



TOWN OF HAYMARKET TOWN COUNCIL
PUBLIC HEARING/REGULAR MEETING
~ AGENDA ~

Chris Coon, Town Manager
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, June 7, 2021

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance - Girl Scout Troop #90064

III. Invocation - Pastor Allan Smith, Haymarket Baptist Church

IV. Public Hearing - FY2022 Budget

1. Public Notice
2. Citizen's Time

V. Close Public Hearing

VI. Citizen's Time

VII. Introduction of New Police Officers

VIII. Consent Agenda

1. Mayor and Council - Work Session - Apr 12, 2021 7:00 PM
2. Mayor and Council - Work Session - Apr 26, 2021 7:00 PM
3. Mayor and Council - Public Hearing/Regular Meeting - May 3, 2021 7:00 PM
4. Mayor and Council - Work Session - May 10, 2021 7:00 PM
5. Department Reports
6. Monthly Liaison Reports

IX. Agenda Items

1. Consideration of SUP 2021-001: Drive Thru Restaurant at Crossroads Village Center
2. FY21 Budget Amendment Discussion and Set Public Hearing
3. Resolution 2021- 008: Reduce Planning Commission to 5 Members
4. Park Sun Shade: Authorization to Purchase
5. Police Officer Salary Increase

X. Council Member Time

XI. Closed Session - As Needed

XII. Adjournment



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

TOWN OF HAYMARKET

ANNUAL OPERATING AND CAPITAL IMPROVEMENT BUDGET

FISCAL YEAR 2021-2022

Notice is hereby given that the Mayor and Council of the Town of Haymarket will hold a Public Hearing on **Monday, June 7, 2021 at 7:00 P.M.** in the Haymarket Town Hall located at 15000 Washington Street, Suite 100, Haymarket, Virginia, on the Town of Haymarket’s Proposed Budget for Fiscal Year 2021-2022 (July 1, 2021-June 30, 2022) in the amount of \$2,396,415 pursuant to Virginia Code § 15.2-2506. The following is a synopsis of the proposed budget:

FY2021-2022

PROJECTED REVENUES

General Property Taxes	\$ 386,017
Meals Tax	\$ 800,000
BPOL Tax	\$ 200,000
Other Local Taxes	\$ 454,000
Permits, Fees & Licenses	\$ 28,500
Fines & Forfeitures	\$ 60,000
Rental Revenue	\$ 160,744
Interest (Bank, Investment Pool)	\$ 3,000
Town Event Sponsorship	\$ 20,000
Revenue from Commonwealth	\$ 215,340
CARES Act Funds	<u>\$ 68,814</u>

Total Revenue **\$ 2,396,415**

FY2021-2022

PROJECTED EXPENDITURES

Administration	\$ 788,950
Police Department	\$ 847,449
Public Works	\$ 280,551
Community Development	\$ 48,823
Economic Development	\$ 22,430
Haymarket Park	\$ 20,000
Museum, Town Events	\$ 25,150
Debt Service	\$ 171,925
CARES Act Expenses	\$ 68,814
Capital Improvement Projects	
Blight Mitigation	\$ 40,000
CIP Expenditure Funds	<u>\$ 82,323</u>

Total Expenditures **\$ 2,396,415**

The Budget is available on the Town’s website (www.townofhaymarket.org) and for review at Town Hall located at 15000 Washington Street, between the hours of 8:00 A.M. and 4:30 P.M. Monday – Friday, phone 703-753-2600. All meetings are open to the public. Handicapped accommodations are available. This hearing will be open to the public and the Town Council will permit all citizens of the Town the right to attend and state their views thereon.

BY ORDER OF THE TOWN COUNCIL

Kimberly Henry
Clerk to the Town Council

Attachment: Budget Public Hearing Notice FY2021 - 2022 (5035 : Public Notice)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

Chris Coon, Town Manager
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, April 12, 2021

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Marchant Schneider: Present, Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Steve Shannon: Absent, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Mayor Kenneth Luersen: Present.

II. FY 2022 Budget Work Session

Town Manager Chris Coon started with the expenditure side of the budget. He stated that this is where the Town Council could set the priorities and make any needed changes. The Town Council went over each section on the expenditure side making changes by decreasing Town Council salaries, increase of salaries on the administrative office due to the new DMV office and performance evaluations of current employees and cost of living. They also added to the business roundtable meeting expense. There was a discussion on upgrading the security system for the Town building. A suggestion was made to start the process of upgrading the security system in the current budget year since funds are available and lowering that line item on the proposed budget. There was a discussion on legal fees section. A suggestion was made to lower the legal fees. Mr. Coon gave an example of a typical legal invoice. After their discussion, the Town Council decided to reduce the allowable amount for legal fees.

In regards to the Police Department, Town Treasurer Roberto Gonzalez stated that the proposed budget is reflecting a fully staffed 6 full time officers with a COLA increase. He also stated that a selective enforcement line item has been added by the suggestion of Town Manager Coon to give the officers an opportunity to work some overtime. A short discussion followed on the subject of the operational cost of the department and the need to update the outdated equipment and take home policy. There was a short discussion on police department legal services with a decision to increase it.

In addition, the Town Council looked at the expenditures on trash service and maintenance of the grounds and town owned buildings. Town Planner Emily Lockhart addressed the Town Council on the subject of the street beautification projects and requested for additional funds for these projects. She also gave information on the requested Town Events. The Town Council discussed the Town Planner's request. The Town Council also discussed the CIP projects. The Town Council talked about training for Planning Commission, ARB and BZA members.

After the Town Council addressed all the expenditure line items that was changed or adjusted, they went over the revenue side of the proposed budget. The Town Council discussed in detail the proposed real estate tax rate. Town Treasurer Roberto Gonzalez explained the proposed tax rate. The Town Council directed Mr. Gonzalez to advertise the tax rate at .129 for a public hearing on May 3rd. The Town Council also discussed the cigarette and BPOL tax revenue. They decided to lower the expected cigarette tax and increase the expected BPOL tax. There was also a discussion on the proposed collected police fines and having Prince William County provide a detailed report on fines collected.

At the conclusion of the work session, the Town Council scheduled their next budget work session for Monday, May 10th at 7 pm.

1. Draft FY22 Budget

III. Adjournment

With no further business before the Town Council, Councilman Weir moved to adjourn with a second by Councilman Pasanello seconded the motion. The motion carried.

Minutes Acceptance: Minutes of Apr 12, 2021 7:00 PM (Consent Agenda)

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Schneider, Morris, Pasanello, Weir, Pater
ABSENT:	Steve Shannon

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Apr 12, 2021 7:00 PM (Consent Agenda)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

Chris Coon, Town Manager
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, April 26, 2021

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Marchant Schneider: Present, Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Steve Shannon: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Absent, Mayor Kenneth Luersen: Present, Town Manager Chris Coon: Present, Town Planner Emily Lockhart: Present, Town Treasurer Roberto Gonzalez: Present, Clerk of Council Kimberly Henry: Present, Police Sergeant Jacob Davis: Present.

II. Pledge of Allegiance

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

III. Agenda Items

1. FY2021 Current Budget Report

Town Treasurer Roberto Gonzalez gave the current budget report. He asked if there were any specific questions to the current budget. Being that there were no questions, Mr. Gonzalez stated that there will be an updated report on bpol and meals tax revenue at the next regular meeting. Mr. Gonzalez also stated that there will be a budget amendment at the June meeting.

2. Crossroads Village

Mr. Don Wooden, developer of Crossroads Village, gave an updated presentation that came forth from the Planning Commission meeting and from suggestions from staff. Mr. Wooden started with the traffic flow design plan regarding the first SUP that would be a restaurant with a drive thru. Mr. Wooden stated that this property is slated to be a Starbucks. He showed the pedestrian and parking changes. Mr. Wooden showed the front elevation of the building. He also shared the traffic study and trip generation study. After his presentation, the Town Council asked Mr. Wooden several questions regarding the drive thru SUP.

Mr. Wooden continued his presentation on the second SUP for up to 74 two over two multi-family units. Mr. Wooden shared that if the SUP's were approved, they would move forward with full construction on the property in July 2021. Mr. Wooden showed the building elevations for the two over two units. He showed the play field area and the dedicated parking spaces. Mr. Wooden also shared the landscaping and buffer plans for the property. After Mr. Wooden's presentation, the Town Council asked if the staff will have a full report for the next meeting. Town Planner Emily Lockhart stated that she will have a full report plus the decision from the Planning Commission and Mr. Wooden's full presentation will be in the agenda for next week's public hearing. The Town Council also shared some of their concerns on this SUP application. The Town Council also asked Ms. Lockhart the process of the SUP considerations. Ms. Lockhart stated that processes for public hearing and considerations of SUP applications by both the Planning Commission and Town Council. Councilman Schneider stated that he asked Mr. Wooden to attend this meeting to brief the Town Council since this is a complicated application. He stated that with the questions asked at the Work Session could give the applicant time to respond and address some of the preliminary concerns at the public hearing. A discussion followed on due processes.

3. Police Dept Updates

Sergeant Jake Davis thanked the Town Council for adding Greg Smith to the staff. Sergeant Davis stated that Mr. Smith has been a very big help to the department as well as to himself. Mr. Davis also thanked the rest of the police department staff for coming together during this challenging time. Sergeant Davis thanked each officer individually and shared with the Town

Minutes Acceptance: Minutes of Apr 26, 2021 7:00 PM (Consent Agenda)

Council how each officer has contributed. Sergeant Davis gave a brief update on the candidates and recruitment process. Sergeant Davis also shared some of the accomplishments the department has done to this point. Mr. Davis shared that the department has upgraded the security system and door code system, upgraded to receive 2 new in car computer systems, and the police sponsored events. Lastly, Sergeant Davis shared with the Town Council that he was looking into different training sessions available that the officers will be able to take. Mr. Davis said that the uniform inventory has been completed. A short discussion followed on a citizen participated self defense class and the Longstreet Commons end of the school year celebration.

4. DMV Select Office Updates

Town Manager Chris Coon gave the updates for the upcoming DMV Select Office. Mr. Coon stated that the office is required to have a ADA compliant building and counter. He stated that a registered design professional will need to sign off on the counter and building stating that it is ADA compliant before the July 1 opening. Mr. Coon shared that the staff started reviewing the applications and will be conducting interviews for the DMV Clerk position. There was a short discussion on the contract and the renewing policy. There was also a discussion on the ADA compliant window.

5. Discussion on Proposed Budget FY2022

Councilman Weir stated that before the Town Council starts talking about the proposed budget, there needed to be some housekeeping. He shared that there was a quarterly budget amendment that had the incorrect resolution number attached to it. Mr. Weir directed staff to change the quarterly budget amendment from 2021-006 to 2021-007 so that it doesn't conflict with the Planning Commission SUP resolution.

Town Manager Chris Coon stated that the next meeting will be a public hearing on the proposed real estate tax rates. The Town Council set the next budget work session will be May 10th. There was a short discussion on Capital Improvement Plan priorities.

IV. Closed Session

1. Closed Session Motion

Councilman Weir moved that the Town Council go into closed session pursuant to Virginia Code§ 2.2-3711(A)(1) for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town Manager. Councilman Pasanello seconded the motion. The motion carried.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Schneider, Morris, Pasanello, Shannon, Weir
ABSENT:	TracyLynn Pater

2. Certification

Councilman Weir moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Councilman Pasanello seconded the motion. The motion carried by a roll call vote.

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RESULT: ADOPTED [UNANIMOUS]
MOVER: Bob Weir, Councilman
SECONDER: Joe Pasanello, Councilman
AYES: Schneider, Morris, Pasanello, Shannon, Weir, Luersen
ABSENT: TracyLynn Pater

V. Adjournment

With no further discussion items before the Town Council, Councilman Weir moved to adjourn with a second by Councilman Pasanello. The motion carried.

1. Motion to Adjourn

RESULT: ADOPTED [UNANIMOUS]
MOVER: Bob Weir, Councilman
SECONDER: Joe Pasanello, Councilman
AYES: Schneider, Morris, Pasanello, Shannon, Weir
ABSENT: TracyLynn Pater

Submitted:

Approved:

Kim Henry, Clerk of the Council

Ken Luersen, Mayor

Minutes Acceptance: Minutes of Apr 26, 2021 7:00 PM (Consent Agenda)



TOWN OF HAYMARKET TOWN COUNCIL

PUBLIC HEARING/REGULAR MEETING ~ MINUTES ~

Chris Coon, Town Manager
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, May 3, 2021

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Due to the COV-ID 19 pandemic and Governor Northam's executive order on social distancing, Town Attorney Martin Crim attended the meeting virtually from his office via Zoom meeting.

Councilman Marchant Schneider: Present, Councilman Chris Morris: Absent, Councilman Joe Pasanello: Present, Councilman Steve Shannon: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Mayor Kenneth Luersen: Present, Town Manager Chris Coon: Present, Town Planner Emily Lockhart: Present, Town Treasurer Roberto Gonzalez: Present, Clerk of Council Kimberly Henry: Present, Police Sergeant Jacob Davis: Present, Town Attorney Martin Crim: Remote.

II. Pledge of Allegiance

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

III. Invocation: Bishop Troy Smith - Church of Jesus Christ of the Latter Day Saints

Councilman Steve Shannon introduced Troy Smith, Bishop of the Church of Jesus Christ of the Latter Day Saints. Mr. Shannon thanked the Bishop for attending the meeting and for giving the evening's invocation.

IV. Public Hearing I - FY2022 Real Estate Tax Rate

1. Public Notice for Public Hearing

Town Planner Emily Lockhart read the public notice into the record.

2. Citizens Time for Public Hearing I - Tax Rate

Mayor Luersen opened the floor for citizen's comments for the Public Hearing. There were no citizen comments for this Public Hearing. With no citizen comments, Mayor Luersen closed Public Hearing I.

V. Public Hearing II - SUP#2021-001 Drive Thru Restaurant

1. Public Notice for SUP 2021-001 Drive Thru Restaurant

Town Planner Emily Lockhart read into the record the public notice for SUP 2021-001: A Drive Thru Restaurant located in the Crossroads Village Center.

2. Staff Report

At this time, Ms. Lockhart presented her staff report. She stated the application is for a restaurant drive thru. Ms. Lockhart showed the overall graphic of the pad site. She pointed out the new entry onto the main boulevard and also pointed out the main entry/exit point to the property and how it could affect the main entrance in relation to Washington Street. Ms. Lockhart located and showed the traffic light at the entrance to the boulevard and shared that the entry/exit point to the main entrance of the property only allows a right turn out of the property onto Washington Street. She fully outlined the outcome from the Planning Commission public hearing. Ms. Lockhart stated that the Planning Commission recommended approval to the Town Council after lengthy discussions on the pedestrian crosswalks, the stacking, parking and overall traffic flow in relation to the property. She continued to state that the Planning Commission recommended that there be a right hand only exit from the drive thru to the exit point that would lead to the boulevard. There was a short discussion on the flow of the main boulevard and the access to the inter-parcel connector.

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At this time, the Town Council asked Ms. Lockhart to give the history of the Crossroads Village Center project. Ms. Lockhart shared that in 2018, Meladon applied for a rezoning application and 6 special use permits. The rezoning was for 9.94 acres and a set of proffers. The rezoning and proffers were approved in August 2018 with some SUP's also approved in August 2018. The parcel being discussed at this evening's meeting was originally approved for a bank. Also approved was a site for a hotel and assisted living facility that will be discussed during the next public hearing. She stated that in September 2018, the Town Council approved 2 SUP's for drive thru restaurant on the central pad site and the eastern pad site but denied a drive thru restaurant on the most western pad site. Ms. Lockhart finished the background stating that in 2020, she received an SUP application for two over two multi family units where the hotel/assisted living facility was to be located and the current SUP application being considered where the bank was originally approved. After Ms. Lockhart's report, the Town Council asked specific questions related to the SUP. A particular question was asked about the traffic signal at the entrance to Crossroads. Ms. Lockhart read into the record the proffer regarding when the traffic signal would be installed.

