



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, September 27, 2021

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Swearing In Ceremony of Police Chief

IV. Agenda Items

1. Monthly Financial Report
2. Virginia Fire Funds Program
3. Community Park Private/Public Partnership Proposal
4. Continuation of Discussion on Demolition Request
5. Crossroads Village Center SUP Request
6. Q1 Budget Amendment Discussion
7. Community Garden Steward Proposal
8. Lease/Tenant Discussion
9. Custodian/Maintenance Job Description
10. Axon Body Camera Contract Discussion
11. Town Events Updates
12. Prince William County Transportation Endorsement Request

V. Closed Session - As Needed

VI. Adjournment

| | Actuals | Budget | % of Budget | Comments |
|---|-------------------|---------------------|---------------|---|
| Income | | | | |
| 3110 · GENERAL PROPERTY TAXES | | | | |
| 3110-01 · Real Estate - Current | 1,814.10 | 371,903.00 | 0.5% | |
| 3110-02 · Public Service Corp RE Tax | 0.00 | 13,114.00 | 0.0% | |
| 3110-03 · Interest - All Property Taxes | 149.73 | 0.00 | 100.0% | |
| 3110-04 · Penalties - All Property Taxes | 0.00 | 1,000.00 | 0.0% | |
| Total 3110 · GENERAL PROPERTY TAXES | 1,963.83 | 386,017.00 | 0.5% | |
| 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 | 5,384.89 | 200,000.00 | 2.7% | |
| 3120-03 · Cigarette Tax | 24,571.42 | 125,000.00 | 19.7% | collection up to August 31st 2021 |
| 3120-04 · Consumer Utility Tax | 12,857.56 | 158,000.00 | 8.1% | |
| 3120-05 · Meals Tax - Current | 122,270.01 | 800,000.00 | 15.3% | collection up to July 31st 2021 with some August taxes collected |
| 3120-06 · Sales Tax Receipts | 0.00 | 145,000.00 | 0.0% | |
| 3120-07 · Penalties (Non-Property) | 1,269.74 | 0.00 | 100.0% | |
| 3120-08 · Interest (Non-Property) | 284.04 | 0.00 | 100.0% | |
| Total 3120 · OTHER LOCAL TAXES | 166,637.66 | 1,454,000.00 | 11.5% | |
| 3130 · PERMITS,FEES & LICENSESES | | | | |
| 3130-01 · Application Fees | 275.00 | 2,500.00 | 11.0% | |
| 3130-03 · Motor Vehicle Licenses | 135.00 | 1,000.00 | 13.5% | |
| 3130-05 · Other Planning & Permits | 1,500.00 | 25,000.00 | 6.0% | |
| 3130-06 · Pass Through Fees | 3,603.75 | 0.00 | 100.0% | Cost are passed on to developer/contractor |
| Total 3130 · PERMITS,FEES & LICENSESES | 5,513.75 | 28,500.00 | 19.3% | |
| 3140 · FINES & FORFEITURES | | | | |
| 3140-01 · Fines | 1,194.81 | 60,000.00 | 2.0% | collections up to July 31st 2021 |
| Total 3140 · FINES & FORFEITURES | 1,194.81 | 60,000.00 | 2.0% | |
| 3150 · REVENUE - USE OF MONEY | | | | |
| 3150-01 · Earnings on VACO/VML Investment | 456.77 | 1,500.00 | 30.5% | |
| 3150-03 · Interest on Bank Deposits | 524.49 | 1,500.00 | 35.0% | |
| Total 3150 · REVENUE - USE OF MONEY | 981.26 | 3,000.00 | 32.7% | |
| 3151 · RENTAL (USE OF PROPERTY) | | | | |
| 3151-02 · 15026 Suite 210 Body Mind | 2,367.87 | 7,132.00 | 33.2% | |
| 3151-04 · Suite 210 LF Security | 2,704.80 | 9,660.00 | 28.0% | |
| 3151-06 · Suite 204 MAC-ISA | 1,680.00 | 6,720.00 | 25.0% | |
| 3151-07 · Haymarket Church Suite 206 | 8,644.20 | 34,577.00 | 25.0% | |
| 3151-08 · 15020 Washington Realty | 10,078.89 | 40,316.00 | 25.0% | |
| 3151-09 · 15026 Copper Cricket | 5,528.64 | 22,114.00 | 25.0% | |
| 3151-11 · Cupcake Heaven and Cafe LLC | 8,279.67 | 34,765.00 | 23.8% | |
| 3151-12 · Haymarket Coffee Company LLC | 4,450.00 | 5,460.00 | 81.5% | |
| Total 3151 · RENTAL (USE OF PROPERTY) | 43,734.07 | 160,744.00 | 27.2% | |
| 3165 · REVENUE - TOWN EVENTS | | | | |
| 3165-01 · Town Event | 51,058.00 | 20,000.00 | 255.3% | |
| 3165-03 · Town Ornaments | 60.00 | 0.00 | 100.0% | |
| Total 3165 · REVENUE - TOWN EVENTS | 51,118.00 | 20,000.00 | 255.6% | |
| 3180 · MISCELLANEOUS | | | | |
| 3180-00 · Convenience Fee | -45.71 | 0.00 | 100.0% | |
| 3180-04 · Reimbursement from Insurance | 4,724.04 | 0.00 | 100.0% | reimbursement for the accident on 05.21.2021; will appropriate additional funds maintenance expenditure |
| Total 3180 · MISCELLANEOUS | 4,678.33 | | 100.0% | |
| 3200 · REVENUE FROM COMMONWEALTH | | | | |
| 3200-02 · 599 Law Enforcement Grant | 0.00 | 31,548.00 | 0.0% | |
| 3200-05 · Communications Tax | 14,681.38 | 103,165.00 | 14.2% | |
| 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% | |

Attachment: FY2022 Current Actuals vs Budget 09.20.2021 (5226 : Monthly Financial Report)

| | | | | |
|---|-------------------|---------------------|--------------|------------------------------------|
| 3200-16 · DMV Select Commission | 12,758.06 | 60,500.00 | 21.1% | collections up to August 31st 2021 |
| Total 3200 · REVENUE FROM COMMONWEALTH | 47,345.23 | 215,340.00 | 22.0% | |
| | 323,166.94 | 2,327,601.00 | 13.9% | |
| Total Income | 323,166.94 | 2,327,601.00 | 13.9% | |

Expense

01 · ADMINISTRATION

11100 · TOWN COUNCIL

| | | | |
|-------------------------------------|----------|-----------|-------|
| 111001 · Convention & Education | 0.00 | 2,500.00 | 0.0% |
| 111002 · FICA/Medicare | 348.08 | 2,000.00 | 17.4% |
| 111003 · Meals and Lodging | 74.67 | 1,000.00 | 7.5% |
| 111004 · Mileage Allowance | 0.00 | 250.00 | 0.0% |
| 111005 · Salaries & Wages - Regular | 4,850.00 | 26,000.00 | 18.7% |

| | | | |
|-----------------------------------|-----------------|------------------|--------------|
| Total 11100 · TOWN COUNCIL | 5,272.75 | 31,750.00 | 16.6% |
|-----------------------------------|-----------------|------------------|--------------|

12110 · TOWN ADMINISTRATION

| | | | |
|---|-----------|------------|-------|
| 1211001 · Salaries/Wages-Regular | 64,953.96 | 337,464.00 | 19.2% |
| 1211002 · Salaries & Wages - DMV Clerk | 4,509.91 | 29,666.00 | 15.2% |
| 1211003 · Salaries/Wages - Part Time | 7,331.25 | 30,000.00 | 24.4% |
| 1211004 · FICA/Medicare | 5,796.81 | 30,381.00 | 19.1% |
| 1211005 · VRS | 8,719.87 | 48,545.00 | 18.0% |
| 1211006 · Health Insurance | 8,778.00 | 64,134.00 | 13.7% |
| 1211007 · Life Insurance | 1,029.50 | 4,685.00 | 22.0% |
| 1211008 · Disability Insurance | 470.13 | 2,631.00 | 17.9% |
| 1211009 · Unemployment Insurance | 2,749.26 | 4,240.00 | 64.8% |
| 1211010 · Worker's Compensation | 263.00 | 300.00 | 87.7% |
| 1211011 · Gen Property/Liability Ins. | 16,237.00 | 17,131.00 | 94.8% |
| 1211012 · Accounting Services | 235.34 | 8,000.00 | 2.9% |
| 1211014 · Printing & Binding | 621.28 | 8,298.00 | 7.5% |
| 1211015 · Advertising | 632.43 | 9,000.00 | 7.0% |
| 1211016 · Computer, Internet &Website Svc | 933.39 | 23,650.00 | 3.9% |
| 1211017 · Postage | 242.10 | 4,000.00 | 6.1% |
| 1211018 · Telecommunications | 914.37 | 7,500.00 | 12.2% |
| 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% |

| | | | |
|--|-------------------|-------------------|--------------|
| Total 12110 · TOWN ADMINISTRATION | 133,289.52 | 671,200.00 | 19.9% |
|--|-------------------|-------------------|--------------|

12210 · LEGAL SERVICES

| | | | |
|--------------------------|-----------|-----------|-------|
| 1221001 · Legal Services | 12,539.17 | 70,000.00 | 17.9% |
|--------------------------|-----------|-----------|-------|

| | | | |
|-------------------------------------|------------------|------------------|--------------|
| Total 12210 · LEGAL SERVICES | 12,539.17 | 70,000.00 | 17.9% |
|-------------------------------------|------------------|------------------|--------------|

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 | 151,101.44 | 788,950.00 | 19.2% |
|----------------------------------|-------------------|-------------------|--------------|

03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

| | | | |
|---|-----------|------------|--------|
| 3110001 · Salaries & Wages - Regular | 68,464.88 | 425,000.00 | 16.1% |
| 3110003 · Salaries & Wages - OT Premium | 4,197.25 | 20,000.00 | 21.0% |
| 3110013 · Salaries & Wages - OT Select En | 375.04 | 10,000.00 | 3.8% |
| 3110004 · Salaries & Wages - Holiday Pay | 1,025.04 | 14,000.00 | 7.3% |
| 3110005 · Salaries & Wages - Part Time | 10,395.00 | 18,720.00 | 55.5% |
| 3110011 · Salaries & Wages - Recruit. Bonus | 1,000.00 | 0.00 | 100.0% |
| 3110020 · FICA/MEDICARE | 6,380.44 | 36,724.00 | 17.4% |
| 3110021 · VRS | 7,147.20 | 46,102.00 | 15.5% |
| 3110022 · Health Insurance | 11,305.72 | 80,752.00 | 14.0% |
| 3110023 · Life Insurance | 817.21 | 5,717.00 | 14.3% |
| 3110024 · Disability Insurance | 187.25 | 2,200.00 | 8.5% |
| 3110025 · Unemployment Insurance | 0.00 | 3,000.00 | 0.0% |

Front loaded cost to Town

Front loaded cost to Town

cost of background investigator for new Chief hire

services up to July 31, 2021

| | | | | |
|--|-------------------|-------------------|--------------|--------------------------------|
| 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 | 4,200.00 | 26,000.00 | 16.2% | |
| 3110032 · Computer, Internet & Website | 433.69 | 11,000.00 | 3.9% | |
| 3110033 · Postage | 8.55 | 100.00 | 8.6% | |
| 3110034 · Telecommunications | 1,853.92 | 10,000.00 | 18.5% | |
| 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 | 5,585.85 | 13,000.00 | 43.0% | |
| 3110041 · Office Supplies | 113.69 | 5,000.00 | 2.3% | |
| 3110042 · Vehicle Fuels | 3,197.07 | 16,000.00 | 20.0% | |
| 3110043 · Vehicle Maintenance/Supplies | 1,719.67 | 11,000.00 | 15.6% | |
| 3110045 · Uniforms & Police Supplies | 7,040.94 | 20,000.00 | 35.2% | |
| 3110056 · Capital Outlay-Machinery/Equip | 15,796.19 | 31,592.00 | 50.0% | 1 of 2 payments for the year |
| Total 31100 · POLICE DEPARTMENT | 181,120.76 | 847,449.00 | 21.4% | |
| Total 03 · PUBLIC SAFETY | 181,120.76 | 847,449.00 | 21.4% | |
| 04 · PUBLIC WORKS | | | | |
| 4110002 · Street Beautification - HF | 0.00 | 2,213.00 | 0.0% | |
| 4110003 · E & S Inspections | 0.00 | 5,000.00 | 0.0% | |
| 43200 · REFUSE COLLECTION | | | | |
| 4320001 · Trash Removal Contract | 22,397.14 | 90,090.00 | 24.9% | services up to August 31, 2021 |
| Total 43200 · REFUSE COLLECTION | 22,397.14 | 90,090.00 | 24.9% | |
| 43100 · MAINT OF 15000 Wash St./Grounds | | | | |
| 4310001 · Repairs/Maintenance Services | 21,246.07 | 102,248.00 | 20.8% | |
| 4310002 · Maint Svc Contract-Pest Control | 155.00 | 3,000.00 | 5.2% | |
| 4310003 · Maint Svc Contract-Landscaping | 11,750.00 | 35,000.00 | 33.6% | |
| 4310004 · Maint Svc Contract Snow Removal | 0.00 | 7,000.00 | 0.0% | |
| 4310005 · Maint Svc Cont- Street Cleaning | 0.00 | 6,500.00 | 0.0% | |
| 4310007 · Electric/Gas Services | 2,617.80 | 16,500.00 | 15.9% | |
| 4310008 · Electrical Services-Streetlight | 576.07 | 5,500.00 | 10.5% | |
| 4310009 · Water & Sewer Services | 617.75 | 3,000.00 | 20.6% | |
| 4310010 · Janitorial Supplies | 0.00 | 2,000.00 | 0.0% | |
| 4310011 · Real Estate Taxes | 0.00 | 2,500.00 | 0.0% | |
| Total 43100 · MAINT OF 15000 Wash St./Grounds | 36,962.69 | 183,248.00 | 20.2% | |
| Total 04 · PUBLIC WORKS | 59,359.83 | 280,551.00 | 21.2% | |
| 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 | 2,297.27 | 20,000.00 | 11.5% | |
| 7000001 · Grounds Maintenance/Repairs | | | | |
| Total 71110 · EVENTS | | | | |
| 71110 · EVENTS | | | | |
| 7111001 · Advertising - Events | 0.00 | 5,000.00 | 0.0% | |
| 7111003 · Contractural Services | 4,776.20 | 10,000.00 | 47.8% | |
| 7111004 · Events - Other | 635.90 | 5,000.00 | 12.7% | |
| Total 71110 · EVENTS | 5,412.10 | 20,000.00 | 27.1% | |
| 72200 · MUSEUM | | | | |
| 7220009 · Advertising | 0.00 | 750.00 | 0.0% | |
| 7220012 · Telecommunications | 278.78 | 2,200.00 | 12.7% | |
| 7200015 · Books, Dues & Subscriptions | 0.00 | 250.00 | 0.0% | |
| 7200016 · Office Supplies | 0.00 | 250.00 | 0.0% | |
| 7220018 · Exhibits & Programs | 400.00 | 1,700.00 | 23.5% | |
| Total 72200 · MUSEUM | 678.78 | 5,150.00 | 13.2% | |
| Total 07 · PARKS, REC & CULTURAL | 8,388.15 | 45,150.00 | 18.6% | |
| 08 · COMMUNITY DEVELOPMENT | | | | |
| 81100 · PLANNING COMMISSION | | | | |
| 8110001 · Salaries & Wages - Regular | 630.00 | 5,670.00 | 11.1% | |
| 8110002 · FICA/Medicare | 43.61 | 500.00 | 8.7% | |
| 8110003 · Consultants - Engineer | 196.91 | 15,000.00 | 1.3% | |
| 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 | 3,603.75 | 0.00 | 100.0% |
| Total 81100 · PLANNING COMMISSION | 4,474.27 | 39,120.00 | 11.4% |
| 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 | 5,023.28 | 48,823.00 | 10.3% |
| 09 · NON-DEPARTMENTAL | | | |
| 95100 · DEBT SERVICE | | | |
| 9510002 · General Obligation Bond - Prin | 158,000.00 | 159,500.00 | 99.1% |
| 9510003 · General Obligation Bond - Int | 7,178.36 | 12,425.00 | 57.8% |
| Total 95100 · DEBT SERVICE | 165,178.36 | 171,925.00 | 96.1% |
| Total 09 · NON-DEPARTMENTAL | 165,178.36 | 171,925.00 | 96.1% |
| EMPLOYEE BENEFITS | | | |
| 6560 · Payroll Processing Fees | 0.02 | | |
| Total EMPLOYEE BENEFITS | 0.02 | | |
| Total 94105 · PERSONNEL | 0.02 | | |
| 94107 · BLIGHT MITIGATION | | | |
| 9410701 · Building Official/Engr. | 0.00 | 40,000.00 | 0.0% |
| Total 94107 · BLIGHT MITIGATION | 0.00 | 40,000.00 | 0.0% |
| 94108 · Capital Improvement Funds Expens | 0.00 | 82,323.00 | 0.0% |
| Total Expense | 570,171.84 | 2,327,601.00 | 24.5% |
| Net Ordinary Income | -247,004.90 | 0.00 | 100.0% |
| Other Income/Expense | | | |
| Other Income | | | |
| 50000 · CARES Act Funds | 68,458.12 | 68,814.00 | 99.5% |
| 50001 · Amerian Rescue Plan Funds | 869,439.00 | | |
| Total Other Income | 937,897.12 | 68,814.00 | 1,362.9% |
| Other Expense | | | |
| 97000 · CARES Act Expenses | 1,550.00 | 68,814.00 | 2.3% |
| | 0.00 | | 0.0% |
| Total Other Expense | 1,550.00 | 68,814.00 | 2.3% |
| Net Other Income | 936,347.12 | 0.00 | 100.0% |
| Net Income | 689,342.22 | 0.00 | 100.0% |

Front loaded cost to Town
Front loaded cost to Town

Funds will be tracks seperately from operational budget, will be appropriated in 1st Qt amendment

to install tempered glass to Town Hall side



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: September 20, 2021
SUBJECT: Virginia Fire Fund

Background:

The Virginia Fire Fund – Aid to Localities (ATL) is financial assistance provided to cities, counties, and incorporated towns throughout the state by offering a variety of grant opportunities. The Virginia Fire Programs Fund is derived from one percent of fire-related insurance coverage. Approximately 75 percent of the total fund goes directly to counties, cities, and incorporated towns within the Commonwealth as Aid to Localities (ATL). ATL provides Virginia cities, towns, and counties with funds to pay for training, construction of training centers, firefighting equipment, and protective clothing. Allocations are population-based.

The Town has collected money from Virginia Fire Fund since 2016 and has a total of \$59,200 kept in reserves. This money is restricted to only be spent on approved Virginia Fire Fund items.

The Town has met with Prince William County Department of Fire and Rescue Assistant Chief of Operations Kurt Heindricks about utilizing the Town's Virginia Fire Fund. Assistant Chief Heindricks provided the three options below.

Option A – the purchase of 106 ballistic vests at a cost of \$58,830.00 for fire and rescue personnel to wear at “high threat response” incidents typically referred to as “active shooter” incidents. This option uses almost all available funding to purchase as many vests as possible. These vests would be deployed throughout the County to include the stations in the greater Haymarket area. This is the preferred option providing Fire and Rescue personal protective equipment we cannot otherwise purchase. **Overall total \$58,830** – most preferred.

Option B – the purchase of 64 ballistic vests at a cost of \$35,520. These vests would be deployed to the five closest stations to Haymarket and in the event of an active shooter in Haymarket, these 5 stations would respond to the incident. This option also provides for the purchase of swift water rescue equipment for the two boats (each incident requires the dispatch of 2 boats) that would respond to flooding events in Haymarket at a cost of \$13,713.39. **Overall total \$49,233.49.**

Option C – the purchase of 38 ballistic vests at a cost of \$21,090. These vests would be deployed to the three closest stations (Haymarket, Evergreen, Antioch) to Haymarket and in the event of an active shooter these 3 stations would respond to the incident. This option also provides for the purchase of swift water rescue equipment for the closest boat that would respond to flooding events in Haymarket at a cost of \$7,005.80. **Overall total \$28,095.80** – least preferred.

Fiscal Impact

The Town has \$59,200 in the Town’s reserve budget that is restricted to use for the Virginia Fire Fund.

Staff Recommendation:

Staff recommends approval on one of the options provided or a combination of the options provided.

Draft Motion:

“I move to approve the purchase of (Option _) from the funds received from the Virginia Fire Fund.

OR

Other action deemed appropriate by Council.



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: September 20, 2021
SUBJECT: Public-Private Partnership

Background:

Public-private partnerships involve collaboration between a government agency and a private-sector company that can be used to finance, build, and operate projects, such as public transportation networks, parks, and convention centers. The Mason's have spoken about their interest in starting a partnership with the Town at the Park Building. They have prepared a business plan and will be presenting it to Town Council.

Fiscal Impact

Fiscal Impact is unknown, at this time.

Staff Recommendation:

Staff has no recommends, at this time.

Draft Motion:

Action deemed appropriate by Council.



