



**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, May 3, 2021

7:00 PM

Council Chambers

## **I. Call To Order**

## **II. Pledge of Allegiance**

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

## **IV. Public Hearing I - FY2022 Real Estate Tax Rate**

1. Public Notice for Public Hearing
2. Citizens Time for Public Hearing I - Tax Rate

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

1. Public Notice for SUP 2021-001 Drive Thru Restaurant
2. Staff Report
3. Applicant Documents
4. Citizens Time for 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
2. Staff Report
3. Applicant Documents
4. Citizens Time for SUP 2021-002 Two Over Two Townhomes

## **VII. Close Public Hearings**

## **VIII. Citizens Time**

## **IX. Minute Approval**

1. Mayor and Council - Work Session - Mar 29, 2021 7:00 PM
2. Mayor and Council - Public Hearing/Regular Meeting - Apr 5, 2021 7:00 PM
3. Mayor and Council - Continuation Meeting - Apr 7, 2021 7:00 PM

## **X. Agenda Items**

1. Consideration of SUP #2021-001
2. Consideration of SUP #2021-002
3. Order of Business for Council Meetings- Revised
4. Authorization to Sign DMV Select Contract and MOU

## **XI. Liaison Reports**

1. Finance
2. Police
3. Planning Commission
4. Architectural Review Board
5. Business Roundtable

## **XII. Department Reports**

1. Town Administration
2. Police Department
3. Town Treasurer

4. Town Planner
5. Town Engineer
6. Town Attorney

### **XIII. Closed Session - As Needed**

### **XIV. Councilmember Time**

1. Bob Weir
2. Joe Pasanello
3. TracyLynn Pater
4. Marchant Schneider
5. Steve Shannon
6. Chris Morris
7. Ken Luersen

### **XV. Adjournment**



**Emily K. Lockhart**  
Town Planner and Zoning Administrator

## MEMORANDUM

TO: Mayor and Town Council

FROM: Emily K. Lockhart

DATE: April 26, 2021

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

### 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.



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

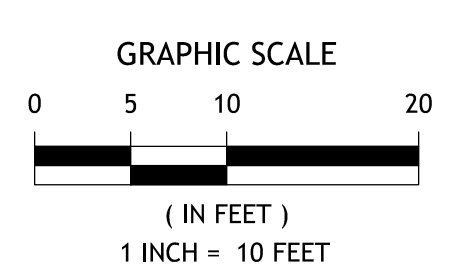
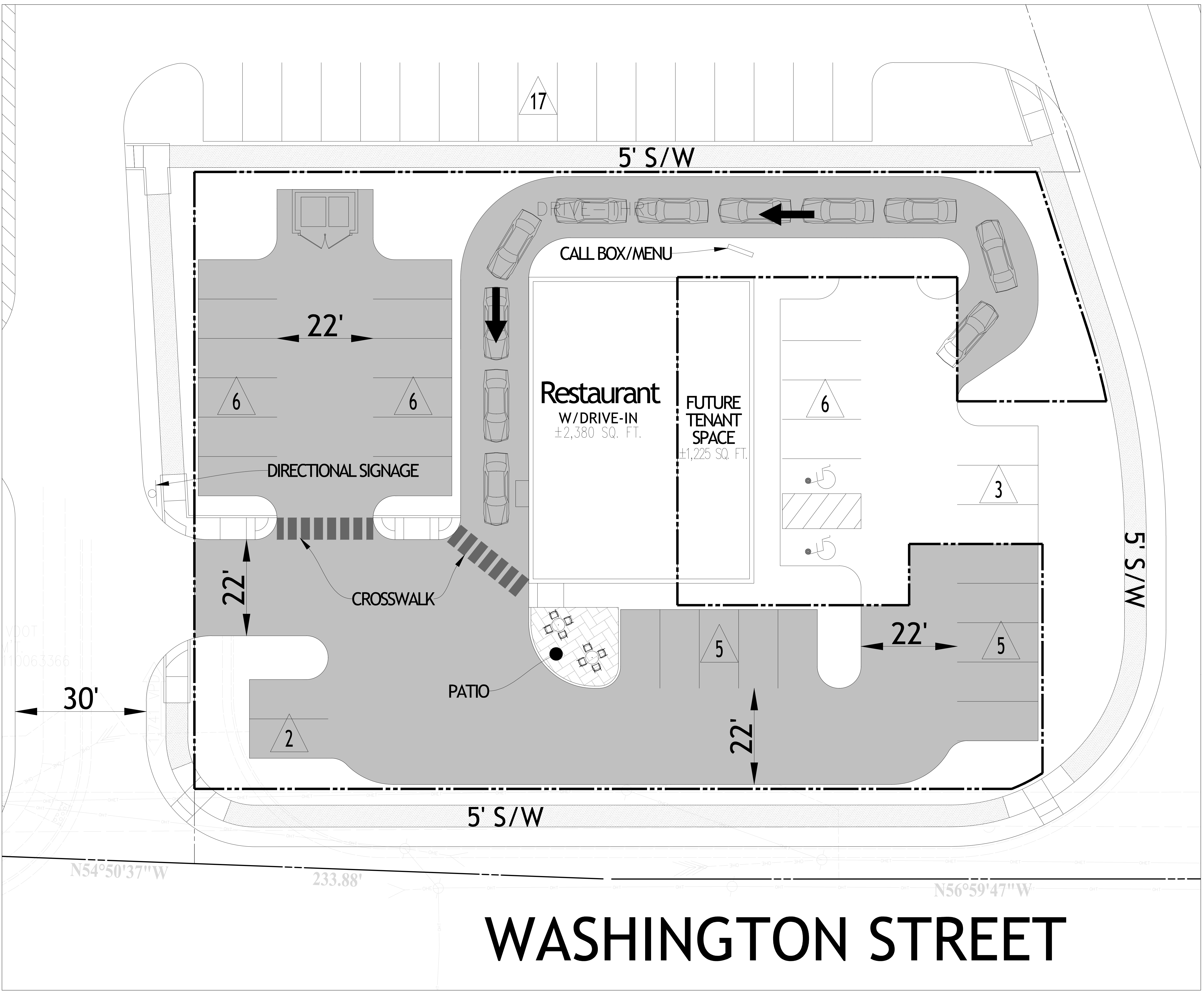
PARKING TABULATIONS:

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

**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.

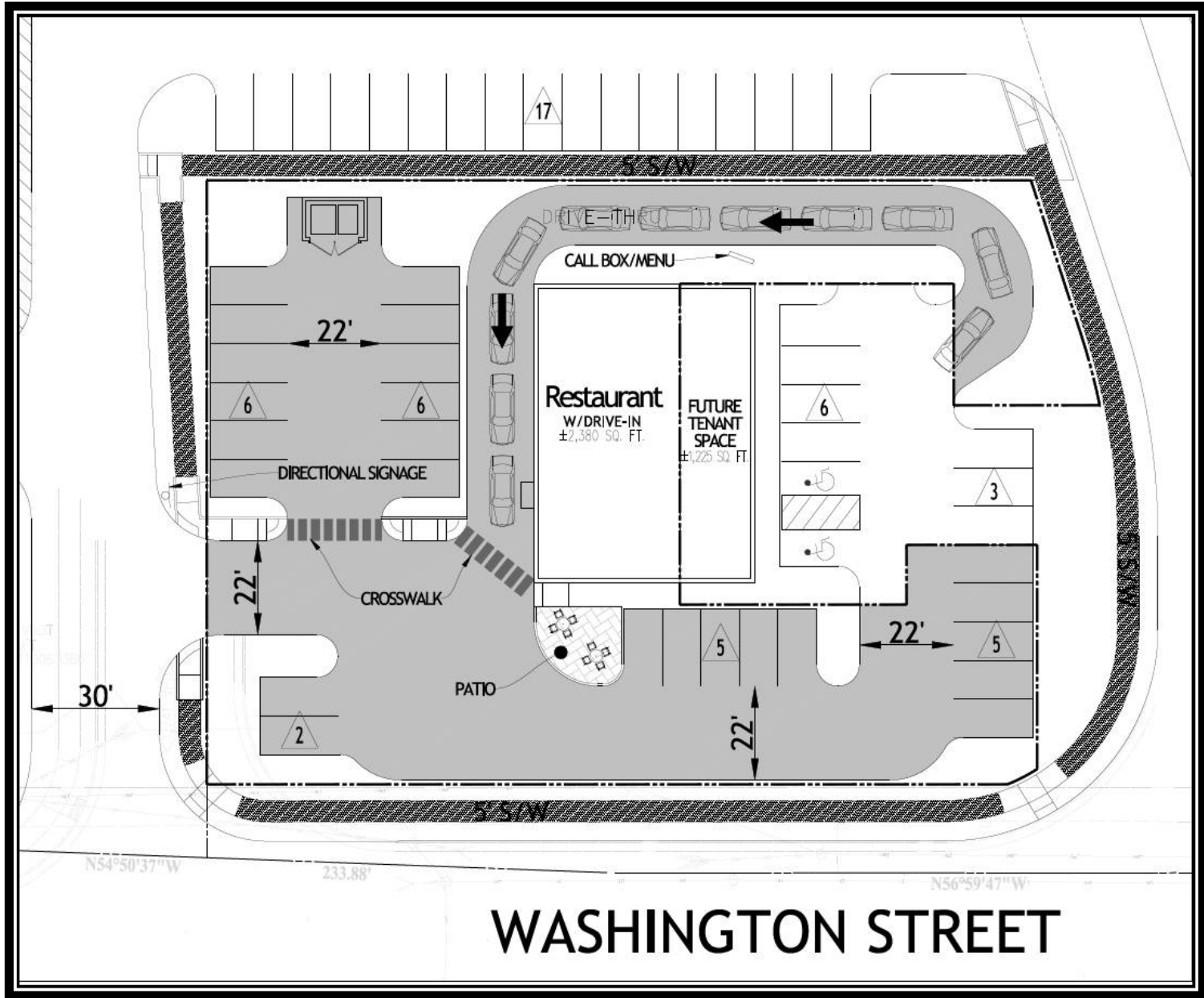
P1077752.DOCX

# 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

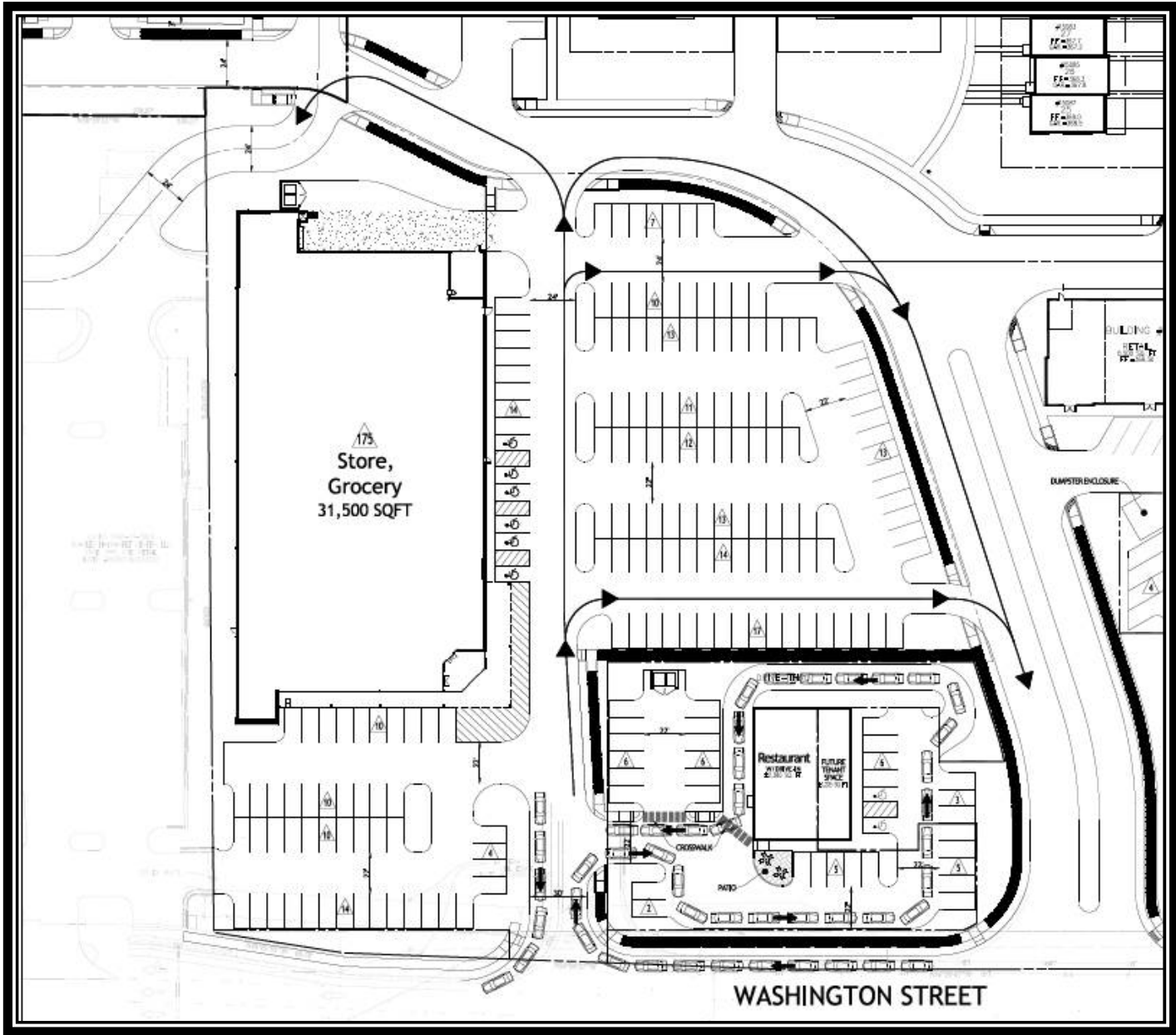
Town Council Work Session 1



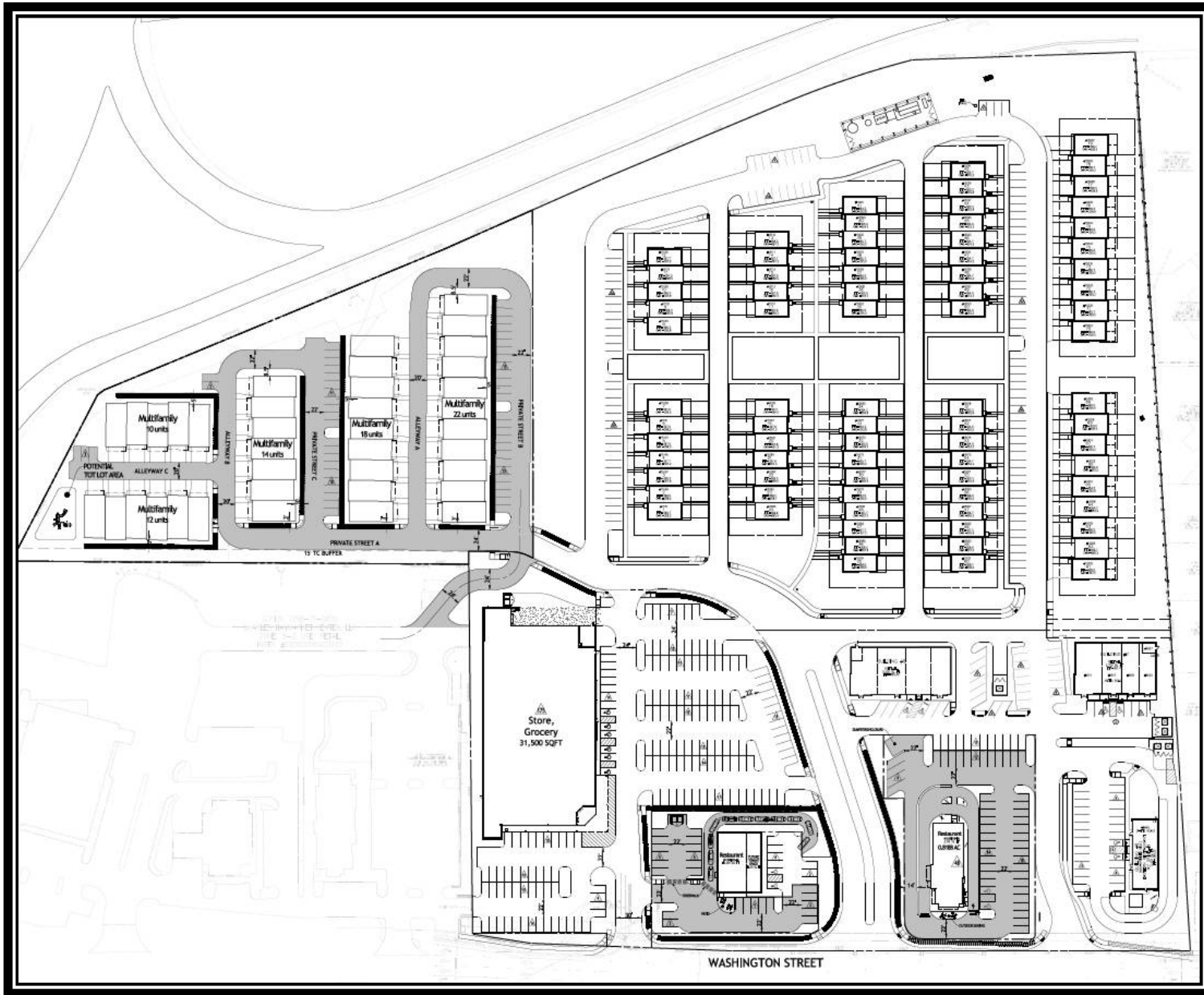
# Revised Special Use Permit Plan



# Building Elevations



# Circulation Exhibit



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



# 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
<b>Residential Uses</b>												
Multifamily Housing (Low-Rise)	220	79 DU	9	29	38	30	18	48	556	26	26	52
<b>Subtotal Residential without Reductions</b>			<b>9</b>	<b>29</b>	<b>38</b>	<b>30</b>	<b>18</b>	<b>48</b>	<b>556</b>	<b>26</b>	<b>26</b>	<b>52</b>
<b>Non-Residential Uses</b>												
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
<b>Subtotal Non-Residential without Reductions</b>			<b>375</b>	<b>307</b>	<b>682</b>	<b>366</b>	<b>371</b>	<b>737</b>	<b>8,250</b>	<b>459</b>	<b>423</b>	<b>882</b>
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
<b>Subtotal with Reductions</b>			<b>357</b>	<b>317</b>	<b>674</b>	<b>354</b>	<b>344</b>	<b>698</b>	<b>8,055</b>	<b>447</b>	<b>413</b>	<b>860</b>

