) at issue. (Use separate sheets if necessary)

8. Specify why the action taken was not proper. (Use separate sheets if necessary)

9. Specify the relief sought. (Use separate sheets if necessary) _____

Attachment: Haymarket Employee Manual Draft_11.22.2021 (5332 : Personnel Policy and Compensation Plan Survey)

Signature of Grievant

Date Submitted

Department Head Response:

Signature of Departmental Head and Date

Date Grievance Was Received

Request for Step 3 –Town Manager Meeting: To be completed by the Grievant at Step 3 only and filed directly with the Manager’s office.

I wish to have my grievance heard at the Step 3 Town Manager level. I understand that, by requesting to have my grievance heard at Step 3, I am giving up the relief, if any, that was awarded to me at Step 2.

Signature of Grievant

Date Submitted

Town Manager Response:

Signature of Town Manager and Date

Date Grievance Was Received

Request for Step 4 – Grievance Panel Hearing: To be completed by the grievant at Step 4 only and filed directly with the Town Manager.

1. I wish to have my grievance heard at the Step 4 (grievance panel) level. I understand that, by requesting to have my grievance heard at Step 4, I am giving up the relief, if any, that was awarded to me at Step 3.

2. Name of grievant's panel member: _____

Address: _____

Telephone Number: (Home) _____
(Work) _____

Signature of Grievant Date Submitted

Town Panel Member

Name of Town's panel member: _____

Address: _____

Telephone Number: (Home) _____
(Work) _____

Addendum 2.

Worker's Compensation Administrative Procedures

Workers' Compensation Policy:

Our first responsibility is the prevention of occupational injuries and illnesses. Despite our best efforts, injuries and illnesses do sometimes occur. Workers' Compensation provides benefits for an employee in the event of certain occupational illnesses, injuries or death.

Reporting

Employees are required to immediately report, all workplace injuries, conditions or illnesses, to their supervisor. All incidents shall be reported no matter how insignificant and regardless if medical treatment is necessary. If the immediate supervisor is not available, report must be made to the **Town Manager**. Late reporting by the employee can result in delayed or denied workers' compensation benefits.

When Reporting claims through CompCare On-Call, VRSA nurse triage and reporting services, the following language is suggested:

The **[Supervisor/Town Manager]** shall immediately have the injured worker call CompCare On-Call, the nurse triage injury hotline: 1-877-234-0898 and report the claim. CompCare On-Call is available 24-7-365. Employees have the option of speaking with a registered nurse to receive treatment advice or simply report their claim. If the employee is unable to call CompCare On-Call or unwilling to call, the supervisor must make this call and report the claim on the employee's behalf. Ensuring all claims are reported and reported timely is **[member name]** responsibility. Delays in reporting can jeopardize the employees' rights under the workers' compensation law and subject **[member name]** to penalties, which can be assessed by the Virginia Workers' Compensation Commission. All occupational incidents shall be called into CompCare On-Call immediately upon the notification of a work related injury or illness (within 24 hours).

When reporting claims through VRSA website, the following language is suggested:

The **[Supervisor/Town Manager]** shall immediately complete an accident report on-line by going to Virginia Risk Sharing Association (VRSA) website: www.vrsa.us Delays in reporting can jeopardize the employees' rights under the workers' compensation law and subject The Town of Haymarket to penalties, which can be assessed by the Virginia Workers' Compensation Commission. All occupational reports shall be submitted to Virginia Risk Sharing Association (VRSA) immediately upon the notification of a work related injury or illness (within 24 hours).

Panel of Physicians

The Town of Haymarket has an approved Panel of Physicians for treating workers' compensation injuries and illnesses. The supervisor shall, immediately upon notification of a work related injury or illness, provide the employee with the Panel of Physicians. The employee shall sign and date an acknowledgement of receipt of the Panel of Physicians and the supervisor shall witness the employee's signature. The supervisor will retain the original signed panel and provide the employee

with a signed copy. The Panel of Physicians shall be offered and provided to the employee, regardless if the employee intends to receive medical attention.

Treatment by a physician or medical facility outside of the panel will be at the employee's expense.

In the event of an emergency the employee may treat at the closest emergency facility. Once the emergency treatment is completed a panel physician must be chosen for follow up care.

All departments shall post a copy of the Panel of Physicians in a conspicuous location.

Medical Treatment

An employee shall not utilize health insurance for situations believed to be work related, unless the claim is denied.

The supervisor will provide employees with a Medical First Report form to take with them for initial treatment. This form is for the physician to complete. The employee shall provide the completed form to their supervisor following treatment, so the employer is aware of the employee's return to work capabilities or restrictions.

Immediately upon receipt; all medical bills, reports and other medical correspondence shall be forwarded to Virginia Risk Sharing Association (VRSA). All medical facility inquiries shall be referred to Virginia Risk Sharing Association (VRSA).

Only Virginia Risk Sharing Association (VRSA) has the authority to authorize treatment, testing, physical therapy, surgery, change in physician, second opinion, etc.

The employee shall cooperate with the Town Treasurer the workers' compensation administrator, Virginia Risk Sharing Association (VRSA). This includes supplying disability slips, medical information, keeping appointments etc. Additionally, the employee shall keep their *[Supervisor/ Town Manager]* advised of their work status and cooperate with return-to-work efforts.

Prescriptions

The supervisor shall complete and provide the employee with first fill prescription form/letter. The employee will take this authorization to a participating network pharmacy and will be provided a 10 day supply of medication at no cost. This authorization is valid for one time use only. Virginia Risk Sharing Association (VRSA) must authorize any additional medication prescribed beyond the first fill.

Should an employee incur the cost for any medication, a receipt, which includes the employee's name, prescribing physician's name, date of purchase, name of medication and cost of medication, may be submitted to Virginia Risk Sharing Association (VRSA) for reimbursement consideration.

Wage Loss Benefits

An employee is not entitled to lost wage compensation for the first seven days of incapacity resulting

from a work related disability. The Virginia Workers' Compensation Law includes weekends/holidays in this count, and these days do not need to be consecutive.

The employee will be given the option of using earned *[sick/vacation/compensatory]* leave for up to seven days. If the employee chooses not to use earned leave this will be excused leave without pay. It is the employee's responsibility to notify their *[Supervisor/Town Manager]* regarding how they would like to charge the first seven days missed. If a designation is not made, the employee's pay will be docked.

Temporary and part-time employees who are not eligible for annual leave and employees, who have no earned leave available, will not receive pay for the first seven days.

When the absence is longer than seven days and is authorized by a panel physician and is the result of a compensable injury under the Virginia Workers' Compensation Act, the employee will receive compensation benefits from Virginia Risk Sharing Association (VRSA) in accordance with the provisions of the Virginia Workers' Compensation Act.

When an employee is out of work over twenty-one days for a covered injury/illness, which disability is authorized by a panel physician, the employee will receive from Virginia Risk Sharing Association (VRSA), compensation for the first seven days. The employee has the option of signing this check over to *[member name]* and in return their earned leave will be restored or the employee can keep the compensation and their earned leave will not be reinstated.

Injured employees do not continue to accrue sick and annual leave while out of work due to a workers' compensation injury/illness.

Earned *[annual/sick/consolidated]* leave cannot be used concurrently with workers' compensation benefits.

Work related disability will be designated under the Family Medical Leave Act (FMLA) and will run concurrently with workers' compensation benefits, when the disability constitutes a "serious health condition".

While receiving workers' compensation benefits, any voluntary deductions are the responsibility of the employee.

Earned *[annual/sick/consolidated]* leave may be used for disability resulting from a denied workers' compensation claim and disability will be designated under FMLA, when the disability constitutes a "serious health condition".

Return to Work – Light / Modified Duty:

[Member name] shall make every effort to provide light/modified duty for employees with temporary restrictions resulting from a work-related disability. All light/modified assignments will be within the employee's medical capability and will adhere to the treating physician's recommendations. The light/modified assignment may or may not be in the same occupation, department, pay scale, hours, etc. as the employee was performing prior to the work-related injury or illness. Light/modified assignments are temporary and will be reviewed periodically to determine

continued availability of the assignments.

If an employee refuses a light/modified assignment that has been approved by their treating physician and is within their capabilities, their workers' compensation benefits will be jeopardized.

Workers' Compensation Administrator Information

Virginia Risk Sharing Association (VRSA)
P. O. Box 3239
Glen Allen, VA 23058
Telephone Number: 804-273-0038
Toll Free Number: 800-963-6800
Fax Number: 804-273-0560

PERSONNEL POLICIES RECEIPT ACKNOWLEDGMENT

To be signed by the employee to indicate he/she will abide by the Personnel Policy Manual and understands its effect:

I understand it is my responsibility to read, familiarize myself with the policies, and understand the matters set forth in this Personnel Policy Manual.

This Manual supersedes all prior policies as to subjects addressed in the manual and all representations, oral or written. In the event of a contradiction between this Manual and the representation of a supervisor, the terms of this manual will govern.

I understand that no statement contained in this Manual creates any guarantee of continued employment or creates any obligation, contractual or otherwise, on the part of (the Entity Type).

I understand and acknowledge that (the Entity Type) has the right, without prior notice, to modify, amend, or terminate policies, practices, benefit plans, and other institutional programs within the limits and requirements imposed by law.

[Signature]: _____

Name (printed): _____

Dated: _____

Attachment: Haymarket Employee Manual Draft_11.22.2021 (5332 : Personnel Policy and Compensation Plan Survey)

Attachment A

Town of Haymarket Compensation Plan**BACKGROUND**

During fiscal year 2009/10 the Town staff obtained comparison data regarding compensation from the other local governments in the northern Virginia area. These governments are:

Purcellville

Occoquan

Middleburg

Lovettsville

Dumfries

These towns are of reasonably similar size and are organizations with which the Town of Haymarket would compete for employees.

The results of the comparison survey data are attached.

Based on that comparison data, it was determined that the current pay for Haymarket positions was at the low end of the range of pay for all positions and that an adjustment was needed to bring salaries within the range. With the 2010/11 Budget, adjustments were made to individual pay rates which brought all Haymarket positions within the range of the salary comparison.

COMPENSATION PLAN

Based on the market comparison, a Compensation Plan for the Town of Haymarket has been created. The Compensation Plan includes the following features:

- A salary range for each Town position based on the market comparison
- A minimum, mid-point and maximum salary for each salary range
- A 40% spread between the Minimum and Maximum Pay levels.
- Location of each current incumbent on the plan. All town employees are within the lower half of the plan.

The Pay Plan becomes the basis for salary decisions whether those decisions impact all employees or individual employees.

Also included with the plan are position descriptions for all full-time positions, Duties and Responsibility documents for all Part-time and Contract employees and a copy of the Performance Review form currently being used

POLICY

It is the policy of the Town of Haymarket to pay competitive wages based on the market in which the Town competes – the small towns in Northern Virginia. The Pay Plan adopted by the Town is based on that market and may be amended from time to time in keeping with changes in that market. The Town provides opportunities for pay increases based on merit, achievement and length of service.

MOVEMENT THROUGH THE PAY PLAN

The Town of Haymarket provides the following opportunities for increases:

New employees are hired at the minimum salary level with the following possible exceptions:

Any recommendation to hire above that level must be approved by the Town Manager

New employees may be hired below the minimum level as long as they are brought to the minimum with the successful completion of the probationary period.

The hire date is the **Anniversary Date** for any future changes related to Anniversary Date.

New hires must work for a minimum **Probationary Period** of six months. The Probationary Period may be extended at the recommendation of the supervisor but may not be extended beyond a total of one year.

With the satisfactory completion of the Probationary Period the new employee is entitled to a 4% salary increase.

~~Employees will receive a **Longevity Increase** of 5% at the completion of each five (5) years of service from their Anniversary Date.~~

Employees may receive a **Merit Increase** based on performance and recommended by the supervisor. Merit Increases are not guaranteed and payment of any such increase may be based on the financial condition of the Town at the time of the recommended increase.

Merit increases are based on performance against performance standards and the review of that performance by the supervisor. All Merit Increases must be approved by the Manager.

The Town may provide a **Cost of Living Increase (COLA)** based on the United States Office of Personnel Management data for the Washington, DC area. The COLA will be recommended by the Manager and must be approved by the Town Council.