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

Emily K. Lockhart
TOWN PLANNER
ZONING ADMINISTRATOR

MEMORANDUM

TO: Architectural Review Board
FROM: Emily K. Lockhart, Town Planner
DATE: July 14, 2021
SUBJECT: 6712 Jefferson Street, Demolition Application Request

APPLICATION SUMMARY:

Business/ Applicant: Cailex Homes, LLC

Street Address: 6712 Jefferson Street

Proposed Use: Demolition Application Request

Applicant's Brief Description of the Activity: Seeking approval for a demolition request for 6712 Jefferson Street

| Town Planner Assessment | | |
|---|--|--|
| Zoning Ordinance | Application Details | Staff Response |
| Sec. 58-14.9 Matters to be considered by board in acting on appropriateness of erection, reconstruction, alteration, restoration or demolition of building or structure. | Demolition Request - 6712 Jefferson Street | The proposed building is located on Jefferson Street, at the corner of Jefferson Street/Payne Lane. The house for consideration is the house that fronts Jefferson Street. |
| Sec. 58-14.9 (1) Exterior architectural features, including all signs, which are subject to public view from a public street, way or place. | Demolition Request - 6712 Jefferson Street | The proposed application is to demolish the front house at the property. |
| Sec. 58-14.9 (2) General Design Arrangement | Demolition Request - 6712 Jefferson Street | The proposed application is to demolish the front house at the property. |
| Sec. 58-14.9 (3) Texture, material and color | Demolition Request - 6712 Jefferson Street | The proposed application is to demolish the front house at the property. |
| Sec. 58-14.9 (4) The relation of the factors, subsections (1), (2), and (3) of this section, to similar features of the | Demolition Request - 6712 Jefferson Street | The proposed application is to demolish the front house at the property. |

Attachment: Demo permit (5229 : Continuation of Discussion on Demolition Request)

| | | |
|--|--|--|
| buildings and structures in the immediate surroundings | | |
| Sec. 58-14.9 (5) The extent to which the building or structure would be harmonious with or obviously incongruous with the old and historic aspect of the surroundings | Demolition Request - 6712 Jefferson Street | The proposed application is to demolish the front house at the property. |
| Sec. 58-14.9 (6) In the case of a building to be razed, a primary consideration will be the extent to which its continued existence would tend to protect irreplaceable historic places and preserve the general historic atmosphere of the Town | Demolition Request - 6712 Jefferson Street | See below for the demolition guideline text and analysis. |
| Sec. 58-14.9 (7) The extent to which the building or structure will promote the general welfare of the Town, and all citizens, by the preservation and protection of historic places and areas | Demolition Request - 6712 Jefferson Street | This matter is at the discretion of the ARB |
| Sec. 58-14.9 (8) The extent to which the building or structure will promote the general welfare by: <ul style="list-style-type: none"> (a) Maintaining and increasing real estate values (b) Generating business (c) Creating new positions (d) Attracting tourists, students, writers, historians, artists and artisans, and new residents (e) Encouraging study of and interest in American history (f) Stimulating interest in and study of architecture and design (g) Educating citizens in American culture and heritage | Demolition Request - 6712 Jefferson Street | These matters are at the discretion of the ARB |

Attachment: Demo permit (5229 : Continuation of Discussion on Demolition Request)

| | | |
|--|---|--|
| (h) Making the Town a more attractive and desirable place in which to live | | |
| Comprehensive Plan | | |
| Comp Plan 1.5.3 Historic Resource Inventory List | Site – 6712 Jefferson Street | The main structure is listed on the historic inventory list within the Comprehensive Plan |
| Comp Plan 1.5.4 Potential Archaeological Site | Site – 6712 Jefferson Street | The site is not one of those listed as a potential archaeological site in the Comprehensive Plan |
| Architectural Review Board Historic Guidelines | | |
| I. Introduction (E) Community Design and the Comprehensive Plan | Site – 6712 Jefferson Street | Residential |
| II. Streetscape and Site Design | | |
| II. (a) Washington Street Enhancement Project | Not applicable | Not applicable |
| II. (b) Streetscapes Other Than Washington Street | Not applicable | Not applicable |
| II. (c) Fences and Walls | Not applicable | Not applicable |
| II. (d) Lighting (Free Standing/Posts) | Not Applicable | Not Applicable |
| II. (e) Telecommunication Dishes, Drums and Towers | Not Applicable | Not Applicable |
| II. (f) Screening | Not Applicable | Not Applicable |
| III. New Construction and Additions to Existing Non-Historic and Non-Contributing Structures | | |
| III. (a) General Guidelines | <i>“to create a more pleasing blend of historic and new elements in the Town, new structures shall be compatible with the prevailing and recognized historic architectural character of the existing adjacent structures”</i> | These matters are at the discretion of the ARB |
| III. (b) Colors | Not Applicable | Not Applicable |
| III. (c) Exterior Elements | Not Applicable | Not Applicable |
| III. (d) Chimneys | Not Applicable | Not Applicable |
| III. (e) Roofing | Not Applicable | Not Applicable |
| III. (f) Lighting, (attached to structure) | Not Applicable | Not Applicable |
| III. (g) Windows and Doors | Not Applicable | Not Applicable |
| III. (h) Decks | Not Applicable | Not Applicable |
| III. (i) Handicapped Ramps | Not Applicable | Not Applicable |
| III. (j) Awnings | Not Applicable | Not Applicable |
| IV. Guidelines for Alterations or Additions to Historic Structures or Contributing Structures | | |
| IV. (a) General Guidelines | Not Applicable | Not Applicable |

| | | |
|---|--|--|
| V. Signage | Not Applicable | Not Applicable, not historic or contributing |
| VI. Demolition Guidelines | Demolition Request - 6712 Jefferson Street | See below for excerpt and discussion. |
| VII. Situations Not Covered, Additional Requirements | Not Applicable | Not Applicable |

VI. DEMOLITION GUIDELINES

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

A. SPECIAL INSTRUCTIONS FOR HISTORIC STRUCTURES

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

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

The applicant has supplied a brief written narrative as to why the demolition permit has been requested for the structure. In addition, please find attached the pdf with photographs of the interior of the structure. The structure dates to the 1940’s and as documented in the photographs; the interior appears to be uninhabitable at this time. The applicant, has stated that there are structural issues with the house, to include foundation cracks and sinking and termite damage to the interior framing.

STAFF RECOMMENDATION:

Attachment: Demo permit (5229 : Continuation of Discussion on Demolition Request)

Based on the above report, the Town Planner recommends the Architectural Review Board thoroughly review the materials, the photographs, visit the site and discuss with the applicant the necessity for demolishing the structure. It is the Town Planner's recommendation that the structure be approved for demolition as the overall financial burden the house could further create outweighs the contribution to the larger Haymarket Historic aesthetic.

The property owners most recently applied for a Zoning Determination and an Appeal to the Haymarket Board of Zoning Appeals. The case is currently awaiting trial at the PWC Circuit Court.



ZONING PERMIT APPLICATION

ZONING PERMIT #: _____

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

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

NAME OF BUSINESS/APPLICANT: Cailex Homes, LLC

PROPOSED USE: Residential Size (Sq. Ft./Length) of Construction: _____

SITE ADDRESS: 6712 Jefferson Street Parcel ID #: 7297-89-7570

Subdivision Name: _____ Lot Size: 0.3197

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

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

Off-street Parking: Spaces Required: _____ Spaces Provided: _____

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, height/length of fencing, deck specs, etc.)
Demolition of a dwelling built in 1940.

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

FEE: \$25.00 Residential \$50.00 Commercial

CERTIFICATE OF APPROPRIATENESS

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

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

| | | | | | |
|----------------------------------|-------|-----|-----------------------------------|-------|-----|
| PERMIT HOLDER INFORMATION | | | PROPERTY OWNER INFORMATION | | |
| Cailex Homes, LLC | | | Steven L Bean | | |
| Name | | | Name | | |
| <u>14689 LEE HWY # 516</u> | | | <u>172 Hemlock Forest</u> | | |
| Address | | | Address | | |
| <u>GAINESVILLE VA 20156</u> | | | <u>Mineral, Virginia 23117</u> | | |
| City | State | Zip | City | State | Zip |
| <u>703-304-1193</u> | | | | | |
| Phone# | Email | | Phone# | Email | |
| | | | | | |

Attachment: 20210921153104 (5229 : Continuation of Discussion on Demolition Request)

APPLICANT / PROPERTY OWNER SIGNATURE

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

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

[Signature]
Applicant Signature

[Signature]
Property Owner Signature

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

Date Filed: 7-8-21 Fee Amount: \$150.00 Date Paid: 7-8-21

DATE TO ZONING ADMINISTRATOR: 7-8-21

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

CONDITIONS: _____
SIGNATURE _____ PRINT _____

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): 7-21-21

APPROVED DISAPPROVED TABLED UNTIL: 8-18-21 DEFERRED UNTIL: _____

CONDITIONS: _____
SIGNATURE _____ PRINT _____

Tabled discussion until 8-18-21
8-18-21 -> application denied, see findings

DATE TO TOWN COUNCIL (IF APPLICABLE): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

TOWN COUNCIL (where required): _____
SIGNATURE _____ PRINT _____

CONDITIONS: _____

Attachment: 20210921153104 (5229 : Continuation of Discussion on Demolition Request)

July 5, 2021

VIA EMAIL

7/8/2021
PAID
KG

Town of Haymarket Architecture Review Board
Chairwoman King
Vice Chairwoman Luersen
Councilmember Schneider
Board Member Utz
Commissioner Kharel

RE: Demolition Narrative
6712 Jefferson Street Haymarket, Virginia
GPIN: 7297-89-7570

Dear Chairwoman King & ARB members,

Cailex Homes, LLC is requesting the Architecture Review Board ('ARB') grant the Certificate of Appropriateness ('COA') for the demolition of a 1940, 1.5 story dwelling located at the corner of Jefferson Street and Payne Lane.

The owners requested a Zoning Determination from the Town of Haymarket for two dwellings located at 6712 Jefferson St. The Town Planner stated the 1940 dwelling was a legal conforming use and that the 1988 dwelling was an illegal nonconforming use and could remain but not as a residential use and needed to remove bathrooms and/or the kitchen. The owners appealed the Zoning Determination to the Board of Zoning Appeals ('BZA') who overturned the Town Planners ruling and stated both dwellings were legal. The Town thereafter filed suit against the owners in Prince William County Circuit Court and requesting the Court to overturn the BZA and uphold the Zoning Determination.

The Town attorney reached out and stated that if we came to an agreement on removing one of the structures or changing the use in the 1988 dwelling, it would solve the zoning issue and we could all avoid Court. Cailex Homes, LLC meet with the Town Attorney and the Town Planner on Tuesday June 22, 2021, we reached an agreement to demo the 1940 structure and keep the 1988 dwelling facing Payne Lane. In that meeting it was stated we would need to fill out a COA for demolition.

Cailex Homes, LLC is requesting a COA for demolition of the 1940 structure. In the June 22, 2021, meeting both the Town Attorney and Town Planner stated they did not know of any historic value to the dwelling outside of that the dwelling meets the historic definition solely

Attachment: 20210921153104 (5229 : Continuation of Discussion on Demolition Request)

because of it being constructed over 50 years ago. Both the owner and Cailex Homes, LLC do not know of historic value nor can we find any historic references.

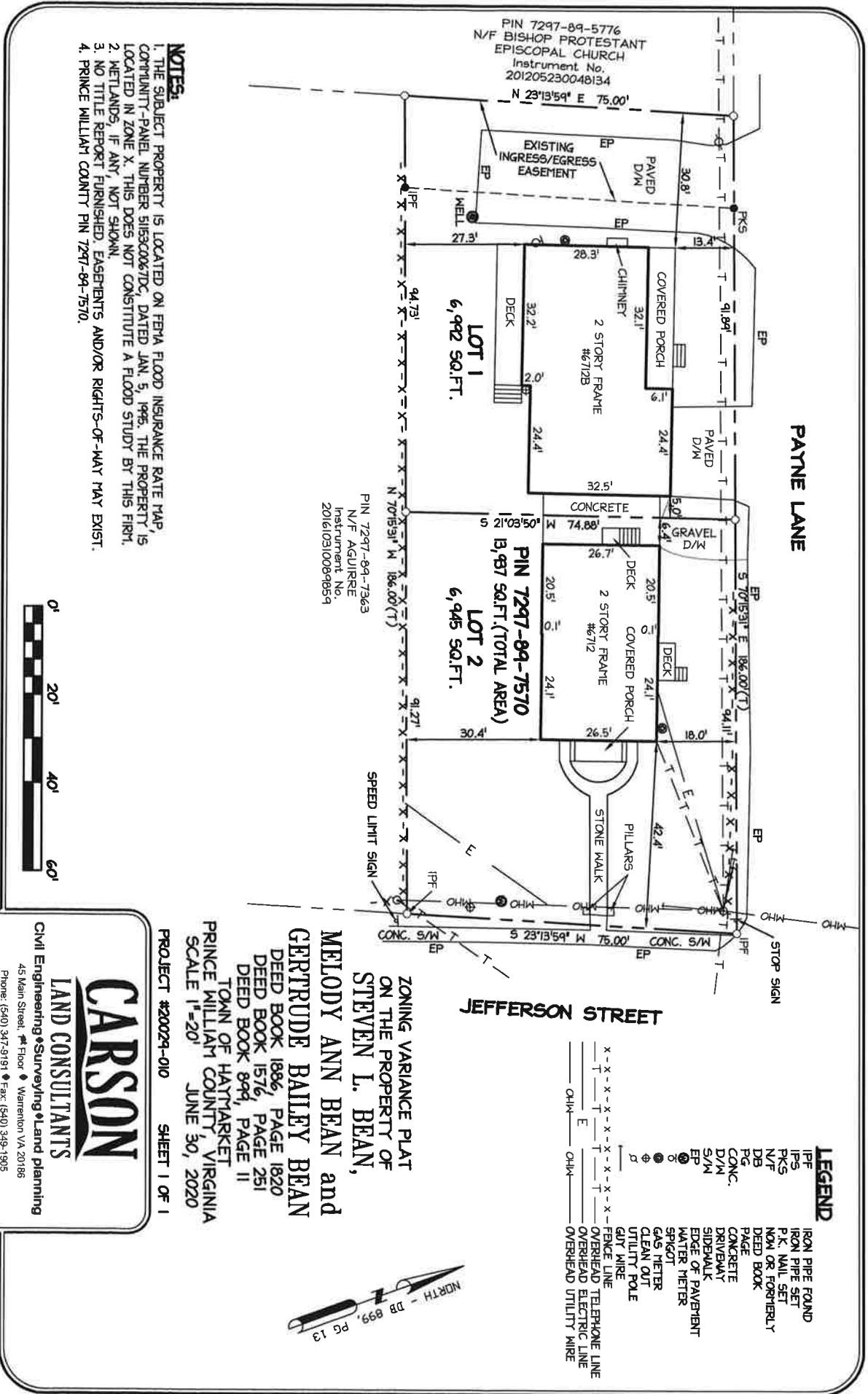
The dwelling is largely in disrepair and uninhabitable. The foundation is cracking and sinking in multiple locations. The interior framing has been subject to termites and wood rot. I would be happy to set up a site tour with the ARB.

If you have any questions, please feel free to reach out to me. I greatly appreciate your time and consideration.

Best Regards,

A handwritten signature in black ink, appearing to read 'Bonaventure Gonsalves', written over a horizontal line.

Bonaventure Gonsalves
Cailex Homes, LLC



46248

D E E D

THIS DEED made this 18th day of November, 1988, by and between JAMES R. GOSSOM, hereinafter referred to as Grantor, party of the first part, and STEVEN L. BEAN and MELODY A. BEAN, husband and wife, as tenants by the entireties with common law rights of survivorship, hereinafter referred to as Grantees, parties of the second part.

W I T N E S S E T H :

THAT FOR and in consideration of the sum of TEN DOLLARS (\$10.00) and other good and valuable consideration in hand paid at and before the sealing and delivery of these presents, the receipt of which is hereby acknowledged, the said party of the first part does hereby grant, bargain, sell and convey, with SPECIAL WARRANTY of title, unto the said parties of the second part, all that certain lot or parcel of land, lying and being situate in the Town of Haymarket, Prince William County, Virginia, and more particularly described as follows, to-wit:

Beginning at a point in the southerly edge of Payne Lane, the same being the northwesterly corner of the Grantor's land, and the northeasterly corner of the Parish Hall Lot; thence with the southerly edge of Payne Lane (State Route 1302), south 57 Deg. 19' 30" E, 21.00 feet to a found pipe, the same marking the northwesterly corner of the land of the Grantees herein; thence with the westerly line of the Grantees south 36 Deg. 03' 47" W 75.14 feet to a found pipe, the same marking a common corner with Gossom and Bean; thence through the lands of the Grantor N 57 Deg. 19' 30" W, approximately 21 feet to the westerly boundary of the Grantor's land and in the line of the St. Paul's Parish Hall Lot; thence with said Parish Hall Lot, N 35 Deg. 26' 10" E, approximately 75.14 feet to the point of beginning.

RESERVING, HOWEVER, UNTO THE GRANTOR, HIS HEIRS OR ASSIGNS, A PERPETUAL RIGHT-OF-WAY AND EASEMENT OVER THE LAND HEREIN CONVEYED FOR INGRESS AND EGRESS FROM PAYNE LANE, STATE ROUTE 1302, TO THE REMAINING LAND OF THE GRANTOR.

This is to certify that the tax imposed by Section 58.1-802 (A) has been paid

Consideration of 000.00

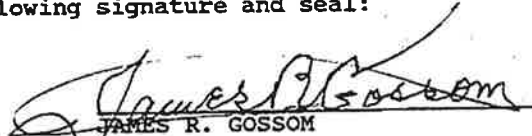
Tax of 2.00

Steven L. Bean
6712 Jefferson St.
Haymarket Va 22069

UNDERWOOD & COMPANY

This conveyance is made subject to all easements, restrictions and conditions of record.

WITNESS the following signature and seal:


JAMES R. GOSSOM

COMMONWEALTH OF VIRGINIA

COUNTY OF PRINCE WILLIAM, to-wit:

I, Tim L EVERETT, a notary public in and for the county aforesaid, Commonwealth of Virginia, whose commission expires on the 23rd day of October, 1990, do hereby certify that JAMES R. GOSSOM, whose name is signed to the above and foregoing Deed, bearing date of November 18th, 1988, has acknowledged the same before me in my jurisdiction aforesaid.

GIVEN UNDER my hand this 18th day of November, 1988.

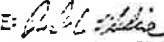

NOTARY PUBLIC

NOTARY OFFICE
UNDERWOOD & COMPANY
SULLY ROAD, VIRGINIA

RECORDED W/ CERTIFICATE ANNEXED

92 MAY 19 AM 9:06

PRINCE WILLIAM CO., VA

Page 2 of 2 Pages ESTE: 
CLERK

Attachment: 20210921153104 (5229 : Continuation of Discussion on Demolition Request)

BOOK 899 PAGE 11

3637

THIS DEED, made this 17th day of March, 1977, by and between GERTRUDE BAILEY BEAN, divorced and not remarried, party of the first part, and STEVEN L. BEAN (husband of TONI L. BEAN herein), party of the second part, TONI L. BEAN (wife of STEVEN L. BEAN herein), party of the third part, and GERTRUDE BAILEY BEAN, divorced and not remarried, party of the fourth part,

WITNESSETH:

THAT FOR and in consideration of the sum of TEN DOLLARS (\$10.00) and other good and valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, the said party of the first part does hereby grant and convey unto the parties of the second, third and fourth part, as joint tenants with right of survivorship as at common law and not as tenants in common, with GENERAL WARRANTY of title, all that certain parcel of land situate in the TOWN OF HAYMARKET, PRINCE WILLIAM COUNTY, VIRGINIA, being more particularly described according to a survey dated February 28, 1977, made by Garnett M. Womack, certified land surveyor, recorded with this deed and made a part thereof, as follows:

BEGINNING at an iron pipe set at the intersection of the westerly right of way line of Jefferson Street (State Route 625) and the southerly right of way line of Payne Lane (State Route 1302); thence with the said Jefferson Street, S 23 deg. 13' 59" W for 75.00 feet to an iron pipe set, being a corner to the property of James R. Gossom; thence with the said James R. Gossom property as follows: N 70 deg. 15' 31" W for 165.00 feet to an iron pipe set; thence N 23 deg. 13' 59" E for 75.00 feet to an iron pipe set in the aforesaid southerly right of way line of Payne Lane (State Route 1302); thence with the said Payne Lane, S 70 deg. 15' 31" E for 165.00 feet to the point of beginning, containing 12,352 square feet; AND BEING the same land conveyed to GERTRUDE BAILEY BEAN as her sole and separate estate, by deed dated January 24, 1967, from BENNETT L. BEAN, recorded in Deed Book 418, Page 349, Prince William County, Virginia.

THIS CONVEYANCE is expressly made subject to easements of record.

This to certify that the tax imposed by section 58-54.1 has been paid
Certified by [Signature]
Tax 48.50

672 Safford Street
Town of Haymarket, VA.

[Signature]
2/20/77

LAW OFFICES
OWENS, UNDERWOOD
& BEANE
MANASSAS, VIRGINIA

Attachment: 20210921153104 (5229 : Continuation of Discussion on Demolition Request)

BOOK 899 PAGE 12

THE SAID PARTY of the first part covenants that she has the right to convey said land; that she has done no act to encumber the same; that said parties of the second, third and fourth parts shall have quiet and peaceful possession of the same, free and clear from any and all encumbrances, and that she, the said party of the first part, will execute such further assurances of and to said land as may be necessary or requisite.

