



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING

~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, February 1, 2021

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Invocation - Rev Sean Rousseau: St. Paul's Episcopal Church

IV. Citizen's Time

V. Minute Approval

1. Mayor and Council - Work Session - Nov 30, 2020 7:00 PM
2. Mayor and Council - Regular Meeting - Dec 7, 2020 7:00 PM
3. Mayor and Council - Work Session - Dec 28, 2020 7:00 PM
4. Mayor and Council - Regular Meeting - Jan 4, 2021 7:00 PM
5. Mayor and Council - Special Meeting - Jan 26, 2021 10:00 AM

VI. Agenda Items

1. Budget Amendment
2. Consideration of SUP 2020-002 - 14600 Washington Street
3. Letter of Support to Deny SB1157
4. DMV Select Office
5. Police Dept Vehicle Take Home Policy
6. Laney Detail

VII. Liaison Reports

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

VIII. Department Reports

1. Town Administration Staff
2. Police Chief
3. Town Treasurer
4. Town Planner
5. Town Engineer
6. Town Attorney

IX. Councilmember Time

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

X. Closed Session

XI. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, November 30, 2020

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

Due to the COV-19 pandemic and Governor Northam's executive order on social gatherings and social distancing, Councilman Joe Pasanello and Councilman Marchant Schneider attended this evening's meeting via Zoom meeting at their respective homes.

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.

II. Pledge of Allegiance

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

III. Crossroads Village Concept Presentation

Town Manager Chris Coon invited Don Wooden, owner of Meladon, on the Zoom meeting to give his presentation of the Crossroad Village Development concept. Mr. Wooden started his presentation with the general development plan showing all the various changes and updated the Town Council on the agreements with Lidl Grocery and Starbucks. He stated that he would be bringing a Special Use Permit request before the Council for the Starbucks because the original plan for the pad site has changed. He shared other retail pad sites that are still in the developing stages. He shared the location of the town home site that was originally approved. Lastly he shared the design plan change where a hotel was originally located to now be a 2 over 2 condominium community. Mr. Wooden stated that he exhausted all other commercial options before putting forth the idea of a residential community on that pad site. Mr. Wooden gave a more detailed explanation of the two over two concept. After Mr. Wooden's presentation, there was a discussion on when the application was submitted, the review from staff and the timeline of the Planning Commission public hearing. Town Planner Emily Lockhart stated that she will touch base with all of the outside agencies to get an idea of when they would be submitting their comments and then communicate with the Planning Commission Chairperson and the Town Council liaison to then schedule the public hearing. There was also a discussion with Mr. Wooden on the letter of intent with the other parcels that were briefly mentioned in his presentation. Mr. Wooden stated if the plan he presented is approved, the entire site would be fully developed in a single phase. There was also a discussion on the traffic light installation at the entrance of development at Washington Street, sidewalks within the development and inter-parcel connections. There was also a discussion on the SUP requests and suggestions on considering other options instead of the condominium development. The Town Council discussed the subject of the SUP requests that were presented by Mr. Wooden.

IV. Agenda Items

1. Budget Discussion

Town Manager Chris Coon gave a brief report on the current budget presented by Town Treasurer Roberto Gonzalez. Mr. Coon shared that the Town is above projection on the revenue side and the expenditures is below the budget. A short discussion followed on some budgeted line items. There was also a discussion on the recent voucher program that the Town implemented to help In Town businesses and residents. Mr. Coon shared that he will have good idea of how many vouchers were used by the middle of December and will report those numbers at the December Work Session.

2. Landscaping Contract

Minutes Acceptance: Minutes of Nov 30, 2020 7:00 PM (Minute Approval)

Town Manager Chris Coon shared that he contacted several landscaping companies for quotes on the Town's landscaping needs. He stated that he only received bids from the current landscaping company and one other company. He shared information on both bids. There was a directive for Mr. Coon to provide the contract for review at the next meeting.

3. 2021 Draft Meeting Schedule

Town Manager Chris Coon shared the proposed 2021 meeting dates. Mr. Coon stated that there were 3 dates that a meeting is on a holiday. The Town Council directed Mr. Coon to switch those dates to the next day and provide an updated schedule with those adjustments at the next meeting. Mr. Coon also provided the legal State Holidays and shared that the Town would follow those dates. A short discussion followed on the observed holidays.

4. Bond Release 6655 6665 6675 Fayette Street

Town Manager Chris Coon provided information from conversations he had with the various homeowners on the subject of the bond release. He stated that there was one property that has substantial issues. He shared that he is working with the Town Planner to provide different options for the Town Council to consider.

5. DMV Select Office Concepts

Town Manager Chris Coon shared that he and Town Clerk Kim Henry visited a local DMV Select office to look at their design and to evaluate the viable options if the Town Council decides to proceed with putting a DMV Select Office in the Town Hall. A discussion followed on the different office options and the approximate time it would take to see a return on the investment. After the discussion, there was a consensus of the Council for the staff to proceed with gathering more information on the possibility of a DMV Select office the Town Hall.

6. Public Meeting Space

Town Manager Chris Coon shared that depending on the most viable options on the DMV Select Office, the public meeting space could be a potential option. Mr. Coon shared with the Council a design plan that would close the Council Chambers off when not in use for meetings. Mr. Coon stated that there were inspections done at the Museum and the park building. Mr. Coon shared that the report is very detailed on what would need to be done in order to utilize the park building. Lastly, Mr. Coon shared that there is a potential public/private partnership that could benefit the Town in making the park building as a meeting place. A discussion followed.

7. Proffer Amendment Application - 14600 Washington Street

Councilman Weir suggested that the Town Council discuss the Proffer Amendment in closed session with legal counsel. The Council agreed to discuss this subject with legal counsel in Closed Session.

8. Police Officer Vacancy

The Town Council took a short recess prior to addressing the police officer vacancy topic. After the recess, Mayor Luersen gave a Power Point presentation on the administration department and police department operations and the subject of filling the vacant position within the police department. Mayor Luersen opened up the conversation with the Town Council on the police department staffing, the Laney detail, volunteering, and PD complaint policy, and future staffing of the department. A lengthy discussion followed on the topics of the Mayor's presentation. After the discussion, it was determined that the Town Council does not want to reduce the force but to increase the force. They also determined that they would like to look at all options in regards to full time versus several part time officers. They also determined that since the Laney detail was nearing its completion that they would not take any action on that subject but to look at procedures of contracts or MOU's for future projects.

V. Closed Session - As Needed

1. Closed Session Motion

Councilman Weir moved to go into a Closed Session Pursuant to Virginia Code § 2.2-3711(A)(7) and (A)(8) with regard to threatened litigation and legal matters requiring the advice of counsel specifically the QBE proffer and special use permit applications. The motion was seconded by Councilman Pasanello. The motion carried.

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

2. Certification

Councilman Weir moved that 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 Shannon seconded the motion. The motion carried by a roll call vote.

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

VI. Adjournment

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

1. Motion to Adjourn

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

Submitted:

Approved:

 Kim Henry, Clerk of the Council

 Ken Luersen, Mayor

Minutes Acceptance: Minutes of Nov 30, 2020 7:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, December 7, 2020

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Due to the COV-ID19 pandemic and Governor Northam's executive order on social distancing, Councilman Joe Pasanello and Town Attorney Martin Crim attended the evening's meeting via Zoom from their respective home offices.

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.

II. Pledge of Allegiance

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

III. Invocation/Moment of Silence

Councilman Chris Morris gave this evening's invocation.

IV. Citizens Time

Mayor Luersen opened the floor for Citizen's Time.

Jim Payne, 6680 Fayette Street, addressed the Town Council on the Police Department vacancy. Mr. Payne shared his concern of the Town Council's conversation on police coverage and filling the vacancy from the previous meeting.

Mary Ramirez, 14974 Cheyenne Way, first thanked the Town Council for their response in meeting with her one on one prior to the meeting. Ms. Ramirez also addressed her concerns of police coverage and filling the vacancy.

Dottie Leonard, 14801 Washington Street, spoke representing the Citizen's for the Betterment and Harmony of Haymarket and Western Prince William County. Ms. Leonard spoke in support of the police department and Chief Lands. She stated that the group would like to see the department to run like it has been and protected. Ms. Leonard also spoke in support of the police department from personal experiences and in support of Chief Lands and the decisions he makes regarding coverage for the Town. Tom Utz, former Town Council member, addressed his concerns about the discussion from the previous meeting on police coverage. He stated that saving money by cutting the force in the police department is a bad idea.

At this time, Town Clerk Kim Henry and Town Manager Chris Coon read several emails into the record on the subject of the proffer amendment. Below is a list of the sender of the email and a brief explanation.

Robert and Rebecca Hancock, 6717 Sycamore Park Drive, ask for denial of the proffer amendment

Nick Pulire, 6740 Bleight Drive, requested denial of the proffer amendment

Joseph NamGoong, 6744 Bleight Drive, requested denial of the proffer amendment

Jordan Ellison, Villages of Haymarket, requested denial of the proffer amendment

Dave O'Mara, 6717 Sycamore Park Drive, requested denial of the proffer amendment

Subash Bhattachan, Villages of Haymarket, requested denial of the proffer amendment

Jim and Suzanne McGuire, Villages of Haymarket, requested denial of the proffer amendment

William Wallace, Cypress Park Lane, opposed the application and requested denial of proffer amendment

Greg and Yvette Terrie, Dogwood Park Lane, requested denial of the proffer amendment

Jillian Pulire, 6740 Bleight Drive, requested denial of the proffer amendment

Minutes Acceptance: Minutes of Dec 7, 2020 7:00 PM (Minute Approval)

Ron Phillips, no address, requested denial of the proffer amendment
Alexander Beyene, 6817 Walnut Park Lane, disclosed that the comments presented does not represent his view as a Planning Commission Member but as a citizen and requested denial of the proffer amendment

At this time, Councilman Marchant Schneider read into the record an email from Ms Susan Serrano, no address, regarding the police department and coverage and supported the Mayor and Council on their exercise at the previous meeting.

*** All emails will be attached to the end of the approved minutes***

V. Minute Approval

1. Mayor and Council - Work Session - Oct 26, 2020 6:30 PM

Councilman Shannon moved to approve the minutes of the Work Session from October 26, 2020. The motion was seconded by Councilman Morris. The motion carried.

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

2. Mayor and Council - Public Hearing/Regular Meeting - Nov 2, 2020 7:00 PM

Councilman Shannon moved to approve the minutes of the November 2, 2020 Town Council meeting. Councilman Morris seconded the motion. The motion carried.

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

VI. Agenda Items

1. Landscaping Contract

Town Manager Chris Coon gave a brief update to the landscaping contract that was presented at the previous Work Session. Mr. Coon shared that he also attached the requested bid package as well.

Councilman Morris moved that the Town of Haymarket enter into a contract with Premier Landscaping for landscaping services to the annual amount of \$24,900. The motion was seconded by Councilman Weir. The motion carried by a roll call vote.

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

2. Proffer Amendment Application - 14600 Washington Street

Marchant Schneider stated that the Town Council received the emails that was requested and asked that those emails be attached to the November 30th minutes.

*** The emails will be attached to the approve minutes for the record***

There was a short discussion with the applicants regarding the property.

At this time, Councilman Morris read Resolution 2020-20: A Resolution denying the request for amendment to proffers in REZ2013-0528 into the record in its entirety. Councilman Weir seconded the approval of the resolution. There was a short question and answered period with the applicant and a discussion followed. The motion carried by a roll call vote.

RESULT:	DENIED [5 TO 0]
MOVER:	Chris Morris, Councilman
SECONDER:	Bob Weir, Councilman
AYES:	Morris, Pasanello, Shannon, Weir, Pater
ABSTAIN:	Marchant Schneider

3. 2021 Meeting Schedule

Town Manager Chris Coon asked for the Town Council to review the 2021 adjusted meeting schedule that showed the meetings falling on a holiday would move to the next day.

Councilman Weir moved to adopt the 2021 meeting schedule as proposed. Councilman Shannon seconded the motion. The motion carried by a roll call vote.

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

4. Bond Release - 6655, 6665, 6675 Fayette Street

Town Manager Chris Coon gave the Town Council an update on the subject of the Bond Release. Mr. Coon shared his conversation with the homeowner who is not satisfied with the result of the property. Mr. Coon stated that, although the results did not meet the homeowners expectations, the applicant met the specification requirements that was expected of him. Mr. Coon stated with that in mind, he suggested that the Town Council release the bonds. There was a discussion with Town Planner Emily Lockhart on what can be held back. There was a discussion on the drainage problems at the back of the subjected property brought forth by Ms. Lockhart. There was a question on the amount of the bond and a report from the Town's engineer. Ms. Lockhart shared that the surety bond was released already and that she has a meeting schedule with the Town's engineer to walk the property in question.

Councilman Weir moved to defer further action on the disposition of the bond until next month pending a report from the Town's Engineer. Councilman Shannon seconded the motion. A short discussion followed. The motion carried by a roll call vote.

RESULT:	TABLED [5 TO 0]
MOVER:	Bob Weir, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Schneider, Morris, Pasanello, Shannon, Weir
ABSTAIN:	TracyLynn Pater

5. Police Officer Vacancy

Prior to addressing the police officer vacancy, the Town Council took a 5 minute recess. After the recess, the Town Council addressed the vacancy. Councilman Morris asked clarification directed to the Mayor and the reset of the Town Council regarding the exercise that they had at the Work Session so that the Chief has a clear directive from the Council on how to proceed with filling the position.

The first topic was 24/7 coverage. Mayor Luersen stated that his intention is to have 24/7 coverage and to keep the services the Town currently has but would like to look at the staffing more closely with the current part time and 5 full time officers. There was a directive from the Town Council for the Chief to maintain 24/7 coverage during their term.

The second topic was the Laney Detail. Police Chief Lands shared that he contacted the representative from Laney. He provided that the Laney Detail coverage has been extended until March. Councilman Morris proposed that the Town Council do not touch the Laney detail since its close to completion. After a short discussion, the Town Council took the Laney detail off the table and continue coverage until its completion.

The last topic was filling the vacancy. Councilman Morris stated that the Town Council failed the Chief by not providing him the expectations of the Council up to this point. Mr. Morris stated that

Minutes Acceptance: Minutes of Dec 7, 2020 7:00 PM (Minute Approval)

it is now time to provide those to the Chief so that he can properly staff and schedule the department. A discussion followed on the subject of filling the vacancy.

At this time, Town Manager Chris Coon shared that he met with Police Chief to better understand, discuss and address the vacancy. He stated that the first thing they talked about was level of service which a full time officer can provide. He stated, however, that he and Chief Lands wanted to review and discuss some of the items that the Town Council is requesting. He stated that he has heard on numerous occasions about the quality of work of the part time officers. Yet the budget does not support the use of these officers on a regularly scheduled basis. Mr. Coon suggested moving \$21,000 from full time salaries to part time salaries to give the Chief more flexibility in scheduling the part time officers. He stated this would be equivalent to having another full time officer until the middle of April. This also gives flexibility to the Chief to hire an additional part time officer, if needed. Mr. Coon stated that this could be effective immediately since it will be under the 1% of the budget and would not require a public hearing. He stated it would then give time for the Town Council to re-evaluate the departments needs for the next 4 months for the hiring of the 6th full time officer.

Police Chief first thanked the citizens who came and spoke out during citizens time. He stated that although he would prefer a full time officer, his primary goal is to provide 24/7 coverage. He stated that he can only achieve that goal is to either fill the vacancy or to have the funding in the part time salaries to fill the gaps. He stated that in the interest to remove the distractions of the vacancy has caused, he would be in support in appropriating the funds to part time salaries with the hope of hiring the 6th full time officer in the spring when the 2022 budget discussions are in full swing.

A discussion followed on the subject. Councilman Shannon stated he would not compromise on his stand of hiring the 6th officer now. Vice Mayor Pater asked if the current part time officers would want more hours. Chief Lands stated that he would be able to spread out the hours more effectively and look at the hiring of an additional part time officer. Councilman Morris stated he looks at it as a way to get the coverage that is needed to give the Town Council time to look at how they can increase the police department staff not decreasing it. Councilman Weir stated that this is an interim step as the Council starts the 2022 budget that would have the 6th full time officer as the default positions to build on as the Town and needs grow for additional staff. Councilman Schneider stated that he is in favor of hiring the 6th full time officer and look at additional part time coverage for future use. Councilman Pasanello stated that the providing the full time equivalent makes sense to give the Council time to determine a path forward.

Councilman Morris moved to push forward with the option that the Town Manager and the Chief discussed earlier in moving \$21,000 over into part time salaries and wages and also give the Chief directive to pursue hiring as many part time officers as he sees fit to cover the schedule. Vice Mayor Pater seconded the motion. A discussion followed on the whether it should be two separate motions.

Councilman Morris amended his motion to move \$21,000 from line item 3110001- Salaries and Wages Regular reducing it from \$419,405 to \$398,405 and transferring \$21,000 to line item 3110005 - Salaries and Wages Part Time increasing it from \$16,000 to \$37,000. Vice Mayor Pater seconded the amended motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [4 TO 2]
MOVER:	Chris Morris, Councilman
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Chris Morris, Joe Pasanello, Bob Weir, TracyLynn Pater
NAYS:	Marchant Schneider, Steve Shannon

6. Motion to hire Part Time Officer

Councilman Morris moved to give the Chief directive to pursue hiring as many part time officers as he sees fit in order to beef up his part time staff as we go through this process. Councilman Shannon made a substitute motion approve the Chief to proceed with the hiring of his full time officer vacancy. The substitute motion failed for a lack of a second. Councilman Pasanello seconded the original motion. The discussion followed and was determined that the 6th full time position will be filled during the 2022 budget preparation. The motion carried by a roll call vote.

Minutes Acceptance: Minutes of Dec 7, 2020 7:00 PM (Minute Approval)

RESULT:	ADOPTED [4 TO 2]
MOVER:	Chris Morris, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Chris Morris, Joe Pasanello, Bob Weir, TracyLynn Pater
NAYS:	Marchant Schneider, Steve Shannon

VII. Liaison Reports

1. Finance

Councilman Weir stated he will wait until the Town Treasurer's Report

2. Police

Councilman Morris stated that he stepped back from being the liaison as to not bring any additional conflict since the Mayor's exercise and stated he would wait for a directive from the Mayor to step back into that role. There were no additional reports.

3. Architectural Review Board

Councilman Schneider shared that Aldi grocery would be occupying half of the Food Lion building and offered suggestions to Aldi to come back with changes to the next meeting.

4. Planning Commission

Councilman Weir stated that the Planning Commission has started working on the Zoning Text Amendment as instructed by Town Council. He also stated that QBE's SUP application is before the Planning Commission for their next meeting and will be probably be before the Town Council at their January meeting.

5. Business Roundtable

Vice Mayor Pater shared that the Business Roundtable was postponed to January due to the busy holiday season for businesses. Vice Mayor Pater thanked everyone who participated in the recent Santa ride.

VIII. Department Reports

1. Town Administration Report

Town Manager Chris Coon apologized once again for not having the Veteran's banners displayed over the Veteran's Day holiday. Mr. Coon also stated that he started collecting the vouchers from the participating businesses and shared that it looked like it was a successful campaign that helped not only the businesses but the residents during this pandemic. Mr. Coon stated that he will give a full report once the CARES Act program is over on December 31st by the January Work Session. He also shared additional CARES Act projects. A short discussion followed on the veterans banner program throughout the year possibly on the website or newsletter. There was also a short discussion on changes to the CARES Act program and the possible loosening of how the money can be spent in relation to CARES.

2. Police Chief Report

Police Chief Lands briefly went over his monthly statistical report. Chief Lands also gave a brief report on the departments activity such as the Santa Run, range qualifications and a crosswalk public service announcement postings.

There was a discussion in regards of the Laney Detail contracts and establishing detail contracts going forward. Councilman Weir shared that he drafted an MOU for the Town Attorney to review for future use to be used for all extra duty contracts. Councilman Weir asked Chief Lands to contact the Town Attorney to finalize the MOU and asked for the Town Council to give a directive, that once the details are worked out, for the MOU to be adopted and used for future extra duty operations or contracts. A discussion followed on the pay structure with hourly rate vs 1099 rate structure to each officer. The Town Council asked Councilman Weir to work with the Treasurer and come back to Council with a pay rate option to the officer and the expense to the Town as opposed for the officer to file a 1099. No further action was taken.

There was also a short discussion on updating the Police Department's General Orders. Police Chief Lands stated that he communicates with the Town Attorney on a regular basis on updating the General Orders particularly with new laws that come into effect or old laws that are revised at the beginning of each year.

3. Town Treasurer Report

Town Treasurer Roberto Gonzalez gave his monthly budget report. Mr. Gonzalez shared that the Town is operating under budget at this time. Mr. Gonzalez also shared that the auditor will

be at a future meeting to give a presentation on the annual audit, once it is complete, at no additional cost this year. There were questions on some of the line items on the report.

4. Town Planner Report

Town Planner Emily Lockhart gave a report on the projects before the ARB and Planning Commission. Ms. Lockhart shared that the Planning Commission deferred the QBE SUP decision until their next meeting. Ms. Lockhart also shared that Crossroads Village gave a presentation at both ARB and Planning Commission meetings similar to the presentation they gave at the last Council Meeting.

Ms. Lockhart also shared staff related items to the Council. She shared that there was a Zoning determination for a property on Jefferson Street. She also shared that the Pardo House has been recently boarded up. Lastly, Ms. Lockhart shared that she is in communication with the County regarding a property maintenance issue. There was a short discussion on the next steps that need to be taken regarding the Pardo House. There was also a discussion on the Town's obligations to providing an outside smoke free environment at the Museum even though the Town is in private/public partnership. Town Attorney shared that if the Town owns the property and has not given full control of the outdoor area to the tenant, the Town could set the perimeters of a smoke free environment on the property. The Council asked for Ms. Lockhart to speak with the tenant on the matter.

Ms. Lockhart shared that the quarterly newsletter will go out the first week in January and asked that the Council give input within the next week.

5. Town Engineer Report

Town Planner Emily Lockhart gave a brief update on the Town Engineer's report. She stated that Town Engineer Katie McDaniel recently visited the Jefferson Street project and shared that Ms. McDaniel would be coordinating with RDA and Town Staff on some of the items still left on the punch out list.

Ms. Lockhart shared that she and the Town Engineer are currently working on reviewing site plans for return comments to the Van Metre project, the Karter School project and the McDonald's drive thru project.

There was a short discussion on a Van Metre project outside of Town limits and the delay in the paving in that area.

6. Town Attorney Report

Town Attorney Martin Crim did not have anything to report.

IX. Councilmember Time

1. Chris Morris

Councilman Morris thanked and complimented those who were involved in the Santa Run.

2. Joe Pasanello

Councilman Pasanello thanked and complimented those who spoke during Citizen's Time either physically or remotely via email. He encouraged those to keep commenting because their comments are invaluable to the decision making process of the Council. Councilman Pasanello suggested that staff contact Delegate Danica Roem to the January meeting so that she can give Council legislative updates that will be addressed at the next General Assembly. Councilman Pasanello also suggested that the Town look at the sidewalks in front of the park for the next budget season.

3. TracyLynn Pater

Vice Mayor Pater thanked everyone who participated in the Santa Run and shared that it was a great success.

4. Marchant Schneider

Councilman Schneider thanked that staff on the work done for the CARES Act voucher program and prepping the Town for Christmas and the Santa Run. Mr. Schneider also thanked the Police Department on their work and expressed their value to the Town.

5. Steve Shannon

Councilman Shannon expressed his delight in the Santa Run. Mr. Shannon thanked all the staff for their work and dedication to the Town.

6. Bob Weir

Councilman Weir shared some information that Prince William County is trying to incorporate on future projects and meeting standards.

7. Ken Luersen

Mayor Luersen thanked all the citizens who came to the meeting and contributed to the conversation on the evening's topics during Citizens Time. He stated that their comments were noted. Mayor Luersen also thanked Councilman Morris for giving the first invocation of this administration. In addition, the Mayor announced the date of his monthly walk. Lastly, the Mayor wished a Happy Holiday season to all .

X. Closed Session - As Needed

1. Motion for a Closed Session

Councilman Weir moved to go into Closed Session Pursuant to Virginia Code § 2.2-3711 (A)(1) a personnel matter involving assignment, appointment, promotion, performance, demotion, salaries, disciplinary, resignation of a specific public officer, appointees or employees of the Town specifically the position of the Town Clerk. Councilman Morris seconded the motion. The motion carried.

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

2. Certification

Councilman Weir moved that 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 Shannon seconded the motion. The motion carried

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

3. Motion

Councilman Shannon moved to increase the Town Clerk's salary by 10% effective November 4, 2020. Councilman Morris seconded the motion The motion carried by a roll call vote.

