



# TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION  
~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, July 27, 2020

7:00 PM

Council Chambers

## I. Call To Order

### 1. Zoom Invite -

<https://us02web.zoom.us/j/84940768243?pwd=YXB6ckw3VINHZTBFQWd5T3YrMDZ4dz09>

## II. Pledge of Allegiance

## III. Agenda Items

1. Museum Agreement: Plan & Display
2. Bond Release
3. Prince William County Railroad Tracks Resolution
4. Priority List
5. Meeting Schedule Update
6. Cares Act Options
7. ARB By-Laws
8. Budget Discussion

## IV. Closed Session

## V. Adjournment



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

## MEMORANDUM

TO: Mayor and Council  
FROM: Emily K. Lockhart  
DATE: July 20, 2020  
SUBJECT: Town of Haymarket Museum Proposal

Staff has developed the following plan to reopen the Town's Museum to the public and display the Town's History for our local community and tourists to enjoy. The ultimate goal of reopening the Museum is to work towards developing a strong tourist destination within the Town.

Currently the Museum is only opened for visitors requesting to view inside the space during our office hours. The displays are minimal in regard to the information presented and the artifacts shown. The Town is in the process of recreating our informational displays, to include additional information about the historic structures, additional images, and incorporation of community stories. A volunteer is assisting Town Staff with compiling the information for the new banners/posters to be printed and displayed. Once the posters are ready for display, Town Staff will work on the displays to showcase a wide variety of our artifacts, information, and history.

Since the Museum is currently not staffed with a part-time or full-time employee, the Town Staff is proposing a rental agreement with a local business in order to open the space on the weekends. Haymarket Coffee approached the Town in 2019 with an idea to open a small coffee shop out of the caboose. Upon further investigation of utilizing the caboose for a pop-up coffee shop the Town and Haymarket Coffee explored the idea of opening the shop in the Museum alongside our historic displays. Throughout the Museum coffee shop discussion, the proposed user and the Town both recognized the benefits/opportunity for opening the Museum to the public on Saturday and Sunday through this rental avenue.

Haymarket Coffee would rent the space for Saturday and Sunday hours allowing their customers as well as the general public to view the space. This would assist the Town by

helping better utilize the Museum and allowing residents and visitors see our history without costing the Town money.

Staff Recommendation:

Staff recommends allowing Haymarket Coffee to rent out the Town Museum and allow Town Staff to continue working on a plan to utilize the Town Museum.



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

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

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Emily Lockhart, Town Planner and Zoning Administrator  
DATE: July 20, 2020  
SUBJECT: Piedmont Group Custom Homes, Fayette Street Bond Release Letter

### Background:

The Fayette Street Single Family Homes (3 Homes, built by Piedmont Group Custom Homes) as-built plan prepared by Bowman Consulting, has been approved. All requirements of the Haymarket Ordinances and Prince William County Administrative Procedures Manual Section 4.12.1 have been satisfied.

### Purpose:

The applicant has completed construction and development for the project and wishes to release the Performance Bond and a portion of the Landscape Bond. Based on inspections, the development activities appear to be in general conformance with the approved plan, and the Town has received documentation of all final building inspection reports.

### Budgetary Impact:

Not Applicable

### Staff Recommendation:

The applicant has an outstanding balance for E&S Inspections. Upon payment of all balances, the bond shall be released.

Town Planner recommends Council approve the Bond Release with the condition all outstanding balances be paid in full prior to the release of any bonds.

### Draft Motion:

1. *I move the Town Council release the Performance Bond for Piedmont Group Custom Homes, with the condition all outstanding balances be paid in full prior to the release of the bonds.*

Or,

Attachment: Bond Release Memo for Fayette Street (4578 : Bond Release)

2. Alternate Motion



Town of Haymarket  
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Haymarket, VA 20169  
703-753-2600

**Christopher S. Coon**  
**Town Manager**

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Chris Coon, Town Manager  
DATE: July 19, 2020  
SUBJECT: Priority List

### Background:

The Town Council discussed how they wanted to ensure that certain items were given the appropriate amount of attention. Town Staff has tracked items requested from Town Council over the month of July. It would be beneficial if the Town Council can prioritize these different items in a Tiered System. There will be a list provided to the Mayor and each Council Member to rate their priorities.