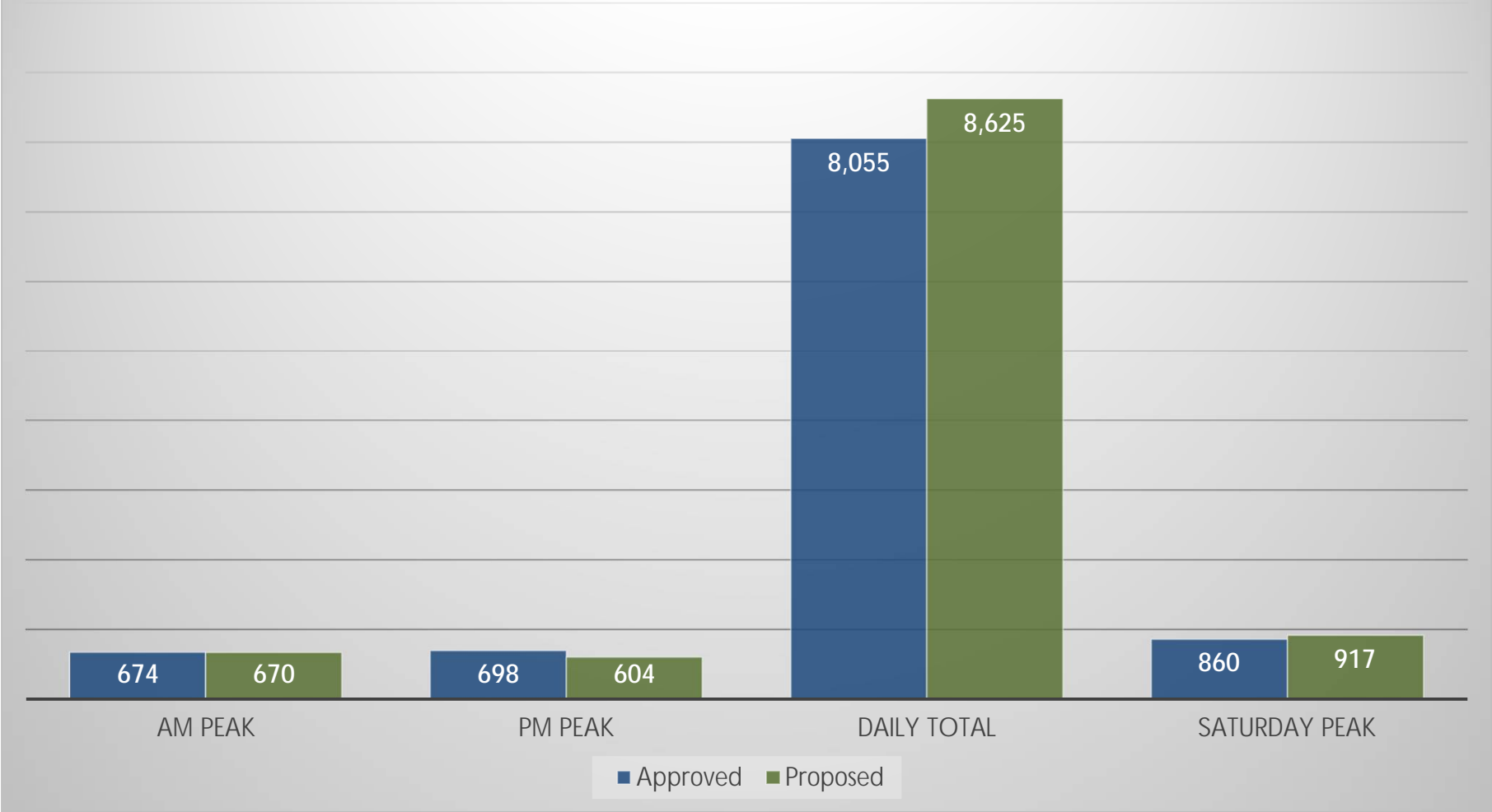
Proposed Uses:

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
<b>Residential Uses</b>												
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
<b>Subtotal Residential without Reductions</b>			<b>16</b>	<b>47</b>	<b>63</b>	<b>50</b>	<b>31</b>	<b>81</b>	<b>958</b>	<b>45</b>	<b>45</b>	<b>90</b>
<b>Non-Residential Uses</b>												
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
<b>Subtotal Non-Residential without Reductions</b>			<b>396</b>	<b>326</b>	<b>722</b>	<b>371</b>	<b>361</b>	<b>732</b>	<b>9,524</b>	<b>522</b>	<b>503</b>	<b>1,025</b>
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
<b>Subtotal with Reductions</b>			<b>360</b>	<b>311</b>	<b>670</b>	<b>309</b>	<b>295</b>	<b>604</b>	<b>8,625</b>	<b>466</b>	<b>451</b>	<b>917</b>

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
<b>Difference (Proposed - Approved)</b>			<b>3</b>	<b>-6</b>	<b>-4</b>	<b>-45</b>	<b>-49</b>	<b>-94</b>	<b>570</b>	<b>19</b>	<b>38</b>	<b>57</b>

### Trip Generation Comparison



## Overall Trip Generation Comparison 8



THANK YOU!





**Emily K. Lockhart**  
Town Planner and Zoning Administrator

## MEMORANDUM

TO: Mayor and Town Council

FROM: Emily K. Lockhart

DATE: April 26, 2021

SUBJECT: UPDATED Staff Report for SUP#2021-002; Special Use Permit Application for 74 Residential Units located in the Crossroads Village Center Development

### **UPDATE for Mayor and Town Council:**

The applicant, Haymarket Development #1 LLC, has provided updates for Special Use Permit #2021-002, for residential two-over-two units following the discussions with the Planning Commission. The applicant has provided the following modifications from the original application outlined below; **reduced the number of units from 78 to 74 units maximum, provided a tot lot and play area, parking and loading spaces will be provided as shown, and an interconnection shall be provided dependent on an agreement with the adjoining property owner.**

These modifications were presented to the Planning Commission at the March 15<sup>th</sup> Meeting. The Planning Commission discussed in detail the modifications and further asked the applicant to condition the unit number to 74 maximum units. The applicant has provided a Proposed Special Use Permit Conditions document to outline the above-mentioned changes. Following discussion of the project on March 15<sup>th</sup>, the Planning Commission voted 4-1 to recommend approval to the Town Council for the proposed residential units, not to exceed a maximum of 74 units. The Planning Commission minutes are attached as part of the report.

As the proposed Special Use Permit is presented currently, the Town Planner is not in support of the proposed use. The proposed dwelling units do not meet the intent of the Planned Interchange Park designation from the Comprehensive Plan or the intent of the Business Commercial Zoning District (B-2) and will deplete approximately 3.6 acres of commercial land base. The applicant has worked to address the parking concerns mentioned in the original Staff Report, by provided full driveways for the western most units. The applicant is now providing each unit with one garage space and one driveway space. Additional parking spaces will be located within the neighborhood site for overflow parking and guest parking. The applicant has provided a

hammerhead guest parking area within the western unit section. The applicant is claiming that the trash service will be able to service these units and utilize the hammerhead for turnarounds, this has yet to be demonstrated as successful when vehicles are parked in those spaces. The proximity of the units and play area to the I-66 ramp is of concern to the Town Planner. The applicant has stated in public meetings that landscaping berms will be provided in these areas to provide protection and screening to the ramp. The berms have not been fully vetted for mitigating benefits as of yet, nor has the applicant provided conditions or demonstrates on the GDP that these berms will be installed. In addition, with the tot lot and play field located in close proximity to the exit ramp it is of concern that the children will find these berms as an attractive nuisance to explore. The applicant shall provide additional information on these berms regarding safety, noise mitigation and protection, as well as any fencing (whether VDOT required or not) that may be in place on the other side. Lastly, the Council shall discuss in depth the proposed conditions for the Special Use Permit and further request the applicant to provide timelines, triggers or stages in which these conditions will be completed. For example, the applicant shall provide one (1) tot lot and one (1) play area, as shown generally on the SUP Plan – when will these amenities be installed? Does the tot lot include the playground infrastructure? If so, what size of equipment? What size is the play area? Etc. Based on the above analysis and concerns, the Town Planner does not recommend approval of the proposed 74 residential units by Special Use Permit at the Crossroads Village Center.

Please read below for the **original Staff Report and Background** when the application was first presented to the Planning Commission for review.

**Original Application Summary and Background:**

Applicant, Haymarket Development #1 LLC, has applied for a Special Use Permit for 78 residential units 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 specific style of housing called two-over-twos, or also referred to as stacked townhouses. The proposed use would occupy approximately 3.6909 acres in the north/western corner of the development along the I66 on ramp from Route 15, North.

The 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. The 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 dwelling units, parking, buffers and general layout in relation to the development. (See Appendix, A for Illustrative GDP 2020)

As the current SUP Application for the 78 Dwelling Units is presented the Town Planner is not in support of the application. Please refer to the analysis below for a detailed description of the findings and the recommendation of denial.

### **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 3.6909 acres 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 78 resident dwelling units in the Planned Interchange Park is not in accordance with the Comprehensive Plan as it does not provide commercial and professional uses 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 78 dwelling units do not provide concentrated businesses for more intense commercial and industrial uses in this area, rather the proposed use removes 3.69 acres from the undeveloped commercially zoned land base. The proposed units are not an appropriate use for this area as it further diminishes the Town’s commercial land base and future opportunities for commercial development. 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/I 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. (See below for additional concerns regarding the long term effects of the proposed use.)

- (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 for the newly proposed use and the proximity to the major interchange may adversely affect the homeowners, should the use be approved. (See below for additional concerns regarding the long term effects and concerns of the proposed use.)

- (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 northwestern most section of the development and will be accessed via the main boulevard as proposed in the GDP, Appendix A. The previously approved site plan, Appendix B, designated a main entry Boulevard (with a stop light) in which all pad sites, the pre-approved residential units and the proposed units would use for entry. Other 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. If necessary, a user could enter these access points and navigate through the parking lots to gain access to the main boulevard and ultimately reach the proposed neighborhood. With the approved site plan in consideration, there is adequate concern that the main boulevard will become congested with the additional residential units and no secondary entrance/exit to the units. The congestion has the potential to push those residents through the parking lots to access other points of entry onto Washington Street. Interconnected parcels are encouraged with direct paths to and from uses, however without an interconnection the users would rely on "snaking" through parking lots to reach exit points, resulting in a potential hazardous environment for the commercial users.

While the proposed use will generate less vehicle trips per day, according to the Gorove Slade Report, there is valid concern regarding the lack of a second entry/exit point, hazardous conditions for commercial users with cut through traffic and congestion along the main boulevard. (See below for additional concerns regarding parking and vehicular traffic within the proposed neighborhood)



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

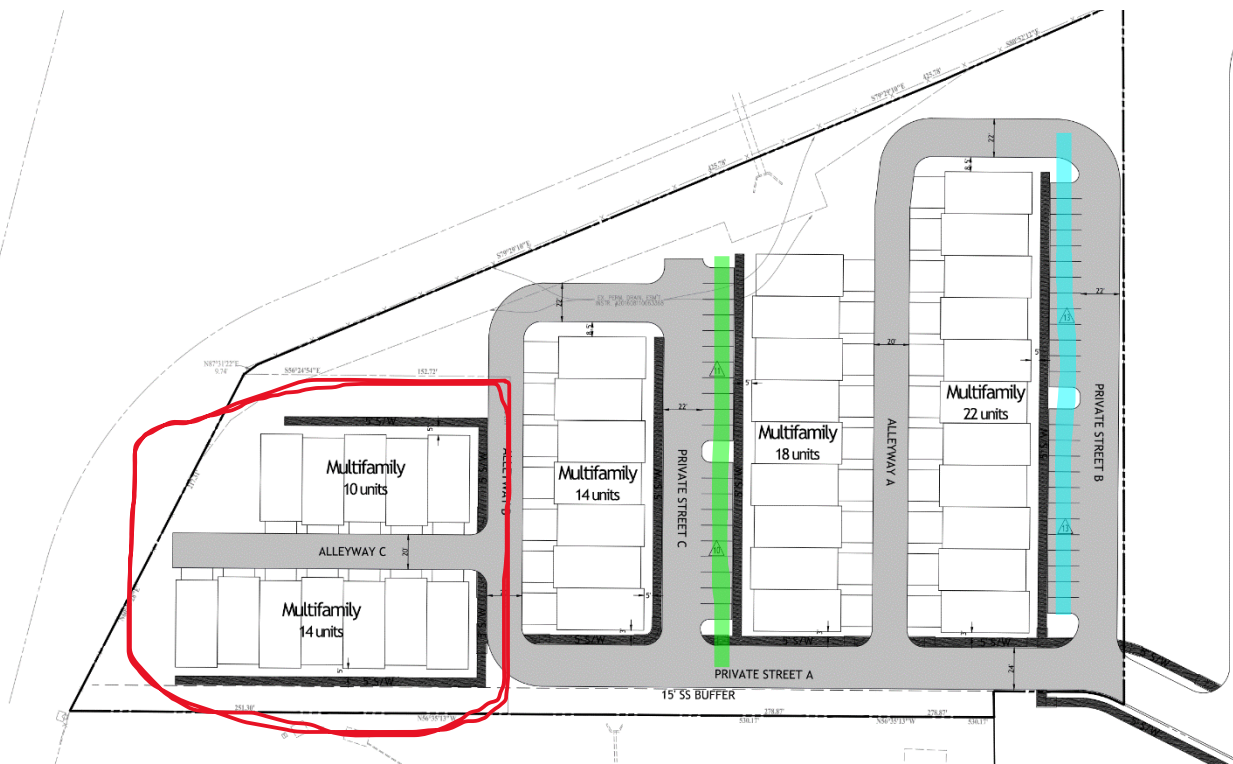
Utilities, drainage, loading zones and other necessary facilities will be required at the site plan phase. Currently, Prince William County Service Authority has approved the previously submitted site plan for the appropriate water/sewer utilities. In the outside agency review phase PWCSA stated the 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 179 parking spaces for the proposed 78 dwelling units. The Zoning Ordinance requires 2.25 parking spaces per d.u., inclusive of .25 parking space for guests. The required parking spaces for the proposed units are 176.

(78 d.u. X 2.25 parking spaces = 175.5, rounded to 176)

Despite the applicant providing the required 176 parking spaces there is concern from Staff regarding the parking layout.



The dwelling units circled in red on the image above will only have access to a single parking spot (in the one car garage) on their property. The driveways provided for these 24 units are deemed unusable as the length is less than the average car length. Based on the GDP image provided the driveways are estimated to be less than 10 feet long. In addition, there is no opportunity for on street parking for these residents in alleyway C. Rather they will need to park in private street C (Green) or private street B (Blue) and walk to their homes. Without clearly designated spaces for the 24 homes, Staff is

concerned that these residents will be at a disadvantage when it comes to locating parking for themselves and any guests. If the developer were to designate the appropriate parking for these 24 units, that would require 24 of the 47 surface spaces to be designated. All 24 spaces cannot be accounted for in private street C, thus several homeowners would be required to park in private street B. If the appropriate spaces were assigned to the homeowners in those 24 units, that would leave 23 spaces for guest parking, this is 3 more than the required. However, the general layout of the parking schematic does not appear to benefit the homeowners or their guest if they are located in the 24 units to the far left.

### Other Concerns

The developer has not provided any site amenities for the proposed 78 units. Thus, one could argue the homeowners will utilize the amenities within the townhouse development without restriction. Will residential amenities be provided for the two-over-two units? If so, where?

The proposed dwelling units will be situated in the curvature of the Route 15/Interstate 66 ramp. There is significant concern regarding the proximity of the proposed units to the roadway with little to no buffer or noise mitigation. The applicant should be prepared to discuss options for noise mitigation and the proximity to roadway.

No elevations of the two-over-two units provided

The 14-home stick closest to the CVS building will front the rear of the CVS. The 10-home stick directly north of the 14-home stick will front the on ramp to I66.

Will the proposed development have a Homeowner's Association? Who will maintain the common space?

Updated traffic statement provided to state that the traffic volumes will decrease from the potential B-2 uses that could be developed.

No environmental analysis or stormwater calculations provided.

Student Generation estimated to be 26 students per the Report provided by Prince William County School Board Impact Statement, dated January 8, 2021.

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

- Tabulation should be reviewed, parking spaces provided are not accurately notated in tabulation.
- Will parking spaces be designated for the dwelling units that do not have adequate space in the driveway to park?
- Will visitor parking spaces be designated?
- **Buffer Dimensions not clearly notated.**
  - One buffer labeled as 15' SS Buffer – The required buffer between the R-2 proposed land use and the adjoining use, B-2 is a 20' Transparent Screening Buffer
  - Buffer between the proposed units and the VDOT right of way, appear minimal. Sizes and setbacks should be notated.
- **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 not in support of the proposed use. The proposed dwelling units do not meet the intent of the Planned Interchange Park designation from the Comprehensive Plan or the intent of the Business Commercial Zoning District (B-2). Furthermore, the proposed development has triggered numerous concerns regarding the parking, the frontages, the proximity to the interchange, the change in traffic patterns, the lack of a second entry/exit point, and the student generation.

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.



**TOWN OF HAYMARKET PLANNING COMMISSION**  
**PUBLIC HEARING/REGULAR MEETING**  
 ~ MINUTES ~

Emily Lockhart, Town Planner  
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100  
 Haymarket, VA 20169

Tuesday, February 16, 2021

7:00 PM

Council Chambers

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

Chairman Matt Caudle called the meeting to order.

## I. Call To Order

Chairman Matt Caudle: Present, Commissioner Aayush Kharel: Absent, Councilman Bob Weir: Present, Commissioner Robert Hallet: Present, Commissioner Jackie Walker: Absent, Commissioner Alexander Beyene: Present, Commissioner Chuck Mason: Absent.

## II. Pledge of Allegiance/Moment of Silence

Chairman Matt Caudle invited everyone to stand for the Pledge of Allegiance followed by a moment of silence.