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

XI. Adjournment

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

1. Motion to Adjourn

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

Submitted:

Approved:

Kim Henry, Clerk of the Council

Ken Luersen, Mayor

Minutes Acceptance: Minutes of Dec 7, 2020 7:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, December 28, 2020

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

Due to the COV-ID 19 pandemic and Governor Northam's executive order on social distancing and gatherings of no more than 10 people, Councilman Joe Pasanello and Councilman Steve Shannon attended this evening's meeting via Zoom from their respective homes.

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

II. Pledge of Allegiance

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

III. Agenda Items

1. DMV Select Office

Town Clerk Kim Henry introduced Barry Browning and David Sowers, DMV Select representatives, to the meeting via zoom. Ms. Henry shared that Mr. Browning and Mr. Sowers were available to answer any questions that the Town Council might have in reference to the possible DMV Select office in the Town Hall. Mr. Browning gave a presentation on the DMV Select office program in length, After the presentation, the Town Council asked questions in regards to locations of other offices in the area, the request to see the DMV contract and MOU, possible traffic concerns on Washington Street and concerns of the return on the investment that the Town would incur. After the presentation, the Town Council asked staff to provide them with the contract and MOU once it is received, to obtain bids for the build out, to collect return on investment data from other Select offices, proximity of the closest Select offices nearest to Haymarket and traffic analysis that may affect Washington Street and the Town Hall parking lot and present all this information at the next work session for further consideration.

2. 2020 Finance/Budget Report

Town Treasurer Roberto Gonzalez gave the monthly financial report. Mr. Gonzalez pointed out some highlighted items on the budget and shared meals tax and other information that was received since the report was printed.

3. Bond Release -6655, 6665, 6675 Fayette Street

Town Planner Emily Lockhart gave updated information regarding the bond release for the properties on Fayette Street. She stated that the Town Manager and the Town Engineer recently visited the properties. She stated that during their visit, they were able to observe the issues with the standing water and the grading. Ms. Lockhart shared that the Town Engineer had not been able to finish her report to present at this evening's meeting because of the difficulty of finding the necessary information due to DEQ's recent data transfers. Ms. Lockhart stated that the Town Engineer is working at getting the report finished for consideration at the next Town Council Regular Meeting. At this time, there was a short discussion with the applicant on the subject.

4. Special Use Permit Application - 14600 Washington Street

Town Planner Emily Lockhart updated the Town Council on the SUP application at 14600 Washington Street that was being considered at the last Planning Commission meeting. Ms. Lockhart shared that the Planning Commission tabled the consideration until their next monthly meeting in January in order to review the proposed resolution and to receive some input from the Town Attorney.

Minutes Acceptance: Minutes of Dec 28, 2020 7:00 PM (Minute Approval)

5. Police Department Goals and Priorities

Police Chief Kevin Lands distributed the departments goals and priorities through email for Town Council review in order to discuss, edit or make any changes at the Work Session. Councilman Pasanello stated the he would like to see the Chief and the Lieutenant's goal. Councilman Schneider and Councilman Morris stated that they would work with Chief Lands with any comments or questions. Councilman Weir and Shannon did not have any additional comments or suggestions.

IV. Closed Session - As Needed

There was no nee for a closed session.

V. Adjournment

Prior to adjourning, Councilman Weir shared that the CARES Act disbursement of funds have been extending until December 31, 2021. He stated with that news, the Council and staff can take their time with reporting and disbursing any unused funds. A short discussion continued on the proposed DMV Select office.

With no further discussion, Councilman Weir motioned to adjourn with a second by Councilman Schneider. The motion carried.

1. Motion to Adjourn

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

Submitted:

Approved:

Kim Henry, Clerk of the Council

Ken Luersen, Mayor

Minutes Acceptance: Minutes of Dec 28, 2020 7:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, January 4, 2021

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Due to the COV-19 pandemic and Governor Northam's executive order on social gatherings, Councilman Joe Pasanello and Town Attorney Martin Crim attended the evening's meeting via Zoom meeting from their respective homes.

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.

II. Pledge of Allegiance

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

III. Invocation - Pastor Brian Johnson, Haymarket Church

Pastor Brian Johnson from Haymarket Church gave the invocation for this evening's meeting.

IV. Delegate Danica Roem

Delegate Danica Roem presented a proposed bill that she is presenting at the 2021 Legislative Session that would allow an elected official from a locality to serve on the BZA in the county in which they reside. She asked for Council support by adopting a resolution to be attached to her bill. Ms. Roem also shared other bills that will be before the Legislative Session. Some of the items Ms. Roem discussed was giving the DMV commissioner executive power to extend deadlines on drivers license, registration renewals and original licensing when moving into Virginia from out of state, the federal mandated free lunch program for schools and how this could help the schools in Prince William County, eliminating that a school system could sue for uncollected school meal debt, and carrying a bill to ban the LGBT panic attack defense. At this time, there was a short question and answer period.

V. Citizen's Time

Jim Payne, 6680 Fayette Street, addressed the Town Council regarding the vacancies on the Police Department. Mr. Payne asked that the Council considered implementing and hiring of the sixth officer. Andrea Payne, 6680 Fayette Street, first thanked Town Manager Chris Coon and the staff for the work done to help the businesses and residents in the Town through the CARES Act. She continued by addressing the Town Council on the possibility of a DMV Select office in Town Hall. She stated her concerns to the Council.

Dottie Leonard, 14801 Washington Street, spoke on her behalf as well as on behalf of the Citizens for the Betterment and Harmony of Haymarket. She first spoke representing the Citizens group expressed her concerns of safety and the vacancies in the Police Department and the funding for the hire of part time officers when full time officers should be hired. She stated that she felt the funds for hiring a full time officer should be expedited before the consideration of a DMV office. Ms. Leonard also raised her concerns of not having an architectural consultant on the Architectural Review Board to help the Board guide them in making decisions.

Prior to moving onto the Agenda Items, Town Manager Chris Coon thanked the Payne's for their comments about the CARES Act funds and shared with the Council how the funds were allocated. Mr. Coon shared the video that was produced with the funds that highlighted some of the businesses in the Town. After the video, Mr. Coon provided numbers on how many times the video has been viewed on the various social media platforms. Mr. Coon stated that the invitation to participate went out to all the

Minutes Acceptance: Minutes of Jan 4, 2021 7:00 PM (Minute Approval)

businesses at the same time and that there were 12 slots which were filled on a first come basis. Lastly, Mr. Coon shared that since the program has been extended until December 31, 2021, there might be some funding left for another video spotlighting some other businesses and will be a topic of discussion at the next Business Roundtable meeting.

VI. Agenda Items

Before proceeding onto the Agenda Items, Councilman Pasanello recommended to add the request of support by resolution from Delegate Roem. The Council agreed to the recommendation.

1. Bond Release - 6655, 6665, and 6675 Fayette Street

Town Planner Emily Lockhart stated that due to the recent teleworking schedule by staff, Town Manager Chris Coon joined the Town Engineer at the property site on Fayette Street along with Mayor Luersen. Ms. Lockhart gave the floor to Mr. Coon to discuss the report presented by the Town Engineer. Mr. Coon shared that the report stated that the minimum requirement was met by Town Code and that the bonds should be released with 10% of landscaping bond held in escrow for 2 years. At this time, the applicant was given an opportunity to speak. The applicant gave a short presentation on his request to release the bonds in question. After the applicant's request, the Town Attorney clarified that since the minimum requirement was met within Town Code the zoning administrator has the administrative authority to release the bond. Town Manager Coon stated that the Council could make an affirmative vote to release the bond or it could be handled by the Town Staff, whichever the Town Council prefers. A short discussion followed.

Councilman Morris moved to have the sediment and erosion bond released and the landscaping bond released with 10 % of the landscaping bond held in escrow for 2 years beginning June 2020. Councilman Shannon seconded the motion. The motion carried by a roll call vote.

RESULT:	ADOPTED [4 TO 0]
MOVER:	Chris Morris, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Marchant Schneider, Chris Morris, Joe Pasanello, Steve Shannon
ABSTAIN:	Bob Weir, TracyLynn Pater

2. Resolution 2021-001

Councilman Weir read into the record Resolution 2021-001: A resolution of support for House District #13's Delegate Danica Roem's Bill that provides for a Town elected official to serve on the Board of Zoning Appeals in the County in which they reside.

Councilman Weir moved to adopt Resolution 2021-001 in its entirety. Councilman Morris seconded the motion. The motion carried by a roll call vote.

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

VII. Liaison Reports

1. Finance

Councilman Pasanello gave the monthly liaison report. Mr. Pasanello stated that the committee is still following the checks and balances through virtual meetings.

2. Police

After a short discussion, Councilman Steve Shannon recommended that Councilman Morris be re-enacted as the Police Liaison. The Town Council agreed to Mr. Shannon's recommendation. Councilman Morris accepted after stating that he purposely step back as the liaison as to not cause conflict within the department and within Council because of the Mayors active involvement within the department.

3. Architectural Review Board

Councilman Schneider shared that the previous Architectural Review Board meeting was canceled due to a lack of a quorum.

4. Planning Commission

Councilman Weir gave the Planning Commission update. Mr. Weir stated that the Commission started reviewing and editing the Zoning Text Amendment and that a decision on the SUP for 14600 Washington Street was deferred until the next meeting. There was a short discussion on the land use application and procedures. Councilman Weir shared that the policies and guideline were re-established in July when the new Council took over. Town Planner Emily Lockhart suggested that staff meet with the Commission liaison to review the policy and guidelines so that they can be acted upon.

5. Business Roundtable

Vice Mayor Pater shared the date for the next Business Roundtable meeting. She also shared that the meeting will be via Zoom for those businesses that can't attend in person. A short discussion followed on ways to reach out to more businesses so that they are aware of the meeting and getting them more involved.

VIII. Department Reports

1. Town Administration Staff

Town Manager Chris Coon went over the staff monthly report. He stated that he will provide a comprehensive report of the CARES Act funds at the next Town Council meeting. In addition, Mr. Coon stated that he will be giving a full comprehensive presentation on the possible DMV Select office at the next work session as well for the Town Council to base their decision. There was a short discussion on the use of the CARES Act remaining funds since the deadline has been extended through December 31, 2021.

2. Police Chief Report

Police Chief Kevin Lands shared that, to date, he had not received any applications for the posted part time or full time vacancy positions. He shared that almost every police department in the area is having difficulty filling their vacancies, as well. Chief Lands also shared that the department has partnered with Haymarket Baptist to provide temporary relief in the way of gas cards, food gift certificates and hotel vouchers for those who may be homeless or stranded on the interstate.

Councilman Pasanello congratulated Chief Lands on his 4 year anniversary with the Town. There was a short discussion on some of the street lights that have gone out recently. Chief Lands stated that he's been communicating which lights are out with Town Planner Lockhart. Ms. Lockhart shared that she has contacted the electrician and is actively working on it. There was also a question on the increased In Town Calls for Service on his report. Chief Lands shared that the In Town calls for service also include the business checks. He continued to state that the officers have more time to do business checks during these months.

3. Town Treasurer Report

Town Treasurer Roberto Gonzalez gave his monthly budget report. He shared that he is working with Town Manager Chris Coon in reconciling the CARES Act fund expenses. He also answered Councilman Weir's question on the Communication Tax revenue. Lastly, Mr. Gonzalez shared that he has started working on the FY22 draft budget and sending out business license applications. There was a short discussion on the audit. Mr. Gonzalez stated that the auditor will be giving a presentation once it is complete.

There was a discussion on the line item in Public Safety under erosion and sediment inspection. Mr. Gonzalez stated that up until around 2018 the inspections were done through the Town which was why it was kept under public safety. Mr. Gonzalez stated that he could move that line item to a different section in the budget. A short discussion followed on the subject.

4. Town Planner Report

Town Planner Emily Lockhart gave her monthly report. Ms. Lockhart shared that the Town received a Board of Zoning Appeals application regarding a property on Jefferson Street. She shared that staff is working on getting the Board notified of the meeting and setting the date for the meeting.

Ms. Lockhart also shared that the quarterly newsletter should be ready to mail by the week's end.

Lastly, Ms. Lockhart stated that she will be notifying the County about some property maintenance concerns within the Town.

There was a short discussion on confirming the active BZA members. There was also discussion on the Robinson Paradise project. Ms. Lockhart stated that the staff was recently contacted by D R Horton who is interested in purchasing the property and developing it according to the original site plans. She shared that she and the Town Engineer will be meeting with them to update their plan to bring it back in accordance with the current site plan ordinances. She stated that she could give a better update after that meeting.

There was also a question on the McDonald's second drive thru site plans. Ms. Lockhart shared that the McDonald's site plan would be before the Planning Commission at their next meeting. Lastly, there was a discussion on the Pardo House. Town Manager Chris Coon shared that the Town had to follow procedures in order to move forward in taking action on the property. There was also a short discussion regarding a property that has a falling down fence. Ms. Lockhart stated that she would be able to give an update on that issue after she has an opportunity to speak with the property owner.

5. Town Engineer Report

Town Planner Emily Lockhart gave the Town Engineer report.

At this time, there was a discussion on the hotel project and the expense of removal of the utility lines. Town Manager Chris Coon shared that he will be in contact with Delegate Roem to see if the Town can partner with the State and County to get funding or grants for the Town to receive in order to get the utilities relocated. A short discussion followed.

There was also discussion on the projected open date of the hotel with the discussion of relocating of utility lines.

6. Town Attorney Report

Town Attorney Crim was available to answer any questions on his written report. There was a question regarding Blue Sky. Mr. Crim stated the Council will be going into closed session on the subject.

IX. Councilmember Time

1. Chris Morris

Councilman Morris recognized the staff in the spending of CARES Act funds to purchase outside furniture for public use and the placement of the furniture. Mr. Morris also thanked Haymarket Baptist Church for their partnership with the police department to provide a much needed service to the community. Councilman Morris also congratulated Police Chief Lands on his anniversary and confirmed a statement made during citizens time that Chief Lands has been the best chief that he has ever worked with. Lastly, Councilman Morris recognized Vice Mayor Pater on a job well done.

2. Joe Pasanello

Councilman Pasanello wished everyone a Happy New Year and stated that he heard all the comments during citizens time and that he will take everything they said into consideration especially when making the decision about the DMV Select Office. In addition, Councilman Pasanello recognized Chief Lands years of service to Haymarket.

3. TracyLynn Pater

Vice Mayor Pater wished everyone a Happy New Year and stated that she would look forward to the report from the Town Manager in order to make an informed decision about the DMV Select Office.

4. Marchant Schneider

Councilman Schneider stated that he thinks Council should revisit the priority list to make sure they are prioritizing correctly. Councilman Schneider thanked the staff for staying the course during these pandemic times. Lastly, Mr. Schneider stated that he is happy to serve on the Council as the New Year begins.

5. Steve Shannon

Councilman Shannon also congratulated Chief Lands on his anniversary. Mr. Shannon also recognized Town Manager Coon and the staff on the hard work that helped the businesses and residents with the programs put forth with the CARES Act funds. Lastly, Councilman Shannon thanked the citizens who take the time and attend and speak at the meeting.

6. Bob Weir

Councilman Weir also recognized Vice Mayor Pater for all the work she has done so far while being on the Town Council.

7. Ken Luersen

Mayor Luersen thanked everyone for all the hard work and their service to the community during the first half of the fiscal year. Mayor Luersen also announced the date of the next monthly Mayor's walk.

X. Closed Session

1. Motion to go into Closed Session

Councilman Weir moved to go into Closed Session Pursuant to Virginia Code § 2.2-3711 (A)(8) with regard to pending litigation specifically the Town and Blue Sky Events, LLC in circuit court and the parallel Blue Sky Events bankruptcy filing. Councilman Shannon seconded the motion. The motion carried.

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

2. Motion of 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 in the closed session that just concluded. Councilman Morris seconded the motion. The motion carried by a roll call vote.

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

XI. Adjournment

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

1. Motion to Adjourn

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

Submitted:

Approved:

Kim Henry, Clerk of the Council

Ken Luersen, Mayor

Minutes Acceptance: Minutes of Jan 4, 2021 7:00 PM (Minute Approval)



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, January 26, 2021

10:00 AM

Haymarket Museum

A Special Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 10:00 AM.

called the meeting to order.

I. Gathering At Haymarket Museum

II. Call to Order

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

III. Haymarket Hotel Site Visit

1. Site Visit with Ryan Morgan - Haymarket Hotel Venture

The site visit of the Haymarket Hilton Garden Inn began approximately 10 AM with Mr. Ryan Morgan from Haymarket Hotel Venture, LLC and Town Planner Emily Lockhart present. The discussion included the underground retention pond. Mr. Morgan pointed out where the meeting room in the hotel would be located. He stated that it would be closest to the Haymarket Museum and would be approximately 2200 square feet. He also showed the location of the outdoor patio. In addition, Mr Morgan told the group that there were rumors of retail on the Main floor of the hotel. He stated that the rumor is false and that the Main floor will house a private dining area to the left of the patio, a bar on the corner with a coffee shop. He stated that there may be an interest to partner with Haymarket Coffee Company to provide local coffee.

There was also discussion about the type of sidewalk that would be installed. The discussion was about the hotel sidewalk being the test site for stamped concrete as opposed to brick sidewalk. Those in attendance agreed to revisit this conversation at a future meeting. Councilman Schneider asked Town Planner Lockhart to have this item on a future Architectural Review Board agenda.

Councilman Pasanello inquired about a timeline of when the fire hydrants would be moved. Mr. Morgan shared other amenities that the hotel will have and also gave a timeline. He shared that he would be applying for a Certificate of Occupancy by mid October 2021.

Discussion also ensued on issues with Prince William County Service Authority and the requirement of having the previous mains capped off. Mr. Weir asked Mr. Ryan for the narrative with PWCSA.

Lastly, Mr. Ryan discussed about making connections with other area businesses in the Town

IV. Adjournment

The gathering and site visit concluded around 11 AM.

Minutes Acceptance: Minutes of Jan 26, 2021 10:00 AM (Minute Approval)



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

ROBERTO GONZALEZ
TOWN TREASURER

STAFF REPORT
January 22, 2021

FISCAL YEAR 2020-21 BUDGET AMENDMENT

ISSUE

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since the total requested amendment does not exceed that amount, a Public Hearing is not required. The Council may adopt the amendment at this meeting.

REQUESTED BUDGET AMENDMENT

1. The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend Town Administration - Salaries & Wages - Regular for the adjustment to the Town Clerk's wages from the annual review increase.

Expenditure Source Line Item				
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Town Administration:				
Salaries & Wages - Regular	\$ 290,000	\$ 296,000	\$	6,000
Salaries & Wages - Part-Time	\$ 25,000	\$ 20,000	(\$	5,000)
VRS	\$ 35,070	\$ 39,657	\$	4,587
Life Insurance	\$ 3,852	\$ 3,967	\$	115
Advertising	\$ 12,000	\$ 9,000	(\$	3,000)
Printing/Binding	\$ 10,000	\$ 8,298	(\$	1,702)
Meals & Lodging	\$ 3,000	\$ 2,000	(\$	1,000)

- The requested amendment to the adopted budget for Fiscal Year 2020-2021 is to amend Police Department - Salaries & Wages - Bonus & Recruitment Bonus. The Town received 559 Funds to be used on Recruitment, Retention, and Criminal Justice Reform. Town Council decided to also utilize Police Department - Health Insurance to provide a Retention bonus to current Full-time and select Part-time officers. Town Council also allocated funds for two \$1,500 recruitment bonuses for the 5th and 6th Full-time officer positions.

Revenue Source Line Item					
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>		<u>Amended Budget</u>		<u>Change</u>
Revenue from Commonwealth:					
599 Funds - Recruitment	\$	0	\$	3,362	\$ 3,362
Expenditure Source Line Item					
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>		<u>Amended Budget</u>		<u>Change</u>
Police Department:					
Salaries & Wages - Bonus	\$	0	\$	5,500	\$ 5,500
Salaries & Wages - Recruitment Bonus	\$	0	\$	3,000	\$ 3,000
Health Insurance	\$	56,057	\$	50,919	(\$ 5,138)

Sample Motion

I move the Haymarket Town Council approve amendments to the Fiscal Year 2020-21 as designated on Resolution #2021-002 and Resolution #2021-003.

Or

Alternative Motion



RESOLUTION 2021-002

FISCAL YEAR 2020-2021 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council did adopt the Fiscal Year 2021 Budget on May 26, 2020, and

WHEREAS, Fiscal Year 2021 Budget did not fund Revenue from Commonwealth – 599 Funds for Recruitment revenue line item, Council will appropriate \$3,362, and

WHEREAS, The proposed budget appropriation will fund Police Dept. – Salaries & Wages – Recruitment Bonus expenditure line item by \$3,000; and

WHEREAS, The proposed budget appropriation will fund Police Dept. – Salaries & Wages - Bonus Expenditure line item by \$5,500; and

WHEREAS, The proposed budget amendment will decrease Police Dept. – Health Insurance expenditure line item by \$5,138; and

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2020-2021 Budget as reflected below:

Revenue Source Line Item				
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Revenue from Commonwealth:				
599 Funds – Recruitment	\$ 0	\$ 3,362	\$ 3,362	
Expenditure Source Line Item				
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Police Department:				
Salaries & Wages – Bonus	\$ 0	\$ 5,500	\$ 5,500	
Salaries & Wages – Recruitment Bonus	\$ 0	\$ 3,000	\$ 3,000	
Health Insurance	\$ 56,057	\$ 50,919	(\$ 5,138)	

Done this 01st Day of February 2021

Motion By:
Seconded By:
Ayes:
Nays:
Absent:

ATTEST:

Kimberly Henry, Clerk of Council

Attachment: RES 2021-002 FY2021 Budget Amendment_02.01.2021 (4884 : Budget Amendment)



RESOLUTION 2021-003

FISCAL YEAR 2020-2021 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council did adopt the Fiscal Year 2021 Budget on May 26, 2020, and

WHEREAS, The proposed budget amendment will increase Town Administration - Salaries & Wages – Regular line item by \$6,000, and

WHEREAS, The proposed budget amendment will increase Town Administration – VRS expenditure line item by \$4,587; and

WHEREAS, The proposed budget amendment will increase Town Administration – Life Insurance expenditure line item by \$115; and

WHEREAS, The proposed budget amendment will decrease Town Administration - Salaries & Wages – Part-Time Expenditure line item by \$5,000; and

WHEREAS, The proposed budget amendment will decrease Town Administration - Advertising Expenditure line item by \$3,000; and

WHEREAS, The proposed budget amendment will decrease Town Administration – Printing / Binding Expenditure line item by \$1,702; and

WHEREAS, The proposed budget amendment will decrease Town Administration – Meals & Lodging Expenditure line item by \$1,000; and

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2020-2021 Budget as reflected below:

Expenditure Source Line Item

Line Item	Adopted 2020-21 Budget	Amended Budget	Change
Town Administration:			
Salaries & Wages – Regular	\$ 290,000	\$ 296,000	\$ 6,000
Salaries & Wages – Part-Time	\$ 25,000	\$ 20,000	(\$ 5,000)
VRS	\$ 35,070	\$ 39,657	\$ 4,587
Life Insurance	\$ 3,852	\$ 3,967	\$ 115
Advertising	\$ 12,000	\$ 9,000	(\$ 3,000)
Printing/Binding	\$ 10,000	\$ 8,298	(\$ 1,702)
Meals & Lodging	\$ 3,000	\$ 2,000	(\$ 1,000)

Done this 01st Day of February 2021

Motion By:

Seconded By:

Ayes:

Nays:

Absent:

ATTEST:

Kimberly Henry, Clerk of Council



**HAYMARKET TOWN COUNCIL
RESOLUTION #2020-20**

**RESOLUTION DENYING REQUEST FOR AMENDMENT TO PROFFERS IN
#REZ20130528**

WHEREAS the Code of Virginia empowers the Haymarket Town Council to review land use applications to ensure the health, safety and general welfare of the public, and

WHEREAS the Town Council in 2013 approved rezoning #REZ20130528 for the former PACE West School property (the “Property”), subject to proffers (the “Proffers”), in connection with the sale of that property by the Prince William County School Board and the creation of a long-term lease for use of the existing ballfields, and further contingent upon a boundary line adjustment to bring the entirety of the Property into the Town limits, and

WHEREAS the Proffers included a commitment to “maintain and make available for recreational field use approximately 4.51 acres adjacent to the existing school building as illustrated” in an attachment to the Proffers (the “Ballfields”); this commitment was to continue “so long as a public or private partner is willing to enter into a commercially reasonable form of lease agreement at a fair market price,” subject to termination after one year of non-use and notice to the Town of such non-use, and