WITNESS the following signature and seal:

Gertrude Bailey Bean (SEAL)
GERTRUDE BAILEY BEAN

COMMONWEALTH OF VIRGINIA

COUNTY OF Fauquier, to-wit:

I, Leville B. Fawcett, a notary public in and for the county and state aforesaid, whose commission expires on the 2nd day of January, 1977, do hereby certify that GERTRUDE BAILEY BEAN, whose name as such is signed to the foregoing Deed, bearing date of the 17th day of March, 1977, has acknowledged the same before me in my county and state aforesaid.

GIVEN UNDER my hand this 17th day of March, 1977.

Leville B. Fawcett
NOTARY PUBLIC

Recorded with certificate annexed March 17 1977
at 2:15 P. M., Prince William County, Virginia.

Teste: [Signature] Clerk

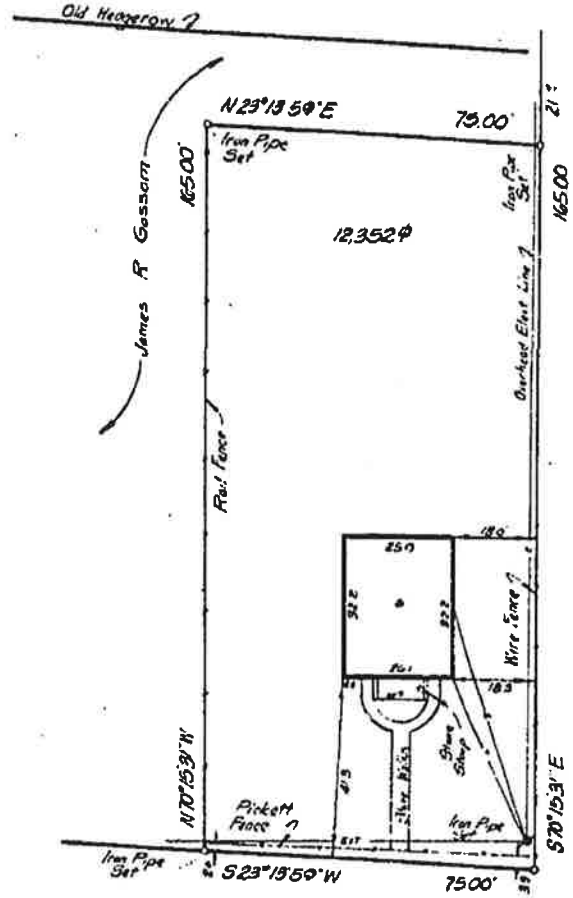
LAW OFFICE
OWENS, UNDERWOOD
& BEANE
MANASSAS, VIRGINIA

Attachment: 20210921153104 (5229 : Continuation of Discussion on Demolition Request)

* 1/2 Story Ft. Hse # 0712

BOOK 899 PAGE 13

Parish Hall



PAYNE LANE
State Route 1502

JEFFERSON ST.
State Route 625

NOTE

THIS PLAT HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT THEREFORE INDICATE ALL ENCUMBRANCES ON THE PROPERTY.

BOUNDARY SURVEY
 &
 HOUSE LOCATION SURVEY
 PROPERTY OF
GRETRUDE BAILEY BEAN

TOWN OF HAYMARKET
 PRINCE WILLIAM COUNTY, VIRGINIA
 SCALE, 1"=30' FEB 28, 1977

GARNETT M. WOMACK & ASSOCIATES
 LAND SURVEYING
 MANASSAS, VIRGINIA



FB PG

ORDER NO 4570

197-2-52

DRAWN BY: GEM
FIELD WORK BY: WEF

Attachment: 20210921153104 (5229 : Continuation of Discussion on Demolition Request)

Property Information**Property Names**

| | |
|-------------------------|------------------------------|
| Name Explanation | Name |
| Function/Location | House, 6712 Jefferson Street |

Property Addresses

Current - 6712 Jefferson Street

County/Independent City(s): Prince William (County)**Incorporated Town(s):** Haymarket**Zip Code(s):** 20169**Magisterial District(s):** *No Data***Tax Parcel(s):** *No Data***USGS Quad(s):** THOROUGHFARE GAP**Property Evaluation Status**

DHR Staff: Not Eligible

This Property is associated with the Haymarket Historic District.

Additional Property Information**Architecture Setting:** Town**Acreage:** *No Data***Site Description:**

October 2012: The house sits close to the road on a relatively level lot at the corner of Payne Lane and Jefferson Street. Surrounding the building is a manicured lawn with several large mature trees. A picket fence is located along the southern property boundary and a boxwood hedge is located along the front.

No secondary resources were visible on the property at the time of the survey.

Surveyor Assessment:

October 2012: The architectural resource is typical of the mid-twentieth century in Prince William County and in the opinion of the surveyor should not be considered individually eligible for the NRHP under Criteria A, B, C or D. In addition there is no known association with important people or events, the design and workmanship are undistinguished and the materials stock. The resource is; however, considered a contributing resource to the Haymarket Historic District (VDHR #233-5002) according to the map accompanying the PIF. The district was determined not eligible for listing on the NRHP by VDHR in 2004.

Surveyor Recommendation: Recommended Not Eligible**Ownership**

| | |
|---------------------------|-------------------------|
| Ownership Category | Ownership Entity |
| Private | <i>No Data</i> |

Primary Resource Information

| | |
|----------------------------------|---|
| Resource Category: | Domestic |
| Resource Type: | Single Dwelling |
| NR Resource Type: | Building |
| Historic District Status: | Contributing |
| Date of Construction: | ca 1940 |
| Date Source: | Local Records, Tax |
| Historic Time Period: | World War I to World War II (1917 - 1945) |
| Historic Context(s): | Architecture/Community Planning, Domestic |
| Other ID Number: | <i>No Data</i> |
| Architectural Style: | Colonial Revival |
| Form: | Cape Cod |
| Number of Stories: | 1.5 |
| Condition: | Good |
| Threats to Resource: | Development, Transportation Expansion |

Architectural Description:

October 2012: The house is a one-and-a-half-story, three-bay Cape Cod-style dwelling supported by a concrete block foundation. The exterior

walls are clad in aluminum siding and the roof in asphalt shingles. Gable-roofed dormers are located on the front roof slope with a large shed-roofed dormer on the rear. A large shed-roofed ell has been constructed off the rear of the house. Other architectural features include an interior brick flue, wood entry door with gable-roofed hood, sliding glass door in the ell, and six-over-six wood double-hung sash windows.

Exterior Components

| Component | Component Type | Material | Material Treatment |
|--|-------------------|----------|--------------------|
| Roof | Gable, Side | Asphalt | Shingle |
| Chimneys | Interior | Brick | Flue |
| Structural System and Exterior Treatment | Frame | Wood | Siding, Aluminum |
| Foundation | Solid/Continuous | Concrete | Block |
| Porch | Hood/Overhang | Wood | Other |
| Windows | Sash, Double-Hung | Wood | 6/6 |

Secondary Resource Information**Historic District Information**

Historic District Name: Haymarket Historic District
Local Historic District Name: *No Data*
Historic District Significance: *No Data*

CRM Events**Event Type: DHR Staff: Not Eligible**

DHR ID: 233-5019
Staff Name: Marc Holma, DHR
Event Date: 12/13/2012
Staff Comment
 DHR Project No. 2012-0331

Event Type: Survey:Phase I/Reconnaissance

Project Review File Number: 2012-0331
Investigator: CRI
Organization/Company: Virginia Department of Transportation
Photographic Media: Digital
Survey Date: 10/1/2012
Dhr Library Report Number: PW-410

Project Staff/Notes:

A Cultural Resources Survey and Battlefield Context for the Proposed Improvements to the I-66 and US Route 15 Interchange, Prince William County, Virginia
 (VDOT Project: 0066-076-074, C501, P101, R201; UPC 100566).

Surveyed by: Sandra DeChard
 Architectural Description and Data Entry by: Sandra DeChard

Project Bibliographic Information:

Name: CRI
 DHR CRM Report Number: PW-410
 Record Type: Report
 Bibliographic Notes: A Cultural Resources Survey and Battlefield Context for the Proposed Improvements to the I-66 and US Route 15 Interchange, Prince William County, Virginia. November 2012.

Record Type: DHR file records
 Bibliographic Notes: Ray M. Goodrow, Town of Haymarket Preliminary Information Form. (DHR File Number 233-5002)

Record Type: Tax Records

Bibliographic Notes: Prince William County Tax Assessment Records

Bibliographic Information

Bibliography:

No Data

Property Notes:

No Data

Attachment: 20210921153104 (5229 : Continuation of Discussion on Demolition Request)



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Attachment: 20210921153104 (5229 : Continuation of Discussion on Demolition Request)

Index to Prince William County Historic Sites

| <u>Name / Place</u> | <u>See</u> | <u>Name / Place</u> | <u>See</u> |
|--|---|--------------------------------|---|
| Jefferson Davis Highway, 18426 | Jefferson Davis Highway, 18426 | John Marshall Highway, 16311 | House, John Marshall Highway, 16311 |
| Jefferson Davis Highway, 18428 | House, Jefferson Davis Highway, 18428 | John Marshall Highway, 16316 | Store |
| Jefferson Davis Highway, 18502 | Jefferson Davis Highway, 18502 | John Marshall Highway, 16316 | House, John Marshall Highway, 16316 |
| Jefferson Davis Highway, 18509 | Jefferson Davis Highway, 18509 | John Marshall Highway, 16317 | House, John Marshall Highway, 16317 |
| Jefferson Davis Highway, 18509 | Jefferson David Highway, 18509 | John Marshall Highway, 16413 | Primas House |
| Jefferson Davis Highway, 18615 | Skyline Tattoo | John Marshall Highway, 16417 | Primas Cemetery |
| Jefferson Davis Highway, 18619 | Chili Hut | John Marshall Highway, 18401 | House, John Marshall Highway, 18401 |
| Jefferson Davis Highway, 18764 | Mama's Alterations | John's Branch | John's Branch |
| Jefferson Farm | Jefferson Farm | Johnny Moore Run | Johnny Moore Run |
| Jefferson Farm Cemetery | Thomas-Harris Cemetery | Johns | Fairfax County Map 1864 |
| Jefferson Street | Jefferson Street House | Johnsbury | Johnsbury |
| Jefferson Street | Jefferson Street House | Johnson | Map of Prince William County Virginia, 1901 |
| Jefferson Street | Jefferson Street House | Johnson | Fairfax County Map 1864 |
| Jefferson Street | Jefferson Street House | Johnson Building | Johnson Building |
| Jefferson Street, 6620 | Jefferson Street, 6620 | Johnson Cemetery | Lewis-Johnson Cemetery |
| Jefferson Street, 6622 | Jefferson Street, 6622 | Johnson Cemetery | Simmons-Johnson Cemetery |
| Jefferson Street, 6705 | Jefferson Street, 6705 | Johnson Cemetery | Clover Hill Farm Cemetery |
| Jefferson Street, 6706 | Jefferson Street, 6706 | Johnson Farm | Johnson Cemetery |
| Jefferson Street, 6712 | Haymarket Masonic Lodge | Johnson Ordinary | Clover Hill |
| Jefferson Street, 6741 | Smith House | Johnson Place Tenant Dwelling | Johnson Ordinary |
| Jefferson Street, 6754 | Jefferson Street, 6754 | Johnson, A. H. | Johnson Place Tenant Dwelling |
| Jefferson Street, 6811 | Jefferson Street, 6811 | Johnson, A. H. | Bonnie Brae Farm |
| Jeffries | Map of Prince William County Virginia, 1901 | Johnson, Aunt Sally | Map of Prince William County Virginia, 1901 |
| Jeffries Cemetery | Jeffries Cemetery | Johnson, Benjamin | Aunt Sally Johnson/s Corner |
| Jeffries, Jno. W. | Saunders House | Johnson, Benjamin | Cedar Hill |
| Jeffries, Lillie Miss | Idlewild | Johnson, Benjamin | Graham Park |
| Jeffries' Ford | Jeffries' Ford | Johnson, Benjamin Land | Hands Farm |
| Jellison, R. A. | Occoquan Bank Building | Johnson, Benjamin Land | Johnson, Benjamin Land |
| Jenkins Department Store | Camper & Jenkins Department Store | Johnson, Buck | Johnson Ordinary |
| Jenkins, M. W. | Fairview (Herndon Farm) | Johnson, C. R. C. | Manassas Coal Company |
| Jennie Dean's House | Jennie Dean's House | Johnson, C. R. C. | Prince William Pharmacy |
| Jennings Drug Store | Jennings Drug Store | Johnson, David | Johnson Ordinary |
| Jennings, Hugh F. | Log House Tract | Johnson, Dr. C. R. C. House | Johnson, Dr. C. R. C. House |
| Jeremiah (Jerry) Herndon Family Cemetery | Jeremiah (Jerry) Herndon Cemetery | Johnson, French S. | Walnut Grove |
| Jerusalem | Jerusalem | Johnson, Geo | Map of Prince William County Virginia, 1901 |
| Jewell Homeplace Cemetery | Jewell Homeplace Cemetery | Johnson, George W. House | Johnson, George W. House |
| Jewell Log House | Rolls-Jewell Log House | Johnson, Harriet Elizabeth | Deerwood |
| Jewell, B. | Map of Prince William County Virginia, 1901 | Johnson, Hawkin | Studley Farm |
| Jim's Emu Farm | Jim's Emu Farm | Johnson, Henry B. | Fair Lee |
| Joe Mayhugh Cemetery | Joe Mayhugh Cemetery | Johnson, Henry B. Mr. And Mrs. | Fairlee Farm |
| John Carter's Woods | John Carter's Woods | Johnson, Hugh M. Rev. | Olive Branch Baptist Church |
| John Kendal Place Cemetery | John Kendal Place Cemetery | Johnson, J. B. | Map of Prince William County Virginia, 1901 |
| John Love's Mill | John Love's Mill | Johnson, J. M. | Blue Ridge Farm |
| John Marshall Highway | Allen-Fletcher Cemetery | Johnson, John F. | Johnson Ordinary |
| John Marshall Highway, 14372 | House, John Marshall Highway, 14372 | Johnson, Joseph | Clover Hill |
| John Marshall Highway, 16101 | Cloverland | Johnson, M. | Johnson, M. |
| John Marshall Highway, 16123 | House, John Marshall Highway, 16123 | Johnson, Mary | Johnson Ordinary |
| John Marshall Highway, 16309 | House, John Marshall Highway, 16309 | Johnson, Ordinary | Johnson Ordinary |

Attachment: 20210921153104 (5229 : Continuation of Discussion on Demolition Request)



VANDERPOOL, FROSTICK & NISHANIAN, P.C.
Solutions from lawyers you trust

June 2, 2021

Mr. Steven L. Bean
Mrs. Melody A. Bean
172 Hemlock Forest
Mineral VA 23117

IN RE: February 3, 2021 Decision of the Board of Zoning Appeals
of the Town of Haymarket
Prince William County Circuit Court
Case No. CL21002106-00

Dear Mr. and Mrs. Bean:

Thank you for filing your answer in this case. As we discussed, if the purchaser intends to remove one of the houses, that would resolve the zoning issue. Please have the purchaser contact me or provide me with contact information so I can contact them.

Sincerely,

A handwritten signature in black ink that reads "Martin R. Crim". The signature is written in a cursive, flowing style.

Martin R. Crim
Town Attorney

MRC:jjk

Attachment: 20210921153104 (5229 : Continuation of Discussion on Demolition Request)

6712 Jefferson Street, Haymarket

RELIC <relic2@pwcgov.org>

Wed 8/4/2021 7:59 PM

To: Samantha Lewis <Slewis@townofhaymarket.org>

12 attachments (1 MB)

PW DB 390-11.pdf; PW DB 410-345.pdf; PW DB 16A-4.pdf; PW DB 141-157.pdf; PW DB 124-207.pdf; PW DB 133-428.pdf; PW DB 126-451.pdf; PW DB 122-43.pdf; PW DB 38-372.pdf; PW DB 77-256.pdf; PW DB 75-150.pdf; PW DB 35-651.pdf

Samantha -

Here is the information about 6712 Jefferson Street from the County Real Estate Assessments website. It says the house was built in 1940.



PRINCE WILLIAM COUNTY, VIRGINIA REAL ESTATE ASSESSMENTS

6712 JEFFERSON ST

7297-89-7579
[General Info](#)[Notes](#)[Map](#)

- [Home](#)
- [Quick Search](#)
- [Address Search](#)
- [GPIN/Account Search](#)
- [Sales Search](#)

Property Information

| | | | |
|----------------|--|--------------------|--|
| Account Number | 043987 | Property Address: | |
| Owner Name | BEAN STEVEN L & MELODY ANN SURV | 6712 JEFFERSON ST | |
| Owner Address | 172 HEMLOCK FOREST MINERAL VA 21117 | HAYMARKET VA 20169 | |
| Use Code | 13 SPD 201us on 5000 par.st | | |

Description
1 L

| Assessment Info | | 2021 Assessment | |
|------------------|--------------------------------|----------------------|-----------|
| Neighborhood | 02019 Town Of Haymarket | Land - Market Value | \$79,700 |
| Fire House | 15 - Town of Haymarket | Land - Use Value | \$0 |
| Special District | | Impr - Market Value | \$418,100 |
| Zoning | Suburban Residential (42/acre) | Total - Market Value | \$497,800 |
| Acres | 0.3197 | | |

<< Previous Card Card 1 of 2 Next Card >>

Dwelling Information

| | | | | | |
|--------------|------|---------------|-----|---------------|-------------------------|
| # of Stories | 1.5 | # Bedrooms | 2 | Basement Type | 1 Basement - No Walkout |
| Year Built | 1940 | Full Baths | 2 | Style | 2 1 1/2 Story |
| Fin Area | 1956 | Half Baths | 0 | Exterior Wall | 22 All Alumi/Vinyl |
| Unfin Area | 0 | Basement Area | 524 | | |
| Fireplaces | 0 | Fin Basement | 0 | | |

• [Card 1](#) [Card - 2](#)

Improvements

| IMPR Type | Description | Area |
|-----------|-------------|------|
| Addition | PAT Patio | 25 |

Assessment History

| Reason | Year | Land | Use | IMPR | Total |
|----------------------|------|----------|-----|-----------|-----------|
| General Reassessment | 2021 | \$79,700 | \$0 | \$418,100 | \$497,800 |
| General Reassessment | 2020 | \$76,700 | \$0 | \$391,800 | \$468,500 |
| General Reassessment | 2019 | \$76,700 | \$0 | \$356,800 | \$433,500 |
| General Reassessment | 2018 | \$68,800 | \$0 | \$361,800 | \$430,600 |
| General Reassessment | 2017 | \$66,200 | \$0 | \$407,900 | \$474,100 |
| General Reassessment | 2016 | \$66,200 | \$0 | \$401,600 | \$467,800 |
| General Reassessment | 2015 | \$66,200 | \$0 | \$309,000 | \$375,200 |
| General Reassessment | 2014 | \$61,400 | \$0 | \$261,700 | \$323,100 |
| General Reassessment | 2013 | \$59,700 | \$0 | \$245,200 | \$304,900 |
| General Reassessment | 2012 | \$59,700 | \$0 | \$260,800 | \$320,500 |
| General Reassessment | 2011 | \$61,000 | \$0 | \$307,900 | \$368,900 |
| General Reassessment | 2010 | \$61,600 | \$0 | \$310,800 | \$372,400 |
| General Reassessment | 2009 | \$61,600 | \$0 | \$313,500 | \$375,100 |
| General Reassessment | 2008 | \$77,100 | \$0 | \$438,600 | \$515,700 |

Attachment: 20210921153104 (5229 : Continuation of Discussion on Demolition Request)

| Reason | Year | Land | Use | IMPR | Total |
|----------------------|------|----------|-----|-----------|-----------|
| General Reassessment | 2007 | \$90,600 | \$0 | \$475,100 | \$565,700 |
| General Reassessment | 2006 | \$90,600 | \$0 | \$479,200 | \$569,800 |
| General Reassessment | 2005 | \$79,700 | \$0 | \$402,800 | \$482,500 |
| General Reassessment | 2004 | \$92,000 | \$0 | \$328,700 | \$420,700 |
| General Reassessment | 2003 | \$83,600 | \$0 | \$306,600 | \$390,200 |
| General Reassessment | 2002 | \$69,300 | \$0 | \$283,600 | \$352,900 |
| General Reassessment | 2001 | \$55,100 | \$0 | \$236,900 | \$292,000 |
| General Reassessment | 2000 | \$52,100 | \$0 | \$198,400 | \$250,500 |
| General Reassessment | 1999 | \$49,600 | \$0 | \$183,700 | \$233,300 |
| General Reassessment | 1998 | \$47,900 | \$0 | \$179,800 | \$227,700 |
| General Reassessment | 1997 | \$46,600 | \$0 | \$179,700 | \$226,300 |
| General Reassessment | 1996 | \$45,900 | \$0 | \$181,100 | \$227,000 |

| Transfer History | | | | |
|------------------|-------------|---------------------------------|---------------|-------------------|
| Date | Sale Amount | Owner | Transfer Type | Conveyance Number |
| 1988/06/01 | \$0 | BEAN STEVEN L & MELODY ANN SURV | XG | 1576-0251 |
| 1986/11/01 | \$30,000 | BEAN STEVEN L & GERTRUDE B SURV | | 1433-0817 |
| 1977/03/01 | \$0 | BEAN STEVEN L & TONI L ETAL | | 0899-0011 |

[Click here for transfer type code descriptions](#)

The bottom of this site gives a list of transfers since 1977. Additional deeds are shown below, with copies attached to this message.