The Town may provide an **Achievement Increase or Bonus** based on an employee receiving a certain certification or other recognition relative to that employee's position. Any Achievement Increase or Bonus, including the amount of the increase, must be agreed to by the Town Manager prior to the employee attempting to obtain the achievement. The Achievement Increase is considered an increase in pay and becomes part of the base pay of the employee. A Bonus is a one-time payment which does not become part of the base pay.

Locality	Population	Town Manager	Town Treasurer	Town Clerk	Town Planner**	Zoning Administrator	DMV Clerk	Maintenance Supervisor	Maintenance Worker	Police Chief	Police Sergeant**	Police Officer
Dumfries												
Haymarket	1,680	\$86,500.00	\$81,885.00	\$67,989.00	\$77,765.00		\$44,500.00		\$15.00/hr	\$98,000.00	\$75,000.00	\$65,000.00
Lovettsville	2,828	\$110,000	\$65,188	\$60,600		*PT- \$50/hr			\$26.19/hr			
Middleburg	669	\$130,810.00	\$95,000.00	\$77,397.00	\$105,352.00			\$72,342.00		\$109,988.00	\$72,321.00	\$63,000.00
Occoquan	1,174	\$85,000.00	\$50,000.00	\$50,000.00				\$40,664.00		\$75,000.00		\$52,000.00
Purcellville	8,928	\$161,520.00	\$138,513.00	\$111,100.00	\$72,820.00	\$126,250.00	\$39,187.00	\$85,668.00	\$21.69	\$124,797.00	\$74,111.00	\$53,814.00

* Zoning Admin/Planner same PT position

** for Middleburg, Town Planner is also zoning administrator and is our Deputy Town Manager

** For Middleburg, Corporal, not Sergeant

Average	\$114,766.00	\$86,117.20	\$73,417.20	\$85,312.33	\$126,250.00	\$41,843.50	\$66,224.67	\$20.96	\$101,946.25	\$73,810.67	\$58,453.50
40% Range	\$91,812 - \$137,719	\$68,893 - \$103,340	\$58,733 - \$88,100	\$68,249 - \$102,374	\$101,000 - \$151,500	\$33,474 - \$50,212	\$52,979 - \$79,469	\$16.77 - 25.15/hr	\$81,557 - \$122,335	\$59,048 - \$88,572	\$46,762 - \$70,144



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

Christopher S. Coon
Town Manager

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Chris Coon, Town Manager
DATE: November 22, 2021
SUBJECT: Town Council Chamber Audio/Visual Upgrades

Background:

During the COVID-19 Pandemic, Town Council began having meetings with individuals participating virtually. That virtual participation causes significant audio challenges for those inside Town Hall and the virtual participant. Staff did what they could to make the virtual meetings successful. However, the Council requested a quote to make the system fully integrated for virtual participation. This Agenda Item offers Town Council the opportunity to speak with CTSI regarding their scope of work and alternative options.

Fiscal Impact

The Town has received two quotes one by our current provider CTSI for \$29,253.30 and another quote from Acuity Audiovisual for \$27,868.81. Funds for this project will be covered by CARES ACT Funds.

Staff Recommendation:

Staff recommends Town Council discuss options and chose a contractor to install the Audio/Visual System.

Draft Motion:

"I move to enter into a contract with _____ to provide Audio/Visual services for the Town Council chambers in the amount not-to-exceed _____."

OR

Other action deemed appropriate by Council.

Attachment: Audio visual memo (5328 : Audio/Visual Quote)

AV System Tech Refresh Proposal for The Town of Haymarket



Presented to:

Chris Coon

Business Manager
703-753-0323 ext. 208
ccoona@townofhaymarket.org
15000 Washington Street, Ste. 100
Haymarket, Va. 20169

Revised

Presented on:

10/27/2021

Prepared by:

Bob Garrison

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Direct + 571-221-2436
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Fax + 703.631.3396
bgarrison@ctsi-usa.com

Proprietary Statement

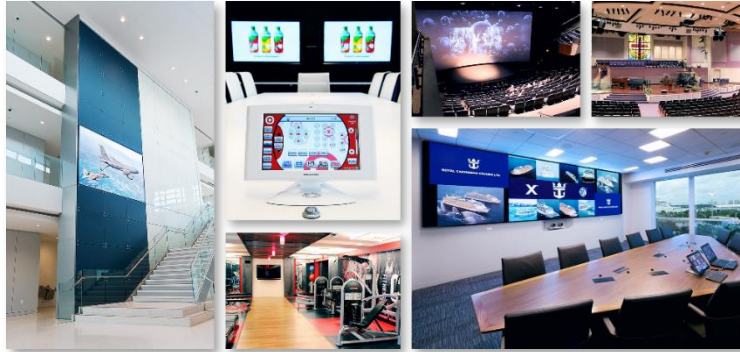
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Attachment: CTSI AUDIO QUOTE (5328 : Audio/Visual Quote)



CTSI at a glance.

Over the past five decades, CTSI has inspired audiences and streamlined communication by delivering technology solutions in corporate, government, healthcare, education, multi-dwelling units and house of worship settings. **Our expertise includes audiovisual, videoconferencing, professional sound systems, security, voice and networking, healthcare and education technologies.**

We have earned our reputation as the Mid-Atlantic region's leading technology solutions provider by delivering superior service and exceptional performance. Our company headquarters in Chantilly, VA and our branch location in Baltimore, MD are strategically located near major metropolitan centers across the East Coast, allowing CTSI technicians to service a wide geographic region and a varied clientele. Each day, our mission is to improve the way our customers receive, present and communicate information.



Why Choose CTSI?

Our solutions facilitate learning and safety in schools, improve patient safety and operational efficiency in hospitals, and advance the way our customers receive, present and communicate information and media.

CTSI provides high-impact communications solutions that enable people to consolidate information and collaborate effectively. We design, engineer and install customized turnkey solutions using innovative, high-performance technologies to keep you ahead of the curve. Our Customer Care Department provides dedicated service professionals to keep your systems running at their peak performance. From boardrooms and hospitals, to classrooms and command centers, CTSI solutions **ENGAGE**, **INSPIRE** and **DELIVER**.

ENGAGE.

Technology is changing so rapidly that having a thorough understanding of customer needs is paramount for creating technology systems that are as captivating as they are informative.

INSPIRE.

Our solutions are engineered to inspire. We design and install complete, customized solutions that bring your digital media to life. These solutions motivate users and allow for a more collaborative work environment.

DELIVER.

Being able to deliver the most advanced communications technology starts with our technical capabilities. Our in-house industry certified and manufacturer-trained engineers, technicians and programmers transform on-paper installation designs into fully-integrated realities.



Key Differentiators.

These are just some of the ways our full-service solutions set us apart from the competition.

Wide Range of Full-Service Solutions:

- Audiovisual (AV) & Professional Sound
- Healthcare Technologies
- Education Technologies
- Networking & Premise Wiring
- Security/Life Safety
- Videoconferencing & Voice Systems

**DESIGN.
ENGINEERING.
INSTALLATION.
SERVICE.**

Project Management:

CTSI assigns dedicated project management teams, specifically structured to meet the needs of each installation.

In-house Engineering Capabilities:

Our in-house industry-certified and manufacturer-trained engineers make sure our clients are getting the most efficient and technologically advanced systems available.

24/7 Service:

CTSI offers professional 24/7 Customer Care, long after the installation is complete.

Certified Staff:

In-house technical and engineering staff are required to maintain current manufacturer and industry certifications, such as CTS, CTS-I, CTS-D, ISF-C, DMC-E, EAVA, and Cisco Certifications.

Experience Installing Complex Systems:

CTSI has successfully integrated technology into a wide range of multi-room/multi-environment projects.

Trusted Partner of General Contractors:

We have developed strong relationships with many of the largest DC area General Contractors, such as Clark Construction and HITT Contracting.

Our Reach:

With just over 160 employees between our Chantilly, VA Headquarters and our Baltimore, MD branch office, CTSI is just minutes away from the D.C. area, but our reach extends far beyond the Mid-Atlantic. Our work can be found across the country as well as internationally.

Decades of Government Experience:

CTSI maintains all appropriate security level clearances for our government clients. Some of our previous partnerships include Air National Guard, Pentagon Joint Staff, and the U.S. Army.

Certifications

We cultivate a culture where innovation, accountability and excellence are rewarded, and every member of our team has a voice. For this to work, we require our team to maintain all current manufacturer and industry certifications.



- **InfoComm International** (Audiovisual Communications Association) – APEX– CTS, CTS-D, CTS-I
- **National Systems Contractors Association (NSCA)**
- **ASIS International**
- **Electronic Security Association (ESA)**

- **Building Industry Consulting Service International** – Registered Communications Distribution Designer (BICSI-RCDD)
- **Occupational Safety and Health Administration (OSHA)**



Attachment: CTSI AUDIO QUOTE (5328 : Audio/Visual Quote)

Portfolio

At CTSI we strive to provide all clients with expert service throughout all phases of the project, from design and purchasing to installation and maintenance.



The Pentagon (Arlington, VA): Government

CTSI provided the custom audiovisual solution for a Department of Defense management briefing and decision support conferencing facility at the Pentagon. The on-going installations include audio, video, switching and control systems, large screen displays, videoconferencing lighting system, and room décor appointments including custom wainscoting, acoustical wall treatments and furnishings.

Baker & McKenzie (Washington, DC): Law Firm

CTSI provided Baker & McKenzie, LLP with a multi-room audiovisual system, engineered to function as independent divisible conference rooms or as one large conference space. Additionally, CTSI installed a variety of smaller audiovisual systems for collaboration rooms, totaling approximately 15 spaces throughout the four floors of their DC headquarters.



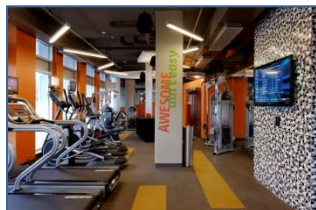
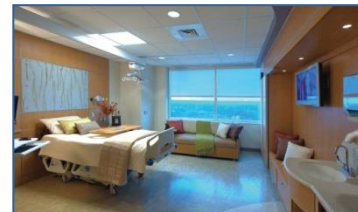
Center for Strategic & International Studies (Washington, DC): Corporate



Installing AV systems in CSIS's new headquarters, CTSI was responsible for the audiovisual integration into rooms and areas used for conferencing, presentation, and event space (multiple conference rooms, boardroom, and large three-way divisible room). In addition to these main spaces, CTSI installed multiple support AV systems (VIP green room, multiple pre-function areas, 2x2 video wall signage, room status & signage kiosks, room status cameras, scheduling touch panels for conference rooms, and room management software suite to monitor room usage and status). CTSI also implemented a fiber optic AVOC network to facilitate broadcast network access to meetings and events.

Inova Fairfax Medical Campus (Falls Church, VA): Healthcare

Inova Fairfax Medical Campus is a nationally recognized, 800+ bed regional hospital serving the Washington, DC area. CTSI installed Responder 5 Nurse Call systems specifically designed to align with the hospital's priorities, including patient satisfaction, patient safety, improved staff communication and innovative workflows. Inova's Nurse Call systems allow critical alerts and data to be sent directly to caregivers, routine tasks to be automated, as well as staff and equipment to be easily located.



AvalonBay (Multi-Location): Multi-Family Housing

CTSI developed a solution that incorporated a wall-mounted flat panel displays and remotely located HD cable receivers. A specially-designed software driven control system along with AMX MET-6N & AMX MET-13 wall-mounted pushbutton keypads provided residents with simple, accessible control throughout the entire amenities floor.

Our Partners

Superior solutions are only possible with cutting-edge technologies. CTSI is proud to partner with many of the leading manufacturers of advanced technology products.



Attachment: CTSI AUDIO QUOTE (5328 : Audio/Visual Quote)

Project Approach

CTSI utilizes a single point of contact approach. Sales and Engineering work together from the initial call to closeout. Once the award is given, the project manager acts as the customer's primary point of contact for all installation related communications. During the critical installation stages of the project, the project manager attends necessary project meetings.

Through the major installation effort of the project, there will also be a lead technician on-site. The lead technician is responsible for the day-to-day operations on site. He or she is responsible for assigning tasks to all of the other technicians on site. The lead technician ensures that all tasks relating to the installation of the system are completed to a high standard and are in line with CTSI's quality expectations. CTSI's lead technician serves as the primary on-site point of contact.