At this time, Ms. Lockhart invited the applicant to the podium for their presentation on the application.

3. Applicant Documents

Brian Prater from Walsh Colucci represented the applicant by giving a presentation on the SUP. Mr. Prater highlighted some of the ideas brought forth by the Planning Commission.

4. Citizens Time for Public Hearing II

Jlm Payne, 6680 Fayette Street, spoke in favor of the SUP moving forward.

Dottie Leonard, 14801 Washington Street, also spoke in favor of the SUP moving forward. She stated that she would like to see that it is done correctly so that it would fit with the historic overlay of the Town.

With no further comment from the citizens, Ms. Lockhart stated that staff is in support of the SUP as presented. She stated that while some concerns remain, the applicant has made a diligent effort to modify the layout of the site, providing solutions while keeping to the franchise requirements, the overall site constraints and specific site pad constraints. She stated that the Planning Commission proposed that the applicant post a right only turn at the pad site exit which would help with the traffic flow on the property allowing traffic to make a right turn at the traffic light onto Washington Street. She stated that Town Council should consider the traffic volume and if this restriction would be necessary certain hours of the day or at all.

At this time, Mayor Luersen closed Public Hearing II.

VI. Public Hearing III - SUP#2021-002: Two over Two Townhomes

1. Public Notice for Public Hearing III - Two Over Two Townhomes

Town Planner Emily Lockhart read into the record the public notice for SUP 2021-002: the request for 74 two over two multi-family units.

2. Staff Report

Ms. Lockhart gave her staff report on the SUP. She stated the original application was for 78 units in the back most western part of the property. She stated that the Planning Commission voted 4-1 recommending approval with a maximum of 74 units, providing a tot lot and play field area, the parking and loading spaces near the tot lot area and that an interconnection would be provided upon agreement with the adjacent property owner. Ms. Lockhart stated that she is not in support of the SUP application for the main reason is that it does not meet the intent of the planned inter-changed park designation from the comprehensive plan or the intent of the business commercial zoning district, B-2, because it will deplete approximately 3.6 acres of commercial land base. She stated her biggest concern was the proximity of the tot lot and play field area to the I-66 ramp. She stated that the applicant would provide berms and landscaping but there has not been any those updates shown on the plan.

Ms. Lockhart invited the applicant to the podium for their presentation.

3. Applicant Documents

Brian Prater from Walsh Colucci represented the applicant and gave a brief presentation on the changes that came from the Planning Commission meeting. He showed the location of the units as well as the front elevation of the units. Mr. Prater shared that the reduction of the units would allow for additional parking as well as the play field and that the additional parking is more than what is required by Town Code. He also showed a possible inter-parcel connection to allow an additional exit point off the property. In addition, Mr. Prater showed the landscaping plans

against the I-66 ramp that would provide a visual and acoustical buffer. Lastly, Mr. Prater showed a trips per day graph between the approved hotel use and proposed multi family use. There were several questions to Mr. Don Wooden, the applicant, in regards to phasing and timing. Mr. Wooden stated that if the 2 SUP's were approved, the entirety of the project would be done in a single phase, including housing and retail.

4. Citizens Time for SUP 2021-002 Two Over Two Townhomes

Town Planner Emily Lockhart read into the record an email from Nick Pulire, 6740 Blight Drive, which opposed the SUP and requested that the Town Council deny it. Jim Payne, 6680 Fayette, spoke in favor of the SUP and asked the Town Council consider approving it. Dottie Leonard, 14801 Washington Street, also spoke in favor of the SUP but stated she was more concerned that the Town becomes a strolling Town not concentrated within one subdivision.

VII. Close Public Hearings

With no further citizen comments or comments from the staff, Mayor Luersen closed the public hearings.

VIII. Citizens Time

Jim Payne, 6680 Fayette Street, addressed the Town Council on the potential hiring of police officers and suggested that Council consider offering a larger sign on bonus so that there would be a better recruitment of officers. Dottie Leonard, 14801 Washington Street, addressed the Town Council regarding a recent Planning Commission meeting she attended. She stated that the Planning Commission have made edits to the Zoning Text Amendment and suggested that the Council attend the meetings. She stated that she heard a discussion about towers and encouraged the Town Council to look further into what the Planning Commission has been doing to zoning.

IX. Minute Approval

Councilman Pasanello moved that the Haymarket Town Council approve the Work Session minutes from March 29, 2021, approve the Public Hearing/Regular Meeting minutes from April 5, 2021 and approve the Continuation Meeting minutes on April 7, 2021. Councilman Weir seconded the motion. The motion carried.

- 1. Mayor and Council - Work Session - Mar 29, 2021 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Councilman
SECONDER:	Bob Weir, Councilman
AYES:	Schneider, Pasanello, Shannon, Weir, Pater
ABSENT:	Chris Morris

- 2. Mayor and Council - Public Hearing/Regular Meeting - Apr 5, 2021 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Councilman
SECONDER:	Bob Weir, Councilman
AYES:	Schneider, Pasanello, Shannon, Weir, Pater
ABSENT:	Chris Morris

- 3. Mayor and Council - Continuation Meeting - Apr 7, 2021 7:00 PM

Minutes Acceptance: Minutes of May 3, 2021 7:00 PM (Consent Agenda)

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Councilman
SECONDER:	Bob Weir, Councilman
AYES:	Schneider, Pasanello, Shannon, Weir, Pater
ABSENT:	Chris Morris

X. Agenda Items

1. Consideration of SUP #2021-001

Councilman Schneider stated that although he is in favor of the SUP, he would like to see that if stacking becomes a concern in future there would be a decision in making a right turn only when exiting the property. He also asked that the internal crosswalks be easily accessed for the customer to walk directly onto the site. He asked that those items be conditional upon approval. Councilman Weir stated that he has concerns with both SUP's. He stated his concern with this particular SUP is the egress from the site. Councilman Shannon was in agreement with both Councilman Schneider's and Councilman Weir's concern of egress and shared that he would also like to see a right turn only off the site. Vice Mayor Pater shared her concerns with traffic and would like to see a specific time line of when the traffic light would be installed at the main entrance to the Crossroads Village Center. She also stated her concern with the lack of agreement with the adjoining neighbor to allow an alternative exit point. Councilman Pasanello first thanked the citizens for their comments and also stated his concerns with stacking at the site. He also stated his concerns of the second tenant at the site and suggested offering a better traffic flow on the site instead. Mayor Luersen also stated his concerns regarding stacking and asked that conditions be set to re-visit the traffic flow and potential stacking issues in a year. Mayor Luersen also asked about the SUP process and it would remain in perpetuity. Town Planner Emily Lockhart stated that conditions could be added to the GDP. Town Attorney Crim stated that the Town could control the future of the traffic pattern when it is triggered. He stated that the Town would have the right to require certain changes in the traffic flow as a result of stacking onto the highway.

Councilman Weir suggested that the Town Council direct staff to meet with the applicant with respect to the Council's concerns regarding egress from the pad site, future tenant space, internal circulation, stacking on Washington Street and crosswalks. The Council agreed to Mr. Weir's suggestion.

Councilman Weir moved to defer further consideration of SUP #2021-001 to the June 7th Regular Meeting with discussion at the June 1, 2021 Work Session. Councilman Pasanello seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Schneider, Pasanello, Shannon, Weir, Pater
ABSENT:	Chris Morris

2. Consideration of SUP #2021-002

Town Planner Emily Lockhart stated that she started researching some of the Town Council's concerns that was brought up at the previous work session. Ms. Lockhart stated that if this SUP went through, a proffer amendment would be required because of an original proffer that was passed only allowing 79 town homes on the property as outlined in the GDP. She also stated that there was an original proffer stating that the applicant would construct the hotel or assisted living facility and the daycare facility as shown on as part of the second phase of the development. She also shared information that she found regarding the timeline of when the traffic signal would go in at the entrance of the Crossroads Village Center. She stated that as part of the transportation proffer, the traffic signal at the intersection of Washington Street and Costello Way at the main site entrance when warranted along with pedestrian signals would be commence no later than the completion of Phase One of the project. The Town Council asked the Town Attorney asked if the proffer would need to be amended first. Town Attorney Crim stated that the proffer should be amended first before consideration of the SUP. A discussion

followed on the subject of the proffer amendment and the SUP. Town Attorney Crim stated that there would be no need for a proffer amendment if the SUP was denied. Councilman Shannon stated that he would not be in support of additional residential units. Councilman Pasanello stated he also would not support the SUP because it deviates from the Comp Plan for viable commercial space. Councilman Weir also stated he would not support the SUP because it would take over 60% of commercial property for residential units. He stated that he would not support the potential elimination of commercial tax base for additional residents that could push the Town over the procurement threshold and the cost associated with it. He also stated it would put a burden on services such as the school system and public safety.

Councilman Weir moved for approval of SUP 2021-002 for the 74 two over two townhomes. Councilman Pasanello seconded the motion. The discussion continued on the subject. Councilman Schneider stated that he would not vote either way because of other elements of the case are not available. Mr. Schneider stated that there is a barrier strictly on price and would like to see housing diversity and affordability for Haymarket and this plan could be the answer to that barrier. He stated his concerns as well, such as if the land use is appropriate, and finalizing staff recommendation before taking action and the threshold of the procurement. Vice Mayor Pater stated that affordable living is subjective and agreed with Councilman Shannon's opinion on traffic concerns. Further comments were made on the subject of affordable housing and the Town's Comp Plan. A final question was asked to the Town Attorney in regards to how soon could an application come back if this SUP was denied. Town Attorney Crim asked for a quick recess in order to research the Code. After the short recess, Mr. Crim stated that there would be no delay period for the applicant to re-submit an amended SUP or a new SUP. **The motion was denied by a roll call vote.**

RESULT:	DENIED [0 TO 5]
NAYS:	Schneider, Pasanello, Shannon, Weir, Pater
ABSENT:	Chris Morris

3. Order of Business for Council Meetings- Revised

Town Manager Coon stated that it was suggested to edit the Order of Business in the policy and procedures by adding a Consent Agenda which would consist of the minutes and staff department reports. Discussion followed on pulling a particular report from the Consent Agenda for the purpose of discussion. There was also a suggestion to add the liaison reports on the Consent Agenda.

Councilman Weir moved to adopt the draft and the amendment to Section 5.1 - Order of Business for the Town's Policy and Procedures. Councilman Shannon seconded the motion. A short discussion followed to verify that the liaison reports would be part of the Consent Agenda. **The motion carried by a roll call vote.**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Schneider, Pasanello, Shannon, Weir, Pater
ABSENT:	Chris Morris

4. Authorization to Sign DMV Select Contract and MOU

Town Manager Chris Coon shared that Town Attorney Crim reviewed both the DMV contract and memorandum of understanding and recommended the execution.

Councilman Weir moved to authorize the Town Manager to execute the DMV Select contract and MOU. Councilman Shannon seconded the motion. The motion carried by a roll call vote.

Minutes Acceptance: Minutes of May 3, 2021 7:00 PM (Consent Agenda)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Schneider, Pasanello, Shannon, Weir, Pater
ABSENT:	Chris Morris

XI. Liaison Reports

1. Finance

Councilman Weir deferred the Finance Liaison report to the Town Treasurer's Report.

2. Police

Due to the absence of Councilman Morris, there was no Police report.

3. Planning Commission

Councilman Weir shared that the Planning Commission is continuing to work on the Zoning Text Amendments. Mr. Weir addressed Ms. Leonard's concern during citizen's time in regards to towers. He stated that the only discussion of towers were within the I-1 district and the existing tower that can't be changed. He stated that they are not allowed in any other district.

4. Architectural Review Board

Councilman Schneider did not have any updates to report.

5. Business Roundtable

Vice Mayor Pater shared information that was discussed that the previous Business Roundtable and gave the date for the next meeting.

XII. Department Reports

1. Town Administration

Town Manager Chris Coon gave a brief updated on the ARP fund application. He stated that everything was sent in and now waiting to receive any funding. Mr. Coon stated that the Town needs to extend the contract with Prince William County IDA since the Cares Act Fund program was extended to December 2021. He stated that he will be bringing an amendment of the contract before Council once drafted. Mr. Coon shared that the Haymarket Food Pantry is looking for volunteers. He stated he has information available for any member of Council or community agency that would be interested. Mr. Coon also stated that the Town received a letter from Urban Entitlement Designation for federal housing and community development on federal funding to qualified localities. Mr. Coon shared the information he received. Lastly, Mr. Coon shared the estimates for removing the cherry tree at the museum and landscaping around the museum. He shared a quote from the contracted landscaping company.

At this time, Mayor Luersen shared that at the previous work session there was a closed session to discuss the performance evaluation of the Town Manager. Mayor Luersen gave the floor to Councilman Pasanello for further explanation. Councilman Pasanello shared that he and the Mayor sat down and went over the evaluation with Mr. Coon. The Town Council directed the Treasurer to draft a budget amendment for FY21 budget to accommodate the Town Manager's new salary of \$86,250 annually effective May1, 2021.

2. Police Department

Police Sergeant Jake Davis gave the department report on the current officers working. Mr. Davis shared that the interviewing and background check process has started for the new officer candidates. He stated that he hopes to introduce new officers to the Council at the June meeting. Mayor Luersen asked for Sergeant Davis to draft a citation for the Council to sign for each of the current officers thanking them for their dedication and service during this time of transition. Mr. Davis stated that he would prepare those citations so that they can be signed and put in each individual officers personnel file. There was a brief discussion on the Chief vacancy. Sergeant Davis also shared that he and Mr. Greg Smith, the police consultant, met with Prince William County police department for the purpose of building a better relationship with between the two departments. Mr. Davis also shared that the security system for the department has been upgraded. He also shared that he has acquired two new computers and has been working with the Town Planner on some events for this year. Sergeant Davis went over his monthly activity report to the Council. There was a short discussion on the report presented by Mr. Davis. The Council also discussed the training ideas that was brought forth by Sergeant Davis.

3. Town Treasurer

Town Treasurer Roberto Gonzalez highlighted some of the expenditures on the current budget that would be part of a budget amendment. Mr. Gonzalez shared that the business license revenue for this budget year exceeded the budget expectations. A short discussion followed on the 4th quarter budget amendment. Lastly, Mr. Gonzalez gave the final update on the expenses on the Jefferson Street project.

There was a short discussion on obtaining preliminary numbers for engineering on some of the projects so that those funds could be expended in this years budget and the cost of canopy shading in the park. A discussion followed on the sidewalk project in front of the park, as well.

4. Town Planner

Town Planner Emily Lockhart gave her monthly report. She shared that the ARB will start working with the Planning Commission on the Zoning Text Amendment. She also shared that the ARB will be starting to work on signs for the building and the gateway signs. Ms. Lockhart stated that Van Metre has started clearing the property for the town homes and have a schedule blasts. She stated that Van Metre has sent letters to adjoining neighbors but staff would also post the information on the Town's website and social media. She also shared that she and the engineer have 3 active site plans under review and set for comments.

Ms. Lockhart shared that she would like to start a one-mile review committee. She stated that she would like the committee to be made up of 2 Planning Commission members, a Council Member and a ARB Member. She stated that this committee would be able to make comments on the one mile review applications that come to the office in a more efficient and timely manner.

Lastly, Ms. Lockhart shared information on the upcoming Haymarket Day and the current Farmer's Market.

A question was asked on the blight properties. Ms. Lockhart gave the Council her updates on the properties. There was also a suggestion for the new officers be introduced in the upcoming newsletter. A discussion also followed on the ARB training. Ms. Lockhart shared with the Town Council ideas about the ARB training and that the training is scheduled before their May regular meeting. Ms. Lockhart also shared of a resignation on the Planning Commission and that a term of another commissioner expires in June. Ms. Lockhart stated that either the Council finds two more people to fill those vacancies or reduce the number on the Planning Commission.