PW DB 899-111. 1977. Steven L. Bean and wife Toni L. and Gertrude Bailey Bean, from Gertrude Bailey Bean (divorced). Parcel in Town of Haymarket beginning at corner of Jefferson Street (SR 625) and Payne Lane (SR 1302). 12,352 sq.ft. Includes plat. Same parcel conveyed to said Gertrude by deed from Bennett L. Bean, 1967, DB 418-349.

PW DB 418-349. 1967. Gertrude Bailey Bean (solely) from Bennett L. Bean (divorced). Same lot in Haymarket. 12,375 sq.ft. Conveyed to said Maude E. Dawson (unmarried) and Irma E. Dawson (unmarried) from W. H. Andrews and wife Anna H., 1950, DB 147-387. Same conveyed to party of first part [Bennet Bean], 1952, DB 164-42.

PW DB 164-42. 1952. Bennett L. Bean from Maude E. Dawson (unmarried) and Irma E. Dawson (unmarried). 12,375 sq.ft. in Haymarket. Same conveyed to said Maude and Irma by W. H. Andrews and wife Anna H., 1959, DB 147-387.

PW DB 147-387. 1950. Maude E. Dawson and Irma E. Dawson from W. H. Andrews and wife Anna H. Parcel in Haymarket on west side of Carolina Road. 12,375 sq.ft. Was conveyed to W. H. Andrews and wife Anna H. by Robert F. Revell and wife, 1948, DB 134-304.

PW DB 134-304. 1948. William H. Andrews and wife Anna H. from Robert F. Revell and wife Ruby Mae. Parcel in Haymarket on west side of Carolina Road. 12,375 sq.ft. Was conveyed 1948 from Merle G. Carr and wife (deed book not cited). Refers to deed of trust, grantees to assume.

PW DB 133-428. 1948. Robert F. Revell and wife Ruby Mae from Merle G. Carr and wife Theima N. Parcel in Haymarket, west side of Carolina Road. 12,375 sq. Conveyed by deed, 1947, from Harry Mattison Hoffman and wife, DB 127-451. Grantees assume deeds of trust.

PW DB 126-451. 1947. Merle G. Carr and wife Theima N. from Harry Mattison Hoffman and wife Vera Lee. Parcel in Haymarket, west side of Carolina Road. 12,375 sq.ft. Conveyed 1946 from W. H. Gossom and wife (DB 142-43) [sic]. Grantees assume deed of trust.

PW DB 122-43. 1946. Harry Mattison Hoffman and wife Vera Lee from W. H. Gossom and wife Minnie M. Parcel in Haymarket, west side of Carolina Road. 12,375 sq.ft. Conveyed 1937 from William M. Jordan and wife (DB 98-472).

PW DB 98-472. 1937. W. H. Gossom from William M. Jordan and wife Annie B. Parcel in Haymarket, west side of Carolina Road, "with buildings and other improvements thereon." Conveyed 1922 by B. B. Nalls and wife Annie E. (DB 77-218). Being the northern end of lot conveyed to Thomas McCormick, and of which an undivided three-fifths interest thereof was conveyed to said B. B. Nalls by W. T. Mayhugh et al. by deed, 1929 [no deed book cited]. [No acreage stated.]

PW DB 77-218. 1922. William M. Jordan from B. B. Nalls and wife Annie B. (nee Annie E. McCormick). For \$200 paid. Parcel in Haymarket on west side of Carolina Road. Comming with NE corner of "Parish Hall" lot. Being northern end of lot conveyed to Thomas McCormick, and of which an undivided three-fifths was conveyed said B. B. Nalls by W. T. Mayhugh et al, 1929 [no deed book cited]. The said Anna E. Nalls is the only surviving heir at law of said Thomas McCormick, deceased.

PW DB 75-155. 1929. B. B. Nalls from W. T. Mayhugh and wife Josie, B. B. Mayhugh and wife Lula C., F. L. Mayhugh and wife Ruth, Lula B. Mayhugh (sister of E. R. Bell (widow of Minnie Bell nee Mayhugh, deceased), and Laura B. Hinesborough (widow), heirs at law of Charlotte B. Mayhugh and Louis Mayhugh, deceased). For \$1200 paid. Then undivided three-fifths interest in the parcel or which Louis Mayhugh and Charlotte B. Mayhugh died seized in Town of Haymarket, on the Carolina Road, adjacent to right of way of Harrisonburg Branch of Southern Railway, being same kind of which Thomas McCormick died seized, containing 10 acres more or less, same property upon which Nalls now resides with his wife Annie E. Nalls nee McCormick.

THOMAS MCCORMICK, born 1823, died bef. 1900 (not as well), married abt. 1846, MARY BURGESS, born 1822, died 1900-x0
Children:

- I. Mary E. McCormick (1848-1880/70) apparently unmarried.
- II. Emma J. McCormick (1850-1880)
 - m. 1870, Lewis MAYHUGH (1847-1913):
 - a. William T. Mayhugh (1872-1931)
 - b. Edward M. Mayhugh (1873-?) [apparently died before 1879]
 - c. Mamma Mayhugh (1875-1919) m. 1906 Edward Bell
 - d. Beulah B. Mayhugh (1877-1931) m. Cole
 - e. Franklin Lewis Mayhugh (1891-1958) m. Ruth Miller
 - f. Jennette McCormick (1882-1915) unmarried.
- III. Alice W. McCormick (1854-1910)
 - m. 1882, Lewis MAYHUGH (her sister Emma's widowed husband)
 - d. 1910, age 56 (1910-2) m. Emma Mayhugh
 - d. 1908, age 54 (1905-7) m. 1905, Tom Burgess
 - son: Thomas McCormick (1882-1908)

Attachment: 20210921153104 (5229 : Continuation of Discussion on Demolition Request)

married (1883) Ida L. Rector
 a. Meta McCormick (abt 1884-bef. 1900); m. (1899) James W. Rector
 b. Wirt McCormick (1887-?)
 ✓ Annie E. McCormick (1858-1937); m. (1918); B. B. Nalls.

It appears that Thomas McCormick was survived by five children or their issue. Mary died before her father. (1) Emma died in 1880, but left 4 or 5 children. (2) Jeannette survived her father but died without issue. (3) Charlotte survived her father and left two children. (4) John left two children, but only Wirt was alive in 1900. (5) Annie survived her father and lived until 1937. So the McCormick estate was apparently five shares. After Jeannette died (1915), her one-fifth share would be divided among the other four children or their heirs.

- Emma's children would have $1/5 + 1/4 \times 1/5 = 4/20 + 1/20 = 5/20 = 1/4$
- Charlotte's two children would have $1/5 + 1/4 \times 1/5 = 1/4$
- John's child or children would have $1/5 + 1/4 \times 1/5 = 1/4$
- Annie would have $1/5$

I haven't figured out how the lawyers came up with "three-fifths" interest. The grantors represented two of five children; that would give them a two-fifths share at Thomas McCormick's death. If John Thomas' children were both deceased by 1920, with no issue, then each of the surviving children or their heirs would own one-third of the property. Emma's and Charlotte's children together would own two-thirds of the property. Annie would own one-third. That is probably what was intended. The deed writer probably did understand that Louis/Lewis Mayhugh had only a life interest in the property; four of his children inherited it not from him but from his first wife, Emma. Altogether Annie and B. Nalls owned the entire parcel after this sale.

PW DB 36-65L 1836 Thomas McCormick from Eppa Hunton, special commissioner, appointed by Circuit Court of PWC in suit of Smith vs. Goodwin, to convey land herein described: Land lying near the town of Haymarket, Begin at the SE corner of McCormick's shop, running S with Carolina Road to Haymarket Depot, thence W along the railroad to Mead's corner, thence N with Mead's line to Church lot, thence E with Church lot to SE corner of Church lot, thence N to street, thence E with street to NW corner McCormick's shop, containing 10 acres 1 rood more or less. Signed: Eppa Hunton [signed in Washington, D.C.]

Library of Virginia, Chancery Papers Index, Prince William County case 1884-012, Thomas A. Smith vs. [William E. Goodwin, Sheriff], Administrator of Thomas S. Shirley etc. [Many of the papers labeled "Smith vs. Goodwin"] https://www.lva.virginia.gov/chancery/case_detail.asp?CFN=153-1884-012#img

59 images in the file. Images 29-30:

Thomas A. Smith -- Plaintiff

Against

W. E. Goodwin Sheriff of PWC, administrator of Thomas S. Shirley, deceased, and of Ann E. Shirley, deceased, George W. Shirley, Mary Elizabeth Shirley, James W. Shirley, Susa Emma Shirley, Henry Smith trustee of Ann E. Shirley McPherson Banitz(?) and James D. Tennell -- Defendants
 An account of outstanding debts against Thomas A. Shirley and Ann E. Shirley:

Note in demand under seal due by Thomas S. Shirley and Ann E. Shirley to Thomas A. Smith - 138.20
 Interest from 1st Jan 1857 to 1st Jan 1870 - 108.03
 [Total due] -- \$246.53

Land [of which he] died seized - 2 lots in town of Haymarket - fee simple value -- \$200.00
 Decree 13 May 1869.

[image 13]

Smith vs. Goodwin

An acct brought by Thos McCormick -----241.00
 1/10 cash ----- \$24.10
 On confirmation ----- 56.23 1/3
 At 1 year ----- 80.33 1/3
 At 2 years ----- 80.33 1/3 -----241.00

Cash 1/10 ----- \$24.10
 On confirmation ---- \$56.23

[image 16]

Two years after date for which rec'd I promise to pay Eppa Hunton comr under decree of Circuit Court of Prince William County in the suit of Smith vs. Goodwin the sum of eighty 3: 1/3/US? Dollars with interest from this date. Witness my hand & seal this 5th day of Sept 1870 [signed] Thos McCormick

[image 25]

March 1, 1884

Thomas McCormick Esq

Sir
 There is a balance due on your bonds for this purchase of a lot in Haymarket sold under decree of the Circuit Court of PWC in the suit of Smith vs. Goodwin. Notice is hereby given you that unless the said balance is paid on or before the first day of the next term of the Circuit Court of PWC I shall on that day apply to the said court for a decree to resell said lot.

Respy y^rs,
 Eppa Hunton
 Comr of sale

[The above three papers show that by Sept. 1870, Thomas McCormick had won the bid for the lot(s) in Haymarket. His purchase was to pay off the debt owed to Thomas Shirley by the Shirley estate. It looks like Eppa Hunton is lending him the money, to be paid off in two years. The contract had not been completed by 1884, and the deed was not finalized until 1886. If you care you can read the complete file at the address above. Eppa Hunton was a well-known Confederate officer who worked as a lawyer after the Civil War. There's an oil portrait of him at the County courthouse.]

This is all I can do for you at this time. Can try to do a little more soon.

Don Wilson

Donald L. Wilson, Virginia Librarian

The Ruth E. Lloyd Information Center
 for Genealogy and Local History (RELIC)
 Prince William Public Libraries
 Central Community Library

8801 Mattis Avenue, Manassas, VA 20119
703-792-2380

www.pwccgov.org/library/relic

Thank you for your inquiry. Our exchange of historical or genealogical information may be shared with other researchers in-house, by email or online.

[Register](#) | [Login](#)

Attachment: 20210921153104 (5229 : Continuation of Discussion on Demolition Request)

FINDINGS FOR DENIAL of ZP#XXXX, 6712 Jefferson Street / Baker-Bean House

1. The application is inconsistent with the stated purpose of the Old and Historic Haymarket District Overlay. The subject structure is designated an historic building within the Old and Historic Town of Haymarket, both by the age of the structure (i.e. 50 years old or older) and by Zoning Ordinance Definition (i.e. Designated as a contributing resource or structure by the Town’s Comprehensive Plan). The purpose of the Old and Historic Haymarket District Overlay is to protect against the destruction of such historic resources.
2. The application is inconsistent with the Town of Haymarket Comprehensive Plan. Per Table 16 of the Plan, Historic Building Inventory, 6712 Jefferson Street, Historical Name “Baker-Bean”, is designated historic and worthy of protection in the Town of Haymarket. The Plan states historic structures are important because they contribute to Haymarket’s “sense of place” and provide tactile lessons on the cultural influences of the community. The plan also cites historic resources as fragile and non-renewable. If they are destroyed, the loss is permanent.
3. Per the Virginia Department of Historic Resources Architectural Survey Form, the Historic Context of the structure is 1940s domestic architecture and it is acknowledged as a contributing resource to the Haymarket Historic District. The Conlonial Revival / Cape Cod-style structure reflects the evolution of building styles in the Town over the Town’s history.
4. Per the matters to be considered by the ARB, the continued existence of the subject structure will preserve the general historic atmosphere of the Town. The structure’s position on the lot contributes to the Town’s historic streetscape along the Town’s southern gateway.
5. The application materials do not sufficiently describe alternatives to demolition and why such alternatives and/or rehabilitation of the structure is not considered feasible through building surveys or other structural analysis. Application materials describe conditions and required remediation similar to other historic structures in the Town that have been adaptively reused and are reasonably expected to have a market value that exceeds rehabilitation costs. Per the matters to be considered by the ARB, these rehabilitated structures promote the general welfare consistent with the listed criteria.

Steve Bean

To: khenry@townofhaymarket.org
Subject: 6712 Jefferson St (Steve Bean)

RECEIVED AUG 31 2021

To whom it may concern:

We would like to appeal the ARB verdict to demolish 6712 Jefferson St Haymarket VA. And get this added to the September town council meeting.

Thank you
Steve Bean
J. S. Purcell Lumber Corp.
540-967-0026

Attachment: 20210921153104 (5229 : Continuation of Discussion on Demolition Request)



Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Mayor and Town Council

FROM: Emily K. Lockhart

DATE: September 20, 2021

SUBJECT: Updated Staff Report for SUP#2021-001; Special Use Permit Application Restaurant, Drive - In Limited to Coffee Shop Application

Update for Town Council Public Hearing, October 4, 2021

The applicant, Meladon, has applied for a Special Use Permit for a Restaurant with a drive-through limited to a coffee shop use. The applicant has provided a proposed use condition for the coffee shop limitation. The proposed condition is as follows **"the use approved with this special use permit shall be limited to a restaurant with drive-thru limited to a coffee shop. The coffee shop use shall allow for in general but not limited to: an establishment that primarily prepares, sells, and serves coffee, tea, blended beverages and other beverages, and which may sell baked goods and meals, soups and sandwiches, and which has a seating area for customers."** The proposed limitation above is contradictory in nature: "the coffee shop use shall allow for in general but not limited to..."

Planner Recommendation:

The applicant has submitted the current Special Use Permit application for a restaurant with a drive-through window, limited to a coffee shop use as proposed in the use conditions. As the above use condition is written the Town Planner recommends denial of the Special Use Permit request. The applicant has provided a definition to loosely allow for a fast casual style restaurant that sells coffee and other beverages. The definition includes a vague description of "primarily" prepares, sells and serves coffee, tea, etc. The limitation condition should be rewritten to include set standards of the proposed coffee shop business, to include more specific details, such as limited to food items that are prepared in an offsite kitchen and prepackaged for sale.

With two proposed drive-thru restaurants in the development, one drive-thru restaurant on the parcel adjoining and one drive-thru restaurant on the parcel diagonal from the property;

the Town Planner recommends the Town Council and Planning Commission analyze the condition proposed for a coffee shop limitation and determine if that is the best fit and consider denying additional restaurant drive through uses.

Lastly, the newly updated layout provides additional vehicular conflicts and congestion points than the previous layout provided to the Planning Commission.

Previous Report and Background BELOW

Application Summary and Background:

Applicant, Haymarket Development #1 LLC, has applied for a Special Use Permit for Restaurant, Drive-in to be located at the Crossroads Village Center development, 15150 Washington Street and 6500 James Madison Highway. The proposed Special Use Permit would be for a restaurant with a drive through window. The proposed restaurant will occupy a single tenant, 2,250 square foot building.

The development property in question has previously applied for a Rezoning and several Special Use Permits in 2018. In September of 2018, the Town Council passed a Resolution granting the Rezoning of 9.94 acres from a B-2 zoning to a R-2 zoning. In addition, several SUPs were granted by Resolution for the following; a hotel structure in excess of 50 feet, a drive through restaurant at the eastern most pad site, a drive through restaurant at the central pad site and a bank drive through. The applicant subsequently applied for a site plan and was granted approval (See Appendix, B for Site Plan). The approved development includes 79 townhouses in the north eastern most corner of the property on the 9.94 acres rezoned to R-2. In front portion of the development includes a variety of pad sites and previously approved special use permits, as mentioned above. At the time of the rezoning the applicant submitted a Traffic Impact Analysis for the proposed uses and rezoning. The traffic impact analysis previously submitted can be viewed at the Town Planner's Office.

Recently, the applicant applied for a drive-in, restaurant special use request for the space parcel and was denied by the Town Council in June of 2021. Please see the attached Council Minutes at the end of the Staff Report.

In response, the applicant has filed an amended Special Use Permit Application for a drive-thru restaurant limited to a coffee shop, in August 2021. The new application includes a modified layout for the site, a single tenant building and a standalone exit for the drive-thru portion.

The applicant has provided a Generalized Development Plan (GDP) illustrating the proposed restaurant, drive-thru, parking and general layout in relation to the development. See attached GDP.

Town of Haymarket Zoning Ordinance, Section 58 – 1.7 Special Uses Analysis;

Section 58-1.7, Special uses

- (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 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.*

Town Planner Analysis –

- (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 plan.*

The Town's Comprehensive Plan designates the area in question as Planned Interchange Park. The Planned Interchange Park designation is defined as *Business and commercial activities which generally depend on a trade area larger than the immediate neighborhood. (Comprehensive Plan, page 8)*. As mentioned in the definition the activities occurring in this zoning district will rely on the greater Haymarket area for the customer base rather than the immediate neighborhood.

Furthermore, the Planned Interchange Park area was a concept proposed by Prince William County and endorsed in the 2008 Town Comprehensive Plan as follows; *The concept revolves around the idea that highway-oriented development needs to be planned as a whole. More than half of the 41 + acres in the Planned Interchange Park remain undeveloped. The key to the approach as developed by the Town Planning Commission is cluster development that includes a mix of commercial, office, professional and retail uses around common parking facilities. Vehicle access would be carefully designed and adequate landscaping and screening would be required to minimize potentially adverse impacts on surrounding land uses. Approximately 45 acres are designated for this land use which represents 12 percent of the total Town land area.* With this concept and definition in mind, it becomes clear that the intent of the district is to encourage the mix of commercial (to include retail) and professional uses in the area that will benefit from the prominent location that is central to the greater Haymarket/Gainesville Area and a major travel route to and from adjoining counties.

The proposed special use application for the restaurant, drive-through in the Planned Interchange Park is in accordance with the Comprehensive Plan as it does provide a commercial use to support the greater area.

- (2) *The proposed use shall be in accordance with the general purpose and intent of the applicable zoning district requirements.*

The proposed use is located in the B-2, Business Commercial Zoning District, as designated by purple shading on the Current Land Use Map (Appendix C). The intent of the Business Commercial district is as follows;

“ARTICLE XI. - BUSINESS COMMERCIAL DISTRICT B-2

Sec. 58-11.1 - 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.” (Town Zoning Ordinance, page 70).*

The proposed restaurant, drive-in use provides a commercial restaurant business to support the commercial neighborhood. The proposed use is an appropriate use for the commercial zoning designation. The land in question has been zoned B-2 and designated as Planned Interchange Park to allow the Town an area for higher intensity commercial and professional uses that would be supported by the major Route 15/Interchange 66 interchange and greater Haymarket area. Providing uses in keeping with the intent would allow the Town the opportunity to grow the commercial tax base and diversify the commercial/professional/retail-based businesses in the area.

- (3) *The proposed use shall not adversely affect the use or values of surrounding properties and structures.*

Without the appropriate economic development studies, it is difficult to say that proposed use would or would not adversely affect the use or values of surrounding properties and structures. While the proposed use and the other approved improvements in the development would increase property values in the area and increase tax base, the long-term effect is unknown.

- (4) *The proposed use shall not adversely affect the health, safety or general welfare of persons residing or working in the neighborhood.*

The proposed use shows no indication of adversely affecting the health, safety, or general welfare of the adjacent properties or surrounding residential communities. However, there is indication that the parking layout, single entry/exit for the newly

proposed use and the drive-through circulation may affect the surrounding businesses should the use be approved, and the stacking exceed expectation.

- (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.*

The proposed use will be located in the central area along Washington Street and will be accessed via the main boulevard or a right-in/right-out entry near the site as proposed in the GDP. The previously approved site plan, Appendix B, designated a main entry Boulevard (with a stop light) and several right-in-only and right-out-only access points are located along Washington Street. These access points are intended for the commercial buildings/uses in that immediate area customers are accessing. The proposed restaurant, drive-through would utilize the western most access point or the stop light (and “snaking” through the grocery store parking lot) to access the pad site.

There is concern that the users would need to “snake” through the grocery parking lot or travel the main travel way in front of the store to access the restaurant. Appropriate stop signs, pedestrian crosswalks and other safety measures will need to be put in place for safe travel.

The proposed use will generate high volumes of vehicle trips per day, based on popularity of the proposed use. The applicant has stated the proposed use will be a popular coffee shop. The updated traffic impact statement shows that the am and pm peak hours will generate 298 trips total (200 in the am and 98 in the pm). The layout and drive-through circulation shall be taken into consideration regarding the congestion. There is concern that the front spaces (to include the handicap spaces) could be blocked due to drive-through backups, however the applicant has redesigned the layout to allow for two stacking lanes. Area coffee shops with drive-throughs have shown to be very popular with area residents and ultimately demonstrate the need for adequate layout planning.