## III. Public Hearing

### 1. Public Hearing SUP 2021-001: Drive Thru Restaurant

Town Planner Emily Lockhart shared that the Planning Commission has before them an SUP application for a drive thru restaurant. She stated that the applicant has specifically stated that it would be a Starbucks Coffee located at 15150 Washington Street and 6500 James Madison Highway commonly known as Crossroads Village Center Development. She stated that there was previously a rezoning and several Special Use Permit. She shared that the 2018 Town Council passed by resolution granting 9.94 acres from B-2 to R-2 in the back upper right hand corner of the property which allows for 79 townhomes to be developed. In addition, they granted several SUP's for a hotel structure in excess of 50 feet, a drive thru restaurant at the most eastern site of the property, a drive thru restaurant at the central pad site and a bank drive thru. Ms. Lockhart stated that the applicant was before the Planning Commission to consider the SUP for a drive thru. At this time, Ms. Lockhart shared some points from her recommended report. In conclusion, Ms. Lockhart stated that she would recommend a general support but would like to have some areas of concerns be addressed that she outlined. Ms. Lockhart invited the applicant to the podium to address the Planning Commission.

Mr. Brian Prater from Walsh Culucci stated that he is representing Haymarket Development 1, LLC, the property owner of Crossroads Village Center Development. Mr. Prater gave a presentation of the property and the SUP.

At this time, Chairman Caudle opened the floor for citizen comments. There were no citizen present to comment on SUP 2021-001. Ms. Lockhart read into the record an email that addressed both SUP's from James and Maureen Carroll, 6862 Track Court, requesting that both SUP's be denied.

\*\*\* A copy of the email will be attached at the end of the approved minutes.\*\*\*

Chairman Caudle proceeded to allow the Planning Commission to ask questions to Mr. Prater about the application and concept.

Councilman Bob Weir asked questions and stated his concerns about the stacked shared parking on the entire property, the traffic flow between the Starbucks and proposed Lidl building, the location and who would be responsible for the signalization on Washington Street and the volume of traffic on the property.

Commissioner Hallet also addressed his concerns of traffic flow and volume of traffic on the site.

Commissioner Beyene also agreed on the concerns of volume of traffic on the site.

### 2. Public Hearing for SUP 2021-002: 78 Multi Family Dwellings

Attachment: PC mtg minutes (5001 : Staff Report)

Town Planner Emily Lockhart shared with the Planning Commission the intent of the area in the Comprehensive Plan of the Town and stated that the proposed town house development plan does not fit in the Plan. She stated that the area was intended for a highway oriented development geared toward a mix of commercial, office professional, and retail uses around a common parking area. She also stated that two over two town homes are not within the B-2 zoning district which concentrates on commercial and professional uses. She stated that an appropriate economic development study would need to be done. Ms. Lockhart stated that she has concerns about the SUP due to the proximity to Interstate 66 and the uncertain long term value of the homes in the future once built. She stated that if this project were to move forward, the Town would lose approximately 3.6 acres of potential commercial land base for the Town. Ms. Lockhart also stated with the neighborhood only having one way in and one way out of the complex, she had some real concerns with traffic flow impact particularly during peak times for the businesses and surrounding area of the site. Ms. Lockhart stated that she had a large concern regarding the parking for the units. She referred to the Town's ordinance on required parking spaces for multi-family dwelling or townhouse units. She referred to the plans presented pointing out 24 units that meet the requirements with the designated spaces away from the units and asked if those spaces would be reserved for the 24 units. She stated these units would not have the ability to park in front of their homes. She also brought up to the Planning Commission to consider where the overflow parking would be and asked the applicant to come up with a concrete plan. Lastly, Ms. Lockhart shared the outside agency comments on this project, particularly from Prince William County Schools.

At this time, Mr. Prater gave his presentation on the proposed multi family two over two concept. Mr. Prater stated that this concept is geared toward the middle ground in the housing development to meet the needs of the young professionals, empty nesters or single individuals to purchase a home that otherwise would not be able to afford. He showed the traffic pattern and the parking that Ms. Lockhart mentioned in her staff report as a concern. At this time the applicant, Don Wooden, addressed the Planning Commission on the topic of the student impact numbers that were provided by Prince William County. Mr. Wooden concluded by giving three points of why his company considered the two over two concept. He stated that 1. It was a missing product type within the area; 2. It was affordable housing; and 3. It had a significant reduction of student impact on the school systems.

After the presentation, Chairman Caudle opened the floor for citizen's comment on this SUP. There were no comments at this time.

#### IV. Close Public Hearing

#### V. Citizens Time

There were no citizens present wishing to address the Planning Commission at this evening's meeting.

#### VI. Agenda Items

##### 1. McDonald's Second Drive Thru

Town Planner Emily Lockhart shared that the representatives from McDonald's were present via Zoom. Ms. Lockhart reminded the Planning Commission that they were in discussion with McDonald's regarding their site plan for a second drive thru and the concern of larger delivery trucks being able to navigate the site. She shared that since this site pre-existed prior to the ordinance went into effect on loading zones, she being working with the applicant to get this subject resolved. She shared that the applicant provided a drawing with the truck layout. Ms. Lockhart showed the layout to the Planning Commission. She stated that the layout was shown for a 30 foot truck and not the semi tractor trailers that are typically seen delivering. Ms Lockhart directed the developers engineer to answer the questions regarding the subject of the delivery trucks. The engineer stated that the store has limited deliveries between 1-2 am so that tractor trailers can be accommodated and would not affect customer parking. The Planning Commission discussed the subject of the second drive thru and the new proposed entrance in addition to their concerns of the tractor trailer availability of parking.

**Commissioner Beyene moved that the Planning Commission approve McDonald's second drive thru site plan as presented at this evening's meeting, February 16th at the Planning Commission meeting to include the truck demonstration provided and this approval is conditional on all outside agency approval letters being submitted to the**

Town Planner prior to the signature on the site plan. Commissioner Hallet seconded the motion. The motion carried.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Robert Hallet, Commissioner
<b>SECONDER:</b>	Alexander Beyene, Commissioner
<b>AYES:</b>	Matt Caudle, Bob Weir, Robert Hallet, Alexander Beyene
<b>ABSENT:</b>	Aayush Kharel, Jackie Walker, Chuck Mason

## 2. Crossroads Village Center, SUP#2021-001, Restaurant W/ Drive-Through

The Planning Commission clarified with the Town Planner that she would recommend the drive thru with some conditions of her concerns address. Ms. Lockhart agreed that she would recommend the drive thru with the concerns regarding the stacking and parking spaces that is not included in the SUP boundary. She also stated that she has not seen a pedestrian connection between the far right parking lot to the front of the building. She also shared her concerns that from that particular parking lot area, one would cross over into the travel area and in front of the exit area from the drive thru to get access to the front door. She made some suggestions to address that topic. Ms. Lockhart addressed the entry/exit area. She suggested that the applicant look to see if a second entry/exit area would be possible. She also offered suggestions on the flow of traffic on the pad site. Lastly, Ms. Lockhart expressed her concerns of the entry/exit point onto Washington Street and the difficulty to navigate since it is a right turn only in and out of the site.

The Planning Commission also asked questions and address their concerns to the applicant. Ms. Lockhart shared that everything on the GDP has been approved or is allowed as a by right use with the exception of the 2 SUP's being considered at the this evening 's meeting. The main topic of concern with the Planning Commission was the increased volume of traffic at the site and onto and around Washington Street. Councilman Weir suggested that the Planning Commission direct staff to address the multiple issues raised with respect to stacking, flow, layout access of ingress/egress and then defer the application until a date uncertain so staff and the applicant have the opportunity to work out the issues and then bring it back later.

## 3. Motion to Defer

**Councilman Weir moved to defer the application until a date uncertain.** There were additional questions and discussions by the applicant. **Before those discussions took place, the motion was withdrawn.** The applicant asked if the Planning Commission could give them all the concerns and questions so that they could address them due to timing of the application submitted.

**Councilman Weir restated his motion to defer the application until a date uncertain.. Commissioner Beyene seconded the motion.** Discussion followed on instruction to staff. Ms. Lockhart asked for all comments or concerns by the end of the week so that she could forwarded them to the applicant. Ms. Lockhart also suggested that the applicant send all updated information by March 5 in order to be on the agenda for the March meeting. **The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Alexander Beyene, Commissioner
<b>AYES:</b>	Matt Caudle, Bob Weir, Robert Hallet, Alexander Beyene
<b>ABSENT:</b>	Aayush Kharel, Jackie Walker, Chuck Mason

## 4. Crossroads Village Center, SUP#2021-002, Multifamily Residential Units

Town Planner Emily Lockhart summarized her concerns on this SUP application. Ms. Lockhart stated that she is not in support of the SUP and would recommend denial to the Town Council based on parking issues and general layout that was mentioned in her report; the proximity of the VDOT divergent diamond and entrance ramp to Interstate 66, in addition to student population increase. The Planning Commission asked several questions in particular sound buffer and noise mitigation to the applicant. The applicant stated that they looked at the noise traffic and the buffers to the entrance ramp to Interstate 66 but still need to do a noise study with the traffic on Interstate 66 itself and the back part of the property where some of the units would

be located. The Planning Commission also addressed various concerns regarding parking and the lack of parking at some of the units. They also addressed the concerns regarding changing a larger commercial property to residential, the impact in schools, the lack of a green space and tot lots. The applicant stated that they would like to be given the opportunity to address the Planning Commission concerns at a future meeting once they receive the comments and have the time to work on the plan. A discussion followed on the various points brought up by the Town Planner. Lastly, the applicant asked that the Planning Commission look at this SUP as a vibrant mixed use project not just a residential project because it lowers traffic and it helps with all the vehicular and pedestrian flow. Town Planner Lockhart stated that the original 79 townhomes that were approved would qualify as a mixed use. Ms. Lockhart recommended that the applicant come back with a revised plan that would show less units which then would allow some amenities mentioned such as a tot lot, and a guest overflow parking area. The Planning Commission was not ready to take any actions on this application at this evening's meeting.

#### 5. Motion to defer

**Councilman Weir moved to defer this application until a date uncertain. Commissioner Hallet seconded the motion. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Robert Hallet, Commissioner
<b>AYES:</b>	Matt Caudle, Bob Weir, Robert Hallet, Alexander Beyene
<b>ABSENT:</b>	Aayush Kharel, Jackie Walker, Chuck Mason

## VII. Minute Approval

Chairman Caudle asked for any objections to move the minute approval so that the Planning Commission could address both SUP's. There were no objections.

1. Planning Commission - Work Session - Jan 19, 2021 6:00 PM

**Councilman Weir moved to approve the Work Session and Regular Meeting minutes from January 19, 2021. Commissioner Hallet seconded the motion. The motion carried.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Robert Hallet, Commissioner
<b>AYES:</b>	Matt Caudle, Bob Weir, Robert Hallet, Alexander Beyene
<b>ABSENT:</b>	Aayush Kharel, Jackie Walker, Chuck Mason

2. Planning Commission - Regular Meeting - Jan 19, 2021 7:00 PM

**Councilman Weir moved to approve the Work Session and Regular Meeting minutes from January 19, 2021. Commissioner Hallet seconded the motion. The motion carried.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Robert Hallet, Commissioner
<b>AYES:</b>	Matt Caudle, Bob Weir, Robert Hallet, Alexander Beyene
<b>ABSENT:</b>	Aayush Kharel, Jackie Walker, Chuck Mason

## VIII. Old Business

Town Planner Emily Lockhart gave the Old Business updates. She shared that Van Metre got the site plan approved with signatures and will be going to the County for building permits. She also shared that the staff is reviewing the plans for the Karter School. She stated that they may be at the March Planning Commission meeting.

## IX. New Business

Town Planner Emily Lockhart shared that a brewery has expressed an interest in a parcel in the Industrial district area. She also shared that a second brewery has expressed interest in the B-2 district.

**X. ARB Updates**

There were no ARB updates because the ARB meeting was being held the following evening.

**XI. Town Council Updates**

Councilman Weir shared that the Town Council denied the SUP submitted by QBE that was before the Planning Commission at a previous meeting. Mr. Weir stated that he attended the Prince William County meeting on behalf of the Town to address the Town's traffic concerns regarding the proposed hotel sites at Route 55 and Antioch Road just outside of the Town limits. Mr. Weir stated that the subject was deferred until the applicant was able to address the traffic concerns on that property. Lastly, Mr. Weir shared that he had a meeting with Virginia Dominion regarding additional power lines in the Town.

**XII. Adjournment**

With no further business before the Planning Commission, Councilman Weir moved to adjourn with a second by Commissioner Beyene. The motion carried.

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Alexander Beyene, Commissioner
<b>AYES:</b>	Matt Caudle, Bob Weir, Robert Hallet, Alexander Beyene
<b>ABSENT:</b>	Aayush Kharel, Jackie Walker, Chuck Mason

Submitted:

Approved:

\_\_\_\_\_  
Kim Henry, Clerk of the Council

\_\_\_\_\_  
Matt Caudle, Chairperson

Attachment: PC mtg minutes (5001 : Staff Report)





# TOWN OF HAYMARKET PLANNING COMMISSION

## REGULAR MEETING ~ MINUTES ~

Emily Lockhart, Town Planner  
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Monday, March 15, 2021

7:00 PM

Council Chambers

A Regular Meeting of the Planning Commission of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:00 PM.

Chairman Matt Caudle 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, Commissioner Aayush Kharel joined the meeting via Zoom.

Chairman Matt Caudle: Present, Commissioner Aayush Kharel: Remote, Councilman Bob Weir: Present, Commissioner Robert Hallet: Present, Commissioner Jackie Walker: Absent, Commissioner Alexander Beyene: Absent, Commissioner Chuck Mason: Present, Clerk of Council Kimberly Henry: Present, Town Planner Emily Lockhart: Present, Town Manager Chris Coon: Present.

### II. Pledge of Allegiance/Moment of Silence

Chairman Matt Caudle invited everyone to stand for the Pledge of Allegiance followed by a moment of silence.

### III. Citizens Time

There were no citizens wishing to address the Planning Commission at this evenings meeting.

### IV. Minute Approval

1. Planning Commission - Work Session - Feb 16, 2021 6:00 PM

Commissioner Hallet moved to accept the Planning Commission minutes from the February 16, 2021 Work Session. Commissioner Mason seconded the motion. The motion carried.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Robert Hallet, Commissioner
<b>SECONDER:</b>	Chuck Mason, Commissioner
<b>AYES:</b>	Caudle, Kharel, Weir, Hallet, Mason
<b>ABSENT:</b>	Jackie Walker, Alexander Beyene

2. Planning Commission - Public Hearing/Regular Meeting - Feb 16, 2021 7:00 PM

Commissioner Mason moved to accept the Planning Commission minutes from the February 16, 2021 Public Hearing/ Regular Meeting. Commissioner Hallet seconded the motion. The motion carried.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chuck Mason, Commissioner
<b>SECONDER:</b>	Robert Hallet, Commissioner
<b>AYES:</b>	Caudle, Kharel, Weir, Hallet, Mason
<b>ABSENT:</b>	Jackie Walker, Alexander Beyene

### V. Agenda Items

#### 1. Crossroads Village Center SUP 2021-001 Restaurant W/Drive Thru

Town Planner Emily Lockhart gave her updated staff report on SUP #2021-001 for a request to have a restaurant with a drive thru at Crossroads Village. She stated that although the applicant provided additional information to modify the drive thru layout, she still had some concerns with the traffic flow at the drive thru and potential congestion to exit onto Washington Street. Ms. Lockhart invited the applicant to the podium to present their modifications of the layout. Brian

Attachment: PC mtg minutes (5001 : Staff Report)

Prater, the representative for the applicant, gave a complete presentation of the property since there were new Commissioners on the Board. Mr. Prater narrowed his presentation to address the modifications to the restaurant and stacking at the drive thru. Mr. Prater ended his presentation by stating that the applicant and staff has been working on the traffic and pedestrian modifications since the February meeting and asked that the Planning Commission approve the SUP as presented. Mr. Prater stood to answer several questions by the Planning Commission on the updates presented. A suggestion was made to make the exit a right turn only out of the restaurant so that traffic would be directed to the traffic signal on Washington Street. Mr. Don Wooden, applicant of Crossroads Village Center, stated that a required right turn only exit would create an unnecessary traffic flow through the Center. Town Planner Emily Lockhart asked Mr. Wooden to show the location of the speaker box when submitting the plans to the Town Council. There was a discussion on parking spaces for customers and employees. A discussion continued on the traffic flow and exit points. Town Planner Emily Lockhart brought forth a draft resolution for consideration. The Planning Commission added the following condition to the resolution: appropriate signage for traffic mitigation be added at egress. Ms. Lockhart corrected the address to state 15150 Washington Street.

**Commissioner Mason moved to approve Resolution 2021-006 as amended.**

**Commissioner Hallet seconded the motion. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chuck Mason, Commissioner
<b>SECONDER:</b>	Robert Hallet, Commissioner
<b>AYES:</b>	Caudle, Kharel, Weir, Hallet, Mason
<b>ABSENT:</b>	Jackie Walker, Alexander Beyene

## **2. Crossroads Village Center: SUP 2021-002 Multifamily Residential Units**

Town Planner Emily Lockhart gave the updated staff report on SUP #2021-002 for the consideration of 76 two over two townhomes. Ms. Lockhart stated that she was not in support based on the proposed dwelling units does not meet the intent of the planned interchange park designation from the Comprehensive Plan or the intent of the business commercial zoning district and will deplete approximately 3.6 acres of commercial land base. She also stated that the proposed plan has triggered numerous concerns in regards to parking, frontages, proximity to the I-66 interchange and student generation. Ms. Lockhart invited the applicant to the podium to present the changes to the plan from the previous meeting.