WHEREAS the Town has adopted a zoning ordinance codified as Articles I through XIX of Chapter 58 of the Town Code of Ordinances for the purpose of promoting the health, safety and general welfare of the public and of further accomplishing the objectives of Code of Virginia, §§ 15.2-2200 and 15.2-2283, and

WHEREAS Virginia Code § 15.2-2286 (A)(7) provides for amendment of existing zoning ordinances “[w]henver the public necessity, convenience, general welfare, or good zoning practice requires,” and

WHEREAS Section 58-3.9 of the Town Code provides that the Town Planning Commission make recommendations, and the Town Council make decisions, regarding any proposed zoning amendments based on criteria set out in that section, and

WHEREAS Haymarket Properties Group, LLC (“Applicant”), the owner of the Property, has requested an amendment to the Proffers, which constitutes an amendment to the zoning ordinance, and

WHEREAS Applicant submitted a proffer amendment application dated June 1, 2020, requesting an amendment to the Proffers reducing the acreage for the Ballfields from 4.51 acres to 2.05 acres (the “June 1 Application:”), and

WHEREAS Applicant submitted a proffer amendment application dated June 24, 2020 (the “June 24 Application”), which – without seeking to withdraw the June 1, 2020 application – requested an amendment to the Proffers to remove all restrictions on the Ballfields upon the expiration or termination of the current lease of the Ballfields to the Board of County Supervisors of Prince William County (the June 1 Application and the June 24 Application are collectively referred to hereinafter as the “Application”), and

WHEREAS the Prince William County Parks and Recreation Department (“Parks and Rec”) is currently making use of all of the Ballfields pursuant to the County’s lease from the Applicant, and Parks and Rec desires to continue such use and desires additional park acreage in the western portion of Prince William County, and

WHEREAS the Applicant has not fully complied with the conditions of the Proffers inasmuch as it has not diligently pursued approval of a Final Site Plan, the approval of which would have triggered further obligations to submit a work schedule and begin Final Site Plan work, and

WHEREAS the Town of Haymarket Planning Commission and Town staff have recommended denial of the Application, and

WHEREAS the Haymarket Town Council, based on the factors outlined in Town Code § 58-3.9, finds as follows with respect to both the June 1 Application and the June 24 Application:

1. The factor of “existing use and character of the area” weighs against the Application because the Ballfields continue to be vital to the life and character of the neighborhood and the Town as a whole;
2. The factor of “suitability of the property for various uses” weighs against the Application because the Ballfields provide a vital buffer between the commercial uses on the Property and the nearby residential uses;
3. The factor of “trends of growth or change” is neutral in this instance because increased demand for development is balanced by the need to provide open space to maintain quality of life for residents and visitors;
4. The factor of “current and future requirements of the Town as to land for various purposes as determined by population and economic studies and other studies” cannot be weighed in favor of the application because the Applicant has not provided any such studies;
5. The factor of “transportation requirements of the community and the Town's requirements for parks, playgrounds, recreation areas, other public services, or the conservation of natural resources and preservation of floodplains” weighs against the Application because the Town requires space for recreation areas;
6. The factor of “conservation of properties and their values and the encouragement of most appropriate use of land throughout the Town” weighs against the Application because the

Ballfields provide a vital buffer, as noted above, and because they provide needed recreational facilities; and

- 7. The Town’s Comprehensive Plan calls for the area of the Ballfields to remain “Public” and the Comprehensive Plan specifically identifies the full potential of the Property as being “as a social, business and recreational center for the Town and adjoining area residents,” so that this factor weighs against the Application because granting it would eliminate the recreational center aspect of the Property’s full potential; and

WHEREAS the Haymarket Town Council finds that the balance of factors identified in Town Code § 58-3.9 weighs decidedly against approval of the Application, and that each of the factors 1, 2, 4, 5, 6, and 7 individually would suffice to justify denial of the Application, and

WHEREAS the Haymarket Town Council finds that public necessity, convenience, general welfare, and good zoning practice weigh against the approval of the Application;

NOW, THEREFORE, BE IT RESOLVED by the Haymarket Town Council, that in order to promote the health, safety and general welfare of the public, to promote good zoning practice, and in light of the Town Code § 58-3.9 factors identified above, it denies the Application.

BY ORDER OF THE HAYMARKET TOWN COUNCIL


Done this 7 day of December, 2020.

ORDER OF THE COUNCIL



Ken Luersen, Mayor
On Behalf of the Town Council of
Haymarket, Virginia

ATTEST:


Kim Henry, Clerk of Council

MOTION:
SECOND:

Votes:
Ayes: Wilk, Morris, Shannon, Pasanello, Fater
Nays:
Abstain: Schneider
Absent:

Attachment: 4576 (4877 : Consideration of SUP 2020-002 - 14600 Washington Street)



Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Planning Commission

FROM: Emily K. Lockhart

DATE: December 11, 2020

SUBJECT: SUP#2020-002 – 30 Residential Condominiums, Development Narrative and Generalized Development Plan

December Town Planner Report Update Summary and Recommendation:

Applicant, Haymarket Properties Group previously submitted a Special Use Permit for 30 residential condominiums to be located at 14600 Washington Street, in a multi-use 4 story structure. The Town Planner and Town Manager worked with the applicant to address concerns and questions through several meetings, emails and conversations from June to August 31st. The applicant has not addressed the final comments sent at the end of August to date.

Town Planner recommends Denial of the Special Use Permit for the following reasons; the applicant has failed to address the concerns and comments from August 2020, the residents of Haymarket have voiced their concerns and requests for denial for the last six months, and lastly, the designated land for the SUP in the GDP has been rejected for a Proffer Amendment by the Town Council.

For the complete Resolution of Denial by Town Council please see next attachment in the agenda.

Draft Motion: “I move the Planning Commission recommend denial to the Town Council for the Special Use Permit, 2020-002 for 30 residential condominiums to be located at 14600 Washington Street, on the following basis, the applicant has not addressed the Town Planner’s comments from August 31st regarding parking concerns, the Haymarket residents have voiced overwhelming requests for denial for the past six months and the land in which would be utilized for the SUP was denied a Proffer Amendment by the Town Council.”

Or an alternate motion.

September Town Planner Report Application Summary:

Applicant, Haymarket Properties Group has submitted an updated Generalized Development Plan for the SUP for 30 residential condominiums to be located at 14600 Washington Street, Haymarket. The applicant has a Proffer Amendment application before the Planning Commission for Public Hearing on September 21st to modify the approved 2013 Proffer on the property from 4.51 acres to 0 acres.

The applicant has provided a Development Narrative, Proposed General Development Site Plan, Conditions of Approval and a Proffer Amendment. The documents were modified and resubmitted June 25, 2020. The applicant previously provided responses to the first round of comments, these responses can be located in the July 2020 Planning Commission Agenda Packet.

At the June Meeting the applicant pulled the SUP#2020-001 for the Drive Thru Use.

The Zoning Ordinance requires the following standards to be considered and met prior to approval.

- (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.*

The Town Planner's Original Comments from 6/9/2020 are below, the most recent comments sent to the applicant reflecting the feedback from the Planning Commission and Staff comments are attached in the document following, dated 8/31/2020.

Original Comments 6/9/2020

The Development Package is Incomplete and needs to address the following comments:

General Development Plan:

- **Page 3 GDP: Existing conditions is not an accurate depiction of the current site and needs to be updated to show ALL existing conditions. See below items to name a few.**
 - Does not show Cookies and Cream Structure
 - Does not show the removal of the playgrounds
 - Does not show the recent site plan amendment for Zandra's
 - Does not show the curb/gutter work and additional parking along the building
 - The eastern tree line has been significantly modified
 - Does not show the storage sheds located in the north eastern corner
 - Does not depict the frontage changes
 - Adjoining and abutting property descriptions incomplete
 - Existing dumpster not depicted
- **No Scale on the GDP**
- **No North Arrow on the GDP**
- **Page 4 GDP: Proposed conditions**
 - Parking Spaces are not delineated on the plan
 - No delineation of travelways on the plan
 - Points of Ingress/Egress are not clearly delineated with one- or two-way travel ways
 - Are the parallel parking spaces proposed on Bleight Drive for private use only? Cannot restrict parking on a public right of way. Provide additional information
 - Sidewalks/Pedestrian Walkways are not depicted along right of ways or within property
 - No dumpsters shown on the plan for retail, restaurant, commercial or residential uses
 - No handicap parking shown on plan
- **Parking Tabulation**
 - Need to include restaurant parking requirements, as it differs from the Commercial parking.
 - Retail Store parking is 1 per 250 SF of GFA, not 1 per 300 SF of GFA
 - Retail store parking requires the following for loading zones; None for the first 10,000 SF then 1/30,000 up to 70,000 SF **plus** 1/100,000 SF thereafter. Please include the proper loading zones and ensure adequate travelways for the loading zone
 - Office parking is 1 per 300 SF of GFA
- **SUP#2020-001, Drive Thru Request**
 - No stacking spaces shown on the plan, see above table for requirements

- No delineation of travelways on parcel
 - Vehicular Ingress/Egress not shown on plan
 - Pedestrian Ingress/Egress not shown on plan
 - Dumpster location not shown on plan
 - No indication of the drive thru window location
 - No proposed signage for vehicular traffic or pedestrians
 - 32 parking spaces required, please clarify the location of the required parking spaces
 - No information of the hours of operation
 - No reference to the front of the structure or the main entry
 - No elevations of the structure provided
- **SUP#2020-002, 30 Residential Condominiums**
 - No square footage for the third and fourth floor provided
 - Is residential parking reserved? If so, where?
 - How many bedrooms per unit? Variety of unit types?
 - Expected number of residents in the building?
 - Will residential amenities be provided?
 - No elevations of the 4-story structure provided
 - Where is residential access on the building? Is residential access restricted and separate from the commercial access?
 - Will the structure have an elevator?
 - Will the structure have trash dumpsters or a trash service? Dumpsters should be shown on the plan
 - Will dumpsters be shared with the retail/commercial tenants?
 - Will the underground garage parking have public access?
 - No green space for residents
 - Will the property have a Condo Owner Association? Who maintains the common space?
 - Show full building footprint on plan
 - No information on the hours of operation for the commercial spaces on the first and second floors as well as the entire site
 - Will visitor parking be provided for the residential condominiums?
- **Development Narrative Comments**
 - Provide the date of the current GDP in the first paragraph
 - Special Use Proposal states that outdoor seating will be provided. Outdoor seating is not depicted on the GDP. Update GDP to depict the outdoor seating
 - Development Narrative states the project will preserve 3 ballfields to the north of the property – only 2 ballfields are shown on the proposed plan. Update the GDP to depict the proper number of ballfields

- **Proffer Amendment Statement**
 - Provide the approved 2013 Proffer Amendment for review
- **Conditions of Approval**
 - Transportation 5.1. – Sidewalks and other street enhancements are required per the Zoning Ordinance
- **Other Comments**
 - No traffic impact analysis provided. The traffic will be significantly impacted by the proposed changes
 - No elevations for the SUPs provided
 - No environmental analysis or stormwater calculations
 - No outside agencies comments received yet. VDOT, PWCSA, PWC
 - No additional proffers provided or considered for Schools, Fire Department, Public Safety, Transportation
 - Can Bleight Drive handle the increased traffic flow and the addition of the parallel parking?
 - No turn lanes provided on Washington Street for the entry points
 - Provide clarification on the north eastern apartment, is the apartment on the first floor? If so, a SUP will be required for this residential space.

Planner Recommendation:

The application is incomplete and missing the above items. Please review the comments and provide responses or additional information for the application.

Town Planner Review of SUP#2020-002, Proposed Residential Condominiums at 14600 Washington Street.

SUP Request Summary: *“the applicant proposes to develop 53,250 square feet of the Property zoned B-1 via special use permit to allow thirty (30) residential condominium dwelling units. The proposed plan locates the residential condominiums on the 3rd and 4th floor of the new proposed multiuse building as shown on the GDP.”*

The Zoning Ordinance requires the following standards to be considered and met prior to approval.

- (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 Comprehensive Plan calls for a mix of residential and commercial uses to facilitate long term economic potential and positive growth for the Town. The residential condominiums would be in accordance with the intent to blend the residential and commercial uses in the Town Center Zoning Districts.

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

Zoning Ordinance, Sec. 58-10.1 - Intent.

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

The proposed use of the 3rd and 4th floors of the multi-use building for residential condominiums is not clearly defined as the intent of the Town Center District, B-1, as stated above. However, the addition of the residential units may provide an opportunity to blend the Town Center district with the surrounding residential district to create a less intrusive blending of the districts.

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

The proposed uses for the structure are in keeping with the intent of the zoning district and will blend the residential units with surrounding residential districts. However, the significantly increased volume of vehicle trips per day on the site due to the structure may adversely affect the surrounding properties. Additional information regarding the traffic impacts would be necessary to appropriately determine the adverse effects on the surrounding uses and properties.

There is no indication the proposed-mixed-use structure will decrease the values of the surrounding properties, however for the most accurate information an additional study on the economic value would need to be performed. There is an indication that the adjacent and surrounding residential properties could be affected by the development’s traffic flow and commercial uses during the pm hours. However, the proposed commercial development is a by-right 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 addition of residential condominiums 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 increased traffic volume due to vehicular trips per day from the site may impact the residential communities that currently utilize Bleight Drive.

- (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 vehicular traffic along Bleight Drive will be impacted with the new entry/exit and added vehicular trips per day. Proper traffic studies and impact analysis shall be prepared along with projected vehicle trips per day. Since Bleight Drive is currently a lower-volume route, primarily serving the residential communities of Villages of Haymarket, Alexandra's Keep and single family homes on Bleight, it will be pertinent to not impede traffic, rather the improvements shall enhance the movement and flow through the proposed site, existing roadway and intersection.

- (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 addressed at the site plan phase, currently there is no indication that the General Development Plan addresses all of these utilities adequately. Parking has been clearly delineated on the General Development Plan, to include underground garage parking at the residential condominium structure.

Planner Recommendation:

The Town Planner has sent comments to the applicant expressing concerns from the Planning Commission as well as Town Staff in regard to the SUP#2020-002 for the 30 Residential Condos. The comments were sent on August 31, 2020. The applicant has not responded nor acknowledged receipt of the comments.

At this time, the Town Planner recommends the Planning Commission not take further action on the SUP#2020-002 application until the comments and concerns are adequately addressed. At this time, the Town Planner does not recommend approval until further information is provided regarding the parking comments sent on 8/31/2020. (This is the previous Report's recommendation – updated recommendation on page 1 of report, see above. This recommendation remains for the sake of reviewing previous report and comments)

QBE BUSINESS PARK GENERAL DEVELOPMENT PLAN

TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL NOTES:

1. THE PROPERTY SHOWN HEREON IS LOCATED ON GPIN 7397-19-1734 AND IS NOW IN THE NAME OF HAYMARKET PROPERTIES GROUP, LLC AS DOCUMENTED IN INSTRUMENT 201310110102175 AMONG THE LAND RECORDS OF PRINCE WILLIAM COUNTY, VIRGINIA.
2. THE BOUNDARY AND IMPROVEMENTS FOUND HEREON ARE TAKEN FROM THE ALTA/ACSM LAND TITLE SURVEY PREPARED BY RICE & ASSOCIATES DATED JUNE 2013 AND A CURRENT FIELD SURVEY BY BL SURVEY ARBORIST, LLC.
TOPOGRAPHIC INFORMATION DEPICTED HEREON IS TAKEN FROM THE FIELD SURVEY PERFORMED BY BL SURVEY ARBORIST, LLC AND DATED FEBRUARY 1, 2014. THE VERTICAL DATUM IS TAKEN FROM GPS COORDINATES.
3. THE SUBJECT PROPERTY CONSISTS OF APPROXIMATELY 8.84 ACRES AND IS CURRENTLY ZONED B-1 IN ACCORDANCE WITH THE TOWN OF HAYMARKET, VA ZONING ORDINANCE.
4. THERE ARE NO KNOWN CEMETERIES ON THE SUBJECT PROPERTY. FURTHER, THERE ARE NO KNOWN NATURAL, CULTURAL, OR HISTORIC RESOURCES, RPA'S, OR 100-YEAR FLOOD AREAS IDENTIFIED ON THE PRINCE WILLIAM COUNTY, VA ONLINE MAPPING SYSTEM.
5. THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X, AREAS DETERMINED TO BE OUTSIDE THE 500-YEAR FLOODPLAIN PER FEMA FLOOD INSURANCE RATE MAP 51153C PANEL #00670 BEARING AN EFFECTIVE DATE OF JANUARY 5, 1995.
6. THE DEVELOPMENT OF THIS PROPERTY IS SUBJECT TO THE APPROVAL CONDITIONS OF THE 2013 REZONING APPLICATION WITH THE TOWN OF HAYMARKET.
7. ALL CONSTRUCTION SHALL CONFORM TO THE TOWN OF HAYMARKET, PWCSA USM, AND/OR VIRGINIA DEPARTMENT OF TRANSPORTATION STANDARDS AND SPECIFICATIONS.
8. ALL NEW OR RELOCATED UTILITIES SHALL BE PLACED UNDERGROUND.
9. THE PROPOSED USES WITHIN THE EXISTING BUILDING SHALL BE SERVED BY THE EXISTING PUBLIC WATER AND SEWER FACILITIES OWNED BY PWCSA AT NO COST TO THE TOWN OR COUNTY. THE ANTICIPATED SEWAGE FLOWS GENERATED BY SUBJECT DEVELOPMENT IS XXXX GPD.
10. STORMWATER MANAGEMENT AND BEST MANAGEMENT PRACTICES MEASURES WILL BE IMPLEMENTED WITH THE FINAL SITE PLAN PER THE LATEST VIRGINIA STORMWATER MANAGEMENT HANDBOOK (VSMH).
11. EXISTING WELLS AND SEPTIC SYSTEMS THAT WILL NOT BE USED SHALL BE ABANDONED IN ACCORDANCE WITH CURRENT PRINCE WILLIAM COUNTY HEALTH DEPARTMENT STANDARDS.
12. SITE LIGHTING SHALL BE PROVIDED IN ACCORDANCE WITH THE TOWN OF HAYMARKET ZONING ORDINANCE (SECTION 58-719).
13. LANDSCAPING AND BUFFERING SHALL BE PROVIDED IN ACCORDANCE WITH ARTICLE XVI OF THE TOWN OF HAYMARKET ZONING ORDINANCE.
14. STREET TREES LOCATED IN RESIDENTIAL ZONING DISTRICTS SHALL BE LOCATED GENERALLY WITHIN 20 FEET OF THE PUBLIC RIGHT-OF-WAY (SECTION 58-723(c)).
15. 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.
16. THE PROPOSED USE SHALL BE IN ACCORDANCE WITH THE GENERAL PURPOSE AND INTENT OF THE APPLICABLE ZONING DISTRICT REQUIREMENTS.
17. THE PROPOSED USE SHALL NOT ADVERSELY AFFECT THE USE OR VALUES OF SURROUNDING PROPERTIES AND STRUCTURES.
18. THE PROPOSED USE SHALL NOT ADVERSELY AFFECT THE HEALTH, SAFETY OR GENERAL WELFARE OF PERSONS RESIDING OR WORKING IN THE NEIGHBORHOOD.
19. PEDESTRIAN AND VEHICULAR TRAFFIC GENERATED BY THE PROPOSED USE SHALL NOT BE HAZARDOUS OR CONFLICT WITH THE EXISTING AND ANTICIPATED TRAFFIC IN THE NEIGHBORHOOD.
20. UTILITY, DRAINAGE, PARKING, LOADING AND OTHER NECESSARY FACILITIES PROVIDED TO SERVE THE PROPOSED USE SHALL BE ADEQUATE.



VICINITY MAP
SCALE: 1" = 1000'

SHEET INDEX

NUMBER	DESCRIPTION
1	COVER SHEET
2	SITE TABULATIONS
3	EXISTING CONDITIONS
4	GENERAL DEVELOPMENT PLAN

ENGINEER'S CERTIFICATE

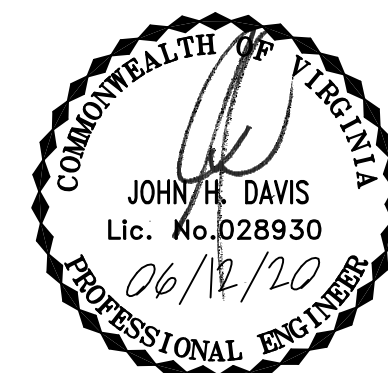
I, JOHN H. DAVIS, A PROFESSIONAL ENGINEER IN THE COMMONWEALTH OF VIRGINIA, DO HEREBY CERTIFY THAT THE LAND EMBRACED ON THIS SITE IS NOW IN THE NAME OF:

A.) HAYMARKET PROPERTIES GROUP LLC - GPIN 7397-19-1734.

AS RECORDED AS INSTRUMENT 201310110102175 AMONG THE LAND RECORDS OF PRINCE WILLIAM COUNTY, VIRGINIA.

GIVEN UNDER MY HAND THIS 12th DAY OF JUNE 2020.

 JOHN H. DAVIS
 Lic. No. 028930
 06/12/20
 PROFESSIONAL ENGINEER



OWNER/APPLICANT
HAYMARKET PROPERTIES GROUP, LLC
 14600 WASHINGTON STREET, SUITE 137
 HAYMARKET, VA 20169
 Phone: (703) 498-8650

APPROVAL BLOCK

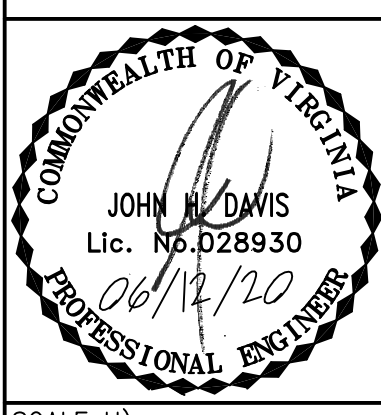
DIRECTOR OF PLANNING

DATE

REVISION BLOCK		
NO.	SHEET NUMBER AND REVISION DESCRIPTION	DATE
1	REV. PER TOWN COMMENTS (JD)	06-12-20

THE KDL GROUP LLC
 P.O. BOX 809
 HAYMARKET, VA 20168
 PHONE 703 763-7592 FAX 703 763-7593
 www.kdlgroup.com

COVER SHEET
QBE BUSINESS PARK
 GENERAL DEVELOPMENT PLAN
 TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA
 Attachment: QBE BUSINESS PARK GDP 06-18-20 (4877 : Consideration of SUP 2020-002 - 14600 Washington Street)



SCALE: H)
 V)
 DATE: MAY 2020
 CHECKED:
 DRAWN: JHD
 FILE NO: PRE-018-HAY
 SHEET NO.
 1 OF 4

SITE TABULATIONS

EXISTING ZONING: B-1 (TOWN CENTER DISTRICT)
 PROPOSED USE: MIXED-USE COMMERCIAL (BY-RIGHT)
 SITE AREA: 8.84 AC.