- (6) *Utility, drainage, parking, loading and other necessary facilities provided to serve the proposed use shall be adequate.*

Utilities, drainage, loading zones and other necessary facilities will be required at the site plan phase. Currently, Prince William County Service Authority has approved the previously submitted site plan for the appropriate water/sewer utilities. In the outside agency review phase PWCSA stated the new plan would be required to resubmit for any site plan amendments. Same statement was submitted for Department of Environmental Quality.

Parking -

The applicant has provided 23 parking spaces per the required parking ordinance of 1 space/100 sq ft for a restaurant. The proposed use parking is designated by the grayed-out portion on the GDP. There are 2 handicap spaces within those designated for the SUP. No stacking spaces are shown on the GDP. The restaurant with a drive through

will require 10 stacking spaces (6 spaces behind the speaker box, 4 between the pick-up window and speaker box). Applicant has provided 15 total stacking spaces, to include 6 behind the window and 4 behind the speaker box.

There are 2 pedestrian connections shown for the parking lot. One across the main entry and one within the parking lot.

Other Concerns

Will u-turns be permitted at the stop light? Prior to the stop light being installed please explain the traffic pattern for users approaching from the west to enter the site.

No environmental analysis or stormwater calculations provided.

Outside Agency comments not provided for most recent, July 2021, updated Special Use Permit Application

General Development Plan Comments:

- **Existing Conditions not provided on the GDP. (Existing Conditions - undeveloped raw land)**
- **Parking**
 - Explain the justification for the current parking layout.
- **Conditions of Approval**
 - Conditions provided within the application
 - No additional proffers or conditions of approval provided or considered for Schools, Fire Department, Public Safety, Transportation

- Check Appropriate Item(s):
- Amendment to Zoning Map
 - Zoning Text Amendment
 - Special Use
 - Variance
 - Appeal of Administrative Decision

Office Use Only:

Date Received: _____

Application Number: _____

Fees Received: _____

Part 1 – to be completed by **ALL** applicants

1-A Identification of Property – For zoning text amendments, this is the property in which the applicant has an interest, which will be affected by the text change. For all other applications, it is the land, which is covered by the application.

- 1) Number and Street: 15150 Washington St. (part)
- 2) Present Zoning: B-2 3) Acres: 0.6363
- 4) Legal Description of Property (Omit for zoning text amendment) – Attach if necessary.

1-B Property – (Omit for zoning text amendments)

- 1) The deed restrictions, covenants, trust indentures, etc. on said property are as follows (or copy attached); if NONE, so state: _____
- 2) a) Has this property or any part thereof ever been considered for Variance, Special Use, Appeal of Administrative Decision or Amendment to the Zoning District Map before?
 YES NO
 b) Date: 9/4/18 c) Former Application No. _____
 d) What was the disposition of the case? _____
 e) Former Applicant Name: Same
 Former Address: _____
 Former Phone: _____

1-C Identification of Applicant – All applicants must have standing (an interest in property that will be directly affected by requested action)

- 1) Applicant Information:
 Name: Highmarket Development #1, LLC c/o Don Woodcock
 Address: 1602 Village Market Blvd. SE, Leesburg, VA 20175
 Phone Number: 571-375-1750
- 2) Agent Information (if any):
 Name: _____
 Address: _____
 Phone Number: _____
- 3) Owners of all property included in this application (omit for zoning text change):
 Name: SAME
 Address: _____
 Phone Number: _____
 Name: _____
 Address: _____
 Phone Number: _____

Attachment: SUP Starbucks 09_13_21 (5231 : Crossroads Village Center SUP Request)

Name: _____

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

- 4) If applicant is a Land Trust or Partnership or if the subject property is owned or controlled by a Land Trust or Partnership, List name and interest of **ALL** Land Trust Beneficiaries or Partners and attach evidence that the person submitting the application on behalf of the Land Trust or Partnership is authorized to do so.

Trustee/Partner Name: _____

Address: _____

Phone Number: _____ Interest: _____

Beneficiary/Partner Name: _____

Address: _____

Phone Number: _____ Interest: _____

Beneficiary/Partner Name: _____

Address: _____

Phone Number: _____ Interest: _____

- 5) Does the applicant have a proprietary interest in the land or land improvements? YES NO (In the case of a zoning text amendment, this means at least one parcel of land is subject to the text change)

If YES, state interest and attach documentation: _____

If NO, state what interest otherwise qualifies the applicant to apply: _____

- 6) Names of the owners of improvement(s) on the property in this application if different from above: (Omit for zoning text amendment)

Name: _____

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

- 7) If the applicant is a corporation, attach the evidence that the person submitting the application on behalf of the corporation is authorized to do so.

See Authorization letter dated _____

Part 2 – Complete **ONLY** portion(s) of Pages 3, 4 & 5 pertaining to your case. (as checked at top of Page 1)

2-A Rezoning – (Amendment to the zoning district map) – Applications for Amendments to the Zoning District Map are heard by the Planning Commission which makes a positive or negative recommendation to the Town Council. Only the Town Council has authority to grant or deny amendments to the Zoning District Map.

- 1) a) Existing Zoning: _____ b) Proposed Zoning: _____
 c) Existing Use: _____
 d) Proposed Use: _____
- 2) a) The following are submitted with this application:
 Preliminary Site Plan Rendering or Perspective Other
 b) Are there any land use intensity (LUI) requirements? YES NO
 c) Attach brief justifying this request. This brief should include an analysis of how the rezoning application is supportive or not supportive of relevant goals, objectives, policies or programs in the Comprehensive Plan. (Staff will assist.)

2-B Zoning Text Amendment – Applications for amendments to the zoning text are heard by the Planning Commission, which makes a recommendation to the Town Council. Only the Town Council has the authority to change the zoning text, which is done by passing an amendment to the Town Code.

- 1) What section(s) of the Town Code is proposed to be amended? _____
- 2) What is the nature of the proposed change? _____
- 3) Attach the exact language suggested by the application to be added, deleted, or changed in the Town Code.
- 4) Attach a written statement, which justifies the proposed change. The statement should also identify potential positive and negative impacts (if any) of the proposed change to the applicant's property, nearby properties, and the entire community if the application is approved or if it is denied.

2-C Special Use Request – Special Use requests are heard by the Planning Commission, which makes a positive or negative recommendation to the Town Council. Only the Town Council has the authority to grant or deny a Special Use.

- 1) Are development plans submitted with this application? (Staff member will explain.) YES NO
- 2) Parking Requirements:
 a) Proposed number of parking spaces to be provided: ~~100~~ 27
 b) Number of parking spaces required by Town Code: 23
 c) Attach tabulation of total land area and percentage thereof designated for various uses
 d) Are there any land use intensity (LUI) requirements? YES NO
 If YES, attach data.
- 3) Estimated cost of proposed Special Use project:
 a) Land: \$ 800,000 Improvements: \$ 1,300,000
 b) Estimated completion date: TBD
- 4) Submit a brief justifying the reasons for this request. This brief should include an analysis of how the rezoning application is supportive or not supportive of relevant goals, objectives, policies or programs in the Comprehensive Plan. (Staff will assist.)

2-D Variance Request – Variances are granted or denied by the Zoning Board of Appeals (ZBA). Reversal of ZBA decisions may be secured only through the judicial system.

- 1) a) All information required may be shown on one sheet if appropriate.
 b) Check characteristic(s) of the property preventing it from being used in accordance with the terms of the Town Code (Zoning Ordinance):
 Too-Narrow Elevation Soil

Attachment: SUP Starbucks 09_13_21 (5231 : Crossroads Village Center SUP Request)

- Too Small Slope Subsurface
 Too Shallow Shape Other (Attach specifics)
- c) Attach a description and/or drawings of the item(s) checked, giving dimensions were appropriate.
- 2) Attach requirements for the appropriate zoning district from which relief is sought as described in the Town Code.
- 3) Attach a brief explanation how the above site zoning conditions prevent any reasonable use of the land under the terms of the Town Code (Zoning Ordinance).
- 4) a) To the best of your knowledge, can you affirm that the hardship described above was not created by an action of anyone having proprietary interest in the land after the zoning article or applicable part thereof became law? YES NO
 b) If NO, explain why the hardship should not be regarded as self-imposed (self-imposed hardships are not entitled to variance).
-
- c) Are the conditions on the property the result of other man-made changes (such as relocation of a road or highway, etc.)? YES NO
 d) If YES, attach descriptions and maps where appropriate.
 e) Do the above-described conditions of hardship for which this request for variance is filed apply only to this property? If YES, attach an explanation. YES NO
- 5) Which of the following modifications will allow a reasonable use of the land?
 Change in the setback requirements change in lot coverage requirements
 Change in height requirements change in area requirements
 Other (attach description)
- 6) a) Attach description of proposed use.
 b) Is proposed use permitted in the zoning district? YES NO
 c) Will the granting of a variance in the form requested be in harmony with the general purpose and intent of the zoning article and district statement of intent and not be injurious to the neighborhood or detrimental to the public welfare? YES NO
 d) Attach a brief elaborating on this last point.

2-E Appeal of Administrative Decision – Administrative decisions are reviewed by the Zoning Board of Appeals (ZBA). Such administrative decisions may be reversed or sustained by the ZBA. Reversal of ZBA decision may be secured only through the judicial system.

- 1) Date of administrative decision leading to this appeal: _____
- 2) Attach a brief, which specifically states the decision the administrative official made, the reasons given for the decision and specifically what you are herewith appealing. Elaborate on the reasons for this request, and why the Zoning Board of Appeals in your opinion should overrule the administrative official's decision.

Part 3 – To be completed by ALL applicants

AFFIDAVIT – This part of the application must be notarized. Do not sign until in the presence of a Notary Public.

1) To the best of my knowledge, I hereby affirm that all information in this application and any attached material and documents are true:

a) Signature of **applicant**: 


b) Signature of **agent** (if any): _____

c) Date: 9/13/21

Notary Seal



2) a) Signed and sworn before me this: 9/14/21

b) Signature of **Notary**: 

Attachment: SUP Starbucks 09_13_21 (5231 : Crossroads Village Center SUP Request)

Crossroads Village Center

Haymarket Development 1, LLC

1602 Village Market Blvd. SE, Suite 235
Leesburg, Virginia 20175

O: (571) 375.1750

September 13, 2021

Re: Letter of Authorization

Dear Ms. Lockhart:

Haymarket Development #1, LLC authorizes the submission of this application. Don Wooden in his capacity as the Manager has authority to sign and take action on behalf of Haymarket Development #1, LLC



Don Wooden

Manager, Haymarket Development #1, LLC

Statement of Justification

Special Use Permit Application

Crossroads Village Center

Owner/Applicant: Haymarket Development #1, LLC

Property: 15150 Washington Street (part)

Prince William County GPIN: 7298-81-2707 (part)

Proposed Use: Restaurant W/Drive-In (Limited to Coffee Shop Use)

Dated: September 13, 2021

Introduction: The Applicant, Haymarket Development #1, LLC (the “Applicant”) is the owner of property located at 15150 Washington Street and identified as Prince William County GPIN 7298-81-2707 (the “Property”). The Property is approximately 20 acres in size and located in the northwestern portion of the Town of Haymarket (the “Town”) along Washington Street and south of the Interstate 66 and Route 15 interchange.

The Property is zoned B-2, Business Commercial, and R-2, Residential, and is designated as Planned Interchange Park on the Town’s Planned Land Use Map, last revised November 16, 2015. The Property is surrounded by B-2 zoned property to the west, the Interstate 66 and Route 15 interchange to the north, and a mixture of R-1, R-2, and B-1 zoning districts to the east. The Property is surrounded by properties designated as Planned Interchange Park to the west, and a combination of Moderate Density Residential, Transitional Commercial, and Neighborhood / Town Center to the east. The Property is currently undeveloped and remains the largest undeveloped tract in the Town.

On September 4, 2018, the Town Council adopted Resolution #2018-010 approving REZ#2018-004 to rezone 9.94 acres of the Property from B-2 to R-2 to allow for development of 79 townhomes. On that same evening, the Council also adopted Resolution #2018-012 approving SUP#2018-007 to authorize a bank with a drive-in. The Council approved other special use permits for the Property that same evening including: Resolution #2018-011 approving SUP#2018-005 to allow a structure in excess of 50 feet for a hotel; Resolution #2018-014 approving SUP#2018-003 to allow a restaurant with a drive-in; and Resolution #2018-015 approving SUP#2018-004 to allow a second restaurant with a drive-in.

A site plan for the development of the Property was approved previously. The proposed special use permit, along with other changes to the development layout require an amendment to that site plan, which will be filed with the Town shortly after the special use permit applications.

Proposed Use: The Applicant seeks this special use permit to allow for a restaurant with drive-thru limited to a coffee shop, to replace the bank with a drive-in, effectively amending the previous Special Use Permit to change the use from a bank to a restaurant use with limitations, while maintaining the drive-in. A special use permit plan entitled “Restaurant (Coffee) with

Drive-in Special Use Permit Plan – Crossroads Village Center,” prepared by J2 Engineers, dated September, 2021 (the “SUP Plan”) is included with this submission. As shown on the SUP Plan, the proposed restaurant and the associated improvements will occupy the parcel identified within the SUP Boundary (the “SUP Area”).

Special Use Permit Considerations

Section 58-1.7 (d) of the Town’s Zoning Ordinance sets forth certain standards to be considered when approving a special use permit. Below is an analysis as to how the proposed special use permit meets these 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 plan.

The Property is designated as Planned Interchange Park. The Town’s Comprehensive Plan recommends that major commercial growth be limited to those areas designated as Planned Interchange Park and Town Center. Page 89, Town of Haymarket Comprehensive Plan. The Planned Interchange Park designation was created with the intent of designing a cohesive development around the I-66 and Route 15 interchange. The Property represents nearly half of the Town’s acreage designated as Planned Interchange Park and remains the only undeveloped portion of that designation. As shown by the prior approved GDP, this proposed use and overall development aligns with the Town’s intent by using the land to create a cohesive and vibrant mixed use development.

Planned Interchange Park specifically seeks cluster development that includes a mix of commercial, office, professional and retail uses, around common parking facilities. Page 92, Town of Haymarket Comprehensive Plan. The proposed restaurant, drive-in supports this goal. Additionally, the prior approved GDP shows a mix of commercial, retail and potential office uses which are permitted by-right in B-2 and further align the proposed use and overall development with the goals of the Planned Interchange Park designation.

One of the Town’s stated goals is to: “develop and support opportunities for local employment. Fortify the Town’s financial condition so that it can meet growing demands for services.” Page 80, Town of Haymarket Comprehensive Plan. A stated objective of the Town to achieve this aforementioned goal is to “encourage and support commercial, industrial, and service activity in Haymarket.” Page 80, Town of Haymarket Comprehensive Plan. The proposed special use permit advances this goal by authorizing a restaurant that will create jobs and increase the Town’s commercial tax base. This will bolster the Town’s financial position by increasing the commercial tax base, and creating local employment opportunities.

Section 2.7 of the Town’s Comprehensive Plan states that the goal is to “develop a balanced program for future land use to promote the public health, safety and general welfare.” An objective to achieve this goal is to ensure compatibility of land use while protecting residential areas from adverse aspects of commercial use. Page 81, Town of

Haymarket Comprehensive Plan. The proposed restaurant, drive-in is compatible with the other commercial uses internal to the overall development as well as the other commercial uses along Washington Street.

(2) The proposed use shall be in accordance with the general purpose and intent of the applicable zoning district requirements.

While the Property is zoned B-2 and R-2, the SUP Area is located within the B-2 zoned portion. Restaurants are permitted by-right in B-2, but a restaurant with a drive-in requires a special use permit. Generally, drive-ins require a special use permit throughout the Town.

B-2 is a commercial zoning district whose primary purpose is to concentrate businesses in a coordinated manner and to provide for more intense commercial uses away from the Town center. The SUP Area is a small portion of the larger development envisioned on the Property, as shown on the prior approved GDP. The GDP demonstrates that the B-2 portion of the Property concentrates businesses in a coordinate manner to function with one another and the surrounding uses. This aligns with the intent of the B-2 district.

(3) The proposed use shall not adversely affect the use or values of surrounding properties and structures.

The proposed restaurant, drive-in is not anticipated to adversely affect the values of surrounding properties and structures. In fact, this type of commercial development, along with the other components of the overall development, should positively affect the values of surrounding properties by increasing the commercial tax base within the Town and creating jobs. The overall development shown on the GDP Plan will also create a commercial and residential hub that should attract future businesses to locate nearby and within the Town.

As part of the larger development, the proposed use will have substantial landscaping and screening between its internal uses as well as the surrounding properties. The landscaping and screening is provided in accordance with Town Code requirements and will allow for the proposed use and overall development to be compatible with the surrounding properties and structures. As a result, the Applicant does not anticipate that the proposed use will have an adverse effect on the use or values of surrounding properties.

(4) The proposed use shall not adversely affect the health, safety or general welfare of persons residing or working in the neighborhood.

The restaurant, drive-in use will replace a bank with a drive-in that was previously approved by the Town. It is not anticipated to adversely impact the health safety or general welfare of the persons residing or working in the neighborhood. Commercial uses will surround the proposed use, as displayed by the prior approved GDP. The adjacent properties along Washington Street are also commercial making the proposed drive-in use compatible with these existing uses. Additionally, the proposed use and overall commercial development aligns with the Town's Comprehensive Plan and, therefore, its vision for this area further suggesting

that it will not have an adverse effect on the health, safety or general welfare of persons residing or working in the area.

(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.

The pedestrian traffic generated by the proposed uses should not be hazardous due to the sidewalk system proposed by the Applicant. These sidewalks will provide greater pedestrian connectivity to the Property, its commercial uses, and throughout the Town. Only a portion of the Property's frontage presently has a sidewalk. The Applicant proposes to connect to the existing sidewalks along Washington Street and provide one of the last outstanding sidewalk connections along this thoroughfare. This, along with the significant pedestrian facilities internal to the proposed development, will create increased pedestrian mobility and safety within the Town.

(6) Utility, drainage, parking, loading and other necessary facilities provided to serve the proposed use shall be adequate.

Stormwater management will be provided in accordance with applicable state and local regulations. The proposed special use permit is not anticipated to cause any change to the SWM previously approved by site plan for the Crossroads Village Center. The proposed use will be connected to public water and sewer, the final design of which will be determined during site plan review for the amendment to the site plan.

Sec. 58-6.1 of the Town's Zoning Ordinance requires 1 parking space per 100 sq. ft. of gross floor area for a freestanding drive-in restaurant. The proposed restaurant, drive-in is approximately 2,250 square feet, which would require 23 parking spaces and the amount proposed by the Applicant is 27 parking spaces. The gross floor area for the proposed use does require a loading space per town standards. Based on this information, the necessary facilities provided to serve the proposed use will be adequate.

Conclusion:

The proposed restaurant with limitations, drive-in simply seeks to repurpose a previously approved commercial drive-in that the Town deemed appropriate for this location. Additionally, the proposed use and overall development is consistent with the goals and objective of the Town's comprehensive plan. As a result, the Applicant suggests that the proposed use is compatible with the surrounding uses, will increase the Town's commercial tax base, attract future businesses, and develop one of the last undeveloped portions of the Town.

PROPOSED SPECIAL USE PERMIT CONDITIONS
Owner/Applicant: Haymarket Development #1, LLC
Special Use Permit: _____, Restaurant W/ Drive-In (Limited to Coffee Shop Use)
Prince William County GPIN: 7298-21-2707 (part)
Special Use Permit Area: +/- 0.6363 acres (the "Property")
Zoning: B-2, Business Commercial
Date: September 13, 2021

The following conditions are intended to render the application consistent with the applicable chapters of the Comprehensive Plan and the surrounding areas.

1. **Site Development:** The Property shall be developed in conformance with the special use permit plan entitled "Restaurant (Coffee) W/ Drive-In Special Use Permit Plan" prepared by J2 Engineers, and dated September, 2021 (the "SUP Plan").
2. **Use Limitations:** The use approved with this special use permit shall be limited to a restaurant with drive-thru limited to a coffee shop. The coffee shop use shall allow for in general but not limited to: an establishment that primarily prepares, sells and serves coffee, tea, blended beverages and other beverages, and which may sell baked goods and meals, soups and sandwiches, and which has a seating area for customers.
3. **Directional Signage:** The Applicant shall provide directional signs as shown generally on the SUP Plan.
4. **Pedestrian Crosswalks:** The Applicant shall provide pedestrian crosswalks as shown generally on the SUP Plan.

