



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING

~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, February 3, 2020

7:00 PM

Council Chambers

### **I. Call To Order**

### **II. Pledge of Allegiance - ADAMS BSA Troop 2019**

### **III. Invocation - Rizwan Jaka (ADAMS) All Dulles Area Muslim Society**

### **IV. Public Hearing - Van Metre Amended SUP**

1. Citizen's Comments
2. Close Public Hearing

### **V. Citizens Time**

### **VI. Minutes Approval**

1. Mayor and Council - Work Session - Jan 6, 2020 6:00 PM
2. Mayor and Council - Regular Meeting - Jan 6, 2020 7:00 PM

### **VII. Agenda Items**

1. Consideration of Amended SUP- Van Metre
2. Appointment of Chris Morris - Finance Committee
3. Resolution 2020-003 - Town Consortium

### **VIII. Department Reports**

1. Town Administration Staff Reports
2. Chief of Police Staff Reports
3. Town Treasurer Report
4. Town Planner Report

### **IX. Updates**

1. Architectural Review Board Update
2. Planning Commission Update

### **X. Councilmember Time**

1. Steve Shannon
2. Connor Leake
3. Madhu Panthi
4. Susan Edwards
5. Chris Morris
6. Robert Day
7. David Leake

### **XI. Closed Session**

### **XII. Adjournment**



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, January 6, 2020

6:00 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 6:00 PM.

Mayor David Leake called the meeting to order.

### I. Call To Order

Councilman Chris Morris: Present (6:20 PM), Vice Mayor Susan Edwards: Present, Councilman Robert Day: Absent, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

### II. Agenda Items

#### 1. 2020 Priorities

Business Manager Chris Coon asked for the Town Council to give the staff priorities and goals that they would like to see accomplished this year. Mayor Leake mentioned the sidewalk project. The Town Council agreed that the sidewalks need to be a priority. There was also a discussion on the crosswalks on Washington Street once the street is paved. The Town Council asked the staff to make the appropriate contacts with VDOT and for the finance committee to consider the project when working on the budget.

### III. Updates

#### 1. Pardo House

Town Planner Emily Lockhart shared that she spoke with the owner of the property in regards to the color of the roof on the house and that she needed to follow the proper channels by obtaining a Certificate of Appropriateness with the Architectural Review Board. Ms. Lockhart shared that, during the holidays, the owner visited the property and stated that it was not the color she wanted and would be painting it back to its original color. Ms. Lockhart stated that she was working with the owner in providing some photos that would show the original color of the roof. Ms. Lockhart also shared that the property owner will have the property cleaned up in a timely manner.

#### 2. ARB By-Laws

Town Planner Emily Lockhart shared the Architectural Review Board have been working on the By-Laws. She shared that the final draft will come before the ARB at their January meeting with recommendation for approval to the Town Council.

### IV. Presentation from Van Metre

Town Planner Emily Lockhart shared that Van Metre met with staff and the Mayor since the last Town Council meeting. She stated that Van Metre has since changed the design layout of the proposed Special Use Permit request. Ms. Lockhart invited the representative from Van Metre to the podium for an informational presentation. Ms. Lockhart stated the new proposal will be presented to the Planning Commission at their next meeting. The new proposal showed adjusting the daycare/school facility differently on the lot. With that, the proposal also showed re-locating a section of town homes, street lights along Hunting Path adjacent to the development and a walkway from the development onto Hunting Path. With these re-adjustments, a small section at the front of the property would be available for a mixed use with apartments above a retail/commercial space. There were several questions of traffic flow into the development and internal sidewalks within the development

With no further questions about the re-design proposal, the owner of The Karter Montessori School gave the Town Council a brief history of the school and their plans for that parcel. The owner stated that because their program is so unique, she feels there would not be direct competition with the other pre-school facilities in the Town of Haymarket. She stated that they would have approximately 250 students

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registered at the school and would also offer daycare options and transportation for those attending public schools.

After the presentation, Ms. Lockhart shared with the Town Council that the next step in the process would be that Van Metre would take this design back to the Planning Commission for a public hearing since there was a significant change in the original design. Ms. Lockhart stated that the public hearing could be a joint hearing with the Town Council at either the January Planning Commission meeting or the February Town Council meeting. After a short discussion, the Town Council decided to have 2 separate public hearings to give the citizens more opportunities to attend.

### V. Adjournment

With no further items needing to be discussed, Vice Mayor Edwards motioned to adjourn with a second by Councilman Shannon.

#### 1. Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Vice Mayor
<b>SECONDER:</b>	Steve Shannon, Councilman
<b>AYES:</b>	Morris, Edwards, Leake, Panthi, Shannon
<b>ABSENT:</b>	Robert Day

Submitted:

Approved:

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

\_\_\_\_\_  
David Leake, Mayor

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# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, January 6, 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 David Leake called the meeting to order.

### I. Call To Order

*Due to the inability to make changes on the system once the agenda is posted, the minutes reflect the order of the Agenda not the order of the recorded meeting.*

Councilman Chris Morris: Present, Vice Mayor Susan Edwards: Present, Councilman Robert Day: Absent, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

### II. Pledge of Allegiance - Girl Scout Troop 1188

Mayor Leake introduced the Girl Scout Troop and asked everyone to stand for the Pledge of Allegiance.

### III. Invocation - Pastor Mark Brady, Park Valley Church

Mayor Leake invited Mark Brady from Park Valley Church to the podium to give the invocation for the evening's meeting. After the invocation, Mayor Leake asked Mr. Brady if he would like to share any events or updates on the church. Pastor Brady gave a brief update on the church. He stated that he is thankful that the church is able to partner with the Town of Haymarket on events and is looking forward with continuing a partnership throughout 2020.

### IV. Presentations

At this time, Councilman Chris Morris presented Haymarket Food Pantry, Haymarket Country Garden Club, and Park Valley Church with certificates of recognition and thanked them for their service to the Town of Haymarket for 2019.

### V. Continuation of Public Hearing - Van Metre Special Use Permit Request

Mayor Leake stated that at the last Town Council meeting, the public hearing was continued for Town Council to receive additional comments from the citizens. He stated that since the meeting, Van Metre changed the design proposal for the parcel. Mayor Leake closed the public hearing. Mayor Leake continued to state that a new application will be presented and new public hearings will be held with both the Planning Commission and Town Council in the future.

### VI. Citizens Time

Dottie Leonard, 14801 Washington Street, shared with the Council information on grants for sidewalk projects. She also addressed the Council on the subject of the Architectural Review Board. Ms. Leonard expressed her feelings of some decisions that the ARB recently made.

### VII. Christmas and Holiday Event Re-Cap

Town Planner Emily Lockhart gave a brief summary from the Holiday and Christmas Event that took place in the Town of Haymarket in December. She stated that it was well attended and thanked everyone who volunteered, participated, and came to the event.

### VIII. Department Reports

#### 1. Town Administration Staff Reports

Business Chris Coon congratulated Ms. Lockhart on a successful Christmas event. Mr. Coon asked for any questions from his report. There were no questions or comments for Mr. Coon.

#### 2. Chief of Police Staff Report

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Police Chief Lands asked for any questions on the statistic report. With no questions or comments, Chief Lands shared that the department held their annual end of year awards banquet. Mr. Lands recognized Officers Randy Anderson and Bill Nugent as the Officers of the Year. Chief Lands also recognized Lonnie Milstead, the recipient of the Chief's award. The Chief read an email from Prince William County Police Department recognizing Sgt. Shaver for his quick action in helping the County with a missing child situation on Christmas. Chief Lands read that, although Sgt. Shaver was not directly involved in the case, he acted quickly to get the help the County needed.

Chief Lands introduced the new officer, Calvin Clatterbuck, to the Town Council. Mr. Clatterbuck gave the Town Council a brief autobiography and stated that he was excited to be working for the Town of Haymarket.

Police Chief Lands thanked Mayor Leake and Councilman Shannon for their quick action in getting the intersection of Somerset and Old Carolina a 4 way stop after the head-on collision occurred shortly after Somerset was opened at Old Carolina. A short discussion followed on the intersection.

Lastly, Police Chief Lands showed his annual end of the year video.

**3. Treasurer's Report**

Town Treasurer Roberto Gonzalez shared that the budget is half way through the year. He gave a brief description on some pass through items that recently came in.

**4. Town Planner Report**

Town Planner Emily Lockhart shared the Haymarket Hotel Venture has pulled the necessary zoning documents in order to go the County for the demolition permit of the house on Jefferson Street. Ms. Lockhart also shared that Morais Wine Tasting Room has started working on the interior of the building. She also gave a brief update on Crossroads Village project. She stated that, for those who were not in attendance for the evening's work session, the Van Metre project will be going back to the Planning Commission for a public hearing since their design has changed.

Ms. Lockhart gave a brief update on McDonald's and the Food Lion building.

**IX. Minutes Approval**

**1. Mayor and Council - Work Session - Dec 2, 2019 6:00 PM**

Councilman Leake moved to approve the December 2, 2019 Work Session minutes. The motion was seconded by Councilman Shannon.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Connor Leake, Councilman
<b>SECONDER:</b>	Steve Shannon, Councilman
<b>AYES:</b>	Morris, Edwards, Leake, Panthi, Shannon
<b>ABSENT:</b>	Robert Day

**2. Mayor and Council - Regular Meeting - Dec 2, 2019 7:00 PM**

Councilman Leake moved to approved the minutes from the December 2, 2019 Regular Meeting. Councilman Shannon seconded the motion.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Connor Leake, Councilman
<b>SECONDER:</b>	Steve Shannon, Councilman
<b>AYES:</b>	Morris, Edwards, Leake, Panthi, Shannon
<b>ABSENT:</b>	Robert Day

**X. Agenda Items**

**1. Budget Amendment Resolution 2020-001**

Councilman Leake moved that the Haymarket Town Council approve an amendment to the Fiscal Year 2019-20 as designated on Resolution #2020-001, to amend the Police Department - Mobile Data Service Expenditure line items, and Police Department - Annual Dues& Subscriptions, Office Supplies, Vehicle Maintenance and Uniforms & Supplies Expenditure lines items. Councilman Morris seconded the motion. The motion passed on a roll call vote.

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**RESULT:** ADOPTED [4 TO 1]  
**MOVER:** Connor Leake, Councilman  
**SECONDER:** Chris Morris, Councilman  
**AYES:** Chris Morris, Connor Leake, Madhusudan Panthi, Steve Shannon  
**NAYS:** Susan Edwards  
**ABSENT:** Robert Day

**2. Budget Appropriations Resolution 2020-002**

Mayor Leake asked for any discussion prior to a motion. Business Manager Chris Coon gave a brief explanation on the budgeted expenditure line item for salaries and wages.

Councilman Shannon moved that the Haymarket Town Council approve an amendment to the Fiscal Year 2019-20 as designated on resolution #2020-002, for Police Department - VDOT Detail Revenue, Surplus Sales Revenue, Equipment Donations Revenue, and Police Department - Salaries Wages - VDOT Expenditure and Police Department - Uniforms & Supplies Expenditure. Councilman Morris seconded the motion. Councilman Leake gave a brief description on the resolution and asked for any questions. The motion carried by a roll call vote.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Steve Shannon, Councilman  
**SECONDER:** Chris Morris, Councilman  
**AYES:** Morris, Edwards, Leake, Panthi, Shannon  
**ABSENT:** Robert Day

**3. VDOT Pedestrian Project Contract**

Mayor Leake shared that this item was brought up at the last meeting. Mr. Leake stated that the Finance Committee reviewed the contract since the last meeting.

Councilman Morris moved to award Contract for VDOT Jefferson Street (RTE 625) Pedestrian Improvements to M&F Concrete, Inc. in the amount of \$408,388.68. Councilman Shannon seconded the motion. The motion carried with a roll call vote.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Chris Morris, Councilman  
**SECONDER:** Steve Shannon, Councilman  
**AYES:** Morris, Edwards, Leake, Panthi, Shannon  
**ABSENT:** Robert Day

**XI. Closed Session**

**1. Closed Session Motion**

Councilman Leake moved to enter closed session pursuant to Virginia Code § 2.2-3711 (A)(8) regarding specific legal matters requiring advice of legal counsel namely the Haymarket Hotel Venture. Councilman Shannon seconded the motion.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Connor Leake, Councilman  
**SECONDER:** Steve Shannon, Councilman  
**AYES:** Morris, Edwards, Leake, Panthi, Shannon  
**ABSENT:** Robert Day

**2. Certification**

The Council came back into Open Session at 9:17 PM. Councilman Shannon moved that the Council certify that only matters in the closed session were discussed except the matter or matters, (1) Specifically identified in the motion to convene in closed session and (2) Lawfully to be permitted to discuss under the provisions of the Virginia Freedom of Information Act cited in that motion.

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<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Connor Leake, Councilman
<b>AYES:</b>	Morris, Edwards, Leake, Panthi, Shannon
<b>ABSENT:</b>	Robert Day

**3. Motion**

Councilman Shannon moved the Council direct the Attorney to draft the contract as discussed in Closed Session for review by the Council. Councilman Leake seconded the motion. The motion carried.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Connor Leake, Councilman
<b>AYES:</b>	Morris, Edwards, Leake, Panthi, Shannon
<b>ABSENT:</b>	Robert Day

**XII. Updates****1. Architectural Review Board Update**

Town Planner Emily Lockhart gave the Architectural Review Board updates. She shared that the Board have started working on the By-Laws. A short discussion followed on the subject of unfinished paving projects that need to be completed in the Town.

**2. Planning Commission Update**

Councilman Shannon gave the Planning Commission meeting updates. He shared that the Planning Commission is working on the Comprehensive Plan and that the final site plans from Haymarket Hotel Venture, LLC was conditionally approved.

**XIII. Councilmember Time****1. Steve Shannon**

Councilman Shannon congratulated the officers that was recognized in the Chief's report. Councilman Shannon also recognized the office staff for a job well done in 2019.

**2. Connor Leake**

Councilman Leake did not have any comments at this time.

**3. Madhu Panthi**

Councilman Panthi did not have any comments at this time.

**4. Susan Edwards**

Vice Mayor Edwards followed up with the request about increasing the posts on social media. A short discussion followed. Business Manager Coon stated that the office would work on the increase posting request.

**5. Chris Morris**

Councilman Morris suggested that the Council need to provide direction and guidance on what should be posted on the social media sites. Councilman Morris also asked the Town look at additional lighting on Hunting Path Road.

**6. Robert Day****7. David Leake**

Mayor Leake shared that the 2020 calendar is close to the production stage. Mr. Leake thanked the staff for the hard work in putting the calendar together. Mayor Leake also thanked the Chief and Police Department for their hard work in community policing.

**XIV. Adjournment**

With no further business before the Town Council, Vice Mayor Edwards moved to adjourn with a second by Councilman Shannon.

