



TOWN OF HAYMARKET TOWN COUNCIL
REGULAR MEETING
~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, December 2, 2019

7:00 PM

Council Chambers

I. Call to Order

II. Pledge of Allegiance by Cub Scout Pack #1833

III. Invocation- Rev Ruth Anne Sawyer

IV. Public Hearing - Van Metre Special Use Permit Request

1. Van Metre Special Use Permit 38 Townhomes

V. Citizens Time

VI. Minutes Approval

1. Mayor and Council - Special Meeting - Aug 23, 2019 6:00 PM
2. Mayor and Council - Regular Meeting - Sep 9, 2019 7:00 PM
3. Mayor and Council - Regular Meeting - Oct 2, 2019 7:00 PM
4. Mayor and Council - Work Session - Nov 4, 2019 6:00 PM
5. Mayor and Council - Regular Meeting - Nov 4, 2019 7:00 PM

VII. Agenda Items

1. Town Administration Staff Reports
2. Chief of Police Staff Report
3. McDonald's/Leaberry Way Closure
4. ARB - 14881 Washington Street (Pardo House)
5. Meals and Transient Occupancy Tax Penalty & Interest

VIII. Closed Session

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

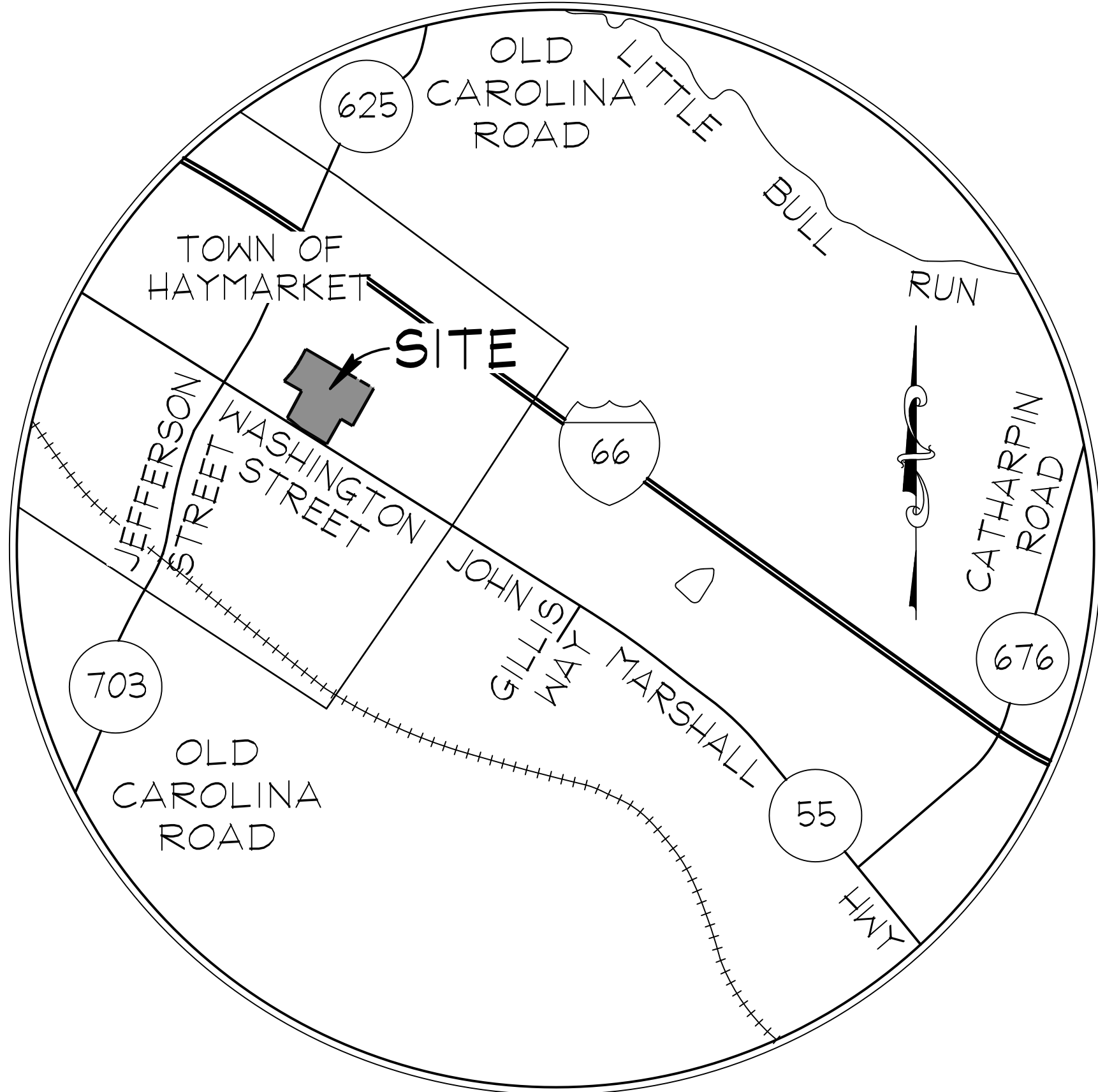
XI. Adjournment

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. **Planners**

Engineers | Surveyors

Central Office
13580 Groupe Drive, Suite 200
Woodbridge, VA 22192

South Office
4936 Shampton Parkway
Fremont, VA 22031

NO.	DATE	COUNTY REVISIONS

COVER SHEET
**SMITH PROPERTY
AT HAYMARKET**

TOWN OF HAYMARKET, VIRGINIA
Attachment: FINAL Haymarket Smith October (4280) - Van Metre Special Use Permit 38 Townhomes

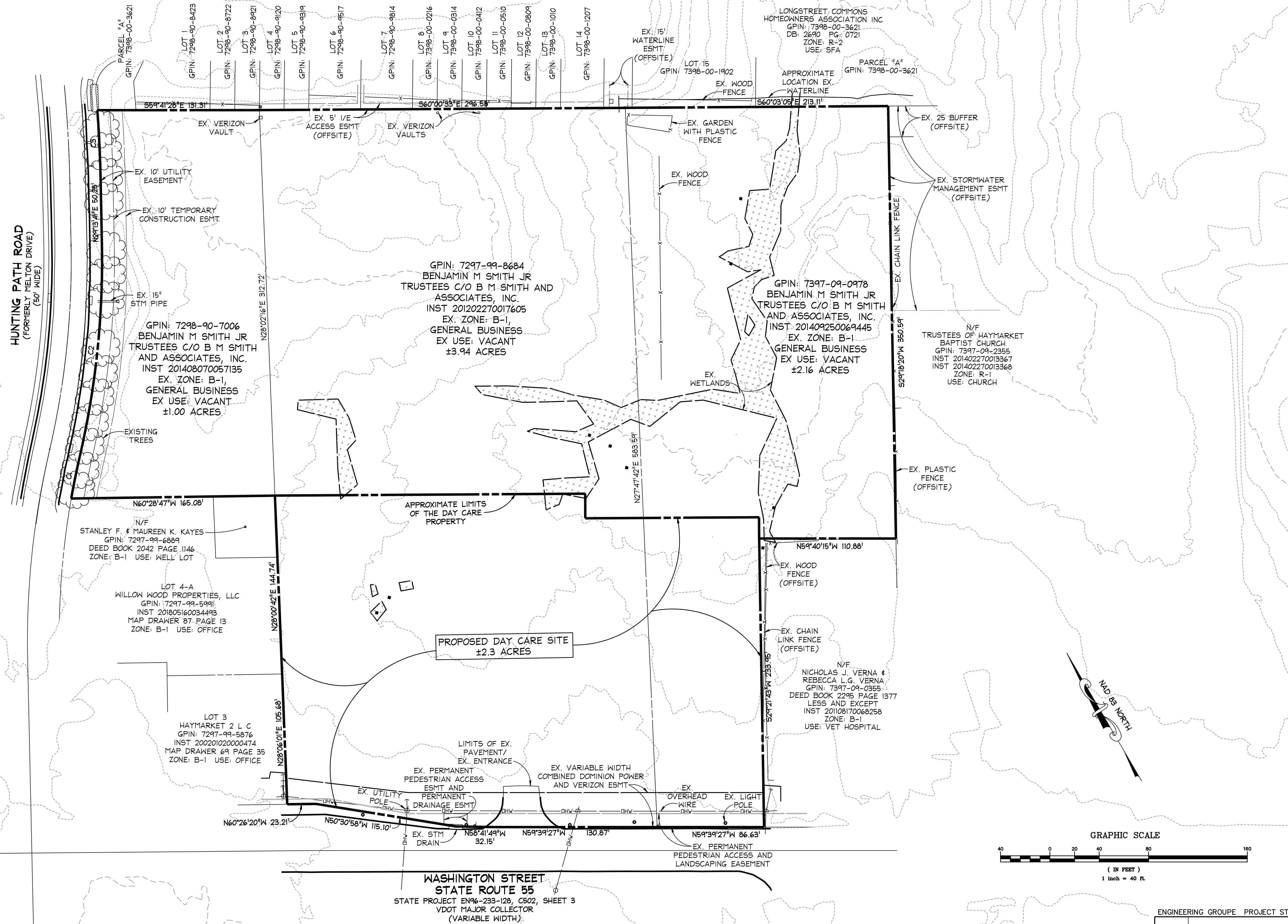
ENGINEERING GROUPE	PROJECT STATUS	DATE: APRIL 12, 2019
		SCALE: 1"=40'
		DESIGNER: DA
		DRAFTSMAN: DMB
10/8/19	REVISED PER COUNTY COMMENTS	FILE NO.
6/11/19	REVISED PER COUNTY COMMENTS	
DATE	ACTION	SHEET 1 OF 3

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: 7297-09-0978, AND (A PORTION OF) GPIN: 7397-99-8684 AND ARE ZONED: B-1, GENERAL BUSINESS.
- 3) THE 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 51153C0059D AND 51153C0067D, 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'



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

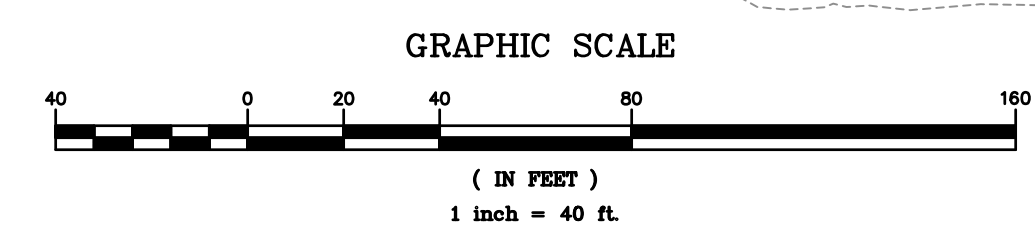
N/F
TRUSTEES OF HAYMARKET
BAPTIST CHURCH
GPIN: 7397-09-2355
INST 201402270013367
INST 201402270013368
ZONE: R-1
USE: CHURCH

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

N/F
NICHOLAS J. VERNA &
REBECCA L.G. VERNA
GPIN: 7397-09-0355
DEED BOOK 2296 PAGE 1377
LESS AND EXCEPT
INST 20108170068258
ZONE: B-1
USE: VET HOSPITAL



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 Capital Blvd, Suite 300
Washington, VA 22192
Tel: 540.777.7777

NO.	DATE	COUNTY REVISIONS

EXISTING CONDITIONS
**SMITH PROPERTY
AT HAYMARKET**
TOWN OF HAYMARKET, VIRGINIA
Attachment: FINAL Haymarket Smith October (4280) - Van Metre Special Use Permit 38 (Townhomes)