5. Town Engineer

Town Planner Emily Lockhart asked for any questions on the Town Engineer's report. Ms. Lockhart stated that the Town Engineer will be providing information on the park sidewalk, the paving of the Town lot and Jefferson Street turn lane project for the purpose of discussion at the upcoming budget work session. There was a short discussion on the data center project and drafting a resolution to submit to the County Board of Supervisors.

6. Town Attorney

Town Attorney Martin Crim asked for any questions on his written report. There were questions for Mr. Crim at this time.

XIII. Closed Session - As Needed

There was no need for a closed session at this meeting.

XIV. Councilmember Time**1. Bob Weir**

Councilman Weir did not have anything to report.

2. Joe Pasanello

Councilman Pasanello stated he was very encouraged by what he saw during the police department report.

3. TracyLynn Pater

Vice Mayor thanked the Police Department and also extended a heart felt thanks to the staff who has been coming out every Sunday to help set up the Farmer's Market.

4. Marchant Schneider

Councilman Schneider shared positive comments on the Farmer's Market and thanked the staff for coordinating it. He also shared that he spoke with the Mayor about doing a State of Town letter for the July newsletter highlighting this administrations accomplishments and next years goals. Mr. Schneider also shared that Van Metre has been doing a good job notifying the adjoining neighborhoods of their blasting schedule. Finally, Mr. Schneider stated that at a

previous meeting he suggested that Mr. Wooden make a presentation to the Council on the Crossroads Village Center updates. He stated that it didn't go as planned and apologized for putting the staff in a precarious position. He stated that if Council decided that they would like updates on complicated projects, it should be the staff to give the updates not the applicant.

5. Steve Shannon

Councilman Shannon thanked the citizens for coming out to voice their opinions. Mr. Shannon stated that the Council doesn't vote for popularity but for what they feel is best for the Town. Lastly, Mr. Shannon thanked Sergeant Davis for his hard work these past few months and is looking forward for the police department getting back up to 100%.

6. Chris Morris

Due to Councilman Morris' absence, there was no report from him.

7. Ken Luersen

Mayor Luersen thanked the staff and the Police Department for their extra efforts that they put in. Mayor Luersen shared that he will still have his Mayor's walk but will start and make himself available at the Farmer's Markets whenever possible.

XV. Adjournment

With no further business before the Town Council, Councilman Weir moved to adjourn with a second by Councilman Shannon. The motion carried.

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Schneider, Pasanello, Shannon, Weir, Pater
ABSENT:	Chris Morris

Submitted:

Approved:

Kim Henry, Clerk of the Council

Ken Luersen, Mayor

Minutes Acceptance: Minutes of May 3, 2021 7:00 PM (Consent Agenda)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

Chris Coon, Town Manager
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, May 10, 2021

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Marchant Schneider: Present, Councilman Chris Morris: Absent, Councilman Joe Pasanello: Present, Councilman Steve Shannon: Late (7:30 PM), Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Mayor Kenneth Luersen: Present.

II. Agenda Items

1. FY22 Budget Work Session

Town Treasurer Roberto Gonzalez shared the adjustments that were requested from the previous budget work session. Mr. Gonzalez also went over some of the requested line items from Council Members. There was a discussion on a separate line item for OT due to training, comp time for the police officers and requested an additional money on training for the police department.

Town Manager Chris Coon shared that the staff made an offer for the DMV position starting during this fiscal year. A short discussion followed on the DMV Select office position. There was also a discussion if the lowering of the attorney fees would be achievable based on the current fees from this years fees.

A discussion followed on the current police officers salaries and the salaries of the potential officers. Mr. Coon stated that he and Sergeant Davis discussed the current officers wage and because it would not effect the current budget would like to increase the current officer's salary to be in line with the salaries of the potential officers.

After the Town Council went through the expenditures on the proposed budget, they addressed the revenue line items. Some of the line items adjusted was an increase in business license tax, a decrease in cigarette tax, a decrease in zoning application fees and decal fees.

At this time, Councilman Shannon joined the meeting and Councilman Schneider left the meeting for a short period. During Mr. Schneider's absence, the Town Council discussed the sales tax revenue line item. After Mr. Schneider returned to the meeting, the Town Council discussed the CIP ideas given by the Architectural Review Board and the Planning Commission. The Council discussed the cost estimates given by the Town Engineer on the CIP ideas. Town Manager Coon shared that the design plan has been done for the Jefferson Street turn lane and the Town lot. The Council discussed the design plan for the park and sidewalks in front of the park. Town Planner Emily Lockhart further explained the Engineers cost estimates on the some of the projects mentioned. Ms. Lockhart shared that the engineer will be presenting a full comprehensive report on cost at a future meeting. The Town Council discussed the liquid assets on reserves. The staff recommended that the engineer do more research on which project would be most cost effective for the Town. There was also a discussion on the stamped concrete sidewalk project that would extend beyond the Haymarket Hotel to Fayette. Councilman Pasanello shared information on a covering at the playground. Mr. Pasanello stated that there is money within this budget to fund the project. Ms. Lockhart showed the design of the shade and stated that it would cover most of the playground. There was also discussion on the parking design and providing a porta john at the playground. The Town Council had a short discussion on landscaping and lighting at the park. There was an agreement to proceed with a landscaping buffer between the park and the homes on Blight Drive during the next fiscal budget. The Council also asked the staff to contact the electrician to see if the direction of the lighting could be adjusted.

2. FY22 Budget Public Hearing Date

Minutes Acceptance: Minutes of May 10, 2021 7:00 PM (Consent Agenda)

Without objection, Councilman Weir directed the staff to publish the amended CIP and draft budget and advertise for the public hearing on Monday, June 7th with the adoption at the June 28th work session. There was no objection to the directive.

III. Adjournment

With no further business before the Town Council, Councilman Weir moved to adjourn with a second by Councilman Pasanello. The motion carried.

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Schneider, Pasanello, Shannon, Weir, Pater
ABSENT:	Chris Morris

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of May 10, 2021 7:00 PM (Consent Agenda)



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

CHRISTOPHER S. COON
TOWN MANAGER

EMILY K. LOCKHART
TOWN PLANNER
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ
TOWN TREASURER

KIMBERLY A. HENRY
TOWN CLERK

TOWN MANAGER'S REPORT

Weeks of April 26th to 30th, 2021

Administration

- Meeting
 - Held Town Council Work Session (Emily, Kim, Roberto, and Chris)
 - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Met regarding several projects (Katie and Emily)
 - Met with Town Attorney (Chris)
 - Met with Hotel (Mayor, Councilman Schneider, Sgt. Davis, Emily, and Chris)
 - Met with Finance Liaison to review payable (Roberto)
 - Held Police Officer Interviews (Sgt. Davis, Greg, and Chris)
 - Held DMV Select Clerk Interview (Kim and Chris)
 - Met with DMV regarding DMV Select Office (Kim)
 - Held Weekly Meeting (Sgt. Davis, Mayor, and Chris)
- New Items
 - Scheduled Meeting with Town Engineer for Varies Town Projects
 - Posted Multiple Job Openings on Town Website and VML.org
 - Scheduled IT Contractor for Service
 - Submitted Employer Account form for Patient First
 - Scheduling work to receive ADA Certificate for DMV Select
 - Contacted Offix regarding DMV Printer

Town Staff

- Finished and Posted Town Council Regular Meeting Agenda
- Posted Town Council May Public Hearing
- Mailed Business Licenses
- Finalized Staff Report for Crossroads Village Center
- Assisted individuals with Zoning Questions regarding property for sale
- Processed Weekly Account Payables and Receivables
- Working on Haymarket Day, Contacting Vendors, Created Sponsorship Application, etc.

Town Expenses

Date	Vendor	Description	Amount
04/30/2021	Christopher Consultants	Town Engineer	\$ 3,221.25

Attachment: Town Managers May Reports (5038 : Department Reports)



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

CHRISTOPHER S. COON
TOWN MANAGER

EMILY K. LOCKHART
TOWN PLANNER
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ
TOWN TREASURER

KIMBERLY A. HENRY
TOWN CLERK

TOWN MANAGER'S REPORT

Weeks of May 3rd to 7th, 2021

Administration

- Meeting
 - Held Town Council Regular Meeting (Emily, Kim, Roberto, and Chris)
 - Met with PWC IDA regarding CARES ACT contract extension (Chris)
 - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Met with Town Attorney (Chris)
 - Met with Virginia Retirement System (Roberto and Chris)
 - Met with Finance Liaison to review payable (Roberto)
 - Met with DMV regarding DMV Select Office (Kim)
 - Met with Offix regarding DMV Printer (Chris)
- New Items
 - Scheduled IT Contractor for Service on 5/12/21
 - Submitted Employer Account form for Patient First
 - Scheduling work to receive ADA Certificate for DMV Select
 - Submitted Background Check to Department of Motor Vehicles
 - Input Priority List Rankings from Town Council
 - Emailed CARES ACT Audit information
 - Submitted Prince William County Urban Entitlement Designation for Federal Housing and Community Development Allocations

Town Staff

- Finished and Posted Town Council Budget Agenda
- Mailed Business Licenses
- Scheduled Staff Meeting with Crossroads Village Center
- Processed Weekly Account Payables and Receivables
- Closing out Jefferson Street Pedestrian Project
- Working on Haymarket Day, Contacting Vendors, Contacting previous Sponsors, etc.

Town Expenses

Date	Vendor	Description	Amount
05/07/2021	Republic Service	Trash Service	\$ 7,082.18
05/07/2021	Jecson Montano	ADA Repair/Maintenance	\$ 4,760.00

Attachment: Town Managers May Reports (5038 : Department Reports)



Town of Haymarket
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ROBERTO C. GONZALEZ
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KIMBERLY A. HENRY
TOWN CLERK

TOWN MANAGER'S REPORT

Weeks of May 10th to 14th, 2021

Administration

- Meeting
 - Held Town Council Budget Work Session (Emily, Kim, Roberto, and Chris)
 - Met with Miles Friedman regarding CARES ACT & ARPA (Chris)
 - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Met with Town Attorney (Chris)
 - Held Business Roundtable (Vice Mayor and Emily)
 - Attended National League of Cities ARPA Webinar (Chris)
 - Met with Garden Club (Vice Mayor, Emily and Kim)
 - Met with CARES ACT Audit Team (Chris)
 - Met with Finance Liaison to review payable (Roberto)
 - Met with Resident regarding water issue (Chris)
 - DMV IT Conference Call (Kim and Ralph)
 - Met with Offix regarding DMV Printer (Kim and Chris)
 - Met with Crossroads Village Center (Emily and Chris)
- New Items
 - Scheduled Park Building Maintenance for June 28 & 29th
 - Scheduling ADA Certificate site visit for DMV Select
 - Provided Employment Letter to DMV Select Employee
 - Emailed CARES ACT Audit information, Audit should be complete next week
 - DMV Select Security Closet installed
 - Sent VML survey to receive information from multiple localities
 - Working on Server and Network for continued prevention of Ransomware attack
 - Started working on Town Manager Annual Report for Town Council
 - Preparing Budget Presentation for FY2022 Budget Public Hearing

Town Staff

- Finalized Proposed Budget and Budget Public Hearing notice
- Worked on 4th Quarter Budget Amendment for FY21
- Finished April ARB and Planning Commission Minutes
- Drafted and Published May ARB and Planning Commission Minutes

- Processed Weekly Account Payables and Receivables
- Scheduled Contractor to replace light pole along Washington
- Made contact with insurance of driver that hit light pole along Washington
- Mailed out Delinquent letters for Business license renewals
- Ordered and Scheduled DMV Select items required for opening July 1

Town Expenses

Date	Vendor	Description	Amount
05/14/2021	Vanderpool	Legal Services	\$ 44,087.68

Attachment: Town Managers May Reports (5038 : Department Reports)



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KIMBERLY A. HENRY
TOWN CLERK

TOWN MANAGER'S REPORT

Weeks of May 17th to 21st, 2021

Administration

- Meeting
 - Held Planning Commission Work Session and Regular Meeting (Emily and Kim)
 - Met with Town Attorney (Chris)
 - Held ARB Work Session and Regular Meeting (Emily and Kim)
 - Met with Finance Liaison to review payable (Roberto and Chris)
 - Met with Village Technology Place (Emily)
 - Met with Bryan Garcia & Client regarding 14841 Washington Street (Emily)
 - Met with PWC Planning regarding 1-mile reviews (Chris)
 - Met with Contractor regarding Playground Parking Lot repairs/maintenance
 - Weekly Town Meeting (Mayor, Greg, and Chris)
- New Items
 - Continued work on Town Manager Annual Report for Town Council
 - Preparing Budget Presentation for FY2022 Budget Public Hearing
 - Closed last Town Account with Sonabank
 - Submitted Background Checks for DMV Employee, Kim, and Chris
 - Completed Network Cable and Phone updates; receiving additional quote
 - Requested additional quotes for Shade Structures at the park
 - Town Museum Landscape work started

Town Staff

- Finalized Proposed Budget and Budget Public Hearing notice
- Worked on 4th Quarter Budget Amendment for FY21
- Attended Required Webinar for Local Choice (Health Benefits)
- Preparing FY22 Budget Presentation
- Worked on 599 funding application
- Sent out Haymarket Day Applications
- Started Processing Haymarket Day Applications received
- Created ARB Binders and Training Material for Work Session
- Coordinated with the Graphic Designer regarding Town Hall Building Signs

- Completed Town Council Meeting Minutes for 4/26 Work Session, 5/3 Regular Meeting, & 5/12 Budget Work Session

Town Expenses

No Expense over \$3,000



Town of Haymarket
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ROBERTO C. GONZALEZ
TOWN TREASURER

KIMBERLY A. HENRY
TOWN CLERK

TOWN MANAGER'S REPORT

Weeks of May 24th to 28th, 2021

Administration

- Meeting
 - Met with Contractor regarding several items in Town Hall (Kim and Chris)
 - Met with Haymarket Day & Summer Concert Potential Sponsor (Emily)
 - Met with Offix regarding DMV Printer (Kim and Chris)
 - Met with Bruce Davis from the Bull Run Observer (Chris)
 - Met with Contractor to replace Windows at Park Building & Garage (Chris)
 - Met with John Hetzel regarding Town Hall ADA compliance (Emily and Chris)
 - Met with Town Attorney (Chris)
 - Met with Finance Liaison to review payable (Roberto and Chris)
 - Weekly Town Meeting (Mayor, Sgt. Davis, and Chris)
- New Items
 - Continued work on Town Manager Annual Report for Town Council
 - Finalizing Budget Presentation for FY2022 Budget Public Hearing
 - Received additional quote for network and phone cable maintenance
 - Received additional quotes for Shade Structures at the park
 - Working with Town Attorney on options to fill the vacant Town Council seat
 - Completed Memos for Work Session Agenda Items
 - Received some Liaison Reports
 - Conducted Annual Evaluations for Select Employees
 - Military Banners and American Flags Installed for Memorial Day

Town Staff

- Sent Haymarket Day Applications out to the Public
- Started Processing Haymarket Day Applications (36)
- Fixed Flags damaged during the Storm on 5/26/2021
- Finalized 4th Quarter Budget Amendment Public notice
- Scheduled FY21 Preliminary Audit Meeting
- Collected April Meals Taxes
- Processed Business Licenses

- Mailed delinquent letters for Town Business License Renewals
- Completed Town Council Budget Work Session Meeting Minutes
- Completed and Posted Town Council Work Session Agenda
- Received DMV Equipment Delivery
- Posted Approved Minutes on Town Website
- Updated Resolution and Agenda Books
- Continued work on Zoning Text Amendment
- Began Research on other Localities Planning and Zoning Forms
- Inspected Town Properties for Zoning Violations

Town Expenses

Date	Vendor	Description	Amount
05.28.2021	M&F Concrete Inc	Jefferson Street Project FINAL	\$160,209.62

Attachment: Town Managers May Reports (5038 : Department Reports)



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

Roberto Gonzalez
Town Treasurer

TREASURER'S REPORT
TOWN COUNCIL REGULAR MEETING
June 7, 2021

Highlights:

- The financials attached are as of June 1, 2021.
- Met with Finance Committee and discussed current budget.
- Prepared 4th Quarter Budget Amendment Public Notice for June 28th, 2021.
- Assisted Town Manager with Budget Presentation Power Point
- Begin preparations for FY2021 audit.
- Confirmed date for Amy Leddon's (AFLAC) annual onsite visit for open enrollment presentation.
- Began to assist Town Planner with Haymarket Day 2021 preparations and collection of vendor payments.
- Closing out Jefferson project with final payment for completion of project.
- Assisted new Officers with any onboarding questions.