Towards the end of the installation process, a control system programmer will be onsite to configure all of the systems. The programmer will work in conjunction with the lead technician to test the systems. As a result of these test procedures, CTSI will be able to identify potential problems and remedy them before the systems are turned over to the customer. The programmer is responsible for developing the software that the customer uses to interact with the system.

Once CTSI has fully tested, configured, and programmed the systems, the user is trained on the systems. Depending on the complexity of the system, this training is performed by the control system programmer or the project manager. Both technical and end user training is conducted to ensure the technology is used appropriately.

After the customer is trained on their new systems, and the systems are functioning in a manner consistent with the customer's expectations, the project manager will receive a signed Certificate of Completion for the job. By signing this certificate of completion, the customer takes full ownership of the system. At that point, the warranty period for this system begins.

After the system is in the warranty period the customer's primary point of contact shifts from the project manager to CTSI's service manager. Although the project manager will still be available to the customer, and involved with the customer when necessary, he or she is no longer the customer's primary contact. Any service or warranty work will be coordinated through CTSI's service manager for the duration of the warranty period.

Statement of Work

Town Hall Tech Refresh

Video

CTSI will provide a video extender wall plate which will be mounted to the front of the dais (exact location TBD) to provide a digital video with embedded stereo audio (HDMI) interface for an ad hoc CFE laptop or another source connection. The HDMI extender will connect to the existing video production switcher at the Operator Station. A Pre-Made HDMI patch cable will be provided for connection.

The output of the existing video production switcher and audio processor will connect to the existing Operator Station Computer through an AV-to-USB Bridge. The AV-to-USB Bridge will provide production switched video and microphone audio to the Operator Station Computer for use with CFE soft-video teleconferencing platforms such as Microsoft Skype for Business, Cisco WebEx, Go to Meeting, Zoom, and others.

Audio

CTSI will utilize the existing ceiling speakers for the updated system. The speakers will provide both program audio playback as well as audio from a far-site during a teleconference call.

A new digital wireless microphone system will be integrated to provide one lapel microphone, one handheld microphone, and three tabletop gooseneck microphones for use as speech reinforcement within the room by a presenter and for transmission during a teleconference call to a far-site.

A Dante enabled digital signal processor (DSP) will replace the existing DSP to route, process, and convert both program and microphone audio for the room. Advanced echo-cancellation will provide enhanced audio for teleconferencing.

Control

The existing Biamp wall mounted controller will be updated to control the new audio processor.

An HDMI switcher will be located on the Operator Station to select the video output to the projector/display carts. The HDMI switcher will select between the existing Roland Video Switcher to view cameras or the visitor's laptop or the Operator Computer which will be hosting the soft-video teleconference.

Miscellaneous

The existing 10-space rack will be reutilized to house the audio headend equipment. An 8-space half-width rack will be installed at the Operator Station to house the new video headend equipment.

Option One: Add Video Display Carts

CTSI will provide two commercial-grade 65-inch flat panel displays with LED-lit LCD screens. Each flat panel will be mounted on a mobile display cart with tilt capability to provide optimum viewing with glare reduction from overhead lights. A video receiver will be mounted behind each flat panel display to provide a connection to the audiovisual system. Each cart will receive the video output from the existing video production switcher at the Operator Station. A disconnect wall plate for each of the display carts will be mounted with the room at locations to be determined after award.

The manufacturer supplied handheld IR remote control for the flat panel displays will be used for control of the displays.



Option Two: Add Wireless Presentation Gateway

CTSI will provide and install a wireless presentation gateway that will enable presenters to connect to the AV system wirelessly using either the customer wireless network or Miracast. The presenter's device will be routable to the displays included in Option One and to the streaming device included in the Base Proposal to enable remote viewers to see the presentation.

Attachment: CTSI AUDIO QUOTE (5328 : Audio/Visual Quote)

Proposal Pricing

Town Hall Tech Refresh

Item	Manufacturer	Qty	Model	Description	Price Each	Price Ext.
Equipment						
Video System						
-		-		Laptop Wall Plate for House-Right Side of the Dais	\$ -	\$ -
1	Extron	1	60-1421-13	DTP T HWP 4K 231 D DTP Transmitter for HDMI - Decorator-Style Wallplate, White	\$ 355.35	\$ 355.35
2	Extron	1	60-1271-13	DTP HDMI 4K 230 Rx DTP Receiver for HDMI	\$ 284.28	\$ 284.28
3	Middle Atlantic	1	HR-UMS1-5.5	1 RU UMS Half Rack Shelf, 5.5 Inches Deep by 10 Inches Wide	\$ 40.51	\$ 40.51
-		-		Existing Camera and Switching System at the Operator Station	\$ -	\$ -
4	CFE Vaddio	2	CFE RoboSHOT	Existing PTZ Camera	\$ -	\$ -
5	CFE Roland	1	CFE V-1HD	Existing HD Video Sw itcher	\$ -	\$ -
-		-		AV-to-USB Bridge for the Operator Station Computer	\$ -	\$ -
6	Extron	1	60-1488-01	MediaPort 200 HDMI and Audio to USB Scaling Bridge	\$ 1,889.28	\$ 1,889.28
7	Extron	1	60-1251-10	HRB 109 1U Basic Half Rack Shelf, gray	\$ 29.62	\$ 29.62
8	CFE Computer	1	CFE Computer	Existing Operator Station Computer	\$ -	\$ -
-		-		Tabletop HDMI Sw itcher to Select Between Roland Output or Operator Computer to the Projector/Display Carts	\$ -	\$ -
9	Extron	1	60-1603-01	SW2 HD 4K PLUS Two Input 4K/60 HDMI Sw itcher	\$ 355.35	\$ 355.35
Audio System						
-		-		Wired Dais Microphones	\$ -	\$ -
10	CFE Shure	8	CFE MX412D/C	Existing Tabletop Gooseneck Microphone, 12-inch, Cardioid	\$ -	\$ -
-		-		Wireless Microphone System	\$ -	\$ -
11	Shure	5	MX410LP/C	10-inch Gooseneck Microphone, Cardioid	\$ 189.11	\$ 945.55
12	Shure	5	MXW8=Z10	Desktop Gooseneck Microphone Transmitter	\$ 488.02	\$ 2,440.10
13	Shure	1	MXWAPT8=Z10	Eight Microphone Wireless Access Point Transceiver	\$ 2,867.09	\$ 2,867.09
14	Shure	1	MXWNCS8	Networked Charging Station, 8-Port	\$ 1,494.55	\$ 1,494.55
-		-		Audio Processor, Amplifier, and Assistive Listening System	\$ -	\$ -
15	Biamp	1	TesiraFORTE DAN V	Audio DSP with Dante Interface, VoIP	\$ 2,486.27	\$ 2,486.27
16	Biamp	1	TesiraFORTE DAN C	Audio DSP with Dante Interface	\$ 2,308.60	\$ 2,308.60
17	CFE Lab Grupper	1	CFE E Series 4:2	Existing 2-Channel Amplifier	\$ -	\$ -
18	CFE Listen Tech	1	CFE LT-800	Existing Assistive Listening System	\$ -	\$ -
-		-		Audio Accessories	\$ -	\$ -
19	Cisco	1	CBS250-16P-2G-NA	Switch - L2 - smart - 16 x 10/100/1000 (PoE+) + 2 x Gigabit SFP - rack-mountable - PoE+ (120 W) - Fanless	\$ 460.49	\$ 460.49
20	Middle Atlantic	1	RR2-3RCN	2 RU Rackrail Recessor, 3 Inches Deep	\$ 28.79	\$ 28.79
21	CFE Extron	1	CFE USB Extender R	Existing USB Extender for Audio to the Operator Station Computer	\$ -	\$ -
22	CFE Extron	1	CFE USB Extender T	Existing USB Extender for Audio to the Operator Station Computer	\$ -	\$ -
23	Extron	1	60-190-10	RSU 126 Universal Rack Shelf Kit for 6" Deep Products	\$ 88.84	\$ 88.84
Control System						
24	CFE Vaddio	1	CFE ProductionVIEW	Existing Precision Camera Controller	\$ -	\$ -
25	CFE Biamp	1	CFE Tesira TEC-1s	Existing Audio Controller	\$ -	\$ -

12

Attachment: CTSI AUDIO QUOTE (5328 : Audio/Visual Quote)



Town Hall Tech Refresh, cont.

Miscellaneous System						
-		-		Existing Rack Under Dais	\$ -	\$ -
26	CFE Middle Atlantic	1	CFE BRK Rack	Existing BRK Series Black Laminate Rack, 10RU	\$ -	\$ -
27	CFE Middle Atlantic	1	CFE PD-915RV-RN	Existing Rackmount Pow er, 9 Outlet, 15A, & 2-Stage Surge Protection	\$ -	\$ -
-		-		Rack Under Operator Station	\$ -	\$ -
28	Middle Atlantic	1	HRF-814	Half-Rack, 8RU, 14-inch Deep	\$ 216.95	\$ 216.95
29	Middle Atlantic	1	5-RS14	14 Inch Deep Runner Kit	\$ 25.59	\$ 25.59
30	Middle Atlantic	1	PD-715SC-NS	Slim Pow er Strip, 7 Outlet, 15A	\$ 76.23	\$ 76.23
31	Middle Atlantic	1	PD-415R-SP	Compact Pow er, 4 Outlet, 15A with Series Surge Protection	\$ 244.66	\$ 244.66
32	lot			Miscellaneous Consumables & Hardware	\$ 1,086.00	
33	lot			Cable	\$ 247.51	
Expenses						
47	CTSI	Lot	Expense	COVID-19 Onsite PPE Charge	\$ 20.00	\$ 20.00
48		1	Expense	Shipping	\$ 361.70	\$ 361.70
Professional Services, Day-2					\$ -	
49	Customer Care	lot	CCARE-ESSEN-1	Essential Maintenance & Warranty, 1 Year, 1 PM, 2 Day Onsite Response, 25% Discount at System Purchase	\$ 817.19	\$ 817.19

Summary of : Town Hall Tech Refresh	Totals
Equipment	\$16,638.10
Misc Material & Cable	\$1,333.51
Professional Services	\$11,281.69
Project Total, Excl Tax	\$29,253.30

Attachment: CTSI AUDIO QUOTE (5328 : Audio/Visual Quote)



Option One – Display carts

Item	Manufacturer	Qty	Model	Description	Price Each	Price Ext.
Equipment						
Video System						
-		-		Display Carts	\$ -	\$ -
1	Panasonic	2	TH-65CQE1WA	65-inch UHD Flat Panel Display	\$ 1,267.42	\$ 2,534.84
2	Chief	2	LPAUB	Large Manual Height Adjustable Mobile AV Cart	\$ 962.12	\$ 1,924.24
3	Extron	2	60-1271-13	DTP HDMI 4K 230 Rx DTP Receiver for HDMI	\$ 284.28	\$ 568.56
4	Extron	2	70-077-01	MBU 125 Low -Profile Mount Kit	\$ 31.99	\$ 63.98
5	Surgex	2	SA-82	Surge Suppressor and Power Filter, 2-Port	\$ 283.10	\$ 566.20
6	Startech	2	PXT10115	15ft Power Cord, NEMA5-15P to C13	\$ 8.30	\$ 16.60
7	Extron	2	70-1054-03	WPD 101 P Single DTP Pass-Through Wallplate, Decorator-Style, White	\$ 41.46	\$ 82.92
-		-		Video Transmitters - Mounted at Operator Station	\$ -	\$ -
8	Extron	2	60-1491-12	DTP T HD2 4K 230 DTP Transmitter for HDMI with Input Loop-Through	\$ 473.80	\$ 947.60
9	Middle Atlantic	2	HR-UMS1-5.5	1 RU UMS Half Rack Shelf, 5.5 Inches Deep by 10 Inches Wide	\$ 40.51	\$ 81.02
10		lot		Miscellaneous Consumables & Hardware		\$ 486.68
11		lot		Cable		\$ 159.14
Expenses						
20	CTSI	Lot	Expense	COVID-19 Onsite PPE Charge	\$ 15.00	\$ 15.00
21		1	Expense	Shipping	\$ 147.53	\$ 147.53
Professional Services, Day-2						
22	Customer Care	lot	CCARE-ESSEN-1	Essential Maintenance & Warranty, 1 Year, 1 PM, 2 Day Onsite Response, 25% Discount at System Purchase	\$ 353.39	\$ 353.39