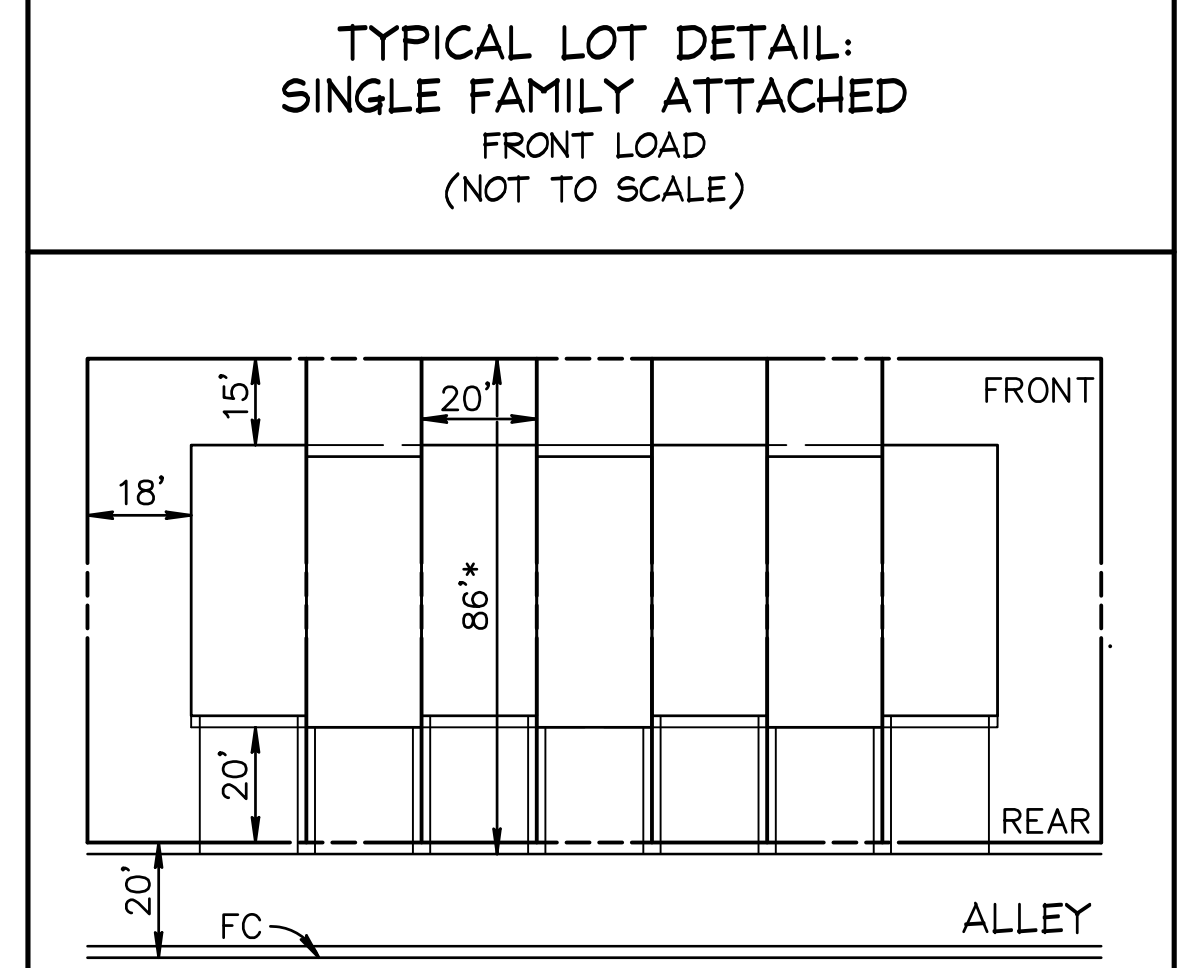
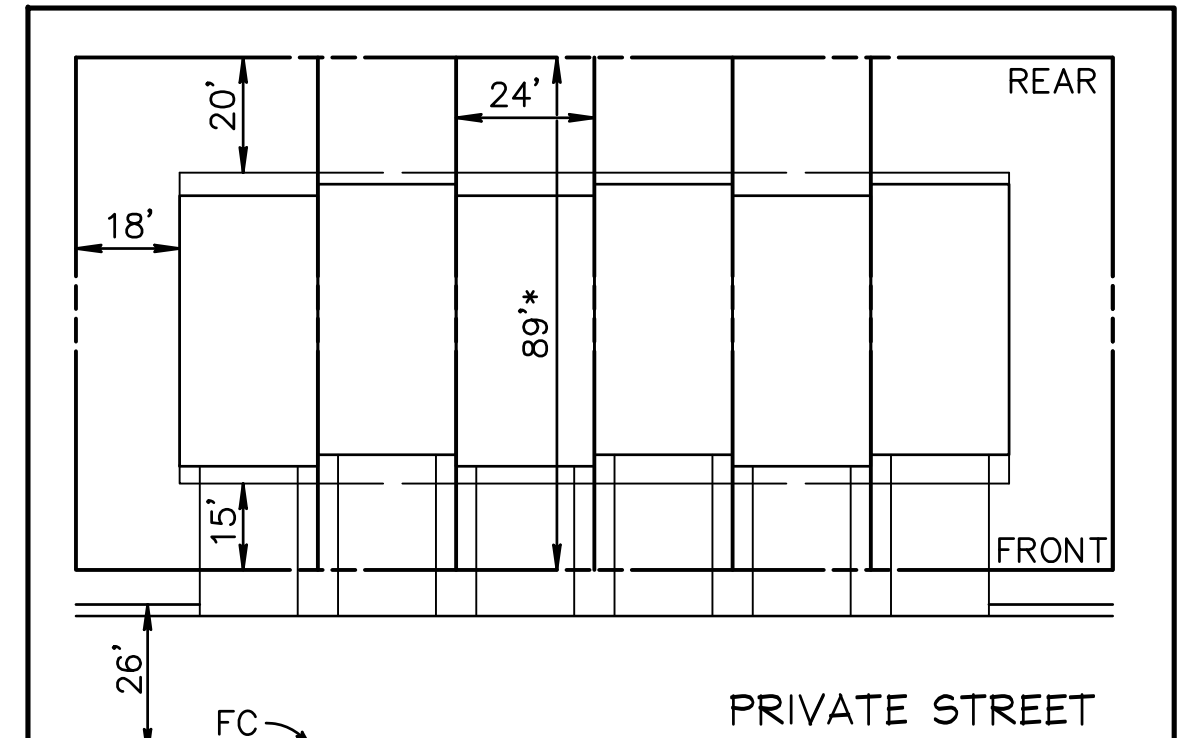
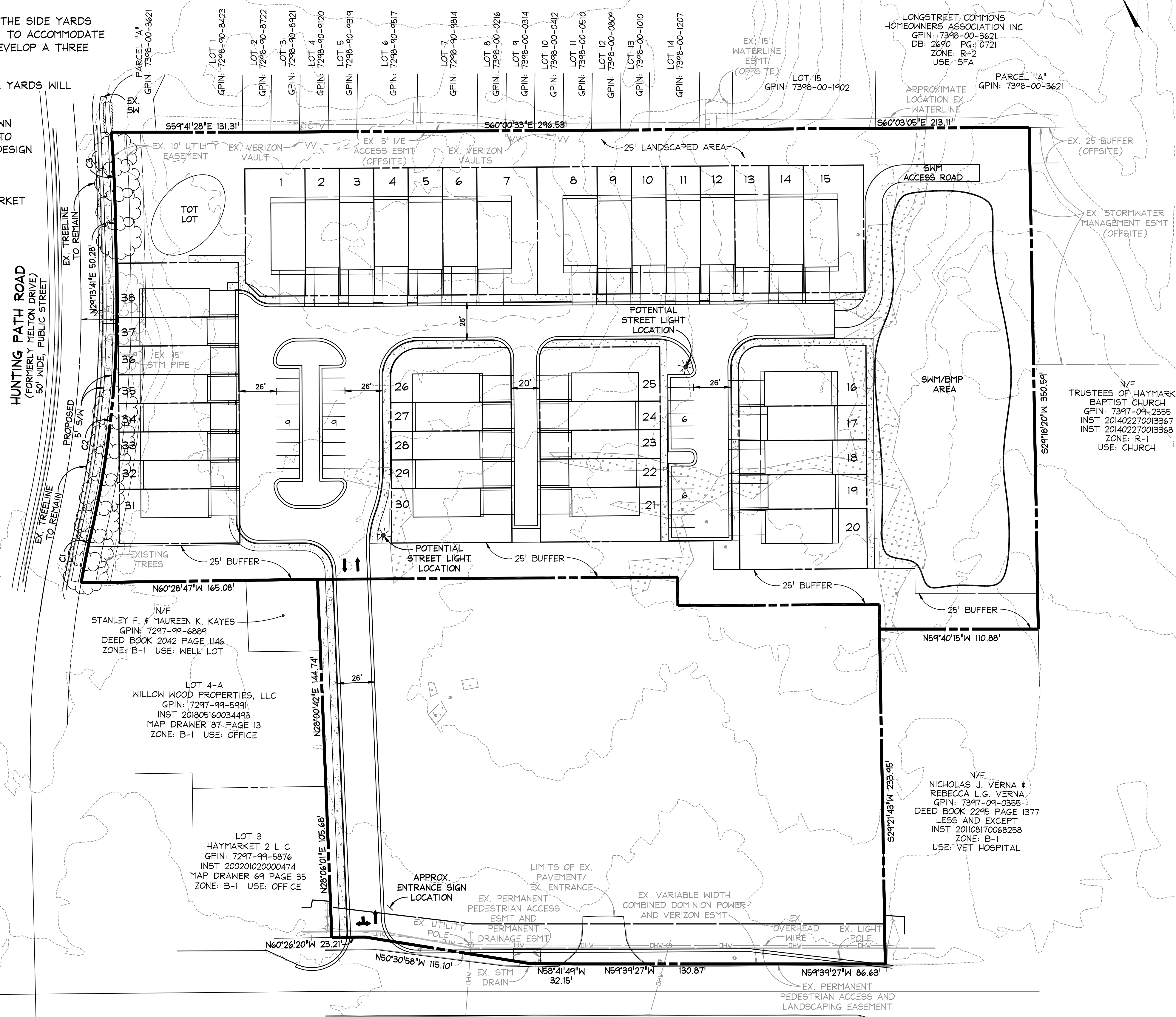
DATE	ACTION	ENGINEERING GROUPE PROJECT STATUS	DATE	PROJECT STATUS
10/8/19	REVISED PER COUNTY COMMENTS		APRIL 12, 2019	
6/11/19	REVISED PER COUNTY COMMENTS			

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.

DEVELOPMENT SUMMARY:

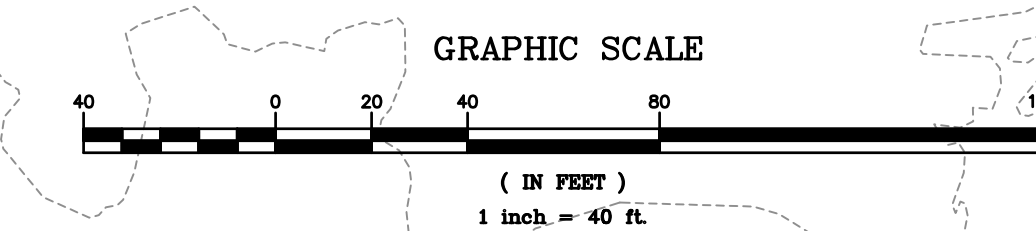
PARCEL GPINS.....	7298-90-7006, 7297-99-8684 (A PORTION), 7397-09-0978 (A PORTION)
PARCEL ACREAGE.....	±4.83 AC 7298-90-7006: 1.00 AC 7297-99-8684: 2.26 AC 7397-09-0978: 1.57 AC
EXISTING ZONE.....	B-1
PROPOSED ZONE.....	B-1 (WITH SUP)
PROPOSED USE.....	TOWNHOUSE
MAXIMUM DENSITY.....	8 DU/AC, 38 LOTS (4.8 AC x 8 DU/AC=38 LOTS)
TOTAL LOTS SHOWN.....	38 TOTAL (20 FRONT LOAD, 18 REAR LOAD)
TOWNHOUSE STANDARDS (R-2): ±4.8 ACRES	
MIN. AVERAGE LOT AREA.....	2,000 SQ. FT.
AVERAGE LOT AREA PROV'D.....	±2,400 SQ. FT.
MAX. LOT COVERAGE.....	40% (1.9 AC)
LOT COVERAGE PROV'D.....	42% (2.0 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)



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

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'
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C3	1,105.00'	58.83'	3°03'01"	29.42'	N27°42'10"E	58.82'



**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

South Office
4936 Southampton Parkway
Farmingdale, NY 11737
PH: 516.710.5987

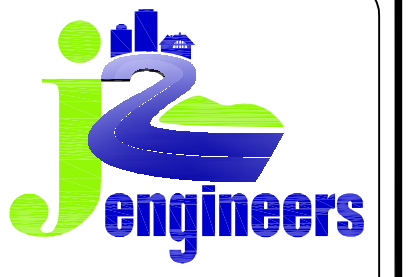
Central Office
13580 Group Drive, Suite 200
Washington, DC 20772
PH: 703.670.0885