The Tiered System is as follows:

- Tier 1: (3 Items) Items that must be completed as soon as possible.
- Tier 2: (3 Items) Items that are important but can wait a couple months.
- Tier 3: (5-10 Items) Items to be completed within a year.
- Tier 4: (5-10 Items) Items to be completed during the 2020-2022 term.
- Tier 5: Items not needing a timeline at this time.

### Staff Recommendation:

Staff recommends Town Council complete the Priority List and provide it to Town Staff to complete the 2020-2022 Town Council Priority List for adoption at the August 3<sup>rd</sup> Town Council Meeting.

Attachment: Priority List memo (4581 : Priority List)



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Haymarket, VA 20169  
703-753-2600

**Christopher S. Coon**  
**Town Manager**

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Chris Coon, Town Manager  
DATE: July 20, 2020  
SUBJECT: 2020 Meeting Schedule Update

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### Background:

The Town Council adopted an updated Town Council Rules of Procedure Policy at the July 6<sup>th</sup> Town Council Meeting. This update changed Work Session Meetings from 1 hour prior to the Town Council Meeting to the last Monday of the month. The 2020 dates below will be added to the Town Council Work Session Calendar.

August 31, 2020  
September 28, 2020  
October 26, 2020  
November 30, 2020  
December 28, 2020

### Staff Recommendation:

Staff recommends Town Council approve adding the updated Work Session dates to the Calendar.

Attachment: 2020 meeting schedule memo (4584 : Meeting Schedule Update)



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Haymarket, VA 20169  
703-753-2600

**Christopher S. Coon**  
**Town Manager**

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Chris Coon, Town Manager  
DATE: July 20, 2020  
SUBJECT: Coronavirus Relief Fund Allocation Options

### Background:

The CARES Act allocated funding for state and local government based on U.S. Census population estimates, including towns. Prince William County has been notified they would receive \$41,034,915 allocated share of Coronavirus Relief Fund from the Commonwealth of Virginia. The funding received from the state included funding intended for the Towns. The Town of Haymarket's portion of that calculated amount will be \$147,726. The Town has received that portion of the CARES Act funding. Town Council needs to decide how they would like to allocate the funds. This item is for discussion on options presented by Town Staff as well as ideas from Town Council.

### Staff Recommendation:

Staff recommends providing areas of focus for CARES Act allocation.

Attachment: Coronavirus Relief Fund Memo (4586 : Cares Act Options)





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

**Christopher S. Coon**  
**Town Manager**

## MEMORANDUM

TO: Honorable Mayor and Town Council  
 FROM: Chris Coon, Town Manager  
 DATE: July 20, 2020  
 SUBJECT: Architectural Review Board Bylaws

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### Background:

The Architectural Review Board has completed updating their Bylaws. The Architectural Review Board unanimously adopted an update to their Bylaws at their June 2020 Meeting. This is an opportunity for the Town Council to discuss and review the proposed changes to the bylaws prior to taking action at a regular meeting.

### Staff Recommendation:

Staff has no recommendation for this item.

Attachment: ARB Bylaws Memo (4589 : ARB By-Laws)



Bylaws and Rules of Procedure  
for the Town of Haymarket  
Architectural Review Board

Adopted by the Town of Haymarket Town Council by a quorum present, upon a Roll Call Vote,  
as follows:

- Motion By:
- Seconded By:
- Voting Aye:
- Voting Nay:
- Absent:
- Abstain:

Done this --- Day of ----- 2020, ATTEST:

Chair

Clerk of the Council

**ARTICLE 1 – PURPOSE; AUTHORITY TO ADOPT BYLAWS AND RULES OF PROCEDURE; PROCEDURE IN ABSENCE OF RULE**

- 1. The purpose of these Bylaws and Rules of Procedure (hereinafter, “Bylaws”) is to establish procedures for the Town of Haymarket Architectural Review Board (hereinafter, “the Board”) to conduct its business. The Board is appointed by the Town Council to advise the Town regarding historic preservation and to administer the Historic Overlay District, primarily through the consideration of applications for Certificates of Appropriateness.
- 2. Town Code § 58-14.8 authorizes the Board to adopt bylaws and rules consistent with Town Code.
- 3. In procedural situations not governed by Town Code or an express rule in these Bylaws, the Board shall follow Robert’s Rules of Order, Newly Revised (current edition) as applicable to small boards.