TAX MAP: GPIN 7397-19-1734

ZONING REQUIREMENTS (B-1 REQUIREMENTS PER CHAPTER 58 ARTICLE V)

REQUIRED

LOT SIZE: NO MINIMUM

FLOOR AREA RATIO (F.A.R.): NO MAXIMUM

MAXIMUM BUILDING LOT COVERAGE: 85% (PER SECTION 58-184)

MAXIMUM BUILDING HEIGHT: 4 STORIES BUT NOT OVER 50 FEET (PER SECTION 58-182)

YARD REQUIREMENTS: 10 FEET (FRONT)
 10 FEET (SIDE) ABUTTING A STREET RIGHT-OF-WAY
 25 FEET (SIDE) ABUTTING A RESIDENTIAL DISTRICT
 NONE ABUTTING SIMILAR COMMERCIAL USES
 10 FEET (REAR) ABUTTING A STREET RIGHT-OF-WAY
 25 FEET (REAR) ABUTTING A RESIDENTIAL DISTRICT
 NONE ABUTTING SIMILAR COMMERCIAL USES

LANDSCAPE REQUIREMENTS: 25 FEET LANDSCAPE BUFFER ADJACENT TO RESIDENTIAL USES
 10 FEET LANDSCAPE BUFFER ADJACENT TO COMMERCIAL USES (PER SECTION 58-179(B))
 LANDSCAPING, SCREENING, BUFFERING PER ARTICLE XVI

MINIMUM OFF-STREET PARKING: VARIES BY USE (PER SECTION 58-11)

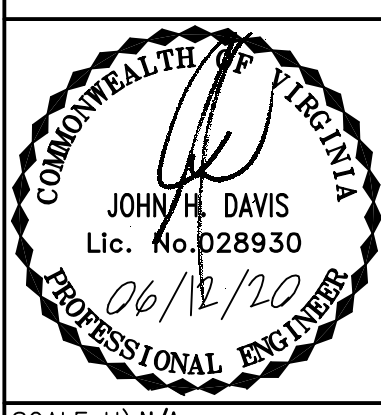
QBE BUSINESS PARK			
SITE TABULATIONS			
ZONING			B-1
PARCEL: GPIN 7397-19-1734			
GROSS SITE AREA		8.8353 AC (384,867 SF)	
	REQUIRED		PROVIDED
BUILDABLE LOT COVERAGE	85% (MAX.)		74.30%
BUILDING HEIGHT	4-STORIES (50' MAX.)		50' (MAX.)
FLOOR AREA RATIO	NO MAXIMUM		NA
SETBACK/YARD REQUIREMENTS			
FRONT YARD	10'		10'
SIDE YARD	25' ABUTTING A RESIDENTIAL DISTRICT		25'
	0' ABUTTING SIMILAR COMMERCIAL USES		10'
REAR YARD	25' ABUTTING RESIDENTIAL DISTRICT		N/A (CORNER LOT)
	0' ABUTTING SIMILAR COMMERCIAL USES		
BUFFER YARD REQUIREMENTS			
COMMERCIAL	10' BUFFER YARD (OS)		10' BUFFER YARD (OS)
RESIDENTIAL	25' BUFFER YARD (TS)		25' BUFFER YARD (TS)
PARKING TABULATIONS			
PROPOSED USE	PARKING REQUIREMENTS	REQUIRED PARKING	PROPOSED PARKING
109,485 G.S.F. COMMERCIAL/RETAIL	1 SPACE PER 300 S.F. OF GROSS FLOOR AREA	364.95	
3,200 G.S.F. RESTAURANT/DRIVE-THRU	1 SPACE PER 100 S.F. OF GROSS FLOOR AREA	32.00	
30 RESIDENTIAL (CONDOMINIUM)	1.5 SPACES PER D.U.	45.00	
TOTAL		441.95	376 SPACES (SURFACE PARKING) 66 SPACES (UNDERGROUND PARKING)

NOTE: PROPOSED BUILDING LOT COVERAGE MAY CHANGE WITH FINAL SITE PLAN PROVIDED MAXIMUM BUILDING LOT COVERAGE REQUIREMENTS ARE STILL MET.

REVISION BLOCK		
NO.	SHEET NUMBER AND REVISION DESCRIPTION	DATE
1	REV. PER TOWN COMMENTS (JD)	06-12-20

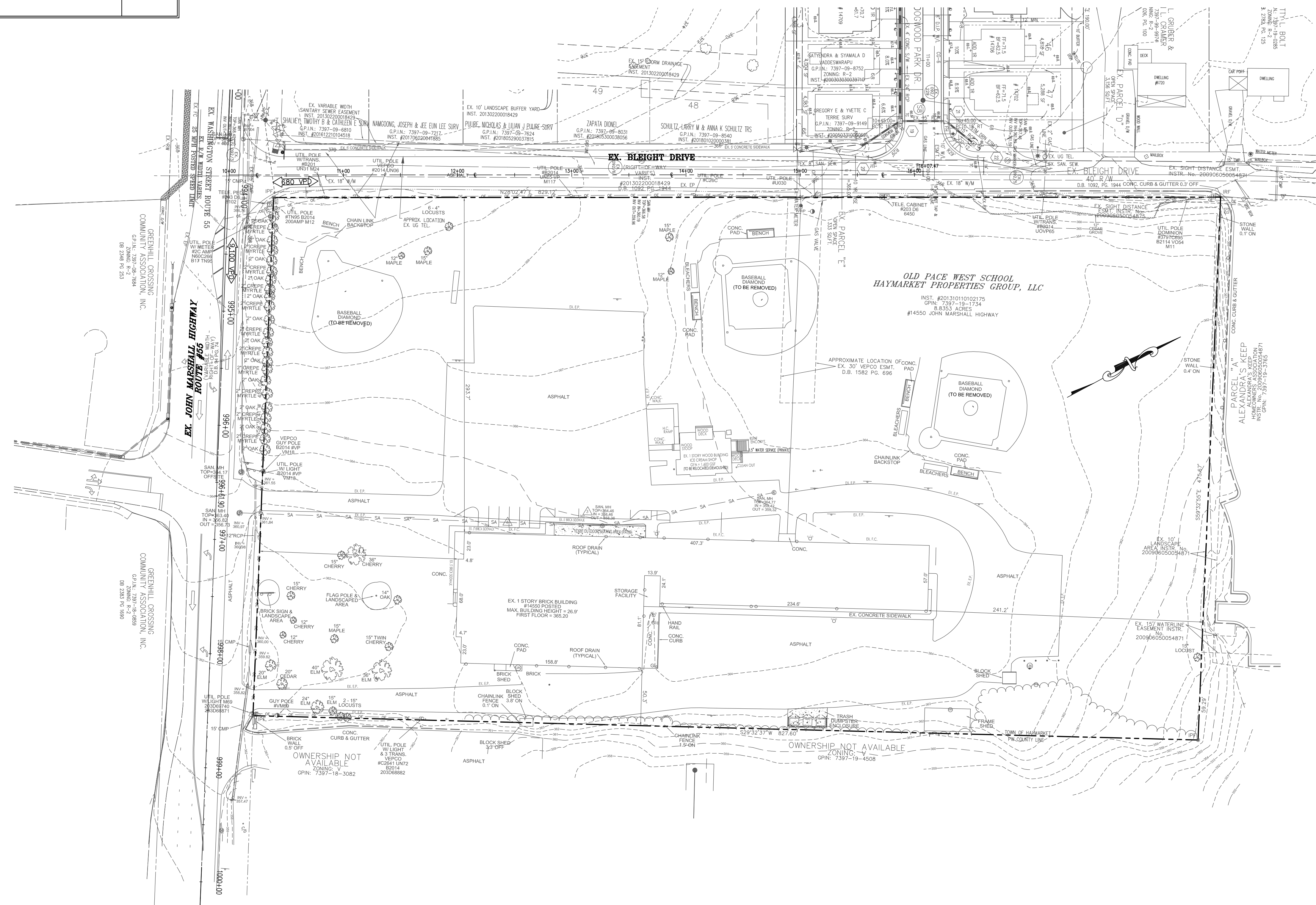
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SITE TABULATIONS
QBE BUSINESS PARK
 GENERAL DEVELOPMENT PLAN
 TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA



SCALE: H) N/A
 V) N/A
 DATE: MAY 2020
 CHECKED:
 DRAWN: JHD
 FILE NO: PRE-018-HAY
 SHEET NO.
 2 OF 4

REVISION BLOCK		
NO.	SHEET NUMBER AND REVISION DESCRIPTION	DATE
1	REV. PER TOWN COMMENTS (J.D.)	06-12-20



SYMBOL LEGEND	
	BOLLARD
	CLEANOUT
	COMMUNICATIONS HANDHOLE
	ELECTRIC JUNCTION BOX
	ELECTRIC METER
	GAS METER
	GAS VALVE
	GUY POLE
	GUY WIRE
	LIGHT POLE
	MONITORING WELL
	POST
	SANITARY MANHOLE
	SIGN
	TELEPHONE PEDESTAL / CABINET
	UNKNOWN MANHOLE
	UTILITY POLE
	WATER METER
	WATER WITNESS POST

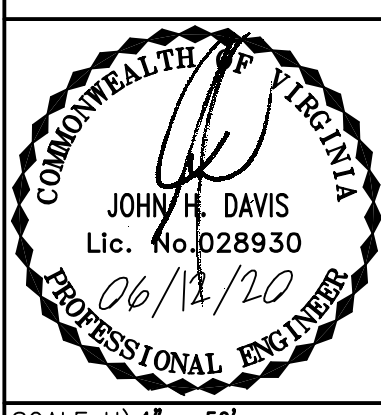
ABBREVIATION LEGEND		CONTINUED	
CONC.	CONCRETE	IPF	IRON PIPE FOUND
CMP	CORRUGATED METAL PIPE	IRS	IRON ROD SET WITH CAP
D.B.	DEED BOOK	MON.	MONUMENT
ESMT.	EASEMENT	PG.	PAGE
EX.	EXISTING	TELE.	TELECOMMUNICATIONS
GI	GRATE INLET	TRANS.	TRANSFORMER
GPIN	GEOGRAPHIC PARCEL IDENT. #	UTIL.	UTILITY
INSTR. No.	INSTRUMENT NUMBER	W/	WITH



THE KDL GROUP LLC
 P.O. BOX 609
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EXISTING CONDITIONS
QBE BUSINESS PARK
 GENERAL DEVELOPMENT PLAN

TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA
 Attachment: QBE BUSINESS PARK GDP 06-18-20 (4877 : Consideration of SUP 2020-002 - 14600 Washington Street)

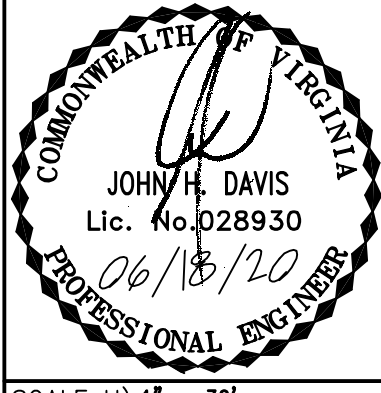


SCALE: H) 1" = 50'
V) N/A
DATE: MAY 2020
CHECKED:
DRAWN: JHD
FILE NO: PRE-018-HAY
SHEET NO.
3 OF 4

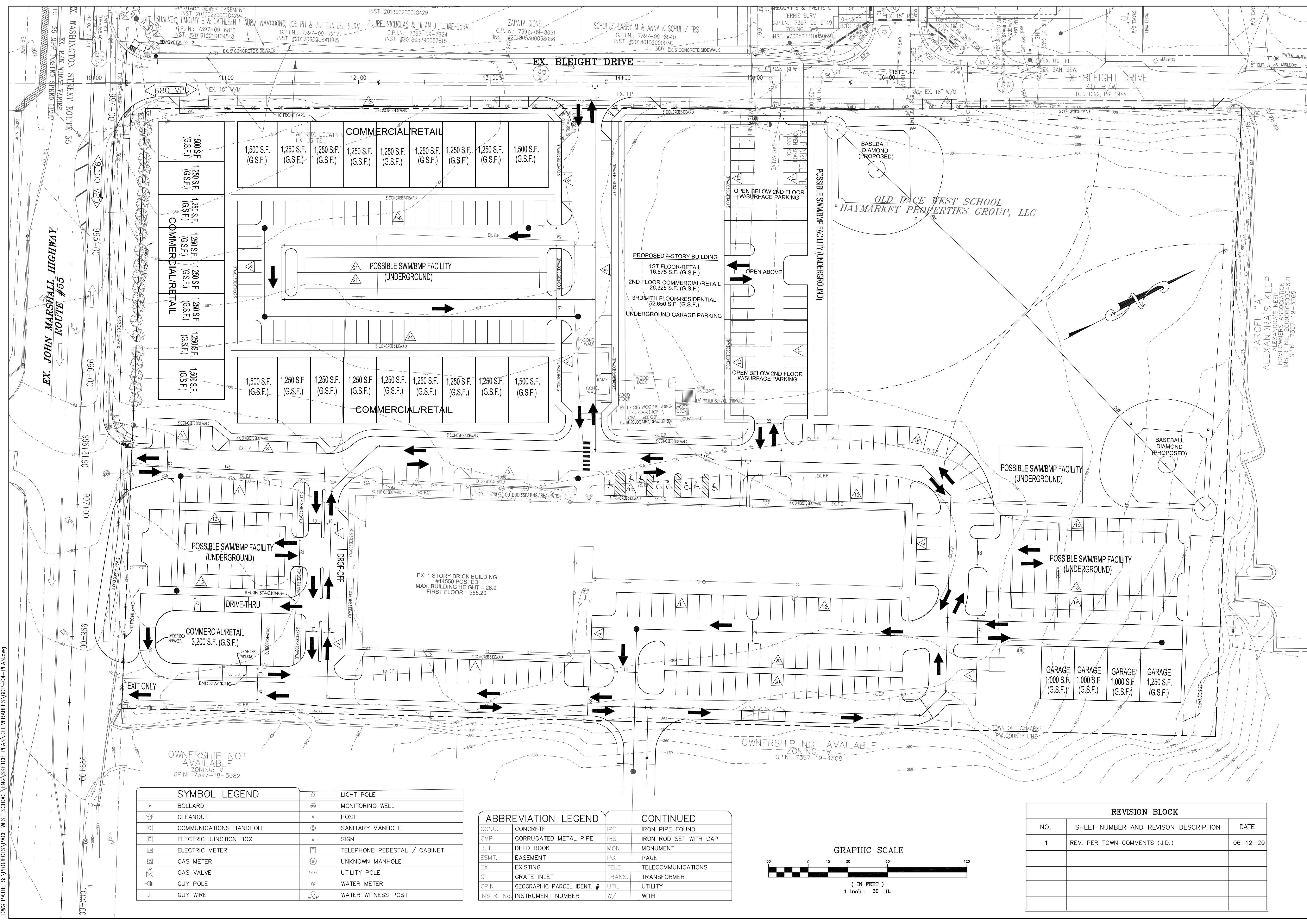
THE KDL GROUP LLC
P.O. BOX 609
HAYMARKET, VA 20168
PHONE 703-763-7592 FAX 703-763-7593
www.kdlgroup.com

GENERAL DEVELOPMENT PLAN
QBE BUSINESS PARK
GENERAL DEVELOPMENT PLAN

TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA
Attachment: QBE BUSINESS PARK GDP 06-18-20 (4877 - Consideration of SUP 2020-002 - 14600 Washington Street)

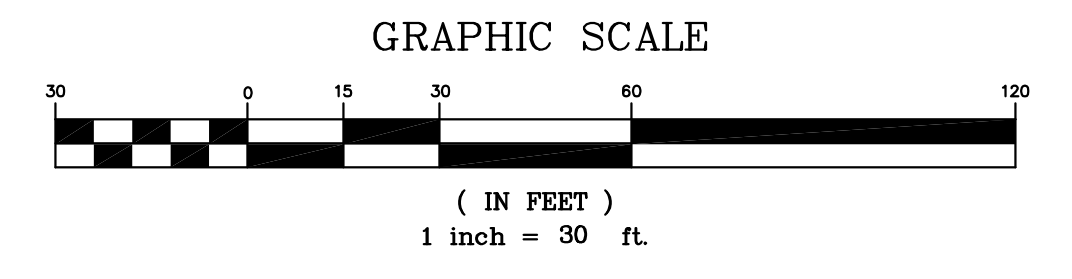


SCALE: H) 1" = 30'
V) N/A
DATE: MAY 2020
CHECKED:
DRAWN: JHD
FILE NO: PRE-018-HAY
SHEET NO.



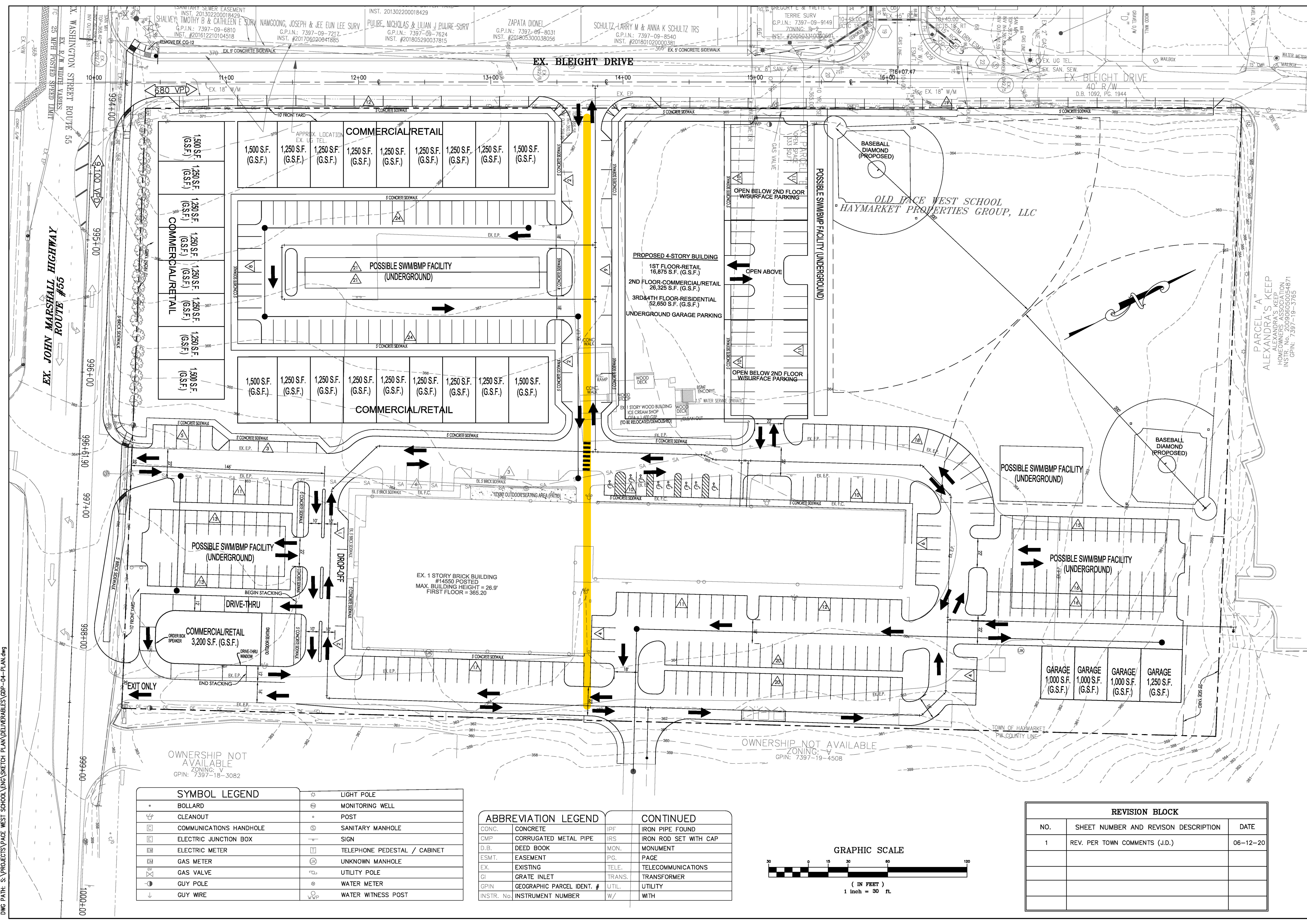
SYMBOL LEGEND	
•	BOLLARD
□	CLEANOUT
□	COMMUNICATIONS HANDHOLE
□	ELECTRIC JUNCTION BOX
⊕	ELECTRIC METER
⊕	GAS METER
⊕	GAS VALVE
⊕	GUY POLE
⊕	GUY WIRE
⊕	LIGHT POLE
⊕	MONITORING WELL
•	POST
⊕	SANITARY MANHOLE
⊕	SIGN
⊕	TELEPHONE PEDESTAL / CABINET
⊕	UNKNOWN MANHOLE
⊕	UTILITY POLE
⊕	WATER METER
⊕	WATER WITNESS POST

ABBREVIATION LEGEND		CONTINUED	
CONC.	CONCRETE	IPF	IRON PIPE FOUND
CMP	CORRUGATED METAL PIPE	IRS	IRON ROD SET WITH CAP
D.B.	DEED BOOK	MON.	MONUMENT
ESMT.	EASEMENT	PG.	PAGE
EX.	EXISTING	TELE.	TELECOMMUNICATIONS
GI	GRATE INLET	TRANS.	TRANSFORMER
GPIN	GEOGRAPHIC PARCEL IDENT. #	UTIL.	UTILITY
INSTR. No.	INSTRUMENT NUMBER	W/	WITH



REVISION BLOCK		
NO.	SHEET NUMBER AND REVISION DESCRIPTION	DATE
1	REV. PER TOWN COMMENTS (J.D.)	06-12-20

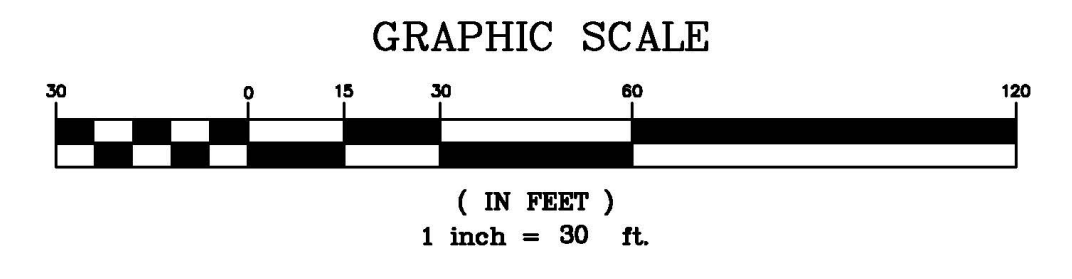
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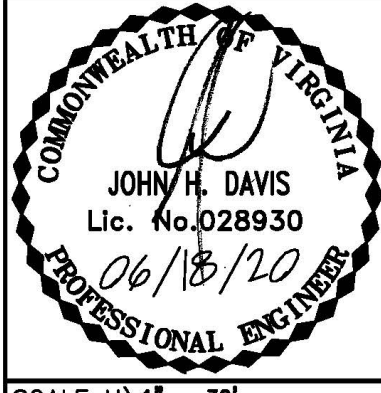
DWG PATH: S:\PROJECTS\FACE WEST SCHOOL VENG SKETCH PLAN\DELIVERABLES\GDP-04-PLAN.dwg

SYMBOL LEGEND	
☆	BOLLARD
□	CLEANOUT
□	COMMUNICATIONS HANDHOLE
□	ELECTRIC JUNCTION BOX
⊞	ELECTRIC METER
⊞	GAS METER
⊞	GAS VALVE
⊞	GUY POLE
⊞	GUY WIRE
⊞	LIGHT POLE
⊞	MONITORING WELL
⊞	POST
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⊞	SIGN
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⊞	UNKNOWN MANHOLE
⊞	UTILITY POLE
⊞	WATER METER
⊞	WATER WITNESS POST

ABBREVIATION LEGEND		CONTINUED	
CONC.	CONCRETE	IPF	IRON PIPE FOUND
CMP	CORRUGATED METAL PIPE	IRS	IRON ROD SET WITH CAP
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REVISION BLOCK		
NO.	SHEET NUMBER AND REVISION DESCRIPTION	DATE
1	REV. PER TOWN COMMENTS (J.D.)	06-12-20



SCALE: H) 1" = 30'
 V) N/A
 DATE: MAY 2020
 CHECKED:
 DRAWN: JHD
 FILE NO: PRE-018-HW
 SHEET NO.

THE KDL GROUP LLC
 P.O. BOX 809
 HAYMARKET, VA 20169
 PHONE 703 763-7592 FAX 703 763-7593
 www.kdlgroup.com

GENERAL DEVELOPMENT PLAN
OBE BUSINESS PARK
 GENERAL DEVELOPMENT PLAN

TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA

Attachment: OBE BUSINESS PARK GDP 06-15-20 Yellow Line (4877 : Consideration of SUP 2020-002 - 14600 Washington Street)

August 17, 2020

Emily Lockhart, Town Planner
Town of Haymarket
15000 Washington Street #100
Haymarket, Virginia 20169

RE: REVISED QBE Business Park SUP 2020 – 0002

Dear Emily,

Enclosed herein please find the following documents in support of the Special Use Permit request for QBE Business Park located at 14600 Washington Street:

1. Executed Special Use Permit Application 2020 – 0002
2. Development Narrative (dated August 17, 2020)
3. Conditions of Approval SUP2020-002 (dated August 17, 2020)
4. General Development Plan (dated August 11, 2020)

Please let me know if you have any questions.

Sincerely,



Keith Lowry
Keith.Lowry@QBE.net
(703) 489 - 0821

August 17, 2020

Haymarket Properties Group, LLC
 GPIN: 7397-19-1734
 Development Narrative

PROPERTY AND AREA OVERVIEW

Haymarket Properties Group, LLC (the "**Applicant**"), has submitted a Special Use Permit application (the "**Application**") on approximately 8.8 acres (the "**Property**") that includes a portion of the Tax Parcel described as GPIN: 7397-19-1734. This Special Use Permit will be utilized in conjunction with a site plan amendment to the currently approved site plan dated June 7th, 2017. The new site plan will be amended as depicted in the General Development Plan (GDP) dated August 11, 2020. The applicant no longer wishes to add additional stories to the current building on site.