1. Motion to Adjourn

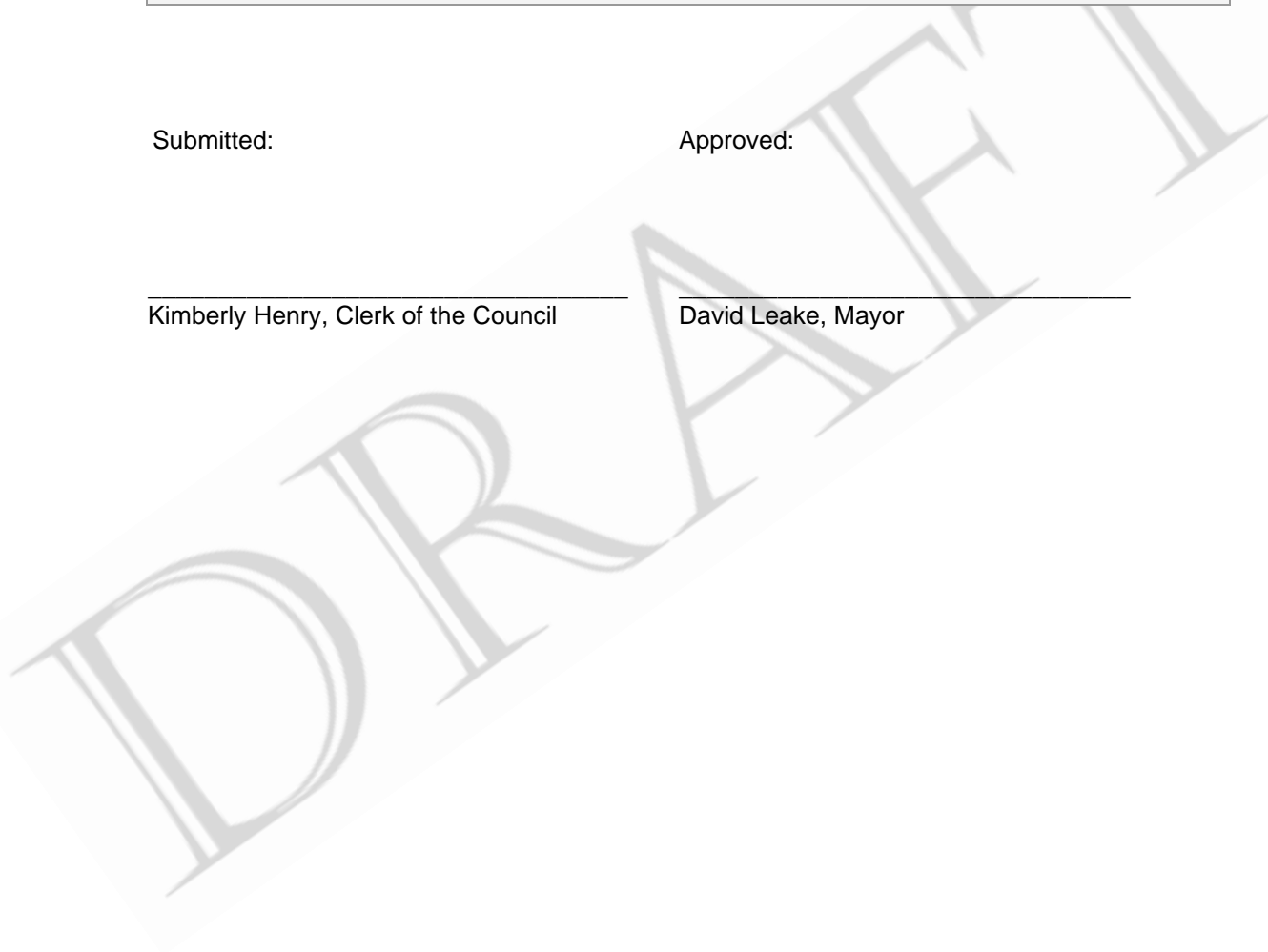
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Vice Mayor
<b>SECONDER:</b>	Steve Shannon, Councilman
<b>AYES:</b>	Morris, Edwards, Leake, Panthi, Shannon
<b>ABSENT:</b>	Robert Day

Submitted:

Approved:

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

\_\_\_\_\_  
David Leake, Mayor



Minutes Acceptance: Minutes of Jan 6, 2020 7:00 PM (Minutes Approval)





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

**Emily K. Lockhart**  
TOWN PLANNER  
ZONING ADMINISTRATOR

## MEMORANDUM

TO: Mayor and Council  
FROM: Emily K. Lockhart, Town Planner  
DATE: January 31, 2020  
SUBJECT: Special Use Permit Request – Van Metre, 38 Residential Townhomes

### UPDATED:

Applicant, Van Metre Communities, LLC, has amended their Special Use Permit Request to alter the layout of the 38 townhouses. The updated layout has been proposed to accommodate the addition of a commercial two-story building along Washington Street; the previously proposed by-right use will remain on site as well. The applicant presented the new changes at the January 21<sup>st</sup> Planning Commission meeting to discuss the updates and the changes. Following a discussion with the Planning Commission regarding the new layout, traffic on site, and the new commercial structure the Commission made a recommendation of approval of the Special Use Permit to the Town Council.

### APPLICATION SUMMARY:

Applicant, Van Metre Communities, LLC, has requested a Special Use Permit for the Smith Property – 6701 Hunting Path Road, 14860 Washington Street, and 14850 Washington Street - to construct 38 residential townhomes in the B-1 zoning district. The proposed townhomes would occupy the north half of the property and abut the Longstreet Commons neighborhood (see attached Special Use Permit Plan). The south portion of the property abutting Washington Street, would be occupied by a B-1 commercial use.

### Land Summary:

- Site Address: 6701 Hunting Path Road, 14860 Washington Street, and 14850 Washington Street.
- Acreage: 4.8 acres (designated to SUP use, additional acreage designated to commercial use)
- Current Land Status: Undeveloped
- Zoning District: B-1, Town Center
- Historic Resources on Site: based on the Cultural Resources Study three artifacts were found dating back to the prehistoric time period, late 18<sup>th</sup>/19<sup>th</sup> century and 19<sup>th</sup>/20<sup>th</sup> century. Based on these artifacts and the opinion of the Thunderbird Archeology – *“the site lacks research*

*potential and is not eligible for listing in the National Register of Historic Places under Criterion D, no further work is recommended in association with the site.”(Thunderbird Archeology, page i).*

The Zoning Ordinance requires the following standards are 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.*

Staff Analysis of these standards can be found below;

**Special Use Permit Standards (Sec 58-1.7, (d)):**

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.*

***Commercial/Residential Blend East of Town’s Center***

*Traveling east from the central portion of town, Haymarket unfolds in a pleasant mix of older, residential homes and low intensity commercial uses such as a veterinary clinic and a Baptist Church. This blend of uses continues to the eastern town limit, where a neo-colonial residential development is across the street from public uses in two Sears houses fronted by a planned village green. The two Sears structures fit this area architecturally and historically and should be preserved, if at all possible. Almost all the land north and south of Washington Street is developed. **Much of the available land on the north side of Washington Street seems well suited to low intensity commercial uses, with adequate buffering to separate it from residential neighborhoods.** Whenever possible, existing residential buildings should be converted to commercial use, rather than have new buildings constructed, to continue the open, small town atmosphere and sense of place. As per the ARB guidelines, any new development must follow architectural styles represented by the surviving historic buildings in Haymarket. In general, developments within the last seven years have been styled as neocolonial. As other residential developments are planned, the ARB will encourage developers to move away from “cookie cutter” designs and explore styles that reflect a post-Civil War era. This would include Victorian styles. Modern or industrial designs do not fit into the overall feel of the town and would not be appropriate.*

The Town Comprehensive Plan adopted in 2008, designates the properties as Planned Transitional Commercial. Our current Zoning Ordinance allows for townhouses as a by-right

use in the transitional commercial district, thus creating a direct conflict with the intent of the Comp Plan for low-intensity commercial uses on this property with adequate buffering. Furthermore, the properties are currently zoned B-1, Town Center District, and the addition of townhouses in the B-1 would be in direct conflict with the Comprehensive Plan's intent.

While the Comprehensive Plan and Zoning Ordinance have conflicting definitions and designations of transitional commercial and the intent for the property, the proposed project would actively work to achieve blending of residential to commercial along Washington Street and secondary streets.

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

**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.*

While the Zoning Ordinance allows applicants and landowners to request a special use permit for townhouses and multi-family dwellings, the proposed 38 townhouses do not conform with the general intent of the B-1 Zoning District purpose as stated above. The townhouses would allow an opportunity to blend the residential and commercial zoning in an area that was planned as transitional commercial in the 2008 Comprehensive Plan. The proposed townhouse neighborhood would not provide commercial uses that would attract pedestrian users, rather it would create an additional pedestrian base.

As proposed on the GDP all other zoning district requirements have been met to include; height, setbacks, parking, landscaping and other requirements as set forth in the Ordinance. As noted on the GDP, upon further research and engineering these proposed improvements are subject to change, however will be in keeping with the requirements.

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

Currently, there are no known adverse effects on the use or values of the surrounding properties and structures. Further economic analysis and research will need to be completed to determine the effects on use and value.

Surrounding Properties abutting the Special Use Request include; Longstreet Commons, Haymarket Baptist Church, VCA Healthy Paws, and Dr. Kayes Dental Office.

The proposed townhouse neighborhood would provide a buffer for the Longstreet Commons neighborhood and any new commercial construction on the remainder of the Smith Property. This “buffer” could be viewed as a benefit to the existing homes that about the Smith Property.

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

The proposed townhouse project is not anticipated to adversely affect the health, safety, or general welfare of those residing and working in the neighborhood. The proposed townhouses are new construction and shall conform to current building code regulations and all site development will be analyzed and held to current standards.

5. *Pedestrian and vehicular traffic generated by the proposed use shall not be hazardous or conflict with the existing and anticipated traffic in the neighborhood.*

The proposed use will create additional vehicular trips per day throughout Town. The entry/exit for the property is positioned on Washington Street, prior to the Hunting Path Road turn lane. The proposed trip generation as stated in the Pennoni Traffic Impact Statement dated, June 21, 2019 for the multifamily housing at 38 dwelling units is projected to be 304 trips (Table 3: Trip Generation, page 6, Pennoni). The am peak hour trip generation is expected to be 23 trips while the pm peak hour is expected to be 26 trips (Pennoni, page 13). While the by-right uses are projected at 782 trips for general office use at 73,000 sq. ft facility and 2,606 trips for a 30,000 sq. ft shopping center and restaurant (Table 3: Trip Generation, page 6). For the complete traffic impact statement data please review the Pennoni Report attached.

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

As shown on the generalized development plan the applicant has accounted for adequate utilities, drainage, parking, loading and other necessary improvements on the site. Specifically, the applicant has proposed a stormwater retention dry pond at the east property line abutting the rear of several townhouses, the Haymarket Baptist Church property, the proposed daycare facility on site and the VCA Clinic. The applicant has provided adequate parking for the proposed residents by means of driveway parking, street parking and visitor parking on site.

STAFF RECOMMENDATION:

Staff recommends approval of the Special Use Permit request as it is amended. The amendment allocates additional layout space for a commercial structure while maintaining the original intent and integrity of the plan previously approved.

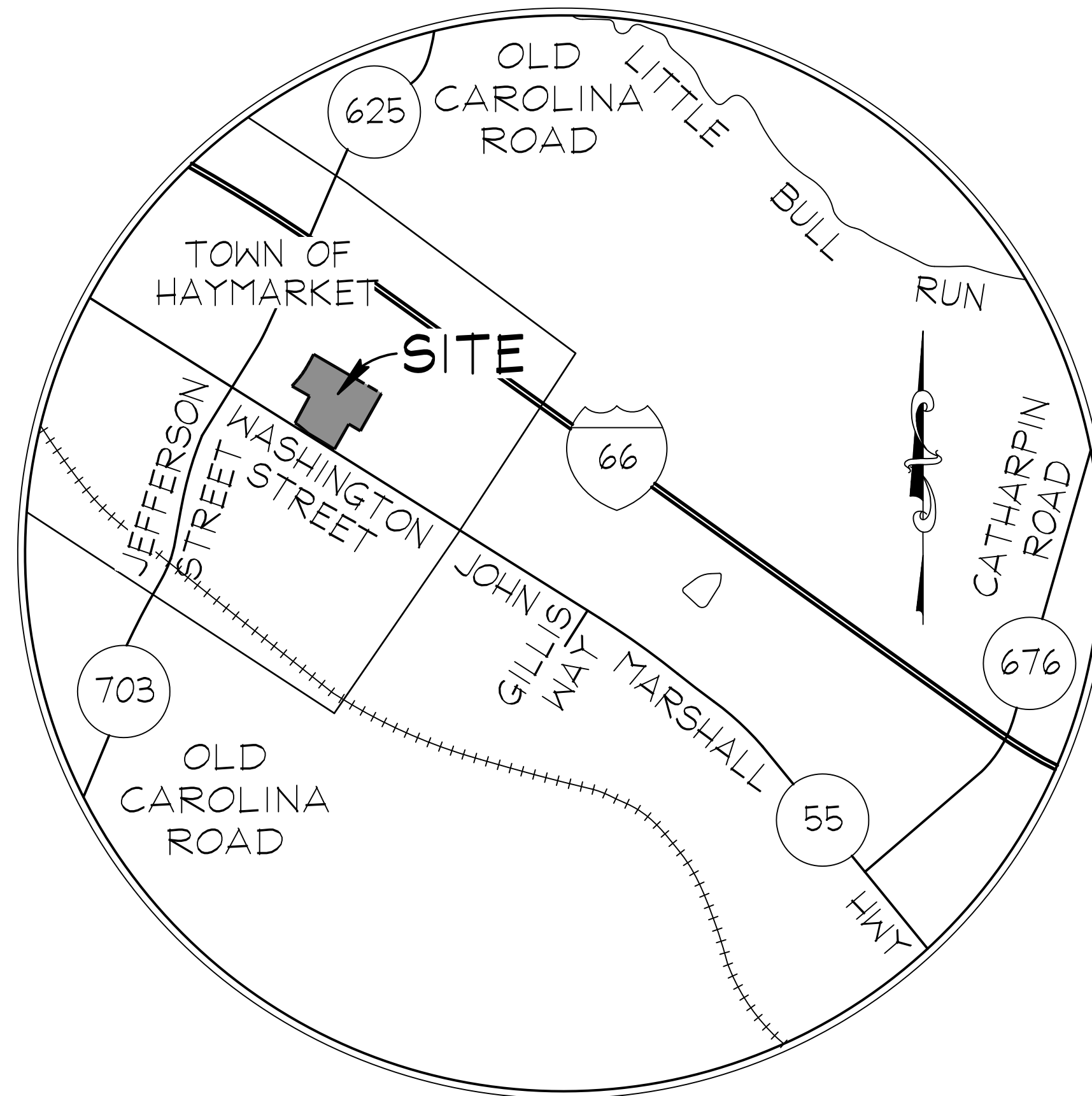
Draft Motion:

“I move the Town Council approve the Van Metre Special Use Permit request as presented in the amended application with the proposed Conditions of Approval as presented.”

Or an alternate motion.