**ARTICLE 2 – DUTIES OF MEMBERS**

- 1. Each member shall prepare for meetings of the Board by reviewing the materials provided in advance.
- 2. Each member of the Board shall attend and participate in Board meetings unless unable to do so.
- 3. Each member of the Board shall provide the Secretary with at least one means of electronic notice and shall accept all notices by that means.

**Commented [MC1]:** The membership is governed by c and the ARB has no power to change or add to the member criteria.

**ARTICLE 3 – SELECTION OF OFFICERS**

- 1. Officers of the Board shall consist of a Chair and Vice-Chair. The Chair and vice-Chair shall be elected by the membership of the Board. The Town Clerk shall be the Board’s secretary.

**Commented [MC2]:** See 58-14.7 of the Town Code

Attachment: ARB Working DRAFT By Laws 06-17-20 (4589 : ARB By-Laws)

2. Nomination of officers shall be made from the floor at the regular July meeting each year. Election of officers shall follow immediately. A candidate receiving a majority vote of the entire membership shall be declared elected.
3. The term of office shall be for one (1) year or until a successor takes office.
4. Any vacancies in office shall be filled for the unexpired portion of the term in the same manner as the officers are originally chosen.

#### ARTICLE 4 – DUTIES OF OFFICERS

1. The Chair shall be a member of the Board and shall:
  - a. Preside at all meetings.
  - b. Appoint all committees.
  - c. Rule on all procedural questions (subject to a reversal by majority vote by the members present).
  - d. Report on official communications at the next Board meeting.
  - e. Certify all minutes as true and correct copies.
  - f. Carry out other duties as assigned by the Board.
2. The Vice-Chair shall be a member of the Board and shall:
  - a. Act in the absence or inability of the Chair to act, with the full powers of the Chair.
3. The Secretary shall:
  - a. Record attendance at all meetings.
  - b. Record the minutes of the Board meetings.
  - c. Notify all members of all meetings by email or other electronic means.
  - d. Maintain a file of all official Board records and reports.
  - e. Certify all maps, records, and reports of the Board.
  - f. Give notice and be responsible for posting public notices of all Board meetings as required by law.
  - g. Attend to the correspondence necessary for the execution of the duties and functions of the Board.
  - h. Notify the Chair immediately upon receipt of official communications to the Board.

Commented [MC3]: See Article 11

**ARTICLE 5 – COMMITTEES**

- 1. Committees, standing or special, may be appointed by the Chair, to serve as needed. Such committees shall be subject to the approval of a majority vote of the Board.
- 2. Each referral to a committee shall state the name of the committee’s chair and other members, the purpose of the referral, and the date for the committee to report back to the Board.
- 3. Committee meetings are subject to the Freedom of Information Act. The committee chair shall schedule the committee meeting and notify the Secretary, who shall notify the public and the other members of the committee.

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**ARTICLE 6 – MEETINGS**

- 1. Regular meetings of the Board shall be held on the third Wednesday of each month at 7:00 p.m. in Town Hall, unless the Town Council establishes a different date for some or all of the Board’s meetings. When a regular meeting date falls on a legal holiday, the meeting shall be held on the day following unless otherwise designated by the Board by resolution.
- 2. When no application for Certificate of Appropriateness or other matter is pending for Board action or discussion, the Chair shall have the discretion to cancel a regular meeting by notice to the Secretary and members of the Board at least three (3) business days in advance.
- 3. Special meetings may be called by the Chair or by two (2) members upon written request to the Secretary. The Secretary shall provide all members a written notice giving the time, place and purpose of the meeting. No matter not specified in the notice shall be considered at such meeting, unless all members are present. If a vote is anticipated at the special meeting, the notice shall include a draft motion.
- 4. The Board shall not hold adjourned meetings.
- 5. All meetings of the Board and its committees shall be open to the public unless closed in compliance with the Virginia Freedom of Information Act.

Commented [MC4]: See Va. Code § 15.2-1419.