The Property currently has a 33,458 square feet multiuse building, known as the Old Pace West School and is located on the north side of Washington Street, the eastern most side of the Town of Haymarket. The proposed development will be accessed from Washington Street and Bleight Drive.

The land uses adjacent to the proposed development include single-family attached homes zoned R-1 located directly to the west and south, and townhomes zoned R-2 to the north.

SPECIAL USE PROPOSAL

Under SUP 2020 – 0002 the applicant proposes to develop 53,250 square feet of the Property zoned B-1 via special use permit to allow thirty (30) residential condominium dwelling units. The proposed plan locates the residential condominiums on the 3rd and 4th floor of the new proposed multiuse building as shown on the GDP.

The maximum building height will be four stories not to exceed 50 feet as allowed by right under the Towns B-1 zoning ordinance.

COMPREHENSIVE PLAN COMPLIANCE

Under the Town of Haymarket Zoning Ordinance, Sec 58-1.7 Special Uses

(D) A special use shall be approved if its design, location, construction, method of operation, special characteristics and other aspects satisfy the following standards:

1. *"The proposed use at the stipulated location shall be in accordance with the official policies of an adopted comprehensive plan, and with any specific element of such plan."*

The Comprehensive Plan calls for a mix of residential and non-residential land uses that will provide an economically and fiscally balanced land use strategy. Uses that generate high fiscal costs, such as residential development, must be balanced by uses that generate a positive revenue stream, such as employment uses. (Page 5, 2008 Comprehensive Plan)

However, because the school is not the direct responsibility of the Town, close coordination must be maintained with the Prince William County School Board and the Board of County

Supervisors so that the full potential of this site may be explored as a social, business and recreational center for the Town and adjoining are a residents. (Page 104, 2008 Comprehensive Plan)

The 8.8-acre site was rezoned to B-1 in August of 2013 when a portion of the site was annexed from the county during a boundary line adjustment. The Property is ideal for a combination of commercial and residential development as shown on the GDP. The Property's frontage on Washington Street lends to a combination of residential and commercial development. Its location provides convenient access for residents to I-66, Rt-29, and Rt15 for commuting to points east and north, such as the Leesburg, Ashburn, Fairfax, Tysons Corner and Washington D.C. The Property's frontage on Washington Street makes it ideal for neighborhood commercial development that will be patronized by residents and others. The depth of the Property from Washington Street to I-66 renders it suitable the sort of mixed development proposed by the GDP.

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

Article X – Town Center District B-1
Sec 58-10.1 Intent

The Town Center District, B-1, provides primarily for retail shopping and personal services to be developed either as a unit or in individual parcels oriented to attracting pedestrian shoppers, tourism and local convenience. Recognizing the economic value of the existing historical area, it shall further be the intent of the district to encourage the retention and rehabilitation of structures and uses in the district that have historic and/or architectural significance.

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

The Proposed use is 30 residential condominiums, the layout of these residential condominiums is intended to complement and blend in with the existing neighboring uses. The new construction of these residential condominiums will be subject to review by the Architectural Review Board to insure it is in keeping with being value additive to the community, as seen throughout the Town with Mix Use development.

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 of 30 residential condominiums for the Property blends in with the other residential uses surrounding the site. This use is less impactful than the other by right uses allowed within the B-1 district.

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 project proposes connecting pedestrian street sidewalks to current sidewalks located on Bleight Drive and Washington Street. The project will also include internal sidewalks. Vehicular traffic generated by the proposed use will have two vehicular ingress / egress points on Washington Street and Bleight Drive as approved in the original site plan dated June 7, 2017.

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

The project will provide all required drainage, onsite infrastructure, storm water management, as well as parking. All design requirements will meet the Town of Haymarket's zoning ordinance.

Summary

The proposed Special Use Permit and future site plan amendment honors the Comprehensive Plan goal of a balanced program for future land use to ensure the health, welfare, and safety of the Town and its residents by striking an appropriate balance between residential and commercial development that promotes the health, safety, and welfare of the new and existing residents. It does so by allowing healthy residential and commercial opportunities in a pedestrian friendly unified development.

The applicant respectfully requests favorable consideration of the applicant by the Staff, Planning Commission, and the Town Council.

Conditions of Approval
 SUP 2020 – 0002
 August 17, 2020

1. LANDUSE

- 1.1 Development shall be in substantial accordance with the Generalized Development and Special Use Permit Plan entitled "QBE Business Park" prepared by The KDL Group and dated August 11, 2020 (the "GDP") with the size, construction details and locations of buildings, roadways and other features being approximate subject to final engineering at site plan and with the color, construction materials and appearance of structures being subject to the issuance of certificates of appropriateness by the Town of Haymarket ("Town") Architectural Review Board (ARB) at advertised public meetings.
- 1.2 Residential Condominium Development on the Property shall not exceed 30 condominium units in the location generally shown on the GDP.
- 1.3 Development of the Property shall be in general conformity with the GDP. Precise locations of roads, lot lines, lot widths and depths, utility lines, and other features generally depicted on the GDP will be determined at the time of site or subdivision plan approval.

2. ARCHITECTURAL DESIGN, SIGNAGE AND LANDSCAPING

- 2.1 Architectural details of the multiuse building housing the condominium units will be determined through the issuance of certificates of appropriateness issued by the ARB.

3. STORMWATER MANAGEMENT

- 3.1 Storm water management for the Property shall employ best management practices ("BMP").
- 3.2 Storm water retention shall be provided at site plan as approved by the Town.
- 3.3 Storm water management facilities shall be maintained by the appropriate owners' associations provided below.

4. CREATION OF CONDO ASSOCIATION

- 4.1 The Property shall be made subject a condo association that shall be created and be made responsible for the maintenance and repair of common areas, including common open space that may be established in accordance with the requirements of the Town zoning ordinance. The COA shall be granted such other responsibilities, duties and powers as a customary for such associations, or as may be required to affect the purposes for which the COA is created. Such COA shall also be granted sufficient powers that may be necessary, by regular dues, special dues or assessments, to raise revenue sufficient to perform the duties assigned hereby, or by the documents creating the association.

5. TRANSPORTATION

- 5.1 The Applicant will construct a brick pedestrian street sidewalk along the southern edge of the property, on the northern side of Washington Street.

6. CONTINGENT

- 6.1 This Special Use Permit is contingent upon removal or amendment of the current proffer statement dated August 1, 2013 and a site plan amendment.

SIGNATURE ON FOLLOWING PAGE

APPLICANT

HAYMARKET PROPERTIES GROUP, LLC
a Virginia Limited Liability Company

By: 

Name: Keith Loring

Title: member

Date: 8-17-2020

Attachment: 08172020 Package (4877 : Consideration of SUP 2020-002 - 14600 Washington Street)

Resolution PC2021-001

RESOLUTION RECOMMENDING DENIAL OF SUP#2020-002

WHEREAS the Code of Virginia empowers the Haymarket Planning Commission to review land use applications to ensure the health, safety and general welfare of the public, and

WHEREAS the Town has adopted a zoning ordinance codified as Articles I through XIX of Chapter 58 of the Town Code of Ordinances for the purpose of promoting the health, safety and general welfare of the public and of further accomplishing the objectives of Code of Virginia, §§ 15.2-2200 and 15.2-2283, and

WHEREAS, the Code of Virginia provides that a zoning ordinance may include provisions for the granting of special exceptions and the governing body of any city, county or town may reserve unto itself the right to issue such special exceptions, and

WHEREAS the Supreme Court of Virginia has consistently held the exercise of that power to be a legislative, rather than an administrative act. A fortiori, the decision of the legislative body, when framing its zoning ordinance, to place certain uses in the special exception or conditional use category, is a legislative action (Board of Supervisors of Fairfax County v. The Southland Corporation, 224 Va. 514; 297 S.E.2d 718; 1982), and

Whereas the Haymarket Planning Commission has reviewed SUP#2020-002 for 30 Residential Condos at 14600 Washington Street, and

WHEREAS on December 7, 2020 the Town Council denied rezoning #REZ20130528 requesting an amendment to the proffers for the former PACE West School property (the "Property"), and

WHEREAS the Applicant has not fully complied with the conditions of the Proffers inasmuch as it has not diligently pursued approval of a Final Site Plan, the approval of which would have triggered further obligations to submit a work schedule and begin Final Site Plan work, and

WHEREAS the Proffers include a commitment to "maintain and make available for recreational field use approximately 4.51 acres adjacent to the existing school building as illustrated" in an attachment to the Proffers (the "Ballfields"); this commitment was to continue "so long as a public or private partner is willing to enter into a commercially reasonable form of lease agreement at a fair market price," subject to termination after one year of non-use and notice to the Town of such non-use, and

WHEREAS the Applicant has not provided sufficient detail with respect to the uses delineated in the Generalized Development Plan dated August 11, 2020 and Special Use Permit Plan entitled "QBE Business Park" dated August 17, 2020 and

WHEREAS the Applicant has not adequately addressed questions regarding parking, and

WHEREAS the Applicant has not provided buffers or landscaping around the proposed structure, and

WHEREAS the Applicant has not provided buffers or landscaping along the road frontages denoted on the Generalized Development Plan, and

WHEREAS the Applicant has not provided adequate information regarding access to the structure, and

WHEREAS the Applicant has not addressed parking in the VDOT right of way on Bleight Drive, and

WHEREAS six parking spaces are designated both as parking spaces and loading zones, and

WHEREAS the Applicant has not provided sufficient parking spaces to accommodate the proposed uses in the General Development Plan, and

WHEREAS the proposed use may adversely affect the use or values of surrounding properties and structures, and

WHEREAS the Applicant has not fully complied with the conditions of the 2013 proffer statement, and

WHEREAS the proffer statement dated August 1, 2013 has not been removed or amended, and

WHEREAS as a matter of good zoning practice the approval of SUP#2020-002 would not serve the health, safety or general welfare of the public;

WHEREAS the Haymarket Planning Commission, based on the factors outlined in Town Code § 58-1.7, finds as follows with respect to the Application:

1. The factor of concordance “with the official policies of an adopted comprehensive plan, and with any specific element of such plan” weighs against the Application because the Ballfields continue to be vital to the life and character of the neighborhood and the Town as a whole; and The Town’s Comprehensive Plan calls for the area of the Ballfields to remain “Public” and the Comprehensive Plan specifically identifies the full potential of the Property as being “as a social, business and recreational center for the Town and adjoining area residents,” so that this factor weighs against the Application because granting it would eliminate the recreational center aspect of the Property’s full potential;
2. The factor of the proposed use not adversely affecting “the use or values of surrounding properties and structures” weighs against the Application because the Ballfields provide a vital buffer between the commercial uses on the Property and the nearby residential uses;

WHEREAS the Haymarket Planning Commission finds that the balance of factors identified in Town Code § 58-1.7 weighs decidedly against approval of the Application, and that each of the factors 1, 2, and 3 individually would suffice to justify denial of the Application, and

WHEREAS the Haymarket Planning Commission finds that public necessity, convenience, general welfare, and good zoning practice weigh against the approval of the Application;

NOW THEREFORE, BE IT RESOLVED by the Haymarket Planning Commission, that in order to promote the health, safety or general welfare of the public, it is recommended that the application for special exceptions detailed in SUP#2020-002 for the 30 Residential Condos at 14600 Washington Street be denied.

Motion: Weir
Second: Beyene

Ayes: Weir, Beyene, Kharel, Mason
Nays: Caudle
Abstain: 0
Absent: Hallet, Walker

ATTEST:

Kimberly Henry, Clerk of the Council

-DRAFT-

Resolution 2021-004

RESOLUTION OF DENIAL OF SUP#2020-002

WHEREAS, the Code of Virginia empowers the Haymarket Town Council to review land use applications to ensure the health, safety and general welfare of the public, and

WHEREAS, the Town has adopted a zoning ordinance codified as Articles I through XIX of Chapter 58 of the Town Code of Ordinances for the purpose of promoting the health, safety and general welfare of the public and of further accomplishing the objectives of Code of Virginia, §§ 15.2-2283, and

WHEREAS, the Code of Virginia provides that a zoning ordinance may include provisions for the granting of special exceptions and the governing body of any city, county or town may reserve unto itself the right to issue such special exceptions, and

WHEREAS, the Supreme Court of Virginia has consistently held the exercise of that power to be a legislative, rather than an administrative act. A fortiori, the decision of the legislative body, when framing its zoning ordinance, to place certain uses in the special exception or conditional use category, is a legislative action (Board of Supervisors of Fairfax County v. The Southland Corporation, 224 Va.514; 297 S.E.2d 718;1982), and

WHEREAS, the Haymarket Planning Commission has reviewed SUP #2020-002 for 30 Residential Condos at 14600 Washington Street, and

WHEREAS, on December 7, 2020 the Town Council denied rezoning #REZ20130528 requesting an amendment to the proffers for the former PACE West School property (the "Property"), and

WHEREAS, the Applicant has not fully complied with the conditions of the Proffers inasmuch as it has not diligently pursued approval of a Final Site Plan, the approval of which would have triggered further obligations to submit a work schedule and begin Final Site Plan work, and

WHEREAS, the Proffers include a commitment to "maintain and make available for recreational field use approximately 4.51 acres adjacent to the existing school building as illustrated" in an attachment to the Proffers (the "Ballfields"); this commitment was to continue "so long as a public or private partner is willing to enter into a commercially reasonable form of lease agreement at a fair market price," subject to termination after one year of non-use and notice to the Town of such non-use, and

WHEREAS, the Applicant has not provided sufficient detail with respect to the uses delineated in the Generalized Development Plan dated August 11, 2020 and Special Use Permit Plan entitled "QBE Business Park" dated August 17, 2020 and

WHEREAS, the Applicant has not adequately addressed questions regarding parking, and

WHEREAS, the Applicant has not provided buffers or landscaping around the proposed structure, and

WHEREAS, the Applicant has not provided buffers or landscaping along the road frontages denoted on the Generalized Development Plan, and

Attachment: DRAFT RES 2021-004 SUP 2020-002 (4877 : Consideration of SUP 2020-002 - 14600 Washington Street)

WHEREAS, the Applicant has not provided adequate information regarding access to the structure, and

WHEREAS, the Applicant has not addressed parking in the VDOT right of way on Bleight Drive, and

WHEREAS, six parking spaces are designated both as parking spaces and loading zones, and

WHEREAS, the Applicant has not provided sufficient parking spaces to accommodate the proposed uses in the General Development Plan, and

WHEREAS, the proposed use may adversely affect the use of values of surrounding properties and structures, and

WHEREAS, the Applicant has not fully complied with the conditions of the 2013 proffer statement, and

WHEREAS, the proffer statement dated August 1, 2013 has not been removed or amended, and

WHEREAS, as a matter of good zoning practice the approval of SUP #2020-002 would not serve the health, safety or general welfare of the public,

WHEREAS, the Haymarket Town Council, based on the factors outlined in Town Code § 58-1.7, finds as follows with respect to the Application:

1. The factor of concordance “with the official policies of an adopted comprehensive plan, and with any specific element of such plan” weighs against the Application because the Ballfields continue to be vital to the life and character of the neighborhood and the Town as a whole; and the Town’s Comprehensive Plan calls for the area of the Ballfields to remain “Public” and the Comprehensive Plan specifically identifies the full potential of the Property as being “as a social, business and recreational center for the Town and adjoining area residents,” so that this factor weighs against the Application because granting it would eliminate the recreational center aspect of the Property’s full potential;
2. The factor of the proposed use not adversely affecting “the use or values of surrounding properties and structures” weighs against the Application because the Ballfields provide a vital buffer between the commercial uses on the Property and the nearby residential uses:

WHEREAS, the Haymarket Planning Commission recommended denial of SUP #2020-002 at their regular monthly meeting on January 19, 2021

WHEREAS, the Haymarket Town Council finds that the balance of factors identified in Town Code § 58-1.7 weighs decidedly against approval of the Application, and that each of the factors 1, 2 and 3 individually would suffice to justify denial of the Application, and

WHEREAS, the Haymarket Town Council finds that public necessity, convenience general welfare, and good zoning practice weigh against the approval of the Application;

NOW THEREFORE, BE IT RESOLVED by the Haymarket Town Council, that in order to promote the health, safety or general welfare of the public, the application for special exceptions detailed in SUP #2020-002 for 30 Residential Condos at 14600 Washington Street is denied.

15000 Washington Street
 Suite 100
 Haymarket, Virginia 20169
 Twitter: @townofhaymarket



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

February 1, 2021

Dear State Representatives,

As the Town Council of Haymarket, we are reaching out to you in opposition of SB1157 (Spruill), which has passed the Senate and will shortly appear before the House.

Like many towns across Virginia, Haymarket is home to a close-knit community with a rich history. We take pride in our town and in the qualities that allow us to stand out among our other neighbors in Prince William County. A broad-strokes approach to election reform takes away from our autonomy and diminishes the progress Haymarket has made on our own over the years.

Particularly in Northern Virginia, where many of our residents work in the federal sector, our voters are keenly attuned to state and national politics. By separating our town elections from those for higher offices, we can not only keep the focus of our elections on local, nonpartisan issues, but also allow all our citizens an opportunity to run for office and become more actively engaged in our hometown. Moreover, we ensure that running in a local campaign is an equally achievable financial goal in an expensive – and very active – media market, regardless of income level. We, like more than half of our fellow towns statewide, are certain that May elections best meet the needs of the Town of Haymarket.

Sincerely,

The Town of Haymarket Mayor and Council

Kenneth Luersen, Mayor

TracyLynn Pater, Vice Mayor

Steve Shannon

Christopher Morris

Joseph Pasanello

R. Marchant Schneider

Robert Weir

Attachment: Draft letter on SB1157 (4887 : Letter of Support to Deny SB1157)



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

ROBERTO GONZALEZ
Town Treasurer

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Roberto Gonzalez, Town Treasurer
DATE: January 27, 2021
SUBJECT: Police Department - Fuel Cost

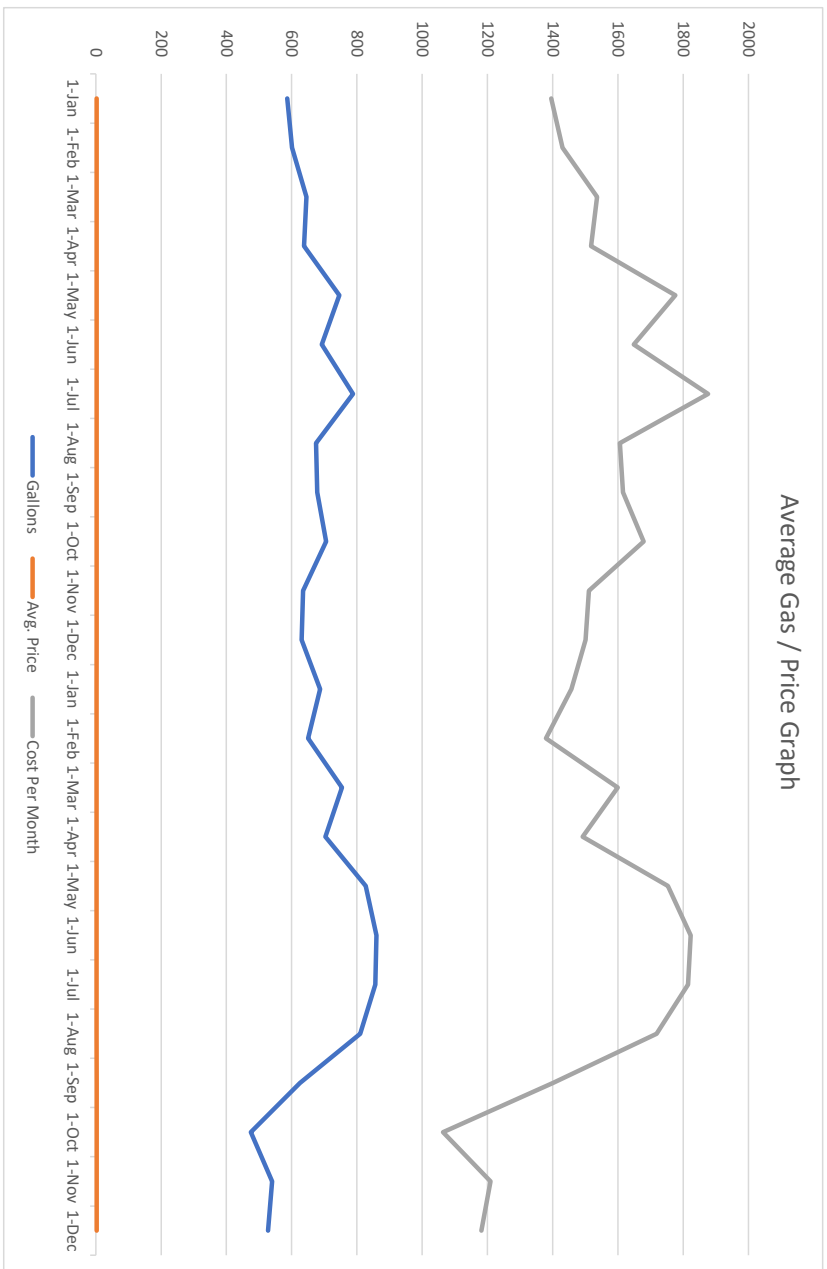
BACKGROUND:

At the Work Session on January 25, 2021, there was a directive for staff to gather data on fuel costs on the Police Department vehicles from the Sheetz monthly statements. This report tracks how much money is being spent on the Town's account based on the monthly purchase invoices received from the credit card the Town has with Sheetz. The following are specific numbers for 2019 and 2020, when there was a take home policy vs a no take home policy, apart from the Chief and Lieutenant as they do take home their department vehicles.