# SPECIAL USE PERMIT PLAN FOR SMITH PROPERTY AT HAYMARKET

**TOWN OF HAYMARKET,  
VIRGINIA**



**VICINITY MAP**  
SCALE: 1"=1000'

**SHEET INDEX:**

SHEET NUMBER	TITLE
1.	COVER SHEET
2.	EXISTING CONDITIONS PLAN
3.	SPECIAL USE PERMIT PLAN
4.	PRELIMINARY LANDSCAPE PLAN

**OWNER:**  
BENJAMIN M SMITH JR TR  
C/O BM SMITH & ASSOCIATES INC  
2407 COLUMBIA PIKE, SUITE 200  
ARLINGTON, VA 22204

**APPLICANT**  
VAN METRE COMMUNITIES, LLC  
9900 MAIN STREET, SUITE 500  
FAIRFAX, VA 22031  
(703) 425-2610

**ENGINEER:**  
THE ENGINEERING GROUPE, INC.  
13580 GROUPE DRIVE, SUITE 200  
WOODBIDGE, VA 22192  
(703) 670-0985

**The Engineering Groupe Inc.**  
 Engineers | Surveyors | Planners  
 www.enggroupe.com  
 Central Office  
 13580 Groupe Drive, Suite 200  
 Woodbridge, VA 22192  
 (703) 670-0985  
 South Office  
 4936 Shantipoint Parkway  
 Fredericksburg, VA 22407  
 (703) 670-0985

NO.	DATE	COUNTY REVISIONS

**COVER SHEET**  
**SMITH PROPERTY**  
**AT HAYMARKET**  
 TOWN OF HAYMARKET, VIRGINIA  
 Attachment: Smith Property SUP 20200102 (002) (4323 : Consideration of Amended SUP - Van Metre)

ENGINEERING GROUPE	PROJECT STATUS	DATE:	APRIL 12, 2019
		SCALE:	1"=40'
1/2/20	REVISED PER COUNTY COMMENTS	DESIGNER:	DA
10/8/19	REVISED PER COUNTY COMMENTS	DRAFTSMAN:	DMB
6/11/19	REVISED PER COUNTY COMMENTS	FILE NO.	
DATE	ACTION	SHEET	1 OF 4

NOTES:

- 1) TITLE REPORT FURNISHED BY FIRST AMERICAN TITLE INSURANCE COMPANY, COMMITMENT NO. A1801168, EFFECTIVE DATE: JANUARY 4, 2019, REVISED FEBRUARY 7, 2019.
- 2) THE PROPERTIES DELINEATED ON THIS PLAN ARE LOCATED AT GPIN: 7298-90-7006, (A PORTION OF) GPIN: 7297-99-0978, AND (A PORTION OF) GPIN: 7397-99-8684 AND ARE ZONED: B-1, GENERAL BUSINESS.
- 3) THE EXISTING BOUNDARY AND EXISTING CONDITIONS ARE SHOWN HEREON IN ACCORDANCE WITH AN ALTA SURVEY PREPARED BY THE ENGINEERING GROUPE INC. IN JANUARY 2019.
- 4) THE SUBJECT PROPERTY LIES WITHIN ZONE X DEFINED AS AREAS DETERMINED TO BE OUTSIDE THE 500-YEAR FLOODPLAIN AS DELINEATED ON THE FLOOD INSURANCE RATE MAP NUMBERS 5153C0059D AND 5153C0067D, EFFECTIVE DATE: JANUARY 5, 1995.
- 5) PHYSICAL IMPROVEMENTS SHOWN IN ALONG THE PUBLIC RIGHT-OF-WAYS WERE LOCATED USING PHOTOGRAMMETRIC MAPPING.
- 6) TOPOGRAPHY IS SHOWN HEREON IN ACCORDANCE WITH PRINCE WILLIAM COUNTY GIS DATA.

CURVE TABLE:

CURVE	RADIUS	ARC	DELTA	TANGENT	CHORD BEARING	CHORD
C1	650.00'	34.99'	3'05'02"	17.50'	N41°49'53"E	34.98'
C2	700.00'	172.82'	14'08'43"	86.85'	N36°18'03"E	172.38'
C3	1,105.00'	58.83'	3'03'01"	29.42'	N27°42'10"E	58.82'

HUNTING PATH ROAD  
(FORMERLY MELTON DRIVE)  
(50' WIDE)

N/F  
KENNEDY HAYMARKET PROPERTIES LLC  
C/O SHEEHAN INSURANCE GROUP  
GPIN: 7298-90-5413  
INST 200603130041706  
ZONE: B-1 USE: VACANT

GPIN: 7298-90-7006  
BENJAMIN M SMITH JR  
TRUSTEES C/O B M SMITH  
AND ASSOCIATES, INC.  
INST 201408070057135  
EX. ZONE: B-1,  
GENERAL BUSINESS  
EX USE: VACANT  
±1.00 ACRES

GPIN: 7297-99-8684  
BENJAMIN M SMITH JR  
TRUSTEES C/O B M SMITH AND  
ASSOCIATES, INC.  
INST 201202270017605  
EX. ZONE: B-1,  
GENERAL BUSINESS  
EX USE: VACANT  
±3.94 ACRES

GPIN: 7397-09-0978  
BENJAMIN M SMITH JR  
TRUSTEES C/O B M SMITH  
AND ASSOCIATES, INC.  
INST 201409250069445  
EX. ZONE: B-1  
GENERAL BUSINESS  
EX USE: VACANT  
±2.16 ACRES

N/F  
TRUSTEES OF HAYMARKET  
BAPTIST CHURCH  
GPIN: 7397-09-2355  
INST 201402270013367  
INST 201402270013368  
ZONE: R-1  
USE: CHURCH

N/F  
STANLEY F. & MAUREEN K. KAYES  
GPIN: 7297-99-6889  
DEED BOOK 2042 PAGE 1146  
ZONE: B-1 USE: WELL LOT

LOT 4-A  
WILLOW WOOD PROPERTIES, LLC  
GPIN: 7297-99-5991  
INST 201805160034493  
MAP DRAWER 87 PAGE 13  
ZONE: B-1 USE: OFFICE

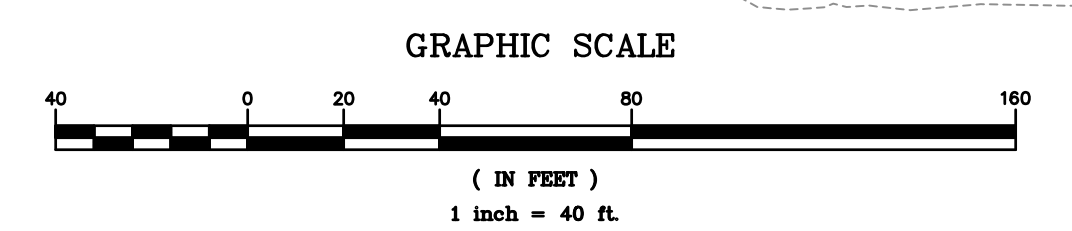
LOT 3  
HAYMARKET 2 L C  
GPIN: 7297-99-5876  
INST 200201020000474  
MAP DRAWER 69 PAGE 35  
ZONE: B-1 USE: OFFICE

PROPOSED  
MIXED USE SITE  
±0.3 ACRES

PROPOSED  
DAY CARE SITE  
±2.0 ACRES

N/F  
NICHOLAS J. VERNA &  
REBECCA L.G. VERNA  
GPIN: 7397-09-0355  
DEED BOOK 2295 PAGE 1377  
LESS AND EXCEPT  
INST 20108170068258  
ZONE: B-1  
USE: VET HOSPITAL

WASHINGTON STREET  
STATE ROUTE 55  
STATE PROJECT EN16-233-128, C602, SHEET 3  
VDOT MAJOR COLLECTOR  
(VARIABLE WIDTH)



**The Engineering Groupe Inc.**  
Engineers | Surveyors | Planners  
www.enggroupe.com  
South Office  
4916 Old Dominion Highway  
Fredericksburg, VA 22407  
West Office  
21001 Summit Drive, Suite 300  
Ashburn, VA 20147  
11580 Columbia Highway  
Washington, VA 22192

NO.	DATE	COUNTY REVISIONS

EXISTING CONDITIONS  
**SMITH PROPERTY  
AT HAYMARKET**  
TOWN OF HAYMARKET, VIRGINIA  
Attachment: Smith Property SUP 20200102 (02) (4323 : Consideration of Amended SUP - Van Meira)

DATE	ACTION	ENGINEERING GROUPE PROJECT STATUS	DATE	PROJECT STATUS
1/2/20	REVISED PER COUNTY COMMENTS		APRIL 12, 2019	
10/8/19	REVISED PER COUNTY COMMENTS		SCALE: 1"=40'	
6/11/19	REVISED PER COUNTY COMMENTS		DESIGNER: DMB	
			DRAFTSMAN: DA	
			FILE NO.	
			SHEET 2 OF 4	

NOTES:

- 1) THE LAYOUT, AS SHOWN HEREON, IS CONCEPTUAL, SUBJECT TO MODIFICATIONS BASED ON ADDITIONAL RESEARCH INTO EXISTING CONDITIONS, TOWN OF HAYMARKET ZONING/DESIGN STANDARDS AND FINAL ENGINEERING.
- 2) STORMWATER MANAGEMENT AREAS, AS SHOWN HEREON, ARE APPROXIMATE AND SUBJECT TO CHANGE WITH FINAL ENGINEERING.
- 3) IN ACCORDANCE WITH SEC. 58-8.8, THE SIDE YARDS HAVE BEEN INCREASED FROM 15' TO 18' TO ACCOMMODATE THE EXTRA DISTANCE REQUIRED TO DEVELOP A THREE STORY STRUCTURE.
- 4) ALL FRONT LOAD TOWNHOUSE REAR YARDS WILL BE FENCED.
- 5) STREET LIGHT LOCATIONS, AS SHOWN HEREON, ARE PRELIMINARY, SUBJECT TO MODIFICATIONS IN ACCORDANCE WITH DESIGN STANDARDS AND FINAL ENGINEERING.
- 6) ENTRANCE SIGN WILL BE DESIGNED IN ACCORDANCE WITH TOWN OF HAYMARKET ZONING STANDARDS, SEC. 58-15.10.
- 7) REQUIRED BUFFER AREAS WILL BE MODIFIED IN ACCORDANCE WITH THE WAIVER APPLICATIONS FOR BUFFER MODIFICATIONS AND APPROVAL OF SAID WAIVERS BY THE TOWN OF HAYMARKET PLANNING COMMISSION AND TOWN COUNCIL.
- 8) FUTURE COMMERCIAL AREA, AS SHOWN HEREON, MAY INCLUDE SECOND STORY RESIDENTIAL UNITS WHICH WILL BE SUBJECT TO A SEPARATE SUP APPLICATION.

N/F  
KENNEDY HAYMARKET PROPERTIES LLC  
C/O SHEEHAN INSURANCE GROUP  
GPN: 7298-90-5413  
INST 200603130041706  
ZONE: B-1 USE: VACANT

COMMERCIAL STANDARDS (B-1):

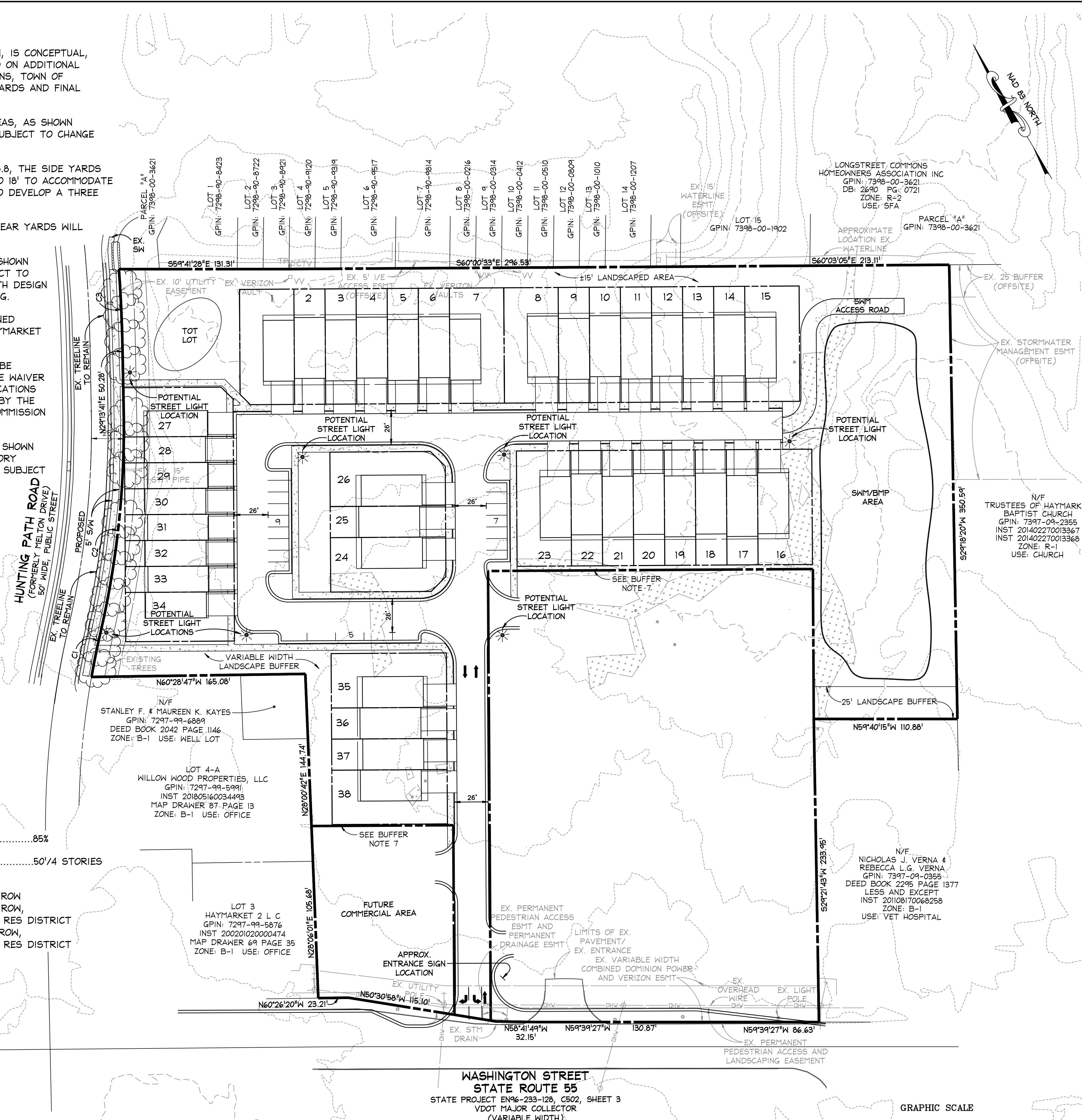
MAX. LOT COVERAGE.....85%  
MAX. HEIGHT.....50 1/4 STORIES

SETBACKS AND YARD REGULATIONS:

FRONT.....5' FROM ROW  
SIDE.....5' FROM ROW,  
25' FROM RES DISTRICT  
REAR.....5' FROM ROW,  
25' FROM RES DISTRICT

CURVE TABLE:

CURVE	RADIUS	ARC	DELTA	TANGENT	CHORD BEARING	CHORD
C1	650.00'	34.99'	3°05'02"	17.50'	N41°49'53"E	34.98'
C2	700.00'	172.82'	14°08'43"	86.85'	N36°18'03"E	172.38'
C3	1,105.00'	58.83'	3°03'01"	29.42'	N27°42'10"E	58.82'



DEVELOPMENT SUMMARY:

PARCEL GPINS.....7298-90-7006,  
7297-99-8684 (A PORTION),  
7397-09-0978 (A PORTION)  
SUP AREA.....±4.75 AC  
7298-90-7006: 1.00 AC  
7297-99-8684: 2.26 AC  
7397-09-0978: 1.57 AC