**ARTICLE 7 – VOTING**

- 1. A majority of the current membership shall constitute a quorum.
- 2. No action of the Board shall be valid unless authorized by a majority vote of those present and voting.

**ARTICLE 8 – ORDER OF BUSINESS**

- 1. The order of business for a regular meeting shall be:
  - a. Call to order by Chair.
  - b. Citizens Time
  - c. Approval of Minutes
  - d. Certificates of Appropriateness
  - e. New Business Referred by Council or Added by Board Members
  - f. Old Business
  - g. Planning Commission Update
  - h. Town Council Update
- i. Adjournment.
- 2. The Secretary shall keep a set of minutes of each meeting, and these minutes shall be a public record.

Commented [MC5]: See Article 11

**ARTICLE 9 – CONSIDERATION OF APPLICATIONS FOR CERTIFICATES OF APPROPRIATENESS**

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Commented [MC6]: Adapted from Manassas City AR vs

- 1. The Secretary shall prepare a draft resolution for the Board containing the Town staff recommendation. If the staff recommends the granting of a Certificate of Appropriateness, the draft resolution will contain any modifications or conditions the staff recommends.
- 2. Any party or property owner may appear in person or by an attorney or other agent to present their application. The order of business for consideration of applications for Certificates of Appropriateness shall be as follows unless modified with the consent of the Board:
  - a) The Chair, or such person as the Board shall direct, shall give a preliminary statement concerning the application and the process for the hearing;
  - b) The staff shall present a brief review of the Staff Report, providing the Board the submitted samples of materials, drawings, and photographs. Staff may provide recommendations to the Board. Any statements or arguments submitted by an official, Commission, or department of the Town of Haymarket, any state agency, or any local historical preservation or neighborhood association may be presented at this time.

- c) The applicant shall present the evidence and arguments in support of the application.
  - d) In cases when the Board deems it necessary, it may receive public comment concerning the application. Persons opposed to granting the application may present evidence and arguments against the application.
3. The Board may call witnesses and obtain factual evidence to assist in their deliberations. No member of the Board may be called as a witness in regard to any matter for Board action without that member's consent. A Board member who testifies as a witness shall be disqualified from voting on the matter on which he or she testified.
4. The Board shall permit the applicant to respond to evidence and arguments against the application. Board members shall offer the applicant an opportunity to answer any questions they may have, and to comment on any observations that Board members may have independently made of the property, before proceeding to deliberate whether to grant or deny the application and whether to accept the conditions recommended by staff and whether to require additional conditions. If the Board votes to approve the application with modifications not in the staff recommendation, those modifications shall first be reduced to writing and provided to the applicant and all members of the Board.
5. The Secretary shall summarize the evidence heard by the ARB, memorialize its decision, and provide a copy of such summary and decision to the applicant.

#### **ARTICLE 10 – ARCHITECTURAL GUIDELINES**

- 1. The Board may adopt and from time to time amend architectural guidelines to assist in creating a consistent esthetic for Town development, redevelopment, maintenance, and restoration.
- 2. The Board shall hold at least one public hearing before adopting or amending its architectural guidelines. The public hearing shall be advertised at least twice by such means as the Board may desire, with the first advertisement at least one week before the second advertisement and the second advertisement no less than five days before the public hearing.
- 3. Before the Board adopts or amends the architectural guidelines, the Board or Town staff shall prepare a written draft showing the language to be adopted or amended. The Board may, however, amend any such draft after the public hearing, so long as such amendment to the draft is reduced to writing contemporaneously with the Board's vote.

**ARTICLE 11 – EXECUTION OF DOCUMENTS**

All official certificates of appropriateness, correspondence, minutes, papers and plans involving the authority of the Board shall bear the signature of the Chair and Secretary.

Commented [E7]: Ask Martin about this section.

**ARTICLE 12 – AMENDMENTS**

Any member of the Board may propose amendments to these Bylaws by giving written notice of the proposed amendment to the Secretary at least 30 days in advance of the meeting at which they are to be voted upon. If a majority of the Board votes to approve the proposed amendment, the amended bylaws shall be forwarded to the Town Council and shall take effect upon the approval of the Town Council.