<u>Total Gallons 2019</u>	8,021.93
Avg. Gallons/Month	668.49
Avg. Per Gallon	\$ 2.38
Avg. Cost Month	<u>\$1,591.01</u>
	\$19,092.12 (year)
<u>Total Gallons 1/1/20 - 8/31/20</u>	6,150.01
Avg. Gallons/Month	768.75
Avg. Per Gallon	\$ 2.12
Avg. Cost Month	<u>\$1,629.75</u>
	\$13,038.02 (8 Months)
	\$19,557.00 (year projected)
<u>Total Gallons 9/1/20 - 12/31/20</u>	2,167.45
Avg. Gallons	541.86
Avg. Per Gallon	\$ 2.24
Avg. Cost Month	<u>\$1,211.84</u>
	\$ 4,847.36 (4 months)
	\$14,542.08 (year projected)

Attachment: Memo to Council - PD Fuel 01.27.2021 (4882 : Police Dept Vehicle Take Home Policy)

Months	Gallons	Avg. Price	Cost Per Month
1-Jan	586.34	\$2.38	\$1,395.49
1-Feb	600.95	\$2.38	\$1,430.26
1-Mar	645.45	\$2.38	\$1,536.17
1-Apr	637.79	\$2.38	\$1,517.94
1-May	746.12	\$2.38	\$1,775.77
1-Jun	692.6	\$2.38	\$1,648.39
1-Jul	788.32	\$2.38	\$1,876.20
1-Aug	674.9	\$2.38	\$1,606.26
1-Sep	678.67	\$2.38	\$1,615.23
1-Oct	705.36	\$2.38	\$1,678.76
1-Nov	634.93	\$2.38	\$1,511.13
1-Dec	630.5	\$2.38	\$1,500.59
1-Jan	687.5	\$2.12	\$1,457.50
1-Feb	650.7	\$2.12	\$1,379.48
1-Mar	754.55	\$2.12	\$1,599.65
1-Apr	703.75	\$2.12	\$1,491.95
1-May	827.05	\$2.12	\$1,753.35
1-Jun	859.91	\$2.12	\$1,823.01
1-Jul	856.13	\$2.12	\$1,815.00
1-Aug	810.42	\$2.12	\$1,718.09
1-Sep	625.23	\$2.24	\$1,400.52
1-Oct	474.99	\$2.24	\$1,063.98
1-Nov	539.83	\$2.24	\$1,209.22
1-Dec	527.4	\$2.24	\$1,181.38





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 January 4th to 8th, 2021

Administration

- Meetings
 - Held Town Council Regular Meeting (Emily, Kim, Roberto, and Chris)
 - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Met with Town Attorney (Chris)
 - Met with Prince William County Tourism for Business Roundtable (Chris)
 - Met with Miles regarding CARES ACT 2020 Report (Chris)
 - Met with DMV Select Contractor (Kim)
 - Met with Councilman Morris regarding second quote for DMV Select (Kim)
 - Met with Robinson Paradise Developers (Emily, Katie, and Chris)
 - Met with Van Metre regarding Robinson Village (Emily)
 - Virtual Meeting to discuss FY2022 Draft Budget (Roberto and Chris)
- New Items
 - Maintaining Virtual Operations due to COVID-19
 - Researched Information for Town Council Members
 - Verifying Payments for Business Grants and Vouchers have been Received
 - Completed audit Prince William County Tourism Town of Haymarket page
 - Updated Town Website and Social Media
 - Working on DMV Comprehensive Report
 - Working on CARES ACT 2020 Report
 - Answered Questions for Tenant

Town Staff

- Held Town Council Regular Meeting
- Completed December Town Council Meeting Minutes
- Completed December Planning Commission Minutes
- Started Developing January Planning Commission Agenda
- Completed, Printed, and Mailed Newsletter
- Reached out to PWC Assessments Office for 2021 Real Estate numbers timeline
- Continued to work on draft budget for FY2022
- Began the Renewal Process for Health Insurance

- Reconciled Town Ornaments purchased with Town Planner
- Working on reconciling CARES Acts expense with Town Manager
- Issued Bond release to Piedmont Custom Homes
- Continued to answer Real Estate Tax questions
- Issued Delinquent Letters and Fees to Outstanding Real Estate Accounts
- Check on status CAFR; we should see a draft in the next few weeks
- Provided Budget Information Police Chief concerning FY2022 Budget
- Scheduled Zoom invite for Business Roundtable Meeting
- Contacted BZA Members
- Advertised Vacant Position for Board of Zoning Appeals

Town Council Tasks

- Sent separately

Town Expenses

Date	Vendor	Description	Amount
12/21/2020	CDW Government Inc	Cares Act Expense – Admin. Computers	\$ 8,197.50
12/21/2020	Haymarket Regional Food Pantry	Cares Act Expense – Donation	\$ 40,000.00
12/23/2020	SkipperFilms - Corporate	Cares Act Expense – Business Video	\$ 5,625.00
01/08/2021	Republic Services #803	Trash Service – January 2021	\$ 7,082.10

Attachment: Manager's Report 1421 (4860 : Town Administration Staff)



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 January 11th to 15th, 2021

Administration

- Meetings
 - Held Town Council Regular Meeting (Emily, Kim, Roberto, and Chris)
 - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Met with Town Attorney (Chris)
 - Met with Local Photographer (Chris)
 - Met with Chief regarding 599 funds (Chris)
 - Met with VRSA Appraiser (Chris)
 - Met with IT Contractor (Emily, Kim, Roberto, and Chris)
 - Met with Comcast Supervisor (Chris)
 - Held Business Roundtable (Vice Mayor, Emily, and Chris)
 - Met with Miles regarding CARES ACT 2020 Report (Chris)
 - Met with DMV Select Contractor (Kim)
 - Met with VDOT regarding Jefferson St. Project (Roberto)
 - Virtual Meeting to discuss FY2022 Draft Budget (Roberto and Chris)

- New Items
 - Maintaining Virtual Operations due to COVID-19
 - Working on Town Building Photos for Google
 - New Town Server Installed
 - New Town Laptops Set-up
 - Resolved Councilmember E-mail Issue
 - Resolved Phone and Internet Outage
 - Working on DMV Comprehensive Report
 - Scheduled Meetings with Localities that have DMV Select Offices
 - Working on CARES ACT 2020 Report
 - Answered Questions for Tenant
 - Worked on 599 Retention Bonus Options

Town Staff

- Zoning Text Amendment - worked on the zoning text amendment draft for the Planning Commission Meeting

- Worked with Business Owner regarding County Permit Issues
- Contacted 6691 Fayette Street Property Owner regarding Property Maintenance
- Worked on Site Plan Filing and Record Retention
- Karter School Site Plan Review
- McDonald’s – working with applicant’s engineer to finalize outstanding comments/questions on the site plan
- Working on File Transfer to Town Server
- Working with Clerk on upcoming BZA meeting
- Completed Planning Commission Work Session and Regular Meeting Agenda
- Completed Architectural Review Board Agenda
- Completed Town Council December 28th Work Session Minutes
- Started Town Council January 4th Regular Meeting Minutes
- Obtained February 1st Town Council Meeting Invocation
- Continued Work Draft FY2022 Budget
- Completed Delinquent Real Estate Tax Letters and Invoices
- Reviewed Draft FY20 CAFR

Town Council Tasks

- Sent separately

Town Expenses

Date	Vendor	Description	Amour
01/15/2021	SONA – PD Credit Card	PD Credit Card monthly expenses	\$ 4,5 7
01/15/2021	Carter Bank	Debt Obligation – Interest only	\$ 7,1 8
01/15/2021	Miles Friedman	Cares Act Expense – Consultant	\$ 6,4 0
01/15/2021	Vanderpool, Frostick & Nis	Legal Services up to December 2020	\$ 8,1 6
01/15/2021	VRSA	W/C Police Depart. Annual Audit	\$ 3,5 0

Attachment: Manager's Report 11121 (4860 : Town Administration Staff)



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 January 18th to 22nd, 2021

Administration

- Meetings
 - Held Planning Commission Meeting (Emily, Kim, and Chris)
 - Held Architectural Review Board Meeting (Emily and Kim)
 - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Met about upcoming Town Council Meeting (Chief Lands, Lt. Shaver, and Chris)
 - Met with Town of Dumfries regarding DMV Select (Chris)
 - Met with Town Attorney (Chris)
 - Met with Local Photographer (Chris)
 - Met with Park Building Contractor (Chris)
 - Met with Record Digitization Company (Chris)
 - Met with Resident about potential partnership (Emily and Chris)
 - Met with Virginia DEQ Representatives (Mayor, Emily, and Chris)
 - Meeting to discuss FY21 & FY22 Draft Budget (Roberto and Chris)

- New Items
 - Maintaining Virtual Operations due to COVID-19
 - Received Town Building Photos for Google
 - Paid for Post Office Annual Bulk Mail Permit
 - Contractor Inspected Park Building Basement/Foundation
 - Waiting on Quote for repairs
 - Working on DMV Comprehensive Report
 - Answered Questions for Potential Tenant
 - Worked on 599 Retention Bonus Options

Town Staff

- Zoning Text Amendment - worked on the zoning text amendment draft for the Planning Commission Meeting
- Processed Weekly A/R and A/P
- Met with Finance Liaison to review Payables
- Prepared Business License applications to be mailed next week
- Worked on Budget Amendment for Council Work Session

- Prepared Financial Reports for Council Work Session and Regular Meeting
- Completed and Advertised BZA Meeting Notice
- Completed January 4th Town Council Regular Meeting Minutes
- Started February Town Council Regular Meeting Agenda
- Started Planning Commission 1/19 Meeting Minutes
- Worked on BZA Preparations
- Completed Shot Small Baskets and Awarded Prizes
- Assisted New Business Owner with Zoning Questions
- Working on Checklist for Land Use Application Resolution
- Assisted Police Department with Website Updates and Uploads

Town Council Tasks

- Sent separately

Town Expenses

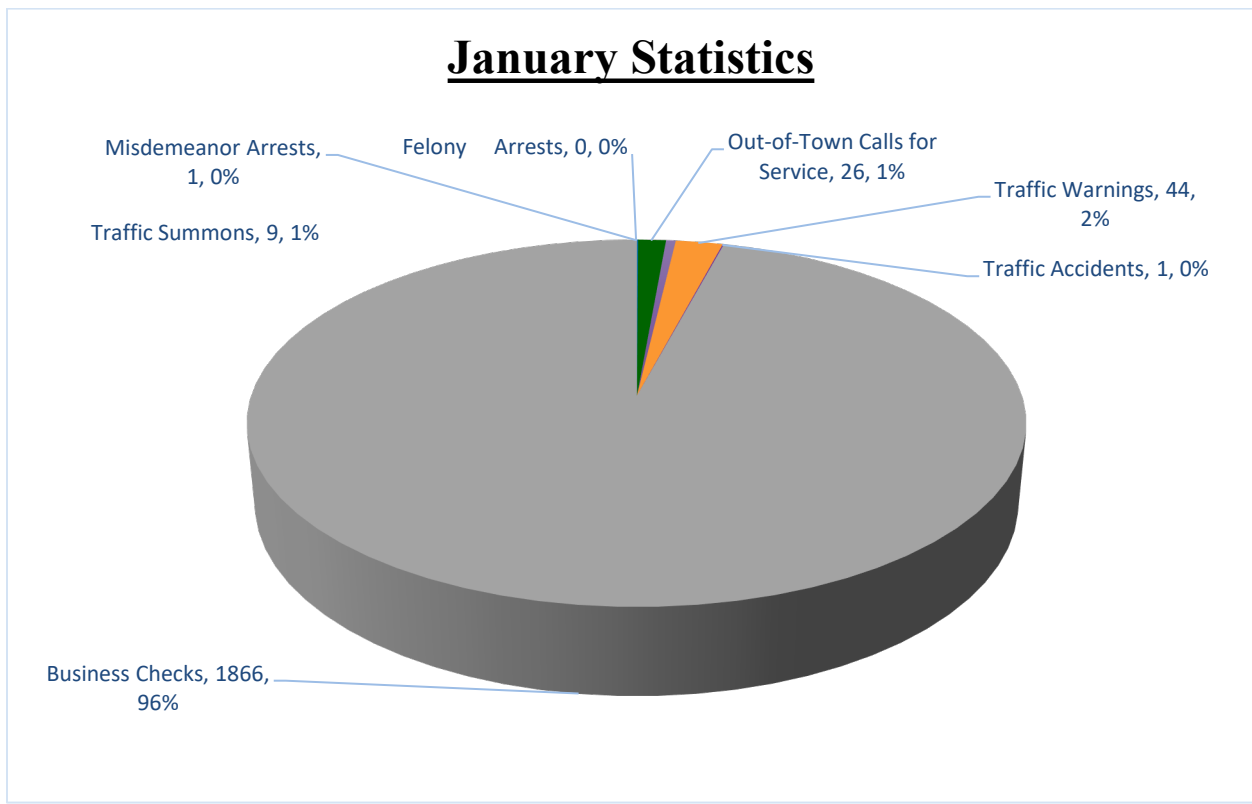
No Expenses over \$3,000



HAYMARKET POLICE DEPARTMENT



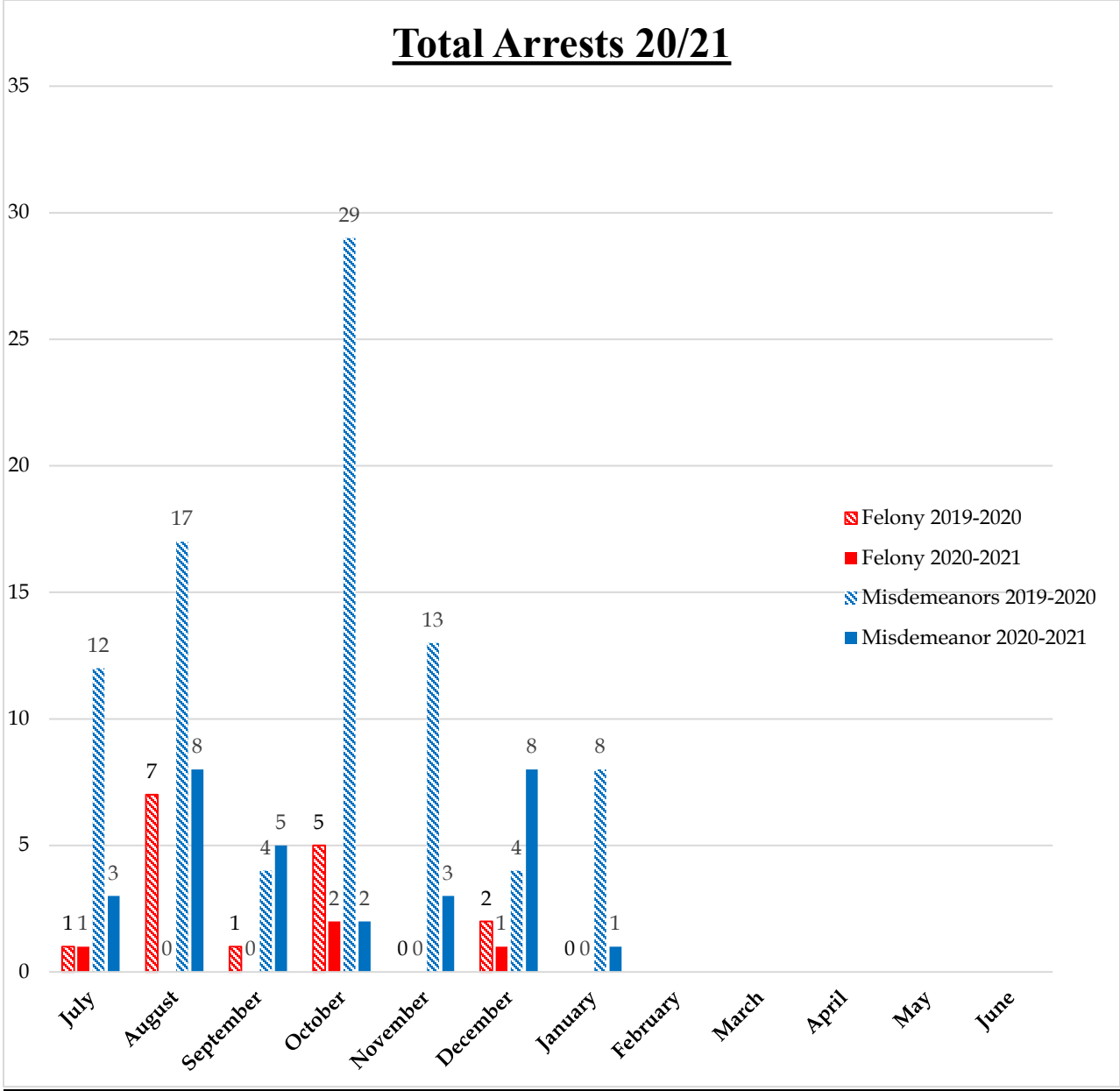
To: Mayor Luersen and Council Members
From: Chief Lands
Date: 1-21-2021
Subject: Monthly Report for January 2021



Attachment: Monthly Report PD (4862 : Police Chief)

Points of Interests:

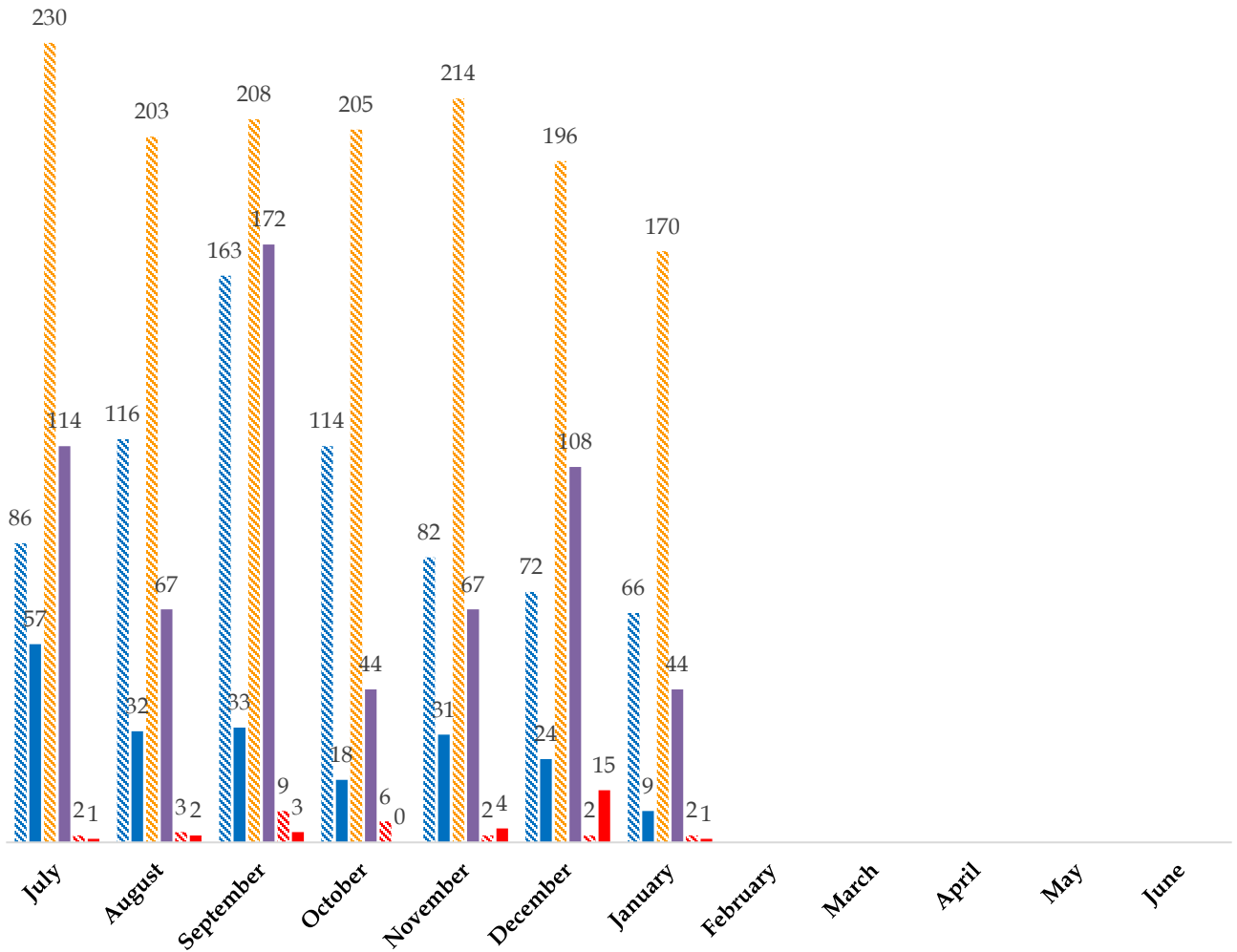
- Full Time Officer Vacancy
- Part Time Officer Vacancy
- DMV Grant Workshop
- Northern Virginia Chiefs Meeting
- General Assembly
- Laney Update
- Taser Recert
- Speed Sign Wiring Update
- Northern Virginia Critical Incident Response Team
- Extra Duty Contracts



Attachment: Monthly Report PD (4862 : Police Chief)

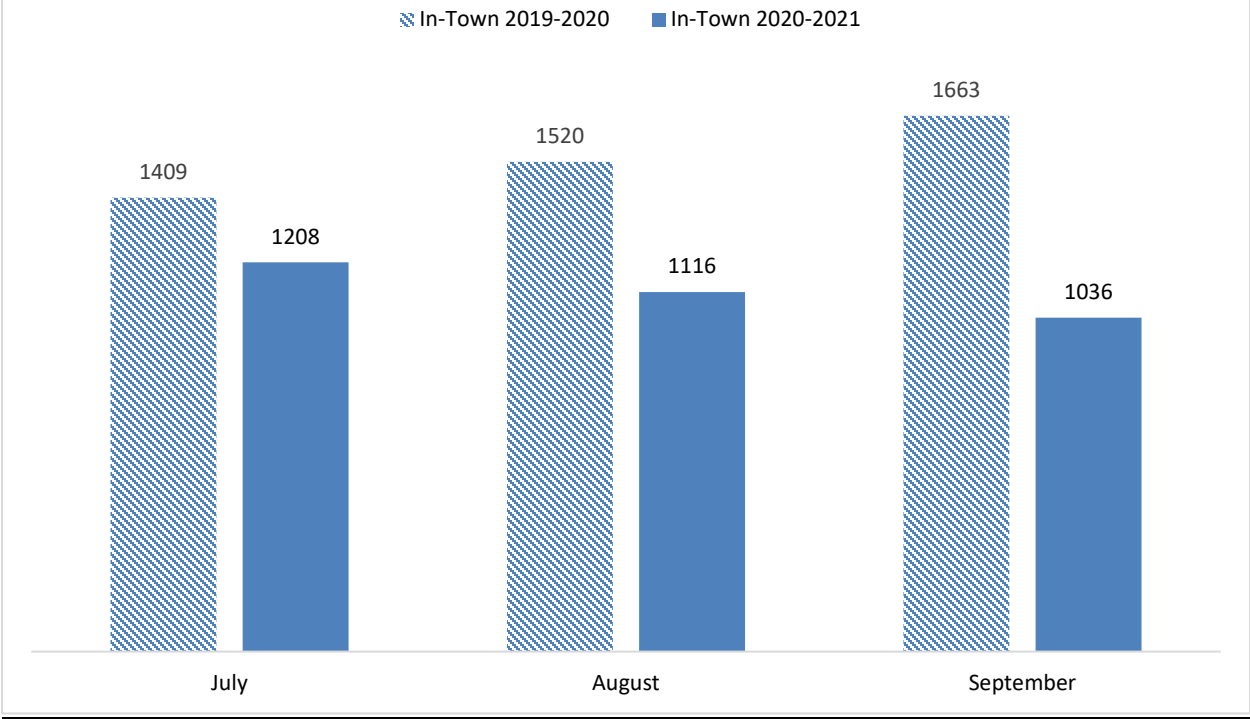
Total Traffic 20/21

■ Summons 2019-2020
 ■ Summons 2020-2021
 ■ Warnings 2019-2020
■ Warnings 2020-2021
 ■ Accidents 2019-2020
 ■ Accidents 2020-2021

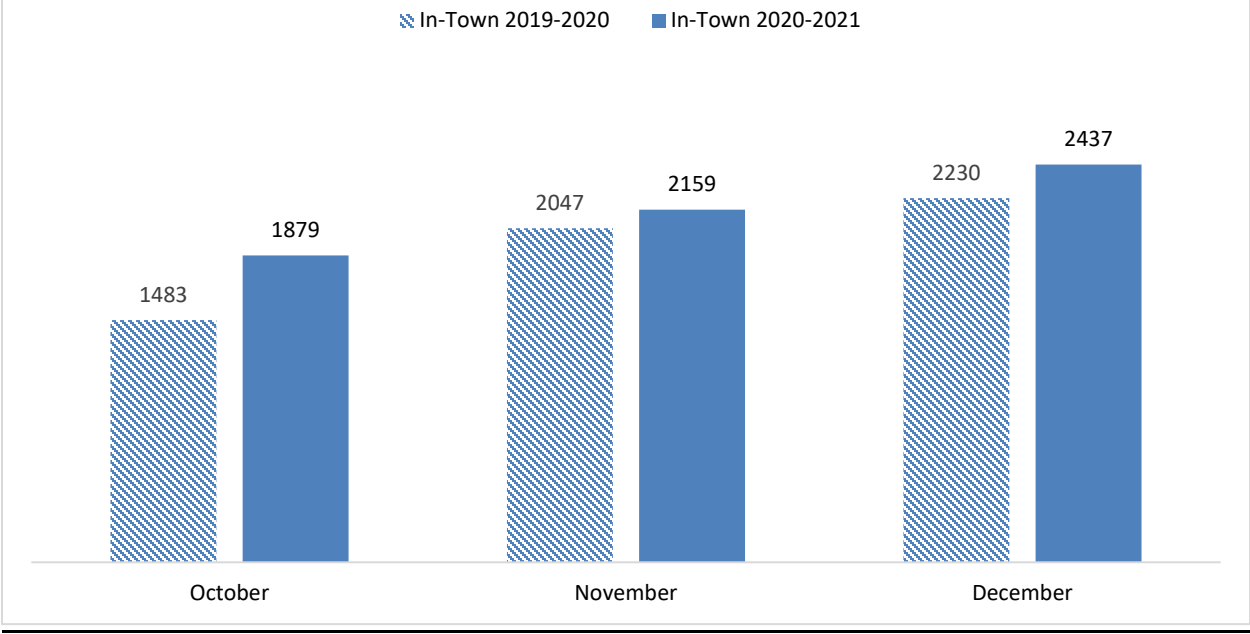


Attachment: Monthly Report PD (4862 : Police Chief)