West Office
21001 Sycamore Road, Suite 200
Arlington, VA 22207
PH: 703.670.0885

NO.	DATE	COUNTY REVISIONS

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

ENGINEERING GROUPE	PROJECT STATUS	DATE:
		APRIL 12, 2019
		SCALE: 1"=40'
		DESIGNER: DA
		DRAFTSMAN: DMB
		FILE NO.
		SHEET 3 OF 3



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: APRIL 11, 2019
 CONTOUR INT. =
 SCALE: 1" = 40'

PLAN DATE
 04/11/19
 05/11/19
 10/24/19

PRELIMINARY LANDSCAPE PLAN
SMITH PROPERTY
 TOWN OF HAYMARKET
 PRINCE WILLIAM COUNTY, VIRGINIA

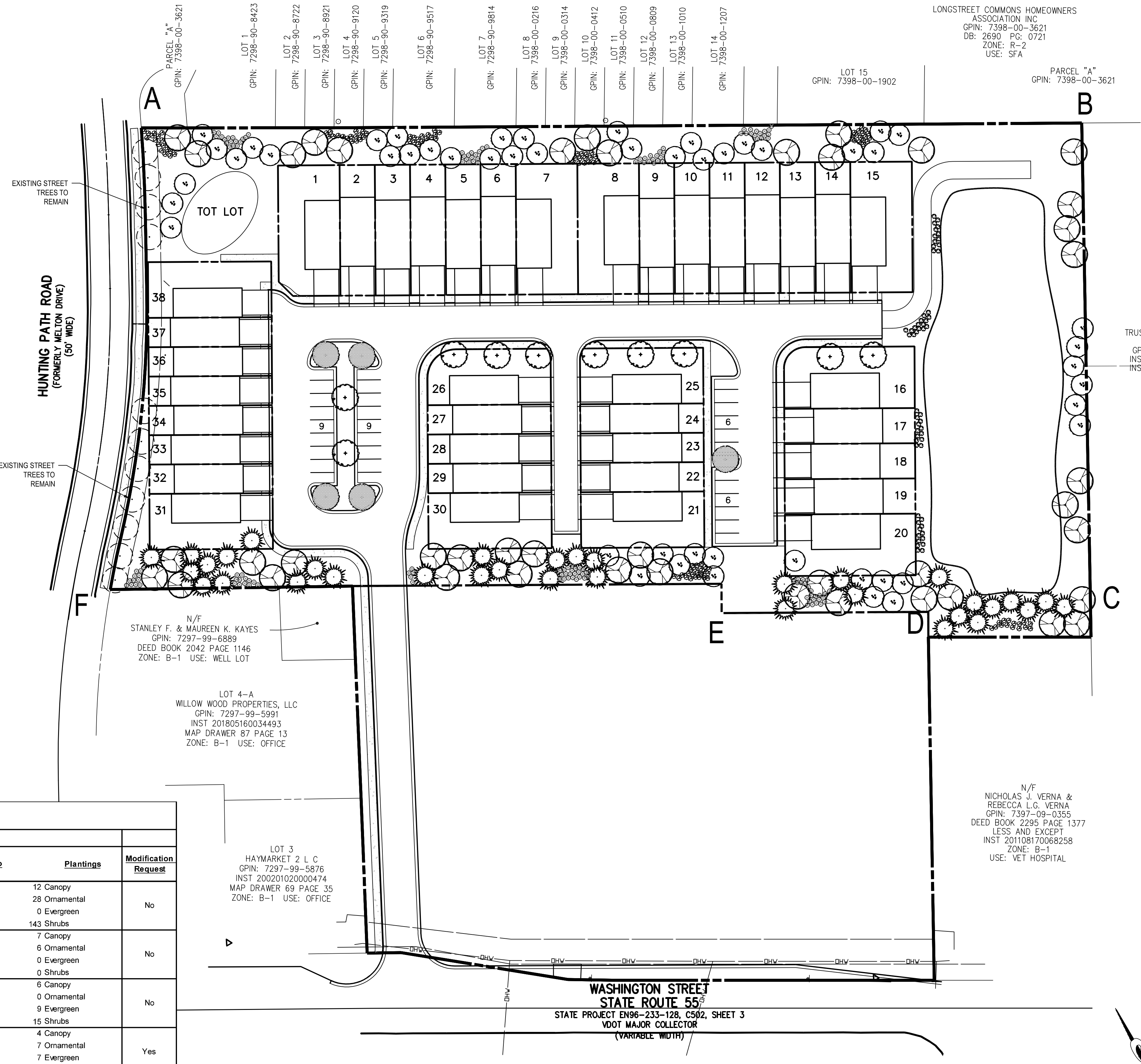
No.	DATE	DESCRIPTION

SHEET
4
 OF
4

LEGEND

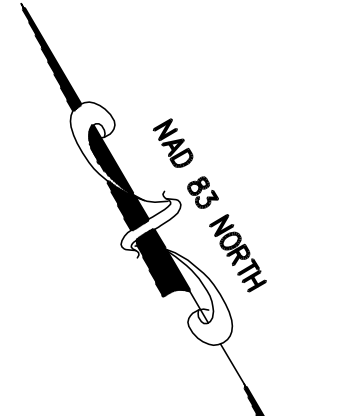
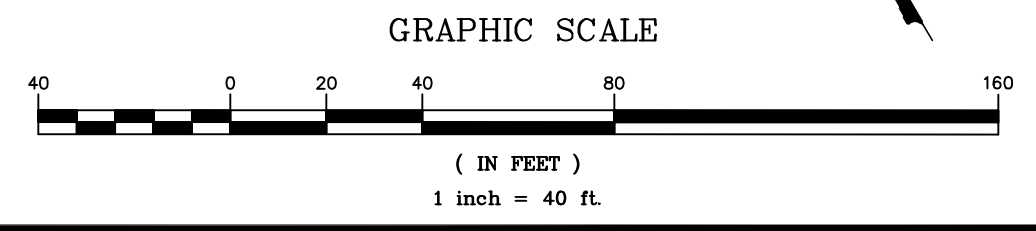
- EXISTING CANOPY TREE
- INTERIOR PARKING LOT TREE
- DECIDUOUS CANOPY TREE
- DECIDUOUS ORNAMENTAL TREE
- EVERGREEN TREE
- DECIDUOUS SHRUBS
- EVERGREEN SHRUBS
- ORNAMENTAL GRASSES
- A** BUFFER KEY TAG

- 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 28 Ornamental 0 Evergreen 143 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 0 Evergreen / 350 sf 1 Shrubs / 200 sf	No	
D to E	140	25	3,500	SS (Alt 1)	1 Canopy / 1000 sf 1 Ornamental / 500 sf 1 Evergreen / 500 sf 1 Shrubs / 100 sf	4 Canopy 7 Ornamental 7 Evergreen 35 Shrubs	20	2,800	1 Canopy / 1000 sf 1 Ornamental / 500 sf 1 Evergreen / 500 sf 1 Shrubs / 100 sf	Yes	
E to F	380	25	9,500	TS (Alt 3)	1 Canopy / 500 sf 0 Ornamental 1 Evergreen / 350 sf 1 Shrubs / 200 sf	19 Canopy 0 Ornamental 27 Evergreen 48 Shrubs	25	9,500	1 Canopy / 500 sf 0 Ornamental 0 Evergreen / 350 sf 1 Shrubs / 200 sf	No	
F to A	230	N/A							11 Canopy (Existing) 0 Ornamental 0 Evergreen 0 Shrubs	No	

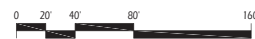
Notes
 1. Plant material to be coordinated with final SWM design. Locations, quantity and species are subject to revision due to constraints of dam embankment or easements.





SMITH PROPERTY
Town of Haymarket, Virginia

VanMetre



ILLUSTRATIVE PLAN

10.04.2019

Scale: 1"=40'



Attachment: Smith Property Illustrative Plan with Daycare 20191024 (4260 : Van Metre Special Use Permit

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SMITH PROPERTY

DESIGN GUIDELINES

October 24, 2019

Attachment: Smith Property-Design Guidelines_20191024 (4260 : Van Metre Special Use Permit 38 Townhomes)

SMITH PROPERTY

DESIGN GUIDELINES

October 24, 2019

Prepared for:

Van Metre

9900 Main Street | Suite 500 | Fairfax, VA 22031

Prepared by:



4080 Lafayette Center Dr | Suite 330 | Chantilly, VA 20151

Attachment: Smith Property-Design Guidelines_20191024 (4260 : Van Metre Special Use Permit 38 Townhomes)

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5. CONCLUSION

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1

INTRODUCTION

The Smith Property Design Guidelines are intended to be a framework for development to be used by developers, stakeholders, and municipalities, during the design process. They should be utilized as guiding principles for the vision of the community and to aid in the implementation of that design.



DESIGN GOALS

- A development that creates a sense of enhanced community and neighborhood for its residents, through a plan that is pedestrian friendly and provides useable amenity spaces
- Ensure community longevity through the design of neighborhoods that will endure over time
- Creating visual interest throughout the development, by thoughtful architectural design, plantings, and public spaces



SITE LOCATION

The Smith Property is located in the Town of Haymarket along Washington Street (Route 55) bordered by Hunting Path Road to the west and Rising Sun Lane to the North. This site has been designed to be a residential townhome community. In addition to housing, the site has been designed to provide an integrated pedestrian network and amenity areas that may include a tot lot / park.



Attachment: Smith Property-Design Guidelines_20191024 (4260 : Van Metre Special Use Permit 38 Townhomes)

PEDESTRIAN CONNECTIVITY

The development should strive to create a community with a safe and comfortable walking environment. On the interior of the site, sidewalks should connect residents to amenity areas, as well as providing access between parking and homes. The interior sidewalks should connect to existing pedestrian network along Hunting Path Road. This sidewalk will provide connections to the larger community outside the development, namely the Town of Haymarket. Accessible routes should be implemented throughout the community to provide access for people of variable abilities.



PEDESTRIAN CONNECTIVITY MAP

— — 5' Concrete Sidewalk

Attachment: Smith Property-Design Guidelines_20191024 (4260 : Van Metre Special Use Permit 38 Townhomes)

2 OPEN SPACE/LANDSCAPE

OPEN SPACE

Adjacent to the eastern site boundary, an approximate 0.7 acre open space area will be utilized for stormwater management (SWM) and amenities. This area will be carefully landscaped to create a useable passive recreation area for the residents to enjoy.



LANDSCAPE OVERVIEW

Landscaping in The Smith Property should assist in the definition of space and community identity, soften the vertical space, and provide a comfortable pedestrian experience. Benefits of a well-designed landscape include helping to manage stormwater, reduce heat island effects, provide shade and protection of non-vehicular travelers, buffer parking areas from traffic, and dramatically approve the aesthetics of the space.



Large canopy trees and understory trees should be located along parking areas and in and buffers. Buffers are areas that are planted in a naturalized manner and provide an edge to the community. These areas can include large canopy trees and understory to create a dense, layered effect. On the other hand, street plantings are laid out in an organized manner. A bio-diverse selection of tree species should be planted in groups or an alternating pattern along streets to help improve the long-term health and stability of the tree canopy. Obstructive plant materials may not be placed within the pedestrian zone.

Buffer and parking lot plantings must be provided in accordance with the Town of Haymarket Zoning and Subdivision Ordinance, Article XVII. Where Town standards do not apply, measures should be taken to utilize landscaping to provide sufficient visual and noise buffers from roadways, service areas, service drives, and any mechanical equipment needed to assist in building function (such as air conditioning units).

PLANTING STANDARDS



The following are recommended for placement of street trees (large and medium shade trees) in the parking and open space areas.

Lateral Spacing: Trees should be spaced regularly throughout the available planting area or within defined groupings. Street trees should be spaced at the Town recommended spacing, or, where Town standards do not apply, trees should be spaced at a minimum of 25 feet and maximum of 40 feet on center.

Quantities required for buffer plantings and parking lot plantings/planting areas shall be provided as per Town requirements and in these design guidelines. Plant material and plant types should utilize plantings listed in the Town approved plant list as shown in the Zoning Ordinance, Article XVII.

Plant size is an important consideration in creating a safe and secure street environment. When considering the location and size of plant materials, vehicular sight triangles should be maintained according to appropriate engineering standards. At crosswalks, the maximum height of shrub plant material should be no more than 30 inches from the top of the adjacent roadway. Similarly, plants more than 30 inches in height should not be located within the sight triangle of driveways as measured from the adjacent roadway.