**ADDENDUM**

The following appendices Board wanted to compile information from the Town Code and the Comprehensive Plan regarding the roles and responsibilities of Architectural Review Board, land use policies and resources to be consulted by the Board, and matters to be considered by the Board. The information below also articulates the membership requirements of the Board, the Town’s Historic Building Inventory list, and the Old and Historic Haymarket District Overlay requirements.

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**APPENDIX I – Town Code Section 58-14.6 Architectural review board; creation, MEMBERSHIP Membership.**

Commented [MC8]: The membership is governed by c and the ARB has no power to change or add to the member criteria.

Commented [SM9R8]: Revised per this guidance

1. The Board shall consist of up to seven members, but not fewer than five, appointed by the Town Council, where qualified and acceptable candidates are available.
  - a. All members shall be residents of the Town of Haymarket, ~~except as noted below~~
  - b. One member should be a person with knowledge of local real estate conditions
  - c. One member should be appointed primarily on the basis of a knowledge and demonstrate interest in the historical heritage of the Town
  - d. One member shall be a Liaison to the Town Council
  - e. One member shall be a Liaison to the Planning Commission



~~f. One member may be a Business Owner or Commercial Property Owner in the Town~~

~~g.f. One member of the Board may be a licensed professional engineer, architect or land surveyor, and serve in an advisory non-voting capacity to the Board, regardless of Town Residency.~~

**Commented [E10]:** Review Town Code, Sec. 58-14.6. Architectural review board; creation, membership. "One member of the board shall be a licensed professional architect or land surveyor."

- 2. The Terms of Office for the members of the Board shall be as following,
  - a. Term of Office of the members shall be for three years, except as noted below
  - b. The Liaison member’s terms shall coincide with their Town Council or Planning Commission Term
  - c. Any vacancy in membership shall be filled by appointment of the Town Council and shall be for the unexpired portion of the term only
  - d. Any member of the Board shall be eligible for reappointment
  - e. Any member of the Board may be removed from office by the Town Council for at will and without notice, malfeasance in office; or upon request of the Board
  - ~~f. The term of a Board member shall expire upon the swearing in of the new Board or re-appointment of Board member~~

**APPENDIX II – Comprehensive Plan - 1.5.3 Historic Buildings Inventory**

Based on a survey conducted by the Virginia Department of Historic Resources (VDHR) in 1996 as well as Section 58-554 (a) of the Town Code which states; “all buildings within the Old and Historic Town of Haymarket which are 50 years old or older are designated historic buildings” the following structures are designated historic and worthy of protection in the Town of Haymarket.

**Table 16: Historic Building Inventory**

Address	Date of Construction	Historical Name
14600 Washington Street	ca. 1935	Old Pace West School
14710 Washington Street	ca. 1924	Sears House
14740 Washington Street	ca. 1926	Sears House
14801 Washington Street	ca. 1900’s	Jordan House
14800 Washington Street	ca. 1900	Baptist Church

14841 Washington Street	ca. 1900	Watts House
14881 Washington Street	ca. 1900	House
14891 Washington Street	ca. 1900	LeRoy House/Madison Shop
14900 Washington Street	ca. 1895	Melton House/store
14941 Washington Street	ca. 1948	Old Fire Station (1 <sup>st</sup> one in western PWC)
14950 Washington Street	ca. 1870's Built on site of the Red House Tavern	Roland House/Red House Tavern (first building built before Haymarket became a town)
14951 Washington Street	ca. 1910	Old Bank Building
15020 Washington Street	ca. 1920's	Old Post Office
15025 Washington Street	ca. 1883	School House/Town Hall
15030 Washington Street	ca. 1920	Rust/Pickett House
15101 Washington Street	ca. 1888/90	Dr. Payne House/Winterham
6590 Jefferson Street	ca. 1910	Garrett House
6630 Jefferson Street	ca. 1900	Hulfish House
6707 Jefferson Street	ca. 1920's	Large example bungalow
6706 Jefferson Street	ca. 1901	Gossom House
6712 Jefferson Street	ca. 1935	Baker/Bean House
6713 Jefferson Street	ca. 1910	Masonic Lodge
6720 Jefferson Street	ca. 1930	Gossom House
6741 Jefferson Street	ca. 1890	Brownie Smith House
6751 Jefferson Street	ca. 1870	Alrich House
6771 Jefferson Street	ca. 1870	Wise/Creech House
6810 Jefferson Street	ca. 1900	Leonard House
6811 Jefferson Street	ca. 1890	James Beale House
6745 Fayette Street	ca. 1800	McCormick House
6735 Fayette Street	ca. 1911	St. Paul's Parish Hall
6740 Fayette Street	ca. 1890-1910	Meade House
6750 Fayette Street	ca. 1800	St. Paul's Church
6750 Fayette Street	ca. 1900	St. Paul's Rectory
6790 Fayette Street	ca. 1930	Sarah Turner House
6796 Fayette Street	ca. 1800	Pearson's House