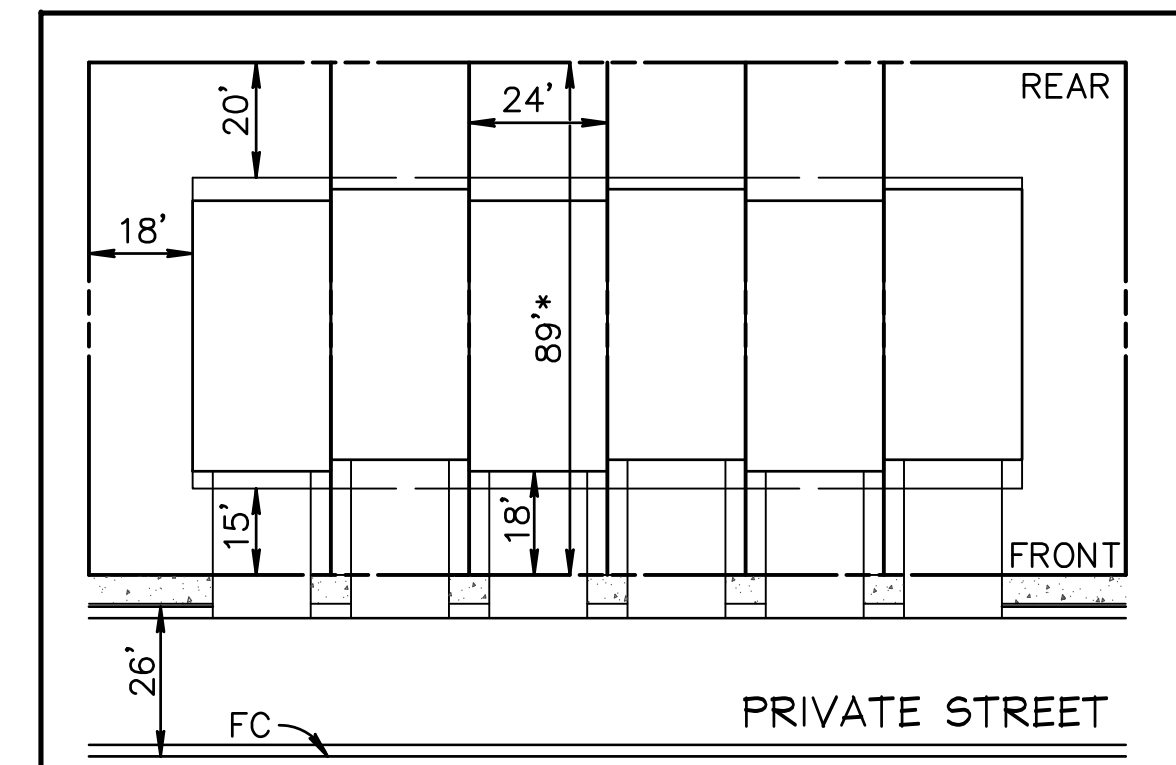
EXISTING ZONE.....B-1  
PROPOSED ZONE.....B-1 (WITH SUP)

PROPOSED USE.....TOWNHOUSE  
MAXIMUM DENSITY.....8 DU/AC, 38 LOTS  
(4.75 AC x 8 DU/AC=38 LOTS)  
TOTAL LOTS SHOWN.....38 TOTAL  
(30 FRONT LOAD,  
8 REAR LOAD-LOTS 27-34)

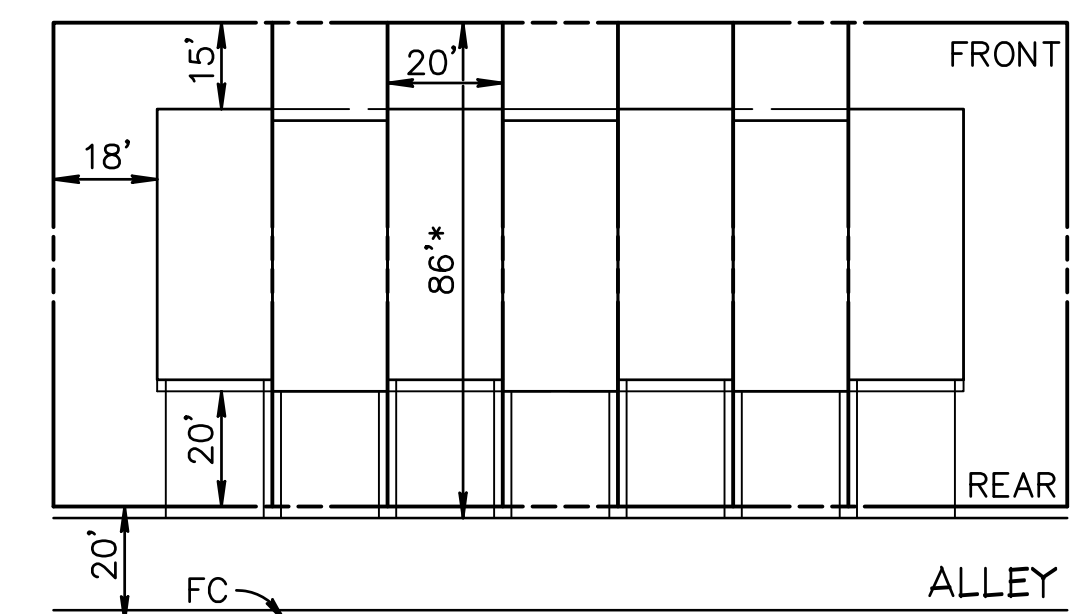
TOWNHOUSE STANDARDS (R-2): ±4.8 ACRES

MIN. AVERAGE LOT AREA.....2,000 SQ. FT.  
AVERAGE LOT AREA PROV'D.....±2,500 SQ. FT.  
MAX. LOT COVERAGE.....40% (1.9 AC)  
LOT COVERAGE PROV'D.....44% (2.1 AC)  
MIN. LOT FRONTAGE.....20', 35' END UNITS  
LOT FRONTAGE PROV'D.....20'/24', 38'/42' END UNITS  
MAX. HEIGHT.....2.5 STORIES / 35'  
PROP. BLDG HEIGHT.....3 STORIES, 40' MAX.  
(SEE NOTE 3)

YARDS:  
FRONT.....15'  
SIDE.....18' (SEE NOTE 3)  
REAR.....20'  
PARKING REQUIRED.....86 SPACES (2.25 SP/DU)  
PARKING PROVIDED.....106 SPACES  
(76 GARAGES/DRIVEWAYS, 30 SURFACE)



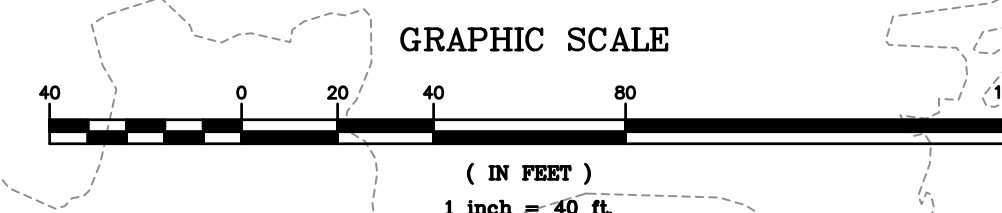
TYPICAL LOT DETAIL: SINGLE FAMILY ATTACHED FRONT LOAD (NOT TO SCALE)



TYPICAL LOT DETAIL: SINGLE FAMILY ATTACHED REAR LOAD (NOT TO SCALE)

\* LOT DEPTH AS SHOWN IS APPROXIMATE, SUBJECT TO CHANGE WITH FINAL ENGINEERING.

WASHINGTON STREET  
STATE ROUTE 55  
STATE PROJECT EN96-233-128, C502, SHEET 3  
VDOT MAJOR COLLECTOR  
(VARIABLE WIDTH)



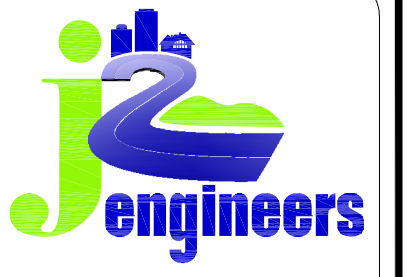
**The Engineering Group Inc.**  
Engineers | Surveyors | Planners  
www.theengineeringgroup.com  
South Office: 4936 Southampton Parkway, Farmington, CT 06030, PH: 860.711.5987  
Central Office: 13580 Group Drive, Suite 200, Westminster, MD 21157, PH: 703.670.0895  
West Office: 21001 Sycamore Road, Suite 200, Ashburn, VA 20147, PH: 703.670.0895

NO.	DATE	COUNTY REVISIONS

SPECIAL USE PERMIT PLAN  
**SMITH PROPERTY AT HAYMARKET**  
TOWN OF HAYMARKET, VIRGINIA

ENGINEERING GROUP	PROJECT STATUS	DATE
		APRIL 12, 2019
		SCALE: 1"=40'
1/2/20	REVISED PER COUNTY COMMENTS	DESIGNER: DA
10/8/19	REVISED PER COUNTY COMMENTS	DRAFTSMAN: DMB
6/11/19	REVISED PER COUNTY COMMENTS	FILE NO.
		SHEET 3 OF 4





**J2 Engineers, Inc.**  
 4080 Lafayette Center Drive  
 Suite 330  
 Chantilly, Va. 20151  
 703.361.1550 (office)  
 703.956.6845 (fax)  
 www.j2engineers.com

PLAN# VM1307  
 DATE: JANUARY 02, 2020  
 CONTOUR INT. =  
 SCALE: 1" = 40'

PLAN DATE
04/11/19
05/11/19
10/24/19
01/02/20

PRELIMINARY LANDSCAPE PLAN

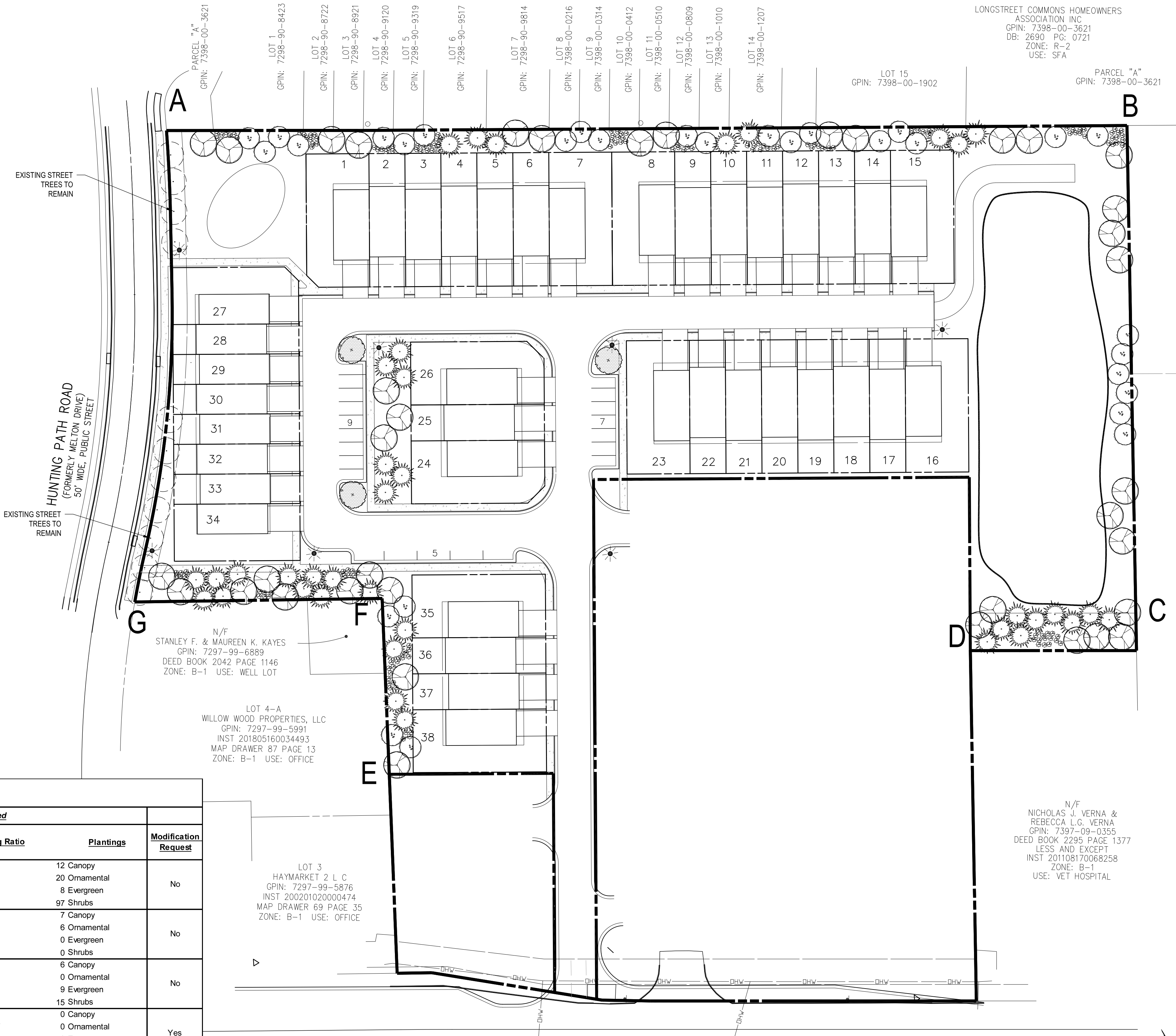
**SMITH PROPERTY**  
 TOWN OF HAYMARKET  
 PRINCE WILLIAM COUNTY, VIRGINIA

Attachment: Smith Property SUP 20200102 (002) (4323 : Consideration of Amended SUP - Van Meire)

**LEGEND**

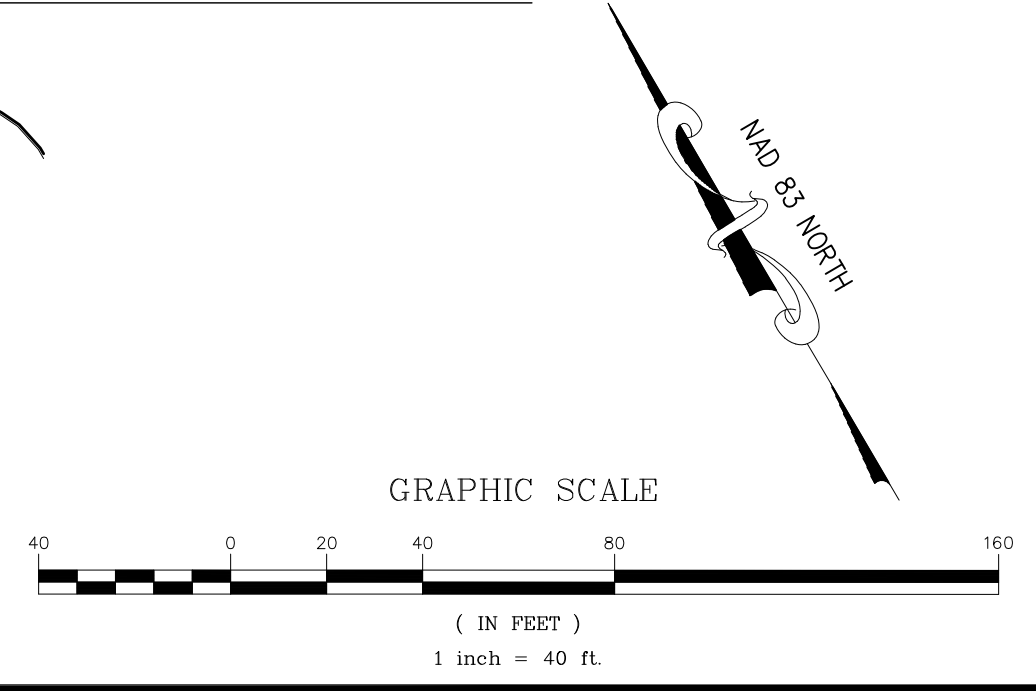
- EXISTING CANOPY TREE
- INTERIOR PARKING LOT TREE
- DECIDUOUS CANOPY TREE
- DECIDUOUS ORNAMENTAL TREE
- EVERGREEN TREE
- DECIDUOUS SHRUBS
- EVERGREEN SHRUBS
- ORNAMENTAL GRASSES
- A** BUFFER KEY TAG

- NOTES:**
- THIS LANDSCAPE PLAN IS PRELIMINARY AND REFLECTS THE GENERAL CHARACTER AND INTENT OF THE PROPOSED DEVELOPMENT BASED ON PRELIMINARY ENGINEERING, ARCHITECTURE AND LANDSCAPE ARCHITECTURE DESIGN. MODIFICATIONS AND VARIATIONS MAY OCCUR WITH FINAL DESIGN AND SITE PLAN. DRAWINGS ARE NOT FOR CONSTRUCTION.
  - STORMWATER MANAGEMENT AREAS, AS SHOWN HEREON, ARE APPROXIMATE AND SUBJECT TO CHANGE WITH FINAL ENGINEERING. PLANT MATERIAL WILL BE PROVIDED TO ENHANCE THE APPEARANCE AND AS ALLOWED PER CONSTRAINTS OF DAM EMBANKMENT AND EASEMENTS.
  - PARKING LOT LANDSCAPING WILL BE PROVIDED PER SECTION 58-17.13 OF THE ZONING ORDINANCE.
  - SCREENING AND BUFFER YARDS SHOWN WILL BE PLANTED IN ACCORDANCE WITH THE REQUIREMENTS OF SECTIONS 58-17.8 AND 58-17.10 OF THE ZONING ORDINANCE.