MAINTENANCE

No landscape will be successful without adequate maintenance, and certain plants require more attention than others. For understory plantings, plants that are both hardy to urban conditions and native to the area should be used. Amenity areas will require a higher level of maintenance due to the kind of plants selected and a more manicured appearance. The buffer areas should maintain a naturalized appearance as they are intended to create a dense barrier that screens views. Street trees and shrub plantings need to be trimmed to maintain the appropriate sight distance.

SUPPLEMENTAL PLANTINGS



In addition to trees within planting areas, the installation of shrubs and groundcover should be considered and are recommended plantings. The placements of these materials contribute to the quality of the streetscape by helping create a cohesive design. Caution should be taken when placing understory plant material so as to not negatively affect vehicular sight lines, pedestrian and bicycle clearances, and safety and security. Shrubs and groundcover should be of sufficient hardiness to withstand conditions within the planted environment.

LANDSCAPE AREAS

1. Parking Streetscape

A consistent tree canopy throughout the streetscape will create the appearance of the street corridor. Streetscape plantings primarily consist of large canopy trees that are limbed up as required by county standard to provide a safe environment. Street trees buffer homes and businesses from traffic, which creates a comfortable experience for both motorists and pedestrians. Additionally, they create an identity for the community and have an aesthetically please effect.



Surface parking lot areas should have sufficient interior (to the lot) and perimeter (between the lot and adjacent property or public right-of-way) landscaping to visually break up their appearance and reduce their visual impact. All surface parking areas should meet the minimum requirements of the Zoning Ordinance for interior landscaping.

2. Buffers

Buffers are areas of land set aside as a place to provide vegetation (and possibly include a man-made barrier) that will create a visual screen between two differing land uses. Composed of a variety of trees and shrubs, these buffers create a dense barrier that screens views, provides visual interest, and creates a habitat for wildlife. The width of the buffer is adjusted according to Zoning Ordinance standards to provide the appropriate amount of screening required for the adjoining uses.



Attachment: Smith Property-Design Guidelines_20191024 (4260 : Van Metre Special Use Permit 38 Townhomes)

3. Parks/ Amenity Areas

Throughout the passive open space areas there will be amenities such as seating zones and tot lots which will reinforce the feeling of community and the development's identity. These spaces will be located in areas that are well-utilized and convenient to access. Plantings should include ornamental trees, shrubs, and accent perennials designed to create an aesthetically pleasing and comfortable environment for the community.



Attachment: Smith Property-Design Guidelines_20191024 (4260 : Van Metre Special Use Permit 38 Townhomes)

3 HARDSCAPE ELEMENTS

STREET FURNITURE

Street furniture supports pedestrian life along streets and elevates the quality of the streetscape by providing places for people to sit or gather, deposit trash, and store bicycles. Street furniture of similar style and quality will unify the streetscape and amenity areas within the development. The following images show general characteristics and examples of the family of street furniture for the Smith Property development.



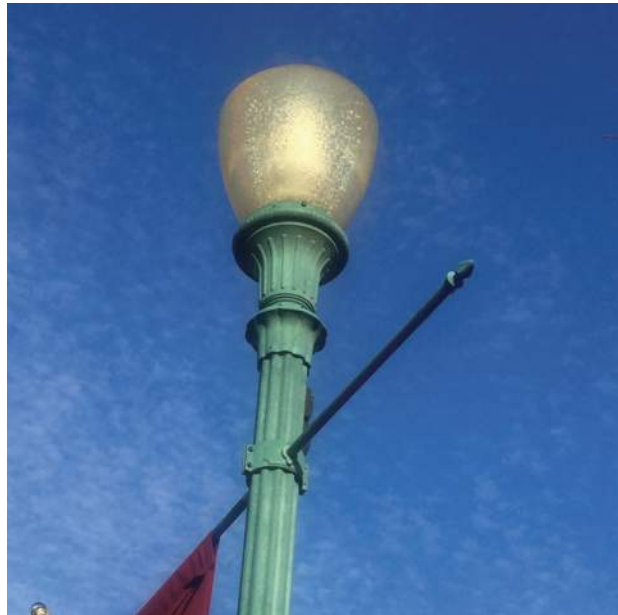
MAILBOXES

United States Postal Service (USPS) deliveries will be centralized with cluster box units. The mailbox units are centrally located for convenient access and constructed of heavy-duty aluminium with stainless steel hardware. Units are finished with durable powder-coat finish.



LIGHTING

All lighting should conform to the national lighting minimum standards. Pedestrian level lighting, building mounted lighting, and sign lighting may be used to complement roadway and streetscape lighting and to emphasize areas of importance (such as a pocket park, gathering area). Light poles also offer the opportunity to mount banners or flags for special events, announcements, or community identity. All fixtures should be full cutoff luminaires to minimize light trespass, meet dark sky requirements, and will conform to standards put forth in the Zoning Ordinance. Street lights located on the internal private streets will be Dominion electric- basic acorn, single luminaire, post top installation.



The illustrations show examples of the quality and style of street lights to be used within the Smith Property development.

Attachment: Smith Property-Design Guidelines_20191024 (4260 : Van Metre Special Use Permit 38 Townhomes)

PRIVACY FENCE

To provide a safe and secure outdoor living area for residents, rear yards of Townhomes may be enclosed with privacy fences. Fences will be of maximum 6' height and constructed of either weather-stained P.T. pine or vinyl.



SIGNAGE

One way of creating an identity for the development and community development is through signage and way-finding. Signage will maintain a consistent design throughout the development and support the overall character of the Smith Property. Materials utilized in signage will be used on building facades and vice versa. Signage size should be relative in scale to the audience that the sign is intended for. Signage to direct pedestrians should be of a smaller pedestrian scale and signage to direct vehicles should be of a larger, vehicular scale. Consideration will be made for colors that provide reflectivity and are visible at all hours of the day and night. Shown is a conceptual entrance feature design that is appropriate in scale and character for the Smith Property.



4

ARCHITECTURE

GENERAL GUIDELINES



In order to have a cohesive overall character for the development, a consistent design concept should be implemented in the building architecture, through a like palette of materials, colors, and architectural styles. To create visually engaging buildings, slight variations within the buildings should be worked into the design. These can include, but are not limited to, variation in wall planes, roof lines, detailing, and addition of architectural elements such as balconies, canopies, gables, dormers, and awnings. Building materials should include, but are not limited to vinyl siding and trim, brick, and stone. All paint colors used must be complementary to one another and to the other building materials.

BUILDING DESIGN

Building design should consider the pedestrian experience, and provide a proportional relationship between the buildings, landscape, and street to create a pleasant user experience. Buildings should also provide interest at pedestrian eyelevel, such as accent brick, decorative trim, and overhangs. All units should have an individual entrance to provide identity to the unit.

UNIT TYPES

Two types of housing will be located within the residential neighborhood: front-load garage townhomes, located along northern and eastern sides of the parcel, and rear-load garage townhomes, located along southern and western sides of the parcel. The rear-load garage townhomes are grouped to orient the primary front elevation towards Hunting Path Road and the main internal entrance road.



FRONT-LOAD TOWNHOME



REAR-LOAD TOWNHOME

SPECIAL END AND REAR CONDITIONS

The residential buildings closest to Hunting Path Road and most visible from internal streets should incorporate special end or rear conditions that will provide an enhanced façade for the portion of the building that will be more exposed. This can include additional brick features, siding, and decorative trim. These elements should provide an aesthetic appearance to vehicles traveling along the adjacent roadways, as well as those entering the community.

5

CONCLUSION

These Design Guidelines are intended to establish guidelines to ensure that a high quality, attractive neighborhood is created at the Smith Property. The Design Guidelines are, as the name states, guidelines. They are meant to be flexible to accommodate new ideas that may arise during the many years that this project will be under development.



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

Emily K. Lockhart
TOWN PLANNER
ZONING ADMINISTRATOR

MEMORANDUM

TO: Town Council
FROM: Emily K. Lockhart, Town Planner
DATE: November 16, 2019
SUBJECT: Special Use Permit Request – Van Metre, 38 Residential Townhomes

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 18th/19th century and 19th/20th 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 abut 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:

It is Staff's recommendation to the Town Council to hear all public comment at the December 2nd public hearing and provide the applicant with questions and concerns to address prior to the January Town Council Regularly scheduled meeting.

As proposed the townhouse project provides an opportunity to blend the residential and commercial zoning districts, specifically the existing Longstreet Commons neighborhood with the abutting commercial zoned property (Smith Property). Alternative commercial by-right uses on this property have the potential to create noise disturbances, significantly greater traffic volumes, and other adverse effects for the residents of Longstreet Commons and those adjoining property owners

Staff's Concerns include; traffic flow in the Hunting Path Road turn lane and minimal amenities for the residents.



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ Minutes ~

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

15000 Washington St
Haymarket, VA 20169

Friday, August 23, 2019

6:00 PM

Council Chambers

A Special Meeting 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 Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present, Vice Mayor Susan Edwards: Present, Councilwoman Bond Cavazos: Present, Councilman Robert Day: Present.

II. Budget Discussion

1. Motion - Closed Session

Councilman Leake motioned to go into closed session pursuant to Virginia Code 2.2-3711 (A)(1) for discussion, consideration, or interviews of respective candidates for employment, assignment, appoint, promotion, performance, or demotion of salaries, disciplining, or resignation of a specific public officer, appointees, or employees of any public body specifically relating to the position of a Town Business Manager.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Leake, Panthi, Shannon, Edwards, Cavazos, Day

2. Motion to Reconvene and Certification

Councilman Leake moved that the Council certified that in the closed session that just concluded nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Leake, Panthi, Shannon, Edwards, Cavazos, Day

3. Motion

Councilman Leake moved for the Mayor to move as directed in closed session.

Minutes Acceptance: Minutes of Aug 23, 2019 6:00 PM (Minutes Approval)

RESULT: ADOPTED [5 TO 1]
MOVER: Connor Leake, Councilman
SECONDER: Steve Shannon, Councilman
AYES: Leake, Panthi, Shannon, Edwards, Day
NAYS: Bond Cavazos

III. Adjournment

1. Motion to Adjourn

RESULT: ADOPTED [UNANIMOUS]
MOVER: Connor Leake, Councilman
SECONDER: Steve Shannon, Councilman
AYES: Leake, Panthi, Shannon, Edwards, Cavazos, Day

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

David Leake, Mayor

Minutes Acceptance: Minutes of Aug 23, 2019 6:00 PM (Minutes Approval)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, September 9, 2019

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

Vice Mayor Susan Edwards: Present, Councilman Robert Day: Present, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Late, Councilman Steve Shannon: Present, Mayor David Leake: Present, Councilwoman Bond Cavazos: Present.

II. Pledge of Allegiance - Troop #90064

III. Invocation - Pastor Mark Brady, Park Valley Church

IV. Public Hearing - Williams Holdings Special Use Permit

Michelle Williams, President of Williams Holdings, addressed the Council on the Special Use Permit application to allow residential use of the construction of 7 townhomes, an apartment over a garage and 7 commercial spaces in the B-1 zoning district. Ms. Williams gave a presentation showing the elevation of the building, the materials used and the setbacks. She stated that they originally came with a different set of plans and was denied. She shared that, after speaking with the owner of the neighboring property, the design plans changed to accomodate more green space and less parking restrictions for the property.

After the presentation, Mayor Leake opened the floor for citizens comment.

Dottie Leonard, 14801 Washington Street, stated that she was in favor of the project. Ms. Leonard stated she felt this was the best use of the space.

With no further comments, Mayor Leake closed the public hearing.

V. Blue Help Suicide Prevention Walk Presentation

Megan Hawkins, a local law enforcement officer, spoke on behalf on Blue Help. She stated that September is Suicide Prevention Month and shared the mission of Blue Help. Ms. Hawkins stated the first ever law enforcement suicide awareness walk will be held in the Town of Haymarket on September 28, 2019. Proceeds from the walk will help fund care packages for families and departments after a suicide, grief camps and training other costs associated with awareness and prevention.

VI. Alex's Army's Childhood Cancer Awareness Month Proclamation

Jenny and Derek Green, President and Co-founder of Alex's Army Childhood Cancer Foundation, thanked the Mayor and Council for issuing the proclamation and for allowing them to place the gold ribbons on the light post on Washington Street. She shared her personal story and also invited families who live in the Town of Haymarket and also have been affected by childhood cancer to share their stories.