Summary of :	Display Cart Option	Totals
Equipment		\$6,785.96
Misc Material & Cable		\$645.82
Professional Services		\$5,435.17
Project Total, Excl Tax		\$12,866.95

Attachment: CTSI AUDIO QUOTE (5328 : Audio/Visual Quote)



Option Two – Wireless Presentation Gateway

SectC	Modl	Export		Noltm\$	Item\$	Proposal	Develo	Internal
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Item	Manufactur	Qty	Model	Description	Price Each	Price Ext.
Equipment						
Video System						
1	Mersive	1	SP-8100-E1	Solstice Pod Gen3 with perpetual Small Group Edition Enterprise software license (4 simultaneous users), 1 year Solstice Subscription,	\$ 994.16	\$ 994.16
2	Mersive	1	SP-8301-E	Power Supply	\$ 21.31	\$ 21.31
3	lot		Miscellaneous Consumables & Hardware			\$ 61.40
Expenses						
6	CTSI	Lot	Expense	COVID-19 Onsite PPE Charge	\$ 5.00	\$ 5.00
7		1	Expense	Shipping	\$ 22.08	\$ 22.08
Professional Services, Day-2						
8	Customer Care	lot	CCARE-ESSEN-1	Essential Maintenance & Warranty, 1 Year, 1 PM, 2 Day Onsite Response, 25% Discount at System Purchase	\$ 42.37	\$ 42.37

Summary of : Wireless Gateway Option	Totals
Equipment	\$1,015.47
Misc Material & Cable	\$61.40
Professional Services	\$361.70
Project Total, Excl Tax	\$1,438.57

Attachment: CTSI AUDIO QUOTE (5328 : Audio/Visual Quote)



Pricing Summary

This page is a brief breakdown of final costs to be reviewed before contract signing.

Item #	Base Systems	System Price	Notes
1	Town Hall Tech Refresh	\$ 29,253.30	See Scope of Work

Maintenance & Warranty: This quote includes 1-Year CTSI Essential Maintenance and Warranty.

Summary of : Base Systems

\$ 29,253.30 Project Total, Excluding Tax

Summary of System Options

Item #	System Options	Option Price	Notes
1	Display Cart Option	\$ 12,866.95	See Scope of Work
2	Wireless Gateway Option	\$ 1,438.57	See Scope of Work

Attachment: CTSI AUDIO QUOTE (5328 : Audio/Visual Quote)



Maintenance Level Agreements

Essential Maintenance:

Improve System Uptime, Resource Availability, and Risk Reduction

CTSI Maintenance programs deliver reliable results to keep your systems up and running. Fast, efficient, and certified support personnel work to ensure stable, dependable environments which allow your entire organization to benefit from CTSI's experience and systems integration expertise.

CTSI Help Desk

Staffed with a highly-trained team of industry certified engineers, the CTSI Help Desk works to resolve incidents associated with your covered systems as a whole, not just components. Your environment's details are at the fingertips of the Help Desk, right down to the as-built engineering documentation, system source code, and configuration files. Our experts will troubleshoot over the phone and can utilize secure remote access for real time diagnostics. This enables the Help Desk to work through multi-vendor troubles with speed and efficiency.

Priority On-Site Service Scheduling

If on-site resolution becomes a necessity, you are covered. As a CTSI Maintenance customer, you benefit from priority scheduling of on-site service calls from skilled technicians, and Help Desk Engineering stays engaged through incident resolution. We handle the details.

Preventive Maintenance

Once a year, CTSI will perform on-site Preventive Maintenance for your covered systems. The CTSI Preventive Maintenance Checklist provides our field engineers with specific points to review to ensure we provide a comprehensive assessment of your system's health. We perform any possible adjustments to keep your system optimized. We then follow up by providing you an electronic copy of your report.

CTSI Maintenance customers also benefit from an annual review of service history, where we provide an analysis of the prior year including incident reports, resolutions, and strategies to continually improve your environment.

Preferred Rates

CTSI Maintenance customers benefit from special pricing for optional services and when it comes time to upgrade your system.

CTSI Maintenance gives you peace of mind extending the life of your system for years to come.

Maintenance Program Features

CTSI provides different levels of Maintenance Programs based on your requirements. The below proposed program establishes the core components necessary to ensure a stable, reliable environment.

Features	Basic	Essential	Premium
Triage / Call Desk	Yes	Yes	Yes
Help Desk	Yes	Yes	Yes
On-Site Support	Yes	Yes	Yes
Parts Repair/Replacement	Yes	Yes	Yes
Warranty / RMA Support	Yes	Yes	Yes
Multichannel Support	Yes	Yes	Yes
Remote Access	As Permitted	As Permitted	As Permitted
Preventive Maintenance Visits	No	Annual	Bi-Annual
Call History Report Review & Assessment	0	1	2
On-site Response Service Level Objective ¹	3 Business Days	2 Business Days	1 Business Day
Replacement Part Recycling	Optional	Optional	Included
Preferred T&M Rates for MAC's ² , Training, Meeting & Event Support	Yes	Yes	Yes
Meeting/Event Support	Optional	Optional	Optional
Training	Optional	Optional	Optional
Third Party Support Agreements	Optional	Optional	Optional
Spare Parts	Optional	Optional	Optional
Additional Professional Services Hours	Optional	Optional	Optional
Additional Preventive Maintenance Visits	Optional	Optional	Optional

Attachment: CTSI AUDIO QUOTE (5328 : Audio/Visual Quote)

¹ Dependent Upon Service Area Coverage & Site Accessibility

² Moves, Adds and Changes (MAC's)



Help Desk & Remote Support

CTSI Call Desk / Triage Telephone Support:

The **CTSI Essential Maintenance Agreement** provides customers access to our dedicated service line Monday through Friday during normal business hours (8 am to 5 pm EST) to address maintenance issues. A **CTSI Service Coordinator** will initiate a service request in our systems and begin incident triage to ensure you are routed to the appropriate **CTSI Help Desk Engineer**. You may also initiate a service request via e-mail or our website.

Help Desk / Remote Troubleshooting & Repair:

The **CTSI Help Desk**, staffed with a highly-trained team of industry certified engineers, will assist in isolating and resolving problems on any covered system. We offer multichannel support being able to troubleshoot and repair over the phone, via email or even with remote access capabilities. If the problem cannot be resolved remotely, CTSI will schedule an on-site service call with you. CTSI will make every effort to procure necessary parts in advance of scheduling a service call for equipment failure.

We understand the importance and complexity of information and network security. We would use mutually agreed remote support methods to strive to keep downtime to a minimum. We can meet with your team, review possibilities, and develop a documented plan for remote access and real-time diagnostics.³

On Site Support

Service Calls:

As required, CTSI will perform on-site service calls during normal business hours for maintenance repair services under the **CTSI Essential Maintenance Agreement**. On-site service calls are scheduled within two (2) business days, subject to replacement component availability⁴. Our on-site technicians are also supported by the **CTSI Help Desk** engineering team to ensure rapid resolution and access to the CTSI knowledge base.

In the event of an emergency, CTSI will schedule the service call on a first available basis. Contracted clients receive priority scheduling and dispatch over non-contracted clients. CTSI technicians are skilled in maintenance and repair of the systems installed in your environment. Same day and emergency response is available at rates as detailed in Exhibit B.

Equipment Support

Included:

Parts Repair/Replacement:

CTSI will attempt to repair any non-functioning component for the covered system under this Agreement. The cost of repairs and ground shipping for defective components is included at no additional charge with the exception of Essential Maintenance Exclusions detailed herein. Customers may purchase a replacement for non-repairable items.

Warranty/RMA Support:

Equipment covered under OEM (Original Equipment Manufacturer) warranty is covered within this Agreement. CTSI will procure RMA's (Return Manufacturer Authorization) as necessary and manage logistics.

Special T&M Pricing

CTSI offers our maintenance customers preferred pricing for Moves, Adds and Changes (MAC's) as well as for any optional training and meeting/event support services. Special Time and Material rates are detailed in Exhibit B.

³ Additional fees for real time remote diagnostics may apply.

⁴ Dependent Upon Service Area Coverage & Site Accessibility

Preventive Maintenance

Preventive Maintenance Inspections:

The **CTSI Essential Maintenance Agreement** includes one (1) on-site **Preventive Maintenance Inspection (PMI)** within the one-year Agreement period. CTSI will perform this maintenance inspection during normal business hours.

PMI's include operational testing of each component within the system to ensure they are in proper working order. CTSI will perform maintenance cleanings and adjustments on drives, optics, screens, etc. as applicable, in accordance with manufacturer's recommendations. The labor to replace any expendable items such as batteries, belts, fuses, lamps, filters, etc. would be included during the maintenance visit; however, the cost of expendable parts would be an additional charge. A detailed list of preventive maintenance activities can be provided.

This Preventive Maintenance scope provides our field engineers with specific points to review to ensure we provide a comprehensive assessment of your system's health, and we follow up by providing you an electronic copy of your report.

Call History Reporting & Assessment

Systems Analysis & Review:

CTSI offers **Call History Reporting** to **CTSI Essential Maintenance** customers. Performed one time annually this reporting mechanism identifies common and redundant issues within the covered system. Reports are generated to include a description of the reported problem and what steps were taken to resolve the initial complaint. A call history report is inclusive of all tickets recorded within the term of the Agreement.

Essential Maintenance Options

Meeting & Event Support / User Training Option:

CTSI offers on-site Support which allows for one of our trained and certified technicians to run the customer's equipment during important meetings or events, ensuring the best possible system performance and providing instant help if needed. Additionally, CTSI offers User Manual creation and User Training for new or existing employees. Special Time and Material rates as detailed in Exhibit B will be charged.

Third Party Support Agreements Option:

Equipment integrated within your system(s) may require manufacturer supported assurance programs, known as Third Party or Software Support Agreements. This maintenance ensures access to manufacturer's software and firmware updates, and is required to maintain optimum troubleshooting and manufacturer support performance. Serial numbers for the appropriate equipment are required upfront to provide this support. Devices added post Agreement acceptance would be at additional cost. CTSI will procure this coverage on your behalf as an option under this Agreement.

Spare Parts Option:

CTSI may recommend the purchase of certain spare equipment including consumables such as lamps and cables. The advanced purchase of this equipment will shorten the response time for repairs. A detailed quote will be provided with this Agreement.

Additional Professional Services Hours Option:

Additional hours for Professional Services (to include Engineering, Programming, Technicians, etc.) can be included in this Agreement at the preferred rates detailed in Exhibit B.

Replacement Part Recycling:

In an effort to reduce the amount going to landfills, CTSI manages equipment disposal in the most ethical and environmentally friendly manner by using approved centers for recycling or refurbishment. Additional fees for recycling will apply.

Additional Preventive Maintenance Visits Option:

CTSI can provide additional Preventive Maintenance Visits if requested by the customer for an added cost.



Customer Responsibilities

Documentation, passwords, control source code:

- Provide CTSI with all administrative user name and password credentials for all covered systems
- Provide CTSI with current control source code
- Provide CTSI with as-built drawings and available documentation for all covered systems

Triage / Level 1:

The Customer shall provide the following functions prior to contacting CTSI Customer Care.

- Receive end user calls for service
- Identification and description of incident
- Confirmation that incident is related to covered equipment
- Designate single point of contact for escalation to CTSI Customer Care Call Desk

Owner Provided Servers:

Customer shall be responsible for all preventive maintenance, maintenance, repairs, security, and backups of Customer provided servers, associated hardware, operating systems, and applications.

Essential Maintenance Exclusions

Exclusions:

End of Life / End of Support Equipment:

Equipment that has reached End of Life / End of Support is no longer supported by the manufacturer for parts, repairs or software/firmware updates; therefore, such parts are not covered under this contract. End of Life / End of Support equipment will be communicated as discovered.

Displays:

Display products will be supported in accordance with the warranty terms of the display manufacturer.

Operator Error/Abuse/Uncovered Equipment:

Should the nature of the problem turn out to be operator error, abuse, or a problem not related to the equipment covered under this contract, and CTSI conducted an on-site service call, an additional charge for the on-site call will apply.

Expedited/Oversized Freight:

Should you require expedited or oversized freight for repairs or replacement parts, additional fees will apply.