LANDSCAPE AREAS, BUFFERS AND SCREENING											
Proposed Use: Townhouse (B-1 with SUP to R-2 Standards)											
Landscape Area Segment	Length (lf)	Total Width (lf)	Area (sf)	Required			Provided			Modification Request	
				Screen Type	Planting Ratio	Plantings	Width (lf)	Area (sf)	Planting Ratio		Plantings
A to B	630	N/A								12 Canopy 20 Ornamental 8 Evergreen 97 Shrubs	No
B to C	275	N/A								7 Canopy 6 Ornamental 0 Evergreen 0 Shrubs	No
C to D (Note 1)	120	25	3,000	TS (Alt 3)	1 Canopy / 500 sf 0 Ornamental 1 Evergreen / 350 sf 1 Shrubs / 200 sf	6 Canopy 0 Ornamental 9 Evergreen 15 Shrubs	25	3,000	1 Canopy / 500 sf 0 Ornamental 1 Evergreen / 350 sf 1 Shrubs / 200 sf	6 Canopy 0 Ornamental 9 Evergreen 15 Shrubs	No
D to E	1,000	25	25,000	SS (Alt 1)	1 Canopy / 1000 sf 1 Ornamental / 500 sf 1 Evergreen / 500 sf 1 Shrubs / 100 sf	25 Canopy 50 Ornamental 50 Evergreen 250 Shrubs	0	-	0 Canopy / 1000 sf 0 Ornamental / 500 sf 0 Evergreen / 500 sf 0 Shrubs / 100 sf	0 Canopy 0 Ornamental 0 Evergreen 0 Shrubs	Yes
E to F	115	25	2,875	SS (Alt 1)	1 Canopy / 1000 sf 1 Ornamental / 500 sf 1 Evergreen / 500 sf 1 Shrubs / 100 sf	3 Canopy 6 Ornamental 6 Evergreen 29 Shrubs	16	1,840	1 Canopy / 1000 sf 1 Ornamental / 500 sf 1 Evergreen / 500 sf 1 Shrubs / 100 sf	2 Canopy 4 Ornamental 4 Evergreen 19 Shrubs	Yes
F to G	150	25	3,750	TS (Alt 3)	1 Canopy / 500 sf 0 Ornamental 1 Evergreen / 350 sf 1 Shrubs / 200 sf	8 Canopy 0 Ornamental 11 Evergreen 19 Shrubs	25	3,750	1 Canopy / 500 sf 0 Ornamental 1 Evergreen / 350 sf 1 Shrubs / 200 sf	8 Canopy 0 Ornamental 11 Evergreen 19 Shrubs	No
G to A	230	N/A								14 Canopy (Existing) 0 Ornamental 0 Evergreen 0 Shrubs	No

**Notes:**  
 1. Plant material to be coordinated with final SWM design. Locations, quantity and species are subject to revision due to constraints of dam embankment or easements.



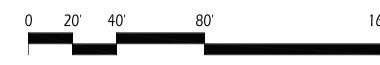
No.	DATE	DESCRIPTION

SHEET  
**4**  
 OF  
**4**



**SMITH PROPERTY**  
Town of Haymarket, Virginia

*VanMetre*



ILLUSTRATIVE PLAN

01.02.2020

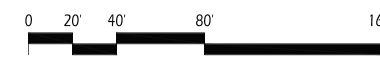
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**SMITH PROPERTY**  
Town of Haymarket, Virginia

*VanMetre*



ILLUSTRATIVE PLAN

01.02.2020

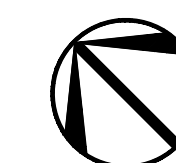
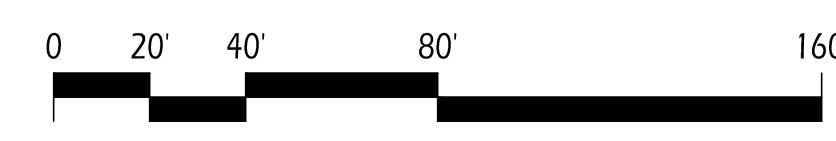
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**SMITH PROPERTY**  
Town of Haymarket, Virginia

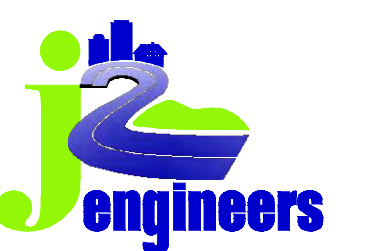
VanMetre

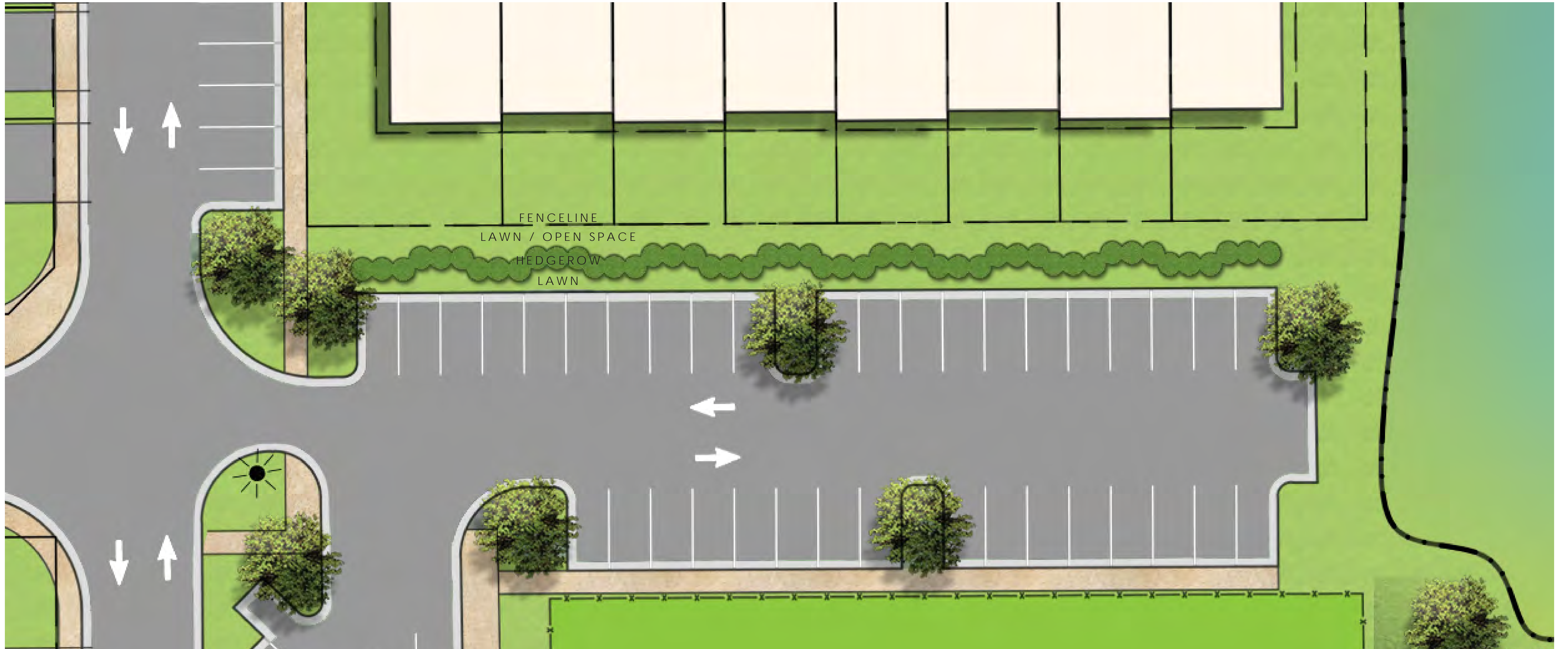


ILLUSTRATIVE PLAN

01.29.2020

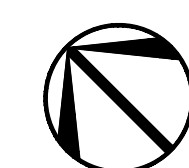
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**SMITH PROPERTY**  
Town of Haymarket, Virginia

VanMetre



ILLUSTRATIVE PLAN

01.29.2020

Not to Scale



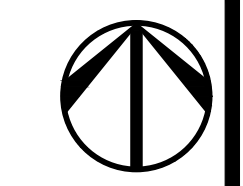
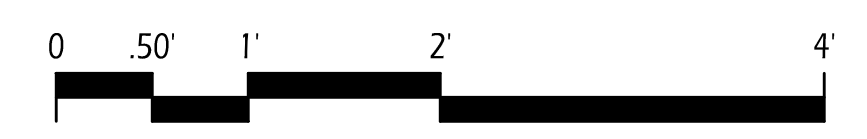


PARKING

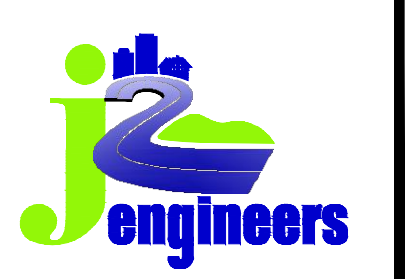


TOWNHOME PROPERTY LINE

**Smith Property**  
 Town of Haymarket, Virginia  
 Van Metre Companies



REVISED: REAR OF TOWNHOUSE  
 01.29.2020 Scale: 1"=1'-0"



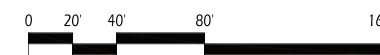
X:\DRAWINGS\ACTIVE\Smith Property\Design Guidelines\Illustrative Section for Rear of Townhome\12-Haymarket-ReviseSection-20200128.dwg, Layout: Pres, 24x36 Land Jan 29, 2020 mhoney

Attachment: Smith Property-Section 20200129 2 (4323 : Consideration of Amended SUP- Van Metre)



**SMITH PROPERTY**  
Town of Haymarket, Virginia

*VanMetre*



ILLUSTRATIVE PLAN

01.02.2020

Scale: 1"=40'



Attachment: 01022020 daycare illustrative mark up 2 (4323 : Consideration of Amended SUP- Van Metre)

## Conditions of Approval

SUP#2019-004

January 9, 2020

### **1. LANDUSE**

- 1.1 Development shall be in substantial accord with the Generalized Development and Special Use Permit Plan (“SUP”) entitled “Smith Property at Haymarket” prepared by The Engineering Groupe and last revised January 2, 2020 (4 sheets) (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 Development on the Property under the SUP shall not exceed 38 townhouse units in the location generally shown on the GDP.
- 1.3 Townhouse dwellings shall be a combination of 20'-wide rear load units (8) and 24'-wide front load units (30), all with 2-car integral garages.
- 1.4 Development of the Property shall be in substantial 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.
- 1.5 The Property shall be developed as a single-unified development to include a common architectural theme as specifically approved through certificates of appropriateness by the ARB and integrated vehicular and pedestrian access ways as depicted on the GDP and finalized through site plan approval.

### **2. ARCHITECTURAL DESIGN, SIGNAGE AND LANDSCAPING**

- 2.1 The Applicant will use best efforts to ensure that the height of townhouse units will not exceed 40-feet as measured from the finished grade. To the extent final grading results in height, as measured from the finished grade over 40 feet, then the applicable side yard setback shall be increased by .5 feet for every foot over 40 feet. Architectural details of the townhouse 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 management shall be designed as part of the site plan for he proposed townhouses as approved by the Town.



- 3.3 Storm water management facilities shall be maintained by the appropriate owners' associations provided below.

#### **4. CREATION OF HOMEOWNERS' ASSOCIATION**

- 4.1 The residential townhouses shall be made subject a homeowners' association ("HOA") 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 HOA 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 HOA is created. Such HOA 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.
- 4.2 The HOA documents shall prohibit the use or conversion of garages for living space, or for the primary purpose of storage of anything other than parked vehicles.
- 4.3 The covenants, conditions and restrictions of the HOA shall be subject to review and approval of the Zoning Administrator prior to recordation thereof, to ensure conformance of the requirements of these proffers.

#### **5. PARKS AND RECREATION**

- 5.1 The Applicant shall make a contribution for park purposes in the amount of \$3,792 per residential townhouse unit, payable upon the issuance of an occupancy permit for each such unit.
- 5.2 The Applicant shall provide a "Tot Lot" equipped with playground equipment in the area shown on the GDP.

#### **6. PUBLIC SAFETY**

- 6.1 The Applicant shall make a contribution for public safety purposes in the amount of \$280.00 per residential townhouse unit payable upon the issuance of an occupancy permit for each such unit.
- 6.2 The Applicant will install two streetlights to be located along Hunting Path Road.

#### **7. TRANSPORTATION**

- 7.1 The Applicant will construct a 5-foot wide concrete sidewalk along the western edge of the property, on the east side of Hunting Path Road.
- 7.2 The Applicant will construct a 5-foot wide concrete sidewalk from Hunting Path Road east along the southern portion of the tot lot to connect to the interior sidewalk network.

- 7.3 The Applicant shall make a contribution for transportation purposes in the amount of \$3,799 per townhouse unit, payable upon issuance of an occupancy permit for each such townhouse unit.
- 7.4 The Applicant will construct a right turn lane and taper along the frontage of the site as shown on the GDP subject to review and approval by VDOT.
- 7.5 The Applicant will construct separate right and left turn exit lanes.

#### **8. FIRE AND RESCUE**

- 8.1 The Applicant shall make a contribution for fire and rescue purposes in the amount of \$974 per townhouse unit, payable upon the issuance of an occupancy permit for each unit.

#### **9. TOWN ADMINISTRATION**

- 9.1 The Applicant shall make a contribution for Town administration in the amount of \$171 per townhouse unit, payable upon the issuance of an occupancy building permit for each unit.