Brian Prater, who represented the applicant, gave a presentation on the multi family dwelling special use request for the back of the property of the Crossroads Village Center site. He stated that the two over two units are similar to a split town home. He stated this addresses the shortage of housing for middle income families which would allow affordability for this income range. Mr. Prater recognized and agreed that the residential component is not consistent with the planned interchange park, however it is one of the overall uses proposed in the Crossroads Village Center plan as a commercial mix of uses and the applicant is responding to market forces. Mr. Prater showed in his presentation the building concepts of the two over two townhomes. He also showed the design changes of the property which added a potential tot lot, increase parking spaces, extended driveways that would fit 2 vehicles, and changes to the ingress/egress on the property, Mr. Prater showed the proposed landscaping design along the outside perimeter of the property that is close to the I-66 interchange. Mr. Prater concluded his presentation with the trips per day comparison and student generation data. The Planning Commission addressed their concerns regarding the parking to the applicant and the wording of "potential" tot lot. There was a suggestion from the Planning Commission to re-configure the placement of some of the units and reducing the number of units in order to increase the green space for recreational activities. There was also concern from the Planning Commission that the residential units would be taking away from the limited amount of what's left for commercial use and the increase in student population. The applicant answered the Planning Commissions concerns on each topic. There was also a discussion on how a trash truck or larger vehicle could navigate at the re-designed hammerhead in the one section of housing. There was also a discussion on the green space at the entrance of the property. Councilman Weir reiterated that Haymarket does not have the urban lifestyle similar to other cities in Northern Virginia and felt that the homes would generate a student population higher than the applicant showed in the

data. He also stated that he felt this would be taking away from the commercial tax base for the Town and he would not support the SUP. Chairman Caudle stated that overall he felt the applicant had a great product. However, Mr. Caudle stated his main concern was a place for children to play. Mr. Caudle stated that he is for less commercial but would like to see the units reconfigured to make a larger green space. The applicant stated that he would consider having 2 less units in order to have a soccer type field for play adjacent to the tot lot in the design. He stated that this would also make more room for trash truck type vehicles to navigate the back part of the property for servicing those units. Chairman Caudle asked Town Planner Lockhart for her comments after listening to the presentation and the discussion between the applicant and the Commissioners. Ms. Lockhart stated that she would still not recommend the approval of the SUP. Commissioner Kharel stated the Commission should take into consideration the comments from the citizens and to consider the vision of the future for the Town of Haymarket. He stated that he felt the design needed more work particularly the spacing and the layout of the units. Town Manager Chris Coon stated that if the Planning Commission would like to defer this for an additional month, staff could provide the cost to the Town for police coverage, trash and other services the Town provides if the 76 units were considered.

At this time, the applicant proposed the following conditions for Planning Commission consideration: the units would be reduced to not exceed 74 two over two units, adding in a play field that would be adjacent to the tot lot, and bring additional parking or loading area for the accessibility of a trash truck. Chairman Caudle asked each Commissioner if they would support the conditions. Each Commissioner gave their opinion of the conditions. The Planning Commission took a brief recess for Ms. Lockhart to prepare the motion.

**Commissioner Mason moved that the Planning Commission recommend approval of SUP #2021-002 with the following conditions: the development shall not exceed 74 two over two units, the developer will provide a tot lot and expand a play field and provide an additional parking/loading spaces. Commissioner Hallet seconded the motion. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [4 TO 1]</b>
<b>MOVER:</b>	Chuck Mason, Commissioner
<b>SECONDER:</b>	Robert Hallet, Commissioner
<b>AYES:</b>	Matt Caudle, Aayush Kharel, Robert Hallet, Chuck Mason
<b>NAYS:</b>	Bob Weir
<b>ABSENT:</b>	Jackie Walker, Alexander Beyene

### 3. Preliminary Discussion for Karter School Site Plan

Town Planner Emily Lockhart shared that the site plans for the Karter School located at 14860 Washington Street are ready for review and that they will be on the agenda for the next months Planning Commission meeting. There was a short discussion on subject.

## VI. Old Business

Town Planner Emily Lockhart shared that McDonald's is moving forward with their site plans for the second drive thru and will be before the ARB at their next meeting for the sign submission package. She also shared that Van Metre has bonded their project and has been issued their grading permit and should be getting their building permit within the next few months.

## VII. New Business

Town Planner Emily Lockhart shared that staff has received site plan submission for 16 single family homes at Robinson Paradise Development.

## VIII. Architectural Review Board Update

Town Planner Emily Lockhart gave the ARB update by stating that the previous meeting was canceled due to no agenda items. She shared that the next scheduled meeting was the upcoming Wednesday.

## IX. Town Council Update

Councilman Weir shared that the Town Council tasked Ms. Lockhart and himself to speak on behalf of the Town on the Route 29 small area plan at the next County meeting. Mr. Weir provided the Planning Commission some background information on the plan.

## X. Adjournment

With no further business before the Planning Commission, Councilman Weir moved to adjourn with a second by Commissioner Hallet. The motion carried.

### 1. Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Robert Hallet, Commissioner
<b>AYES:</b>	Caudle, Kharel, Weir, Hallet, Mason
<b>ABSENT:</b>	Jackie Walker, Alexander Beyene

Submitted:

Approved:

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 Kim Henry, Clerk of the Council

---

 Matt Caudle, Chairperson

Attachment: PC mtg minutes (5001 : Staff Report)

**PROPERTY INFORMATION**  
 PROPERTY ADDRESS: 15150 WASHINGTON STREET (PART)  
 & 6500 JAMES MADISON HWY  
 PRINCE WILLIAM COUNTY GPIN: 7298-21-2707 (PART) &  
 7298-71-7053  
 ZONING DISTRICT: B-2 (BUSINESS COMMERCIAL)

**PROPOSED SPECIAL USE**  
 DWELLING- MULTI-FAMILY

S.U.P. AREA = 3.6909 AC.  
 PROPOSED UNITS = 74 UNITS


**PARKING TABULATIONS:**

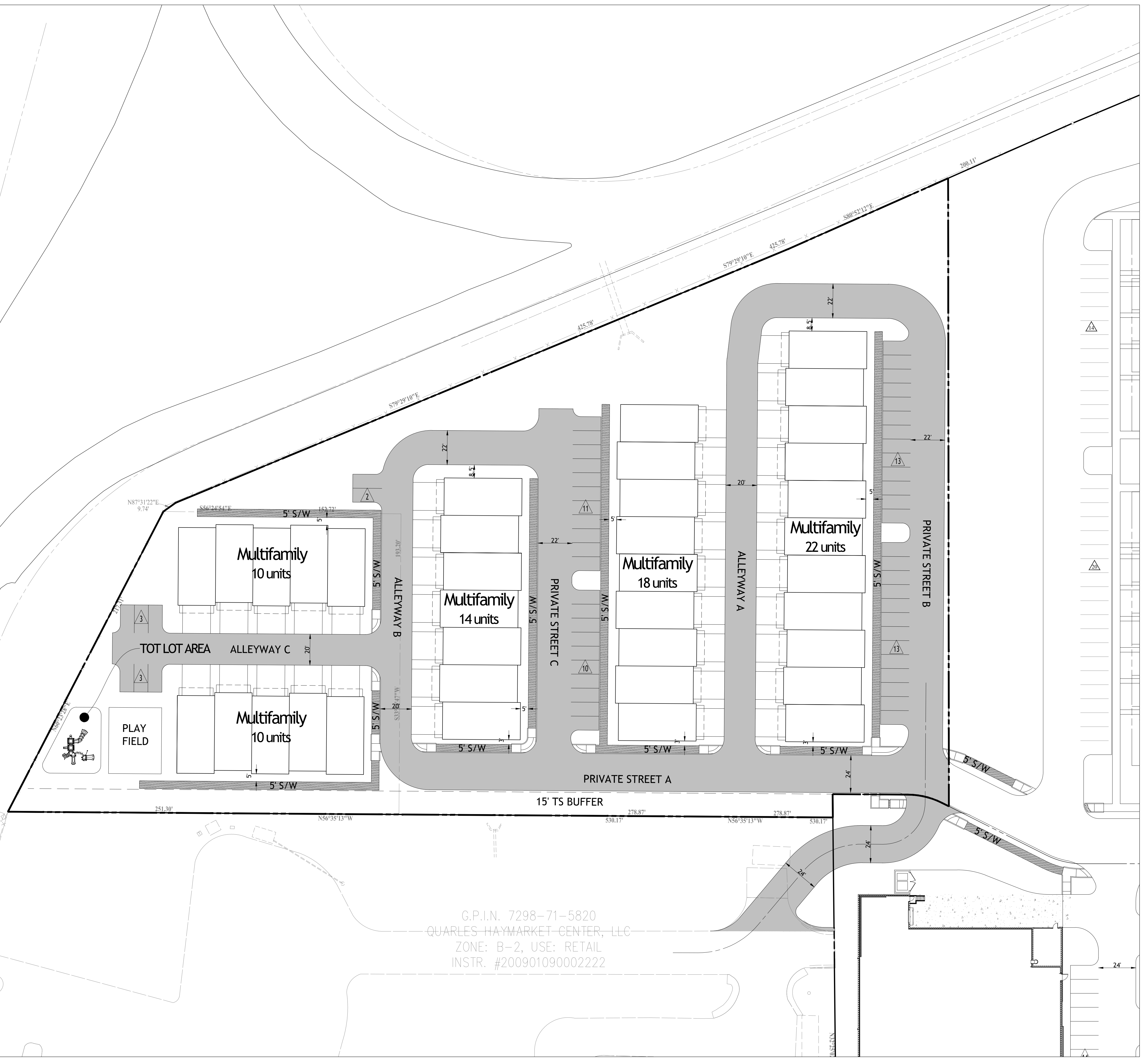
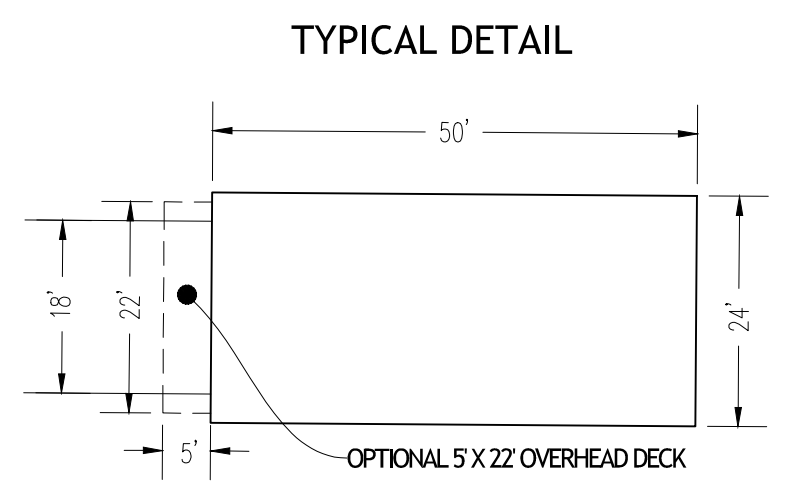
REQUIRED:

MULTI-FAMILY DWELLING =	148 SPACES
	19 VISITOR
	167 SPACES

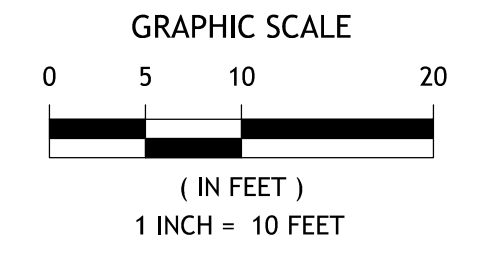
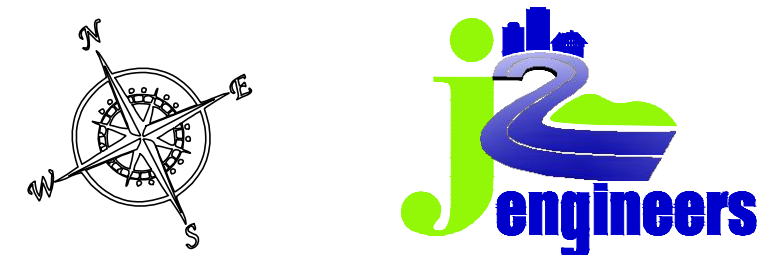
PROVIDED:

DRIVEWAY SPACES =	74 SPACES
GARAGE SPACES =	74 SPACES
ADDITIONAL PARKING =	55 SPACES
	203 SPACES

**LEGEND**  
 SUP BOUNDARY 



G.P.I.N. 7298-71-5820  
 QUARLES HAYMARKET-CENTER, LLC  
 ZONE: B-2, USE: RETAIL  
 INSTR. #200901090002222

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

**DWELLING- MULTI-FAMILY SPECIAL USE PERMIT PLAN**  
**CROSSROADS VILLAGE CENTER**  
 HAYMARKET, VIRGINIA

SCALE: 1"=30'

MARCH 19, 2021

**PROPOSED SPECIAL USE PERMIT CONDITIONS**  
**Owner/Applicant: Haymarket Development #1, LLC**  
**Special Use Permit: SUP 2021-002, Multifamily Residential Units**  
**Prince William County GPINs: 7298-71-7053 & 7298-21-2707 (part)**  
**Special Use Permit Area: +/- 3.6909 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 "Dwelling – Multi-Family Special Use Permit Plan – Crossroads Village Center," prepared by J2 Engineers, and dated March 19, 2021 (the "SUP Plan").
2. Use Limitations: The uses approved with this special use permit shall be limited to a maximum of seventy-four (74) multi-family dwellings and accompanying accessory uses (i.e., tot lot and play areas). The Applicant may construct less than seventy four (74) multi-family dwellings based upon a final engineered plan, however, the number of dwelling units shall not exceed seventy-four (74) multi-family dwellings.
3. Tot Lot and Play Area: The Applicant shall provide one (1) tot lot and one (1) play area, as shown generally on the SUP Plan.
4. Parking and Loading Spaces: The Applicant shall provide parking and loadings spaces as shown generally on the SUP Plan. The final design of the loading spaces is subject to change during site plan review.
5. Interparcel Connection: The Applicant shall provide an interparcel connection, as shown generally on the SUP Plan. The final design of the interparcel connection is subject to change during site plan review. The Applicant's obligation to provide an interparcel connection is subject to the adjoining property owner's reasonable approval and agreement and providing a reciprocal access easement. If an agreement with the adjoining property owner cannot be reached prior to final site plan approval, the Applicant may still obtain final site plan approval and commence the use proposed (i.e., 74 multifamily dwellings).

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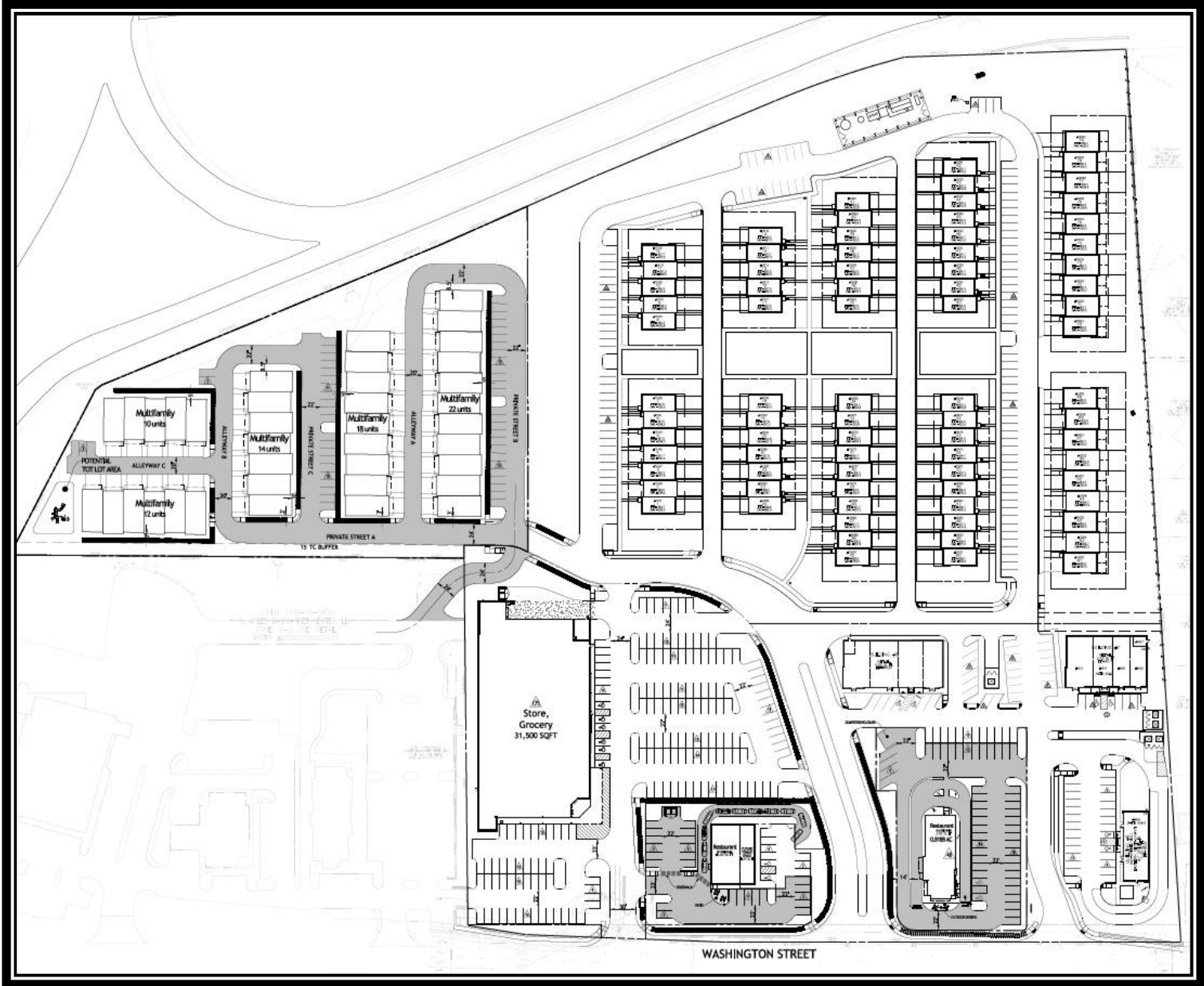
# CROSSROADS VILLAGE CENTER SUP 2021-002, MULTIFAMILY RESIDENTIAL

April 26, 2021

Town Council Work Session

1

Attachment: Crossroads Village MF SUP Town Council Work Session 4.26.2021 (P1086057) (5002 :