Special Equipment/Scaffolding/Lifts:

Should CTSI require special equipment, scaffolding or lifts to gain access to covered equipment, additional fees will apply.

Electric Screen Fabric:

Should you require screen fabric replacement, additional fees will apply.

Proposal Clarifications

The following pages provide further details on requirements, responsibilities and exclusions.

For the purposes of this proposal and future communications:

- ATC shall be defined as audio teleconferencing.
- VTC shall be defined as video teleconferencing.
- CFE shall be defined as customer furnished equipment.
- POTS shall be defined as 'plain old telephone system'; a standard analog telephone line.
- CODEC shall be defined as Coder-Decoder; the unit which enables VTC
- CATV/ DSS shall be defined as Cable Television or Digital Satellite Television, a service and system provided by the Customer; an outlet for this service is to be brought to the rack by others.

Laptop Computer Connections

Many systems proposed herein are intended to interface with unknown, user-provided laptop computers and thus, system performance may differ from one laptop to another depending on the exact hardware, settings and operating system of each laptop. The solutions proposed herein are designed to provide a high quality and hassle-free experience when connecting typical laptops to the systems. Each system implements a sophisticated display management scheme to aid and stream-line proper laptop-display communications and video output. However, some users may experience different results as a function of their exact computer and its capabilities or internal settings. CTSI will document recommended resolutions to the user and ensure that the system capabilities are being described properly to each PC input location via EDID (extended display identification data) exchange. However, the user is responsible for understanding how to enable the appropriate audio and video outputs from his/her laptop. The user is responsible for adjusting all settings within his/her graphics card and/or operating system settings to output an appropriate signal.

Network and Teleconferencing Requirements

The Customer will provide IT assistance in configuring CTSI-supplied equipment to operate with CFE networks where applicable. It shall be the customer's responsibility to provide IP addresses for select AV components on the customer's network where required. In addition, it shall be the customer's responsibility to create a VLAN for AV devices if desired. If remote access is desired, the customer shall work with CTSI to provide the necessary remote network access. The customer shall provide the necessary coordination and configuration of any CFE network router/switch, server, computer, access point or other network device which interfaces with CTSI provided hardware or software.

The customer is responsible for implementing any security or access concerns. In addition, the customer shall create and manage all dialing plans for CTSI-provided devices. Any devices which require direct public internet access (such as videoconferencing systems) must have a public IP address assigned by the customer or proper firewall/address modifications to allow incoming calls. It is the customer's responsibility to modify firewall and security policies to ensure that all needed ports are open to allow and CTSI-supplied components to operate as needed.

AV systems which implement IP-bandwidth dependent technologies such as videoconferencing (VTC), remote control or audio/video streaming must have adequate bandwidth available to support the desired quality level. If the appropriate level of bandwidth is not available, the quality of the transmitted content may be severely downgraded: quality is directly proportional to the amount of bandwidth. Thus, it is the customer's responsibility to ensure that the proper bandwidth and infrastructure exists to support the equipment at the desired quality level.

Owner Provided Services and Equipment

All customer provided components, networks and services which interface with AV components or services shall be operational and functional for CTSI testing and installation as scheduled by CTSI project management staff. Network links and ISDN/phone system connections shall be tested and confirmed to be operation and properly configured prior to CTSI connection as scheduled. If networks, services or components that are required for CTSI completion are not operational as scheduled, additional costs and delays may be warranted. This typically includes but is not limited to: Analog and VoIP phone services, ISDN lines, cable/satellite TV service, IT/computer networks, lighting control systems, security systems, etc.

If CFE equipment is being used/ re-used, all equipment must be in working condition prior to installation. If CFE equipment is not in working order, or incompatible with other equipment, additional costs may be incurred. In addition, all required accessories shall be present and in working condition unless noted elsewhere.

Specified Equipment and Systems Design

Many site conditions cannot be verified or coordinated until CTSI is under contract. Thus, the proposal herein recommends solution based on the current, limited knowledge and direction. Once under contract, CTSI will review the project in greater depth and begin coordination with the project team and other trades. In the event that any specified equipment is not feasible or recommended due to new findings, CTSI will notify the owner. Likewise, if additional equipment is required or recommended after further review, CTSI will notify the owner. The owner will be responsible for any increases in CTSI costs which result from changes needed to account for updated information.

CTSI reserves the right to make adjustments to the proposed equipment list based on product availability, newly released products or recent experiences with equipment. CTSI will notify the owner prior to making any changes to any owner specified equipment. All replacement equipment shall be comparable to the originally specified equipment and will offer equal or greater required functionality and reliability. The owner will not be charged for any increases in costs based on CTSI discretionary substitutions in an effort to provide the best components at the time of delivery.

Environment

CTSI strongly recommends the following maximum ambient noise levels for each environment:

Conference Rooms: NC \leq 35

Teleconferencing Rooms: NC \leq 25

Court/Council Rooms: NC 30-40

Recording/Broadcast/Critical Spaces: NC \leq 20

Teleconferencing environments can easily be affected by higher levels of ambient noise. Although modern audio processors feature advanced noise cancellation algorithms, a significant amount of ambient noise can drastically reduce audio quality. In addition, far site locations should also have an appropriate noise criteria rating as far site conditions can equally affect the conferencing quality.

All environments with installed sound systems, especially with live microphones or teleconferencing, shall have adequate acoustical absorption materials so as to manage acoustical reflections. In general, each environment shall have an appropriate balance of absorptive materials (carpet, ceiling tiles, drapes) and reflective materials (tables/furniture, millwork, tile, stone, glass). In critical environments such as auditoriums/theaters, recording/production studios, control rooms, etc., CTSI will specify required acoustical parameters. In typical conference/meeting room environments an RT60 time of 1s or less at a frequency of 1kHz is appropriate. Rooms with teleconferencing systems should have an RT60 time of .3s - .6s between the frequencies of 125-4000 Hz.

Systems which utilize cameras or videoconferencing systems require an optimal environment to perform properly. Lighting for on-camera locations shall provide appropriate vertical illumination on the participants: 70fc is recommended. Fixtures which provide directional lighting are recommended as opposed to traditional down lights. For key locations, such as a lectern location, a 2-point lighting system is recommended. In addition, CTSI recommends a backlit background to add depth for the camera(s). Lighting shall be consistent throughout the space and areas of uneven lighting with a significant dynamic range in illumination shall be avoided. Light fixtures shall utilize the same type of lighting element and shall maintain the same color temperature; 3500K is typically best. The room décor should be simple and “camera-friendly”. Complex patterns on walls, furniture or artwork which will frequently be in view of the camera(s) shall be avoided as it competes for attention with the conferencing participants or presenter. Neutral colors which contrast with natural human tones and coloring will produce the best results. In a videoconferencing environment, a light colored table usually performs best as it reflects ideal “up-light” towards each seated participant. Tables with a high gloss finish or glass top should be avoided as the table may result in reflections of participants or room elements which appear on the camera’s image.

Infrastructure for Audiovisual Systems

Audiovisual systems require appropriate infrastructure to ensure proper and long-term operation. Infrastructure requirements which have been specified herein and ultimately in CTSI’s drawing package(s) shall be provided and met as specified. Many AV components have critical operating ranges or conditions with very little tolerances such as: cable path distance, ventilation, mechanical support, etc. In addition, CTSI cabling standards which were developed to offer reliable and problem-free installations may require specific back boxes to allow the standard plates and connectors to be used. Thus, it is imperative that the infrastructure and conditions specified by CTSI be provided accurately to ensure proper operation of the components. Changes in equipment or additional labor required to provide proper system operation as a result of inadequate or inaccurate infrastructure which was specified by CTSI may result in additional costs and/or project delays.

Many signals involved in audiovisual systems can be affected by electromagnetic interference from standard building equipment like an HVAC unit to interference from other wireless communications. CTSI will be proactive to identify potential sources of interference by verifying local broadcast channels which share spectrum with particular devices such as wireless microphones. However, interference from an unknown source or from other building or customer provided equipment may incur additional costs to provide alternate equipment or additional parts and labor.

Audiovisual Systems Integration

Integration of AV equipment into equipment, cabinetry or other custom installations will require special consideration and coordination with other trades. Conference tables, credenzas, workstations, desks and other furniture provided by others must allow for sufficient cable management, access and ventilation. Conference tables shall provide sufficient open access to underneath the table surface or have table bases which allow for necessary access via cutouts or access panels. In addition, table bases should not be sealed and should allow for free air flow in from the bottom and exit out of the top.

Credenzas, millwork or similar shall be properly vented to support the AV systems integrated into them. Furniture containing equipment racks will require adequate passive ventilation openings and potentially a forced air system depending on exact system requirements. In addition, recessed display and visual systems will require specific attention. CTSI will provide detailed ventilation requirements for these instances once under contract.

Any furniture or millwork which is required for the AV systems shall be installed and accessible to CTSI as needed to allow the AV devices to be installed and tested as scheduled. Any modifications to furniture or millwork shall be completed prior to CTSI installation and testing as well. Additional charges or delays may be warranted if required furniture or millwork is not delivered in line with CTSI’s installation schedule. Modifications to CFE furniture or millwork required to accommodate microphones, table surface access



enclosures (pop-ups, grommets, etc..), or other audiovisual equipment will be performed by others. CTSI will provide cutout dimensions, routing templates and layout drawings as needed to properly coordinate the installation of AV equipment into furniture.

Where AV components utilize wireless communications, the customer shall ensure that appropriate bands are available and free of significant interference so as to not interfere with the communications of the AV components.

Cable/satellite TV service shall be provided by others. The TV service provider shall install all cabling and required hardware so as to distribute the TV signal to the specified locations. In addition, the TV service provider shall provide any cable/satellite receiver boxes and any required setup/configuration of these devices. All TV service installations shall be completed with activated boxes prior to CTSI testing and commissioning. In addition, any cable/satellite boxes must offer the required inputs, outputs and control capabilities required by CTSI and specified herein; additional costs may be incurred to accommodate cable/satellite boxes which have different capabilities or requirements which are not noted herein. In instances where CTSI installs cable/satellite boxes in AV equipment racks, custom rack shelves will be provided when CTSI is notified prior to equipment ordering of the model number of the cable/satellite box. CTSI will verify capabilities of the cable/satellite box and verify compatibility with the AV system if the model number of the cable/satellite box is known early in the project.

Systems Completion and Room Turnover

The audiovisual systems will likely be the last portion of the project completed as the majority of the onsite work cannot occur until the installation site is ready. Typically this means that all major construction is complete, room finishes are installed, the spaces are clean and secure and furniture is installed and ready for integration with AV equipment as needed. In addition, network-based equipment and teleconferencing systems require that the appropriate networks are active and configured properly.

Rooms shall be turned over to CTSI when they meet CTSI's preparation requirements for the final installation and commissioning activities. CTSI shall receive an appropriate period, as determined by the CTSI project management staff, for un-interrupted installation, commissioning and testing of the AV systems, from date of completion of all tasks by other trades on which the AV installation is dependent or additional costs or schedule delays may be incurred.

CTSI will try to minimize the final on-site time by completing cable pull and rough-in work during construction. In addition, equipment racks shall be built, pre-wired and tested at CTSI headquarters and then delivered on-site when ready. Software programming and user interface design will be completed off-site to a reasonable extent to further decrease on-site time. However, final testing and commissioning can only be completed with all components connected and installed within the final environment.

After systems completion, CTSI will finalize close-out documentations including as-built drawings and user manuals. Thus, the customer shall allow for an adequate amount of time between systems completion and training so that materials and resources used during training can be prepared.

Options and Changes in Contract

Options proposed herein require acceptance upon initial award of contract. If customer accepts options after initial contract is placed, additional costs (i.e. restock fees, re-programming, re-engineering and modifications to system drawings, etc.) will be incurred.

The contract amount listed herein covers labor and materials costs as detailed in the proposal documentation. In the event that a change order is necessary to provide additional services, any labor or material required to plan, coordinate, implement and/or complete the additional items shall be charged in addition to the original contract amount.

Responsibilities

The following page(s) provide further detail on requirements and responsibilities.