#### **10. SCHOOLS**

- 10.1 The Applicant shall make a contribution for schools in the amount of \$10,300 per residential townhouse unit, payable upon the issuance of an occupancy permit for each unit.

### MODIFICATION REQUESTS

January 9, 2020

1. Modification Request:

Request an increase from 40 percent of the gross parcel area may be covered by townhouse structures to 44 percent.

Sec. 58-8.5 - Area regulations.

(d) For lots containing or intended to contain a permitted use, except townhouses and small lot detached single-family dwellings, not more than 30 percent of the gross lot area may be covered by buildings, including accessory structures. For lots designed as part of a townhouse development or of small lot detached single-family dwellings, not more than 40 percent of the gross parcel area may be covered by townhouse structures or small lot detached single-family dwellings and their accessory structures. In computing the total coverage on any lot or development, an area of 400 square feet per required parking areas and travel ways shall be included as part of such coverage unless private garage facilities are otherwise provided on such lot.

2. Modification Request:

Request a decrease from the 25' Transparent Screen requirement as shown in the table below to a variable width to be determined at site plan.

Sec. 58-17.11 - Screening and buffer yard matrix.

Proposed Land Use	Adjacent District					
	R-1	R-2	B-1	B-2	I-1	C-1
Industrial	40' OS	40' OS	40' OS	40' OS	25' SS	25' OS
Commercial	30' SS	25' SS	10' OS	10' OS	30' OS	15' SS
Residential	X	X	25'TS	20' TS	40' OS	30' TS

Attachment: Haymarket Smith Conditions January 2020 (4323 : Consideration of Amended SUP- Van Metre)



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

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

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Christopher Coon Business Manager  
DATE: February 03, 2019  
SUBJECT: Appointment to Finance Committee

### Background:

The Finance Committee is a small group of Town Council Members that provide financial oversight for the Town Staff. They assist in budgeting and financial planning and they review financial reporting to ensure the Town is operating within budget. They also make recommendations on Town Council Action Items that have significant financial impact.

### Purpose:

Councilman Morris requested to be on the Finance Committee and began attending meetings. For Councilman Morris to be able to be a voting member of the Finance Committee the Town Council needs to appoint him to the position.

### Budgetary Impact:

Not Applicable

### Staff Recommendation:

I recommend appointing Councilman Morris to the Finance Committee.

### Draft Motion:

1. *I move to appoint Councilman Morris to the Finance Committee with an effective date of December 19, 2019 and ratify any actions he has taken.*

OR,

2. Alternative Motion



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

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

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Christopher Coon Business Manager  
DATE: February 03, 2019  
SUBJECT: Resolution Authorizing the Town to Participate in a Town Consortium

### Background:

The Town of Middleburg approached the Town in November of 2019 about joining a Town Consortium with several Towns in Loudoun County.

### Purpose:

The Town Consortium's main purpose was to request one large bid for trash service for all the Town's in the Consortium. With hopes that this will reduce the cost of trash service for all the Towns.

### Budgetary Impact:

Not Applicable

### Staff Recommendation:

I recommend approving the Resolution.

### Draft Motion:

1. *I move the Haymarket Town Council approve Resolution 2020-003 authorizing the Town Participate in a Town Consortium for the Purpose of the Development and Issuance of a Regional Request for Proposals for Refuse and Recycling Services Contracts in each Town.*

OR,

2. Alternative Motion

**DRAFT**  
**RESOLUTION AUTHORIZING THE TOWN OF HAYMARKET TO PARTICIPATE IN A TOWN CONSORTIUM  
FOR THE PURPOSE OF THE DEVELOPMENT AND ISSUANCE OF A  
REGIONAL REQUEST FOR PROPOSALS  
FOR REFUSE & RECYCLING SERVICES CONTRACTS IN EACH TOWN**

**WHEREAS**, currently each town in the counties of Loudoun and Prince William have contracts with different vendors for the collection of refuse and recycling within their communities; and,

**WHEREAS**, it is believed that a regional approach to the development of contracts to secure refuse and recycling services would result in a better price for those involved; and,

**WHEREAS**, the Towns of Hamilton, Haymarket, Hillsboro, Lovettsville, Middleburg, Purcellville and Round Hill have expressed interest in entering into a regional consortium, to be known as the "Town Consortium", for the purpose of soliciting proposals from interested refuse and recycling collection businesses, with the goal of developing individual contracts with one vendor to provide refuse and recycling services to each town, said contracts to be effective upon the expiration of their existing contracts; and,

**WHEREAS**, the Town of Middleburg has agreed to coordinate the development of a regional Request for Proposals (RFP) and serve as the Principal Procurement Contact for this project; and,

**WHEREAS**, participation in the Town Consortium would not obligate the towns to enter into a contract with the recommended vendor, but rather would simply allow them to explore this as an alternative; and,

**WHEREAS**, each town has an obligation to protect the public health, safety and welfare, to promote the common good, and to preserve an attractive and harmonious community; and,

**WHEREAS**, the Mayor and Members of the Town Council of the Town of Haymarket believes entering into the Town Consortium for the solicitation of a contract with one vendor for refuse and recycling collection services would accomplish the above;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council does hereby direct that with the adoption of this Resolution, the Town of Haymarket shall become a member of the Town Consortium for the purpose of soliciting proposals from interested refuse and recycling collection businesses, with the goal of developing individual contracts with one vendor to provide refuse and recycling collection services for each of the town. **BE IT FURTHER RESOLVED** that the Town agrees to identify a representative to serve on a Town Consortium Review Committee, whose purpose shall be to develop and issue the regional RFP, review the proposals received as a result, and make a recommendation for the selection of a vendor(s) to each town.

Resolution adopted \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

Attachment: Draft Resolution - Establishing Town Consortium (4330 : Resolution 002-2020 -- Town Consortium)





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

CHRISTOPHER S. COON  
BUSINESS MANAGER

EMILY K. LOCKHART  
TOWN PLANNER  
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ  
TOWN TREASURER

KIMBERLY A. HENRY  
TOWN CLERK

## BUSINESS MANAGER'S REPORT

### Week of January 6 to January 10, 2020

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#### Administration

- Meetings
  - Held Town Council Meeting (Kim, Emily, Roberto, and Chris)
  - Town Staff Meeting (Kim, Emily, Jacque, Roberto, and Chris)
  - Met with Town Attorney (Chris)
  - Met with Citizen (Chris)
  - Met with Food Truck Owner (Roberto)
  - Met with Resident for Real Estate Tax (Roberto)
  - Met with Prince William County Building Department (Emily)
  - Met with VDOT (Emily)
  - Met with Prince William County Fire and Rescue (Chris)
  - Met with IT Company for Quotes on Service (Chris)
  - Met with Comcast Rep. (Chris)
- New Items
  - Established new guidelines for Additional Social Media Actions
  - Haymarket Hotel Venture Started Demolition
  - Spoke with Prince William County Fire and Rescue about Department of Fire Programs
- Continued Items
  - Reviewing Town of Haymarket Comprehensive Plan for Edits
  - Mr. Chandler and Mr. Beasley Part-time workers returned to school

#### Town Staff

- Posted on Social Media regarding Snowy Conditions and Law Enforcement Appreciation Day
- Ordered 2020 Calendars for Town Residents
- Began Draft Budget Preparations
- Sent Zoning Denial for Business in Town
- Discussed Staff Goals for 2020





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

CHRISTOPHER S. COON  
BUSINESS MANAGER

EMILY K. LOCKHART  
TOWN PLANNER  
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ  
TOWN TREASURER

KIMBERLY A. HENRY  
TOWN CLERK

## BUSINESS MANAGER'S REPORT

### Week of January 13, to January 17, 2020

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#### Administration

- Meetings
  - Held Architectural Review Board Meeting (Kim, Emily, and Chris)
  - Cigarette Tax Board Meeting (Roberto)
  - Garden Club Meeting (Emily)
  - Met with Local Postmaster (Chris)
  - Rotary Club Meeting (Chris)
  - Met with Town Attorney (Chris)
  - Met with Contractor (Emily)
  - TANV Meeting (Chris)
- New Items
  - Assigned Administrative Assistant to Social Media and Website Action/Update
  - Staff Began Work on Update Town Forms
  - Purchased Postal Permit for Town
  - Began Working on Baseline Budget for FY2021
- Continued Items
  - Haymarket Hotel Venture Completed Demolition
  - Reviewing Town of Haymarket Comprehensive Plan for Edits
  - Working with ARB to Finalize Bylaws
  - Comcast Installed Updated Equipment for Town Hall

#### Town Staff

- Posted on Social Media Regarding Town Hall Hours of Operations and Upcoming Meetings and Public Hearings
- Prepared Planning Commission Agenda
- Began Draft Baseline Budget Preparations
- Began Developing a Strategy for Social Media Posts
- Presented Volunteer of the Year Award to Garden Club
- Town Staff Cross-trained how to Process Payroll



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

CHRISTOPHER S. COON  
BUSINESS MANAGER

EMILY K. LOCKHART  
TOWN PLANNER  
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ  
TOWN TREASURER

KIMBERLY A. HENRY  
TOWN CLERK

## BUSINESS MANAGER'S REPORT

### Week of January 21, to January 24, 2020

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#### Administration

- Meetings
  - Held Planning Commission Meeting (Kim, Emily, and Chris)
  - Met with Potential Developer (Emily and Chris)
  - Attended Soft Opening for Town Business (Kim, Emily, Jacque, Roberto, Chris and Mayor)
  - Met with Local Postmaster (Chris)
  - Rotary Club Meeting (Chris)
  - Met with Town Attorney (Chris)
  - Met with Prince William Tourism (Chris)
  - Met with Supervisor Candland's Office (Chris)
  - Met with Prince William County Building Official (Chris)
  - Met with Shockoe App Developer (Chris)
- New Items
  - Assigned Administrative Assistant to Social Media and Website Action/Update
  - Planned to Work with Prince William County Tourism
  - Working with Supervisor Candland's Office on Several Items
  - Spoke with App Developer for Estimate requested by Planning Commission
- Continued Items
  - Continued Work on Social Media and Website
  - Reviewing Town of Haymarket Comprehensive Plan for Edits
  - Working with Planning Commission on Comprehensive Plan Edits
  - Working with ARB to Finalize Bylaws
  - Working with ARB to Update Town Forms
  - Working on Budget FY2021

#### Town Staff

- Prepared Finance Committee Agenda
- Working on Draft Baseline Budget
- Working on Development Strategy for Social Media Posts
- Prepared and Mailed 2020 Town Calendars
- Prepared and Printed Communications Fliers
- Completed and Mailed 10-99 Forms



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

CHRISTOPHER S. COON  
BUSINESS MANAGER

EMILY K. LOCKHART  
TOWN PLANNER  
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ  
TOWN TREASURER

KIMBERLY A. HENRY  
TOWN CLERK

## BUSINESS MANAGER'S REPORT

### Week of January 27, to January 31, 2020

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#### Administration

- Meetings
  - Met with Resident (Chris)
  - Rotary Club Meeting (Chris)
  - Met with Town Attorney (Chris)
  - Town Staff Meeting (Kim, Emily, Jacque, Roberto, and Chris)
  - Met with Event Videographer (Emily and Chief)
  - Met with Homeowner (Emily)
  - Held Finance Committee Meeting (Roberto and Chris)
  - Met with Potential Business (Emily and Chris)
- New Items/Businesses
  - No New Business
  - Received and began processing FOIA Request
  - Quickbooks and Two Laptops were updated by IT.
  - Received Draft Financial Report for FY2019
- Continued Items
  - Continued Work on Social Media and Website
  - Working with Planning Commission on Comprehensive Plan Edits
  - Working with Supervisor Candland's Office on Several Items
  - Working with ARB to Finalize Bylaws
  - Working with ARB to Update Town Forms
  - Working on Budget FY2021

#### Town Staff

- Requested Historical Information from Historic Preservation Division of Prince William County Department of Parks regarding Historic Structures in Town
- Prepare Town Council Agenda
- Prepare/Advertise for Van Metre Public Hearing
- Working on Draft Baseline Budget
- Completed ARB and Planning Commission Minutes



**HAYMARKET POLICE  
DEPARTMENT**



To: Mayor Leake and Council Members  
 From: Chief Lands  
 Date: 1-21-2020  
 Subject: Monthly Report for January 2020

Felony Arrests	0	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	8	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1961	Various
Out of Town Calls for Service	48	Various
Traffic Summons	66	Speeding, Suspended, Reckless, etc.
Traffic Warnings	170	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	2	If Injuries – Transported to Hospital
House Checks	1	Residents who were out of town
Business Checks	536	All Town Businesses

**Points of Interest:**

Grant Workshop  
 Blue Help Video  
 Comm. Att. Meeting  
 PW Chief's Meeting  
 Clatterbuck FTO

Attachment: Monthly Council Report January 20 (4285 : Chief of Police Staff Reports)



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

**Roberto Gonzalez**  
Town Treasurer

TREASURER'S REPORT  
TOWN COUNCIL REGULAR MEETING  
February 3, 2020

**Highlights:**

- The financials attached are as of December 31, 2019
- Met with Finance Committee and discussed current budget
- Contacted Auditors and waiting on CAFR report
- Continued working on Draft Budget for FY2020-2021
- Preparing documents for Business License renewals for 2020 that are Due on April 30<sup>th</sup> 2020.
- Attended annual Cigarette Tax Board meeting in Chantilly

**Town of Haymarket**  
**Statement of Net Position**  
As of October 31, 2016

	Oct 31, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	716,793.26
11000 · CD's & Money Market Funds	325,585.78
11010 · Virginia Investment Pool	304,556.93
<b>Total Checking/Savings</b>	1,346,935.97
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	107,995.94
12010 · A/R Permits	1,044.59
12020 · Delinquent Real Estate	3,204.90
12021 · Taxes Receivable - RE 2016	279,624.43
<b>Total Accounts Receivable</b>	391,869.86
<b>Other Current Assets</b>	
11499 · Undeposited Funds	2,197.54
12012 · Local Accounts Receivable-Other	1,696.11
12099 · Allowance for Doubtful Accounts	-97,931.22
<b>Total Other Current Assets</b>	-94,037.57
<b>Total Current Assets</b>	1,644,768.26
<b>Fixed Assets</b>	
12500 · General Property	4,384,066.65
12600 · Rental Property	1,460,194.77
<b>Total Fixed Assets</b>	5,844,261.42
<b>Other Assets</b>	
19000 · Net Pension Asset	81,563.00
19100 · Deferred Outflow - Pension Cont	36,959.45
<b>Total Other Assets</b>	118,522.45
<b>TOTAL ASSETS</b>	<b>7,607,552.13</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	32,689.04
<b>Total Accounts Payable</b>	32,689.04
<b>Credit Cards</b>	
20040 · Town Credit Card	-2,119.18
<b>Total Credit Cards</b>	-2,119.18
<b>Other Current Liabilities</b>	
20096 · Deferred Revenue - Other	10,000.00
20030 · VA Dept of Housing & Comm. Dev.	150.20
20500 · Sales Tax Payable	11.67
21000 · Payroll Liabilities	6,377.57
22000 · Security Deposits	18,276.25
22010 · Escrow Deposits	278,371.73
<b>Total Other Current Liabilities</b>	313,187.42
<b>Total Current Liabilities</b>	343,757.28
<b>Long Term Liabilities</b>	
20080 · Accrued Interest Payable	13,878.48
23000 · Accrued Leave	26,391.15