**APPENDIX III – Zoning Ordinance References**

ARTICLE XIV. - OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY

Sec. 58-14.1 - Definitions.

Commented [MC11]: The membership is governed by ordinance and the ARB has no power to change or add to the membership criteria.

Attachment: ARB Working DRAFT By Laws 06-17-20 (4589 : ARB By-Laws)

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning: Board means the Architectural Review Board. Sec. 58-14.2 - Purpose.

a) This article is enacted pursuant to Code of Virginia, § 15.2-2306, as amended, for the purpose of imposing special requirements in addition to the requirements pertaining to the underlying zoning in

the Town, in order to protect and perpetuate those areas or structures which are of historic, architectural or cultural interest.

(b) Regulations imposed in this district are intended to protect against destruction of, or encroachment upon, such historic resources, to encourage uses which will continue to preserve them and to prevent the creation of adverse environmental influences.

Sec. 58-14.3 - Creation; boundaries.

(a) In order to preserve the unique cultural heritage of the Town, there is hereby established an overlay district to be known as the "Old and Historic Town of Haymarket," which shall include all that area which lies within the corporate limits of the Town.

(b) Prior to any expansion of the historic district the Town shall identify and inventory all structures being considered for inclusion in such a district and shall establish written criteria to be used in making such determination. The Town shall identify all landmarks and designate by ordinance any building, structure, district, object, or site as part of a local historic district, subsequent to soliciting public input in a manner consistent with Code of Virginia, § 15.2-2204. The owners of such property proposed for designation shall be given written notice of the public hearing on the ordinance.

Sec. 58-14.4 - Certificate of appropriateness required to erect, reconstruct, alter, restore or raze a building.

(a) In order to promote the general welfare, through the preservation and protection of historic places and areas of historic interest, all buildings within the Old and Historic Town of Haymarket which are 50 years old or older are designated historic buildings. No historic building may be demolished, in whole or in part, nor may any architectural features of such buildings which are subject to public view from a public street be altered without prior application to the Architectural Review Board, unless the building official consistent with the Uniform Statewide Building Code, determines that it constitutes such a hazard that it shall be razed, demolished or moved.

(b) No building, structure or sign shall be erected, reconstructed, altered or restored within the Old and Historic Town of Haymarket, unless and until an application for a certificate of appropriateness shall have

been approved by the board or, on appeal, by the Town Council after consultation with the board. Review of such application by the board will include analysis of external architectural features which are subject to public view from a public street, way or place, in light of their architectural compatibility with the historic buildings in the district.

(c) The term "altered," as used in this article, means any readily apparent change, including painting. The zoning administrator shall determine whether a change is readily apparent, subject to appeal to the board of zoning appeals.

Sec. 58-14.5 - Application for certificate of appropriateness. Application for a certificate of appropriateness shall be made to the Architectural Review Board. Any decision of the Architectural Review Board shall be appealable by any member of the Town Council or any aggrieved party to the Town Council.

Sec. 58-14.6 - Architectural review board; creation, membership.

(a) For the purpose of making effective the provisions of this article, an Architectural Review Board is established. The board shall consist of up to seven members, but not fewer than five, appointed by the Town Council, and shall be legal residents of the Town. Where qualified and acceptable candidates are available, one member of the board shall be a licensed professional engineer, architect or land surveyor; one board member will be appointed from the Town Council and one from the Planning Commission; one member should be a person with knowledge of local real estate conditions, and one member should be appointed primarily on the basis of a knowledge and demonstrated interest in the historical heritage of the Town.