1. Alex's Army

Councilman Connor Leake read the Proclamation September 2019 Childhood Cancer Awareness Month: The Town of Haymarket Goes Gold for Kids. Mayor Leake and the Town Council presented the proclamation to Alex's Army.

VII. Minutes Approval

- 1. Mayor and Council - Regular Meeting - Aug 5, 2019 7:00 PM

Minutes Acceptance: Minutes of Sep 9, 2019 7:00 PM (Minutes Approval)

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Day, Leake, Shannon, Cavazos
ABSENT:	Madhusudan Panthi

2. Mayor and Council - Work Session - Aug 5, 2019 6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Day, Leake, Panthi, Shannon, Cavazos

VIII. Citizens' Time

Jim Payne, 6680 Fayette Street, stated that he fully supports the plans for the hotel. He stated that he felt this adds to what Haymarket is trying to achieve by being a walking town and that the patrons of the hotel would benefit from the businesses during their stay in Haymarket.

IX. Agenda Items

1. Special Use Permit SUP#2019-001 Williams Holdings, 6604 & 6608 Jefferson Street

Town Planner Emily Lockhart shared with the Town Council that the applicant met with the Planning Commission in the spring on the original application. She stated that the Planning Commission asked the applicant to come back with some revisions. Ms. Lockhart continued to state that the application came back with the revisions that were presented in the evenings meeting to the Planning Commission and that the Planning Commission recommended approval based on the revisions. Ms. Lockhart also stated that the only item left to consider was the entry onto the property and coordinating it with VDOT. The Town Council discussed the subject.

Councilman Shannon moved for the Town Council approve the Special Use Permit for the 7 residential townhome units above commercial retail at 6604 and 6608 Jefferson Street with the condition that the applicant follow the proposed concept plan submitted in the application materials to include the exception to the 25 foot setback between 6610 Jefferson Street and 6608 Jefferson Street. Furthermore the setback exception will be for the purpose of the drive aisle to the townhomes at the rear of the property. Councilwoman Cavazos seconded the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Shannon, Councilman
SECONDER:	Bond Cavazos, Councilwoman
AYES:	Edwards, Day, Leake, Panthi, Shannon, Cavazos

2. Administrative Staff Reports

Mayor Leake asked for any questions on the Administrative Staff Reports. There were questions for Town Planner Emily Lockhart on the subject of the removal of a chain-linked fence and the parking lot at the Ice Plex. Ms. Lockhart stated that she would follow up on both subjects.

Mayor Leake gave the updates on Phase I of the Town Center project.

Mayor Leake introduced Chris Coon as the Business Manager to the Town of Haymarket. Vice Mayor Edwards asked for a review of all the staff titles and job descriptions so that the Council is aware of each persons responsibilities. The Council discussed appointing a FOIA officer because of the resignation of the Town Clerk. Mayor Leake suggested that the Council consider appointing Mr. Coon as the FOIA officer. A short discussion followed.

3. Appoint FOIA Officer

Minutes Acceptance: Minutes of Sep 9, 2019 7:00 PM (Minutes Approval)

Councilman Connor Leake moved to appoint Chris Coon as the Town of Haymarket FOIA Officer.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Day, Leake, Panthi, Shannon, Cavazos

4. Police Department Report - Chief Kevin Lands

Chief Lands asked the Town Council for any questions on the statistics report. Chief Lands gave updates on the Police Department events. Chief Lands also gave some information on the upcoming events that the department is participating in.

5. Villages of Haymarket Phase II, Landscape Bond Release

Town Planner Emily Lockhart shared with the Town Council the Bond Release would be to release the remaining of the landscape bond. Ms. Lockhart stated that she and the Town Engineer walked the property and that all the landscaping met the requirements.

Councilman Leake moved that the Town Council release the remaining portion of the Oakridge Landscape Bond for the Villages of Haymarket Phase II.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Bond Cavazos, Councilwoman
AYES:	Edwards, Day, Leake, Panthi, Shannon, Cavazos

6. Haymarket Sheetz Bond Release

Town Planner Emily Lockhart shared that the Town Engineer completed her as built review, that everything is in accordance with our requirements and is recommending the Town Council release the Performance Bond.

Councilman Connor Leake moved that the Town Council release the Performance Bond for the Haymarket Sheetz Convenience Store.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Day, Leake, Panthi, Shannon, Cavazos

7. Haymarket Baptist Church Bond Release

Town Planner Emily Lockhart shared that Haymarket Baptist Church finished repaving their parking lot and submitted their as built plan. She stated that the Town Engineer reviewed the plan and recommended to release the Bond.

Councilman Connor Leake moved that the Town Council release the Performance Bond for Haymarket Baptist Church.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Bond Cavazos, Councilwoman
AYES:	Edwards, Day, Leake, Panthi, Shannon, Cavazos

8. Communication Policy

Mayor Leake gave a brief explanation on the communication policy that is part of the Town record. The Mayor handed the floor to Councilwoman Cavazos, who asked for this line item to be on the agenda.

Ms. Cavazos stated that she would like to see the Town use all forms of media, including text alerts, to inform the citizens of public hearings and important meetings. She said she feels that the Town should utilize all forms of ways to communicate to the citizens. She said that the citizen should have the option to opt in to receive text messages so that they can receive

Minutes Acceptance: Minutes of Sep 9, 2019 7:00 PM (Minutes Approval)

information on not only the fun events but important subjects that are being discussed at meetings. The Town Attorney stated that he will work with the Business Manager on the language and will bring it to Council for approval at the next meeting.

X. Updates

1. Planning Commission

Councilman Shannon shared that the Planning Commission had a public hearing on the Van Metre/Smith Property. He stated that the Planning Commission was not in favor the plans that were submitted.

2. Architectural Review Board

Councilwoman Cavazos stated that the Taco Bell design plans were referred to the September meeting. She also shared that the Board worked on the By-Laws and submitted some edits. Ms. Cavazos stated that the ARB did not recommend the Town Center informational sign to be placed at the museum. Ms. Cavazos read a letter to the Council from the ARB. There was a discussion on the subject of the placement of the sign.

XI. Councilmember Time

1. Steve Shannon

Councilmember Shannon welcomed Business Manager Chris Coon to the Town of Haymarket team. Mr. Shannon expressed his appreciation of service of the past Town Clerk.

2. Connor Leake

Councilman Leake also welcomed Town Business Manager Chris Coon. Mr. Leake informed the Town Council that one of the Town's Police Officer was asked to teach a Crisis Intervention Training Class.

3. Madhu Panthi

Councilman Panthi did not have anything to report.

4. Susan Edwards

Vice Mayor Edwards shared that she is pleased that the communication policy will be updated and will be helpful to keep the citizens informed. Ms. Edwards also expressed her disappointment of where the informational sign was installed and wished there was a better working relationship with the ARB. Ms. Edward also expressed her appreciation of service to the past Town Clerk.

5. Bond Cavazos

At this time, Councilwoman Cavazos read her resignation letter to the Town Council effective immediately.

6. Robert Day

Councilwoman Day did not have any comments for this meeting.

7. David Leake

Mayor Leake did not have additional comments at this meeting.

XII. Adjournment

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Shannon, Councilman
SECONDER:	Connor Leake, Councilman
AYES:	Edwards, Day, Leake, Panthi, Shannon, Cavazos

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

David Leake, Mayor

DRAFT

Minutes Acceptance: Minutes of Sep 9, 2019 7:00 PM (Minutes Approval)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ Minutes ~

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

15000 Washington St
Haymarket, VA 20169

Wednesday, October 2, 2019

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

The Regular Monthly 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

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

II. Pledge of Allegiance

Mayor David Leake asked the Council, Town Staff and audience to stand for the Pledge of Allegiance.

III. Invocation - Pastor Christian Martin, Living Hope Seventh Day Adventist Church

Pastor Christian Martin of Living Hope Seventh Day Adventist Church lead in the Invocation.

IV. Citizens' Time

Before Citizens' Time, Mayor Leake asked Chief Lands to come forward for a special award. The Haymarket Lodge presented the Community Builders Award to Chief Lands in recognition of his outstanding service to the community and his dedication of making the Town of Haymarket a better place to live.

At this time, the Mayor opened the floor for Citizens' Time.

Brett Fry, business owner, gave his support to Chris Morris to fill the Town Council vacancy seat.

Bob Weir, 6853 St. Paul Drive, gave his opinion to the Town Council on comments made at the Work Session from earlier in the evening.

Dottie Leonard, 14801 Washington Street, gave her personal opinion and the opinion of the citizens' group on the recent Town Council liasion appointment of Susan Edwards on the Architectural Review Board. Ms. Leonard stated that she felt a better decision could be made. Ms. Leonard also suggested that an architect consultant is appointed to the Architectural Review Board event if they don't live in the Town.

V. Agenda Items

1. Town Planner's Monthly Report

There were no questions or comments on the Town Planners Report.

2. Town Engineer's Monthly Report

There were no questions or comments on the Town Engineers Report.

3. Treasurer's Monthly Report

Town Treasurer Roberto Gonzalez gave a brief report to the Town Council on the monthly financials. There were no comments or questions for the Treasurer.

4. Business Manager Report

Mr. Coon shared with the Town Council that the Town Attorney has been brought on to serve as a consultant to the Architectural Review Board. Mr. Coon also shared that the he is looking for an architect that is willing to serve as a consultant on the Board.

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Mr. Coon informed the Town Council that VDOT will be installing some no parking signs at Coachway and Caboose Trail so that fire trucks can easily navigate the intersection. Mr. Coon stated that he spoke with Prince William County Transportation about the speed table on Jefferson Street. He shared that the table will be reduced from 4 inches to 3 inches. If the Town Council would like to have the table removed, Mr. Coon stated that a petition in favor of removing it would need to be signed by those who signed to have it installed. There were no further comments or questions for the Business Manager.

5. Police Chief's Report

Police Chief Lands gave a brief report for the month of September. Chief Lands stated that all the officers have been re-certified in CPR, AED and Narcan training. Chief Lands shared that Officer Davis held a womens defense class. Chief Lands also shared that Officer Gregory was awarded the Mothers Against Drunk Driving award for the Town of Haymarket. Mr. Lands stated that the department was up against much larger departments and only one department had more arrests than the Haymarket Police Department. The Town Council asked Chief Lands if he had any findings from the speed table being taken down on Jefferson Street. Chief Lands gave a report on the subject.

6. A Dog's Day Out Bond Release

A question was raised by Town Council on why only a portion of the landscape bond. Town Planner Emily Lockhart stated that standard was to release all but 10%, which is held for 2 years. At that time, the remainder of the 10% is released. A discussion followed on the subject. The Town Council asked Town Attorney Crim if they could make an exception and release the full bond. Mr. Crim stated that if the Council felt comfortable, a full release could be granted.

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

7. Property Maintenance Code

The Town Council reviewed the Property Maintenance Code to be adopted by Ordinance.

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

VI. Closed Session

VII. Updates

- 1. Architectural Review Board Update
- 2. Planning Commission Update

VIII. Councilmember Time

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

IX. Adjournment

Minutes Acceptance: Minutes of Oct 2, 2019 7:00 PM (Minutes Approval)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, November 4, 2019

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 6:10 PM.

Mayor David Leake called the meeting to order.

I. Call to Order

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

II. Agenda Items

1. Discuss Lighting Options for the Town Playground

Town Planner Emily Lockhart stated that she contacted the contractor for information to get lighting at the Town Playground. She stated that the ordinal intention is to have the playground opened from dawn to dusk. She stated if lights were installed it may encourage activity at the playground. There was a discussion on installing motion censored lights as opposed to lights that stay on. There was a question if whether there are signs stating that the Town was not responsible for injury at the playground. The Council stated that they would be able to make a decision once the contractor submits the bid.

2. Bleight Drive Fence Discussion

The Town Staff informed the Town Council that since the park has been installed, there have been some complaints of people walking through property owners yards on Bleight Drive in order to get to the playground. Staff stated that the property owners asked if Town would install a fence. Town Staff stated that after speaking with the Town Attorney, the Town has no legal basis to install a fence. Town Planner Emily Lockhart stated that the Villages of Haymarket HOA would allow the property owners to install fences. Ms. Lockhart also shared with the Town Council that the written document of the park master plans there is a narrative that states the intention was that the park would pass through easily along the borders and a designated walking path between the Villages of Haymarket and the park. Ms. Lockhart stated that landscaping borders were planted along the park property to encourage a buffer screen by the builder of the park that the Town is maintaining. The Council discussed an easement that is adjacent to an end unit. The Town Staff stated that they are reaching out to the HOA to find out the type of easement. After a short discussion, the Town Council decided not to waiver from the original site plans.