# Overall Site Layout

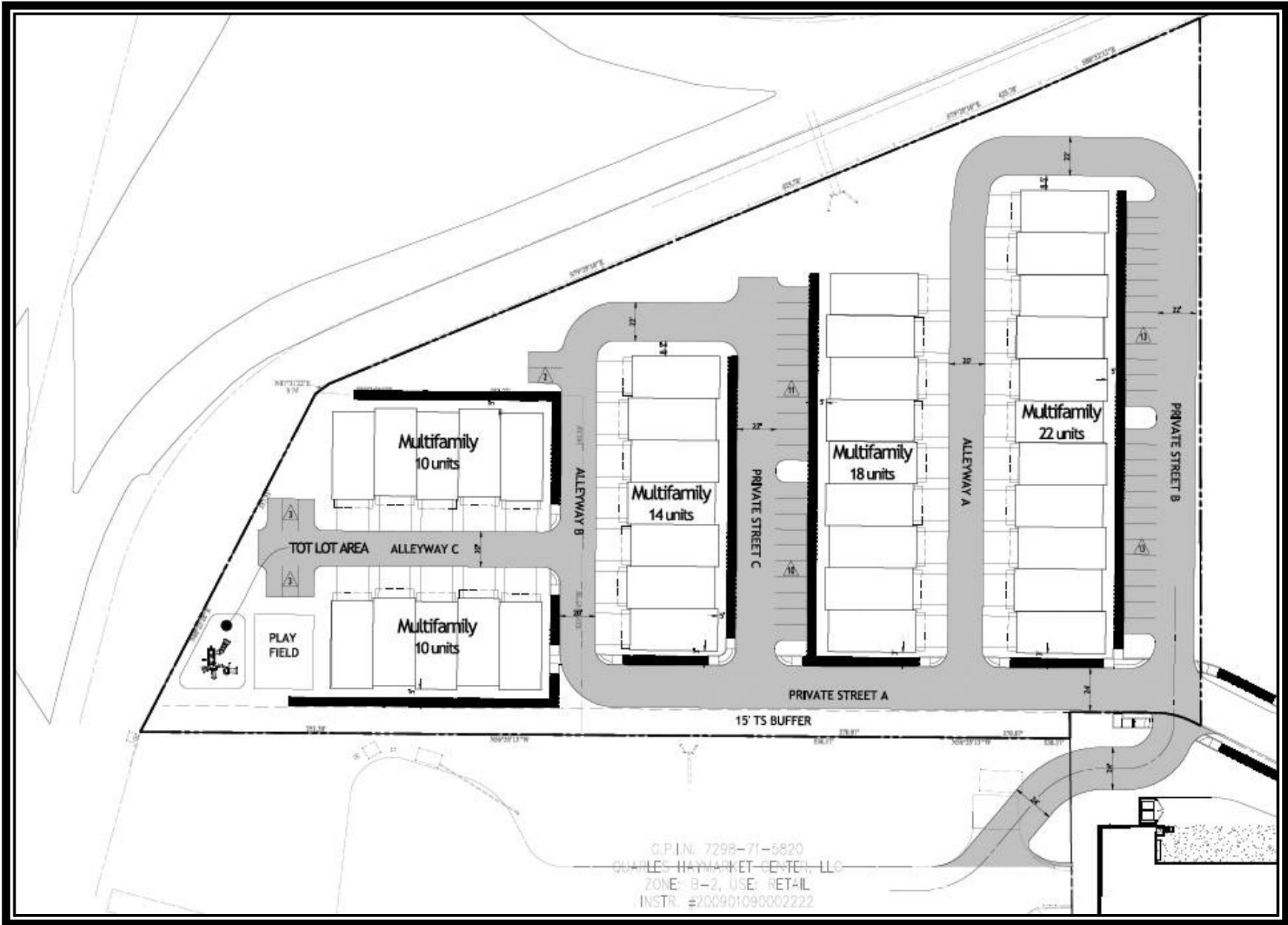




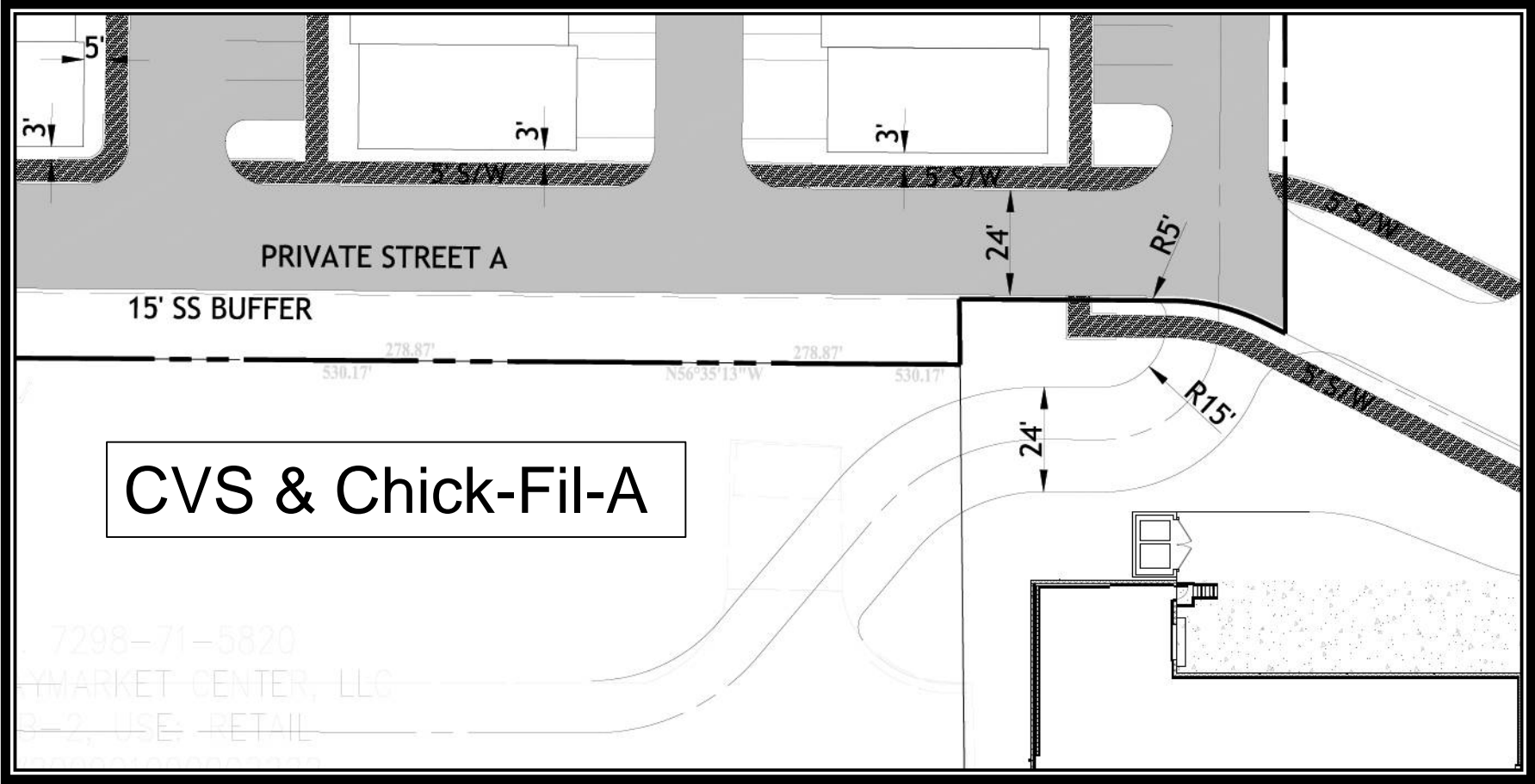
Attachment: Crossroads Village MF SUP Town Council Work Session 4.26.2021 (P1086057) (5002 :



# Building Elevations



# Special Use Permit Plan



Attachment: Crossroads Village MF SUP Town Council Work Session 4.26.2021 (P1086057) (5002 :



# Potential Secondary Entrance / Exit



Attachment: Crossroads Village MF SUP Town Council Work Session 4.26.2021 (P1086057) (5002 :



# Landscaping

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
<b>Residential Uses</b>												
Multifamily Housing (Low-Rise)	220	79 DU	9	29	38	30	18	48	556	26	26	52
<b>Subtotal Residential without Reductions</b>			<b>9</b>	<b>29</b>	<b>38</b>	<b>30</b>	<b>18</b>	<b>48</b>	<b>556</b>	<b>26</b>	<b>26</b>	<b>52</b>
<b>Non-Residential Uses</b>												
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
<b>Subtotal Non-Residential without Reductions</b>			<b>375</b>	<b>307</b>	<b>682</b>	<b>366</b>	<b>371</b>	<b>737</b>	<b>8,250</b>	<b>459</b>	<b>423</b>	<b>882</b>
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
<b>Subtotal with Reductions</b>			<b>357</b>	<b>317</b>	<b>674</b>	<b>354</b>	<b>344</b>	<b>698</b>	<b>8,055</b>	<b>447</b>	<b>413</b>	<b>860</b>

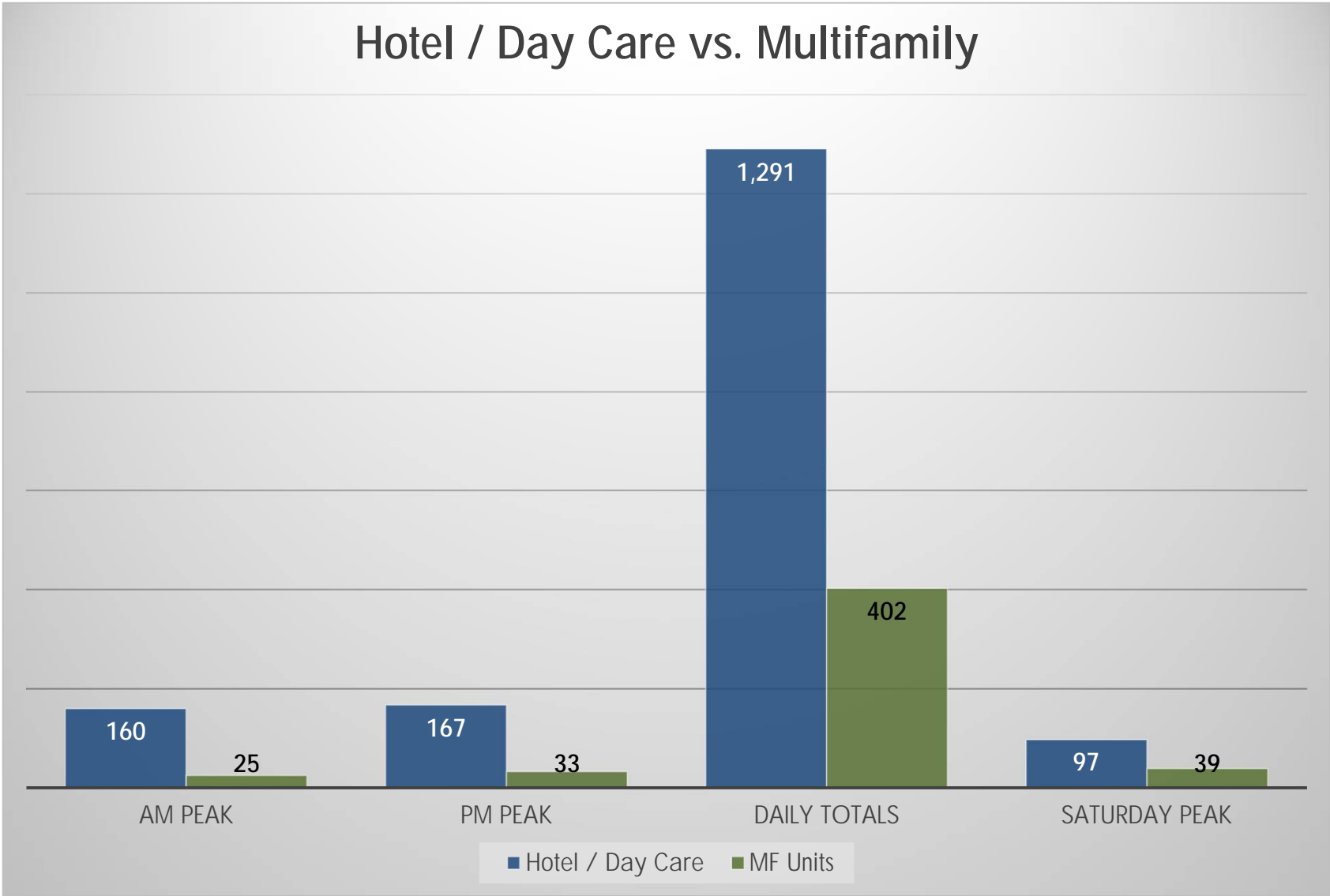
Proposed Uses:

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
<b>Residential Uses</b>												
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
<b>Subtotal Residential without Reductions</b>			<b>16</b>	<b>47</b>	<b>63</b>	<b>50</b>	<b>31</b>	<b>81</b>	<b>958</b>	<b>45</b>	<b>45</b>	<b>90</b>
<b>Non-Residential Uses</b>												
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
<b>Subtotal Non-Residential without Reductions</b>			<b>396</b>	<b>326</b>	<b>722</b>	<b>371</b>	<b>361</b>	<b>732</b>	<b>9,524</b>	<b>522</b>	<b>503</b>	<b>1,025</b>
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
<b>Subtotal with Reductions</b>			<b>360</b>	<b>311</b>	<b>670</b>	<b>309</b>	<b>295</b>	<b>604</b>	<b>8,625</b>	<b>466</b>	<b>451</b>	<b>917</b>

Comparison:

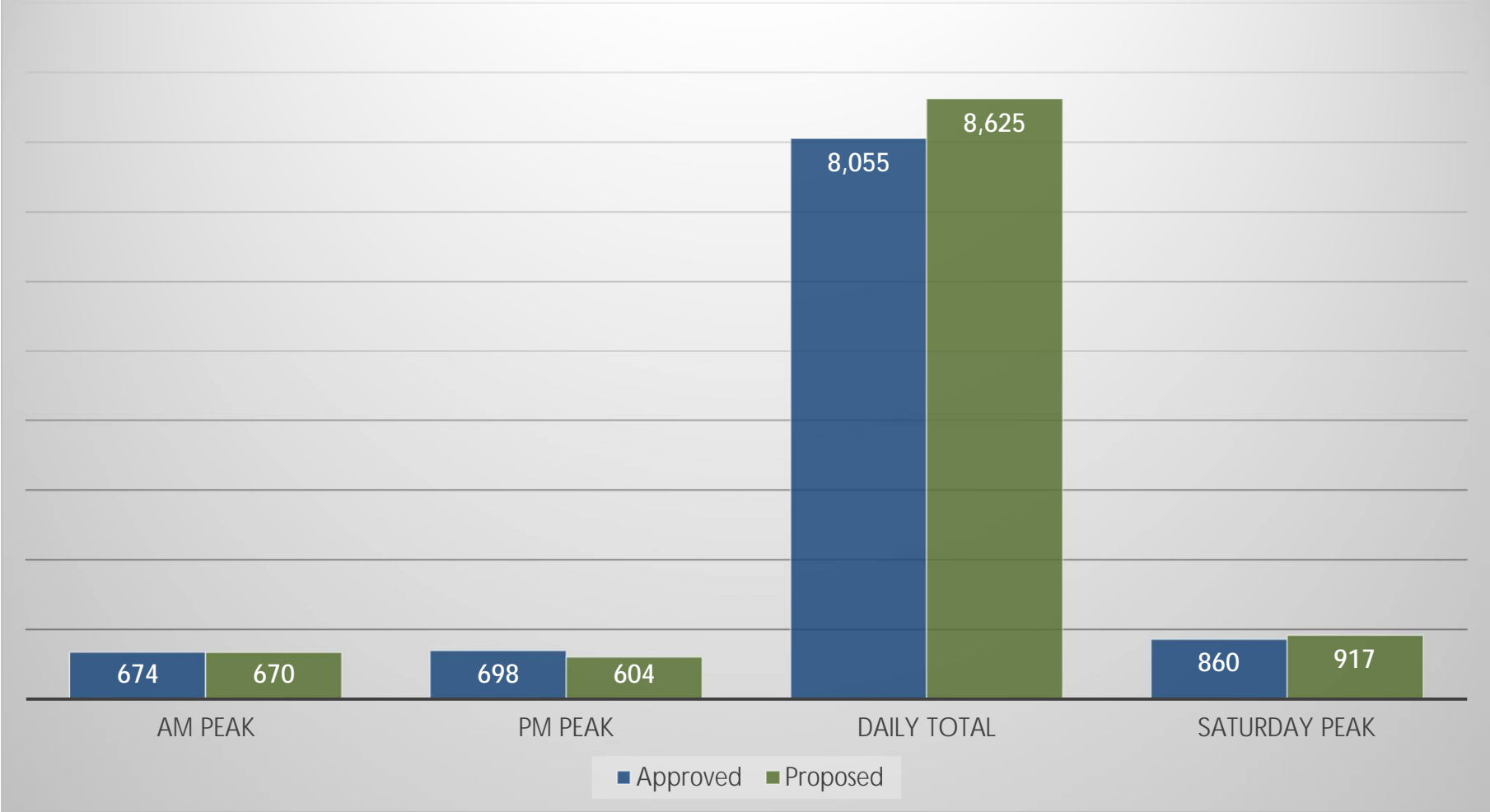
Approved - Proposed	ITE Code	Size	Weekday						Weekend			
			AM Peak Hour			PM Peak Hour			Daily	Saturday Peak Hour		
			In	Out	Total	In	Out	Total	Total	In	Out	Total
Proposed			360	311	670	309	295	604	8,625	466	451	917
Approved			357	317	674	354	344	698	8,055	447	413	860
<b>Difference (Proposed - Approved)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

Trip Generation Tables



# Trip Comparison

### Trip Generation Comparison



# Overall Trip Generation Comparison 9

School-Age Children per 100 Households				
All Households	Single-Family Renter Households	Single-Family Owner Households	Multifamily Renter Households	Multifamily Owner Households
39.0	60.7	40.8	22.6	10.8

Source: NMHC tabulations of 2019 American Community Survey microdata, US Census Bureau. Updated 11/2020. Note: School-Age children are household members between the ages of 6-17.