PROPERTY INFORMATION
 PROPERTY ADDRESS: 15150 WASHINGTON STREET (PART)
 PRINCE WILLIAM COUNTY OPIN: 7298-21-2707 (PART)
 ZONING DISTRICT: B-2 (BUSINESS COMMERCIAL)

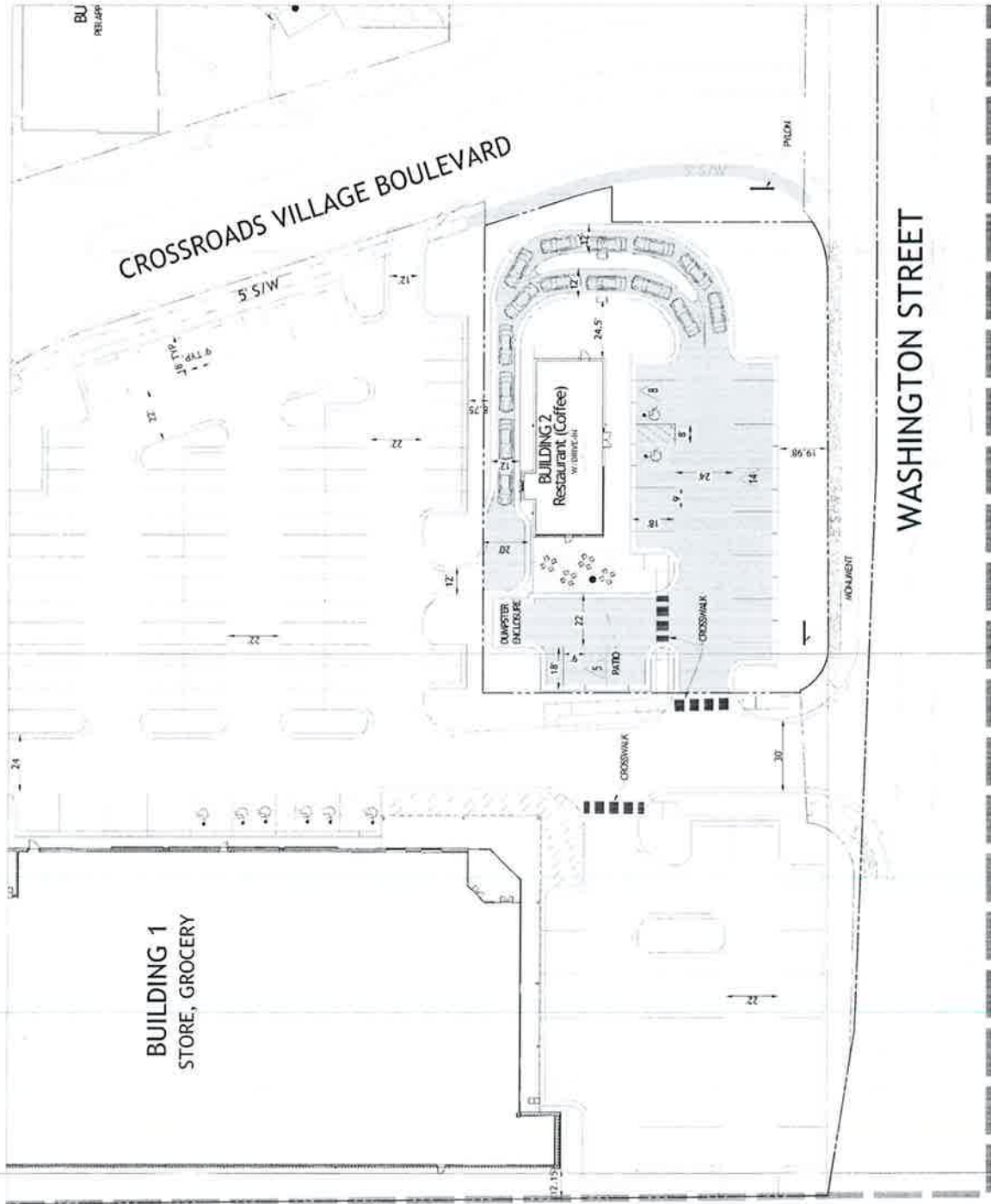
PROPOSED SPECIAL USE
 RESTAURANT W/ DRIVE-IN (LIMITED TO COFFEE)
 S.U.P. AREA - 0.4363 AC
 RESTAURANT SQUARE FOOTAGE = 2,250 SQFT
 (LIMITED TO COFFEE)

PARKING TABULATIONS:

REQUIRED:
 RESTAURANT DRIVE-IN - 11 SPACES - 37 SPACES

PROVIDED:
 RESTAURANT DRIVE-IN - 27 SPACES
 (LIMITED TO COFFEE)

LEGEND
 SUP BOUNDARY



RESTAURANT (COFFEE) W/ DRIVE-IN SPECIAL USE PERMIT PLAN
CROSSROADS VILLAGE CENTER
 HAYMARKET, VIRGINIA
 SCALE: 1"=20'
 SEPTEMBER, 2021

Traffic Signal Timing (Design/Installation)*

| | Comments |
|---|---|
| Signal Justification Report Submitted for Main Site Access | Completed |
| Approvals Received for Signal Warrant/SJR from VDOT | Completed |
| Preliminary Signal Layout Completed | Completed |
| Traffic Signal Design Commencement (Preliminary Engineered Plans) | Completed |
| Submitted to VDOT - 1st submittal | Completed on 8/24/21 |
| Traffic Signal Design Commencement (Final Engineering) | Planned to commence in the next 30-120 days |
| Traffic Signal Installation Work Commencement** | Planned to commence in Q1/Q2 2022 |
| Traffic Signal Installed | Planned to complete in Q3/Q4 2022 |

*Overall signal design/installation timing is dependent on VDOT review/approval timing

**Assumes overall development to commence summer 2021

Manassas Sudley Manor Peak
M – F: 7am-9am
Sat – Sun: 9am-11am
Typical Stack during peak* - 11-12 cars

Route 29 N-Warrenton Peak
M – F: 7am-9am
Sat – Sun: 9am-11am
Typical Stack during peak* - 11-12 cars

** Pre-Pandemic (Pre 2020/2021- Café areas inside our stores will reopen by the end of May 2021)*

Source: Starbucks Corp.



Starbucks Statistics – Warrenton & Manassas, VA

| Proposed Land Use | ITE Code | Size | Weekday | | | | | | Weekend | | | | |
|---|----------|-------------------|--------------|------------|--------------|------------|-------------|-------------|--------------------|------------|------------|--------------|--|
| | | | AM Peak Hour | | PM Peak Hour | | Daily Total | | Saturday Peak Hour | | Total | | |
| | | | In | Out | In | Out | In | Out | In | Out | | | |
| Residential Uses | | | | | | | | | | | | | |
| Multifamily Housing (LowRise) | 220 | 15 DU | 9 | 29 | 30 | 18 | 48 | 556 | 26 | 26 | 52 | | |
| Subtotal Residential without Reductions | | | 9 | 29 | 30 | 18 | 48 | 556 | 26 | 26 | 52 | | |
| Non-Residential Uses | | | | | | | | | | | | | |
| Hotel | 310 | 110 Rooms | 30 | 20 | 29 | 27 | 56 | 815 | 45 | 35 | 80 | | |
| Shopping Center | 820 | 11,388 KSF of GLA | 98 | 60 | 158 | 58 | 112 | 1,414 | 60 | 55 | 115 | | |
| Supermarket | 850 | 31,500 KSF of GFA | 72 | 48 | 120 | 168 | 329 | 3,446 | 204 | 196 | 400 | | |
| Day Care Center | 565 | 10 KSF of GFA | 58 | 52 | 110 | 59 | 111 | 476 | 11 | 6 | 17 | | |
| Fast-Food Restaurant with Drive-Thru Window | 934 | 5,232 KSF of GFA | 119 | 115 | 234 | 99 | 92 | 191 | 2,747 | 163 | 157 | 320 | |
| Coffee/Donut Shop with Drive-Thru Window | 937 | 2,250 KSF of GFA | 102 | 98 | 200 | 49 | 49 | 98 | 1,846 | 94 | 94 | 188 | |
| Subtotal Non-Residential without Reductions | | | 479 | 393 | 872 | 451 | 446 | 897 | 10,744 | 577 | 543 | 1,120 | |
| Internal Capture (15% Residential to Commercial) | | | -1 | -4 | -5 | -3 | -8 | -83 | -4 | -4 | -8 | | |
| Pass-By (24%AM, 34% PM, 24% daily, and 28% Saturday) | | | -41 | -26 | -67 | -75 | -74 | -150 | -1,166 | -69 | -65 | -134 | |
| Subtotal with Reductions | | | 446 | 392 | 838 | 401 | 387 | 787 | 10,050 | 530 | 500 | 1,030 | |



RESOLUTION #2018-012

RESOLUTION TO APPROVE SPECIAL USE PERMIT SUP#2018-007 FOR A BANK WITH A DRIVE-IN AT THE LOCATION ON THE GENERALIZED DEVELOPMENT PLAN

WHEREAS, The Town of Haymarket approved the Special Use Permit SUP#2018-007 at the September 4, 2018 Town Council Meeting;

WHEREAS, The Planning Commission and Town Council held a Joint Public Hearing on May 21, 2018 and received comments from the public with regard to the Special Use Permit Application;

NOW, THEREFORE, BE IT RESOLVED by the Town Council for the Town of Haymarket, Virginia, meeting in regular session this 4th day of September 2018, that the Special Use Permit, SUP#2018-007 for a Bank with a Drive-In at the Location in accordance with the GDP is approved.

By Order of Council:


David Leake, Mayor

ATTEST:


Shelley Kozlowski, Clerk of Council

Attachment: SUP Starbucks 09_13_21 (5231 : Crossroads Village Center SUP Request)

201803280021389

Prince William County, VA
03/28/2018 02:35 PM Pgs: 6
Jacqueline C Smith, Esq., Clerk
Grantor Tax: \$5,820.00



This instrument was prepared by Bean, Kinney & Korman, P.C.

Consideration: \$5,820,000.00
Tax Assessed Value: \$4,724,100.00

*Title Insurance
Purchased, Cherry Title Ins. Co.*

GPIN Nos. 7298-81-2707; 7298-71-7053

Grantee's Address: 4080 Lafayette Center Drive
Suite 265
Chantilly, VA 20151

Return after recording to: Stephen L. Pettler, Jr.
21 S. Loudoun St., Winchester, VA 27601

THIS DEED, made as of the 8th day of March, 2018, by and between ROUTE 15-66 ASSOCIATES, LLC, a Virginia limited liability company ("Grantor"), and HAYMARKET DEVELOPMENT #1 LLC, a Virginia limited liability company ("Grantee").

WITNESSETH:

THAT FOR AND IN CONSIDERATION of the sum of Ten and No/100 Dollars (\$10,00), and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Grantor hereby grants and conveys unto the Grantee, with Special Warranty of title, all of those certain lots or parcels of land, with all improvements thereon and all appurtenances thereto, situated, lying and being in the County of Prince William, Virginia, and more particularly described on Exhibit A attached hereto and incorporated herein by reference.

This conveyance is made subject to all reservations, easements, covenants and conditions contained in the deeds forming the chain of title to the aforescribed property, as the same may lawfully apply.

WITNESS the following signatures and seals as of the date first above stated.

[SIGNATURE PAGE FOLLOWS]

Attachment: SUP Starbucks 09_13_21 (5231 : Crossroads Village Center SUP Request)


GRANTOR: ROUTE 15-66 ASSOCIATES, LLC,
a Virginia limited liability company


By: Peete Brothers Management, LLC,
a Virginia limited liability company
Its Manager

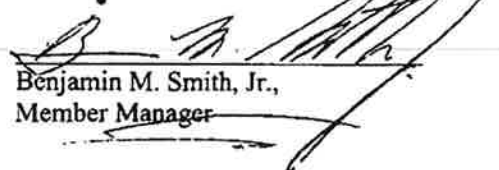
By: 
Edward C. Peete, Class A Manager

By: 
David D. Peete, Jr., Class B Manager

By: AGS Management, LLC,
a Virginia limited liability company
Its Manager

By: 
Leslie S. Afaiil, Member Manager

By: 
Guy M. Gravett, Member Manager

By: 
Benjamin M. Smith, Jr.,
Member Manager

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF Arlington, to wit:

The foregoing Deed was acknowledged before me, a notary public in the jurisdiction aforesaid, by Edward C. Peete, Class A Manager of Peete Brothers Management, LLC, in its capacity as Manager of Route 15-66 Associates, LLC, this 27th day of March, 2018, on behalf of the limited liability company.

My comm'n exp.: DECEMBER 31 2021
Notary registration no.: # 7506326


Notary Public

Attachment: SUP Starbucks 09_13_21 (5231 : Crossroads Village Center SUP Request)

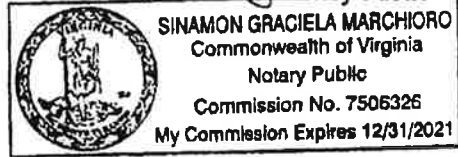
COMMONWEALTH OF VIRGINIA
CITY/COUNTY OF Arlington, to wit:

The foregoing Deed was acknowledged before me, a notary public in the jurisdiction aforesaid, by David D. Peete, Jr., Class B Manager of Peete Brothers Management, LLC, in its capacity as Manager of Route 15-66 Associates, LLC, this 8th day of March, 2018, on behalf of the limited liability company.

My comm'n exp.: 12/31/2021
Notary registration no.: 7506323

[Handwritten Signature]

Notary Public



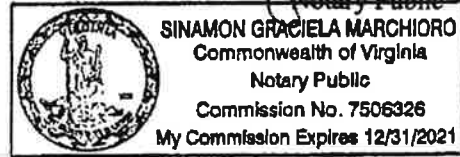
COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF Arlington, to wit:

The foregoing Deed was acknowledged before me, a notary public in the jurisdiction aforesaid, by Leslie S. Ariail, Member Manager of AGS Management, LLC, in its capacity as Manager of Route 15-66 Associates, LLC, this 8th day of March, 2018, on behalf of the limited liability company.

My comm'n exp.: 12/31/2021
Notary registration no.: 7506323

[Handwritten Signature]

Notary Public



COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF Arlington, to wit:

The foregoing Deed was acknowledged before me, a notary public in the jurisdiction aforesaid, by Guy M. Gravett, Member Manager of AGS Management, LLC, in its capacity as Manager of Route 15-66 Associates, LLC, this 8th day of March, 2018, on behalf of the limited liability company.

My comm'n exp.: 12/31/2021
Notary registration no.: 7506323

[Handwritten Signature]

Notary Public

[ACKNOWLEDGMENTS CONTINUE]



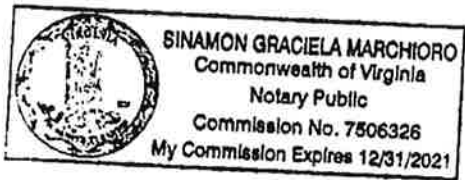
Attachment: SUP Starbucks 09_13_21 (5231 : Crossroads Village Center SUP Request)

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF ARLINGTON, to wit:

The foregoing Deed was acknowledged before me, a notary public in the jurisdiction aforesaid, by Benjamin M. Smith, Jr., Member Manager of AGS Management, LLC, in its capacity as Manager of Route 15-66 Associates, LLC, this 8th day of March, 2018, on behalf of the limited liability company.

My comm'n exp.: 12/31/2021
Notary registration no.: 7506326

Sinamon Graciela Marchioro
Notary Public



Attachment: SUP Starbucks 09_13_21 (5231 : Crossroads Village Center SUP Request)

EXHIBIT A

ALL THOSE certain tracts, lots and parcels of land, together with all improvements thereon and appurtenances thereunto belonging, located in Gainesville Magisterial District, Town of Haymarket, Virginia, in Prince William County, Virginia, and more particularly described as follows:

BEGINNING at an iron pipe found in the northeasterly right-of-way line of Washington Street - U.S. Route 55 (variable width right-of-way - 40 feet from centerline), said iron pipe found being the westerly corner of the Giuseppe and Josephine Russo property and the southerly corner of the parcel herein described; thence with said northeasterly right-of-way line of Washington Street the following courses and distances:

North 56 degrees 59 minutes 47 seconds West 530.57 feet to an iron pipe set;
 North 54 degrees 50 minutes 37 seconds West 233.88 feet to an iron rod with VDOT cap found;
 North 48 degrees 01 minutes 55 seconds West 68.78 feet to an iron pipe set at the southerly corner of the Quarles Haymarket Center, LLC Property; thence departing Washington Street and with said Quarles Haymarket Center, LLC Property the following courses and distances:

North 32 degrees 25 minutes 02 seconds East, crossing an iron rod with cap found at 326.19 feet, and being 428.90 feet in all, to an iron pipe found;
 North 56 degrees 35 minutes 13 seconds West 530.17 feet to a Virginia Department of Highways and Transportation monument found in the southerly right-of-way/limited access line of Ramp "C1" leading from Northbound Route 15 to Eastbound Route 66 (variable width right-of-way); thence with the right-of-way/limited access line of Ramp "C1" the following courses and distances:

North 60 degrees 23 minutes 28 seconds East 217.31 feet to an iron pipe set;
 North 87 degrees 31 minutes 22 seconds East 9.74 feet to an iron pipe set;
 South 79 degrees 29 minutes 10 seconds East, crossing an iron rod with VDOT cap found at 3.22 feet, and being 425.78 feet in all, to an iron rod with VDOT cap found;
 South 80 degrees 52 minutes 12 seconds East 200.11 feet to an iron rod with VDOT cap found in the southerly right-of-way/limited access line of Ramp "C" leading from Southbound Route 15 to Eastbound Route 66; thence with the southerly right-of-way/limited access line of Ramp "C" the following courses and distances:

South 79 degrees 42 minutes 49 seconds East 226.82 feet to an iron rod with VDOT cap found;
 159.22 feet along the arc of a curve to the right (crossing an iron rod with VDOT cap found at 156.48 feet), having a radius of 1,130.00 feet, a delta angle of 08 degrees 04 minutes 22 seconds, a tangent length of 79.74 feet, and a chord bearing and distance of South 75 degrees 40 minutes 33 seconds East 159.08 feet to an iron pipe set;
 South 59 degrees 01 minutes 51 seconds East 258.98 feet to an iron pipe found at the northerly corner of the D.R. Horton, Inc. property (Parcel "A", Sherwood Forest Subdivision); thence departing Route 66 and with the D.R. Horton, Inc. property in part, with the Gurjit K. and Bhupinder S. Dhindsa property in part, with the Tilak Kharel property in part, with the Patricia A. Titchenell property in part, with the Tracy Lynn Pater property in part, with the Shirley Ann Bailey

201803280021389 Page 6 of 6

property in part, with the Addo Haymarket, Inc. property in part, and with the aforesaid Giuseppe and Josephine Russo property, South 29 degrees 30 minutes 15 seconds West 1,044.31 feet to the point of beginning containing 912,905 square feet, more or less, or 20.9574 acres, more or less, as shown on a plat prepared by Ross-France, P.C., dated February 16, 2018.

AND BEING, the remainder of the same land conveyed to Route 15-66 Associates, LLC, a Virginia limited liability company by Trustees' Deed from Benjamin M. Smith, Jr., Successor Trustee and Peete Brothers Management, LLC, Successor Trustee, a Virginia limited Liability company, dated August 30, 2013 and recorded among the aforesaid land records as Instrument Number 201309100092241.

Attachment: SUP Starbucks 09_13_21 (5231 : Crossroads Village Center SUP Request)

BUILDING 1
STORE, GROCERY

7298-71-5820
HAYMARKET CENTER, LLC
B-2, USE: RETAIL
#200901090002222



PROPERTY INFORMATION
 PROPERTY ADDRESS: 15150 WASHINGTON STREET (PART)
 PRINCE WILLIAM COUNTY GPIN: 7298-21-2707 (PART)
 ZONING DISTRICT: B-2 (BUSINESS COMMERCIAL)

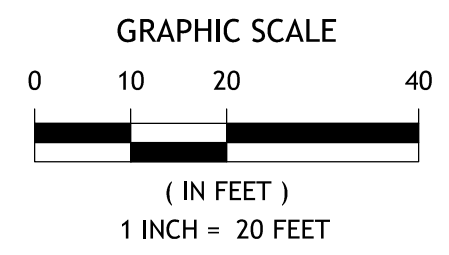
PROPOSED SPECIAL USE
 RESTAURANT W/ DRIVE-IN (LIMITED TO COFFEE)

S.U.P. AREA = 0.6363 AC.
 RESTAURANT SQUARE FOOTAGE = ±2,250 SQFT
 (LIMITED TO COFFEE)

PARKING TABULATIONS:
 REQUIRED:
 RESTAURANT/DRIVE-IN = 1/100 SQFT = 23 SPACES

PROVIDED:
 RESTAURANT/DRIVE-IN = 27 SPACES
 (LIMITED TO COFFEE)

LEGEND
 SUP BOUNDARY ————







J2 Engineers, Inc.
 17739 Main Street
 Suite 180
 Dumfries, Va. 22026
 703.634.2120 (office)
 703.634.2955 (fax)
 www.j2engineers.com

RESTAURANT (COFFEE) W/ DRIVE-IN SPECIAL USE PERMIT PLAN

CROSSROADS VILLAGE CENTER

HAYMARKET, VIRGINIA

SCALE: 1"=20'
SEPTEMBER, 2021



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: September 20, 2021
SUBJECT: 1st Quarter Budget Amendment

BACKGROUND:

I have attached the proposed 1st quarter amendments of our current budget as we will need to appropriate the ARPA funds along with a few other adjustments. The total overall budget amendment will exceed the 1% threshold that triggers a Public Hearing to be held to discuss the changes, the operating budget will increase by \$353,328 and the ARPA Funds appropriation will be for \$1,738,878. The goal is to have Council give input to the amendments presented in this packet.

Please review the proposed amendments and if you would like to discuss any changes, please reach out to me or we can discuss at the work session scheduled on 09.27.2021.