3. Haymarket Day Questions from Council

Mayor Leake complimented the Town Staff on the success of Haymarket Day. The Town Staff asked if the Town Council had any questions about the event. The Town Staff recommended that the hours for 2020 Haymarket Day be changed to 10 am-4pm. The Town Council suggested that the Town Staff come up with ideas on keeping the flow of parade moving. Mayor Leake stated that at the debriefing meeting the Staff talked about re-evaluating the make up of the parade and scaling back the entries. Town Council also suggested that the Police Department is used as parade marshalls to help with keeping the parade traffic moving. The Council discussed that they would like to see a better enforcement of no candy being thrown from vehicles to the crowd. Council also suggested putting more trash cans around the outer perimeters of the Town.

4. Conflict of Interest Training

Business Manager Chris Coon informed the Town Council that Virginia State Code requires elected official to complete a Conflict of Interest training by December 31, 2019.

5. Shared Mobility Systems Ordinance

Minutes Acceptance: Minutes of Nov 4, 2019 6:00 PM (Minutes Approval)

Business Manager Chris Coon presented a draft ordinance for Shared Mobility Systems. Mr. Coon stated that this ordinance will regulate motorized scooters and the rental of them that is required to be in effect prior to January 1, 2020 by Virginia State Code. Council asked if rental taxes could be imposed by a locality. Mr. Coon stated that would need to be answered by the Town Attorney.

6. Approval of Business Manager as Second Signer for Checks

Business Manager Chris Coon stated that the Mayor would still have the primary signature authority. Mr. Coon stated that adding the Business Manager as a signer will give the flexibility of either the Vice Mayor or the Business Manager to sign on checks in the amount over \$3000.

III. Adjournment

1. Motion to Adjourn

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

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

David Leake, Mayor

Minutes Acceptance: Minutes of Nov 4, 2019 6:00 PM (Minutes Approval)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, November 4, 2019

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. Swearing in Ceremony - Chris Morris

II. Call to Order

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

III. Pledge of Allegiance

Mayor Leake introduced Boy Scout Troop #924 to lead in the Pledge of Allegiance.

IV. Invocation - Pastor Sean Rousseau

Pastor Sean Rousseau gave a brief update about St. Paul's Episcopal Church before leading in the evening's invocation.

V. Citizens' Time

Dottie Leonard, 14801 Washington Street, complimented the Town Council on the job of updating the Town Hall building.

Marchant Schneider, 14811 Rising Sun Lane, addressed the Town Council recognizing the residents of the Longstreet Commons neighborhood who helped with vendor parking on Haymarket Day.

At this time, Town Planner Emily Lockhart thanked Boy Scout Troop #924 for all their help in picking up trash at Haymarket Day. She stated that the Troop helped the Staff and Town Council immensely. Along with Msw. Lockhart, the Mayor and Town Council presented a check to the Boy Scout Troop as a donation for helping with Haymarket Day.

VI. Minutes Approval

1. Mayor and Council - Work Session - Sep 9, 2019 6:00 PM

Councilman Connor Leake moved to approve the minutes for the September 9, 2019 Work Session. The motion was seconded by Councilman Shannon.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Day, Leake, Panthi, Shannon, Morris
ABSENT:	Susan Edwards

2. Mayor and Council - Special Meeting - Sep 18, 2019 6:30 PM

Councilman Connor Leake moved to approve the minutes from September 18, 2019 Special Meeting. The motion was seconded by Councilman Steve Shannon.

Minutes Acceptance: Minutes of Nov 4, 2019 7:00 PM (Minutes Approval)

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Day, Leake, Panthi, Shannon, Morris
ABSENT:	Susan Edwards

3. Mayor and Council - Work Session - Oct 2, 2019 6:00 PM

Councilman Connor Leake moved to approve the minutes from the October 2, 2019 Work Session. The motion was seconded by Councilman Steve Shannon.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Day, Leake, Panthi, Shannon, Morris
ABSENT:	Susan Edwards

VII. Breast Cancer Awareness Check Presentation

Chief Lands stated that this was the Town's 3rd Annual Breast Cancer Walk. Chief Lands shared that the first year, there were 20-25 people. He shared that this year, there were 200 walkers and was happy to give a donation in the amount of \$5218 to Novant.

Candice Michael, from Novant/UVA Haymarket Medical Center, thanked the Town of Haymarket and Chief Lands for his partnership in making this a successful walk. Ms. Michael shared that the Haymarket Elementary School also took a collection and gave an additional \$1700 to this cause. Ms. Michael stated that the money will be used so that 50 more women will be able to have a free mammogram by the end of the year.

VIII. Haymarket Day Presentation

Town Planner Emily Lockhart recapped some of the highlights of Haymarket Day. She stated that over 200 vendors were here, the most ever. She thanked the Longstreet Commons neighborhood for their help in with the vendor set-up.

She also thanked Park Valley Church for organizing and doing the Kids Zone. Ms. Lockhart recognized Jacquie Patrick, the Town's Office Assistant, for organizing and co-ordinating the parade. Ms. Lockhart gave a special thank you for all the sponsors. Ms. Lockhart recognized the following winners of the parade: The Best Float - Holy Trinity Catholic Church; The Best Performance - Battlefield High School Marching Bobcats; The Town's Choice - The Law Office of Marie Washington.

There was a short video showcasing the day.

IX. Agenda Items

1. Town Administration Staff Reports

Mayor Leake asked for any questions from the Town Council for any of the reports presented at the evening's meetings. There were no questions from the Town Council.

2. Chief of Police Staff Report

Chief Lands asked for any questions on the monthly activity report. The Chief gave a brief overall activity report for the department. Chief Lands shared that Officer Jon Gregory resigned his full time position with the Police Department. The Chief shared that Officer Gregory will remain as a part time officer to fill in when needed and will remain as the instructor for the Police Department.

3. Appointment of Town Clerk

Pursuant to Article III, Section 1 (16) of the Haymarket Town Charter, Councilman Connor Leake moved that the Haymarket Town Council appoint Kimberly Henry as the Haymarket Town Clerk. The motion was seconded by Councilman Steve Shannon.

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

4. Appointment of Planning Commissioner

Councilman Steve Shannon moved that the Haymarket Town Council appoint Pearl Carter-Bush to the Town of Haymarket Planning Commission beginning November 4, 2019 and expiring June 30, 2022. The motion was seconded by Councilman Connor Leake.

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

5. Directive for Planning Commission

Town Business Manager Chris Coon shared with the Council that the Town's Comprehensive Plan has not been updated since 2008. He stated that the Planning Commission is prepared to update the Plan to bring it current.

Councilman Connor Leake moved that the Haymarket Town Council direct the Planning Commission to update the Comprehensive Plan and approve up to one additional meeting per month for that purpose. The motion was seconded by Councilman Chris Morris. Councilman Leake stated that the Comprehensive Plan outlines the future for the Town of Haymarket. He encouraged citizen input and suggestions on the Plan.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Connor Leake, Councilman
SECONDER: Chris Morris, Councilman
AYES: Day, Leake, Panthi, Shannon, Morris
ABSENT: Susan Edwards

6. Shared Mobility Systems Ordinance

Councilman Steve Shannon moved to adopt Ordinance to amend the Town Code by adding an Article IV in Chapter 46 relating to licensing of shared mobility systems. The motion was seconded by Councilman Chris Morris. A short discussion followed.

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

7. Budget Appropriations for Public Safety Sponsorship Funds

Councilman Chris Morris moved to adopt Resolution 2019-008 amending the Fiscal Year 2019-2020 budget. The motion was seconded by Councilman Connor Leake.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Chris Morris, Councilman
SECONDER: Connor Leake, Councilman
AYES: Day, Leake, Panthi, Shannon, Morris
ABSENT: Susan Edwards

8. Approval of Business Manager as Second Signer for Checks

Councilman Connor Leake moved to pass Resolution 2019-009. The motion was seconded by Councilman Steve Shannon. Councilman Chris Morris stated that he didn't feel the first line of

the resolution was necessary. There was a short discussion on the subject. After the discussion, Councilman Leake withdrew this motion.

Councilman Connor Leake moved to pass Resolution 2019-009 removing the statement "Whereas, in 2016 there were 4 signers for all Town bank accounts and there are currently only 2 signers." The motion was seconded by Councilman Steve Shannon.

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

9. Town Calendar for 2020

Town Planner Emily Lockhart shared that Town Hall currently follows the Virginia State Holidays. Ms. Lockhart pointed out the January 17th is Lee-Jackson Day, which is a State holiday. She stated that staff is requesting to use that as a floating holiday and to remain open and to use that holiday on December 31, 2020. Ms. Lockhart also shared that there would be 3 holidays that would affect meeting dates - 2 Planning Commission meeting dates and 1 Town Council meeting date. She stated that she would be bringing the dates to the Planning Commission at their next meeting but asked for direction from the Town Council on the holiday that would conflict with their meeting. Discussion followed on the subject of the State Holidays and the meeting date.

There was a consensus of the Town Council to keep the State Holidays by being closed on Lee- Jackson Day and to also be closed on December 31, 2020. The Council also agreed to change their meeting date in September from Monday, September 7, 2020 to Tuesday, September 8, 2020.

Town Planner Emily Lockhart stated that she would like to have 10 selected vendors and selected area food businesses to this years Holiday Event on December 7, 2019. The Town Council agreed that they thought it would be a good idea and permitted Ms. Lockhart to send out the invitations.

X. Closed Session

XI. Updates

1. Planning Commission Update

Councilman Steve Shannon gave a short report from the last Planning Commission meeting. He stated that Van Metre brought back revised plans for their Special Use Permit request for 38 townhomes and an Early Learning Center on the Smith Property. Mr. Shannon stated that the Commission recommended that their request go before the Council at the December 2nd meeting.

2. Architectural Review Board Update

Councilman Connor Leake read the email from Vice Mayor Edwards giving the Architectural Review Board Updates since she was able to attend the meeting. Mayor Leake asked the email be shared as the public record. Below is the email sent by Ms. Edwards.

All,

Unfortunately I will not be able to attend the meetings this evening. As some of you know I have a family member who is gravely ill and I feel that it is necessary to be with them and family at this time.

Just to update all on the ARB, we approved solar panels for a resident in Greenhill Crossing and have another on next months agenda. Also, we gave preliminary approval for the hotel designs with a couple of conditions and the parking lot lights will have to be brought back to the board. At the October meeting we had a great deal of

difficulty with using the computers for the large files and drawings. Moving forward I think it will be necessary to have the application drawings for larger projects in paper format that is sized for appropriate review and in color.

Finally, I am hoping that staff is working on the planters. They are looking very overgrown. Also, the hotel property appears to have a good amount of trash and items sticking up out of the ground that could be hazardous. It looks better with the fence down but could use a little clean up.

Thank you all for your understanding.

Susan Edwards

XII. Councilmember Time

1. Steve Shannon

Councilman Shannon welcomed Councilman Morris back to the Town Council. Mr. Shannon also welcomed Town Clerk Kim Henry to the team. Mr. Shannon thanked Town Planner Emily Lockhart for all her hard work on Haymarket Day. Lastly, Mr. Shannon thanked everyone for the kind words and prayers during the time of loss of his granddaughter.

2. Connor Leake

Councilman Leake thanked the entire staff and volunteers on the success of Haymarket Day. Mr. Leake also thanked the Police Department for the success on the Breast Cancer Walk. Mr. Leake also welcomed Kim Henry as the Town Clerk to the team and also welcomed Pearl Carter-Bush to the Planning Commission.

3. Madhu Panthi

Councilman Panthi stated he agreed with everything Councilman Leake reported and that he had no further comments.

4. Susan Edwards

5. Chris Morris

Councilman Morris thanked the Council for the appointment to serve again as a Council Member. Mr. Morris publicly thanked Councilwoman Bond Cavazos for her service to the Town and wished her the best in her new endeavors. Councilman Morris stated that he felt this was the cleanest Haymarket Day and thanked the Boy Scout Troop for all their hard work in keeping the Town so clean at the event. Mr. Morris challenged the Town Council that if the current Council is not on Council by the next Haymarket Day that all will step up and help just because it still remains to be our hometown.

6. Robert Day

Councilman Day expressed his deepest sympathy to Mr. Shannon for his recent loss. He did not have any other comment.