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

Sec. 58-14.7 - Chairman, vice-chairman and secretary of the board. The Board of Architectural Review shall elect its chairman and vice-chairman from its membership, and the Town Clerk shall be its secretary.

Sec. 58-14.8 - Procedure for meetings. (a) The Board of Architectural Review shall adopt and maintain bylaws governing the procedure for meetings and following the membership requirements and other procedures set forth by this article. (b) In matters regarding the procedure for meetings not covered by this section (e.g., schedules for regular periodic meetings), the board may establish its own rules, provided they are not contrary to the spirit of this article.

Sec. 58-14.9 - Matters to be considered by board in acting on appropriateness of erection, reconstruction, alteration, restoration or demolition of building or structure. The board shall not consider interior

arrangement, relative size of the building or structure, detailed design or features not subject to any public view, and shall not make any requirements regarding such matters. The board shall consider the following in passing upon the appropriateness of architectural features:

- (1) Exterior architectural features, including all signs, which are subject to public view from a public street, way or place.
- (2) General design arrangement.
- (3) Texture, material and color.
- (4) The relation of the factors, subsections (1), (2), and (3) of this section, to similar features of the buildings and structures in the immediate surroundings.
- (5) The extent to which the building or structure would be harmonious with or obviously incongruous with the old and historic aspect of the surroundings.
- (6) In the case of a building to be razed, a primary consideration will be the extent to which its continued existence would tend to protect irreplaceable historic places and preserve the general historic atmosphere of the Town.
- (7) The extent to which the building or structure will promote the general welfare of the Town, and all citizens, by the preservation and protection of historic places and areas.
- (8) The extent to which the building or structure will promote the general welfare by:
  - a. Maintaining and increasing real estate value; b. Generating business; c. Creating new positions;
  - d. Attracting tourists, students, writers, historians, artists and artisans, and new residents; e. Encouraging study of and interest in American history; f. Stimulating interest in and study of architecture and design; g. Educating citizens in American culture and heritage; and h. Making the Town a more attractive and desirable place in which to live.

Sec. 58-14.10 - Issuance of certificate of appropriateness. Decisions of the board will be incorporated in approved certificates of appropriateness or written reasons for disapproval. Immediately upon approval by the board of any application to erect, reconstruct, alter, restore or raze a building, a certificate of appropriateness, signed by the chairman of the board and bearing the date of issuance, shall be made available to the applicant. The zoning administrator shall refuse to honor any request for a building permit without such certificate of appropriateness, but a certificate of appropriateness will in no way affect the requirement to comply with the other provisions necessary to obtain a building permit.

Sec. 58-14.11 - Right of appeal.

- (a) Whenever the board shall approve or disapprove an application for a certificate of appropriateness or fail to take action within 45 days of its filing, any aggrieved party shall have the right to appeal and be heard

before the Town Council provided such person files with the Town Clerk on or before seven days after the decision of the board a written notice of appeal. Upon receipt of such notice, the Town Clerk shall place such appeal on the agenda for the next regular meeting of the Town Council.

(b) Any party may appeal the decision of the Town Council to the circuit court pursuant to this section.

(1) A party is any applicant or any person who owns property adjacent to the property which the application concerns. For the purposes of this section, the term "adjacent" includes any property separated from the applicant's property only by a road and which would be adjacent if the road were not present.

(2) Appeal shall be by petition at law setting forth the alleged illegality of the action of the Town Council.

(3) The appellant must file the appeal with the circuit court of the county within 30 days of the Town Council's decision.

(c) In addition to the right of appeal, the owner of an historic landmark, building or structure shall have a right to raze or demolish such landmark, building or structure provided he has complied with the provisions of the second paragraph of Code of Virginia, § 15.2-2306(A)(3), as amended.

Sec. 58-14.12 - Deterioration by neglect.

(a) No owner of an officially designated historic building within the historic district shall allow it to deteriorate to the point where it is not economically feasible to repair or restore it. Specifically, no owner may permit: (1) Deterioration of the exterior of a historic building to the extent that it creates or permits a hazardous or unsafe condition; (2) Deterioration of exterior walls or other vertical supports, horizontal members, roofs, chimneys, exterior wall elements such as siding, wooden walls, brick, plaster or mortar, of a historic building to the extent that it adversely affects the character of the historic district or could reasonably lead to irreversible damage to the structure. In determining whether deterioration adversely affects the character of the historic district, the zoning administrator shall be guided by the comprehensive plan and, if adopted, the strategic plan and capital improvements budget.