Total In-Town Calls for Service Quarter 1

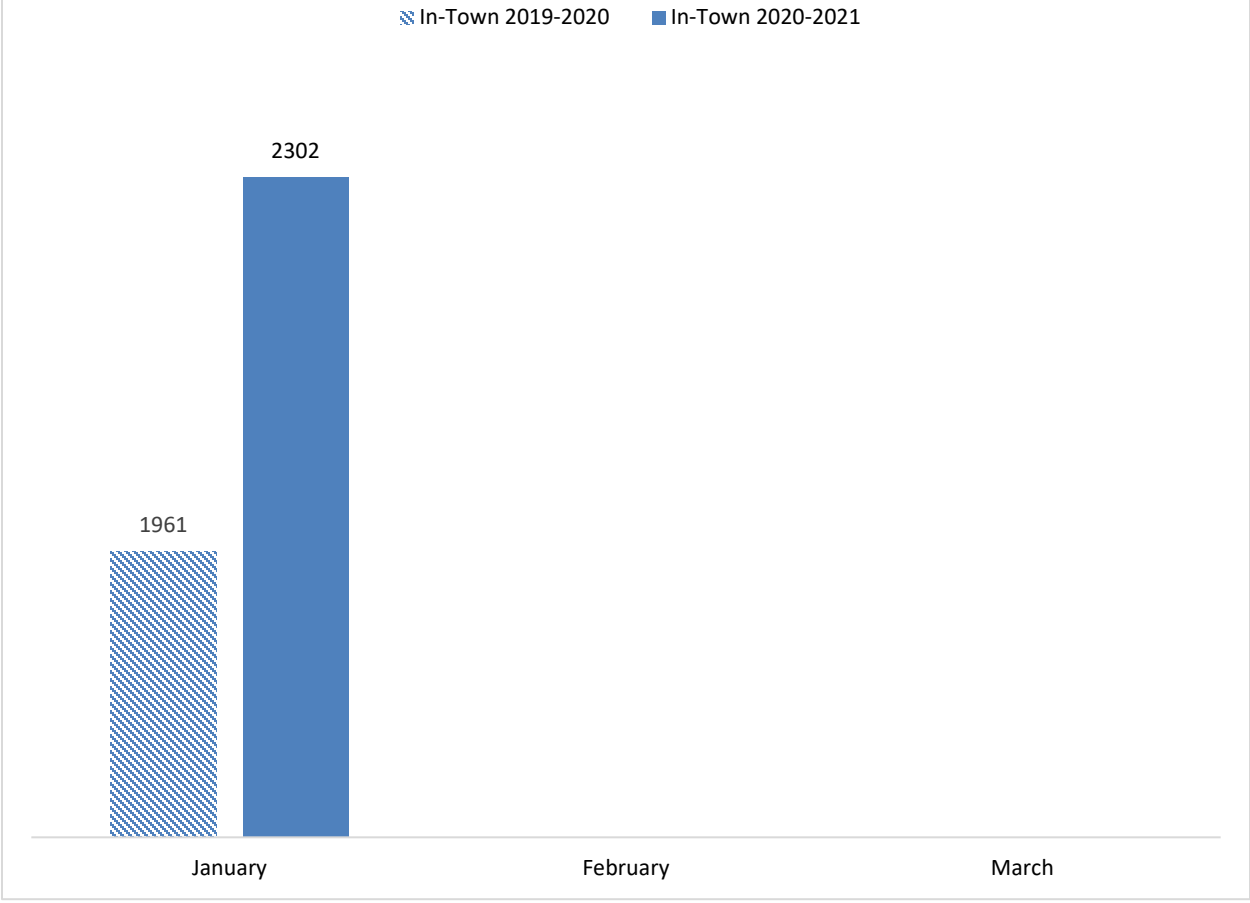


Total In-Town Calls for Service Quarter 2



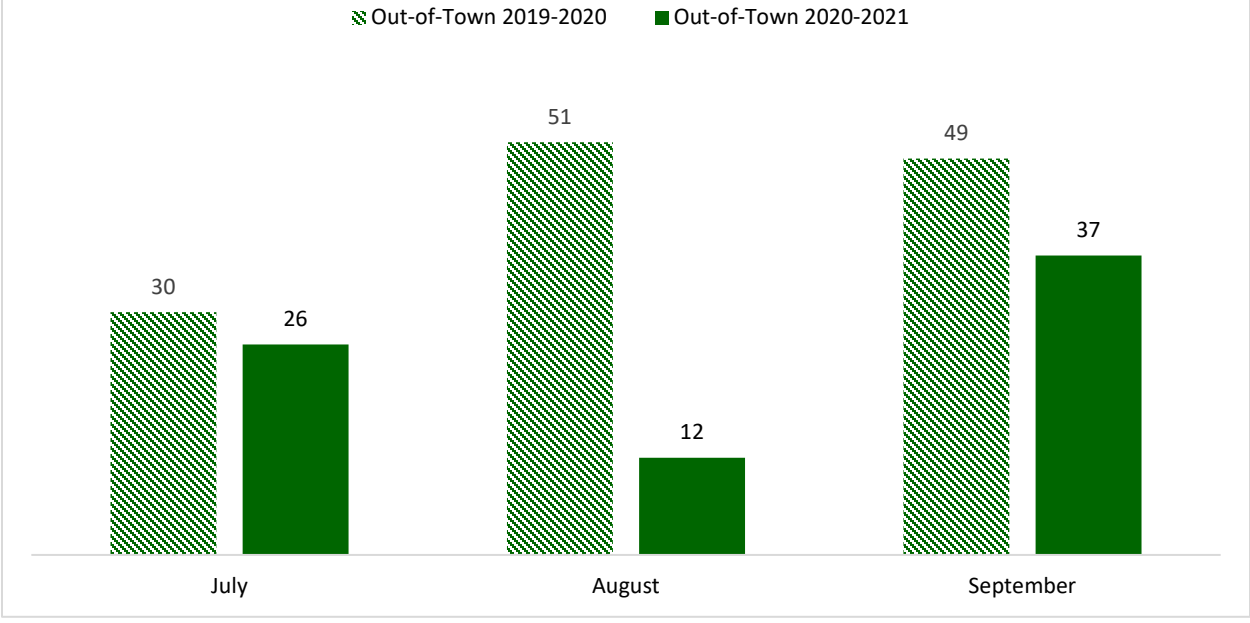
Attachment: Monthly Report PD (4862 : Police Chief)

Total In-Town Calls for Service Quarter 3

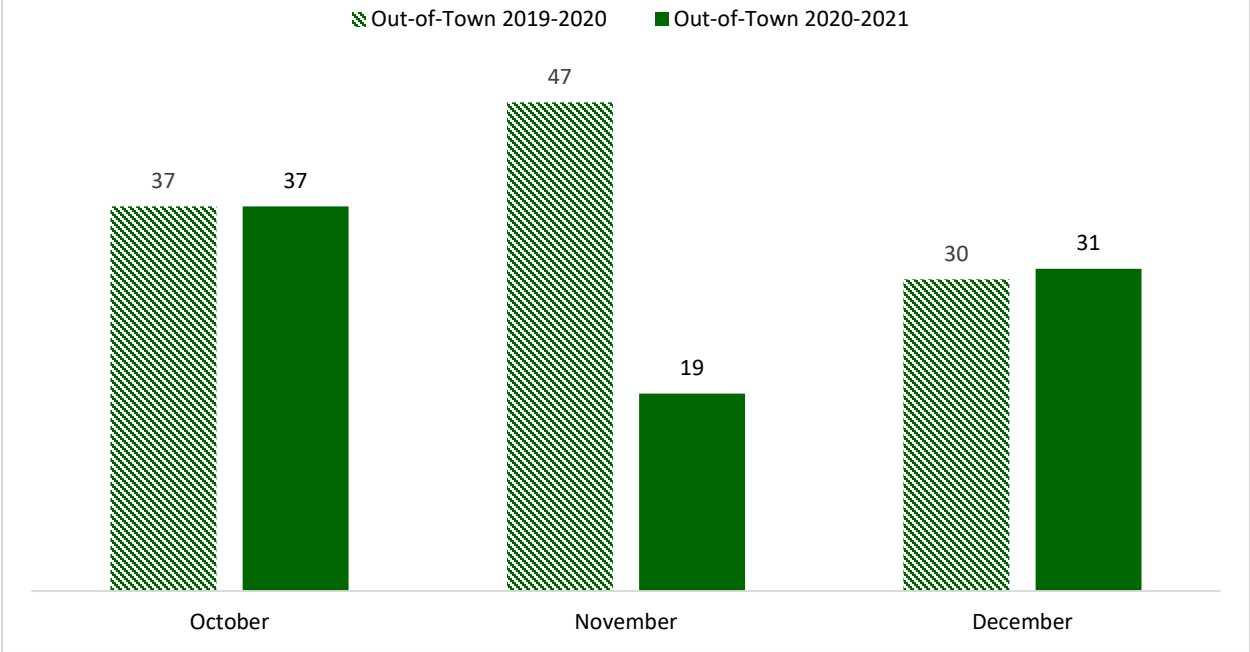


Attachment: Monthly Report PD (4862 : Police Chief)

Total Out-of-Town Calls for Service Quarter 1



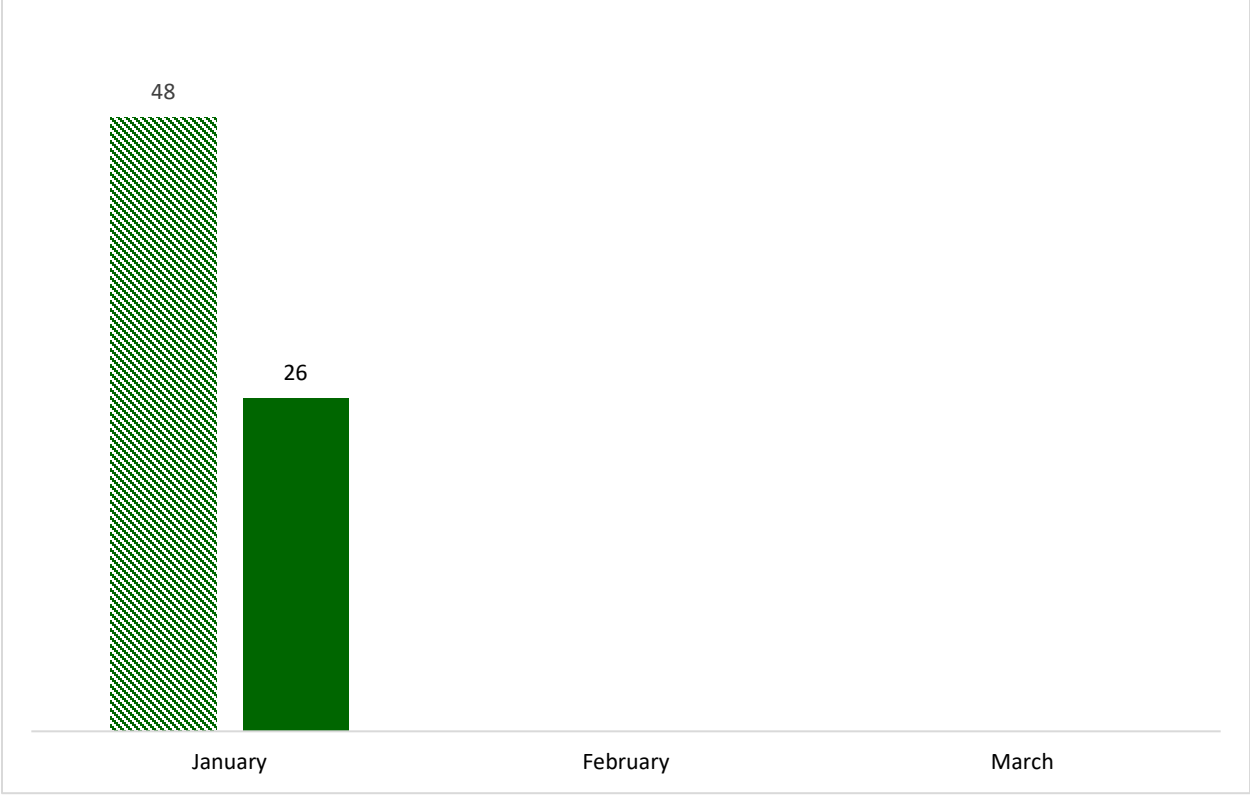
Total Out-of-Town Calls for Service Quarter 2



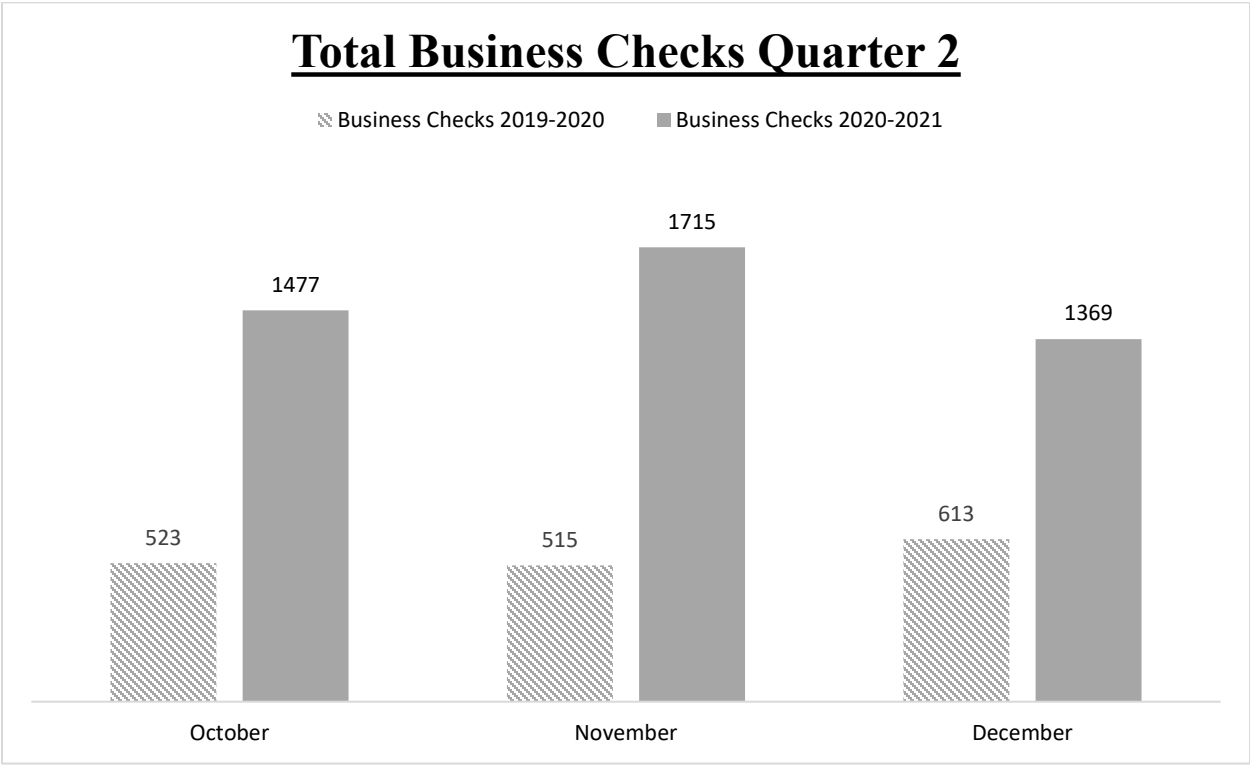
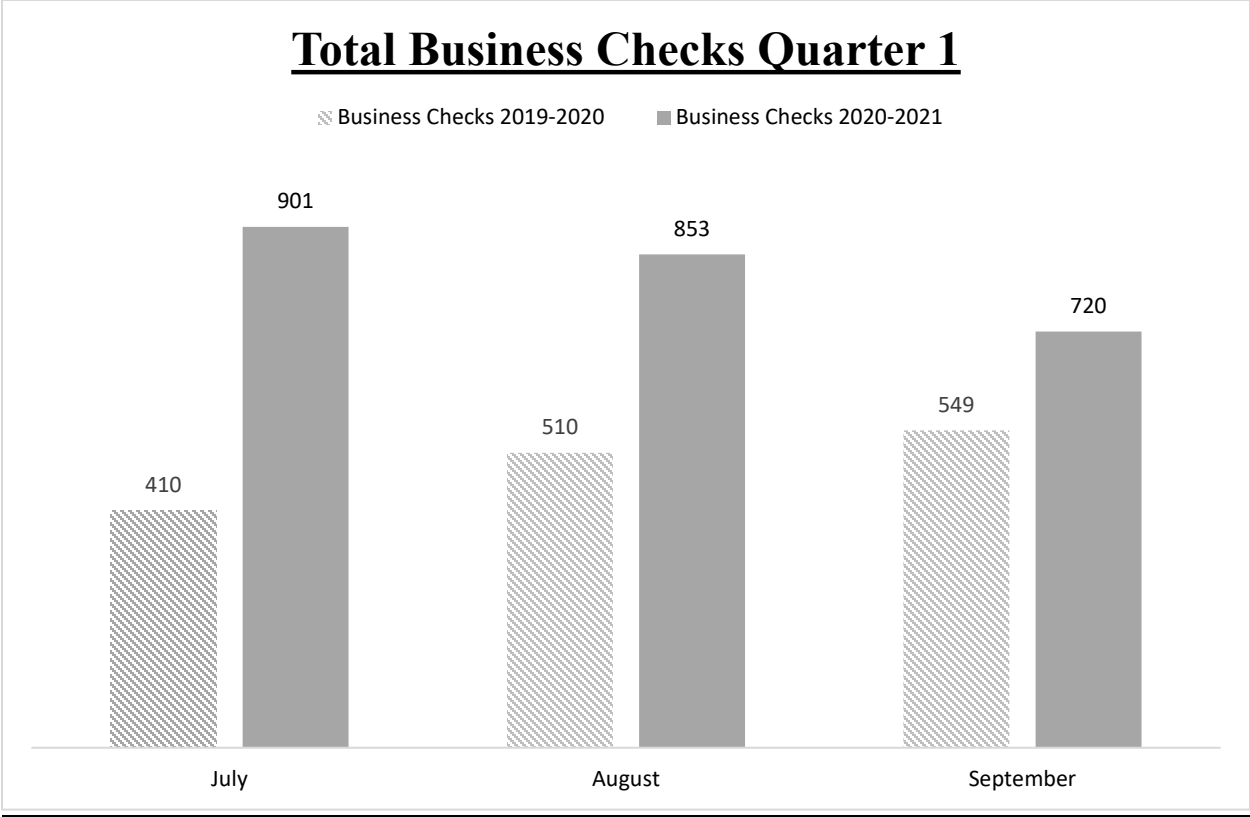
Attachment: Monthly Report PD (4862 : Police Chief)

Total Out-of-Town Calls for Service Quarter 3

■ Out-of-Town 2019-2020 ■ Out-of-Town 2020-2021



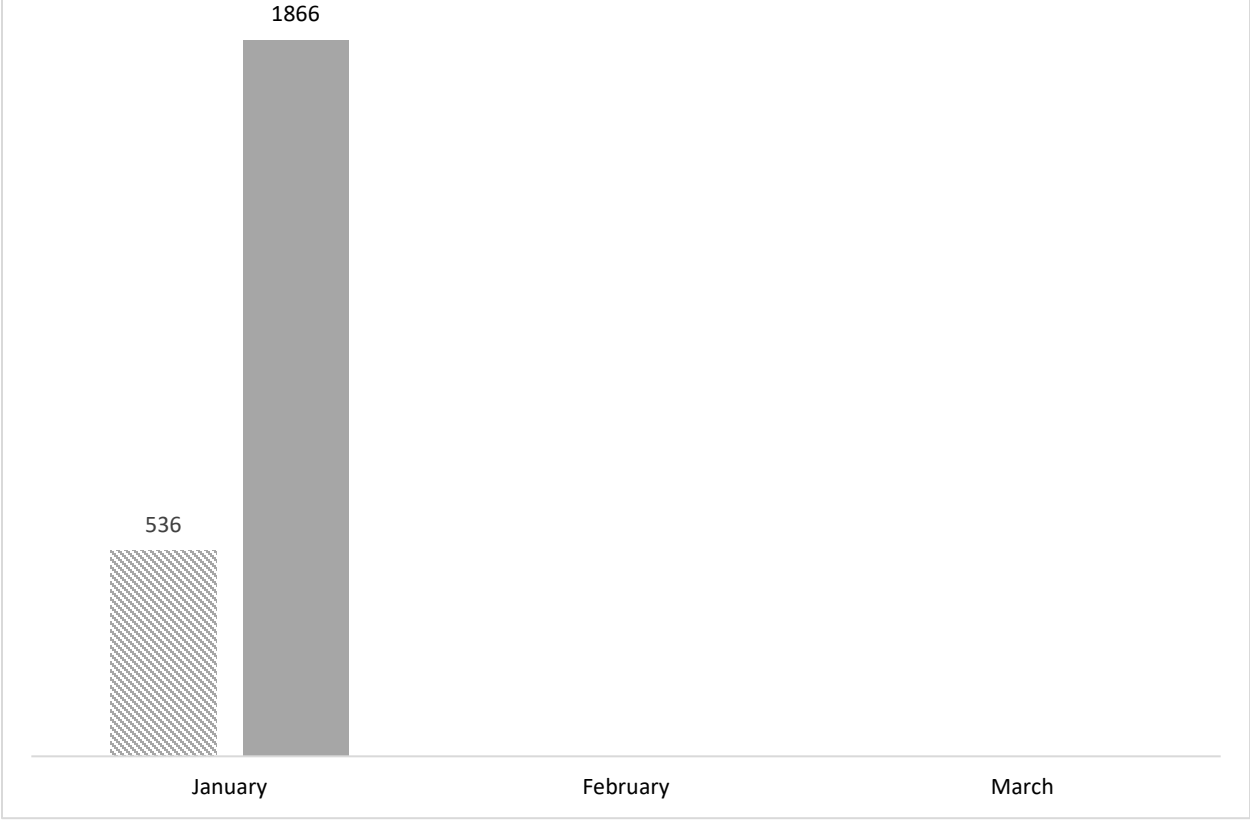
Attachment: Monthly Report PD (4862 : Police Chief)



Attachment: Monthly Report PD (4862 : Police Chief)

Total Business Checks Quarter 3

▨ Business Checks 2019-2020 ■ Business Checks 2020-2021



Attachment: Monthly Report PD (4862 : Police Chief)

December Vehicle Maintenance and Fuel Costs

Vehicle Number	Ending Milage	Fuel Costs	Maintenance Costs	Maintenance Work
1	91443	\$284.06	\$81.74	Oil Filter/Tire Rotation
2	53248	\$230.46	\$66.95	Oil Filter/Tire Rotation
3	35013	\$197.48	\$0	None
4	56312	\$144.23	\$79.83	Oil Filter/Tire Rotation
5	61983	\$175.82	\$0	None
6	76903	\$66.04	\$0	None
7	77818	\$31.90	\$0	None
Totals		\$1129.99	\$228.52	

December West End Speed Sign

Total # of Vehicles	Lowest Speed	Highest Speed	Average Speed	25th Percentile	50th Percentile	85th Percentile
No Data						

December East End Speed Sign

Total # of Vehicles	Lowest Speed	Highest Speed	Average Speed	25th Percentile	50th Percentile	85th Percentile
No Data						

Attachment: Monthly Report PD (4862 : Police Chief)



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

Roberto Gonzalez
Town Treasurer

TREASURER'S REPORT
TOWN COUNCIL REGULAR MEETING
February 01, 2021

Highlights:

- The financials attached actuals as of January 27, 2021.
- The Town's annual CAFR (audit) has been completed and we will have a presentation from the Auditor during Council's Work Session on February 22nd, 2021.
- Continue to work on the Draft budget for FY2022.
- Met with Town Manager to review and discuss budget amendments
- Created staff report for the budget amendments for FY2021.
- Provide data request from Council Work Session regarding PD expenses
- Updated Business License renewal forms and update Town website with the new forms
- Answered lenders calls/emails on existing real estate balances

Town of Haymarket
Statement of Net Position
As of January 27, 2021

	Jan 27, 21
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	2,014,863.79
11010 · Virginia Investment Pool	330,388.04
Total Checking/Savings	2,345,251.83
Accounts Receivable	
12000 · Accounts Receivable	164,543.86
12010 · A/R Permits	-4,195.67
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	164,354.08
Other Current Assets	
11499 · Undeposited Funds	9,703.54
12040 · Due from Federal Government	-6,683.50
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	-100,755.60
Total Current Assets	2,408,850.31
Fixed Assets	
12500 · General Property	4,609,531.99
12600 · Rental Property	1,413,944.03
Total Fixed Assets	6,023,476.02
Other Assets	
19110 · Deferred Outflows - OPI	22,561.00
19000 · Net Pension Asset	38,900.00
19100 · Deferred Outflow - Pension Cont	56,468.00
19200 · Deferred Outflow - GLI OPEB	5,118.00
Total Other Assets	123,047.00
TOTAL ASSETS	8,555,373.33
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	10,096.74
Total Accounts Payable	10,096.74
Credit Cards	
20041 · ToH Credit Card - SONA 0269	467.75
Total Credit Cards	467.75
Other Current Liabilities	
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	65.60
21000 · Payroll Liabilities	16,558.31
22000 · Security Deposits	11,138.42
22010 · Escrow Deposits	57,735.50
Total Other Current Liabilities	95,497.83
Total Current Liabilities	106,062.32