7. David Leake

Mayor Leake thanked the staff for all their hard work on the success of Haymarket Day. Mayor Leake gave a quick update on the VML Conference. Mayor Leake also informed the Council that the family of Alexs' Army would be accepting the dedication of the park in his memory. Mr. Leake stated that the dedication would probably take place in the spring of 2020.

XIII. Adjournment

1. Motion to Adjourn

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



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 November 4 to November 8, 2019

Administration

- Meetings
 - Met with Town and Country Garden Club (Emily)
 - Met with Senator Black's Office (Jacque)
 - Staffed Town Council Meeting (Kim, Roberto, Emily, Chief, and Chris)
 - Town Staff Meeting (Mayor, Chief, and Chris)
 - Had Events Meeting (Jacque, Kim, Emily, Roberto, Chief, Mayor, and Chris)
 - Met with Meladon/Crossroads Development (Emily and Chris)
 - Met with McDonald's Engineer (Emily and Chris)
 - Met with Town Attorney (Mayor and Chris)
 - Met with Haymarket Hotel (Emily and Chris)
 - Met with Printer (Jacque, Mayor, and Chris)

- New Items
 - Grading and Sod installation completed behind Town Hall
 - Help alleviate stormwater coming into Town Hall
 - Repaired Broken Handle for Public Bathroom
 - Added to Town Bank Accounts as Signer
 - Receive Quotes for Gutter cleaning at 3 Town Properties
 - Reordered 2018 Christmas Ornaments
 - Ordered and Received Senator Black's Military Banner
 - Installed Military Banners and Flags for Veterans Day

- Continued Items
 - Assisted Crossroads development with requests
 - Scheduled replanting for final 3 crape and myrtles along Washington Street
 - Property Maintenance Code was finished at the County and should be on the Board of Supervisor's docket on November 19th
 - Working with Work Force Crew to refinish floors at Harover House
 - Working with Middleburg about possibly combining trash service

Town Staff

- Began working on the 2020 Calendars for Town Residents
- Updated Resolution and Ordinance Binders
- Completed Regular Meeting Minutes
- Prepared Business Lien on Business with Delinquent Business Licenses
- Prepared Zoning Violation Notice for SUP Violation
- Scheduled Presentation of Military Banner to Senator Black
- New Exhibit Began November 2nd in the Museum

Events

- **Christmas and Holiday Celebration Event - December 7, 2019**
 - Santa and Mrs. Claus are booked for event
 - 2018 Ornament has 25 preorders within the first 24 hours
 - 2019 Ornaments have sold more than 200
 - Select Craft Vendors have been invited
 - Coordinating the booking for the musical performances
 - Started Event Advertisement on Town's Facebook
 - Scheduled posts over the weekend
 - Finalizing detail for Fire Truck entry with Mark Olsen
 - Possibly having his company decorate the tree



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ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ
TOWN TREASURER

KIMBERLY A. HENRY
TOWN CLERK

BUSINESS MANAGER'S REPORT

Week of November 11 to November 15, 2019

Administration

- Meetings
 - Met with Haymarket Town and Country Garden Club (Emily)
 - Met with Details for the Home (Emily and Chris)
 - Met with Rotary Club of Gainesville-Haymarket (Chris)
 - Town Staff Meeting (Mayor, Chief, and Chris)
 - Had Events Meeting (Jacque, Kim, Emily, and Roberto)
 - Met with Town Attorney (Chris)
 - Gave Presentation to Haymarket Elementary Kindergarten Classes about Town's History (Emily and Jacque)
 - Met with VDOT for Sidewalk Project (Emily and Chris)
 - Met with Business Owner for Delinquent Taxes (Roberto and Chris)
 - Met with Haymarket Hotel (Emily and Chris)

- New Items
 - Had a Plumber Clear Sewer Line for Public Bathroom
 - Scheduled and Completed Gutter Cleaning at 3 Town Properties
 - Scheduled Meeting with Prince William County Building Official for Potential Work to the Caboose
 - Posted Job Opening for Police Officer on Town Website
 - Sent Formal Zoning Violation Notice to St. Michael's regarding Modular Unit SUP

- Continued Items
 - Assisted Crossroads Development with Requests and Sent Landscape Modification Letter
 - Property Maintenance Code was Confirmed to be on the Board of Supervisor's Docket on November 19th
 - Working on Review for the Haymarket Hotel Final Site Plan
 - Scheduled Meeting with Middleburg and other Localities about possibly Combining Trash Service

Town Staff

- Continued working on the 2020 Calendars for Town Residents
- Completed Preparation work for Auditors visit November 19th to 21st
- Completed August and September Meeting Minutes for Town Council, Planning Commission and ARB.
- Had Meeting and Received Payment from Business Owner with Delinquent Business Licenses
- Requested Dominion Energy Provide Additional Power Panel to One of the Town Buildings
- Prepared Planning Commission and Architectural Review Board Agendas

Events

- **Christmas and Holiday Celebration Event - December 7, 2019**
 - Santa and Mrs. Claus are booked for event
 - Tent has been ordered and delivery has been scheduled
 - Select Craft Vendors have been invited and two Vendors have signed up.
 - Coordinating the booking for the musical performances
 - Continued Event Advertisement on Town's Facebook
 - Finalizing details for Fire Truck entry with Mark Olsen



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TOWN TREASURER

KIMBERLY A. HENRY
TOWN CLERK

BUSINESS MANAGER'S REPORT

Week of November 18 to November 22, 2019

Administration

- Meetings
 - Held Planning Commission Meeting (Emily, Kim, and Chris)
 - Met with Towns of Hamilton, Middleburg, and Purcellville (Chris)
 - Attended County Board of Supervisors Meeting (Emily and Chris)
 - Met with Rotary Club of Gainesville-Haymarket (Chris)
 - Town Staff Meeting (Mayor, Chief, and Chris)
 - Held ARB Meeting (Emily, Kim, and Chris)
 - Met with Town Attorney (Chris)
 - Met with Haymarket Hotel Venture (Mayor, Martin, and Chris)
 - Met with St. Michaels (Emily and Chris)
 - Met with Prince William Building Official (Emily and Chris)

- New Items
 - Started Tracking Maintenance of Town Properties
 - Became Aware a Business in Town is Selling CBD Oil
 - Notified the Town will have a 5-year Chesapeake Bay Preservation Act Compliance Review
 - Looking for an Architect to serve as ARB Consultant

- Continued Items
 - Received Final Site Plan from Haymarket Hotel Venture
 - Received Final Site Plan Documents for Crossroads Development
 - Property Maintenance Code was Confirmed by the Board of Supervisors on November 19th
 - St. Michael's Modular Units should be removed and moved out of Town on Saturday 11/23

Town Staff

- Continued working on the 2020 Calendars for Town Residents
- Completed on-site Auditors visit November 19th to 21st
- Reviewed Final Site Plans for Haymarket Hotel Venture
- Caught up on all Meeting Minutes for Town Council, Planning Commission and ARB.
- Completed Filing After Audit
- Updated Town Website

Events

- **Christmas and Holiday Celebration Event - December 7, 2019**
 - Santa and Mrs. Claus are booked for event
 - Tent has been ordered and delivery has been scheduled
 - Select Craft Vendors have been invited and six Vendors have signed up.
 - Coordinating the booking for the musical performances
 - Continued Event Advertisement on Town's Facebook
 - Finalizing details for Fire Truck entry with Mark Olsen

Town Planner Task List November 2019							
Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board							
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.
Taco Bell Exterior Elevations	Crossroads Village Center	Emily	Jun-19	Administrative Approval of Updates	8/21/2019		Applicant is working on updating the sign package to meet the conditional approval.
Leaberry Monument Sign	Shoppes at Haymarket	Emily	Nov-19	Approved			Applicant submitted a sign proposal for a new monument sign to be located at the Shoppes of Haymarket. The sign will be internally illuminated and have all the shops listed. The top portion will be removable for the new anchor to be listed. The applicant will need to down size the sign prior to final approval
Stronger Fitness	Located behind Town Hall in the Copper Cricket Building	Emily	Nov-19	Approved			Sign approved for the side of the building near the side steps.
Old Bank Building Signs	14937 Washington Street	Emily	Nov-19	Approved			Applicant has applied for signs to better aid drivers to find the Old Bank Building parking lot. No parking signs will be placed on the rear of the building, a small parking sign will be placed in the landscaping bed and a small monument sign will be placed in front of the parking lot.
Solar Panels	6958 Jockey Club Lane	Emily	Nov-19	Approved			The applicant has applied for a Certificate of Appropriateness to place solar panels on his residential home. There will be approximately 20 solar panels on the front roofline and approximately 6 panels on the rear roof line. The application has approved by the Board pending the HOA approval.
ARB Bylaws and Historic Guideline Updates	The proposed updated ARB Guidelines and By Laws were provided to the Board in February 2019 for discussion, edits and additional changes. The Board was recently provided with an electronic link to directly edit the documents on a Google Drive, in hopes to make this an easier platform for edits. The Board shall submit all changes to Staff by the August 21, 2019 meeting. UPDATE: Document will be provided for December meeting.						
Board of Zoning Appeals							
No Activity for November 2019							
Planning Commission							
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. UPDATE: Applicant has begun work on the property
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017		Sep-18	May-19	Working with the applicant on the remaining landscape waiver comments. Applicant is working on parcel subdivision of the property.
Citizen's Survey							Survey activation has been delayed due to newsletter delay. The Town will explore the options of doing a separate mailing (postcard) for the citizen survey link, as well as an article in the newsletter

Attachment: Town Planner Report November 2019 (4265 : Town Administration Staff Reports)

Van Metre - SUP, Townhouses	14850 and 14860 Washington St	Emily/Katie				Application was forwarded to the Town Council for public hearing December 2nd
Planning Commission	14901 Washington Street	Emily				Applicant has received approval and will work through the building department
Prince William County (1 Mile Review)						
No Activity for November 2019						
Staff						
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		Dominion Womans' Club is hosting the Chrristmas Craft Bazaar		
County Meetings				Attended County Meeting for the Property Maintenance Code and for Building Department questions regarding upcoming projects in the Town.		
Events Meeting				Christmas and Holiday Event will be December 7th from 3 -6 pm.		



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

Roberto Gonzalez
Town Treasurer

TREASURER'S REPORT
TOWN COUNCIL REGULAR MEETING
December 2, 2019

Highlights:

- The financials attached are as of October 31, 2019
- The Auditors were onsite the week of November 19 - 21st of 2019; assisted with requests they had while on their site visit.
- Continue to assist Town residents and Lenders with Real Estate tax questions
- Completed set up of new Clerk of Council
- Beginning to receive Real Estate tax payments

Town of Haymarket
Statement of Net Position
As of October 31, 2019

	Oct 31, 19
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	1,135,968.95
11000 · CD's & Money Market Funds	55.60
11010 · Virginia Investment Pool	319,844.92
Total Checking/Savings	1,455,869.47
Accounts Receivable	
12000 · Accounts Receivable	468,770.88
12010 · A/R Permits	-75.41
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	472,701.36
Other Current Assets	
11499 · Undeposited Funds	28,951.62
12012 · Local Accounts Receivable-Other	-2,917.49
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	-77,741.51
Total Current Assets	1,850,829.32
Fixed Assets	
12500 · General Property	4,343,848.91
12600 · Rental Property	1,401,944.03
Total Fixed Assets	5,745,792.94
Other Assets	
19100 · Deferred Outflow - Pension Cont	59,154.77
19200 · Deferred Outflow - GLI OPEB	2,921.00
Total Other Assets	62,075.77
TOTAL ASSETS	7,658,698.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	40,705.79
Total Accounts Payable	40,705.79
Credit Cards	
20040 · Town Credit Card	-89.94
Total Credit Cards	-89.94
Other Current Liabilities	
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	59.40
21000 · Payroll Liabilities	-999.72
22000 · Security Deposits	12,444.75
22010 · Escrow Deposits	38,845.00
Total Other Current Liabilities	60,349.43
Total Current Liabilities	100,965.28
Long Term Liabilities	
20080 · Accrued Interest Payable	9,621.55
23000 · Accrued Leave	26,892.84