(b) If the Town Building Inspector determines that a historic structure is violating the Property Maintenance Code, he shall so notify the owner, the zoning administrator, and the chairman of the Architectural Review Board of this conclusion, stating the reason for such determination, and shall give the owner 30 days from the date of the notice in which to commence work rectifying the specifics, or to initiate a request to demolish, move or relocate such structure. If appropriate action is not timely taken, the Town Building Inspector shall initiate appropriate legal action.



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

**Christopher S. Coon**  
**Town Manager**

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Chris Coon, Town Manager  
DATE: July 20, 2020  
SUBJECT: Budget Discussion

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### Background:

Town Finance Liaison and Councilman Weir provided a draft list of Budget amendments to the Fiscal Year 2021. This item is to have open discussion regarding those draft amendments and any other amendments Town Council would like to discuss. Town Staff will be prepared to answer multiple questions in relation to the Fiscal Year 2021 Budget.

### Staff Recommendation:

Staff has no recommendation for this item.

Attachment: FY21 Budget Discussion memo (4590 : Budget Discussion)

<b>Category</b>	<b>Proposed</b>	<b>Change from Adopted</b>
<b>Revenues</b>		
3160-05 · Laney Detail	\$71,650.00	\$71,650.00
<b>Expenditures</b>		
111005 · Salaries & Wages – Regular (Town Council)	\$22,000.00	-\$10,000.00
1211003 · Salaries/Wages - Part Time (Town Admin)	\$10,000.00	-\$15,000.00
1211020 · Meals & Lodging (Town Admin)	\$3,000.00	-\$3,000.00
1211021 · Convention & Education (Town Admin)	\$6,000.00	-\$4,000.00
1211030 · Capital Outlay-Machinery/Equip (Town Admin)	\$5,000.00	\$5,000.00
<b>NET ADMIN</b>	<b>-\$27,000,</b>	<b>-4.9%</b>
3110003 · Salaries & Wages - OT Premium (PD)	\$20,000.00	-\$14,000.00
3110004 · Salaries & Wages - Holiday Pay (PD)	14,000.00	-\$3,000.00
3110005 · Salaries & Wages - Part Time (PD)	\$16,000.00	-\$4,000.00
3110008 · Salary & Wages - Laney Detail (PD)	\$71,650.00	\$71,650.00
3110028 · Legal Services (PD)	\$4,000.00	-\$1,000.00
3110032 · Computer, Internet & Website (PD)	13,000.00	-\$1,000.00
3110034 · Telecommunications (PD)	\$9,000.00	-\$1,000.00
3110042 · Vehicle Fuels (PD)	\$16,000.00	-\$3,000.00
3110045 · Uniforms & Police Supplies (PD)	\$20,000.00	-\$12,000.00
<b>NET PD</b>	<b>-\$39,000</b>	<b>-4.9%</b>
<b>HAYMARKET COMMUNITY PARK</b>		
7000001 · Grounds Maintenance/Repairs	\$40,000.00	\$20,000.00
<b>EVENTS</b>		
71110 · EVENTS - Other	\$10,000.00	\$10,000.00
<b>COMMUNITY DEVELOPMENT</b>		
8110003 · Consultants - Engineer	\$25,000.00	-\$25,000.00
8110004 · Consultants - Comp Plan	\$10,000.00	-\$30,000.00
94107 · BLIGHT MITIGATION - Other	\$50,000.00	\$30,000.00
<b>NET SAVINGS</b>	<b>\$61,000</b>	
<b>ANTICIPATED SURPLUS</b>	<b>\$145,000</b>	
<b>TOTAL UNALLOCATED</b>	<b>\$206,000</b>	

Attachment: FY21 Budget Amendment v1 (4590 : Budget Discussion)



Suggested New Line Item Additions

Streetscape Lockbox Fund	\$120,000
Reserve Contribution	\$60,000
FY21 Emergency Fund	\$26,000