**Town of Haymarket**  
**Statement of Net Position**  
As of October 31, 2016

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	<b>Oct 31, 16</b>
25000 · General Obligation Bonds	1,378,900.00
29100 · Deferred Inflow - Pension Msmnt	31,292.00
<b>Total Long Term Liabilities</b>	<b>1,450,461.63</b>
<b>Total Liabilities</b>	<b>1,794,218.91</b>
<b>Equity</b>	
34000 · Net Pension Activity Offset	87,230.45
30000 · Unrestricted Net Assets	1,326,308.78
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	5,844,261.42
33000 · Amt Long Term Obligations	-1,419,169.63
Net Income	-31,297.80
<b>Total Equity</b>	<b>5,813,333.22</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>7,607,552.13</b>

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**December 2019**

	Dec 19
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>3110 · GENERAL PROPERTY TAXES</b>	
3110-02 · Public Service Corp RE Tax	0.01
3110-04 · Penalties - All Property Taxes	112.09
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	112.10
<b>3120 · OTHER LOCAL TAXES</b>	
3120-02 · Business License Tax	107.50
3120-03 · Cigarette Tax	10,552.50
3120-04 · Consumer Utility Tax	12,530.75
3120-05 · Meals Tax - Current	65,031.02
3120-06 · Sales Tax Receipts	11,900.22
3120-07 · Penalties (Non-Property)	28.87
3120-08 · Interest (Non-Property)	39.78
<b>Total 3120 · OTHER LOCAL TAXES</b>	100,190.64
<b>3130 · PERMITS,FEES &amp; LICENESES</b>	
3130-01 · Application Fees	50.00
3130-02 · Inspection Fees	450.00
3130-03 · Motor Vehicle Licenses	60.00
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	560.00
<b>3140 · FINES &amp; FORFEITURES</b>	
3140-01 · Fines	7,085.27
<b>Total 3140 · FINES &amp; FORFEITURES</b>	7,085.27
<b>3150 · REVENUE - USE OF MONEY</b>	
3150-01 · Earnings on VACO/VML Investment	552.52
3150-02 · Interest on Bank Deposit	177.91
<b>Total 3150 · REVENUE - USE OF MONEY</b>	730.43
<b>3151 · RENTAL (USE OF PROPERTY)</b>	
3151-01 · Suite 200 Stronger Fitness LLC	1,656.66
3151-02 · 15026 Suite 210 Body Mind	543.40
3151-04 · Suite 210 LF Security	939.57
3151-06 · Suite 204 MAC-ISA	560.00
3151-07 · Haymarket Church Suite 206	5,432.00
3151-08 · 15020 Washington Realty	3,889.92
3151-09 · 15026 Copper Cricket	1,737.61
3151-11 · Cupcake Heaven and Cafe LLC	2,679.50
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	17,438.66
<b>3160 · CHARGES FOR SERVICES</b>	
3160-01 · Public Safety	
3160-02 · Donation/Grants	1,000.00
<b>Total 3160-01 · Public Safety</b>	1,000.00
<b>Total 3160 · CHARGES FOR SERVICES</b>	1,000.00
<b>3165 · REVENUE - TOWN EVENTS</b>	
3165-01 · Revenue - Town Events	2,406.00
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	2,406.00
<b>3200 · REVENUE FROM COMMONWEALTH</b>	
3200-05 · Communications Tax	8,668.01
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	8,668.01
<b>3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	
3300-01 · DMV Transp Safety Grant	1,402.26

Attachment: Treasurer Report &amp; Financials for 02.03.2020 (4319 : Town Treasurer Report)



**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**December 2019**

	Dec 19
Total 3300 · REVENUE FROM FEDERAL GOVERNME...	1,402.26
Total Income	139,593.37
Gross Profit	139,593.37
<b>Expense</b>	
<b>01 · ADMINISTRATION</b>	
<b>11100 · TOWN COUNCIL</b>	
111002 · FICA/Medicare	93.72
111005 · Salaries & Wages - Regular	1,225.00
Total 11100 · TOWN COUNCIL	1,318.72
<b>12110 · TOWN ADMINISTRATION</b>	
1211001 · Salaries/Wages-Regular	20,277.46
1211003 · Salaries/Wages - Part Time	2,020.00
1211004 · FICA/Medicare	1,661.59
1211005 · VRS	2,369.54
1211006 · Health Insurance	2,156.04
1211007 · Life Insurance	284.38
1211008 · Disability Insurance	95.71
1211009 · Unemployment Insurance	225.99
1211013 · Cigarette Tax Administration	373.47
1211014 · Printing & Binding	166.04
1211016 · Computer, Internet & Website Svc	1,582.73
1211017 · Postage	131.84
1211018 · Telecommunications	427.36
1211020 · Meals & Lodging	1,956.66
1211024 · Books, Dues & Subscriptions	1,033.65
1211025 · Office Supplies	256.76
1211026 · Equipment Rental	339.57
Total 12110 · TOWN ADMINISTRATION	35,358.79
<b>12210 · LEGAL SERVICES</b>	
1221001 · Legal Services	4,791.80
Total 12210 · LEGAL SERVICES	4,791.80
Total 01 · ADMINISTRATION	41,469.31
<b>03 · PUBLIC SAFETY</b>	
<b>31100 · POLICE DEPARTMENT</b>	
3110001 · Salaries & Wages - Regular	28,898.67
3110002 · Salaries & Wages - OT Regular	0.00
3110003 · Salaries & Wages - OT Premium	2,884.59
3110004 · Salaries & Wages - Holiday Pay	2,468.80
3110005 · Salaries & Wages - Part Time	1,835.00
3110007 · Salary & Wages - DMV Grant	0.00
3110020 · FICA/MEDICARE	2,676.62
3110021 · VRS	2,918.54
3110022 · Health Insurance	5,644.26
3110023 · Life Insurance	389.48
3110024 · Disability Insurance	173.00
3110028 · Legal Services	1,574.10
3110032 · Computer, Internet & Website	385.25
3110034 · Telecommunications	854.58
3110039 · Miscellaneous	240.00
3110040 · Annual Dues & Subscriptions	65.00
3110041 · Office Supplies	593.35
3110042 · Vehicle Fuels	1,384.64
3110043 · Vehicle Maintenance/Supplies	760.86
3110045 · Uniforms & Police Supplies	2,839.62
3110046 · Community Events	727.28

Attachment: Treasurer Report &amp; Financials for 02.03.2020 (4319 : Town Treasurer Report)

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**December 2019**

	Dec 19
Total 31100 · POLICE DEPARTMENT	57,313.64
34100 · BUILDING OFFICIAL	
3410001 · Erosion & Sedimentation Ins.	300.00
Total 34100 · BUILDING OFFICIAL	300.00
Total 03 · PUBLIC SAFETY	57,613.64
04 · PUBLIC WORKS	
4110001 · Town Public Works	1,363.36
43200 · REFUSE COLLECTION	
4320001 · Trash Removal Contract	6,679.16
Total 43200 · REFUSE COLLECTION	6,679.16
43100 · MAINT OF 15000 Wash St./Grounds	
4310001 · Repairs/Maintenance Services	2,363.06
4310003 · Maint Svc Contract-Landscaping	2,075.00
4310005 · Maint Svc Cont- Street Cleaning	800.00
4310007 · Electric/Gas Services	1,820.61
4310008 · Electrical Services-Streetlight	489.64
4310009 · Water & Sewer Services	132.50
Total 43100 · MAINT OF 15000 Wash St./Grounds	7,680.81
Total 04 · PUBLIC WORKS	15,723.33
07 · PARKS, REC & CULTURAL	
70000 · HAYMARKET COMMUNITY PARK	
7000001 · Grounds Maintenance/Repairs	139.50
Total 70000 · HAYMARKET COMMUNITY PARK	139.50
71110 · EVENTS	
7111001 · Advertising - Events	692.28
7111003 · Contractual Services	8,186.25
Total 71110 · EVENTS	8,878.53
72200 · MUSEUM	
7220012 · Telecommunications	132.56
Total 72200 · MUSEUM	132.56
Total 07 · PARKS, REC & CULTURAL	9,150.59
08 · COMMUNITY DEVELOPMENT	
81100 · PLANNING COMMISSION	
8110001 · Salaries & Wages - Regular	60.00
8110002 · FICA/Medicare	0.00
8110003 · Consultants - Engineer	2,035.65
Total 81100 · PLANNING COMMISSION	2,095.65
81110 · ARCHITECTURAL REVIEW BOARD	
8111001 · Salaries & Wages - Regular	195.00
8111002 · FICA/Medicare	19.50
Total 81110 · ARCHITECTURAL REVIEW BOARD	214.50
Total 08 · COMMUNITY DEVELOPMENT	2,310.15
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	0.02
Total EMPLOYEE BENEFITS	0.02
Total 94105 · PERSONNEL	0.02

Attachment: Treasurer Report &amp; Financials for 02.03.2020 (4319 : Town Treasurer Report)

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**December 2019**

---

	<u>Dec 19</u>
Total Expense	<u>126,267.04</u>
Net Ordinary Income	<u>13,326.33</u>
Net Income	<u><u>13,326.33</u></u>

Attachment: Treasurer Report & Financials for 02.03.2020 (4319 : Town Treasurer Report)

	Actuals	Budget	% of Budget	Comments
Ordinary Income/Expense				
Income				
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	375,722.04	374,257.00	100.4%	
3110-02 · Public Service Corp RE Tax	13,581.11	11,784.00	115.3%	
3110-04 · Penalties - All Property Taxes	112.09	1,000.00	11.2%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>389,415.24</b>	<b>387,041.00</b>	<b>100.6%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-01 · Bank Stock Tax	0.00	22,000.00	0.0%	
3120-02 · Business License Tax	13,660.93	195,000.00	7.0%	
3120-03 · Cigarette Tax	78,892.50	160,000.00	49.3%	<i>collections up to December 31, 2019</i>
3120-04 · Consumer Utility Tax	63,510.68	150,000.00	42.3%	<i>collections up to November 30, 2019</i>
3120-05 · Meals Tax - Current	335,820.75	700,000.00	48.0%	<i>represents meals tax up to November 30, 2019</i>
3120-06 · Sales Tax Receipts	47,686.99	155,000.00	30.8%	<i>collections up to October 31, 2019</i>
3120-07 · Penalties (Non-Property)	1,127.95	0.00	100.0%	
3120-08 · Interest (Non-Property)	1,431.84	0.00	100.0%	
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>542,131.64</b>	<b>1,382,000.00</b>	<b>39.2%</b>	
<b>3130 · PERMITS, FEES &amp; LICENSES</b>				
3130-01 · Application Fees	1,150.00	4,500.00	25.6%	
3130-02 · Inspection Fees	2,100.00	15,000.00	14.0%	
3130-03 · Motor Vehicle Licenses	471.00	1,900.00	24.8%	
3130-05 · Other Planning & Permits	13,207.10	25,000.00	52.8%	
<b>Total 3130 · PERMITS, FEES &amp; LICENSES</b>	<b>16,928.10</b>	<b>46,400.00</b>	<b>36.5%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	27,366.61	50,000.00	54.7%	<i>collections up to December 31, 2019</i>
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>27,366.61</b>	<b>50,000.00</b>	<b>54.7%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	3,473.80			
3150-02 · Interest on Bank Deposit	1,912.15			
3150-03 · Interest on Bank Deposits	3,998.73	8,000.00	50.0%	
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>9,384.68</b>	<b>8,000.00</b>	<b>117.3%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-01 · Suite 200 Stronger Fitness LLC	4,969.98	7,183.65	69.2%	
3151-02 · 15026 Suite 210 Body Mind	3,485.28	4,648.01	75.0%	
3151-03 · Suite 208 Dent-ology Inc	3,024.00	3,168.00	95.5%	
3151-04 · Suite 210 LF Security	4,675.58	7,460.25	62.7%	
3151-05 · Suite 202 Metis Group	367.50	4,448.97	8.3%	
3151-06 · Suite 204 MAC-ISA	2,940.00	5,512.50	53.3%	
3151-07 · Haymarket Church Suite 206	19,012.00	32,592.00	58.3%	
3151-08 · 15020 Washington Realty	27,222.48	46,679.11	58.3%	
3151-09 · 15026 Copper Cricket	10,425.66	20,851.32	50.0%	
3151-10 · The Very Thing For Her	11,090.00	33,534.00	33.1%	
3151-11 · Cupcake Heaven and Café LLC	5,359.00	0.00	100.0%	
3151-90 · Town Hall Rental Income	300.00	0.00	100.0%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>92,871.48</b>	<b>166,077.81</b>	<b>55.9%</b>	
<b>3160 · CHARGES FOR SERVICES</b>				
FOIA Receipts	25.00	0.00	100.0%	
<b>3160-01 · Public Safety</b>				
3160-02 · Donation/Grants	7,835.50	3,000.00	261.2%	
3160-03 · VDOT Detail	3,008.75	0.00	100.0%	<i>Reimbursement for detail work regarding road paving on Jefferson St &amp; Old Carolina</i>
3160-04 · Sponsorships	6,500.00	7,000.00	92.9%	
3160-01 · Public Safety - Other	4,776.95	0.00	100.0%	
<b>Total 3160-01 · Public Safety</b>	<b>22,121.20</b>	<b>10,000.00</b>	<b>221.2%</b>	

Total 3160 · CHARGES FOR SERVICES	22,146.20	10,000.00	221.5%
3165 · REVENUE - TOWN EVENTS			
3165-01 · Revenue - Town Events	87,036.20	70,000.00	124.3%
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>87,036.20</b>	<b>70,000.00</b>	<b>124.3%</b>
3170 · HISTORICAL FUND			
3170-01 · Historical Fund	0.00	4,262.02	0.0%
<b>Total 3170 · HISTORICAL FUND</b>	<b>0.00</b>	<b>4,262.02</b>	<b>0.0%</b>
3180 · MISCELLANEOUS			
3180-01 · Citations & Accident Reports	125.00	1,000.00	12.5%
3180-02 · Vetern Banners	-78.00	0.00	100.0%
3180-03 · Miscellaneous	2,048.80	0.00	100.0%
3180 · Miscellaneous - Other	45.00	0.00	100.0%
<b>Total 3180 · MISCELLANEOUS</b>	<b>2,140.80</b>	<b>1,000.00</b>	<b>214.1%</b>
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	15,774.00	30,364.00	52.0%
3200-04 · Car Rental Reimbursement	1,648.01	6,500.00	25.4%
3200-05 · Communications Tax	43,281.96	117,000.00	37.0%
3200-06 · Department of Fire Programs	10,000.00		
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%
3200-12 · Railroad Rolling Stock	1,349.52	1,500.00	90.0%
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>90,680.46</b>	<b>173,991.00</b>	<b>52.1%</b>
3300 · REVENUE FROM FEDERAL GOVERNMENT			
3300-01 · DMV Transp Safety Grant	5,991.81	6,000.00	99.9%
3300 · REVENUE FROM FEDERAL GOVERNMENT -	0.00	250,000.00	0.0%
<b>Total 3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	<b>5,991.81</b>	<b>256,000.00</b>	<b>2.3%</b>
3500 · Reserve Funds For CIP	0.00	300,000.00	0.0%
4000 · Carry-Over Surplus	0.00	139,500.00	0.0%

*A donation to the Museum that was left by a*

*Payment #2 of 4*  
*collections up to November 30, 2019*

<b>Total Income</b>	<b>1,286,093.22</b>	<b>2,994,271.83</b>	<b>43.0%</b>
<b>Gross Profit</b>	<b>1,286,093.22</b>	<b>2,994,271.83</b>	<b>43.0%</b>