CTSI will provide the following:

1. Small materials as required to complete this installation
2. All labor required for installation, programming, and delivery for audiovisual equipment as identified in this proposal and attached equipment list.
3. All audio, video, data, networking, and control cabling and connectors used to interconnect CTSI-supplied equipment.
4. All hardware, fasteners, and concrete anchors needed for mounting audiovisual display equipment.
5. CTSI will provide custom user manuals for any custom software-based control systems.
6. CTSI will provide engineered system flow diagrams and detailed as-built drawings upon completion.
7. CTSI will adhere to the project schedule.

The Town of Haymarket will provide the following:

1. Designated points of contact for on-site coordination, testing authority, training recipient and signee for contract completion.
2. Completion date and schedule for services and/or equipment provided by the owner or owner's contractors that are required to be in place for integration with CTSI provided components.
3. Access to the facility for installation and light construction work during normal business hours.
4. Coordination with the buildings manager for hammer drilling in the floor and ceiling (if required). Access to the facility after normal business hours may be required for this effort.
5. Clearly communicated schedule with expectation for installation start date, end date, and acceptable duration for installation activities.
6. Complete and up-to-date documentation, specifications and plans concerning equipment, furniture, spaces, requirements, etc which may impact the installation, operation or specification of audiovisual and/or related components.
7. Full access to all necessary site locations during survey, installation, programming, testing, commissioning and training efforts.
8. Direction and notice to all contractors acknowledging and substantiating the AV system coordination drawings and/or requirements. Contractors shall comply with the AV system requirements or notify the owner and CTSI in the event that requirements cannot be met as specified. Additional costs to the owner from any contractors as a result of the AV requirements shall be the owner's responsibility.
9. Access to loading docks and freight elevators as needed during equipment delivery.
10. Provide necessary escort or building passes for CTSI to access the facilities as needed.
11. Accept physical security and liability for any equipment installed and delivered to their facility by CTSI during the installation.
12. Notification to CTSI prior to accepting this contract of any asbestos or other known hazardous materials located in the building, around areas for this system installation, or that provide potential obstruction to normal construction efforts.
13. Acceptable cable pathways for all audiovisual cabling.
14. Acceptable mounting locations for all wall, floor, and ceiling-mounted audiovisual equipment.



Exceptions & Exclusions

Exceptions:

1. Demolition of and/or labor to maintain any existing system.
2. Backboxes, raceway, conduit, cable tray, j-hooks, sleeves, penetrations, and core drilling
3. Painting & Patching. CTSI will make a best effort to minimize new holes necessary for cable installation.
4. 120VAC power requirements.
5. Permit, Bond, and applicable sales tax.

Exclusions:

1. CFE equipment will be tested prior to integration. Any discrepancies with CFE equipment will be noted and discussed with the customer. CTSI's warranty will not cover CFE equipment integrated into this updated system.



Contract Terms

50% Deposit, Progress Billing Net30 on balance with provision for stored material.

Maintenance support will be provided as detailed in the customer selected Essential, Basic, or Premium Maintenance plan which begins upon substantial project completion. All parts shall be free of any manufacturer defects and carry the specified manufacturer material warranty. Customer agrees that if payment is not made as specified in the conditions portion of this contract, they will pay interest at 1% per month plus reasonable attorney fees needed in the collection of past due invoices. All price quotes reflect payments by cash, check, or wire transfer. Payment by credit card or other methods may incur additional charges that will be added to the invoice. Cancellation by customer will result in charges for labor, material restocking fees and shipping. If customer is tax exempt, they must provide the necessary identification number next to their acceptance of this proposal. If customer is not tax exempt, they assume all liability associated with the appropriate tax, unless included in this proposal. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. Customer is to carry fire, tornado and all other necessary insurance. For a period of one (1) year following the date of any order under this agreement, neither CTSI nor customer shall directly solicit employment or hire any employee of the other who is directly involved in the performance of this agreement. This proposal may be withdrawn by us if not accepted within 30 days. Material is FOB destination.

Acceptance of Proposal

The included prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Purchase Order#: _____ Tax Exempt ID#: _____

Options Selected: _____ Total Price: _____

Authorized Signature: _____

Printed Name: _____ Title: _____

Date of Acceptance: _____

Please sign and fax back to CTSI at 703-631-3396 or email to bgarrison@ctsi-usa.com. CTSI will not start work without approval.

Thank you for selecting CTSI as your integrated systems and technology solution provider.

Attachment: CTSI AUDIO QUOTE (5328 : Audio/Visual Quote)

Maintenance Terms & Conditions

Exhibit A

The following terms and conditions are incorporated into the Corbett Technology Solutions, Inc. (CTSI) Maintenance Agreement ("Agreement") made between CTSI and the Customer ("Customer"). These terms and conditions cover only the equipment, users and resources listed, at the location stated, ("Service location"), for the period of time stated in the Agreement.

SCOPE OF MAINTENANCE:

Service will be provided as described in the CTSI Maintenance Agreement.

I. SERVICE TIMES: Maintenance services will be performed during CTSI's standard working hours, 8:00 a.m. to 5:00 p.m., Monday through Friday excluding holidays, unless otherwise specified herein. When requested, service may be performed after normal business hours, if service personnel are available, and will be charged at the then current overtime rates as described in Exhibit B.

II. PAYMENT TERMS: Payment is to be made within 30 days of receipt of invoice. If any amount owed under this Agreement is not paid when due, CTSI may add a service charge of 1.5% per month on unpaid amounts. Customer agrees to pay all costs of collection, including attorney's fees, made necessary by nonpayment of Customer. CTSI reserves the right to refuse service if account is not current.

III. ACCESS AND FACILITY CONDITION: Customer agrees to maintain, where required, a full time, dedicated internet and/or dial-up connection and to allow CTSI access to the Customer's equipment via that connection. Customer agrees to allow CTSI employees or subcontractors access to its facilities to perform under this Agreement. Customer agrees to allow CTSI access to the covered equipment. Customer agrees to allow CTSI to load any necessary management software on their systems. Customer shall provide a clean operating environment, which does not exceed the manufacturer's rated temperature and humidity specifications for the equipment.

IV. EXCUSABLE DELAYS: CTSI shall not be liable for delays in performance due to fire, flood, acts of civil or military authority, or delays in obtaining suitable material or facilities required for performance. CTSI shall not be liable for temporary unavailability of qualified personnel, or other causes beyond its reasonable control or failure by Customer to provide full and appropriate access to the covered equipment. CTSI does not warrant that the operation of any equipment shall be uninterrupted.

V. EXCLUSIONS: This Agreement is subject to the following exclusions: **a)** This Agreement does not include electrical work, or repair of damage resulting from operator error, accident, vandalism, electrical or environmental problems, or maintenance provided by other than authorized CTSI representatives. Charge for the above will be on a Time and Materials basis. **b)** Service under this Agreement does not cover support due to configuration changes made by customer or anyone other than authorized CTSI representatives. Any service call placed for a problem caused by such configuration changes will be charged on a Time and Materials basis. **c)** Equipment moved from Customer's equipment location specified in the agreement without prior written consent of CTSI may be serviced on a Time and Materials basis. **d)** CTSI has the right to charge for any diagnostic time which determines that exhibited problems are a result of conditions external to the covered systems including, but not limited to; faulty hardware, electrical problems, operator error, misuse, changes in server configuration by Customer, telephone company line or environmental problems. CTSI also reserves the right to charge for any support service requested which is determined not to have needed a support service call. **e)** Supplies and consumables including but not limited to lamps, and batteries. **f)** CTSI is not responsible for Image Retention and/or Burn In on displays. **g)** This agreement excludes all additions, moves, changes or upgrades to the system.

VI. INITIAL EVALUATION/INSPECTION: CTSI's responsibilities under this Agreement shall not go into effect until the covered equipment has been examined by CTSI and found to be as listed in the Agreement and in operating condition. CTSI has up to 30 days to perform this inspection and, at CTSI's option, to amend the price of the Agreement to reflect differences from the items listed in the Agreement. Customer shall, at its option, agree to the Agreement modifications or terminate this Agreement within 5 days of receipt of any such Agreement modifications from CTSI. If Customer terminates the Agreement, Customer agrees to pay to CTSI the cost of labor expended for the inspection.

VII. TIME AND MATERIAL BILLING: Rates for service not covered by this Agreement will be billed at the rates as described in Exhibit B.

VIII. SOFTWARE, DATA AND PROGRAMMING ERRORS: It is the responsibility of the Customer to ensure that all of its data files and programs are current and adequately backed up and that all necessary backup materials are available to CTSI. This includes recovery media for software, current control system programming code and other software to be reloaded. CTSI is not liable for correcting errors introduced into the data, programs, or any other software due to hardware failure, or for any cost of reconstructing software, lost data including control system programming code. Any technical support required to restore data integrity or to make the system function, such as, but not limited to, rebuilding corrupted records, examining files, re-indexing databases, or reprogramming control systems will be billed separately on a Time and Materials basis.

IX. LIMITATION OF LIABILITY: If CTSI does not fulfill its obligations under this Agreement after several attempts, Customer's sole and exclusive remedy is to recover an equitable amount not to exceed charges paid to CTSI for the services in question. CTSI shall in no event have any liability for any special, incidental, or consequential damages including but not limited to, loss of profits or revenue, loss of use of equipment, lost data, cost of substitute equipment, services, down-time, or claims of Customer for such damages, whether the claims be in contract, tort, strict liability, negligence, indemnification or otherwise, even if CTSI had been advised of such potential damages, and Customer shall save and hold CTSI harmless from any such claims. WARRANTY DISCLAIMER: THERE ARE NO WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY FOR A PARTICULAR PURPOSE, RESPECTING SERVICES PERFORMED OR EQUIPMENT AND MATERIALS FURNISHED UNDER THIS AGREEMENT. In all events not provided for in this Agreement and where permitted by law, CTSI's liability (regardless of the form of action) will be limited to Customer's direct damages in an amount up to \$1,000. CTSI's entire liability and Customer's exclusive remedies for CTSI's liability of any kind (including liability for negligence) for performance, nonperformance or delays in performance by CTSI under this Agreement are limited to those contained in this Agreement where permitted by law.

X. APPLICABLE LAW: This Agreement shall be governed by and construed according to the laws of Virginia. Parties agree to submit to venue in the courts of Fairfax County, Virginia.

XI. MODIFICATION OR AMENDMENT: No modification or addition to any provision of this Agreement shall be binding on either party unless in writing and signed by a duly authorized representative of each party.

XII. ENTIRE AGREEMENT; SEVERABILITY: If any one or more of the provisions of this Agreement are determined to be unenforceable, in whole or in part, for any reason, the remaining provisions shall remain fully operative. This Agreement, including the Terms and Conditions, constitutes the entire agreement of CTSI and Customer. No representations, inducements, promises, negotiations, or agreements, oral or otherwise, which are not contained herein, shall be of any force or effect. This agreement supersedes all previous and contemporaneous written and oral representations, understandings or agreements related to the subject matter herein and shall prevail notwithstanding any variance with terms and conditions of any order submitted. Acceptance of the Agreement by CTSI may be subject, in CTSI's absolute discretion, to satisfactory completion of a credit check. Use of CTSI's maintenance services constitutes acceptance of this Agreement.

XIII. CONTRACT RENEWAL / TERMINATION: Unless canceled in writing by either party at least 30 days prior to the expiration date, this Agreement is automatically renewed for a term equal to the original term at the then current rate charged by CTSI. Customer will be in default of the Agreement and CTSI may terminate this Agreement if customer fails to pay any charge when due or fails to perform or observe any material term or condition of this Agreement. Such failure shall be remedied within thirty (30) days after receipt of written notice thereof from CTSI. At commencement of service, you may terminate service coverage within thirty (30) days written notice and: (i) payment of a termination charge equal to twenty percent (20%) of the monthly charges for twelve (12) months or twenty percent (20%) of the charges for the period remaining, whichever is less; or (ii) for prepaid agreements, CTSI will refund or credit the pro-rated price of the remaining term less a termination charge of twenty percent (20%) of the price for a twelve (12) month period or twenty percent (20%) of the price of the remaining term, whichever is less. Spare Parts and Third-Party Maintenance contracts cannot be terminated once purchased, therefore all fees associated with the procurement of these items shall remain non-refundable.



Time and Materials Rate Card

Exhibit B

Customers purchasing a Maintenance Level Agreement receive preferred rates for services outside the scope of the agreement. Preferred rates are only available to contract customers.