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2021 through June 2022

| | As of 08.31.2021 | Budget | CHANGE | AMENDED BUDGET | COMMENTS |
|---|-------------------|---------------------|------------|---------------------|--|
| Income | | | | | |
| 3110 · GENERAL PROPERTY TAXES | | | | | |
| 3110-01 · Real Estate - Current | 1,814.10 | 371,903.00 | | \$ 371,903 | |
| 3110-02 · Public Service Corp RE Tax | 0.00 | 13,114.00 | | \$ 13,114 | |
| 3110-03 · Interest - All Property Taxes | 149.73 | 0.00 | | \$ - | |
| 3110-04 · Penalties - All Property Taxes | 0.00 | 1,000.00 | | \$ 1,000 | |
| Total 3110 · GENERAL PROPERTY TAXES | 1,963.83 | 386,017.00 | | 386,017.00 | |
| 3120 · OTHER LOCAL TAXES | | | | | |
| 3120-00 · Transient Occupancy Tax | 0.00 | 1,000.00 | | \$ 1,000 | |
| 3120-01 · Bank Stock Tax | 0.00 | 25,000.00 | | \$ 25,000 | |
| 3120-02 · Business License Tax | 5,384.89 | 200,000.00 | | \$ 200,000 | |
| 3120-03 · Cigarette Tax | 24,571.42 | 125,000.00 | | \$ 125,000 | |
| 3120-04 · Consumer Utility Tax | 12,857.56 | 158,000.00 | | \$ 158,000 | |
| 3120-05 · Meals Tax - Current | 99,226.61 | 800,000.00 | \$ 75,000 | \$ 875,000 | due to past trends |
| 3120-06 · Sales Tax Receipts | 0.00 | 145,000.00 | | \$ 145,000 | |
| 3120-07 · Penalties (Non-Property) | 1,269.74 | 0.00 | | \$ - | |
| 3120-08 · Interest (Non-Property) | 284.04 | 0.00 | | \$ - | |
| Total 3120 · OTHER LOCAL TAXES | 143,594.26 | 1,454,000.00 | | 1,529,000.00 | |
| 3130 · PERMITS,FEES & LICENESSES | | | | | |
| 3130-01 · Application Fees | 275.00 | 2,500.00 | | \$ 2,500 | |
| 3130-03 · Motor Vehicle Licenses | 135.00 | 1,000.00 | | \$ 1,000 | |
| 3130-05 · Other Planning & Permits | 1,500.00 | 25,000.00 | | \$ 25,000 | |
| 3130-06 · Pass Through Fees | 3,603.75 | 0.00 | | \$ - | |
| Total 3130 · PERMITS,FEES & LICENESSES | 5,513.75 | 28,500.00 | | \$ 28,500 | |
| 3140 · FINES & FORFEITURES | | | | | |
| 3140-01 · Fines | 1,194.81 | 60,000.00 | | \$ 60,000 | |
| Total 3140 · FINES & FORFEITURES | 1,194.81 | 60,000.00 | | 60,000.00 | |
| 3150 · REVENUE - USE OF MONEY | | | | | |
| 3150-01 · Earnings on VACO/VML Investment | 456.77 | 1,500.00 | | \$ 1,500 | |
| 3150-03 · Interest on Bank Deposits | 524.49 | 1,500.00 | | \$ 1,500 | |
| Total 3150 · REVENUE - USE OF MONEY | 981.26 | 3,000.00 | | 3,000.00 | |
| 3151 · RENTAL (USE OF PROPERTY) | | | | | |
| 3151-02 · 15026 Suite 210 Body Mind | 2,367.87 | 7,132.00 | \$ (2,396) | \$ 4,736 | Lease was terminated 3 months early in FY2022 (6 months early in overall lease agreement) |
| 3151-04 · Suite 210 LF Security | 2,704.80 | 9,660.00 | | \$ 9,660 | |
| 3151-06 · Suite 204 MAC-ISA | 1,680.00 | 6,720.00 | | \$ 6,720 | |
| 3151-07 · Haymarket Church Suite 206 | 8,644.20 | 34,577.00 | | \$ 34,577 | |
| 3151-08 · 15020 Washington Realty | 10,078.89 | 40,316.00 | | \$ 40,316 | |

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2021 through June 2022

| | As of 08.31.2021 | Budget | CHANGE | AMENDED BUDGET | COMMENTS |
|---|-------------------|---------------------|------------|---------------------|--|
| 3151-09 · 15026 Copper Cricket | 5,528.64 | 22,114.00 | | \$ 22,114 | |
| 3151-11 · Cupcake Heaven and Cafe LLC | 8,279.67 | 34,765.00 | | \$ 34,765 | |
| 3151-12 · Haymarket Coffee Company LLC | 4,450.00 | 5,460.00 | | \$ 5,460 | |
| Total 3151 · RENTAL (USE OF PROPERTY) | 43,734.07 | 160,744.00 | | 158,348.00 | |
| 3165 · REVENUE - TOWN EVENTS | | | | | |
| 3165-01 · Town Event | 51,058.00 | 20,000.00 | \$ 30,000 | \$ 50,000 | increase for additional HD 2021 vendor revenue |
| 3165-03 · Town Ornaments | 60.00 | 0.00 | | \$ - | |
| Total 3165 · REVENUE - TOWN EVENTS | 51,118.00 | 20,000.00 | | 50,000.00 | |
| 3180 · MISCELLANEOUS | | | | | |
| 3180-00 · Convenience Fee | -45.71 | 0.00 | | 0.00 | |
| 3180-04 · Reimbursement from Insurance | 4,724.04 | 0.00 | 4,724.00 | 4,724.00 | for damaged pole reimbursement; will be applied to maintenance on expense side |
| | 4,678.33 | 0.00 | | 4,724.00 | |
| 3200 · REVENUE FROM COMMONWEALTH | | | | | |
| 3200-02 · 599 Law Enforcement Grant | 0.00 | 31,548.00 | | \$ 31,548 | |
| 3200-05 · Communications Tax | 14,681.38 | 103,165.00 | | \$ 103,165 | |
| 3200-11 · Personal Property Tax Reimburse | 18,626.97 | 18,627.00 | | \$ 18,627 | |
| 3200-12 · Railroad Rolling Stock | 1,278.82 | 1,500.00 | | \$ 1,500 | |
| 3200-16 · DMV Select Commission | 12,758.06 | 60,500.00 | | \$ 60,500 | |
| Total 3200 · REVENUE FROM COMMONWEALTH | 47,345.23 | 215,340.00 | | 215,340.00 | |
| 3500 · Reserve Funds | | | 59,200.00 | 59,200.00 | Fire Funds held by the Town from 2016 to Present |
| 4000 · Carry-Over Surplus | 0.00 | 0.00 | 246,000.00 | 246,000.00 | Carry over for 150k Park Sidewalk / 95k Town Center - final engineering / 1k for recruitment - bonus |
| Total Income | 300,123.54 | 2,327,601.00 | | 2,680,929.00 | |
| Gross Profit | 300,123.54 | 2,327,601.00 | | 2,680,929.00 | |
| Expense | | | | | |
| 01 · ADMINISTRATION | | | | | |
| 11100 · TOWN COUNCIL | | | | | |
| 111001 · Convention & Education | 0.00 | 2,500.00 | | \$ 2,500 | |
| 111002 · FICA/Medicare | 348.08 | 2,000.00 | | \$ 2,000 | |
| 111003 · Meals and Lodging | 74.67 | 1,000.00 | | \$ 1,000 | |
| 111004 · Mileage Allowance | 0.00 | 250.00 | | \$ 250 | |
| 111005 · Salaries & Wages - Regular | 4,850.00 | 26,000.00 | | \$ 26,000 | |
| 111006 · Town Elections | 0.00 | 0.00 | \$ 3,000 | \$ 3,000 | Special Election |
| Total 11100 · TOWN COUNCIL | 5,272.75 | 31,750.00 | | 34,750.00 | |
| 12110 · TOWN ADMINISTRATION | | | | | |

Attachment: Memo to Council with Proposed 1st Qt Budget Amendment 09.17.2021final (5230 : Q1

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2021 through June 2022

| | As of 08.31.2021 | Budget | CHANGE | AMENDED BUDGET | COMMENTS |
|---|-------------------|-------------------|-------------|-------------------|---|
| 1211001 · Salaries/Wages-Regular | 64,953.96 | 337,464.00 | \$ (14,834) | \$ 322,630 | to move over DMV Select Clerk wages as they are working only DMV |
| 1211102 · Salaries & Wages - DMV Clerk | 4,509.91 | 29,666.00 | \$ 14,834 | \$ 44,500 | to reflect DMV Select Clerk; Clerk is only working DMV |
| 1211003 · Salaries/Wages - Part Time | 7,331.25 | 30,000.00 | \$ 13,800 | \$ 43,800 | moved from street cleaning for maintenance part time |
| 1211004 · FICA/Medicare | 5,796.80 | 30,381.00 | \$ 386 | \$ 30,767 | to adjust for new part time Custodian position |
| 1211005 · VRS | 8,719.87 | 48,545.00 | | \$ 48,545 | |
| 1211006 · Health Insurance | 8,778.00 | 64,134.00 | | \$ 64,134 | |
| 1211007 · Life Insurance | 1,029.50 | 4,685.00 | | \$ 4,685 | |
| 1211008 · Disability Insurance | 470.13 | 2,631.00 | | \$ 2,631 | |
| 1211009 · Unemployment Insurance | 2,749.27 | 4,240.00 | | \$ 4,240 | |
| 1211010 · Worker's Compensation | 263.00 | 300.00 | | \$ 300 | |
| 1211011 · Gen Property/Liability Ins. | 16,237.00 | 17,131.00 | | \$ 17,131 | |
| 1211012 · Accounting Services | 235.34 | 8,000.00 | | \$ 8,000 | |
| 1211014 · Printing & Binding | 621.28 | 8,298.00 | | \$ 8,298 | |
| 1211015 · Advertising | 632.43 | 9,000.00 | | \$ 9,000 | |
| 1211016 · Computer, Internet &Website Svc | 933.39 | 23,650.00 | | \$ 23,650 | |
| 1211017 · Postage | 242.10 | 4,000.00 | | \$ 4,000 | |
| 1211018 · Telecommunications | 914.37 | 7,500.00 | | \$ 7,500 | |
| 1211019 · Mileage Allowance | 126.00 | 1,000.00 | | \$ 1,000 | |
| 1211020 · Meals & Lodging | 220.67 | 2,000.00 | | \$ 2,000 | |
| 1211021 · Convention & Education | 0.00 | 6,000.00 | | \$ 6,000 | |
| 1211022 · Miscellaneous | 1,440.00 | 1,000.00 | \$ 1,000 | \$ 2,000 | background investigator for Chief Position; was not expected in original budget |
| 1211024 · Books, Dues & Subscriptions | 5,012.60 | 16,000.00 | | \$ 16,000 | |
| 1211025 · Office Supplies | 1,325.59 | 6,500.00 | | \$ 6,500 | |
| 1211026 · Equipment Rental | 747.06 | 4,075.00 | | \$ 4,075 | |
| 1211030 · Capital Outlay-Machinery/Equip | 0.00 | 5,000.00 | | \$ 5,000 | |
| Total 12110 · TOWN ADMINISTRATION | 133,289.52 | 671,200.00 | | 686,386.00 | |
| 12210 · LEGAL SERVICES | | | | | |
| 1221001 · Legal Services | 12,539.17 | 70,000.00 | | \$ 70,000 | |
| Total 12210 · LEGAL SERVICES | 12,539.17 | 70,000.00 | | 70,000.00 | |
| 12240 · INDEPENDENT AUDITOR | | | | | |
| 1224001 · Auditing Services | 0.00 | 16,000.00 | | \$ 16,000 | |
| Total 12240 · INDEPENDENT AUDITOR | 0.00 | 16,000.00 | | 16,000.00 | |
| Total 01 · ADMINISTRATION | 151,101.44 | 788,950.00 | | 807,136.00 | |
| 03 · PUBLIC SAFETY | | | | | |
| 31100 · POLICE DEPARTMENT | | | | | |

Attachment: Memo to Council with Proposed 1st Qt Budget Amendment 09.17.2021final (5230 : Q1

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2021 through June 2022

| | As of 08.31.2021 | Budget | CHANGE | AMENDED BUDGET | COMMENTS |
|--|-------------------|-------------------|-----------|-------------------|---|
| 3110001 · Salaries & Wages - Regular | 68,464.88 | 425,000.00 | | \$ 425,000 | |
| 3110003 · Salaries & Wages - OT Premium | 4,197.25 | 20,000.00 | | \$ 20,000 | |
| 3110013 · Salaries & Wages - OT Select En | 375.04 | 10,000.00 | | \$ 10,000 | |
| 3110004 · Salaries & Wages - Holiday Pay | 1,025.04 | 14,000.00 | | \$ 14,000 | |
| 3110005 · Salaries & Wages - Part Time | 10,395.00 | 18,720.00 | | \$ 18,720 | |
| | | | | | carrying over due to officer starting in new FY2022 |
| 3110011 · Salaries & Wages - Recruit. Bonus | 1,000.00 | 0.00 | \$ 1,000 | \$ 1,000 | budget |
| 3110020 · FICA/MEDICARE | 6,380.44 | 36,724.00 | | \$ 36,724 | |
| 3110021 · VRS | 7,147.20 | 46,102.00 | | \$ 46,102 | |
| 3110022 · Health Insurance | 11,305.72 | 80,752.00 | | \$ 80,752 | |
| 3110023 · Life Insurance | 817.21 | 5,717.00 | | \$ 5,717 | |
| 3110024 · Disability Insurance | 187.25 | 2,200.00 | | \$ 2,200 | |
| 3110025 · Unemployment Insurance | 0.00 | 3,000.00 | | \$ 3,000 | |
| 3110026 · Workers' Compensation Insurance | 19,806.00 | 22,942.00 | | \$ 22,942 | |
| 3110027 · Line of Duty Act Insurance | 4,705.00 | 4,800.00 | | \$ 4,800 | |
| 3110028 · Legal Services | 4,200.00 | 26,000.00 | | \$ 26,000 | |
| 3110032 · Computer, Internet & Website | 433.69 | 11,000.00 | | \$ 11,000 | |
| 3110033 · Postage | 8.55 | 100.00 | | \$ 100 | |
| 3110034 · Telecommunications | 1,853.92 | 10,000.00 | | \$ 10,000 | |
| 3110035 · General Prop Ins (Vehicles) | 3,420.00 | 3,800.00 | | \$ 3,800 | |
| 3110038 · Convention & Edu. (Training) | 1,945.16 | 10,000.00 | | \$ 10,000 | |
| 3110040 · Annual Dues & Subscriptions | 5,585.85 | 13,000.00 | | \$ 13,000 | |
| 3110041 · Office Supplies | 113.69 | 5,000.00 | | \$ 5,000 | |
| 3110042 · Vehicle Fuels | 3,197.07 | 16,000.00 | | \$ 16,000 | |
| 3110043 · Vehicle Maintenance/Supplies | 1,719.67 | 11,000.00 | | \$ 11,000 | |
| 3110045 · Uniforms & Police Supplies | 7,040.94 | 20,000.00 | | \$ 20,000 | |
| 3110056 · Capital Outlay-Machinery/Equip | 15,796.19 | 31,592.00 | | \$ 31,592 | |
| Total 31100 · POLICE DEPARTMENT | 181,120.76 | 847,449.00 | | 848,449.00 | |
| Total 03 · PUBLIC SAFETY | 181,120.76 | 847,449.00 | | 848,449.00 | |
| 32100 · FIRE & RESCUE | | | | | |
| 3210001 · Contributions to other Govt Ent | 0.00 | 0.00 | 59,200.00 | 59,200.00 | appropriating the fire funds to expend (pass-through) |
| Total 32100 · FIRE & RESCUE | 0.00 | 0.00 | | 59,200.00 | |
| 04 · PUBLIC WORKS | | | | | |
| 4110002 · Street Beautification - HF | 0.00 | 2,213.00 | | \$ 2,213 | |
| 4110003 · E & S Inspections | 0.00 | 5,000.00 | | \$ 5,000 | |
| 43200 · REFUSE COLLECTION | | | | \$ - | |
| 4320001 · Trash Removal Contract | 22,397.14 | 90,090.00 | | \$ 90,090 | |
| Total 43200 · REFUSE COLLECTION | 22,397.14 | 90,090.00 | | 90,090.00 | |
| 43100 · MAINT OF 15000 Wash St./Grounds | | | | | |

Attachment: Memo to Council with Proposed 1st Qt Budget Amendment 09.17.2021final (5230 : Q1

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2021 through June 2022

| | As of 08.31.2021 | Budget | CHANGE | AMENDED BUDGET | COMMENTS |
|--|------------------|-------------------|------------|-------------------|---|
| 4310001 · Repairs/Maintenance Services | 21,246.07 | 102,248.00 | \$ (6,126) | \$ 96,122 | to appropriate the insurance reimbursement / remove 9,300 to fund maintenance p/t |
| 4310002 · Maint Svc Contract-Pest Control | 155.00 | 3,000.00 | | \$ 3,000 | |
| 4310003 · Maint Svc Contract-Landscaping | 11,750.00 | 35,000.00 | | \$ 35,000 | |
| 4310004 · Maint Svc Contract Snow Removal | 0.00 | 7,000.00 | | \$ 7,000 | |
| 4310005 · Maint Svc Cont- Street Cleaning | 0.00 | 6,500.00 | \$ (4,500) | \$ 2,000 | moved over to Admin. P/T |
| 4310007 · Electric/Gas Services | 2,617.80 | 16,500.00 | | \$ 16,500 | |
| 4310008 · Electrical Services-Streetlight | 576.07 | 5,500.00 | | \$ 5,500 | |
| 4310009 · Water & Sewer Services | 617.75 | 3,000.00 | | \$ 3,000 | |
| 4310010 · Janitorial Supplies | 0.00 | 2,000.00 | | \$ 2,000 | |
| 4310011 · Real Estate Taxes | 0.00 | 2,500.00 | | \$ 2,500 | |
| Total 43100 · MAINT OF 15000 Wash St./Grounds | 36,962.69 | 183,248.00 | | 172,622.00 | |
| Total 04 · PUBLIC WORKS | 59,359.83 | 280,551.00 | | 329,125.00 | |
| 06 · ECONOMIC DEVELOPMENT | | | | | |
| 60000 · Tourism/Traveling Marketing | 0.00 | 430.00 | | \$ 430 | |
| 60003 · Advertising | 0.00 | 22,000.00 | | \$ 22,000 | |
| Total 06 · ECONOMIC DEVELOPMENT | 0.00 | 22,430.00 | | 22,430.00 | |
| 07 · PARKS, REC & CULTURAL | | | | | |
| 70000 · HAYMARKET COMMUNITY PARK | 2,297.27 | 20,000.00 | | \$ 20,000 | |
| 71110 · EVENTS | | | | \$ - | |
| 7111001 · Advertising - Events | 0.00 | 5,000.00 | | \$ 5,000 | |
| 7111003 · Contractural Services | 4,776.20 | 10,000.00 | \$ 20,000 | \$ 30,000 | |
| 7111004 · Events - Other | 635.90 | 5,000.00 | \$ 13,500 | \$ 18,500 | ornaments and any supplies needed for events |
| Total 71110 · EVENTS | 5,412.10 | 20,000.00 | | 53,500.00 | |
| 72200 · MUSEUM | | | | | |
| 7220009 · Advertising | 0.00 | 750.00 | | \$ 750 | |
| 7220012 · Telecommunications | 278.78 | 2,200.00 | | \$ 2,200 | |
| 7200015 · Books, Dues & Subscriptions | 0.00 | 250.00 | | \$ 250 | |
| 7200016 · Office Supplies | 0.00 | 250.00 | | \$ 250 | |
| 7220018 · Exhibits & Programs | 400.00 | 1,700.00 | | \$ 1,700 | |
| Total 72200 · MUSEUM | 678.78 | 5,150.00 | | 5,150.00 | |
| Total 07 · PARKS, REC & CULTURAL | 8,388.15 | 45,150.00 | | 78,650.00 | |
| 08 · COMMUNITY DEVELOPMENT | | | | | |
| 81100 · PLANNING COMMISSION | | | | | |
| 8110001 · Salaries & Wages - Regular | 630.00 | 5,670.00 | | \$ 5,670 | |
| 8110002 · FICA/Medicare | 43.61 | 500.00 | | \$ 500 | |
| 8110003 · Consultants - Engineer | 196.91 | 15,000.00 | | \$ 15,000 | |
| 8110004 · Consultants - Comp Plan | 0.00 | 15,000.00 | | \$ 15,000 | |
| 8110005 · Mileage Allowance | 0.00 | 250.00 | | \$ 250 | |

Attachment: Memo to Council with Proposed 1st Qt Budget Amendment 09.17.2021final (5230 : Q1