Town of Haymarket
Statement of Net Position
As of June 1, 2021

	Jun 1, 21
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	2,114,042.26
11010 · Virginia Investment Pool	330,307.48
Total Checking/Savings	2,444,349.74
Accounts Receivable	
12000 · Accounts Receivable	151,660.83
12010 · A/R Permits	-4,001.25
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	151,665.47
Other Current Assets	
11499 · Undeposited Funds	10,592.25
12040 · Due from Federal Government	-6,683.50
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	-99,866.89
Total Current Assets	2,496,148.32
Fixed Assets	
12500 · General Property	4,609,531.99
12600 · Rental Property	1,413,944.03
Total Fixed Assets	6,023,476.02
Other Assets	
19110 · Deferred Outflows - OPI	22,561.00
19000 · Net Pension Asset	38,900.00
19100 · Deferred Outflow - Pension Cont	56,468.00
19200 · Deferred Outflow - GLI OPEB	5,118.00
Total Other Assets	123,047.00
TOTAL ASSETS	8,642,671.34
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	27,812.96
Total Accounts Payable	27,812.96
Credit Cards	
20042 · PD Credit Card - SONA 0277	49.97
Total Credit Cards	49.97
Other Current Liabilities	
20096 · Deferred Revenue - Other	10,178.71
20500 · Sales Tax Payable	65.60
21000 · Payroll Liabilities	16,822.90
22000 · Security Deposits	11,138.42
22010 · Escrow Deposits	101,640.50
Total Other Current Liabilities	139,846.13
Total Current Liabilities	167,709.06

Attachment: Treasurer Report Financials for 06.07.2021 (5038 : Department Reports)

Town of Haymarket
Statement of Net Position
As of June 1, 2021

	Jun 1, 21
Long Term Liabilities	
20080 · Accrued Interest Payable	7,885.75
23000 · Accrued Leave	29,760.60
25000 · General Obligation Bonds	754,300.00
25010 · Captial Leases Payable	61,658.95
29100 · Deferred Inflow - Pension Msmnt	89,749.00
29500 · Net OPEB Liability	45,000.00
29600 · Deferred Inflow - OPEB	8,000.00
	996,354.30
Total Long Term Liabilities	
Total Liabilities	1,164,063.36
Equity	
34110 · Net OPEB Activity Offset	-47,882.00
34000 · Net Pension Activity Offset	28,180.00
30000 · Unrestricted Net Assets	1,998,756.38
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	6,024,743.22
33000 · Amt Long Term Obligations	-854,872.50
Net Income	323,682.88
	7,478,607.98
Total Equity	
TOTAL LIABILITIES & EQUITY	8,642,671.34

Town of Haymarket
Actuals vs Annual Budget
As of 06.01.2021

	Actuals	Budget	% of Budget		
3110 · GENERAL PROPERTY TAXES					
3110-01 · Real Estate - Current	368,969.64	375,326.00	98.3%		
3110-02 · Public Service Corp RE Tax	13,835.01	13,209.00	104.7%		
3110-03 · Interest - All Property Taxes	292.34				
3110-04 · Penalties - All Property Taxes	1,291.41	1,000.00	129.1%		
Total 3110 · GENERAL PROPERTY TAXES	384,388.40	389,535.00	98.7%		
3120 · OTHER LOCAL TAXES					
3120-01 · Bank Stock Tax	24,355.00	20,000.00	121.8%		Town should be recievning another payment for SONA(PRMIS Bank); part of 4th QT amendment
3120-02 · Business License Tax	210,721.34	154,376.00	136.5%		Taxes were due on April 30, 2021
3120-03 · Cigarette Tax	122,966.36	135,000.00	91.1%		Collections up to May 31, 2021
3120-04 · Consumer Utility Tax	128,981.75	158,000.00	81.6%		Collections up to April 30, 2021
3120-05 · Meals Tax - Current	703,583.94	746,876.00	94.2%		Collected 17 of 19 meals taxes for April 30, 2021 as today 06.01.2021
3120-06 · Sales Tax Receipts	112,924.96	129,376.00	87.3%		Revenues collect up to March 31, 2021; this is 12.3% more than what we should be budget wise
3120-07 · Penalties (Non-Property)	6,249.46				
3120-08 · Interest (Non-Property)	47.38				
Total 3120 · OTHER LOCAL TAXES	1,309,830.19	1,343,628.00	97.5%		
3130 · PERMITS,FEES & LICENESES					
3130-01 · Application Fees	1,675.00	4,500.00	37.2%		
3130-02 · Inspection Fees	0.00	15,000.00	0.0%		
3130-03 · Motor Vehicle Licenses	766.50	1,900.00	40.3%		
3130-05 · Other Planning & Permits	18,537.55	25,000.00	74.2%		
3130-06 · Pass Through Fees	17,218.60				Pass through revenue
Total 3130 · PERMITS,FEES & LICENESES	38,197.65	46,400.00	82.3%		
3140 · FINES & FORFEITURES					
3140-01 · Fines	29,373.90	50,000.00	58.7%		Collection up to January 31, 2021; this revenue is below expected budget revenues
Total 3140 · FINES & FORFEITURES	29,373.90	50,000.00	58.7%		
3150 · REVENUE - USE OF MONEY					
3150-01 · Earnings on VACO/VML Investment	797.76	10,000.00	8.0%		this revenue will not meet its budgeted amount; revenue is dictated by federal interest rates, will need to amend in June 2021
3150-03 · Interest on Bank Deposits	4,419.16	10,000.00	44.2%		this revenue will not meet its budgeted amount; revenue is dictated by federal interest rates, will need to amend in June 2021
Total 3150 · REVENUE - USE OF MONEY	5,216.92	20,000.00	26.1%		
3151 · RENTAL (USE OF PROPERTY)					
3151-01 · Suite 200 Stronger Fitness LLC	828.33	828.00	100.0%		Leased was not renewed
3151-02 · 15026 Suite 210 Body Mind	6,792.50	6,792.50	100.0%		
3151-04 · Suite 210 LF Security	9,831.74	10,433.00	94.2%		
3151-06 · Suite 204 MAC-ISA	6,160.00	6,720.00	91.7%		
3151-07 · Haymarket Church Suite 206	33,569.76	33,570.00	100.0%		
3151-08 · 15020 Washington Realty	29,643.75	32,937.50	90.0%		1st Two months of abatement per renewed lease; 10 yr lease with 2% annual escalation
3151-09 · 15026 Copper Cricket	21,470.40	20,851.00	103.0%		
3151-11 · Cupcake Heaven and Cafe LLC	30,037.23	32,797.00	91.6%		
3151-12 · Haymarket Coffee Company LLC	9,900.00				new tenant; part of 4th QT amendment
Total 3151 · RENTAL (USE OF PROPERTY)	148,233.71	144,929.00	102.3%		
3160 · CHARGES FOR SERVICES					

Attachment: Treasurer Report Financials for 06.07.2021 (5038 : Department Reports)

Town of Haymarket
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As of 06.01.2021

FOIA Receipts	54.73			
3160-01 · Public Safety				
3160-03 · VDOT Detail	2,700.00	2,565.00	105.3%	
3160-05 · Laney Detail	121,653.75	126,650.00	96.1%	Completed PO order
Total 3160-01 · Public Safety	124,353.75	129,215.00	96.2%	
Total 3160 · CHARGES FOR SERVICES	124,408.48	129,215.00	96.3%	
3165 · REVENUE - TOWN EVENTS				
3165-01 · Revenue - Town Events	27,563.57	20,000.00	137.8%	
3165-02 · Farmer's Market	1,130.00			
3165-03 · Town Ornaments	4,773.00			Separate tracking to better view how the ornaments are selling
Total 3165 · REVENUE - TOWN EVENTS	33,466.57	20,000.00	167.3%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	14.97	0.00	100.0%	
3180-01 · Citations & Accident Reports	10.00	0.00	100.0%	
3180-02 · Veteran Banners	75.00	0.00	0.0%	
3180-04 · Reimbursement from Insurance	4,782.74	4,783.00	100.0%	Reimbursement for damaged Light pole
3180-05 · Recovered Costs - Private Events	300.00	0.00	100.0%	
3180 · Miscellaneous - OTHER	203.60	0.00	0.0%	Refund from Sheehy of Warrenton
Total 3180 · MISCELLANEOUS	5,386.31	4,783.00	112.6%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	24,371.00	31,548.00	77.3%	3 of 4 grant payments to the Town
3200-04 · Car Rental Reimbursement	92.62	0.00	100.0%	
3200-05 · Communications Tax	70,504.23	117,000.00	60.3%	Collections up to April 30, 2021; Revenue source is lower than expected, should be closer to 83%
3200-06 · Department of Fire Programs	10,000.00	0.00	100.0%	Additonal revenue funds not budgeted
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,300.21	1,500.00	86.7%	
3200-14 · Pedestrian Improvement Grant	87,726.28	92,090.00	95.3%	
3200 · Revenue From Commonwealth - Other	3,362.00	3,362.00	100.0%	DCJS Additional Funds for PD (Retention/Recuritm/Criminal Justice)
Total 3200 · REVENUE FROM COMMONWEALTH	215,983.31	264,127.00	81.8%	
3300 · REVENUE FROM FEDERAL GOVERNMENT				
3300-01 · DMV Transp Safety Grant	3,084.99	14,000.00	22.0%	
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	3,084.99	14,000.00	22.0%	
Reserve Funds For CIP	0.00	0.00	0.0%	
Carry-Over Surplus	0.00	167,435.00	0.0%	
	2,297,570.43	2,594,052.00	88.6%	
Gross Profit	2,297,570.43	2,594,052.00	88.6%	
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	0.00	2,500.00	0.0%	
111002 · FICA/Medicare	1,611.86	2,000.00	80.6%	
111003 · Meals and Lodging	0.00	1,000.00	0.0%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	21,400.00	26,000.00	82.3%	
Total 11100 · TOWN COUNCIL	23,011.86	31,750.00	72.5%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	259,774.01	296,000.00	87.8%	
1211003 · Salaries/Wages - Part Time	7,734.00	20,000.00	38.7%	
1211101 · Salaries/Wages - Bonus	4,000.00	4,000.00	100.0%	
1211004 · FICA/Medicare	21,158.64	28,197.00	75.0%	
1211005 · VRS	31,105.50	39,657.00	78.4%	
1211006 · Health Insurance	29,167.92	49,195.00	59.3%	
1211007 · Life Insurance	3,605.37	3,967.00	90.9%	
1211008 · Disability Insurance	1,820.25	2,631.00	69.2%	

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Town of Haymarket
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1211009 · Unemployment Insurance	4,419.87	2,800.00	157.9%	
1211010 · Worker's Compensation	256.00	400.00	64.0%	
1211011 · Gen Property/Liability Ins.	14,123.00	15,000.00	94.2%	Front loaded cost to Town
1211012 · Accounting Services	4,740.60	8,000.00	59.3%	
1211014 · Printing & Binding	5,259.12	8,298.00	63.4%	
1211015 · Advertising	7,282.90	9,000.00	80.9%	
1211016 · Computer, Internet & Website Svc	9,856.61	23,650.00	41.7%	
1211017 · Postage	2,995.78	4,000.00	74.9%	
1211018 · Telecommunications	5,110.36	7,500.00	68.1%	
1211019 · Mileage Allowance	0.00	1,000.00	0.0%	
1211020 · Meals & Lodging	629.30	2,000.00	31.5%	
1211021 · Convention & Education	1,840.00	6,000.00	30.7%	
1211022 · Miscellaneous	180.06	1,000.00	18.0%	
1211024 · Books, Dues & Subscriptions	14,998.37	16,000.00	93.7%	
1211025 · Office Supplies	3,940.77	6,500.00	60.6%	
1211026 · Equipment Rental	3,860.86	4,075.00	94.7%	
1211030 · Capital Outlay-Machinery/Equip	3,052.17	10,000.00	30.5%	
66900 · Reconciliation Discrepancies	-0.01	0.00	100.0%	
Total 12110 · TOWN ADMINISTRATION	440,911.45	568,870.00	77.5%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	108,642.46	70,000.00	155.2%	
1221002 · Legal - Pass Through Fees	2,608.60			
Total 12210 · LEGAL SERVICES	111,251.06	70,000.00	158.9%	will need to amend this line item in June 2021
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	14,850.00	16,000.00	92.8%	
Total 12240 · INDEPENDENT AUDITOR	14,850.00	16,000.00	92.8%	
Total 01 · ADMINISTRATION	590,024.37	686,620.00	85.9%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	333,948.45	398,405.00	83.8%	Severence amount was paid as agreed
3110003 · Salaries & Wages - OT Premium	17,796.92	20,000.00	89.0%	
3110004 · Salaries & Wages - Holiday Pay	11,055.45	14,000.00	79.0%	
3110005 · Salaries & Wages - Part Time	47,312.14	37,000.00	127.9%	Amendment will need to be made for the a coverage Part-Time officers are working
3110006 · Salaries & Wages - VDOT	2,430.00	2,365.00	102.7%	
3110007 · Salary & Wages - DMV Grant	6,532.01	13,300.00	49.1%	
3110008 · Salaries & Wages - Laney Detail	101,080.71	116,065.00	87.1%	
31100010 · Salaries & Wages - Bonus	5,500.00	5,500.00	100.0%	
31100011 · Salaries & Wages - Recruit. Bonus	0.00	3,000.00	0.0%	
3110020 · FICA/MEDICARE	36,931.04	45,011.00	82.0%	
3110021 · VRS	33,278.86	45,816.00	72.6%	
3110022 · Health Insurance	35,601.03	50,919.00	69.9%	
3110023 · Life Insurance	4,131.40	5,652.00	73.1%	
3110024 · Disability Insurance	1,469.85	2,000.00	73.5%	
3110025 · Unemployment Insurance	2,571.75	3,000.00	85.7%	Annual Audit completed and addtinal funds were needed for PD W/C
3110026 · Workers' Compensation Insurance	19,185.00	16,450.00	116.6%	Front loaded cost to Town
3110027 · Line of Duty Act Insurance	4,969.00	5,000.00	99.4%	Front loaded cost to Town
3110028 · Legal Services	20,780.40	24,000.00	86.6%	
3110032 · Computer, Internet & Website	3,882.07	11,000.00	35.3%	
3110033 · Postage	57.40	500.00	11.5%	
3110034 · Telecommunications	9,609.33	10,000.00	96.1%	
3110035 · General Prop Ins (Vehicles)	3,609.00	3,800.00	95.0%	Front loaded cost to Town
3110038 · Convention & Edu. (Training)	1,849.06	5,000.00	37.0%	
3110040 · Annual Dues & Subscriptions	12,739.33	13,000.00	98.0%	
3110041 · Office Supplies	3,781.26	5,000.00	75.6%	
3110042 · Vehicle Fuels	11,966.55	16,000.00	74.8%	

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Town of Haymarket
Actuals vs Annual Budget
As of 06.01.2021