**Virginia**

	All	Single-family Detached	Single-family Attached	Manufactured	All Multifamily	Multifamily - 2 to 4 Units	Multifamily - 5 to 19 units	Multifamily 20+ Units
Total Housing Units	40.6	46.2	41.9	36.6	25.6	27.9	34.7	10.4
All Occupied Units	45.3	51.1	44.7	46.6	29.1	32.3	38.9	11.9
Recent Movers	41.2	63.0	42.2	57.2	23.4	29.2	30.4	8.1
Into Existing Construction	41.2	62.4	43.0	60.1	23.6	29.3	30.3	8.3
Into New Construction	41.7	88.4	18.3	***	14.1	***	33.2	***
Non-Movers	46.0	50.1	45.2	45.5	31.5	33.3	43.0	13.5
Owner Occupied Units	44.1	46.8	36.5	44.4	14.6	21.8	19.7	6.5
Recent Movers	49.1	57.7	28.4	57.4	8.1	7.7	9.0	7.5
Into Existing Construction	48.4	56.3	29.9	59.0	8.2	8.2	9.3	7.5
Into New Construction	63.6	90.9	11.3	***	***	***	***	***
Non-Movers	43.8	46.2	37.2	43.8	15.4	23.4	20.7	6.3
Renter Occupied Units	47.9	78.3	60.6	51.7	31.2	33.4	41.3	12.9
Recent Movers	38.4	70.7	47.3	50.6	24.0	30.0	30.9	8.1
Into Existing Construction	38.7	70.7	47.4	53.9	24.1	30.1	30.8	8.3
Into New Construction	17.5	53.1	41.6	***	14.9	***	35.4	***
Non-Movers	52.3	81.1	67.9	52.0	34.7	34.7	47.2	15.2



# Student Generation Study



	Beg. Total	Reclass	End. Total	Change	% Change
TH Current Stock	37,536				
TH (in Development) Stock	7,123				
<i>Total Housing Units</i>	44,659	-7000	37,659	(7,000)	-15.67%
Generation Yield per PWCSB	0.569		0.642	0.073	12.83%
Students/100 households	56.90		64.20	7.30	
Total Students Enrolled	25,411		24,177	(1,234)	
New Students Yield			0.708		
Final-Students/100 households			70.75		
	Beg. Total	Reclass	End. Total	Change	% Change
Multifamily Stock	34,039				
MF (in Development) Stock	13,626				
<i>Total Housing Units</i>	47,665	7000	54,665	7,000	14.69%
Generation Yield per PWCSB	0.331		0.309	-0.022	-6.65%
Students/100 households	33.10		30.90	-2.20	
Total Students Enrolled Within the 7,000 units	15,777		16,891	1,114	into 7,000 units = 0.159 per unit x 74 proposed units = 11.7 Children total
New Students Yield			0.268		
Final-Students/100 households			26.82		

Attachment: Crossroads Village MF SUP Town Council Work Session 4.26.2021 (P1086057) (5002 :



# Actual Student Generation



THANK YOU!





# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, March 29, 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: Present, Mayor Kenneth Luersen: Present, Town Manager Chris Coon: Present, Town Planner Emily Lockhart: Present, Clerk of Council Kimberly Henry: Present, Town Treasurer Roberto Gonzalez: Present.

### II. Pledge of Allegiance

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

### III. Agenda Items

#### 1. Sidewalk Discussion

Town Planner Emily Lockhart gave the Town Council a brief report on the subject of starting to change the brick sidewalk to stamped concrete that would resemble brick. She stated that the Architectural Review Board discussed the matter at their last meeting and was in support of the herringbone design of stamped concrete that the Haymarket Hotel will be doing around the hotel up to the Museum as a test site. She also stated that the ARB was in support of the Town continuing on in front of the museum and asked for Town Council to consider continuing the stamped concrete in front of the museum and see if the Town could partner with the hotel when they do their portion. A discussion followed. There was a consensus to move forward in contacting the hotel to see if the Town could piggy back onto their contract for the stamped concrete. Town Manager Chris Coon stated that the staff will meet with Ryan Morgan from Haymarket Hotel Venture, LLC and will bring back more detailed information at the regular meeting in April.

#### 2. Third Quarter Budget Amendment

Town Manager Chris Coon gave a brief report on the third quarter budget amendment that will be considered at the next regular meeting after the public hearing. There were no questions from the Town Council on the amendment.

#### 3. FY 2021 Current Budget Report

Town Treasurer Roberto Gonzalez gave the Town's monthly financial report to the end of February 2021. After Mr. Gonzalez's report, the Council asked several questions regarding specific line items and end of year projections.

#### 4. FY2022 Draft Budget Discussion

Town Manager Chris Coon shared the first draft of the FY2022 draft budget that he and Town Treasurer Roberto Gonzalez prepared. Mr. Coon gave the proposed tax rate at .129 cents per \$100. He also brought to the Council's attention certain revenue and expenditure line items. There was a discussion on understanding the budget in regards to the tax rate, how projections are determined, timeline on public hearing. There was a long discussion on adjusting the revenue on cigarette tax. There was also a discussion on the police fines revenue. Councilman Weir stated that he would like all the Towns in Prince William County petition the circuit court clerk in order to get a better reporting system on fines paid to each locality. A discussion continued on salaries particularly that of the Town Manager. On the expenditure side of the budget, the Town Council asked staff to provide a salary review for all Town positions. Mr. Coon provided that the budget reflects a COLA increase for all Town employees and the Police Department budget includes the employment of 6 full time officers. Mr. Coon shared that the

Minutes Acceptance: Minutes of Mar 29, 2021 7:00 PM (Minute Approval)

economic development section was new and added to expense side of the budget. He gave and explained the line items associated with the new section. Discussion followed on Cares Act audits. There was also a short discussion on some of the line items.

Vice Mayor Pater shared with the Town Council that staff has started preparing for Haymarket Day. She shared that it may be a smaller event than in years past and that the date would be October 16, 2021. The Town Council asked Town Planner Emily Lockhart to prepare a written plan to share at the next regular monthly meeting.

#### 5. Priority List Update Discussion

Town Manager Chris Coon shared with the Town Council the updated priority list that was established when they took office in July. Mr. Coon stated that there were only a few items on the list that left that need to be addressed and suggested that the Council consider adding more items to the list and setting new priorities to items not addressed.

### IV. Closed Session - As Needed

#### 1. Motion to go into Closed Session

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 Sergeant; and as permitted by Virginia Code § 2.2-3711 (A)(7), briefing by staff members pertaining to: probable litigation involving federal and state grants where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Town. Councilman Pasanello seconded the motion. The motion carried.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Shannon, Weir, 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.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Shannon, Weir, Pater, Luersen

#### 3. Motion to appoint Town Police Sergeant

Councilman Weir moved to appoint Officer Davis as Town Sergeant. Councilman Morris seconded the motion. The motion carried by a roll call vote.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Shannon, Weir, Pater

### V. Adjournment

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

1. Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Marchant Schneider, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Shannon, Weir, Pater

Submitted:

Approved:

\_\_\_\_\_  
Kim Henry, Clerk of the Council

\_\_\_\_\_  
Ken Luersen, Mayor

Minutes Acceptance: Minutes of Mar 29, 2021 7:00 PM (Minute Approval)



# 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, April 5, 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 a corrupted file, the video recording of this meeting was lost.

Councilman Marchant Schneider: Present, Councilman Chris Morris: Present, 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, Clerk of Council Kimberly Henry: Present, Town Treasurer Roberto Gonzalez: Present, Town Attorney Martin Crim: Present.

### II. Pledge of Allegiance

Mayor Ken Luersen introduced Mikaeel Martinez Jaka, Eagle Scout, ADAMS Scouts BSA Troop 2019 to lead in the Pledge of Allegiance.

### III. Invocation

Mayor Luersen asked Rizwan Jaka, Chair, Board, All Dulles Area Muslim Society(ADAMS) who gave the evening's invocation.

### IV. Public Hearing

Mayor Luersen cited the evening's public hearing topic and opened the floor for citizens time related to the public hearing.

- 1. Notice of Public Hearing
- 2. Public Hearing Citizens Time

No citizens that were present wished to address the Town Council during the public hearing.

### V. Close Public Hearing

With no citizens wishing to speak at the evening's public hearing, Mayor Luersen closed the public hearing.

### VI. Citizens Time

Jim Payne, 6680 Fayette Street, addressed the Town Council on the subject of police staffing and coverage. Mr. Payne also addressed the Council on the subject of the DMV Select office.

Mary Ramirez, 14974 Cheyenne Way, also addressed the Town Council on the subject of police staffing and coverage. Ms. Ramirez asked that the Council act quickly in the hiring of officers so that the Town can move on.

Katherine Blakeman, 6675 Fayette Street, also addressed the Town Council on the subject of the police staffing and coverage. Ms. Blakeman gave her support in Chief Lands and asked that the Town Council consider keeping him on staff.

Barbara Gonzalez, 6643 Hunting Path - shared her concerns and difficulty in crossing at the designated crosswalks and asked that the Council act quickly bringing the police department back to full coverage so that they could patrol the crosswalks better.

Dottie Leonard, 14801 Washington Street, spoke on behalf of herself and on behalf of the Citizens for the Betterment and Harmony of Haymarket. Ms. Leonard spoke on several items including the support of Chief Lands, the lack of police coverage and officers. She also addressed the Town Council on the subject of closed sessions. She stated that she felt the Council did that on purpose to wear out the citizens and then they make unclear motions once they come out of closed session. On behalf of herself,

Minutes Acceptance: Minutes of Apr 5, 2021 7:00 PM (Minute Approval)

Ms. Leonard stated that Councilman Weir should be terminated for his abuse of the Police Department after even stating that he would not micro-manage the department. Laura Newman, 14651 Red House Road, also spoke regarding the police department. She stated that she did not know what was going on internally within the department but encouraged the Town Council to act quickly on getting the department fully staffed.

## VII. Minute Approval

**Councilman Weir moved to approve the minutes from the February 22, 2021 Work Session, the Regular Meeting for March 1, 2021 and the Continuation Meeting for March 4, 2021. Councilman Pasanello seconded the motion The motion carried.**

1. Mayor and Council - Work Session - Feb 22, 2021 7:00 PM

**Councilman Weir moved to approve the minutes from the February 22, 2021 Work Session, the Regular Meeting for March 1, 2021 and the Continuation Meeting for March 4, 2021. Councilman Pasanello seconded the motion The motion carried.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Shannon, Weir, Pater

2. Mayor and Council - Regular Meeting - Mar 1, 2021 7:00 PM

**Councilman Weir moved to approve the minutes from the February 22, 2021 Work Session, the Regular Meeting for March 1, 2021 and the Continuation Meeting for March 4, 2021. Councilman Pasanello seconded the motion The motion carried.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Shannon, Weir, Pater

3. Mayor and Council - Continuation Meeting - Mar 4, 2021 6:00 PM

**Councilman Weir moved to approve the minutes from the February 22, 2021 Work Session, the Regular Meeting for March 1, 2021 and the Continuation Meeting for March 4, 2021. Councilman Pasanello seconded the motion The motion carried.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Shannon, Weir, Pater

## VIII. Agenda Items

### 1. Resolution 2021-006 Third Quarter Budget Amendment

Town Manager Chris Coon gave a brief report on the budget amendment that was presented.

**Councilman Pasanello moved that the Haymarket Town Council approve an appropriation to the Fiscal Year 2020-21 as designated on Resolution #2021-006. Councilman Morris seconded the motion. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Shannon, Weir, Pater

### 2. FY2022 Budget Work Sesion Dates

The Town Council discussed the draft FY2022 budget and scheduled a work session for Monday, April 12, 2021 at 7 pm. Councilman Schneider asked that staff send him the CIP so that it can be discussed at the next Architectural Review Board Meeting. No other action was taken.

### 3. Sidewalk Authorization

Town Planner Emily Lockhart shared that at the last Architectural Review Board Meeting, the Board made a motion to recommend that the Town Council proceed with a test section of stamped concrete sidewalk on Washington Street in front of the museum which would connect to the Haymarket Hotel's sidewalk.

**Councilman Weir moved that the Town Council initiate the Zoning Text Amendment to allow stamped concrete for sidewalks in the Town.. Councilman Morris seconded the motion. Councilman Schneider asked for a friendly amendment to add brick like material to the motion.**

**Councilman Weir amended the motion to have the Town Council initiate the Zoning Text Amendment to allow stamped concrete or other brick like material for the sidewalks in the Town. Councilman Morris seconded the motion. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Shannon, Weir, Pater

#### 4. Meeting Policy

Town Manager Chris Coon shared that there was a suggestion to combine Department Reports and Draft Minutes as a Consent Agenda. Mr. Coon stated that the Town Council established a meeting policy when they took office in July that would need to be amended by the Council at a future meeting. There was a short discussion on the subject. The Council asked for the subject to be on the next work session agenda for more discussion.

## IX. Liaison Reports

### 1. Finance

There were no additional comments from the Finance Committee.

### 2. Police

Councilman Morris did not have any additional to report.

### 3. Planning Commission

Councilman Weir shared that the Planning Commission considered 2 Special Use Permits for Crossroads Village and recommended approval. Mr. Weir stated that the SUP's will be before the Town Council at their May 3rd Regular Monthly Meeting.

### 4. Architectural Review Board

Councilman Schneider shared that the ARB considered and approved two Certificate of Appropriateness.

### 5. Business Roundtable

Vice Mayor Pater gave the date for the next Business Roundtable meeting. She also shared information about the upcoming 2021 Farmer's Market season.

## X. Department Reports

### 1. Town Administration Staff

Town Manager Chris Coon asked for any questions regarding his written report. Although there were no questions on his report, the Town Council asked that Mr. Coon contact Premier Landscaping to clean up the sticks and leaves along Washington Street and to contact the company that does the street sweeping to come back and do it again. A discussion followed on the maintenance of the museum property. There was also a discussion on informing the HOA's about the Farmer's Market.

### 2. Police Department

There was no report from the Police Department at this time.

### 3. Town Treasurer

Town Treasurer Roberto Gonzalez gave the monthly financial report. Mr. Gonzalez also gave a short presentation on the VML investments firm to the Town Council. A short discussion followed.

### 4. Town Planner



Town Planner Emily Lockhart gave a short detail on her Town Planner's Report. Ms. Lockhart shared that quarterly newsletter was ready to be distributed. The Town Council asked that Ms. Lockhart keep an eye out on the building behind the Old Bank Building and the blighted house on Washington Street. There was also a short discussion on putting information on the website to give to the citizens information on how to report issues about the railroad crossings.

#### 5. Town Engineer

Town Planner Emily Lockhart gave a brief update on the Town's Engineer's report. No discussion ensued.

#### 6. Town Attorney

Town Attorney Crim provided his written monthly report. There were no questions for Mr. Crim.

## XI. Closed Session - As Needed

### 1. Motion for a Closed Session

Councilman Morris 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 Police Chief. Councilman Shannon seconded the motion. The motion carried.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Morris, Councilman
<b>SECONDER:</b>	Steve Shannon, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Shannon, Weir, Pater

### 2. Certification

Councilman Pasanello moved to certify that, to each members knowledge, only those matter lawfully exempted from open meeting under the provisions of the Virginia Freedom of Information Act and only those items that were identified in the motion leading to the closed session was heard, considered or discussed by the Town Council. Councilman Morris seconded the motion. The motion carried by a roll call vote.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Shannon, Weir, Pater, Luersen

### 3. Motion

Councilman Morris moved for the Town Attorney to communicate with Chief Lands attorney. Councilman Pasanello seconded the motion. The motion carried by a roll call vote.

<b>RESULT:</b>	<b>ADOPTED [5 TO 1]</b>
<b>MOVER:</b>	Chris Morris, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater
<b>NAYS:</b>	Steve Shannon

## XII. Motion for Continuation Meeting

### 1. Motion

Councilman Weir moved for the Town Council to continue the meeting at 7 pm on Wednesday, April 7, 2021. Councilman Pasanello seconded the motion. The motion carried.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Shannon, Weir, Pater

### XIII. Councilmember Time

Council Member Time was moved to the Continuation Meeting on April 7, 2021 at 7pm.

1. Marchant Schneider
2. TracyLynn Pater
3. Steve Shannon
4. Chris Morris
5. Bob Weir
6. Joe Pasanello
7. Ken Luersen

### XIV. Adjournment

Minutes Acceptance: Minutes of Apr 5, 2021 7:00 PM (Minute Approval)



# TOWN OF HAYMARKET TOWN COUNCIL

## CONTINUATION MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Wednesday, April 7, 2021

7:00 PM

Council Chambers

A Continuation 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 gatherings, Councilman Joe Pasanello attended the meeting via Zoom.

Councilman Marchant Schneider: Present, Councilman Chris Morris: Present, Councilman Joe Pasanello: Remote, Councilman Steve Shannon: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Mayor Kenneth Luersen: Present, Town Manager Chris Coon: Present, Clerk of Council Kimberly Henry: Present, Town Attorney Martin Crim: Present.

### II. Closed Session

#### 1. Motion for Closed Session

**Councilman Weir moved that the Town Council go into closed session pursuant to Virginia Code § 2.2-3711(A)(1) to discuss the appointment, removal, etc. of employees of the Town; specifically relating to the Police Department. Councilman Morris seconded the motion. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Shannon, Weir, Pater

#### 2. Certification

**Councilman Weir moved to certify that, to each members knowledge, only those matter lawfully exempted from open meeting under the provisions of the Virginia Freedom of Information Act and only those items that were identified in the motion leading to the closed session was heard, considered or discussed by the Town Council. Councilman Morris seconded the motion. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Shannon, Weir, Pater, Luersen

#### 3. Motion to accept resignation

**Vice Mayor Pater moved that as required by Virginia Code § 15.2 - 1510.1, the Town Council announces that the Town's acceptance of Chief Lands resignation will result in payment of three (3) months salary to his Virginia Retirement System account, a gross amount of \$25,000 to be paid from the Police Department Salary budget. Vice Mayor Pater also moved to approve the separation agreement and general release agreement that accepts the resignation of Chief Lands. Councilman Morris seconded the motion. Councilman Shannon made a statement that he would not support this decision. With no further discussion, the motion carried by a roll call vote.**

Minutes Acceptance: Minutes of Apr 7, 2021 7:00 PM (Minute Approval)

<b>RESULT:</b>	<b>ADOPTED [5 TO 1]</b>
<b>MOVER:</b>	TracyLynn Pater, Vice Mayor
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater
<b>NAYS:</b>	Steve Shannon

#### 4. Motion to appoint

**Councilman Morris moved to appoint Sergeant Jake Davis as the acting Chief of Police and to the position of Town Sergeant for the Town of Haymarket Police Department effective immediately. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Morris, Councilman
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Schneider, Morris, Pasanello, Shannon, Weir, Pater

#### 5. Directive

There was a directive from the Town Council for the staff to advertise the vacant positions for officers and Chief of Police for the Haymarket Police Department. At this time, Vice Mayor read a public statement recognizing the Kevin Lands for his work as the Chief for the Town of Haymarket. At the end of the statement, Vice Mayor Pater stated that the Town Council wished him well in his future endeavors.