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2021 through June 2022

| | As of 08.31.2021 | Budget | CHANGE | AMENDED BUDGET | COMMENTS |
|---|-------------------|---------------------|--------------|---------------------|---|
| 8110006 · Meals & Lodging | 0.00 | 700.00 | | \$ 700 | |
| 8110007 · Convention/Education | 0.00 | 2,000.00 | | \$ 2,000 | |
| 8110009 · Engineer - Pass Through | 3,603.75 | 0.00 | | \$ - | |
| Total 81100 · PLANNING COMMISSION | 4,474.27 | 39,120.00 | | 39,120.00 | |
| 81110 · ARCHITECTURAL REVIEW BOARD | | | | | |
| 8111001 · Salaries & Wages - Regular | 510.00 | 5,830.00 | | \$ 5,830 | |
| 8111002 · FICA/Medicare | 39.01 | 446.00 | | \$ 446 | |
| 8111005 · Convention & Education | 0.00 | 500.00 | | \$ 500 | |
| Total 81110 · ARCHITECTURAL REVIEW BOARD | 549.01 | 6,776.00 | | 6,776.00 | |
| 81111 · Board Of Zoning Appeals | | | | | |
| 8111101 · Convention & Education | 0.00 | 1,500.00 | | \$ 1,500 | |
| 8111102 · FICA / Medicare | 0.00 | 102.00 | | \$ 102 | |
| 8111103 · Salaries & Wages - Regular | 0.00 | 1,325.00 | | \$ 1,325 | |
| Total 81111 · Board Of Zoning Appeals | 0.00 | 2,927.00 | | 2,927.00 | |
| Total 08 · COMMUNITY DEVELOPMENT | 5,023.28 | 48,823.00 | | 48,823.00 | |
| 09 · NON-DEPARTMENTAL | | | | | |
| 95100 · DEBT SERVICE | | | | | |
| 9510002 · General Obligation Bond - Prin | 158,000.00 | 159,500.00 | | \$ 159,500 | |
| 9510003 · General Obligation Bond - Int | 7,178.36 | 12,425.00 | | \$ 12,425 | |
| Total 95100 · DEBT SERVICE | 165,178.36 | 171,925.00 | | 171,925.00 | |
| Total 09 · NON-DEPARTMENTAL | 165,178.36 | 171,925.00 | | 171,925.00 | |
| 94104 · Street Scape - Park Sidewalk | | | | | |
| 9410401 · Architectural/Engineering Fees | 0.00 | 0.00 | 150,000.00 | 150,000.00 | to begin Design/Architectural |
| | | | | 150,000.00 | |
| 94106 · TOWN CENTER MASTER PLAN | | | | | |
| 9410601 · Architectural/Engineering Fees | | | 95,000.00 | 95,000.00 | To complete Town Center Plan - Design/Engineering **PLACE HOLDER FOR NOW |
| TOTAL 94106 · TOWN CENTER MASTER PLAN | | | | 95,000.00 | |
| 94107 · BLIGHT MITIGATION | | | | | |
| 9410701 · Building Official/Engr. | 0.00 | 40,000.00 | | \$ 40,000 | |
| Total 94107 · BLIGHT MITIGATION | 0.00 | 40,000.00 | | 40,000.00 | |
| 94108 · Capital Improvement Funds Expend | 0.00 | 82,323.00 | 7,068.00 | 89,391.00 | Additional funds due to amendment |
| Total Expense | 570,171.82 | 2,327,601.00 | | 2,680,929.00 | |
| | -270,048.28 | 0.00 | | 0.00 | |
| Other Income | | | | | |
| 50000 · CARES Act Funds | 68,458.12 | 68,814.00 | | \$ 68,814 | |
| 50001 · Amerian Rescue Plan Funds | 869,439.00 | | \$ 1,738,878 | \$ 1,738,878 | to appropriate ARP funds |

Attachment: Memo to Council with Proposed 1st Qt Budget Amendment 09.17.2021final (5230 : Q1

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2021 through June 2022

| | As of 08.31.2021 | Budget | CHANGE | AMENDED BUDGET | COMMENTS |
|---------------------------------------|-------------------|-------------|--------------|----------------|---------------------------------|
| Total Other Income | 937,897.12 | 68,814.00 | | 1,807,692.00 | |
| Other Expense | | | | | |
| 97000 · CARES Act Expenses | 1,550.00 | 68,814.00 | | \$ 68,814 | |
| 97001 · American Rescue Plan Expenses | 0.00 | 0.00 | \$ 1,738,878 | \$ 1,738,878 | to appropriate ARP Expenditures |
| Total Other Expense | 1,550.00 | 68,814.00 | | 1,807,692.00 | |
| | 936,347.12 | 0.00 | | 0.00 | |
| | 666,298.84 | 0.00 | 0.00 | 0.00 | |
| | | | | \$ 4,488,621 | |
| | | | | \$ 4,488,621 | |
| | | | | \$ - | |

Attachment: Memo to Council with Proposed 1st Qt Budget Amendment 09.17.2021final (5230 : Q1



Emily L. Kyriazi
Town Planner and Zoning Administrator

MEMORANDUM

TO: Mayor and Council
FROM: Emily L. Kyriazi
DATE: September 20, 2021
SUBJECT: Community Garden Steward Proposal

Background:

Nadia Stewart, Founder of Rooted in Education, has approached the Town regarding the Community Garden at the Park. Nadia's non-profit organization, Rooted in Education, is designed to provide access to fresh local produce within communities and provide an educational space. Nadia, most recently opened a community garden in Marshall and would like to expand the garden network to Haymarket.

The Town Park garden that currently exists was built by an Eagle Scout in 2018 and minimally maintained through the years by various garden stewards. These gardeners included a few local citizens and two girl scout troops. The garden's overall maintenance ebbs and flows with the season and the time commitment by our gardeners.

Nadia and I have met at the Town Park Garden space and had several in depth conversations regarding the goals and objectives for the space. I have requested Nadia prepare a plan to present to the Town Council for turning our current garden space into a fruitful, working, educational community garden. Nadia will be present at the October 4th meeting to discuss her goals and vision with the Town Council.

When Nadia and I met, I stressed the importance of maintaining the garden and the opportunities for opening it to the public, specifically those who visit the Town playground. I will be working closely with Nadia to explore the options for the Rooted in Education organization to take ownership of the garden and reform the space for the community. As Nadia and I work together through the plan we will explore options, discuss maintenance, and inclusion for Haymarket residents; upon completion of the plan we will present it to the Town Council for deliberation and determination.

Next Steps: Nadia and I will present to Council at the October 4th Town Council Meeting.



Fare Harvest Community Gardens Framework

The purpose of the Rooted In Education Fare Harvest community gardens are to provide access to fresh local produce to communities at no cost and as possible an educational space. This document serves to provide an overview of the garden environment and partnership between Rooted In Education and the garden host.

Generally, each garden will:

- be constructed on the garden host's property.
- be open to the general public for those that wish to harvest.
- display tasteful signage that, at a minimum, welcomes the public, displays logos of major sponsors/donors, and provides instructions for anyone wishing to make a donation to Rooted In Education.
- have a small scale for weighing produce and a storage space for tools for public use to harvest such as small bags, twist ties, small cutting tools etc.

Rooted In Education will:

- plan and construct a garden in space provided by the garden host.
- provide plant seeds and maintain Sew and Harvest Plan.
- provide garden maintenance and volunteer(s) training.
- communicate to the garden host and the public via appropriate methods when plants are ready to harvest and/or educational program events.

Garden Host will provide:

- space for the garden.
- promotional support of garden site and event updates.
- a person(s) to maintain the grounds surrounding the garden and water source.



Planting Possibilities and Harvesting Potential



Rooted In Education is a 501(c)(3) non-profit passionate about providing access to educational opportunities and fresh food so that all children may inspire our communities.

Attachment: RIE Rack Card 2021 (5232 : Community Garden Steward Proposal)



WHAT WE DO



We partner with organizations to sponsor successful at-school enrichment programs and help Fare Harvest community gardens.

Our Empowering Enrichment grants are funding sources for schools, PTAs/PTOs, the general public and Providers of enrichment classes to fund student scholarships and solutions to logistical challenges that impede program success



Our Fare Harvest community gardens provide access to fresh organic local produce for all that wish to harvest and an opportunity to connect with our food sources.

HOW TO HELP

Your tax-deductible donation provides student access to meaningful enrichment programs that support their life long learning and helps to fund our Fare Harvest community gardens.



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: September 20, 2021
SUBJECT: Tenants/Lease Discussion

Background:

The Town currently has 8 tenants in different town-owned buildings. Several tenants are either renting month-to-month or their lease is about to expire. There have been statements and some discussions from Councilmembers about the Town not leasing space in the future. This discussion provides Town Council the opportunity to discuss the future of the town leasing space to businesses or other alternatives.

The list below shows the current leases and their address and lease status.

| Tenant | Address | Term expiration |
|----------------------|------------------|-------------------------------------|
| Body Mind Studio | 15000 Washington | Notice of termination March 1, 2022 |
| B&B Security | 15000 Washington | Month-to-Month |
| MAC-ISA | 15000 Washington | 9/30/2021 |
| Haymarket Church | 15000 Washington | 6/30/2024 |
| Washington St Realty | 15020 Washington | 6/30/2030 |
| Copper Cricket | 15026 Washington | 6/30/2022* |
| Cupcake Heaven | 6630 Jefferson | 10/31/2024 |
| Haymarket Coffee | 15025 Washington | Month-to-Month |

Fiscal Impact

The Town budgeted to receive \$160,744 from budget line item 3150 - Rental (Use of Property). If the Town terminated the leases of those businesses operating month-to-month we would need to reduce that line item and take that into consideration for FY2023 Budget discussions.

Staff Recommendation:

Staff recommends Town Council discuss the future of the Town leasing space or other alternatives.

Draft Motion

"I move the Town of Haymarket..." (action deemed appropriate by Council.)



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: September 20, 2021
SUBJECT: Part-time Job Description

Background:

Town Council has discussed the job description of a Maintenance Worker at several meetings. After the last meeting, Town Council requested that town staff and the finance liaisons work on the job description. After working with the finance liaisons, town staff felt this position should be changed from "Maintenance Worker" to "Custodian". This better defines the minor repairs with the focus of the position to maintain the cleanliness and appearance of the town.

Fiscal Impact

The Town has budgeted \$30,000 in Salaries/Wages - Part-Time in the FY 2022 budget. The finance liaisons and staff have also identified some other line items to fund this position and will be discussed under the FY22 Budget Amendment Agenda Item.

Staff Recommendation:

Staff recommends approving the job description as presented or with amendments deemed appropriate by Council.

Draft Motion:

"I move to approve the job description for Custodian, as presented."

OR

Other action deemed appropriate by Council.

Attachment: Custodian JD Memo (5220 : Custodian/Maintenance Job Description)



| | |
|-------------------------------------|----------------------------|
| Position: Custodian | 15-20 hours per week |
| Department: Administration | Monday-Friday |
| Position Type: Part-time, PT | Some Evenings and Weekends |

Work Schedule: (Hours may vary)

- Monday, Wednesday, Friday, 8:00 am – 12:00 pm
- Saturday and Sunday Hours on Occasion for special events

The purpose of this position within the organization is to perform general janitorial and maintenance work in the cleaning and care of some Town buildings and surrounding area and sets up facilities for programs and special events. This position works under close to general supervision according to set procedures but determines how or when to complete tasks.

Duties and Responsibilities:

The functions listed below are those that represent most of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

- Picks up trash in and around buildings, streetscape, and park
- Interacts and communicates with various groups and individuals
- Performs inventory of supplies
- Installs new equipment and fixtures; repairs equipment and building fixtures
- Assists with inspection of facilities
- Prepares and processes various records and reports
- Operates various equipment including floor cleaners, leaf blower, drills, vacuum cleaner, and other minor tools
- Performs general maintenance on all town properties to maintain cleanliness and appearance, includes duties such as touchup painting, changing lightbulbs, cleaning windows, replace HVAC filters, floor maintenance, and minor repair work

Additional Duties:

- Provides back up support.
- Performs related work as assigned.

Minimum Training and Experience:

Requires high school diploma or GED equivalent supplemented by one to two years of custodial experience; or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

Required:

- Knowledge of the tools, materials and equipment used in general construction and maintenance work
- Knowledge of safety precautions applicable to the essential functions of this position



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

- Ability to understand and follow oral and written instructions
- Ability to use common hand tools
- Ability to operate machinery and equipment
- Ability to perform manual labor for extended periods often under unfavorable weather conditions
- Ability to establish and maintain an effective working relationship with the public and associates

Physical Requirements:

- Performs light to medium work that involves walking or standing virtually all the time and involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness, and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy
- Work requires climbing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, and repetitive motions
- Vocal communication is required for expressing or exchanging ideas; hearing is required to perceive information
- Visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly, or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, and observing general surroundings and activities
- The worker is subject to outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions
- The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Americans with Disabilities Act Compliance

The Town of Haymarket is an Equal Opportunity Employer. ADA requires the Town of Haymarket to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Employer Overview:

The Town of Haymarket is a proactive small town of about 1,800 that prides itself on citizen service and maintaining a small town feel amongst a rapidly growing suburban area. We have a small staff, but this does not hinder us from accomplishing big goals and projects. Located at the Crossroads of Routes 15 and 55, the Town has a deep history that is part of the national Journey through the Hallowed Ground regional tourist attraction. The value and beauty of this area is no longer a secret, and so new businesses and residents move to this area each day, enriching the community with economic opportunities and diversity of character. We offer you and your family a range of choices in recreation, education, and business and community development opportunities.

Supervision:

This position reports directly to the _____.

Attachment: Custodian JD backup 9.20.21 (5220 : Custodian/Maintenance Job Description)

Haymarket Police Department
 15000 Washington Street
 Suite 110
 Haymarket, Virginia 20169



703-753-2700
 Fax 703-753-2800
www.townofhaymarket.org
 Facebook: Haymarket Police Department

MEMORANDUM

TO: Honorable Mayor and Town Council
 FROM: Sgt. Jake Davis
 DATE: September 17, 2021
 SUBJECT: Body Camera Contract

Background:

The town entered a Technical Assurance Plan Contract with Axon Enterprises on 12/01/2016. The contract provided the police department with Axon Body Cameras. This was a 5-year contract with a yearly cost of \$4,662. The contract included a full warranty on all equipment, 15GB of cloud storage, 7 user accounts, and 7 cameras and a docking station. The cameras and docking station were upgraded at the 30- and 60-month intervals. The contract expires November 30, 2021. The last payment for this contract was made in 2020.

There are currently no state/federal laws pertaining to mandating the use of body worn cameras for police departments, however, the use of the cameras provide multiple benefits:

- The officer feels protected from false accusations.
- The officer has video evidence of the infraction or the immediate interview afterwards, this helps with the investigation/prosecution of the case.
- If there is a complaint on an officer, the video becomes an asset in validating the claim or clearing the officer.
- Every agency in the area has a body camera system and maintaining this program will demonstrate that the town is fully transparent in all police actions/duties, for example FOIA requests.

The Prince William County Police Department also uses Axon Body Cameras. When working a case with Prince William we can share videos, and it also makes it easier for the Commonwealth's Attorney's Office to use one program to view all videos.

Fiscal Impact

Updating the Axon TAP Contract led to an increase in pricing. The department has grown and requires 9 user accounts. The amount of cloud-based storage, based on Axon's recommendation, has decreased to 10GB, this amount was suggested by Axon based on the amount of memory used over the past 5 years. The full warranty and upgrades at the 30- and 60-month intervals will still be in the new contract. The cost will increase to \$5,430 a year. The difference is \$762 a year.

Staff Recommendation:

During the last 5 years we have used Axon Enterprises to provide body cameras for the department. The service they provide has met all expectations of the department. If Prince William, which is an accredited agency, implemented Axon Body Cameras in their department it is safe to assume they have researched multiple options and went with the best. Staff recommends approval of the new contract.

Draft Motion:

"I move to approve the Technical Assurance Plan Contract with Axon Enterprises, Inc."

OR

Other action deemed appropriate by Council.



Emily L. Kyriazi
Town Planner and Zoning Administrator

MEMORANDUM

TO: Mayor and Council
FROM: Emily L. Kyriazi
DATE: September 20, 2021
SUBJECT: Community Events Update

Haymarket Day Updates:

Vendors – 169 Confirmed Vendors, 11 Pending Vendors -- \$40,750 fees collected (W/ Pending - \$43,200)

Parade Participants – 41 units in the Parade -- \$325 fees collected

Based on the vendor monies collected, Haymarket Day expenses will be paid by the fees collected; the other Town events will utilize the carryover funding from 2020 events to cover costs.

Contractors are being booked for the event to include the music, stages, restrooms, advertising and other necessities for the day. All contractors will be confirmed by end of September. The vendor booth assignments will be released on October 1st as well as the parade lineup.

Discussion for Town Council Work Session:

- Town Council Parade participation and banners?
- Grand Marshal
- CARES Act
 - Advertising, Promotional Video, Signage

Next Steps: Finalize Haymarket Day Contracts, Begin final logistics planning for the event



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: September 20, 2021
SUBJECT: Requested Town Support of Old Carolina Road Sidewalk Project

Background:

Prince William County will be submitting a Transportation Alternative Application to request grant funding for the design and construction funds for a sidewalk on Old Carolina Road (North of I-66) to Heathcote Blvd. Based on the provided plan, the sidewalk would connect to the Town's completed pedestrian path on the bridge and cross over Old Carolina near Walter Robinson Lane. On the east side of Old Carolina Rd., it would connect to Heathcote Blvd's existing sidewalk. Prince William County requested the Town endorse the County's Transportation Alternative application.

Fiscal Impact

The Town would not have any fiscal impact in supporting the County's grant application.

Staff Recommendation:

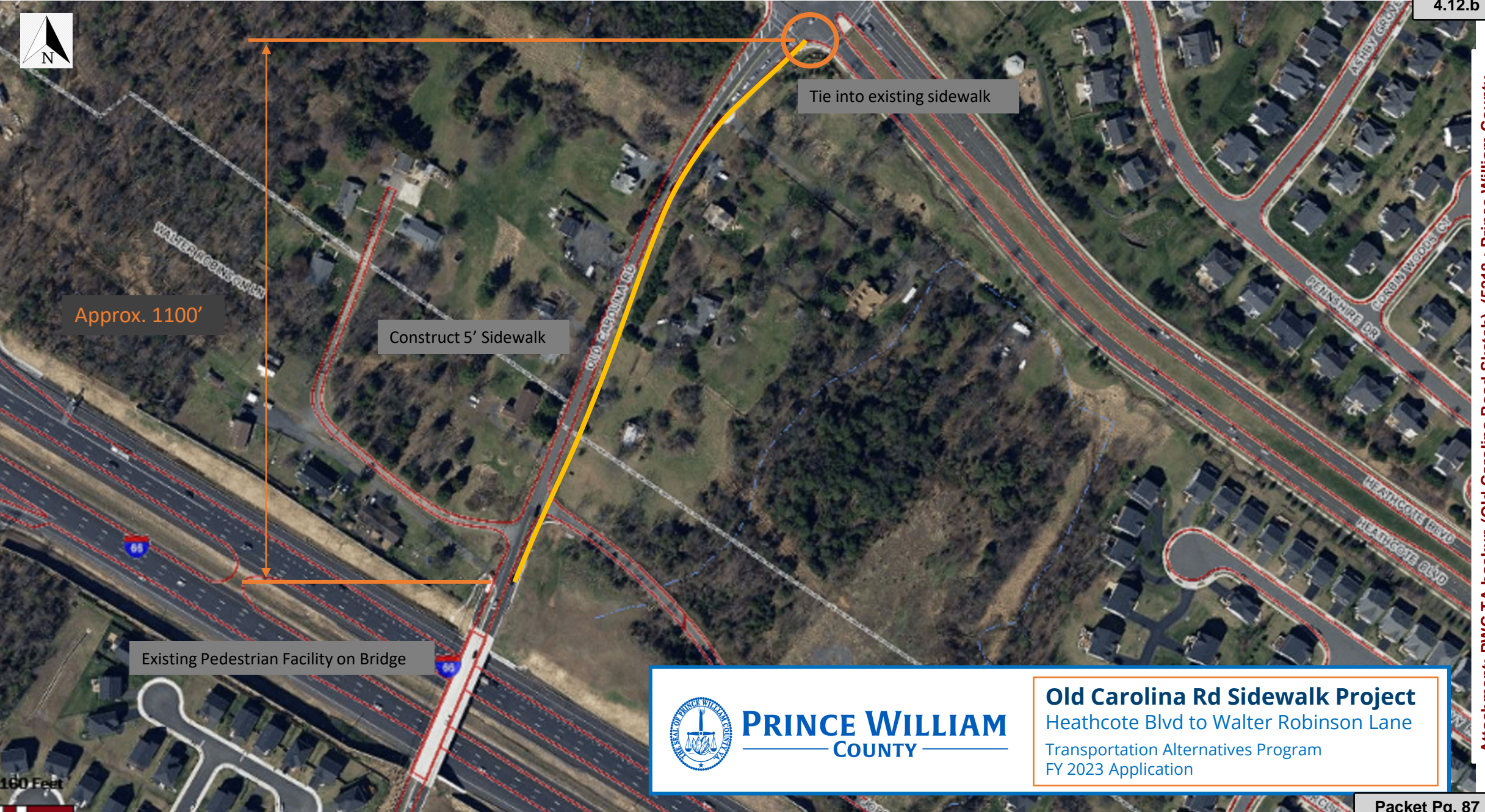
Staff recommends Town Council endorse Prince William County's Transportation Alternative Application

Draft Motion:

"I move to approve a letter of support for Prince William County's Transportation Alternative Application for a sidewalk on Old Carolina Road North of I-66 to Heathcote Blvd."

OR

Other action deemed appropriate by Council.



Approx. 1100'

Construct 5' Sidewalk

Tie into existing sidewalk

Existing Pedestrian Facility on Bridge



PRINCE WILLIAM
COUNTY

Old Carolina Rd Sidewalk Project
Heathcote Blvd to Walter Robinson Lane
Transportation Alternatives Program
FY 2023 Application