Attachment: Treasurer Report & Financials for 02.01.2021 (4863 : Town Treasurer)

Town of Haymarket
Statement of Net Position
As of January 27, 2021

	Jan 27, 21
Long Term Liabilities	
20080 · Accrued Interest Payable	7,885.75
23000 · Accrued Leave	29,760.60
25000 · General Obligation Bonds	754,300.00
25010 · Captial Leases Payable	61,658.95
29100 · Deferred Inflow - Pension Msmnt	89,749.00
29500 · Net OPEB Liability	45,000.00
29600 · Deferred Inflow - OPEB	8,000.00
	996,354.30
Total Long Term Liabilities	
Total Liabilities	1,102,416.62
Equity	
34110 · Net OPEB Activity Offset	-47,882.00
34000 · Net Pension Activity Offset	28,180.00
30000 · Unrestricted Net Assets	1,998,756.38
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	6,024,743.22
33000 · Amt Long Term Obligations	-854,872.50
Net Income	298,031.61
	7,452,956.71
Total Equity	
TOTAL LIABILITIES & EQUITY	8,555,373.33

Attachment: Treasurer Report & Financials for 02.01.2021 (4863 : Town Treasurer)

	Actuals	Budget	% of Budget	Comments
3110 · GENERAL PROPERTY TAXES				
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	181.95			
3110-04 · Penalties - All Property Taxes	1,325.02	1,000.00	132.5%	
Total 3110 · GENERAL PROPERTY TAXES	385,191.08	389,535.00	98.9%	
3120 · OTHER LOCAL TAXES				
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	6,858.96	154,376.00	4.4%	Tax is not due to April 30, 2021
3120-03 · Cigarette Tax	72,442.61	134,000.00	54.1%	Collections up to December 31, 2020
3120-04 · Consumer Utility Tax	75,076.52	158,000.00	47.5%	Collections up to December 31, 2020
3120-05 · Meals Tax - Current	423,915.19	743,876.00	57.0%	Collected up to December 31, 2020 Meals Taxes; we currently are trending over expected revenue
3120-06 · Sales Tax Receipts	36,945.70	129,376.00	28.6%	Revenue collected up to September 30, 2020; we have collected 2.6% more than the expected 25%
3120-07 · Penalties (Non-Property)	3,517.78			
3120-08 · Interest (Non-Property)	34.69			
Total 3120 · OTHER LOCAL TAXES	618,791.45	1,339,628.00	46.2%	
3130 · PERMITS, FEES & LICENSES				
3130-01 · Application Fees	1,125.00	4,500.00	25.0%	
3130-02 · Inspection Fees	0.00	15,000.00	0.0%	
3130-03 · Motor Vehicle Licenses	556.50	1,900.00	29.3%	
3130-05 · Other Planning & Permits	17,472.55	25,000.00	69.9%	
3130-06 · Pass Through Fees	6,848.60			Pass through revenue
Total 3130 · PERMITS, FEES & LICENSES	26,002.65	46,400.00	56.0%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	20,479.40	50,000.00	41.0%	Collection up to December 31, 2020; this revenue is lower than the expected 50% at this time per what was budgeted.
Total 3140 · FINES & FORFEITURES	20,479.40	50,000.00	41.0%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	878.32	10,000.00	8.8%	
3150-03 · Interest on Bank Deposits	3,139.40	10,000.00	31.4%	
Total 3150 · REVENUE - USE OF MONEY	4,017.72	20,000.00	20.1%	
3151 · RENTAL (USE OF PROPERTY)				
3151-01 · Suite 200 Stronger Fitness LLC	828.33	828.00	100.0%	Leased was not renewed
3151-02 · 15026 Suite 210 Body Mind	4,510.22	6,792.50	66.4%	
3151-04 · Suite 210 LF Security	6,225.34	10,433.00	59.7%	
3151-06 · Suite 204 MAC-ISA	3,920.00	6,720.00	58.3%	
3151-07 · Haymarket Church Suite 206	19,582.36	33,570.00	58.3%	
3151-08 · 15020 Washington Realty	16,468.75	32,937.50	50.0%	1st Two months of abatement per renewed lease; 10 yr lease with 2% annual escalation
3151-09 · 15026 Copper Cricket	12,524.40	20,851.00	60.1%	
3151-11 · Cupcake Heaven and Cafe LLC	18,997.67	32,797.00	57.9%	
3151-12 · Haymarket Coffee Company LLC	4,050.00			new tenant
Total 3151 · RENTAL (USE OF PROPERTY)	87,107.07	144,929.00	60.1%	
3160 · CHARGES FOR SERVICES				
FOIA Receipts	54.73			
3160-01 · Public Safety				
3160-03 · VDOT Detail	2,700.00	2,565.00	105.3%	
3160-05 · Laney Detail	94,275.00	71,650.00	131.6%	this contract has \$32,375 to be billed (about 5 more pay periods)
Total 3160-01 · Public Safety	96,975.00	74,215.00	130.7%	
Total 3160 · CHARGES FOR SERVICES	97,029.73	74,215.00	130.7%	
3165 · REVENUE - TOWN EVENTS				

Attachment: Treasurer Report & Financials for 02.01.2021 (4863 : Town Treasurer)

3165-01 · Revenue - Town Events	19,028.57	20,000.00	95.1%	
3165-02 · Farmer's Market	175.00			
3165-03 · Town Ornaments	4,613.00			Separate tracking to better view how the ornaments are selling
Total 3165 · REVENUE - TOWN EVENTS	23,816.57	20,000.00	119.1%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	-1.74	0.00	100.0%	
3180-01 · Citations & Accident Reports		0.00	0.0%	
3180-04 · Reimbursement from Insurance	4,782.74	4,783.00	100.0%	Reimbursement for damaged Light pole
3180 · Miscellaneous - OTHER	167.60	0.00	0.0%	Refund from Sheehy of Warrenton
Total 3180 · MISCELLANEOUS	4,948.60	4,783.00	103.5%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	15,774.00	31,548.00	50.0%	2 of 4 grant payments to the Town
3200-04 · Car Rental Reimbursement	92.62	0.00	100.0%	Collections up to November 30, 2020; Revenue source is lower than expected at the 5 month mark
3200-05 · Communications Tax	39,541.89	117,000.00	33.8%	Additional revenue funds not budgeted
3200-06 · Department of Fire Programs	10,000.00	0.00	100.0%	
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	43,090.34	68,945.00	62.5%	
3200 · Revenue From Commonwealth - Other	3,362.00	0.00	100.0%	DCJS Additional Funds for PD (Retention/Recruitment/Criminal Justice reform)
Total 3200 · REVENUE FROM COMMONWEALTH	131,788.03	237,620.00	55.5%	
3300 · REVENUE FROM FEDERAL GOVERNMENT				
3300-01 · DMV Transp Safety Grant	3,084.99	14,000.00	22.0%	
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	3,084.99	14,000.00	22.0%	
Reserve Funds For CIP	0.00	0.00	0.0%	
Carry-Over Surplus	0.00	139,555.00	0.0%	
	1,402,257.29	2,480,665.00	56.5%	
Gross Profit	1,402,257.29	2,480,665.00	56.5%	
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	0.00	2,500.00	0.0%	
111002 · FICA/Medicare	941.34	2,000.00	47.1%	
111003 · Meals and Lodging	0.00	1,000.00	0.0%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	12,375.00	26,000.00	47.6%	
Total 11100 · TOWN COUNCIL	13,316.34	31,750.00	41.9%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	156,114.95	290,000.00	53.8%	
1211003 · Salaries/Wages - Part Time	4,500.00	25,000.00	18.0%	
1211004 · FICA/Medicare	12,857.23	28,197.00	45.6%	
1211005 · VRS	19,507.89	35,070.00	55.6%	
1211006 · Health Insurance	18,229.95	49,195.00	37.1%	
1211007 · Life Insurance	2,276.93	3,852.00	59.1%	
1211008 · Disability Insurance	1,147.09	2,631.00	43.6%	
1211009 · Unemployment Insurance	1,557.24	2,800.00	55.6%	
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	4,324.22	8,000.00	54.1%	
1211014 · Printing & Binding	3,873.51	10,000.00	38.7%	
1211015 · Advertising	1,980.22	12,000.00	16.5%	
1211016 · Computer, Internet & Website Svc	8,065.76	23,650.00	34.1%	
1211017 · Postage	2,525.68	4,000.00	63.1%	
1211018 · Telecommunications	2,772.31	7,500.00	37.0%	
1211019 · Mileage Allowance	0.00	1,000.00	0.0%	
1211020 · Meals & Lodging	315.99	3,000.00	10.5%	
1211021 · Convention & Education	1,590.00	6,000.00	26.5%	
1211022 · Miscellaneous	0.00	1,000.00	0.0%	

Attachment: Treasurer Report & Financials for 02.01.2021 (4863 : Town Treasurer)

1211024 · Books, Dues & Subscriptions	5,385.07	16,000.00	33.7%	
1211025 · Office Supplies	1,845.78	6,500.00	28.4%	
1211026 · Equipment Rental	2,376.99	4,075.00	58.3%	
1211030 · Capital Outlay-Machinery/Equip	1,637.50	10,000.00	16.4%	
Total 12110 · TOWN ADMINISTRATION	267,263.31	564,870.00	47.3%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	34,846.16	70,000.00	49.8%	
1221002 · Legal - Pass Through Fees	2,608.60			
Total 12210 · LEGAL SERVICES	37,454.76	70,000.00	53.5%	Legal invoiced for Services up to December 31, 2020
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	0.00	16,000.00	0.0%	
Total 12240 · INDEPENDENT AUDITOR	0.00	16,000.00	0.0%	
Total 01 · ADMINISTRATION	318,034.41	682,620.00	46.6%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	205,308.84	398,405.00	51.5%	
3110003 · Salaries & Wages - OT Premium	4,755.78	20,000.00	23.8%	
3110004 · Salaries & Wages - Holiday Pay	9,513.53	14,000.00	68.0%	
3110005 · Salaries & Wages - Part Time	17,402.14	37,000.00	47.0%	
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	73,068.21	64,485.00	113.3%	
89571	23,091.91	41,591.00	55.5%	
3110021 · VRS	24,705.68	45,816.00	53.9%	
3110022 · Health Insurance	28,344.06	56,057.00	50.6%	
3110023 · Life Insurance	3,067.22	5,652.00	54.3%	
3110024 · Disability Insurance	1,079.23	2,000.00	54.0%	
3110025 · Unemployment Insurance	1,291.92	3,000.00	43.1%	
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	12,780.40	24,000.00	53.3%	
3110032 · Computer, Internet & Website	3,169.57	11,000.00	28.8%	
3110033 · Postage	57.40	500.00	11.5%	
3110034 · Telecommunications	5,241.46	10,000.00	52.4%	
3110035 · General Prop Ins (Vehicles)	3,609.00	3,800.00	95.0%	Front loaded cost to Town
3110038 · Convention & Edu. (Training)	812.14	5,000.00	16.2%	
3110040 · Annual Dues & Subscriptions	12,559.33	13,000.00	96.6%	
3110041 · Office Supplies	2,525.17	5,000.00	50.5%	
3110042 · Vehicle Fuels	7,668.18	16,000.00	47.9%	
3110043 · Vehicle Maintenance/Supplies	6,165.74	11,000.00	56.1%	
3110045 · Uniforms & Police Supplies	4,021.36	20,000.00	20.1%	
3110056 · Captial Outlay-Machinery/Equip	15,796.19	31,592.00	50.0%	1st payment of 2; next lease payemnt will be made in Spring 2021
Total 31100 · POLICE DEPARTMENT	499,150.47	876,013.00	57.0%	
34100 · BUILDING OFFICIAL				
3410001 · Erosion & Sedimentation Ins.	0.00	15,000.00	0.0%	
Total 34100 · BUILDING OFFICIAL	0.00	15,000.00	0.0%	
Total 03 · PUBLIC SAFETY	499,150.47	891,013.00	56.0%	
04 · PUBLIC WORKS				
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	43,158.72	86,625.00	49.8%	Trash services up to January 31, 2021
Total 43200 · REFUSE COLLECTION	43,158.72	86,625.00	49.8%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	27,513.09	119,783.00	23.0%	
4310002 · Maint Svc Contract-Pest Control	620.00	3,000.00	20.7%	

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4310003 · Maint Svc Contract-Landscaping	15,862.42	35,000.00	45.3%	
4310004 · Maint Svc Contract Snow Removal	220.00	7,000.00	3.1%	
4310005 · Maint Svc Cont- Street Cleaning	2,700.00	6,500.00	41.5%	
4310007 · Electric/Gas Services	8,060.35	16,500.00	48.9%	
4310008 · Electrical Services-Streetlight	2,598.32	5,500.00	47.2%	
4310009 · Water & Sewer Services	1,201.80	3,000.00	40.1%	
4310010 · Janitorial Supplies	123.12	2,000.00	6.2%	
4310011 · Real Estate Taxes	1,255.75	2,500.00	50.2%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	60,154.85	200,783.00	30.0%	
Total 04 · PUBLIC WORKS	103,313.57	289,621.00	35.7%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	765.30	20,000.00	3.8%	
Total 70000 · HAYMARKET COMMUNITY PARK	765.30	20,000.00	3.8%	
71110 · EVENTS				
7111003 · Contractural Services	3,331.13	10,000.00	33.3%	
71110 · EVENTS - Other	5,433.88	10,000.00	54.3%	Holiday Ornaments cost to the Town
Total 71110 · EVENTS	8,765.01	20,000.00	43.8%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	799.44	2,200.00	36.3%	
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
Total 72200 · MUSEUM	1,365.76	5,150.00	26.5%	
Total 07 · PARKS, REC & CULTURAL	10,896.07	45,150.00	24.1%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	1,380.00	5,670.00	24.3%	
8110002 · FICA/Medicare	110.92	500.00	22.2%	
8110003 · Consultants - Engineer	8,052.91	30,000.00	26.8%	
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	7,816.25	0.00	100.0%	Costs that are paid by the developer/contractor
Total 81100 · PLANNING COMMISSION	17,576.48	53,620.00	32.8%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	1,080.00	5,830.00	18.5%	
8111002 · FICA/Medicare	82.62	850.00	9.7%	
8111005 · Convention & Education	0.00	2,000.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,162.62	8,680.00	13.4%	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	500.00	0.0%	
8111102 · FICA / Medicare	0.00	98.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	1,923.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	18,739.10	64,223.00	29.2%	
09 · NON-DEPARTMENTAL				
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	158,300.00	166,144.00	95.3%	Front loaded cost to Town
9510003 · General Obligation Bond - Int	16,234.13	16,500.00	98.4%	Front loaded cost to Town
Total 95100 · DEBT SERVICE	174,534.13	182,644.00	95.6%	
Total 09 · NON-DEPARTMENTAL	174,534.13	182,644.00	95.6%	
94103 · PEDESTRIAN IMPROVEMENT PROJECT	46,223.01	229,500.00	20.1%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	-0.01			
Total EMPLOYEE BENEFITS	-0.01			
Total 94105 · PERSONNEL	-0.01			

Attachment: Treasurer Report & Financials for 02.01.2021 (4863 : Town Treasurer)

94107 · BLIGHT MITIGATION			
9410701 · Building Official/Engr.	0.00	40,000.00	0.0%
94107 · BLIGHT MITIGATION - Other	171.24		
Total 94107 · BLIGHT MITIGATION	171.24	40,000.00	0.4%
94108 · Capital Improvement Funds Expens	0.00	55,894.00	0.0%
Total Expense	1,171,061.99	2,480,665.00	47.2%
Net Ordinary Income			
	231,195.30	0.00	100.0%
Other Income/Expense			
Other Income			
50000 · CARES Act Funds	295,452.00	295,452.00	100.0%
Total Other Income	295,452.00	295,452.00	100.0%
Other Expense			
97000 · CARES Act Expenses	228,573.28	295,452.00	77.4%
Total Other Expense	228,573.28	295,452.00	77.4%
Net Other Income	66,878.72	0.00	100.0%
Net Income	298,074.02	0.00	100.0%

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: Treasurer Report & Financials for 02.01.2021 (4863 : Town Treasurer)

Town Planner Task List January 2020

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

Townhouse Master Design Plan	Van Metre -- Robinson Village, Washington Street	Emily	Oct-20	Approval by ARB following modifications to the application	1/20/2021		Van Metre attended the December Architectural Review Board Meeting to discuss their updates to the Master Design Plan for the Robinson Village Property. The ARB did not have any further questions for the applicant prior to the approval. The approval included the Design Master Plan and the monument sign for the neighborhood. The applicant provided several requested items from the ARB meeting in November. Items included; outdoor light detailing, fence detailing for community, details on the play structure, mailbox details. (Council Liaison Marchant Schneider recused himself for this application and stepped off dias, he stated that the applicant has pending applications in Loudoun County, where he is employed, and thus felt was best to step out of room, so as not to have any bias or concern, please watch video for full statement from Marchant)
Aldi Sign	Shoppes of Haymarket Shopping Center, 15250 Washington Street	Emily	Sep-20	Approval by ARB following modifications to the application	1/1/2021		Aldi has submitted an application to the Town for new façade work and a sign at their new location in Tow (former Food Lion store, Aldi will occupy half of the structure). The ARB discussed with the applicant their concerns regarding the removal of the windows, the additional windows under the awning, the size of the sign, the EFIS material and the lettering of the sign. The applicant discussed with the Board the options an will return in December to present the updated options. UPDATE: Following the discussion the Board approved the Aldi sign and logo so long as it met the Zoning Ordinance for height and square footage. The ARB approved the facade changes to include the addition of a brick column feature, window updates on th first floor and a door update for the second tenant space.
Transform Power Yoga	Hunting Path Road	Emily	Dec-20		3/1/2021		Transform Power Yoga's Master Design Plan was approved by the ARB with a series of justifications for the Board's decision. The applicant is currently working through the Site Plan phase of the development.
Zandra's	14600 Washington St	Emily					Zandra's applied for a temporary seasonal patio enclosure to shield customers from the elements while providing the business the opportunity to utilize for patio space year round. The enclosure was approved b the ARB with the condition that for 2021 the enclosure may stay up throug Cinco de Mayo, 5/5/2021, and for subsequent years the enclosure shall be removed by the first week of April. The business owner may request additional time at a later date, should he need an extended period.

Gateway Signs Town Planner will bring the previously approved designs (ARB Approved) to the new Board for a discussion and plan for the next steps

"LOVE" Sign Town Planner will work with the ARB to develop a plan/program for a Virginia LOVE sign to be installed in Town

ARB Bylaws and Historic Guideline Updates The Architectural Review Board has approved their By-Laws at the June 2020 meeting. Staff will work with the new ARB Liaison and the Town Council to determine the next steps for the By-Laws and to start the Guideline updates

Board of Zoning Appeals

Meeting is scheduled for February 3, 2021 at 7:00 pm

Planning Commission

SUP#2019-001	6604 & 6608 Jefferson Street. Mixed Use Development	Emily/Katie	3/1/2019		Unknown		No update at this time regarding the Williams Holding Property or Site Plan
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Attachment: Town Planner Report January 2021 (4864 : Town Planner)

Morais Wine Tasting room	14871 Washington Street	Emily/Katie	2/1/2019	PC Approval	May-19	Applicant has submitted the As-Builts for review by the Engineer and Planner. Awaiting response comment from the Applicant. Applicant was emailed again to request the trees in the back of the property be replaced asap.
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017		Sep-18 May-19	Don Wooden presented at the Planning Commission meeting a new concept for the northwestern most corner of the property. The proposed concept would include 78 new residential units in the form of two-over-two models. Mr. Wooden also updated the Commission on the entirety of the plan and the next step forward. UPDATE: Applicant submitted two Special Use Permits for the Crossroads Village Center -- 1 for a Restaurant drive -thru and 1 for additional residential homes. The Town Planner has sent out the applications to outside agencies for review and comment. All agencies except for VDOT have responded. The PWC School Board is in opposition to the addition of residential houses. The public notice will go out for a meeting on Feb 16th at 7:00 pm.
Van Metre - SUP, Townhouses	14850 and 14860 Washington St	Emily/Katie				Applicant has submitted their site plan. Engineer and Planner provided comments to the applicant. Applicant has received approval pending the outside agency approvals. Karter School has submitted their site plan as well for the school parcel. The KS site plan is currently under review.
QBE Application	14600 Washington St	Emily/Katie				Planning Commission passed a Resolution for Denial of the SUP2020-002 for 30 Residential Condos. The resolution can be found in the Town Council Agenda packet for 2/1/2021. The Town Council will discuss the SUP application on 2/1/2021
Zoning Text Amendment	Working with the Planning Commission Liaison to review the Zoning Ordinance and draft a Zoning Text Amendment. Planning Commission's next work session is 2/16/2021 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)						
Awaiting 2nd submissions of County Review Projects						
Staff						
Zoning Determination	The Bean's applied for a Zoning Determination on 6712 B Jefferson Street. Worked with Town Attorney to respond and provide a Zoning Determination. Bean's are appealing the Zoning Determination. Public Hearing set for 2/3/2021 at 7:00 pm					
Pardo House, 14881 Washington St	Staff has advertised the property per the blight ordinance in the local paper. UPDATE: Owner needs financial assistance for the upkeep of the structure and does not plan to make any additional repairs at this time. Staff is working with the property owner to discuss next steps.					
Checklist & Forms	Staff working on updating the forms and checklists in tandem with the Zoning Text Amendment discussion					
Newsletter	Newsletter mailed out first week of January					
Museum	Haymarket Coffee Company operating 7 days a week. Upstairs storage has been cleaned and organized by college intern.					
Ornament	Ornaments have been delivered and are actively for sale.					
New/Old Business Updates						
Parrando's	15125 Washington St.	A New Business has started the process to pull building permits to do a tenant fit-out in the Bloom Building, previous Cupcake Heaven space. The applicant has started the JOE Program with the County				
Zoning Violations and Property Maintenance Cases						
Property Maintenance Code Concern	Following an analysis of properties in Town, several concerns will be sent to the County Inspector for Property Maintenance Code issues. UPDATE: awaiting County Response and Update. 3 properties were reported.					

Attachment: Town Planner Report January 2021 (4864 : Town Planner)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Projects						
Pedestrian Improvements Project	Katie	7/14/2014	1/21/2021	Contractor		-Punchlist walk with VDOT 1/21/21 - all items addressed -Construction complete
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	1/19/2021	Applicant		-Town E&S inspections ongoing
Robinson's Paradise	Katie/Emily	1/4/2021	1/7/2021	Applicant		-Met with applicant to discuss requirements -Meeting scheduled with engineer 1/28/21
Robinson Village	Katie/Emily	8/13/2020	1/5/2021	Katie/Emily		-Third submission received 1/15/21. Review due
McDonalds	Katie/Emily	2/12/2019	1/4/2021	Katie		-PC conditionally approved plan 4/22/19 -Plan resubmitted for review 11/10. -Minor Comments provided 12/14 -Coordinating with applicant on comment questions
6675 Fayette Street	Katie/Emily	6/6/2018	12/30/2020	Town		-Bond release report sent 12/30

Attachment: 2021-01 Jan Engineer's Reports_KMM (4865 : Town Engineer)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Projects						
Jefferson Street Drainage	Katie	12/15/2020	12/30/2020	Katie		-Site visit to observe stormwater conveyance channel condition -Research plans and documentation for channel design and maintenance responsibility to prepare report
Karter School	Katie/Emily	8/20/2020	9/25/2020	Katie		-Site plan 2nd submission received in December. Comments due by 1/29/21
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

Attachment: 2021-01 Jan Engineer's Reports_KMM (4865 : Town Engineer)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
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
Low Activity Projects						
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	2/13/2019	RDA		-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

Attachment: 2021-01 Jan Engineer's Reports_KMM (4865 : Town Engineer)

Town Attorney Report

To: Mayor and Council, Town of Haymarket

From: Martin Crim, Town Attorney *MRC*

Re: February 2021 Town Attorney Report

Date: January 25, 2021

NOT CONFIDENTIAL

This is a non-confidential report on matters that my office has been working on for the Town over the past month:

1. Prepared for the BZA appeal by Steven and Melody Bean.
2. Advised staff and attended Planning Commission meeting regarding Haymarket Property Group/QBE special use permits.
3. Advised staff with regard to Pardo house blight enforcement.

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Attachment: February 2021 Town Attorney Report (4866 : Town Attorney)