The following cost schedule applies to the 2021 calendar period:

CTSI Service Rates						
LABOR CATEGORY	Regular Rate (M-F; 8 AM-5PM)		Weekend and Overtime Rate (4 Hour Minimum)		24-Hour Response Emergency / Holiday Rate (4 Hour Minimum)	
	Contract	Non-Contract	Contract	Non-Contract	Contract	Non-Contract
First Hour Fee (Includes travel & first hour onsite)	\$235	\$270	N/A		N/A	
Cabler/Helper	\$100.00		\$150.00		\$200.00	
AV Technician	\$155.00	\$175.00	\$232.50	\$262.50	\$310.00	\$350.00
Education System Technician	\$155.00	\$175.00	\$232.50	\$262.50	\$310.00	\$350.00
Healthcare Technology Specialist	\$155.00	\$175.00	\$232.50	\$262.50	\$310.00	\$350.00
Security/Fire Alarm Technician	\$155.00	\$175.00	\$232.50	\$262.50	\$310.00	\$350.00
Programmer / Engineer	\$155.00	\$175.00	\$232.50	\$262.50	\$310.00	\$350.00
Trainer	\$155.00	\$175.00	\$232.50	\$262.50	\$310.00	\$350.00
Networking Engineer	\$155.00	\$175.00	\$232.50	\$262.50	\$310.00	\$350.00
Remote Support	\$155.00	\$175.00	\$232.50	\$262.50	\$310.00	\$350.00

Attachment: CTSI AUDIO QUOTE (5328 : Audio/Visual Quote)



Haymarket Town Council Chambers

PJ-10360

Proposal To:

Chris Coon

ccoon@townofhaymarket.org

Town of Haymarket 15000 Washington St., Suite 100
Haymarket, VA 20169

From:

Bobby Ford, Acuity Audiovisual

bford@acuityav.com

9293 Corporate Circle Manassas, VA 20110

October 29, 2021

PJ-10360

Audiovisual Proposal

Hi, Chris,

We thank you for the opportunity to present this proposal to you and Haymarket Town Council to improve the audiovisual system inside Council Chambers.

You are looking for a system that will be easy to use and effective for those inside Council Chambers and those viewing and working online.

Acuity will make changes to your audio system through a new digital sound processor. This will allow for the current wired microphones and new wireless goosenecks for staff and the public to run through the system properly. We will eliminate some of the different steps council members are currently having to go through each time they speak. This will also help to eliminate echo issues at the dais.

We would do some work to make it easier for council members to view information being presented.

The projector would be mounted into the ceiling allowing for more working space on the table in front of the dais.

Acuity would also set up a video chain, if you will, to each of the council member's work spaces that would allow them to see what is being projected on the screen to their individual ChromeBook.

We look forward to the opportunity to work with you and Town Council on this project that we believe will improve the working experience for your council members and staff and the participation of your citizens.

Please let me know if you have questions or need additional information.

Thank you,



Attachment: ACUITY AUDIO QUOTE (5328 : Audio/Visual Quote)














Technical Description of Items

S.No.	Make & Model	Description
1	Shure MXW8	Wireless gooseneck microphone MXW series transmitter
2	Shure MX410/C	10-inch (25.4 cm), bi-color status indicator, includes surface mount preamp
3	Shure MXWAPT8	Access Point Transceiver
4	Shure MXWNCS8	8-port networked charging station charges handheld, bodypack, and boundary transmitters and gooseneck bases.
5	Biamp TesiraFORTE AVB VT	12 Input x 8 Output DSP with AEC, USB audio, VoIP, standard FXO telephone interface and AVB/TSN digital audio networking.
6	Biamp TesiraCONNECT TC-5D	5-port AVB-capable PoE+ network device which can be configured as a Dante or AVB interface
7	Inogeni 4K2USB3	INOGENI USB 3.0 4K HDMI Video Capture card
8	Shure MX412D/C CFE	12" Desktop Base with 10" Cable, Logic Functions, Programmable Switch, LED Indicator,
9	CFE Ceiling Speaker	Generic CFE ceiling speaker
10	Crestron HD-DA2-4KZ-E	1:2 HDMI Distribution Amplifier w/4K60 4:4:4 & HDR Support
11	Intelix DIGI-USB2	USB 2.0 100m extension set with type B on Host and Type A on client w/ isochronous data support.
12	Crestron DM-TX-201-C	DigitalMedia 8G Transmitter 201
13	Crestron DM-RMC-SCALER-C	DigitalMedia 8G Receiver & Room Controller w/Scaler
14	Roland V-1HD CFE	HD Video Switcher
15	CFE PTZ Camera	Consumer furnished PTZ Camera
16	Chief KITPS003W	Simplify ordering and installation with this preconfigured kit of projector ceiling mount products. Kit includes a universal projector mount (RPAUW), a fixed extension column (CMS003W) and a suspended ceiling kit (CMS440W).
17	Vaddio ProductionVIEW Precision Camera Controller CFE	ProductionVIEW Precision Camera Control







S.No.	Make & Model	Description
18	Atlona AT-UHD-EX-70-2PS CFE	Atlona HDMI Transmitter and Receiver Set
19	AcuityAV Project Cables and Connectors	Cables and connectors used through out the entire project.

Areas & Items

Summary

S.No.	Image	Make & Model	Qty	Sell Price	Exter	
1		Shure MXW8	4	\$505.73	\$2,02	?
2		Shure MX410/C Gooseneck Microphone	4	\$265.51	\$1,06	?
3		Shure MXWAPT8	1	\$2,970.55	\$2,97	?)
4		Shure MXWNCS8	1	\$1,548.80	\$1,54	?)
5		Biamp TesiraFORTE AVB VT DSP	1	\$2,453.77	\$2,45	?)
6		Biamp TesiraCONNECT TC-5D	1	\$982.00	\$98	?)
7		Inogeni 4K2USB3 Converter	7	\$334.56	\$2,34	?)
8		Shure MX412D/C CFE	8	\$0.00	\$?)
9		CFE Ceiling Speaker	8	\$0.00	\$?)
10		Crestron HD-DA2-4KZ-E Distribution Amplifier	6	\$245.50	\$1,47	?)
11		Intelix DIGI-USB2	1	\$373.77	\$37	?)
12		Crestron DM-TX-201-C Transmitter (HDBaseT)	1	\$797.88	\$79	?)
13		Crestron DM-RMC-SCALER-C	1	\$675.12	\$67	?)

Attachment: ACUITY AUDIO QUOTE (5328 : Audio/Visual Quote)

S.No.	Image	Make & Model	Qty	Sell Price	Extended
14		Roland V-1HD CFE	1	\$0.00	\$)
15		CFE PTZ Camera	2	\$0.00	\$)
16		Chief KITPS003W	1	\$288.97	\$28)
17		Vaddio ProductionVIEW Precision Camera Controller CFE	1	\$0.00	\$)
18		Atlona AT-UHD-EX-70-2PS CFE	1	\$0.00	\$)
19		AcuityAV Project Cables and Connectors	1	\$1,384.21	\$1,38)
				Total Price :	\$18,37)

Attachment: ACUITY AUDIO QUOTE (5328 : Audio/Visual Quote)

Pricing Breakdown

EQUIPMENT	\$ 18,374.95
Labor	\$ 8,779.86
Shipping	\$ 714.00
<hr/>	
Estimated Total	\$ 27,868.81

Attachment: ACUITY AUDIO QUOTE (5328 : Audio/Visual Quote)

Acceptance Page

SIGNED

DATE

CLIENT NAME

TITLE

SIGNED

DATE

OWNER NAME

TITLE

Attachment: ACUITY AUDIO QUOTE (5328 : Audio/Visual Quote)

About Acuity



Customers are excited to have Acuity Audiovisual as a technology partner! Our design-build integration approach to audiovisual systems delivers a solution that is value engineered to provide a user-friendly, reliable and cost effective communications experience for your customers, employees and executives.

Our Team

Headquartered in Manassas, VA, Acuity Audiovisual has served Virginia and the Greater Washington DC region for over 25 years. Our team of audiovisual professionals has years of experience in the design, integration and service of video, sound, presentation and lighting systems for auditoriums, conference rooms, classrooms, lobbies, board rooms and any other area where a great audiovisual experience is needed!



Our Mission

Empowering people to communicate, collaborate and learn more effectively through the use of audiovisual technology, Acuity Audiovisual designs, integrates, installs, and supports custom Audiovisual and Video Conferencing solutions.

PROJECT SCOPE OF WORK (SOW)

Town of Haymarket – Town Council Chambers
15000 Washington St, Haymarket, VA 20169
October 29, 2021

Project Background and Description

The Town of Haymarket is experiencing issues with the audio and video systems in their Town Council Chambers. Currently the council members are required to perform too many operations to participate during meetings and sound quality is an issue due to the current setup. The wireless microphones are also experiencing interference and the council members are having difficulties viewing the livestream video feed for the meetings. Acuity will replace the wireless microphones and correct the current equipment setup to provide improved audio quality. Acuity will also mount the projector to the ceiling and install new video equipment to provide a streamlined video feed for all council members.

Council Meeting Chambers:

- Town Hall
- 40'30"X8.5'
- 2'x2' Drop ceiling
 - Estimated distance between grid and deck – Unknown
- Drywall walls

Functional Description:

- Microphone system for participants & main presenter to:
 - Video teleconferencing
 - In room reinforcement
- Distributed audio throughout the space for
 - Far side of conference call
 - Meeting content
- (2) CFE Camera(s) to provide (2) camera angle(s) for
 - Video teleconferencing
- Display system consisting of
 - (1) CFE Projector and screen at the side of the room
- Conferencing and presentation done from host laptop connected to docking station

Specific Solution

- Uninstall existing Tesira FORTE AI, wireless microphone receivers, wireless gooseneck and lavalier microphones.
- New gear will be installed in the existing rack in place of old equipment being removed. We will utilize most of the same ports for new equipment. New DAs will be installed under council table with home runs going back to rack.

Audio:

- Utilizing CFE speakers and wired microphones
- New wireless microphones will be added

Video:

- CFE Projector installed at recommended throw distance of 9' - 11'
- Host laptop will have control of outgoing video feed to projector, stream and council laptops
- Council members will be able to either view the projector screen or pull up the host feed on their laptops via their camera application

Video Teleconference (VTC):

- (2) CFE cameras will be reused and remain in existing spots
- Host computer will decide what video feed (meeting content, camera views) is sent to the stream

Control:

- Camera control will be handled through existing Vaddio controller
- System control will be handled by host laptop connected to docking station
 - Host will route video using their PC display settings
 - Chromebooks will show up as a single monitor
 - Host will select to duplicate the laptop screen or projector screen

Implementation Plan

Acuity will:

- Uninstall existing equipment not being reused
- Professionally install equipment listed in provided quote
- Professionally run all necessary cabling for a complete system
- Provide all necessary programming for a complete system functioning as described and desired by client.
- Conduct a comprehensive system test with PoC present to ensure system is operational and functioning as intended/to customer satisfaction
 - Audiovisual system will be tested with up to 2 customer provided laptops for proper operation. Laptops must meet the minimum requirements of the installed equipment and made available at the time of testing.
- Acuity Programmer will provide instruction for computer operation during meetings and will explain how to view the host video feed using the camera application on the laptop

Customer Responsibilities

- Signature on signoff sheet once system test has been completed
- (1) Customer network connections at
 - Rack location
- 20A duplex outlet on its own circuit within 5' of intended rack location
 - Existing acceptable
- 15A duplex power at display/projector location(s)
- Storage of uninstalled equipment
 - If not being stored acuity may dispose of uninstalled equipment per customer direction

Timeline/Schedule

- TBD

Payment Terms and Conditions

- 1.0 Acuity Audiovisual standard payment terms are as follows:
 - 1.1 An initial deposit will be required for all new customers.
 - 1.2 100% of materials and freight will be invoiced once received. Proof of receipt can be provided upon request.
 - 1.3 Labor will be invoiced on a progress basis.
 - 1.4 Change orders are invoiced 100% upon acceptance.
 - 1.5 All Fees associated with the usage of a Payment Management System will be charged back to the customer.
 - 1.6 Credit card payments are subject to an additional 4% convenience fee.