\*\*The statement read by Vice Mayor Pater is attached at the end of the minutes.\*\*

### III. Council Member Time

#### 1. Chris Morris

Councilman Morris shared that Lieutenant Shaver moved on after 15 years of service to the Town. Mr. Morris stated that the Lieutenant was pursuing his lifelong dream in becoming part of the motorcycle unit for the Town of Warrenton. Mr. Morris thanked former Chief Lands for his service to the Town. And finally, Mr. Morris congratulated Sergeant Davis on his promotion within the police department and shared that he was excited for the new challenges that lie ahead.

#### 2. Steve Shannon

Councilman Shannon stated that the citizens need to understand that there is not currently 24 hour service by Haymarket PD however recognized Councilman Morris for working with Prince William PD to make sure the Town has police coverage. Mr. Shannon congratulated Sergeant Davis and stated that he felt he was highly qualified for the position.

#### 3. Marchant Schneider

Councilman Schneider recognized the work and dedication of former Lieutenant Shaver and former Chief Lands. He also congratulated Sergeant Davis and offered his support when needed. Councilman Schneider shared that he attended a meeting between staff and Haymarket Properties Group to talk the process to accommodate a future tenant. He also stated he met with Van Metre regarding the Robinson Village Development. Lastly, Mr. Schneider shared that he spoke with Don Wooden regarding changes that have been made since the Council last saw the Crossroads Village Center concept and would like to do a presentation prior to the May 3 public hearing.

#### 4. TracyLynn Pater

Vice Mayor Pater congratulated Sergeant Davis on his promotion. Ms. Pater shared that the Haymarket Farmer's Market was kicking off its 2021 season on Sunday, April 11th. She also shared that the date for the next Business Roundtable was scheduled for Tuesday, April 13th at 6:00 PM via Zoom. Lastly, the Vice Mayor stated that the planning for Haymarket Day has started and will be bringing updates at future meetings.

#### 5. Joe Pasanello

Councilman Pasanello expressed his well wishes to Mr. Lands and Mr. Shaver but also expressed his congratulations to Sergeant Davis on his accomplishments with the Haymarket

Police Department. Mr. Pasanello shared that the bill that allows a town official to serve on the county's BZA in which they reside has been signed by Governor Northam.

**6. Bob Weir**

Councilman Weir stated that their has been significant division between those in the Town and particularly those on the Council. He stated to set the record straight, to his knowledge no actions were personally motivated. He stated that he wished the Council could be more forthcoming than it has been and hopefully the Town understands. He stated that there has been a lot of things this Town Council has been dealing with and needed to be addressed.

**7. Ken Luersen**

Mayor Luersen wished Mr. Lands and Mr. Shaver well in their future endeavors. Mayor Luersen congratulated Sergeant Davis on his promotion. Mr. Luersen shared that there would be no monthly Mayors walk for April. He stated that he wishes the Farmer's Market much success this season. Mayor Luersen asked for Town Manager Chris Coon to share information on the flags for heroes event that is coming up in June. Mr. Coon gave a brief report on the event.

**IV. Adjournment**

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

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Shannon, Weir, Pater

Submitted:

Approved:

\_\_\_\_\_  
Kim Henry, Clerk of the Council

\_\_\_\_\_  
Ken Luersen, Mayor

Minutes Acceptance: Minutes of Apr 7, 2021 7:00 PM (Minute Approval)



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

**Kimberly Henry**  
**Town Clerk**

## MEMORANDUM

TO: Honorable Mayor and Town Council  
 FROM: Kimberly Henry, Town Clerk  
 DATE: May 3, 2021  
 SUBJECT: Order of Business for Regular Meetings

### BACKGROUND:

It was requested by a Council Member that the Town Council consider revising the order of business for the regular monthly meetings. The request was to combine the draft minutes and the department reports into a consent agenda. The purpose of putting these items into a consent agenda is to keep discussion of those items at a minimum with the intent that the meetings may be shorter.

## SECTION 5 -- ORDER OF BUSINESS FOR COUNCIL MEETINGS

### Section 5-1. Order of Business

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

1. *Call to Order*
2. *Pledge of Allegiance*
3. *Public Hearings (if any)*
4. *Approval of the meeting minutes*
5. *Citizens' Time*
6. *Updates*
7. *Consent Agenda*
8. *Agenda Items*
9. *Appropriations*
10. *Department Reports*
11. *Closed Session*
12. *Councilmember Time*
13. *Adjournment*

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

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

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

### Section 5-3. Citizen Participation

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

B. Public Comment

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

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

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

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

5. The presiding officer shall open the Public Comments.

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

**DRAFT****Section 5-1. Order of Business**

- A.** At regular monthly meetings of the Council on the 1<sup>st</sup> Monday of the month, the order of business shall generally be as follows:
1. Call to Order
  2. Pledge of Allegiance
  3. Invocation
  4. Public Hearings (if any)
  5. Citizen's Time
  6. Consent Agenda
    - a. Approval of Minutes
    - b. Department Reports
  7. Agenda Items
  8. Liaison Reports
  9. Closed Session (As Needed)
  10. Councilmember Time
  11. Adjournment
- B.** The above order of business may be modified by the Town Clerk, as directed by the Mayor or Majority of Council, to facilitate the business of the Council.
- C.** Council work sessions are less formal meetings and the agenda may be as prepared by the Town Manager or Town Clerk to best facilitate the business of the Council.
- D.** Council elected to begin adopting a "consent agenda" based upon recommendation of the Mayor, Clerk and Town Manager for issues that do need any additional discussion or deliberation by the Council. Please note, that any member of Council can request of the Mayor to remove an agenda item from the consent agenda prior to the adoption of the consent agenda.





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 5<sup>th</sup> to April 9<sup>th</sup>, 2021

#### Administration

##### Meetings

Held Town Council Regular Meeting (Emily, Kim, Roberto, and Chris)  
Held Staff Meeting (Emily, Kim, and Chris)  
Met with Town Attorney (Chris)  
Met with Business (Emily)  
Met with County for Business (Emily)  
Met with IT Contractor (Emily)  
Met with Playground Equipment Inspector (Emily)  
Preconstruction Meeting with Van Metre (Emily)  
Met with Contractor regarding DMV Service Window (Kim)  
Met with Audit team regarding CARES ACT (Chris)  
Held Farmers Market (Emily)

##### Town Staff

Worked on Town Council budget meeting agenda  
Farmers Market Preparation and Vendor Contact  
Processed Zoning Approvals  
Continued Business License updates  
Finalized and Printed Town Newsletters  
Began Folding Town Newsletters  
Updated list of Business Information and Contacts  
Continued work on FY21 amendments and FY22  
Processed Weekly Accounts Receivable and Accounts Payable

##### Town Expenses

Date	Vendor	Description	Amount
04/09/2021	Republic Services	April Trash Service	\$ 7,082.18
04/09/2021	Vanderpool	Attorney fees March	\$24,728.70



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 12<sup>th</sup> to April 16<sup>th</sup>, 2021

#### Administration

##### Meetings

- Held BZA Meeting (Kim and Chris)
- Held Town Council Budget Work Session (Emily, Kim, Roberto, and Chris)
- Held Business Roundtable Meeting (Emily and Chris)
- Met with Town Attorney (Chris)
- Met with IT Contractor (Emily)
- Met with DMV Select Team (Kim and Chris)
- Met with Audit Team regarding CARES ACT (Chris)
- Held Farmers Market (Emily)
- Weekly Meeting (Mayor, Councilman Morris, Greg Smith, Sgt. Davis, and Chris)

##### Town Staff

- Processed Zoning Approvals
- Prepared and Posted Planning Commission and ARB Agendas
- Continued work on Zoning Text Amendment
- Posted Farmers' Market Advertisement
- Continued Business License updates
- Mailed Town Newsletters
- Continued work on FY22 Budget
- Processed Weekly Accounts Receivable and Accounts Payable

#### Town Expenses

Date	Vendor	Description	Amount
04/12/2021	Force Security	Door Locks/Security	\$ 4,995.70
04/16/2021	Rinkers Associates	Pedestrian Project	\$ 28,250.17

Attachment: Manager's Report 41221 (5014 : Town Administration)



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 19<sup>th</sup> to 23<sup>rd</sup>, 2021

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#### Administration

- Meeting
  - Held Planning Commission Meeting (Emily and Kim)
  - Held Architectural Review Board Meeting (Emily and Kim)
  - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
  - Attended Prince William County Planning Commission Public Hearing (Chris)
  - Met with Town Attorney (Chris)
  - Met for Police Department Events (Sgt. Davis and Emily)
  - Met with Finance Liaison to review payable (Roberto)
  - Met with DMV regarding DMV Select Office (Kim)
  - Held Weekly Meeting (Sgt. Davis, Mayor, Councilman Morris, and Chris)
- New Items
  - Scheduled Meeting with Town Engineer for Various Town Projects
  - Posted Multiple Job Openings on Town Website and VML.org
  - Scheduled IT Contractor for Service
  - Contacted Patient First to open Employer Account for Employee Physicals
  - Sent Data Center Public Hearing comments to Prince William County Planning
  - Unpaid Overtime Wages from past 2 years was paid to officers
  - Responded to FOIA request received on April 16, 2021

#### Town Staff

- Finished and Posted Town Council Work Session Agenda
- Started draft of Town Council May Public Hearing/Regular Meeting
- Finished March 26<sup>th</sup> and April 7<sup>th</sup> Continuation Town Council Meeting Minutes
- Working on April 5<sup>th</sup> Town Council Meeting Minutes
- Processed Payroll
- Processed Weekly Account Payables and Receivables
- Updates and Posted to Town Website and Town Facebook
- Started working on Haymarket Day, Contacting Vendors, Created Sponsorship Application, etc.

### Town Expenses

Date	Vendor	Description	Amount
04/22/2021	Virginia Retirement Services	Separation Agreement	\$ 25,000.00

Attachment: Manager's Report 41921 (5014 : Town Administration)

Police Department Report to Council

Police Department Activity from March 15, 2021 to April 14, 2021

Important Notes:

- These numbers reflect two full time officers and two part time officers.
- 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: 8
  - Of these Calls there were 5 arrests
    - 4 Misdemeanors
    - 1 Felony
- Non-Reportable Calls: 15
- To establish a reference point, here are the calls generated from Prince William County Communications Center for the last few months:
  - December 15, 2020 to January 14, 2021
    - Reportable Calls: 2
    - Non-Reportable Calls: 8
  - January 15, 2021 to February 14, 2021
    - Reportable Calls: 3
    - Non-Reportable Calls: 9
  - February 15, 2021 to March 14, 2021
    - Reportable Calls: 2
    - Non-Reportable Calls: 12

**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: 39
- Referred to County/State: 25

**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: 1
- Non-Reportable Calls: 115
- Foot Patrols: 41
- Traffic Stops:
  - Summons 0
  - Warnings 22

Attachment: Police Department Report to Council for May 2021 (5015 : Police Department)

**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: 147
- Physical Check: 85
- Drive By: 1,483

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

#### **Status of Current Projects:**

- New Contract Employee, Greg Smith, has been brought on as a Police Administrator. He has been a great help in the past few weeks and has quickly established himself as an asset to the town.
- Officer Candidates:
  - We have received multiple applications, currently we have interviews set with 4 applicants. Depending on the interview and background checks we could have new officers within 5 weeks.
- Two computers that were ordered have arrived. They will be taken to Prince William for programming.
- We have spoken with Prince William County Police Command Staff and they have made sure their patrol units understanding our scheduling issues at this time. We have attended command staff meetings at Western District Station, all there are welcoming, accepting, and supportive of Haymarket Police Department.
- The security system at the police department has been upgraded.
- The ghost car program has been reinstated to slow down traffic in town.
- Haymarket Bicycles is working on preparing a quote for two new police package bicycles. When ordered, will not be here till December or January, due to supplier issues.
- We are in the initial phase of planning to have a bicycle rodeo for children in town in June/July time frame. We will be working with the Prince William Police Bike Unit and will be having it in the Haymarket Baptist Church Parking Lot.
- With the help of Lonnie Milstead, a complete inventory of all equipment and uniforms is completed. I will be transferring it to an Excel Spreadsheet.
- I met with 2 uniform suppliers, both companies supply uniforms, equipment, and ballistic vests. We have received quotes.
- 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
- I am in contact with agencies trying to get sample policies for topics such as use of force and patrol rifles, so that I may implement similar policies here.
- I am working with the Town Planner, and the Town Manager pertaining to events coming up this year. Those events are Haymarket Day, National Night Out, Concert (at the park), Breast Cancer Walk 5K, and a Flag Day Event.
- Our Facebook page is still operational.
- I am currently planning on implementing training for high stress situations utilizing proper force options, and I am trying to find de-escalation training for staff.
- I have been working on passing our Audit of the VCIN/NCIC terminal we have at the office, this is a major audit that happens every three years.

Special Notes:

Sgt Davis and Officer Burgoon attended The Battle of the Beasts at Next Level Training. This event was a fitness event that benefitted the families of fallen police officers and fallen firefighters. Officer Burgoon finished second in on of these events.

Lonnie Milstead was instrumental in the completion of the inventory.

Greg Smith has been instrumental in the interview/hiring process.



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

**Roberto Gonzalez**  
Town Treasurer

TREASURER'S REPORT  
TOWN COUNCIL REGULAR MEETING  
May 3, 2021

**Highlights:**

- The financials attached are as of April 27, 2021.
- Met with Finance Committee and discussed current budget.
- Updated proposed budget for FY2021-2022 with edits from Council work session Held on April 12<sup>th</sup> 2021.
- Continue to assist businesses with renewal, which are due by April 30<sup>th</sup> 2020.



**Town of Haymarket**  
**Statement of Net Position**  
As of April 27, 2021

	Apr 27, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	2,088,028.53
11010 · Virginia Investment Pool	330,203.53
<b>Total Checking/Savings</b>	2,418,232.06
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	164,548.88
12010 · A/R Permits	-4,195.67
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
<b>Total Accounts Receivable</b>	164,359.10
<b>Other Current Assets</b>	
11499 · Undeposited Funds	30,154.20
12040 · Due from Federal Government	-6,683.50
12099 · Allowance for Doubtful Accounts	-103,775.64
<b>Total Other Current Assets</b>	-80,304.94
<b>Total Current Assets</b>	2,502,286.22
<b>Fixed Assets</b>	
12500 · General Property	4,609,531.99
12600 · Rental Property	1,413,944.03
<b>Total Fixed Assets</b>	6,023,476.02
<b>Other Assets</b>	
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
<b>Total Other Assets</b>	123,047.00
<b>TOTAL ASSETS</b>	<b>8,648,809.24</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	9,248.32
<b>Total Accounts Payable</b>	9,248.32
<b>Credit Cards</b>	
20042 · PD Credit Card - SONA 0277	49.97
<b>Total Credit Cards</b>	49.97
<b>Other Current Liabilities</b>	
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	65.60
21000 · Payroll Liabilities	21,819.83
22000 · Security Deposits	11,138.42
22010 · Escrow Deposits	101,640.50
<b>Total Other Current Liabilities</b>	144,664.35
<b>Total Current Liabilities</b>	153,962.64

Attachment: Financial Statements and Report for 05.03.2021 (5016 : Town Treasurer)

**Town of Haymarket**  
**Statement of Net Position**  
As of April 27, 2021

	Apr 27, 21
<b>Long Term Liabilities</b>	
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
<b>Total Long Term Liabilities</b>	<b>996,354.30</b>
<b>Total Liabilities</b>	<b>1,150,316.94</b>
<b>Equity</b>	
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	343,567.20
<b>Total Equity</b>	<b>7,498,492.30</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,648,809.24</b>

Attachment: Financial Statements and Report for 05.03.2021 (5016 : Town Treasurer)

# Town of Haymarket

Actuals vs Budget  
as of 04.27.2021

12.3.a

Actuals	Budget	% of Budget	Comments	
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	369,849.10	375,326.00	98.5%	
3110-02 · Public Service Corp RE Tax	13,835.01	13,209.00	104.7%	
3110-03 · Interest - All Property Taxes	201.41			
3110-04 · Penalties - All Property Taxes	1,288.77	1,000.00	128.9%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>385,174.29</b>	<b>389,535.00</b>	<b>98.9%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-01 · Bank Stock Tax	0.00	20,000.00	0.0%	Tax will be collected around early to mid May 2021
3120-02 · Business License Tax	147,122.44	154,376.00	95.3%	Tax is not due to April 30, 2021
3120-03 · Cigarette Tax	101,228.64	135,000.00	75.0%	Collections up to February 28, 2021
3120-04 · Consumer Utility Tax	116,411.91	158,000.00	73.7%	Collections up to March 31, 2021 Collected 14 of 19 meals taxes for March 31, 2021 as today 04.27.2021
3120-05 · Meals Tax - Current	621,857.22	746,876.00	83.3%	
3120-06 · Sales Tax Receipts	99,131.73	129,376.00	76.6%	Revenues collect up to February 28, 2021; this is 9.9% more than what we should be budget wise
3120-07 · Penalties (Non-Property)	4,605.05			
3120-08 · Interest (Non-Property)	45.15			
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>1,090,402.14</b>	<b>1,343,628.00</b>	<b>81.2%</b>	
<b>3130 · PERMITS,FEES &amp; LICENESES</b>				
3130-01 · Application Fees	1,475.00	4,500.00	32.8%	
3130-02 · Inspection Fees	0.00	15,000.00	0.0%	
3130-03 · Motor Vehicle Licenses	721.50	1,900.00	38.0%	
3130-05 · Other Planning & Permits	17,387.55	25,000.00	69.6%	
3130-06 · Pass Through Fees	15,923.60			Pass through revenue
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	<b>35,507.65</b>	<b>46,400.00</b>	<b>76.5%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	27,665.67	50,000.00	55.3%	Collection up to January 31, 2021; this revenue is below expected budget revenues
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>27,665.67</b>	<b>50,000.00</b>	<b>55.3%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	693.81	10,000.00	6.9%	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	4,120.78	10,000.00	41.2%	this revenue will not meet its budgeted amount; revenue is dictated by federal interest rates, will need to amend in June 2021
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>4,814.59</b>	<b>20,000.00</b>	<b>24.1%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-01 · Suite 200 Stronger Fitness LLC	828.33	828.00	100.0%	Leased was not renewed
3151-02 · 15026 Suite 210 Body Mind	5,651.36	6,792.50	83.2%	
3151-04 · Suite 210 LF Security	8,930.14	10,433.00	85.6%	
3151-06 · Suite 204 MAC-ISA	5,600.00	6,720.00	83.3%	
3151-07 · Haymarket Church Suite 206	27,974.80	33,570.00	83.3%	
3151-08 · 15020 Washington Realty	26,350.00	32,937.50	80.0%	1st Two months of abatement per renewed lease; 10 yr lease with 2% annual escalation
3151-09 · 15026 Copper Cricket	17,892.00	20,851.00	85.8%	
3151-11 · Cupcake Heaven and Cafe LLC	27,277.34	32,797.00	83.2%	
3151-12 · Haymarket Coffee Company LLC	8,350.00			new tenant
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>128,853.97</b>	<b>144,929.00</b>	<b>88.9%</b>	
<b>3160 · CHARGES FOR SERVICES</b>				