Expense

01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	0.00	5,000.00	0.0%
111002 · FICA/Medicare	719.11	2,000.00	36.0%
111003 · Meals and Lodging	0.00	2,000.00	0.0%
111004 · Mileage Allowance	237.80	250.00	95.1%
111005 · Salaries & Wages - Regular	9,100.00	32,100.00	28.3%
111006 · Town Elections	0.00	3,200.00	0.0%
<b>Total 11100 · TOWN COUNCIL</b>	<b>10,056.91</b>	<b>44,550.00</b>	<b>22.6%</b>
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	107,422.15	284,000.00	37.8%
1211003 · Salaries/Wages - Part Time	16,139.00	50,000.00	32.3%
1211004 · FICA/Medicare	8,889.81	24,257.00	36.6%
1211005 · VRS	10,787.21	31,862.00	33.9%
1211006 · Health Insurance	16,700.39	59,195.00	28.2%
1211007 · Life Insurance	1,418.13	3,852.00	36.8%
1211008 · Disability Insurance	651.06	2,631.00	24.7%
1211009 · Unemployment Insurance	1,499.55	2,363.00	63.5%
1211010 · Worker's Compensation	200.00	553.00	36.2%
1211011 · Gen Property/Liability Ins.	12,937.00	16,000.00	80.9%
1211012 · Accounting Services	5,383.74	8,000.00	67.3%
1211013 · Cigarette Tax Administration	2,417.77	5,500.00	44.0%
1211014 · Printing & Binding	4,532.55	8,925.00	50.8%
1211015 · Advertising	3,456.00	12,000.00	28.8%
1211016 · Computer, Internet &Website Svc	10,345.52	23,650.00	43.7%
1211017 · Postage	1,303.12	4,000.00	32.6%
1211018 · Telecommunications	2,674.11	6,000.00	44.6%
1211019 · Mileage Allowance	265.64	500.00	53.1%
1211020 · Meals & Lodging	1,956.66	6,000.00	32.6%
1211021 · Convention & Education	2,418.29	10,000.00	24.2%

1211022 · Miscellaneous	150.00	1,000.00	15.0%
1211024 · Books, Dues & Subscriptions	4,808.20	16,000.00	30.1%
1211025 · Office Supplies	4,455.23	6,500.00	68.5%
1211026 · Equipment Rental	2,301.42	4,075.00	56.5%
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>223,112.55</b>	<b>586,863.00</b>	<b>38.0%</b>

12210 · LEGAL SERVICES

*charges up to November 30, 2019; Includes some planning reviews that are pass throughs to the developer/contractor, \$2,542.10 of this actual amount have been pass through the developer/contractor, the revenue line item 3130-05 is where the fees have been collected*

1221001 · Legal Services	35,808.82	73,000.00	49.1%
<b>Total 12210 · LEGAL SERVICES</b>	<b>35,808.82</b>	<b>73,000.00</b>	<b>49.1%</b>

12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	0.00	16,000.00	0.0%
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>0.00</b>	<b>16,000.00</b>	<b>0.0%</b>

<b>Total 01 · ADMINISTRATION</b>	<b>268,978.28</b>	<b>720,413.00</b>	<b>37.3%</b>
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03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	185,341.01	424,457.00	43.7%
3110003 · Salaries & Wages - OT Premium	15,979.62	34,000.00	47.0%
3110004 · Salaries & Wages - Holiday Pay	8,548.00	14,000.00	61.1%
3110005 · Salaries & Wages - Part Time	14,385.00	20,000.00	71.9%

*Detail for the paving that was done within the Town (Jefferson & Old Carolina), this will be reimbursed by VDOT on line 3160-03 in revenues*

3110006 · Salaries & Wages - VDOT	2,900.94	0.00	100.0%
3110007 · Salaries & Wages - DMV Grant	1,785.53	0.00	100.0%
3110020 · FICA/MEDICARE	17,282.62	32,471.00	53.2%
3110021 · VRS	20,190.65	45,884.00	44.0%
3110022 · Health Insurance	36,687.69	73,375.20	50.0%
3110023 · Life Insurance	2,694.36	5,560.00	48.5%
3110024 · Disability Insurance	1,108.94	2,500.00	44.4%
3110025 · Unemployment Insurance	0.00	2,180.00	0.0%
3110026 · Workers' Compensation Insurance	12,309.00	12,964.00	94.9%
3110027 · Line of Duty Act Insurance	4,969.00	1,740.00	285.6%
3110028 · Legal Services	9,047.80	24,000.00	37.7%
3110032 · Computer, Internet & Website	10,154.53	14,000.00	72.5%
3110033 · Postage	0.00	300.00	0.0%
3110034 · Telecommunications	4,937.91	10,000.00	49.4%
3110035 · General Prop Ins (Vehicles)	3,072.00	5,000.00	61.4%
3110038 · Convention & Edu. (Training)	1,404.34	4,500.00	31.2%
3110039 · Miscellaneous	240.00	1,000.00	24.0%
3110040 · Annual Dues & Subscriptions	12,202.50	12,000.00	101.7%
3110041 · Office Supplies	3,715.31	5,000.00	74.3%
3110042 · Vehicle Fuels	9,262.95	16,000.00	57.9%
3110043 · Vehicle Maintenance/Supplies	7,185.08	10,000.00	71.9%
3110045 · Uniforms & Police Supplies	21,672.35	22,000.00	98.5%
3110046 · Community Events	11,838.89	12,000.00	98.7%
3110047 · Donation Expenditure	6,835.50	3,000.00	227.9%
3110049 · Grant Expenditures	2,006.30	6,000.00	33.4%
3110050 · Insurance Pass-Through	67.13	0.00	100.0%
3110051 · Mobile Data Computer Netwk Svc	0.00	17,000.00	0.0%

<b>Total 31100 · POLICE DEPARTMENT</b>	<b>427,824.95</b>	<b>830,931.20</b>	<b>51.5%</b>
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34100 · BUILDING OFFICIAL

3410001 · Erosion & Sedimentation Ins.	3,000.00	30,000.00	10.0%
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<b>Total 34100 · BUILDING OFFICIAL</b>	<b>3,000.00</b>	<b>30,000.00</b>	<b>10.0%</b>
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<b>Total 03 · PUBLIC SAFETY</b>	<b>430,824.95</b>	<b>860,931.20</b>	<b>50.0%</b>
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04 · PUBLIC WORKS

4110001 · Town Public Works	19,275.58	50,680.20	38.0%
4110002 · Street Beautification - HF	0.00	4,262.02	0.0%

Attachment: Treasurer Report & Financials for 02.03.2020 (4319 : Town Treasurer Report)

## 43200 · REFUSE COLLECTION

4320001 · Trash Removal Contract	45,275.18	78,789.80	57.5%	<i>Includes up to January 31, 2020 trash services</i>
<b>Total 43200 · REFUSE COLLECTION</b>	<b>45,275.18</b>	<b>78,789.80</b>	<b>57.5%</b>	

## 43100 · MAINT OF 15000 Wash St./Grounds

4310001 · Repairs/Maintenance Services	44,726.38	55,000.00	81.3%
4310002 · Maint Svc Contract-Pest Control	465.00	2,000.00	23.3%
4310003 · Maint Svc Contract-Landscaping	17,960.98	35,000.00	51.3%
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%
4310005 · Maint Svc Cont- Street Cleaning	2,600.00	3,000.00	86.7%
4310007 · Electric/Gas Services	8,234.79	15,000.00	54.9%
4310008 · Electrical Services-Streetlight	2,233.84	5,500.00	40.6%
4310009 · Water & Sewer Services	838.40	2,000.00	41.9%
4310010 · Janitorial Supplies	42.82	1,000.00	4.3%
4310011 · Real Estate Taxes	816.84	4,000.00	20.4%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>77,919.05</b>	<b>129,500.00</b>	<b>60.2%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>142,469.81</b>	<b>263,232.02</b>	<b>54.1%</b>

## 07 · PARKS, REC &amp; CULTURAL

## 70000 · HAYMARKET COMMUNITY PARK

7000001 · Grounds Maintenance/Repairs	44,308.15	58,504.96	75.7%
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>44,308.15</b>	<b>58,504.96</b>	<b>75.7%</b>

## 71110 · EVENTS

7111001 · Advertising - Events	9,384.99	0.00	100.0%
7111003 · Contractual Services	56,285.58	70,000.00	80.4%
7111003 · Contractual Services	370.23	0.00	100.0%
<b>Total 71110 · EVENTS</b>	<b>66,040.80</b>	<b>70,000.00</b>	<b>94.3%</b>

## 72200 · MUSEUM

7220009 · Advertising	0.00	750.00	0.0%
7220012 · Telecommunications	792.25	2,200.00	36.0%
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%
7200016 · Office Supplies	0.00	250.00	0.0%
7220018 · Exhibits & Programs	400.00	1,700.00	23.5%
<b>Total 72200 · MUSEUM</b>	<b>1,192.25</b>	<b>5,150.00</b>	<b>23.2%</b>

## Total 07 · PARKS, REC &amp; CULTURAL

111,541.20 133,654.96 83.5%

## 08 · COMMUNITY DEVELOPMENT

## 81100 · PLANNING COMMISSION

8110001 · Salaries & Wages - Regular	780.00	5,670.00	13.8%
8110002 · FICA/Medicare	47.05	500.00	9.4%

*charges up to November 30, 2019; \$3,804.25 of this actual amount have been pass through the developer/contractor, the revenue line item 3130-05 is where the fees have been collected*

8110003 · Consultants - Engineer	11,711.60	50,000.00	23.4%
8110004 · Consultants - Comp Plan	0.00	40,000.00	0.0%
8110007 · Convention/Education	0.00	1,000.00	0.0%
<b>Total 81100 · PLANNING COMMISSION</b>	<b>12,538.65</b>	<b>97,170.00</b>	<b>12.9%</b>

## 81110 · ARCHITECTURAL REVIEW BOARD

8111001 · Salaries & Wages - Regular	900.00	7,830.00	11.5%
8111002 · FICA/Medicare	53.92	850.00	6.3%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>953.92</b>	<b>8,680.00</b>	<b>11.0%</b>

## 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	1,575.00	0.0%
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>2,173.00</b>	<b>0.0%</b>

## Total 08 · COMMUNITY DEVELOPMENT

13,492.57 108,023.00 12.5%

## 09 · NON-DEPARTMENTAL

## 95100 · DEBT SERVICE

9510002 · General Obligation Bond - Prin	168,304.43	186,925.65	90.0%	
9510005 · Capital Lease Pmt - Principal	15,796.19	31,592.00	50.0%	
<b>Total 95100 · DEBT SERVICE</b>	<b>184,100.62</b>	<b>218,517.65</b>	<b>84.3%</b>	
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>184,100.62</b>	<b>218,517.65</b>	<b>84.3%</b>	
94103 · PEDESTRIAN IMPROVEMENT PROJECT	0.00	500,000.00	0.0%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	0.03			
<b>Total EMPLOYEE BENEFITS</b>	<b>0.03</b>			
<b>Total 94105 · PERSONNEL</b>	<b>0.03</b>			
94106 · TOWN CENTER MASTER PLAN				
9410602 · Construction (Renovations)	138,273.52	139,500.00	99.1%	<i>Project is complete</i>
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>138,273.52</b>	<b>139,500.00</b>	<b>99.1%</b>	
94107 · BLIGHT MITIGATION	2,595.00	50,000.00	5.2%	
<b>Total Expense</b>	<b>1,292,275.98</b>	<b>2,994,271.83</b>	<b>43.2%</b>	
<b>Net Ordinary Income</b>	<b>-6,182.76</b>	<b>0.00</b>	<b>100.0%</b>	



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:	
<b>Architectural Review Board</b>								
Haymarket Hotel Venture, LLC - Architectural Elevations	Payne Lane Property	Emily	Aug-19	Approved			The Haymarket Hotel Venture, LLC group submitted the architectural elevation plans for the proposed Hotel to be located on the former Payne Lane Development. The Board discussed in depth the materials for the building and architectural features. All features of the Haymarket Hotel Project have been approved as of November 20, 2019. UPDATE: The Hotel Venture group has demolished the last remaining structure on the property. They are working through the building department for permitting. VDOT has provided final approval of the site plan, still awaiting other outside agencies.	
ARB Bylaws and Historic Guideline Updates	The By Laws for the Architectural Review Board will be returned to the Board for another round of editing in February.							
<b>Board of Zoning Appeals</b>								
No Activity for January 2020								
<b>Planning Commission</b>								
SUP#2019-001	Williams Holdings, 6604 & 6608 Jefferson Street. Mixed Use Development	Emily/Katie	Mar-19	PC Review, Recommendation to Council, Council Public Hearing, Council Review	Late Summer/Early Fall 2019		PC held the first public hearing to discuss the SUP application for Jefferson Street. The citizens concerns included; traffic, the building mass, and parking restraints. UPDATE: The Planning Commission held the public hearing on July 25, 2019 at 7:00 pm on the amended application. The Planning Commission has recommended approval for the Special Use Permit application. The Town Council APPROVED the SUP for the Williams Holdings project at the September 9th meeting. UPDATE: Awaiting a site plan submission from the applicant	
Morais Wine Tasting room	14871 Washington Street	Emily/Katie	Feb-19	PC Approval	May-19		Conditional Approval has been received and will remain conditional until the applicant has addressed all outstanding comments to include; final Engineering approval. <b>UPDATE:</b> Applicant has begun work on the property following receipt of the building department permits.	
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017		Sep-18	May-19	The Final Site Plan has been signed, awaiting bonding on the property prior to work beginning	
Van Metre - SUP, Townhouses	14850 and 14860 Washington St	Emily/Katie					Applicant has presented the updated material to the Planning Commission and received a recommendation for approval. The applicant will present to the Town Council on February 3rd at the public hearing.	
Comprehensive Plan	The Planning Commission has set work session dates for the Comprehensive Plan and will begin working each month on a new item for the plan update. Planning Commission has begun to discuss their priorities to guide the Comp Plan discussion							
<b>Prince William County (1 Mile Review)</b>								
No Activity for January 2020								
<b>Staff</b>								
Demolition/ NEW BUILD Application	6810 Jefferson Street	Emily Lockhart	Nov-17					Awaiting final changes to site plan. Applicant has received conditional approval.
the ARTS at the Haymarket Museum		Emily						The Museum has been secured for the Winter Months and will reopen in the Spring
Events Meeting								Working on the 2020 Events Budget, Planning and Sponsorship packages

Attachment: Town Planner Report Jan for Feb 2020 (4320 : Town Planner Report)

Fayette Street  
Sidewalk.

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Following the request from Council to look into the sidewalk opportunities along Fayette Street the following information has been gathered to date. The Sidewalk will be approximately 688 linear feet to connect Washington Street to the sidewalk on Gossom Manor Place. There is a sidewalk easement on the A Dog's Day Out property. There are no sidewalk easements on the east side of the street currently. (In comparison to the Jefferson Street Sidewalk project that was just awarded -- the linear feet for the project is 469, while Fayette is 688.) The Town will need to consider the stormwater requirements along the street as there is no curb and gutter work. The Town will also need to consider how much land will need to be acquired for the project, as it stands today there is no Town owned public land along Fayette Street, the road is owned by VDOT and there is little to no room in the public right of way to accommodate a sidewalk.