General Terms, Conditions and Warranty

- 1.0 Sales, Design Review, and Proposal Acceptance
 - 1.1 This quote is good for 30 days from date of submission. If accepted after 30 days from submission, a change order may be initiated to cover any necessary changes. This may be necessitated by manufacturer modifications, discontinuation of products, design considerations or unforeseen conditions.
 - 1.2 Quoted price and schedule are based on a standard 40-hour work week in accordance with local laws.
 - 1.3 The proposal Statement of Work contains the entirety of equipment and work that is to be provided and completed by Acuity Audiovisual, and all work defined by the Statement of Work will be performed by Acuity Audiovisual and its subcontractors.
 - 1.4 No effort will be expended on this project without Customer approval through signature of the proposal by an authorized company representative or issuance of an approved purchase order.
- 2.0 Planning / Customer Responsibilities
 - 2.1 An on-site walkthrough with the project manager and Customer stakeholders may be necessary to review and verify on-site conditions prior to ordering any equipment.
 - 2.2 The Customer will ensure a clean environment free of construction, dust, and debris prior to the installation of sensitive audiovisual equipment. Following installation the Customer is responsible for maintaining and environment that prevents equipment damage.
 - 2.3 Customer is responsible for obtaining all permits and paying associated fees.
 - 2.4 All electrical power installation will be provided by Customer and coordinated with Acuity Audiovisual for location and circuit requirements. Failure to coordinate these locations may results in visible power cables, project delays, or both.
 - 2.5 All Customer furnished furniture, equipment, systems, connections and networks related to this project will be on-site and in operational condition prior to beginning of installation work.
 - 2.6 All necessary reinforcement, blocking, supports and mounting surfaces provided by Customer for all mountable equipment will be in place and within manufacturer's design specifications prior to audiovisual system installation.
 - 2.7 The Customer is responsible for providing any painting or patching of walls, ceiling tile finishing work, and other related work around the audiovisual wall plates, equipment, loudspeakers, screens, projectors, displays and other equipment.
 - 2.8 Cabling pathways and infrastructure including wall-boxes, floor boxes and junction boxes not specific to the audiovisual system, will be provided by Customer.
 - 2.9 If the Acuity Audiovisual gear needs to be connected to the customer network, the Customer is responsible for supplying the gear necessary to do this. Acuity Audiovisual will be responsible for AV equipment configuration only.
- 3.0 Implementation
 - 3.1 All OSHA safety requirements will be honored and complied with while on project site by all Acuity Audiovisual personnel.
 - 3.2 Upon receipt of signed proposal or purchase order, a project kick-off meeting with key stakeholders will be scheduled to review project scope, system requirements, verify on-site conditions and determine schedule.
 - 3.3 Access to the installation location will be provided without interruption during the entirety of the installation process.

- 3.4 On-site work will be performed between 7:00 a.m. and 5:30 p.m. from Monday through Friday.
- 3.5 Once on-site integration has begun, the space will be unavailable for Customer use until the physical installation and programming has been completed.
- 3.6 Any required security access will be arranged and ensured each day by Customer. This includes access and scheduling of docks, elevators, and any other required Customer provided resources.
- 3.7 Acuity Audiovisual is not responsible for the condition and operation of equipment and systems provided by the Customer and other parties, and is only responsible for the integration of operational customer provided equipment into the audiovisual system per the Statement of Work.
- 3.8 Acuity Audiovisual, when necessitated by manufacturer modifications, discontinuation of products, design considerations or unforeseen conditions, can substitute equipment items listed in this document and/or any submitted equipment lists with items of equivalent function and value.
- 3.9 Restocking fees, freight and any other charges incurred due to the cancellation by the Customer shall be the responsibility of the customer.
- 3.10 Delays & downtime caused by the Owner, General Contractor or Owner's Representative may initiate a change order.

4.0 Change Orders

- 4.1 The purpose of Acuity Audiovisual's change order process is to ensure that all changes are documented accurately and appropriately.
- 4.2 A change order may be triggered for any deviation that changes the scope of the original project. This deviation can be triggered by either the customer or Acuity Audiovisual.
- 4.3 These changes include, but are not limited to, a deviation from the original Scope of Work, equipment list, pricing, or labor.
- 4.4 All change orders will be issued by the Project Management team once a project has moved into the operations queue. If a project is still in the pre-operations queue, the change order will be handled by the account manager.
- 4.5 All change orders will be communicated immediately and must be agreed to by both the customer and Acuity Audiovisual before any action will be taken.

5.0 Project Completion and Billing

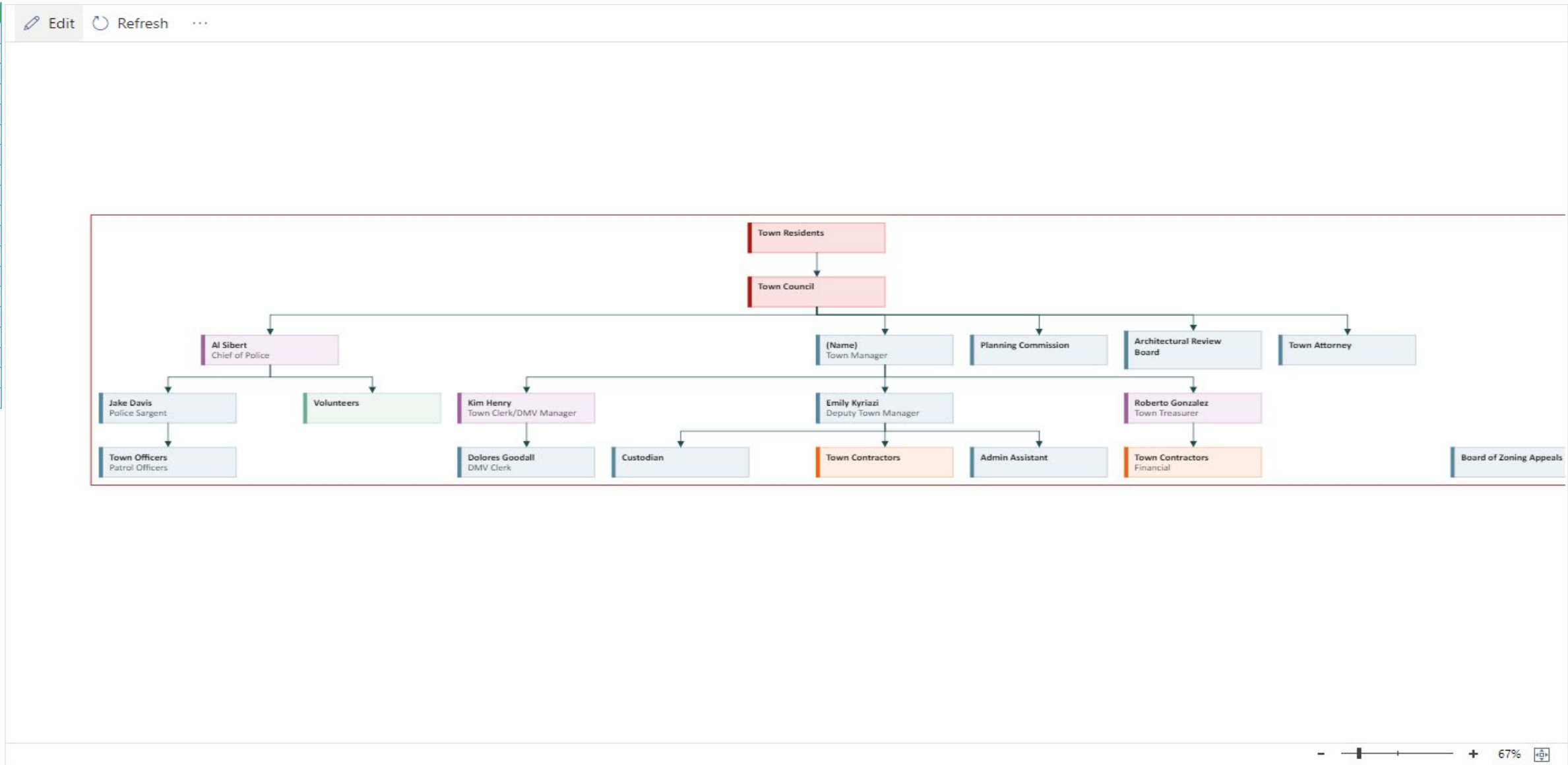
- 5.1 All performance, standards, specifications, system testing, functionality, and installation criteria will be strictly limited to what is natively inherent and capable within the boundaries of the specified equipment.
- 5.2 Acuity Audiovisual will perform testing and QA with the customer to ensure the deliverables have been met. A completion form will be provided for signoff indicating that both parties agree the project is complete and meets the expectations of both parties.
- 5.3 Acuity Audiovisual will provide onsite training for the end users upon completion.
- 5.4 We understand and agree that any credit granted shall be paid promptly in accordance with terms and agreements, that the credit grantor may add one and one-half percent (1 ½%) per month to any balance owed, and in the event of default to pay, reasonable collection charges and / or attorney fees may apply.
- 5.5 Sales Tax amount reflects current sales tax rate for appropriate jurisdiction.
- 5.6 If your organization is tax exempt, you must provide a Sales Tax Exemption Certificate prior to any equip being ordered.

6.0 Warranty and Service

- 6.1 Acuity Audiovisual warrants all labor for audiovisual system installation and services to be free of workmanship defects for a period of one year from the date of project acceptance or initial customer operation, whichever is earlier.
- 6.2 During the warranty period, Acuity Audiovisual will repair, at no cost to the customer, any defects that are a direct result of workmanship.
- 6.3 All manufacturer's equipment and materials delivered and/or installed by Acuity Audiovisual will be covered by the Manufacturer's warranty.
- 6.4 For the first 90 days of the warranty period, Acuity Audiovisual will provide labor, free of charge, to support a Manufacturer's warranty for manufacturer's equipment and materials installed by Acuity Audiovisual.
- 6.5 After the first 90 days of the warranty period, the Customer will be invoiced at standard hourly rates for labor to support a Manufacturer's warranty.

- 6.6 In the event a warranty service call is made but no labor or material defect is found, the Customer will be invoiced at standard hourly rates.
- 6.7 The Workmanship Warranty does not apply, and Customer will be invoiced for requested services at Standard Rates, if it is determined that the cause for inability to use the system was due to:
 - 6.7.1 failure of material or equipment
 - 6.7.2 power problems, environmental problems or any cause other than the workmanship of Acuity Audiovisual
 - 6.7.3 technical level maintenance or modification of the audiovisual system or the provision of installation services by any party not authorized by Acuity Audiovisual, or
 - 6.7.4 misuse, errors or negligence in operating the product, including intentional or accidental attempts using or maintaining components, connections, cables or terminations.
- 6.8 Under no circumstances shall Acuity Audiovisual be liable for incidental, special, and/or consequential damages.
- 6.9 Service Provider is not responsible for damage due to negligence during shipment by the Customer or the timeliness of manufacturers repair. NOTE: Shipments can be expedited if required at an additional cost.
- 6.10 The execution of this warranty assumes a "good faith" effort on the part of the customer in working with our Telephone Support Technician(s) and in scheduling access to perform the required repairs.
- 6.11 Service Provider is not responsible for line level voltage (120volts-240volts) wiring, fixtures or maintenance and modification to wiring and fixtures as part of this warranty.

Emplo	Name	Title	Man	Role Type
ID1	Town Residents			Executive
ID2	Town Council		ID1	Executive
ID3	Al Sibert	Chief of Police	ID2	Manager
ID4	(Name)	Town Manager	ID2	Position
ID5	Jake Davis	Police Sargent	ID3	Staff
ID6	Kim Henry	Town Clerk/DM	ID4	Manager
ID7	Emily Kyriazi	Deputy Town M	ID4	Position
ID8	Roberto Gonzalez	Town Treasure	ID4	Manager
ID9	Town Officers	Patrol Officers	ID5	Staff
ID10	Volunteers		ID3	Assistant
ID11	Dolores Goodall	DMV Clerk	ID6	Staff
ID12	Custodian		ID7	Position
ID13	Town Contractors		ID7	Consultant
ID14	Admin Assistant		ID7	Position
ID15	Town Contractors	Financial	ID8	Consultant
ID16	Planning Commission		ID2	Staff
ID17	Architectoral Review Board		ID2	Staff
ID18	Board of Zoning Appeals			Staff
ID19	Town Attorney		ID2	Position



Attachment: Organization Chart (5330 : Organizational Chart)