3110043 · Vehicle Maintenance/Supplies	8,522.46	11,000.00	77.5%	
3110045 · Uniforms & Police Supplies	5,473.15	20,000.00	27.4%	
3110056 · Capitial Outlay-Machinery/Equip	31,592.38	31,592.00	100.0%	2 of 2 payments have been made
Total 31100 · POLICE DEPARTMENT	777,656.00	934,375.00	83.2%	
34100 · BUILDING OFFICIAL				
3410001 · Erosion & Sedimentation Ins.	0.00	15,000.00	0.0%	
Total 34100 · BUILDING OFFICIAL	0.00	15,000.00	0.0%	
Total 03 · PUBLIC SAFETY	777,656.00	949,375.00	81.9%	
04 · PUBLIC WORKS				
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	71,820.26	86,625.00	82.9%	Trash services up to May 2021
Total 43200 · REFUSE COLLECTION	71,820.26	86,625.00	82.9%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	77,085.12	119,783.00	64.4%	
4310002 · Maint Svc Contract-Pest Control	1,290.00	3,000.00	43.0%	
4310003 · Maint Svc Contract-Landscaping	24,437.42	35,000.00	69.8%	
4310004 · Maint Svc Contract Snow Removal	5,205.25	7,000.00	74.4%	
4310005 · Maint Svc Cont- Street Cleaning	6,230.00	6,500.00	95.8%	
4310007 · Electric/Gas Services	14,102.73	16,500.00	85.5%	
4310008 · Electrical Services-Streetlight	3,896.97	5,500.00	70.9%	
4310009 · Water & Sewer Services	2,448.20	3,000.00	81.6%	
4310010 · Janitorial Supplies	123.12	2,000.00	6.2%	
4310011 · Real Estate Taxes	1,468.14	2,500.00	58.7%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	136,286.95	200,783.00	67.9%	
Total 04 · PUBLIC WORKS	208,107.21	289,621.00	71.9%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	1,272.57	20,000.00	6.4%	
Total 70000 · HAYMARKET COMMUNITY PARK	1,272.57	20,000.00	6.4%	
71110 · EVENTS				
7111001 · Advertising - Events	1,412.92	0.00	100.0%	
7111003 · Contractural Services	5,931.13	10,000.00	59.3%	
71110 · EVENTS - Other	5,433.88	10,000.00	54.3%	Holiday Ornaments cost to the Town
Total 71110 · EVENTS	12,777.93	20,000.00	63.9%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	1,477.55	2,200.00	67.2%	
7220015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7220016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	566.32	1,700.00	33.3%	Civil War Trails Plaque
Total 72200 · MUSEUM	2,043.87	5,150.00	39.7%	
Total 07 · PARKS, REC & CULTURAL	16,094.37	45,150.00	35.6%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	2,265.00	5,670.00	39.9%	
8110002 · FICA/Medicare	178.62	500.00	35.7%	
8110003 · Consultants - Engineer	11,522.24	30,000.00	38.4%	
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	216.40	1,500.00	14.4%	
8110009 · Engineer - Pass Through	14,413.18	0.00	100.0%	Costs that are paid by the developer/contractor
Total 81100 · PLANNING COMMISSION	28,595.44	53,620.00	53.3%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	1,845.00	5,830.00	31.6%	
8111002 · FICA/Medicare	140.08	850.00	16.5%	
8111005 · Convention & Education	0.00	2,000.00	0.0%	

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Town of Haymarket
Actuals vs Annual Budget
As of 06.01.2021

Total 81110 · ARCHITECTURAL REVIEW BOARD	1,985.08	8,680.00	22.9%	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	500.00	0.0%	
8111102 · FICA / Medicare	4.59	98.00	4.7%	
8111103 · Salaries & Wages - Regular	60.00	1,325.00	4.5%	
Total 81111 · Board Of Zoning Appeals	64.59	1,923.00	3.4%	
Total 08 · COMMUNITY DEVELOPMENT	30,645.11	64,223.00	47.7%	
09 · NON-DEPARTMENTAL				
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	158,300.00	166,144.00	95.3%	Front loaded cost to Town
9510003 · General Obligation Bond - Int	16,234.13	16,500.00	98.4%	Front loaded cost to Town
Total 95100 · DEBT SERVICE	174,534.13	182,644.00	95.6%	
Total 09 · NON-DEPARTMENTAL	174,534.13	182,644.00	95.6%	
94103 · PEDESTRIAN IMPROVEMENT PROJECT	235,008.98	259,525.00	90.6%	In Final stages of closing project
94105 · PERSONNEL				
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%	
94107 · BLIGHT MITIGATION - Other	171.24			for Public Notice
Total 94107 · BLIGHT MITIGATION	171.24	40,000.00	0.4%	
94108 · Capital Improvment Funds Expens	0.00	76,894.00	0.0%	
Total Expense	2,032,241.43	2,594,052.00	78.3%	
Net Ordinary Income	265,329.00	0.00	100.0%	
Other Income/Expense				
Other Income				
50000 · CARES Act Funds	295,452.00	295,452.00	100.0%	2nd Cares Act funds have been received by Town from the County
Total Other Income	295,452.00	295,452.00	100.0%	
Other Expense				
97000 · CARES Act Expenses	226,638.28	295,452.00	76.7%	Vouchers and Grants have been turned into the IDA and will be disbursed to businesses
Total Other Expense	226,638.28	295,452.00	76.7%	
Net Other Income	68,813.72	0.00	100.0%	Net income of CARES Act funds
Net Income	334,142.72	0.00	100.0%	Total net income/loss of both Operational Budget and CARES Act budget combined

Attachment: Treasurer Report Financials for 06.07.2021 (5038 : Department Reports)



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

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Acting Police Chief Jacob Davis
DATE: June 1, 2021
SUBJECT: Monthly Police Chief Report

Police Department Activity from April 15 to May 14

Important Notes:

- These numbers reflect a time when two officers were out sick for a week or more
- This report allows you to see the actual coverage and reporting of calls done by the Police Department.

Dispatched Calls: Calls received from Prince William County Dispatch. These calls are broken down into two categories Reportable and Non-Reportable.

- Reportable Calls: 1
 - Of these Calls there was 1 arrest
 - 1 Misdemeanors
- Non-Reportable Calls: 14

Flag Downs/Phone Calls: Calls that are generated by a citizen (waving us down or calling the station). These calls are broken down into three categories Reportable, Non-Reportable, and Referred to County/State.

- Reportable Calls: 1
- Non-Reportable Calls: 11
- Referred to County/State: 18

Self-Initiated Calls: Calls that are based on the officer's own observations. There are 4 categories: Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 0
- Non-Reportable Calls: 83
- Foot Patrols: 44
- Traffic Stops:

- Summons 1
- Warnings 12

Business Checks: These calls are accounted for in three different categories. Those categories are personal contact (where the officer speaks to customers/employees), physical door and window checks (usually at night when the officer gets out of their vehicle and checks the building, and drive by business checks (when the officer takes approximately 5-10 seconds and slowly drives by the building and visually inspects the building).

- Personal Contact: 45
- Physical Check: 90
- Drive By: 1,387

Out of Town Activity: Calls that occur when the officer leaves the Town. There are two categories here: Backing up county (provide a back-up unit for Prince William County or State Police) and other (court, magistrate office, training, etc).

- Back Up: 3 (all calls averaged on scene between 10-15 minutes)
- Other: 1 (which was General District Court)

Status of Current Projects:

- New Hires: We have hired two new full-time officers:
 - King Chan
 - Joseph Coppage
 - Both are excited to be here and bring multiple certifications and years of experience to the department.
- Training status on new hires. Their training is going well, and we are looking at completing their training next week and will be at 24/7 coverage in two weeks.
- Officer Candidates:
 - We are interviewing a part time applicant 6/2/2021 and full-time applicants 6/7/2021 and 6/8/2021.
- Increased Burgoon's salary and assisted the Town Manager with a memo regarding the salary adjustment.
- The ghost car program is still in use on weekends.
- We have ordered two new bicycles for the department. The entire staff seems excited to become part of the bike team at the department.
- We are having a bicycle rodeo for children in town on June 26, 2021. We will be working with the Prince William Police Bike Units and will be having it in the Haymarket Baptist Church Parking Lot from 9:00am to 12:00.
- I have ordered equipment and uniforms for the new hires as well as replacing Officer Anderson's vest with a more up to date vest.
- Narcan, we are currently working on replacing the current inventory that expired recently.
- Items that will need to be budgeted for future years:

- Ballistic Vests: current staff have vest that expire in approximately 2 years.
(ballistic panels in the vest expires after 5 years)
- Pads for the AED's expire in 10/2022
- The high stress course is currently set for the end of the month, Next Level Fitness has been very supportive of this and is helping with the space.
- The VCIN Audit has been passed.

Special Notes:

Officer John Gregory came into work to train the new hires on Taser and to qualify them at the range. I mention this because he worked all night at his full-time department and still found time to help me with training. His dedication is outstanding.

Lonnie Milstead was instrumental in the ghost car program.

Town Planner Task List May 2021							
Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board							
ARB Training		Emily					Town Staff worked with the ARB to provide a training session prior to the regular meeting
CIP and Zoning Text Amendment							Discussed the Capital Improvements Plan with the Architectural Review Board. Went line by line to inform the Board of the proposed projects. Discussed the Zoning Text Amendment with the ARB and prepared the for review at next month's meeting.
Popeyes Façade and Signage Application	15125 Washington St.	Emily	May-21		Jun-21		Crossroads Village Center and Popeyes Chicken were present for the ARB meeting to discuss the propose signage and façade for the Popeyes Chicken. The application included all materials and colors for the façaç proposed lighting options, proposed sigange. These items were discussed in detail with the ARB and the Board requested additional information and modifications prior to approval. The applicant will return to th ARB in June.
Lidl Façade and Signage Application	15125 Washington St.	Emily	May-21		Jun-21		Crossroads Village Center and Lidl were present for the ARB meeting to discuss the proposed signage and façade for the grocery store. The application included all materials and colors for the façaç, proposed lighting options, proposed sigange. These items were discussed in detail with the ARB and the Board requested additional information and modifications prior to approval. The applicant will return to the ARB June.
Board of Zoning Appeals							
Council is Appealing the decision of the Board of Zoning Appeals							
Planning Commission							
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017		9/1/2018	May-19	Planning Commission recommended approval for the Restaurant drive thru SUP and recommended appro for the residential units SUP to the Town Council for public hearing. The Town Council will hold a public hearing on May 3rd. UPDATE: The Town Council denied the SUP for the residential units and requested additional information for the restaurant SUP. The applicant updated the Restaurant Drive Thru SUP to add sidewalk and crosswalk extending up to the Lidl pad site.
Van Metre - SUP, Townhouses	14850 and 14860 Washington St	Emily/Katie					Applicant submitted bonds and agreements to the Town, Grading permit and letter issued. UPDATE: Applicant has started the grading work for the site
Transform Power Yoga Site Plan	6700 Hunting Path Road	Emily/Katie					Applicant received comments from the Town Engineer. UPDATE: Town received DEQ review comments. Town awaiting comment responses
Robinson Paradise		Emily/Katie	Mar-21				Applicant has submitted an updated Robinson Paradise plan, the plan is undergoing review by the Town Engineer. Engineer comments will be returned to the applicant, 6/3/2021
Karter School Site Plan	14850 Washington Street	Emily/Katie					Town Awaiting response and resubmission from the applicant
Zoning Text Amendment	Working with the Commission on the Zoning Text Amendment. Next work session is June 21, 2021 at 6:00 pm						

Attachment: Town Planner Report May 2021 (5038 : Department Reports)

Comprehensive Plan	Staff will work on a Comprehensive Plan draft to submit to the Planning Commission in 2021, following the Zoning Text Amendment.	
Prince William County (1 Mile Review)		
Planning Commission Liaison will attend PWC Public Hearing regarding the hotel site outside of town		
Staff		
Pardo House, 14881 Washington St	Staff has advertised the property per the blight ordinance in the local paper. UPDATE: Owner is working on replacing the roof of the structure	
Checklist & Forms	Staff working on updating the forms and checklists in tandem with the Zoning Text Amendment discussion	
Events	Working on the beginnings of Event Planning for Haymarket Day and other Town Events	
Newsletter	Next Newsletter will be mailed out in July	
Museum	A historic tour has been scheduled for August 2021	
Farmers' Market	Farmers' Market open weekly	
New/Old Business Updates		
Parrando's	15125 Washington St.	Parrando's has opened officially. Working with owner to schedule a ribbon cutting event with the business
Zoning Violations and Property Maintenance Cases		
Property Maintenance Code Concern	Following an analysis of properties in Town, several concerns will be sent to the County Inspector for Property Maintenance Code issues. UPDATE: County inspected properties	

Attachment: Town Planner Report May 2021 (5038 : Department Reports)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Projects						
Robinson's Paradise	Katie/Emily	1/4/2021	5/26/2021	Katie		-Met with applicant engineer 1/28/21 to discuss requirements -Plan submitted for first submission review in March. Applicant to submit to DEQ. -First submission comments due to applicant
Robinson Village	Katie/Emily	8/13/2020	5/25/2021	Applicant		-Construction and Town E&S inspections ongoing
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	5/25/2021	Applicant		-Town E&S inspections ongoing
Pedestrian Improvements Project	Katie	7/14/2014	5/24/2021	Town		-Coordinating Contractor final pay app being processed for approval -Coordinating project closeout with VDOT
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	5/24/2021	RDA/Katie		-RDA provided copies of outside agency comments. -RDA to schedule meeting with VDOT and coordinate addressing comments withoutside agencies for resubmission to Town -Meter info to be provided -CIP Projects scope discussed for installing curb and paving parking lot - cost estimate detail and report to be provided
Crossroads Village	Katie/Emily	10/18/2018	5/20/2021	Katie/Emily		-Preapplication meeting with applicant 5/20 -Preliminary plan revision submitted for review 5/24
Karter School	Katie/Emily	8/20/2020	4/27/2021	Applicant		-Site plan 2nd submission comments provided 1/29/21. -Coordinating with applicant on review comments. Awaiting resubmission ~5/25

Attachment: 2021-05 May Engineer's Reports_KMM (5038 : Department Reports)

Active Projects						
McDonalds	Katie/Emily	2/12/2019	4/27/2021	Applicant		-PC conditionally approved plan 4/22/19 -Plan resubmitted for review 11/10. Minor Comments provided 12/14 -Coordinating with applicant on comment questions and outside agency approvals
Park Sidewalk	Katie/Emily	4/27/2021	5/24/2021	Katie		-CIP project scope discussed for installing sidewalk - cost estimate detail and report to be provided
Transform Power Yoga Site Plan	Katie/Emily	1/28/2021	3/19/2021	Applicant		-Engineering first submission review comments provided end of March -DEQ comments received 4/23 -Awaiting resubmission ~5/25
QBE	Katie/Emily	1/20/2017	5/3/2021	Applicant		-Minor Site plan revision requirements provided to applicant for first submission -SP construction to begin 2022. Bonds to be provided prior to construction

Attachment: 2021-05 May Engineer's Reports_KMM (5038 : Department Reports)

Low Activity Projects						
Morais - Aroma II	Katie/Emily	1/15/2019	9/25/2020	Applicant		-Plan approved 10/11/19. -Construction completed -Site inspection 5/22/20. -As built submitted for review 7/9/20. -As built comments provided 7/28. Comment review call ~9/28
Zupan Property Preliminary Site Plan	Katie/Emily	2/25/2020	3/4/2020	Applicant		-Engineering review comments provided 3/4/20
Jeffreson/Fayette Street Site Plan	Katie/Emily	10/5/2018	5/14/2019	Applicant		-PC approved plans 1/19 contingent on staff approval of plans -Staff provided additional comments on second submission 4/10/19 -Applicant researching drainage info for VDOT approval

Attachment: 2021-05 May Engineer's Reports_KMM (5038 : Department Reports)



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

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Joe Pasanello, Bob Weir
DATE: June 1, 2021
SUBJECT: Finance Committee Report

The Finance Liaisons continue to perform oversight of the budget by meeting with the Treasurer and Town Manager, as well as other staff members when necessary. Discussions are held on a regular basis to include the current (FY 2021) operating budget, next year's budget (FY 2022), analysis of the CIP and a thorough review of all expenditures and check signing via the well-established Internal Control process of independent review and authorization. The discussions are probative, collaborative and at times spirited to ensure budget accuracy, efficiency, and transparency, and to make sure every dollar of revenue is spent judiciously and efficiently. Working with the staff on budget oversight has been positive and productive.