Attachment: Financial Statements and Report for 05.03.2021 (5016 : Town Treasurer)

Town of Haymarket

Actuals vs Budget  
as of 04.27.2021

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
<b>Total 3160-01 · Public Safety</b>	<b>124,353.75</b>	<b>129,215.00</b>	<b>96.2%</b>	
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>124,408.48</b>	<b>129,215.00</b>	<b>96.3%</b>	
3165 · REVENUE - TOWN EVENTS				
3165-01 · Revenue - Town Events	19,028.57	20,000.00	95.1%	
3165-02 · Farmer's Market	820.00			
3165-03 · Town Ornaments	4,613.00			Separate tracking to better view how the ornaments are selling
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>24,461.57</b>	<b>20,000.00</b>	<b>122.3%</b>	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	1.50	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
<b>Total 3180 · MISCELLANEOUS</b>	<b>5,372.84</b>	<b>4,783.00</b>	<b>112.3%</b>	
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	62,781.35	117,000.00	53.7%	Collections up to February 28, 2021; Revenue source is lower than expected, should be closer to 66.4%
3200-06 · Department of Fire Programs	10,000.00	0.00	100.0%	Additional 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	68,515.49	92,090.00	74.4%	
3200 · Revenue From Commonwealth - Other	3,362.00	3,362.00	100.0%	DCJS Additional Funds for PD (Retention/Recruitment/Criminal Justice reform)
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>189,049.64</b>	<b>264,127.00</b>	<b>71.6%</b>	
3300 · REVENUE FROM FEDERAL GOVERNMENT				
3300-01 · DMV Transp Safety Grant	3,084.99	14,000.00	22.0%	
<b>Total 3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	<b>3,084.99</b>	<b>14,000.00</b>	<b>22.0%</b>	
Reserve Funds For CIP	0.00	0.00	0.0%	
Carry-Over Surplus	0.00	167,435.00	0.0%	
	<b>2,018,795.83</b>	<b>2,594,052.00</b>	<b>77.8%</b>	
<b>Gross Profit</b>	<b>2,018,795.83</b>	<b>2,594,052.00</b>	<b>77.8%</b>	
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	0.00	2,500.00	0.0%	
111002 · FICA/Medicare	1,450.83	2,000.00	72.5%	
111003 · Meals and Lodging	0.00	1,000.00	0.0%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	19,275.00	26,000.00	74.1%	
<b>Total 11100 · TOWN COUNCIL</b>	<b>20,725.83</b>	<b>31,750.00</b>	<b>65.3%</b>	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	236,619.58	296,000.00	79.9%	
1211003 · Salaries/Wages - Part Time	6,504.75	20,000.00	32.5%	
1211101 · Salaries/Wages - Bonus	4,000.00	4,000.00	100.0%	
1211004 · FICA/Medicare	19,337.06	28,197.00	68.6%	
1211005 · VRS	28,158.51	39,657.00	71.0%	
1211006 · Health Insurance	26,737.26	49,195.00	54.4%	
1211007 · Life Insurance	3,268.55	3,967.00	82.4%	

Attachment: Financial Statements and Report for 05.03.2021 (5016 : Town Treasurer)

Town of Haymarket

Actuals vs Budget  
as of 04.27.2021

1211008 · Disability Insurance	1,651.96	2,631.00	62.8%	
1211009 · Unemployment Insurance	4,033.16	2,800.00	144.0%	
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	4,644.22	8,000.00	58.1%	
1211014 · Printing & Binding	4,762.40	8,298.00	57.4%	
1211015 · Advertising	5,764.44	9,000.00	64.0%	
1211016 · Computer, Internet &Website Svc	8,935.66	23,650.00	37.8%	
1211017 · Postage	2,995.78	4,000.00	74.9%	
1211018 · Telecommunications	4,603.81	7,500.00	61.4%	
1211019 · Mileage Allowance	0.00	1,000.00	0.0%	
1211020 · Meals & Lodging	385.99	2,000.00	19.3%	
1211021 · Convention & Education	1,590.00	6,000.00	26.5%	
1211022 · Miscellaneous	180.06	1,000.00	18.0%	
1211024 · Books, Dues & Subscriptions	12,126.01	16,000.00	75.8%	
1211025 · Office Supplies	3,272.91	6,500.00	50.4%	
1211026 · Equipment Rental	3,521.29	4,075.00	86.4%	
1211030 · Capital Outlay-Machinery/Equip	3,052.17	10,000.00	30.5%	
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>400,524.57</b>	<b>568,870.00</b>	<b>70.4%</b>	
<b>12210 · LEGAL SERVICES</b>				
1221001 · Legal Services	66,554.78	70,000.00	95.1%	
1221002 · Legal - Pass Through Fees	2,608.60			
<b>Total 12210 · LEGAL SERVICES</b>	<b>69,163.38</b>	<b>70,000.00</b>	<b>98.8%</b>	will need to amend this line item in June 2021
<b>12240 · INDEPENDENT AUDITOR</b>				
1224001 · Auditing Services	14,850.00	16,000.00	92.8%	
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>14,850.00</b>	<b>16,000.00</b>	<b>92.8%</b>	
<b>Total 01 · ADMINISTRATION</b>	<b>505,263.78</b>	<b>686,620.00</b>	<b>73.6%</b>	
<b>03 · PUBLIC SAFETY</b>				
<b>31100 · POLICE DEPARTMENT</b>				
3110001 · Salaries & Wages - Regular	319,009.50	398,405.00	80.1%	Severence amount was paid as agreed
3110003 · Salaries & Wages - OT Premium	17,378.87	20,000.00	86.9%	
3110004 · Salaries & Wages - Holiday Pay	11,055.45	14,000.00	79.0%	
3110005 · Salaries & Wages - Part Time	41,732.14	37,000.00	112.8%	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	35,330.16	45,011.00	78.5%	
3110021 · VRS	32,086.65	45,816.00	70.0%	
3110022 · Health Insurance	34,777.17	50,919.00	68.3%	
3110023 · Life Insurance	3,983.47	5,652.00	70.5%	
3110024 · Disability Insurance	1,412.87	2,000.00	70.6%	
3110025 · Unemployment Insurance	2,571.75	3,000.00	85.7%	
3110026 · Workers' Compensation Insurance	19,185.00	16,450.00	116.6%	Annual Audit completed and addtinal funds were needed for PD W/C
3110027 · Line of Duty Act Insurance	4,969.00	5,000.00	99.4%	Front loaded cost to Town
3110028 · Legal Services	18,780.40	24,000.00	78.3%	
3110032 · Computer, Internet & Website	3,882.07	11,000.00	35.3%	
3110033 · Postage	57.40	500.00	11.5%	
3110034 · Telecommunications	7,830.83	10,000.00	78.3%	
3110035 · General Prop Ins (Vehicles)	3,609.00	3,800.00	95.0%	Front loaded cost to Town
3110038 · Convention & Edu. (Training)	1,649.06	5,000.00	33.0%	
3110040 · Annual Dues & Subscriptions	12,739.33	13,000.00	98.0%	
3110041 · Office Supplies	3,778.30	5,000.00	75.6%	

Attachment: Financial Statments and Report for 05.03.2021 (5016 : Town Treasurer)

Town of Haymarket

Actuals vs Budget  
as of 04.27.2021

3110042 · Vehicle Fuels	11,133.16	16,000.00	69.6%	
3110043 · Vehicle Maintenance/Supplies	8,236.29	11,000.00	74.9%	
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
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>747,796.12</b>	<b>934,375.00</b>	<b>80.0%</b>	
<b>34100 · BUILDING OFFICIAL</b>				
3410001 · Erosion & Sedimentation Ins.	0.00	15,000.00	0.0%	
<b>Total 34100 · BUILDING OFFICIAL</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.0%</b>	
<b>Total 03 · PUBLIC SAFETY</b>	<b>747,796.12</b>	<b>949,375.00</b>	<b>78.8%</b>	
<b>04 · PUBLIC WORKS</b>				
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
<b>43200 · REFUSE COLLECTION</b>				
4320001 · Trash Removal Contract	64,738.08	86,625.00	74.7%	Trash services up to April 2021
<b>Total 43200 · REFUSE COLLECTION</b>	<b>64,738.08</b>	<b>86,625.00</b>	<b>74.7%</b>	
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>				
4310001 · Repairs/Maintenance Services	61,856.36	119,783.00	51.6%	
4310002 · Maint Svc Contract-Pest Control	775.00	3,000.00	25.8%	
4310003 · Maint Svc Contract-Landscaping	22,362.42	35,000.00	63.9%	
4310004 · Maint Svc Contract Snow Removal	5,205.25	7,000.00	74.4%	
4310005 · Maint Svc Cont- Street Cleaning	5,730.00	6,500.00	88.2%	
4310007 · Electric/Gas Services	12,936.64	16,500.00	78.4%	
4310008 · Electrical Services-Streetlight	3,601.01	5,500.00	65.5%	
4310009 · Water & Sewer Services	2,241.15	3,000.00	74.7%	
4310010 · Janitorial Supplies	123.12	2,000.00	6.2%	
4310011 · Real Estate Taxes	1,468.14	2,500.00	58.7%	
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>116,299.09</b>	<b>200,783.00</b>	<b>57.9%</b>	
<b>Total 04 · PUBLIC WORKS</b>	<b>181,037.17</b>	<b>289,621.00</b>	<b>62.5%</b>	
<b>07 · PARKS, REC &amp; CULTURAL</b>				
<b>70000 · HAYMARKET COMMUNITY PARK</b>				
7000001 · Grounds Maintenance/Repairs	1,016.40	20,000.00	5.1%	
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>1,016.40</b>	<b>20,000.00</b>	<b>5.1%</b>	
<b>71110 · EVENTS</b>				
7111001 · Advertising - Events	1,397.92	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
<b>Total 71110 · EVENTS</b>	<b>12,762.93</b>	<b>20,000.00</b>	<b>63.8%</b>	
<b>72200 · MUSEUM</b>				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	1,205.49	2,200.00	54.8%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	566.32	1,700.00	33.3%	Civil War Trails Plaque
<b>Total 72200 · MUSEUM</b>	<b>1,771.81</b>	<b>5,150.00</b>	<b>34.4%</b>	
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>15,551.14</b>	<b>45,150.00</b>	<b>34.4%</b>	
<b>08 · COMMUNITY DEVELOPMENT</b>				
<b>81100 · PLANNING COMMISSION</b>				
8110001 · Salaries & Wages - Regular	2,265.00	5,670.00	39.9%	
8110002 · FICA/Medicare	178.62	500.00	35.7%	
8110003 · Consultants - Engineer	10,782.24	30,000.00	35.9%	
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	12,973.75	0.00	100.0%	Costs that are paid by the developer/contractor
<b>Total 81100 · PLANNING COMMISSION</b>	<b>26,416.01</b>	<b>53,620.00</b>	<b>49.3%</b>	
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>				
8111001 · Salaries & Wages - Regular	1,590.00	5,830.00	27.3%	

Attachment: Financial Statments and Report for 05.03.2021 (5016 : Town Treasurer)

Town of Haymarket

Actuals vs Budget  
as of 04.27.2021

8111002 · FICA/Medicare	119.05	850.00	14.0%
8111005 · Convention & Education	0.00	2,000.00	0.0%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>1,709.05</b>	<b>8,680.00</b>	<b>19.7%</b>
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%
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>64.59</b>	<b>1,923.00</b>	<b>3.4%</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>28,189.65</b>	<b>64,223.00</b>	<b>43.9%</b>
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	158,300.00	166,144.00	95.3%
9510003 · General Obligation Bond - Int	16,234.13	16,500.00	98.4%
<b>Total 95100 · DEBT SERVICE</b>	<b>174,534.13</b>	<b>182,644.00</b>	<b>95.6%</b>
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>174,534.13</b>	<b>182,644.00</b>	<b>95.6%</b>
94103 · PEDESTRIAN IMPROVEMENT PROJECT	74,473.18	259,525.00	28.7%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	0.00		
<b>Total EMPLOYEE BENEFITS</b>	<b>0.00</b>		
<b>Total 94105 · PERSONNEL</b>	<b>0.00</b>		
94107 · BLIGHT MITIGATION			
9410701 · Building Official/Engr.	0.00	40,000.00	0.0%
94107 · BLIGHT MITIGATION - Other	171.24		
<b>Total 94107 · BLIGHT MITIGATION</b>	<b>171.24</b>	<b>40,000.00</b>	<b>0.4%</b>
94108 · Capital Improvement Funds Expens	0.00	76,894.00	0.0%
<b>Total Expense</b>	<b>1,727,016.41</b>	<b>2,594,052.00</b>	<b>66.6%</b>
<b>Net Ordinary Income</b>	<b>291,779.42</b>	<b>0.00</b>	<b>100.0%</b>
<b>Other Income/Expense</b>			
Other Income			
50000 · CARES Act Funds	295,452.00	295,452.00	100.0%
<b>Total Other Income</b>	<b>295,452.00</b>	<b>295,452.00</b>	<b>100.0%</b>
Other Expense			
97000 · CARES Act Expenses	226,638.28	295,452.00	76.7%
<b>Total Other Expense</b>	<b>226,638.28</b>	<b>295,452.00</b>	<b>76.7%</b>
<b>Net Other Income</b>	<b>68,813.72</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>360,593.14</b>	<b>0.00</b>	<b>100.0%</b>

Front loaded cost to Town  
Front loaded cost to Town

for Public Notice

2nd Cares Act funds have been received by  
Town from the County

Vouchers and Grants have been turned into the  
IDA and will be disbursed to businesses

Net income of CARES Act funds

**Total net income/loss of both Operational  
Budget and CARES Act budget combined**

Attachment: Financial Statements and Report for 05.03.2021 (5016 : Town Treasurer)

**Town Planner Task List April 2021**

Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
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**Architectural Review Board**

2021-008, Fence Application	14971 Keavy Place	Emily	Apr-21		Apr-21		The application has been conditionally approved with requirement that the applicant must provide an HO Approval Letter prior to the release of the permit
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 them for review at next month's meeting.
2021-003, Fence Application	6610 Jefferson Street	Emily	Mar-21		Apr-21		The application has been conditionally approved with the request from the ARB to change the fence style pickett or paddock fencing, black or natural color, vinyl or wood material. UPDATE: Applicant is disappointed in the ARB vote, and has stated that she will pull her application should she not be able to complete her project as she originally intended

**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 approval for the residential units SUP to the Town Council for public hearing. The Town Council will hold public hearing on May 3rd
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
Robinson Paradise		Emily/Katie	Mar-21				Applicant has submitted an updated Robinson Paradise plan, the plan is undergoing review by the Town Engineer
Karter School Site Plan	14850 Washington Street	Emily/Katie					Karter School has received the third round of comments and is working on responses to the engineer

Zoning Text Amendment Working with the Commission on the Zoning Text Amendment. Next work session is May 17th at 6:00 pm

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)**

Town Manager attended County Planning Commission Public Hearing for Village Place Data Center.

**Staff**

Attachment: Town Planner Report May 2021 (5017 : Town Planner)



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	
<b>New/Old Business Updates</b>		
Parrando's	15125 Washington St.	Parrando's has opened officially. Working with owner to schedule a ribbon cutting event with the business
<b>Zoning Violations and Property Maintenance Cases</b>		
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	

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
<b>Active Projects</b>						
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
Pedestrian Improvements Project	Katie	7/14/2014	4/27/2021	Contractor		--RDA change order approved -Coordinating Contractor final pay app submission -Coordinating project closeout
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
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	4/27/2021	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 to be provided 5/10
Park Sidewalk	Katie/Emily	4/27/2021	4/27/2021	Katie		-CIP project scope discussed for installing sidewalk - cost estimate to be provided 5/10
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	4/22/2021	Applicant		-Town E&S inspections ongoing
Transform Power Yoga Site Plan	Katie/Emily	1/28/2021	3/19/2021	Katie		-Engineering first submission review comments provided end of March -DEQ comments received 4/23
Robinson's Paradise	Katie/Emily	1/4/2021	3/25/2021	Applicant		-Met with applicant engineer 1/28/21 to discuss requirements -Plan submitted for first submission review in March

Attachment: 2021-04 Apr Engineer's Reports\_KMM (5018 : Town Engineer)

Active Projects						
QBE	Katie/Emily	1/20/2017	3/25/2021	Katie/Applicant		-Minor Site plan revision requirements to be provided to applicant for first submission -SP construction to begin 2022. Bonds to be provided prior to construction
Robinson Village	Katie/Emily	8/13/2020	2/18/2021	Applicant		-Third submission approved 2/8/21. Applicant to post bonds
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
Low Activity Projects						
Crossroads Village	Katie/Emily	10/18/2018	4/10/2019	Applicant		-Final approval signatures 11/21/19 -Bonds to be posted
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: 2021-04 Apr Engineer's Reports\_KMM (5018 : Town Engineer)



# Town Attorney Report

To: Mayor and Council, Town of Haymarket

From: Martin Crim, Town Attorney

Re: May 2021 Town Attorney Report

Date: April 27, 2021

## **NOT CONFIDENTIAL**

This is a non-confidential report on matters that my office has been working on for the Town since my last report, April 1, 2021:

1. Persuaded the Circuit Court Clerk to issue the necessary paperwork for service of the BZA appeal on Mr. and Mrs. Bean. They were served on April 15 and have until May 6 to file a responsive pleading.
2. Advised Town Manager as to personnel issues.
3. Drafted language for Haymarket Day vendors in the event of a COVID-19 related delay or cancellation.
4. Advised Town Manager as to FOIA request.

Attachment: May 2021 Town Attorney Report (5019 : Town Attorney)