While this council adopted the work session as its "Finance Committee" per se to ensure full transparency, and that is the forum in addition to the regular meeting (or direct conversation with staff) for comments, questions, or concerns, we highlight a few general points for your edification below:

- FY 2021 Budget continues to operate in the black. While revenue is less than projected at this time, with some line items lower due to delays in receipts and subject to a "lag" at the time of reporting, on a positive note revenue continues to outstrip expenses 86.2% vs. 78.0%
- Some (but not all) revenue line items have performed better than anticipated during the implementation of Covid restrictions and will help inform next year's budget projections
- Staff continues the process of timely reporting and ensuring budget transparency
- Staff manages the budget well by holding the line on overall expenses, ensuring taxes are collected as timely as possible and navigating unforeseen expenses (such as those related to the PD and Attorney fees), while continuing to maintain and provide essential Town services
- Barring any additional unforeseen issues, the current operating budget will close at the end of the fiscal year June 30, 2021 with a significant surplus. A portion is available for

town park improvements and the remaining may be designated for capital expenditure next year or rolled into the reserve, depending upon council action

In closing, we wish to reinforce and remind council that this is your budget, and the finance liaisons represent the council but do not displace your decision-making and actions. We look forward to continuing to serve and move the Town of Haymarket forward.



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

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Bob Weir, Planning Commission Liaison
DATE: June 1, 2021
SUBJECT: Planning Commission Report – May 2021

The Planning Commission meeting of May 17, 2021 addressed the following:

- Continued consideration and amendment of the Town Zoning Ordinance generally
- Consideration of the sidewalk ZTA initiated by the Town Council
- Tasking Staff to present a draft revision to the Historic Overlay District separate from the general Zoning Ordinance review
- Tasking Staff to draft proposed revisions and options to the screening, buffers and sign ordinances as part of the general Zoning Ordinance review
- Planning Commission was updated on the status of the two Crossroads SUPs.



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

MEMORANDUM

TO: Honorable Mayor and Town Council
 FROM: Marchant Schneider, ARB Liaison
 DATE: June 1, 2021
 SUBJECT: Architectural Review Board Monthly Report

Two tenants at Crossroads Village Center (Lidl and Popeye's) submitted architectural renderings / comprehensive sign plans for review and comment. Staff and the ARB made several recommendations regarding both proposals and will review the revised documents at the June ARB Meeting.

Staff briefed the ARB on the status of the Planning Commission's review of the Zoning Ordinance and previewed suggested amendments to the boundary of the Old and Historic Haymarket Overlay District. Discussion of the proposed boundary changes and corresponding Zoning Ordinance text amendments will continue next month.

Staff and the ARB also discussed sign options for the Town Center building to correspond with signage being installed for DMV Select. Staff and the liaison will brief the Council once a sign option is selected.

Attachment: Monthly ARB Report 0621 (5047 : Monthly Liaison Reports)



Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Mayor and Town Council

FROM: Emily K. Lockhart

DATE: June 2, 2021

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

June 2, 2021 Update:

The applicant has supplied information regarding peak numbers for several other local Starbucks Drive Thrus; Leesburg, Manassas and Warrenton. The applicant has also submitted an updated overall site plan showing a crosswalk and sidewalk on the western side of the drive aisle up to the grocery store pad site.

May 3, 2021 Update:

The applicant, Haymarket Development #1 LLC, has submitted updated layout plans for the Drive-Thru Restaurant in response to the Town Planner and Planning Commission's Comments. The layout is provided in the application package, following the Updated Staff Report. The applicant has modified the drive-thru layout to better demonstrate the number of vehicles that can queue in the drive-thru, to modify the drive-thru access, to clearly denote safe crossings within the parking lot for pedestrians and to provide an additional exit option. Concerns still remain regarding the drive thru layout and potential backups through the parking lots, traffic congestion upon exit and general site flow.

The Town Planner is in support of the restaurant drive-thru as presented; while some concerns remain, it is recognized by Staff that the applicant has made a diligent effort to modify the layout of the site and provide solutions while keeping to the franchise requirements, overall site constraints and specific site-pad constraints. The currently proposed exit options for the specific pad site allow for left- and right-hand turns; thus allowing the driver to navigate towards Route 55 by making a left or through the parking lot to the main boulevard by making a right turn. There is valid concern that the Route 55 intersection closest to the drive-through would become congested and cause further congestion within the drive-through site. The Planning Commission briefly discussed a condition requiring the applicant to post a right-only turn sign at the exit of the drive-through pad site. Town Council should take into consideration the traffic volumes and if this restriction may be necessary certain hours of the day or at all. Lastly, the

conditions shall be updated to provide triggers or completion requirements, ie. Must be included in the site plan amendment prior to approval.

Please read below for the original Staff Report and Background presented to the Planning Commission at the first public hearing.

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 approximately 2,380 square feet of a 3,605 square foot multi-tenant 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.

The applicant has provided an Illustrative Generalized Development Plan (GDP) illustrating the proposed restaurant, drive-thru, parking and general layout in relation to the development. (See Appendix, A for Illustrative GDP 2020)

As the current SUP Application for the Restaurant, with drive-through is presented the Town Planner is in support of the application, however, has concerns regarding the parking layout, drive through circulation, stacking and pedestrian connections within the parcel. Please refer to the analysis below for a detailed description of the findings and the recommendation.

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, Appendix A. 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 212 trips total (108 in the am and 104 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 in due to drive-through backups. 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 24 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 no 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). Without seeing the stacking spaces on the GDP it is hard to determine if the appropriate space has been provided.

The SUP illustration shows a portion of the parcel carved out as the SUP and a portion designated as a future tenant space; the drive-through travel lane would enter this “future tenant space” and possibly back up blocking these spaces.

There are no pedestrian connections shown for the parking lot. The primary parking spaces provided for the restaurant use are located to the left of the building and would require the customers to walk through the travel way entry/exit way and the drive through exit lane to enter the business.

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 provided in Appendix D

General Development Plan Comments:

- **Existing Conditions not provided on the GDP. (Existing Conditions - undeveloped raw land)**
- **No Physical Scale on the GDP only notation of scale.**
- **Parking**
 - Explain the justification for the current parking layout.
- **Sidewalks**
 - Sidewalks surround the parcel, however no connections are shown entering the pad site, ie. walkways connecting to the sidewalk
- **Conditions of Approval**
 - No conditions of approval provided by the Applicant
 - No additional proffers or conditions of approval provided or considered for Schools, Fire Department, Public Safety, Transportation

Planner Recommendation:

As the proposed Special Use Permit is presented currently, the Town Planner is in support of the proposed use however, there are areas of concern that need to be discussed prior to an approval. The proposed restaurant, drive-through meets the intent of the Planned Interchange Park designation from the Comprehensive Plan or the intent of the Business Commercial Zoning District (B-2). The proposed development has triggered concerns regarding the parking, the drive through travel way, the potential for congestion on site, the pedestrian access to the building, and the access from Washington Street. Prior to any recommendation these concerns should be addressed by the applicant.

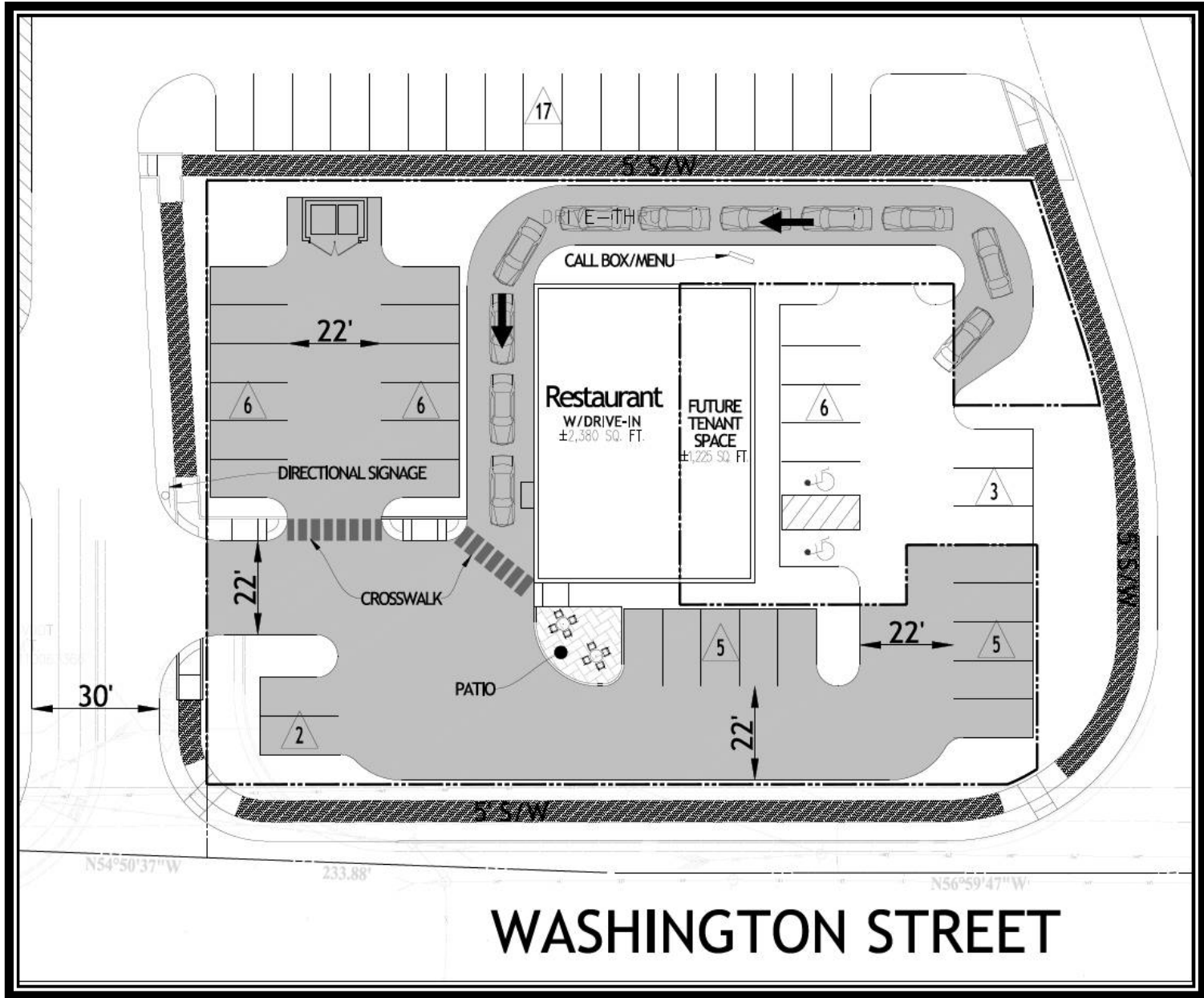
It is the Town Planner's recommendation that the Planning Commission hold the public hearing to hear Citizen Comments and discuss the Planner's concerns and citizen concerns with the applicant.

CROSSROADS VILLAGE CENTER SUP 2021-001, DRIVE-THRU RESTAURANT

Attachment: Crossroads Village Center Drive-through SUP Town Council Work Session 4.26.2021

April 26, 2021

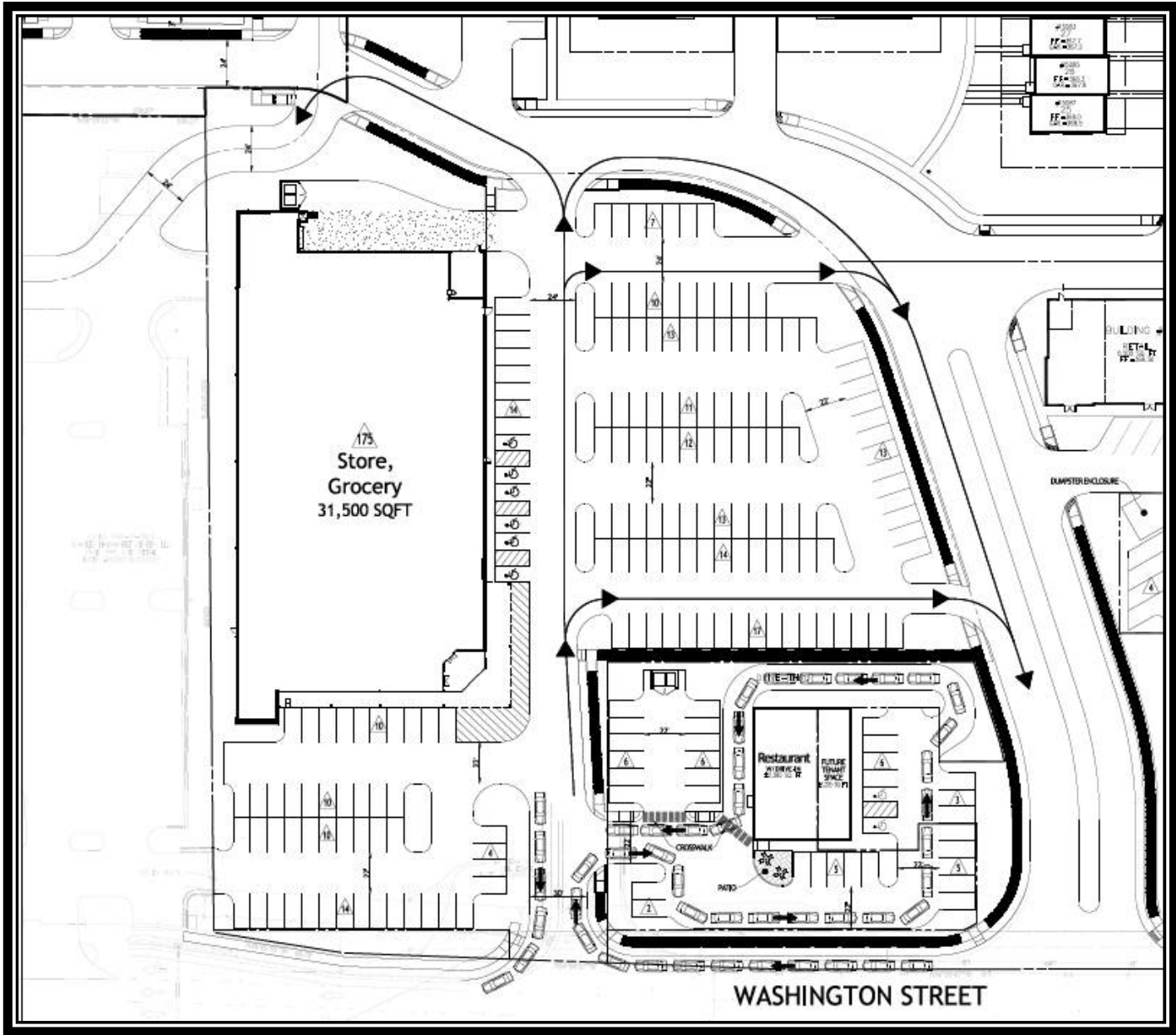
Town Council Work Session 1



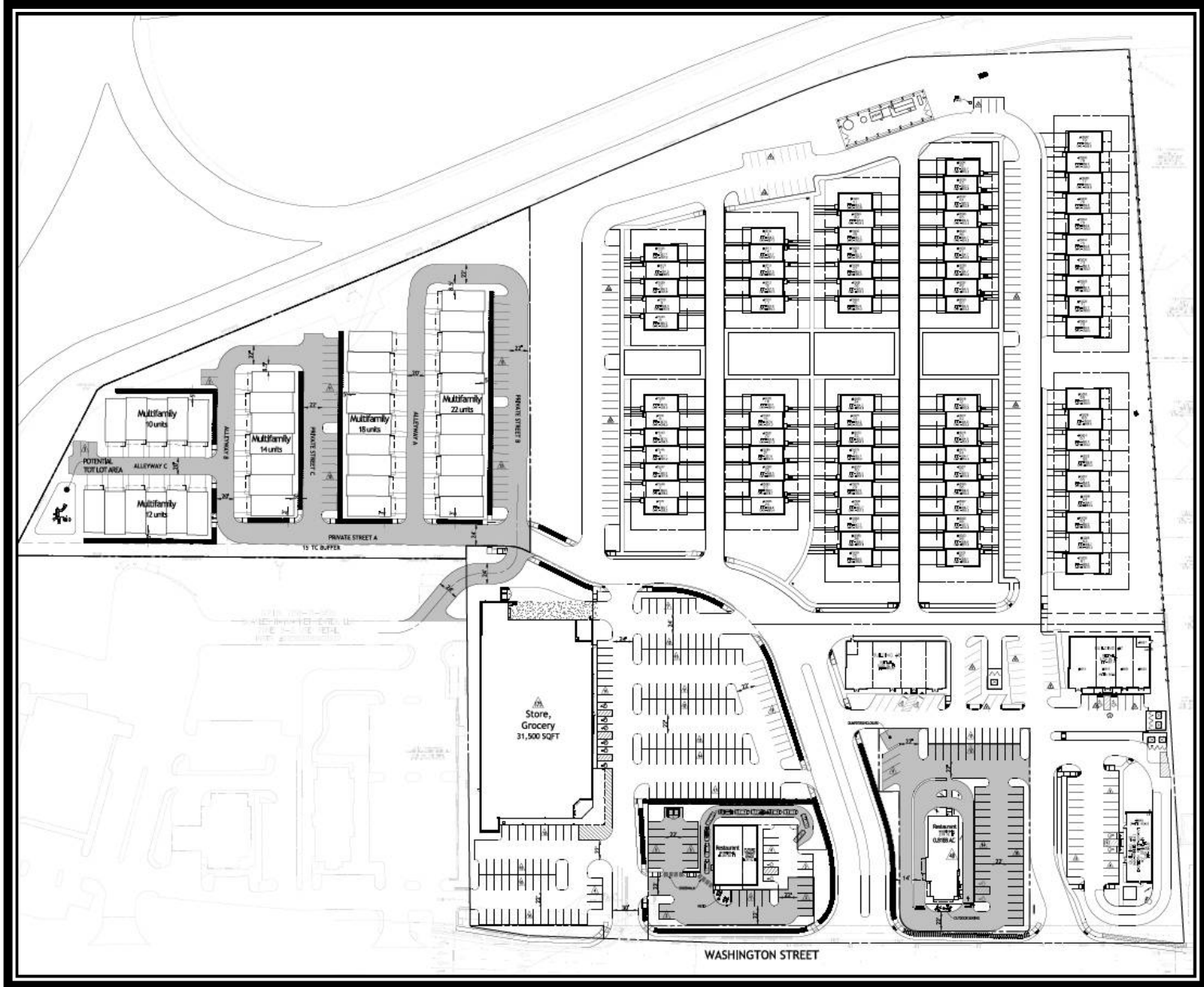
Revised Special Use Permit Plan



Building Elevations



Circulation Exhibit



Overall Site Layout



Traffic Impact Analysis

Approved Uses:

Approved Land Use (used in the approved TIA)	ITE Code	Size	Weekday						Weekend			
			AM Peak Hour			PM Peak Hour			Daily	Saturday Peak Hour		
			In	Out	Total	In	Out	Total	Total	In	Out	Total
Residential Uses												
Multifamily Housing (Low-Rise)	220	79 DU	9	29	38	30	18	48	556	26	26	52
Subtotal Residential without Reductions			9	29	38	30	18	48	556	26	26	52
Non-Residential Uses												
Shopping Center	820	32,227 kSF of GLA	104	64	168	113	123	236	2,784	132	122	254
Hotel	310	110 Rooms	30	20	50	29	27	56	815	45	35	80
Daycare	565	10,000 kSF of GFA	58	52	110	52	59	111	476	11	6	17
Fast-Food Restaurant with Drive-Thru Window	934	8,000 kSF of GFA	164	158	322	136	125	261	3,768	224	215	439
Drive-In Bank	912	3,500 kSF of GFA	19	14	33	36	36	72	407	47	45	92
Subtotal Non-Residential without Reductions			375	307	682	366	371	737	8,250	459	423	882
Internal Capture (15% Residential to Commercial)			-2	-4	-6	-4	-3	-7	-83	-4	-4	-8
Pass-By (24%AM, 34% PM, 24% daily, and 26% Saturday)			-25	-15	-40	-38	-42	-80	-668	-34	-32	-66
Subtotal with Reductions			357	317	674	354	344	698	8,055	447	413	860

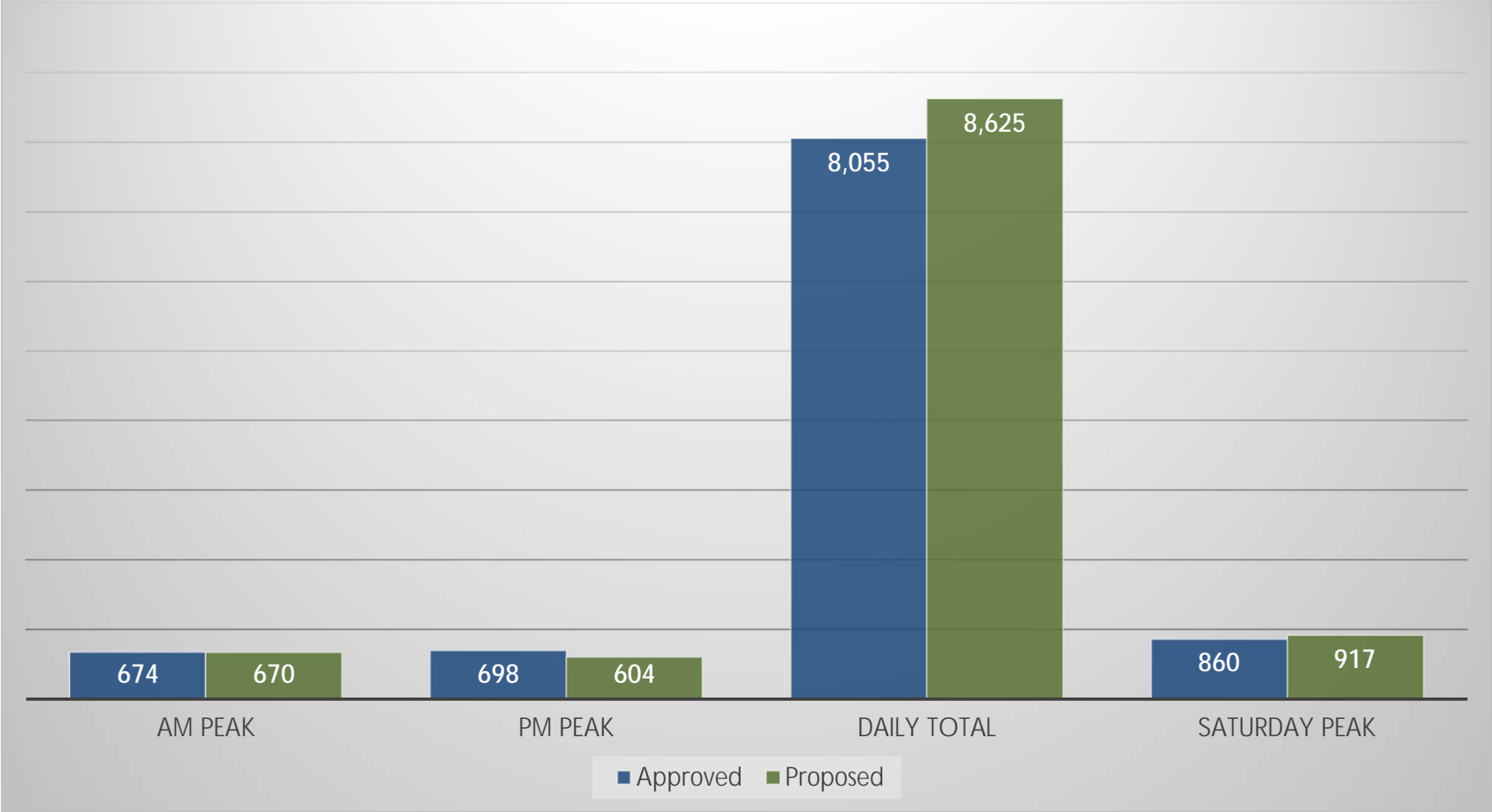
Proposed Uses:

Proposed Land Use (Current Plan)	ITE Code	Size	Weekday						Weekend			
			AM Peak Hour			PM Peak Hour			Daily	Saturday Peak Hour		
			In	Out	Total	In	Out	Total	Total	In	Out	Total
Residential Uses												
Multifamily Housing (Low-Rise)	220	79 DU	9	29	38	30	18	48	556	26	26	52
Multifamily Housing (Mid-Rise)	221	74 DU	7	18	25	20	13	33	402	19	19	38
Subtotal Residential without Reductions			16	47	63	50	31	81	958	45	45	90
Non-Residential Uses												
Shopping Center	820	11,899 kSF of GLA	98	60	158	54	58	112	1,414	60	55	115
Supermarket	850	31 kSF of GFA	71	47	118	166	160	326	3,410	201	194	395
Fast-Food Restaurant with Drive-Thru Window	934	5,832 kSF of GFA	119	115	234	99	92	191	2,747	163	157	320
Coffee/Donut Shop with Drive-Thru Window*	937	2,380 kSF of GFA	108	104	212	52	51	103	1,953	98	97	195
Subtotal Non-Residential without Reductions			396	326	722	371	361	732	9,524	522	503	1,025
Internal Capture (15% Residential to Commercial)			-2	-7	-11	-8	-5	-12	-144	-7	-7	-14
Pass-By (24%AM, 34% PM, 24% daily, and 26% Saturday)			-41	-26	-66	-75	-74	-149	-1,158	-68	-65	-133
Subtotal with Reductions			360	311	670	309	295	604	8,625	466	451	917

Comparison:

Approved - Proposed	ITE Code	Size	Weekday						Weekend			
			AM Peak Hour			PM Peak Hour			Daily	Saturday Peak Hour		
			In	Out	Total	In	Out	Total	Total	In	Out	Total
Proposed			360	311	670	309	295	604	8,625	466	451	917
Approved			357	317	674	354	344	698	8,055	447	413	860
Difference (Proposed - Approved)			3	-6	-4	-45	-49	-94	570	19	38	57

Trip Generation Comparison



Overall Trip Generation Comparison

THANK YOU!



PROPOSED SPECIAL USE PERMIT CONDITIONS
Owner/Applicant: Haymarket Development #1, LLC
Special Use Permit: SUP 2021-001, Restaurant W/ Drive Thru
Prince William County GPIN: 7298-21-2707 (part)
Special Use Permit Area: +/- 0.4953 acres (the "Property")
Zoning: B-2, Business Commercial
Date: March 25, 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 W/ Drive-in Special Use Permit Plan – Crossroads Village Center," prepared by J2 Engineers, and dated March 19, 2021 (the "SUP Plan").
2. Use Limitations: The use approved with this special use permit shall be limited to a drive-in facility in connection with a by-right restaurant use.
3. Directional Signage: The Applicant shall provide one (1) directional sign as shown generally on the SUP Plan.
4. Pedestrian Crosswalks: The Applicant shall provide pedestrian crosswalks as shown generally on the SUP Plan.

P1077752.DOCX

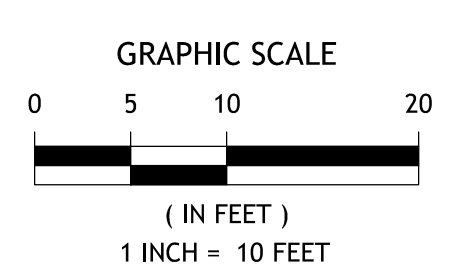
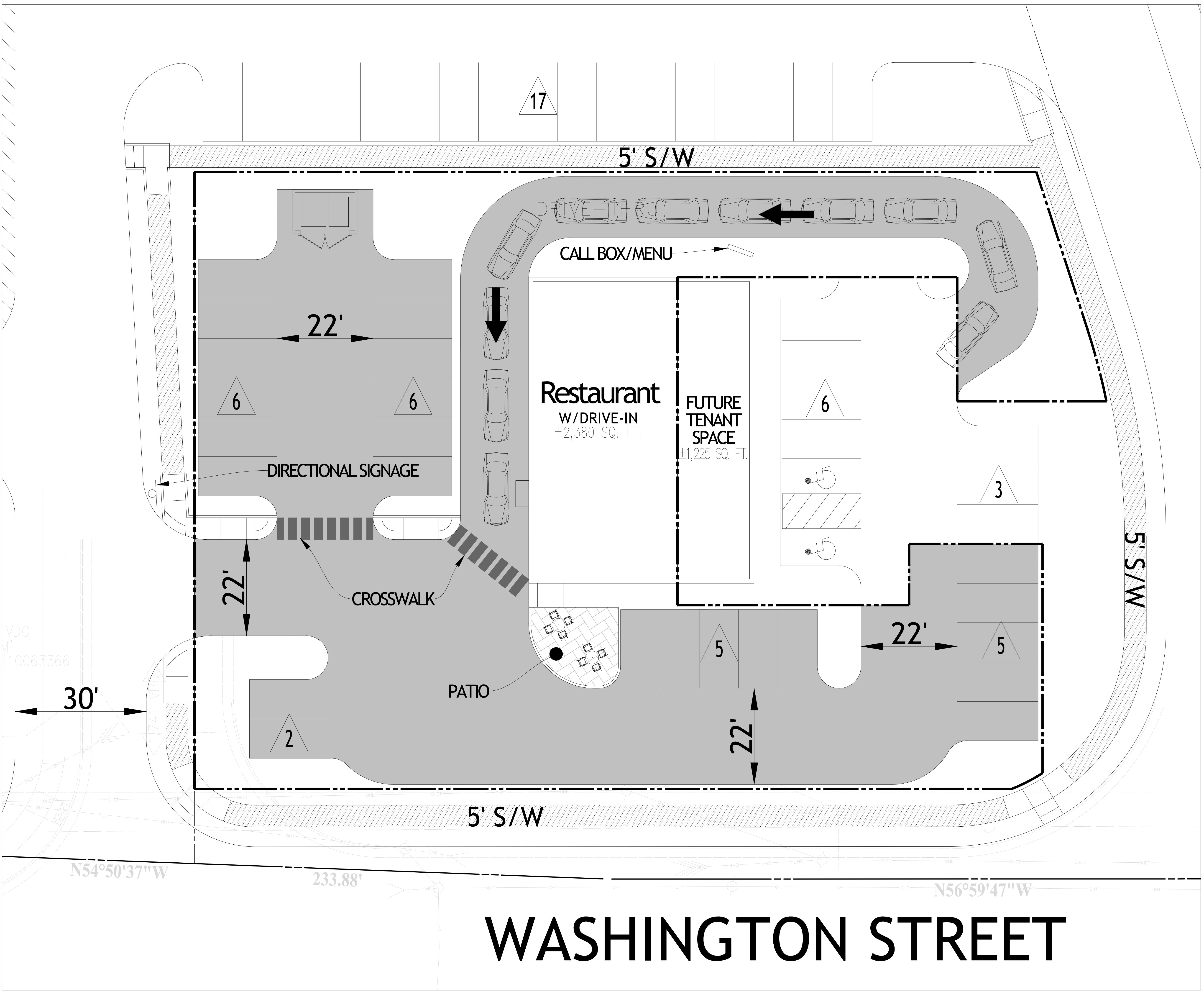
PROPERTY INFORMATION
PROPERTY ADDRESS: 15150 WASHINGTON STREET (PART)
PRINCE WILLIAM COUNTY GPIN: 7298-21-2707 (PART)
ZONING DISTRICT: B-2 (BUSINESS COMMERCIAL)


PROPOSED SPECIAL USE
RESTAURANT W/ DRIVE-IN

S.U.P. AREA = 0.4953 AC.
RESTAURANT SQUARE FOOTAGE = ±2,380 SQFT

PARKING TABULATIONS:
REQUIRED:
RESTAURANT/DRIVE-IN = $\frac{1}{100}$ SQFT = 24 SPACES
PROVIDED:
RESTAURANT W/ DRIVE-IN = 24 SPACES

LEGEND
SUP BOUNDARY ————



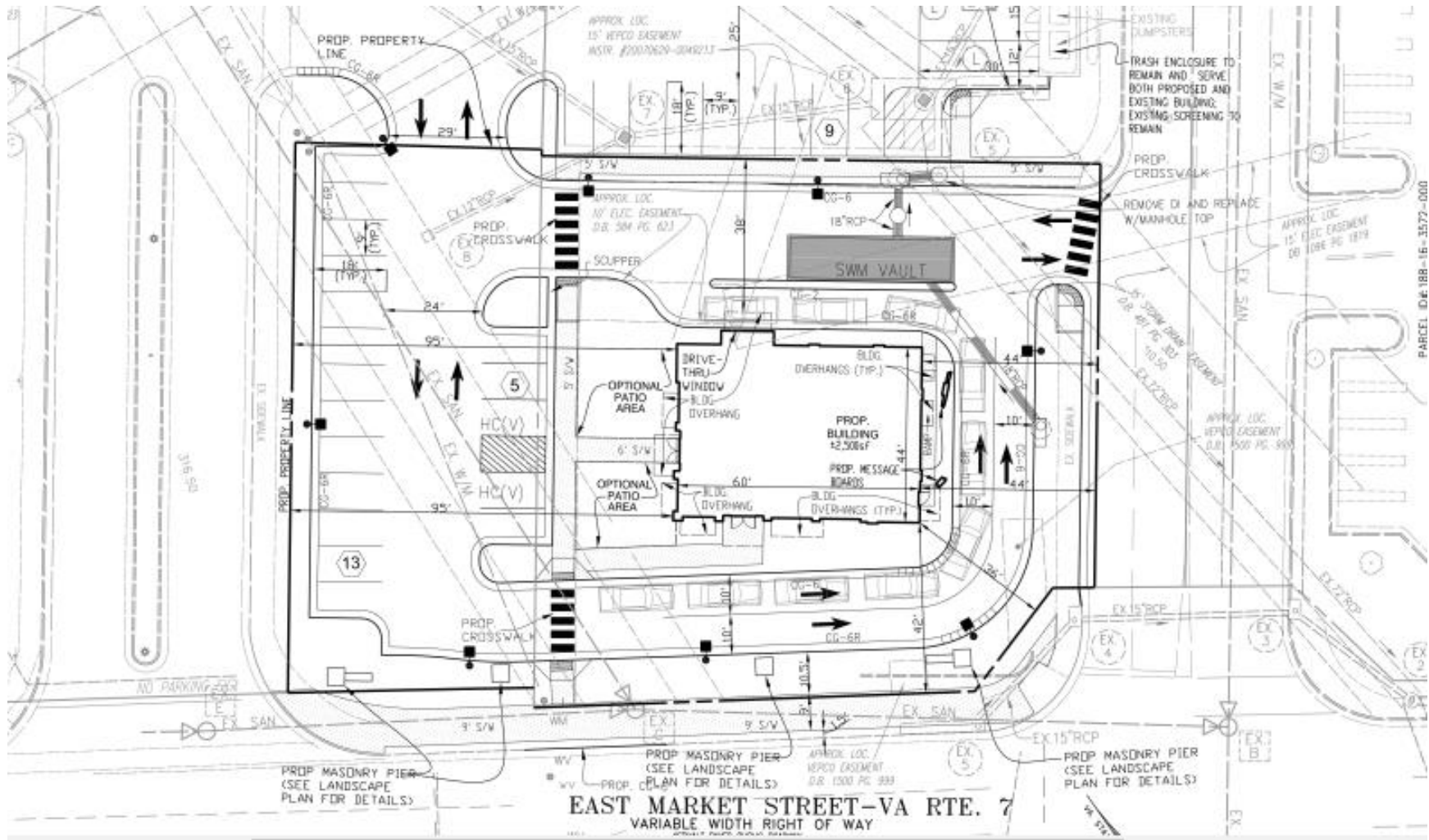

J2 Engineers, Inc.
17739 Main Street
Suite 180
Dumfries, Va. 22026
703.634.2120 (office)
703.634.2955 (fax)
www.j2engineers.com

RESTAURANT W/ DRIVE-IN SPECIAL USE PERMIT PLAN
CROSSROADS VILLAGE CENTER
HAYMARKET, VIRGINIA

SCALE: 1"=10' MARCH 19, 2021

Attachment: Drive-through SUP Plan CVC Town Council 3.25.2021 (P1078348) (6048 : Consideration of SUP 2021-001: Drive Thru Restaurant at Crossroads Village Center)

J2 Engineers - X:\DRAWINGS\ACTIVE\Crossroads Village Center\SUP & GBP\CVC LAYOUT TEST.DWG - 2.dwg [EXHIBIT 24X36 (3)] March 19, 2021 - 4:37pm ssshwappo



Attachment: Starbucks Data_Leesburg Warrenton_Manassas (5048 : Consideration of

Leesburg Starbucks Exhibit



Attachment: Starbucks Data Leesburg Warrenton_Manassas (5048 : Consideration of

Leesburg Starbucks - Photos



Leesburg Starbucks - Photos

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.

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

J2 Engineers - X:\DRAWINGS\ACTIVE\Crossroads Village Center\RETAIL - PRELIMINARY PLAN\PERMITS.dwg [EXHIBIT 2] MAY 20, 2021 - 9:24am ischwojpe



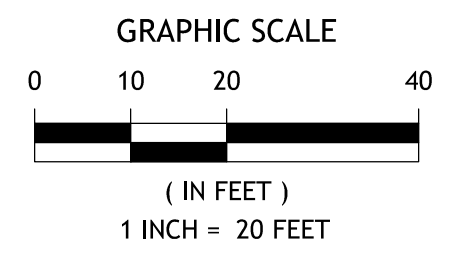
PROPERTY INFORMATION
 PROPERTY ADDRESS: 15150 WASHINGTON STREET (PART)
 PRINCE WILLIAM COUNTY GPIN: 7298-21-2707 (PART)
 ZONING DISTRICT: B-2 (BUSINESS COMMERCIAL)

PROPOSED SPECIAL USE
 RESTAURANT W/ DRIVE-IN

S.U.P. AREA = 0.4953 AC.
 RESTAURANT SQUARE FOOTAGE = ±2,380 SQFT

PARKING TABULATIONS:
 REQUIRED:
 RESTAURANT/DRIVE-IN = $\frac{1}{100}$ SQFT = 24 SPACES
 PROVIDED:
 RESTAURANT/DRIVE-IN = 24 SPACES

LEGEND
 SUP BOUNDARY



WASHINGTON STREET





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

RESTAURANT W/ DRIVE-IN SPECIAL USE PERMIT PLAN

CROSSROADS VILLAGE CENTER

HAYMARKET, VIRGINIA

SCALE: 1"=20'
MAY, 2021

Attachment: Starbucks DRIVE THRU SUP CVC Final (5048) - Consideration of SUP 2021-001: Drive Thru Restaurant at Crossroads Village Center

<u>Traffic Signal Timing (Design/Installation)*</u>	<u>Comments</u>
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 & Final)	Planned to commence in the next 30-90 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

**NOTICE OF PUBLIC HEARING
TOWN OF HAYMARKET
FISCAL YEAR 2020/2021 AMENDMENT TO THE ADOPTED BUDGET**

The Haymarket Town Council will hold a public hearing on Monday, June 28, 2021 beginning at 7:00 p.m. at the Haymarket Town Hall, 15000 Washington Street, #100, Haymarket, Virginia 20169, and/or at such other times as to which such hearing may be continued, to consider amending the FY 2020/2021 budget as summarized below. This amendment will now increase the adopted Operating budget for Fiscal Year 2020- 2021 by \$127,891, the new overall operating adopted budget amount will be \$2,721,943.

The proposed budget amendments are available for public review both online at www.townofhaymarket.org and in the Clerk's office at 15000 Washington Street, #100 Haymarket, Virginia 20169.

The hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility to the facility should contact the Town Clerk at the above address or by calling 703-753-2600.

Budget Amendment for FY2020-2021 Budget

Operational Budget

	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
REVENUE:			
Interest – All Property Taxes	\$ 0	\$ 300	\$ 300
Penalties – All Property Taxes	\$ 1,000	\$ 2,300	\$ 1,300
Bank Stock Tax	\$ 20,000	\$ 24,355	\$ 4,355
Business License Tax	\$ 154,376	\$ 211,000	\$ 56,624
Meals Tax – Current	\$ 746,876	\$ 809,238	\$ 62,362
Penalties (Non-Property)	\$ 0	\$ 5,600	\$ 5,600
Interest (Non-Property)	\$ 0	\$ 50	\$ 50
Earnings on VACO/VML Investment	\$ 10,000	\$ 1,000	(\$ 9,000)
Interest on Bank Deposits	\$ 10,000	\$ 5,000	(\$ 5,000)
Haymarket Coffee Company LLC	\$ 0	\$ 11,300	\$ 11,300
EXPENDITURE:			
Town Administration:			
Salaries & Wages – Regular	\$ 296,000	\$ 297,731	\$ 1,731
FICA/MEDICARE	\$ 28,197	\$ 28,329	\$ 132
VRS	\$ 39,657	\$ 39,902	\$ 245
Unemployment Insurance	\$ 2,800	\$ 4,750	\$ 1,950
Legal Services	\$ 70,000	\$ 130,643	\$ 60,643
Police Department:			
Salaries & Wages – Part Time	\$ 37,000	\$ 53,753	\$ 16,753
Uniforms & Police Supplies	\$ 20,000	\$ 25,000	\$ 5,000
Worker's Compensation Insurance	\$ 16,450	\$ 19,185	\$ 2,735
Legal Services	\$ 24,000	\$ 24,800	\$ 800
CIP Funds Expense	\$ 76,894	\$ 114,796	\$ 37,902

TOWN OF HAYMARKET



Town of Haymarket

Resolution #2021-008

Resolution to Reduce the Size of the Haymarket Planning Commission to Five Members

Whereas, the Haymarket Town Council increased the size of the Planning Commission to 7 members by Resolution #2020-016 on July 6, 2020 and

Whereas, the Haymarket Planning Commission membership now consists of seven members; and

Whereas, it is now the desire of the Haymarket Town Council to reduce the Planning Commission membership from seven to five;

Now, Therefore, be it resolved by the Council of the Town of Haymarket, Virginia meeting in regular session this 7th day of June 2021 that the Haymarket Planning Commission shall now consist of five Appointed Members effective July 1, 2021.



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: May 25, 2021
SUBJECT: Shade Structure

Background:

Town Council has discussed a Shade Structure to cover the Town Playground to prevent the equipment from getting excessively hot as well as sun protection for residents utilizing the playground. After a brief discussion with the Town Council at the work session the request for equipment was modified to the singular shade unit over the majority of the playground. The shade structure is intended to cover the large play structure and the large accessible structure. It is the Town Policy that we receive at least two additional quotes. We have requested three additional quotes from similar companies.

Fiscal Impact

The Town has contacted the previous playground contractor, Playground Specialists, and received a quote for \$48,500. We have received two additional quotes.

Staff Recommendation:

Recommend setting a not-to-exceed amount of \$48,500 for the shade structure and allow staff to move forward with the purchase and installation of the shade system this fiscal year.

Draft Motion:

"I move to authorize Town staff to expend an amount not-to-exceed \$48,500 for the purchase and installation of the Shade System at the Town Playground."

OR

Other action deemed appropriate by Council.



Playground Specialists Inc
 29 Apples Church Road
 Thurmont, MD 21788
 (800) 385-0075
 www.playspec.com

ADDRESS

TOWN OF HAYMARKET
 ATTN: EMILY LOCKHART
 15000 WASHINGTON STREET
 SUITE 100
 HAYMARKET, VA 20169

SHIP TO

TOWN OF HAYMARKET
 C/O HARRIS CONSTRUCTION

Proposal 24138B**DATE** 06/02/2021**SALES REP**

EVAN MYNATT

TYPE	QTY	RATE	AMOUNT
SHADE STRUCTURE CUSTOM 45' X 38' X 12' RECTANGLE HIP SHADE STRUCTURE - FOUR (4) COLUMNS ON BASE PLATES - NO GLIDE ELBOWS. INCLUDES ANCHOR HARDWARE AND TEMPLATES	1	24,250.00	24,250.00
DISCOUNT FACTORY DISCOUNT OFF LIST PRICE ABOVE	1	-1,818.00	-1,818.00
SEALED DRAWINGS SEALED ENGINEERED DRAWINGS	1	1,335.00	1,335.00
INSTALLATION COMPLTE AND CERTIFIED INSTALLATION OF SHADE ABOVE AS SUPPLIED BY MANUFACTURER	1	12,800.00	12,800.00
ENGINEERED FOOTINGS ENGINEERED FOOTINGS	4	2,000.00	8,000.00

*Net 30 w/ PO

*3% service charge for all credit card payments.

*Pricing only guaranteed for 30 days unless specified above.

*Absolutely no engineering, permit fees, bonding, or additional insurance included in above pricing unless specified on line item.

*Additional mobilization, poor soils, limited access, or utility issues may result in change orders.

*Standard lead times always apply. Contact sales agent for details.

**Sign and return when approved. Thank you!

SUBTOTAL	44,567.00
TAX (0)	0.00
SHIPPING	3,850.00

TOTAL	\$48,417.00
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Attachment: Shade System RM att. (5051 : Park Sun Shade: Authorization to Purchase)

Accepted By

Accepted Date

Fax # 301-271-9239 or Email: sales@playspec.com



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: May 24, 2021
SUBJECT: Increase Officer Burgoon Salary

Background:

Officer Burgoon was hired on April 1, 2020 and his Probationary Period of six months concluded on October 1, 2020. With satisfactory completion of the Probationary Period Officer Burgoon was entitled to a 4% salary increase, which should have increased his salary from \$57,640 to \$59,945.60. He has yet to receive that salary increase. Acting Chief Davis and myself recommended that Officer Burgoon deserved a Merit Increase based on performance over the past couple months. According to the Personnel Policy merit increases may be received based on performance, the financial condition of the Town at the time of the recommended increase and be recommended by the supervisor. The FY2022 Budget was completed with Officer Burgoon's salary being \$65,000. The first week of May the Town sent conditional offer letters to officers utilizing a higher salary than what Officer Burgoon was making. After our discussion and review of the Personnel Policies, Acting Chief Davis and myself agreed to increase Officer Burgoon's salary to \$65,000 effective May 1, 2021.

Fiscal Impact

With the limited Police Department Staff over the last couple months the financial impact to the Town will not be affected. This action would not require a budget amendment for FY21 Budget.

Staff Recommendation:

Recommend reaffirming the action taken by Acting Chief Davis and myself.

Draft Motion:

"I move the Town of Haymarket increase Officer Burgoon's Salary to \$65,000 effective May 1, 2021."

OR

Other action deemed appropriate by Council.

Attachment: Burgoon Increase (5052 : Police Officer Salary Increase)