Town of Haymarket
Statement of Net Position
As of October 31, 2019

	Oct 31, 19
25000 · General Obligation Bonds	911,600.00
25010 · Captial Leases Payable	91,593.64
29000 · Net Pension Liability	5,180.00
29100 · Deferred Inflow - Pension Msmnt	36,322.00
29500 · Net OPEB Liability	47,000.00
29600 · Deferred Inflow - OPEB	10,000.00
Total Long Term Liabilities	1,138,210.03
Total Liabilities	1,239,175.31
Equity	
34110 · Net OPEB Activity Offset	-54,079.00
34000 · Net Pension Activity Offset	17,652.77
30000 · Unrestricted Net Assets	1,777,379.31
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	5,747,060.14
33000 · Amt Long Term Obligations	-1,040,975.23
Net Income	-33,515.27
Total Equity	6,419,522.72
TOTAL LIABILITIES & EQUITY	7,658,698.03

Town of Haymarket
Statement of Revenue & Expenditures for Month
October 2019

	Oct 19
Ordinary Income/Expense	
Income	
3110 · GENERAL PROPERTY TAXES	
3110-01 · Real Estate - Current	375,434.07
3110-02 · Public Service Corp RE Tax	13,581.10
Total 3110 · GENERAL PROPERTY TAXES	389,015.17
3120 · OTHER LOCAL TAXES	
3120-02 · Business License Tax	979.82
3120-03 · Cigarette Tax	13,140.00
3120-04 · Consumer Utility Tax	12,828.26
3120-05 · Meals Tax - Current	65,837.21
3120-06 · Sales Tax Receipts	12,194.45
3120-07 · Penalties (Non-Property)	132.89
3120-08 · Interest (Non-Property)	97.04
Total 3120 · OTHER LOCAL TAXES	105,209.67
3130 · PERMITS,FEES & LICENESES	
3130-01 · Application Fees	50.00
3130-02 · Inspection Fees	450.00
3130-03 · Motor Vehicle Licenses	60.00
3130-05 · Other Planning & Permits	1,235.20
Total 3130 · PERMITS,FEES & LICENESES	1,795.20
3140 · FINES & FORFEITURES	
3140-01 · Fines	2,723.72
Total 3140 · FINES & FORFEITURES	2,723.72
3150 · REVENUE - USE OF MONEY	
3150-01 · Earnings on VACO/VML Investment	1,066.29
3150-02 · Interest on Bank Deposit	290.10
Total 3150 · REVENUE - USE OF MONEY	1,356.39
3151 · RENTAL (USE OF PROPERTY)	
3151-01 · Suite 200 Stronger Fitness LLC	828.33
3151-02 · 15026 Suite 210 Body Mind	543.40
3151-03 · Suite 208 Dent-ology Inc	1,968.00
3151-04 · Suite 210 LF Security	858.67
3151-06 · Suite 204 MAC-ISA	1,120.00
3151-07 · Haymarket Church Suite 206	2,716.00
3151-08 · 15020 Washington Realty	3,889.92
3151-09 · 15026 Copper Cricket	1,737.61
3151-10 · The Very Thing For Her	2,810.00
3151-11 · Cupcake Heaven and Cafe LLC	2,679.50
Total 3151 · RENTAL (USE OF PROPERTY)	19,151.43
3160 · CHARGES FOR SERVICES	
3160-01 · Public Safety	
3160-02 · Donation/Grants	7,036.45
3160-03 · VDOT Detail	694.20
Total 3160-01 · Public Safety	7,730.65
Total 3160 · CHARGES FOR SERVICES	7,730.65
3165 · REVENUE - TOWN EVENTS	
3165-01 · Revenue - Town Events	4,260.20
Total 3165 · REVENUE - TOWN EVENTS	4,260.20
3180 · MISCELLANEOUS	
3180-01 · Citations & Accident Reports	20.00
3180-02 · Vetern Banners	150.00

Attachment: Treasurer Report & Financials for 12-02-2019 (4265 : Town Administration Staff Reports)

Town of Haymarket
Statement of Revenue & Expenditures for Month
October 2019

	Oct 19
3180 · MISCELLANEOUS - Other	10.00
Total 3180 · MISCELLANEOUS	180.00
3200 · REVENUE FROM COMMONWEALTH	
3200-04 · Car Rental Reimbursement	3.06
3200-05 · Communications Tax	8,842.45
Total 3200 · REVENUE FROM COMMONWEALTH	8,845.51
3300 · REVENUE FROM FEDERAL GOVERNMENT	
3300-01 · DMV Transp Safety Grant	715.00
Total 3300 · REVENUE FROM FEDERAL GOVERNME...	715.00
Total Income	540,982.94
Gross Profit	540,982.94
Expense	
01 · ADMINISTRATION	
11100 · TOWN COUNCIL	
111002 · FICA/Medicare	109.01
111005 · Salaries & Wages - Regular	1,425.00
Total 11100 · TOWN COUNCIL	1,534.01
12110 · TOWN ADMINISTRATION	
1211001 · Salaries/Wages-Regular	15,613.87
1211003 · Salaries/Wages - Part Time	2,550.00
1211004 · FICA/Medicare	1,353.30
1211005 · VRS	1,274.51
1211006 · Health Insurance	1,881.42
1211007 · Life Insurance	218.34
1211008 · Disability Insurance	95.71
1211009 · Unemployment Insurance	276.30
1211012 · Accounting Services	39.09
1211013 · Cigarette Tax Administration	406.03
1211014 · Printing & Binding	1,817.97
1211016 · Computer, Internet & Website Svc	293.45
1211018 · Telecommunications	427.36
1211019 · Mileage Allowance	265.64
1211021 · Convention & Education	1,790.29
1211024 · Books, Dues & Subscriptions	179.88
1211025 · Office Supplies	18.84
1211026 · Equipment Rental	339.57
Total 12110 · TOWN ADMINISTRATION	28,841.57
12210 · LEGAL SERVICES	
1221001 · Legal Services	6,686.90
Total 12210 · LEGAL SERVICES	6,686.90
Total 01 · ADMINISTRATION	37,062.48
03 · PUBLIC SAFETY	
31100 · POLICE DEPARTMENT	
3110001 · Salaries & Wages - Regular	31,246.79
3110002 · Salaries & Wages - OT Regular	0.00
3110003 · Salaries & Wages - OT Premium	2,150.60
3110004 · Salaries & Wages - Holiday Pay	1,215.84
3110005 · Salaries & Wages - Part Time	2,312.50
3110006 · Salaries & Wages - VDOT	694.20
3110007 · Salary & Wages - DMV Grant	1,044.86
3110020 · FICA/MEDICARE	2,875.55
3110021 · VRS	3,404.38
3110022 · Health Insurance	5,644.26

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Town of Haymarket
Statement of Revenue & Expenditures for Month
October 2019

	Oct 19
3110023 · Life Insurance	454.30
3110024 · Disability Insurance	195.88
3110028 · Legal Services	1,867.10
3110032 · Computer, Internet & Website	2,314.00
3110034 · Telecommunications	840.85
3110038 · Convention & Edu. (Training)	271.49
3110041 · Office Supplies	450.71
3110042 · Vehicle Fuels	1,473.73
3110043 · Vehicle Maintenance/Supplies	523.61
3110045 · Uniforms & Police Supplies	638.91
3110046 · Community Events	4,756.01
3110047 · Donation Expenditure	241.50
3110049 · Grant Expenditures	2,006.30
3110050 · Insurance Pass-Through	3,439.90
Total 31100 · POLICE DEPARTMENT	70,063.27
34100 · BUILDING OFFICIAL	
3410001 · Erosion & Sedimentation Ins.	900.00
Total 34100 · BUILDING OFFICIAL	900.00
Total 03 · PUBLIC SAFETY	70,963.27
04 · PUBLIC WORKS	
4110001 · Town Public Works	593.40
43200 · REFUSE COLLECTION	
4320001 · Trash Removal Contract	12,692.68
Total 43200 · REFUSE COLLECTION	12,692.68
43100 · MAINT OF 15000 Wash St./Grounds	
4310001 · Repairs/Maintenance Services	15,147.10
4310003 · Maint Svc Contract-Landscaping	2,375.00
4310007 · Electric/Gas Services	1,078.62
4310008 · Electrical Services-Streetlight	383.86
4310009 · Water & Sewer Services	121.65
4310011 · Real Estate Taxes	816.84
Total 43100 · MAINT OF 15000 Wash St./Grounds	19,923.07
Total 04 · PUBLIC WORKS	33,209.15
07 · PARKS, REC & CULTURAL	
70000 · HAYMARKET COMMUNITY PARK	
7000001 · Grounds Maintenance/Repairs	30,540.00
Total 70000 · HAYMARKET COMMUNITY PARK	30,540.00
71110 · EVENTS	
7111001 · Advertising - Events	7,770.71
7111003 · Contractual Services	25,430.14
71110 · EVENTS - Other	370.23
Total 71110 · EVENTS	33,571.08
72200 · MUSEUM	
7220012 · Telecommunications	132.03
Total 72200 · MUSEUM	132.03
Total 07 · PARKS, REC & CULTURAL	64,243.11
08 · COMMUNITY DEVELOPMENT	
81100 · PLANNING COMMISSION	
8110002 · FICA/Medicare	10.33
8110003 · Consultants - Engineer	2,751.03
Total 81100 · PLANNING COMMISSION	2,761.36

Attachment: Treasurer Report & Financials for 12-02-2019 (4265 : Town Administration Staff Reports)

Town of Haymarket
Statement of Revenue & Expenditures for Month
October 2019

	Oct 19
81110 · ARCHITECTURAL REVIEW BOARD	
8111001 · Salaries & Wages - Regular	195.00
8111002 · FICA/Medicare	0.00
Total 81110 · ARCHITECTURAL REVIEW BOARD	195.00
Total 08 · COMMUNITY DEVELOPMENT	2,956.36
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	0.03
Total EMPLOYEE BENEFITS	0.03
Total 94105 · PERSONNEL	0.03
Total Expense	208,434.40
Net Ordinary Income	332,548.54
Net Income	332,548.54

Attachment: Treasurer Report & Financials for 12-02-2019 (4265 : Town Administration Staff Reports)

	Actuals	Budget	% of Budget	Comments
Ordinary Income/Expense				
Income				
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	375,658.06	374,257.00	100.4%	
3110-02 · Public Service Corp RE Tax	13,581.10	11,784.00	115.3%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	389,239.16	387,041.00	100.6%	
3120 · OTHER LOCAL TAXES				
3120-01 · Bank Stock Tax	0.00	22,000.00	0.0%	
3120-02 · Business License Tax	8,333.77	195,000.00	4.3%	
3120-03 · Cigarette Tax	55,282.50	160,000.00	34.6%	
3120-04 · Consumer Utility Tax	38,124.20	150,000.00	25.4%	
3120-05 · Meals Tax - Current	204,236.85	700,000.00	29.2%	<i>represents meals tax up to September 2019</i>
3120-06 · Sales Tax Receipts	23,727.47	155,000.00	15.3%	<i>collections up to August 2019</i>
3120-07 · Penalties (Non-Property)	788.60	0.00	100.0%	
3120-08 · Interest (Non-Property)	563.24	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	331,056.63	1,382,000.00	24.0%	
3130 · PERMITS, FEES & LICENSESES				
3130-01 · Application Fees	850.00	4,500.00	18.9%	
3130-02 · Inspection Fees	1,050.00	15,000.00	7.0%	
3130-03 · Motor Vehicle Licenses	350.00	1,900.00	18.4%	
3130-05 · Other Planning & Permits	10,077.10	25,000.00	40.3%	
Total 3130 · PERMITS, FEES & LICENSESES	12,327.10	46,400.00	26.6%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	8,714.04	50,000.00	17.4%	
Total 3140 · FINES & FORFEITURES	8,714.04	50,000.00	17.4%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	3,061.37			
3150-02 · Interest on Bank Deposit	1,497.91			
3150-03 · Interest on Bank Deposits	2,424.97	8,000.00	30.3%	
Total 3150 · REVENUE - USE OF MONEY	6,984.25	8,000.00	87.3%	
3151 · RENTAL (USE OF PROPERTY)				
3151-01 · Suite 200 Stronger Fitness LLC	2,484.99	7,183.65	34.6%	
3151-02 · 15026 Suite 210 Body Mind	2,398.48	4,648.01	51.6%	
3151-03 · Suite 208 Dent-ology Inc	3,024.00	3,168.00	95.5%	
3151-04 · Suite 210 LF Security	2,877.34	7,460.25	38.6%	
3151-05 · Suite 202 Metis Group	367.50	4,448.97	8.3%	
3151-06 · Suite 204 MAC-ISA	2,380.00	5,512.50	43.2%	
3151-07 · Haymarket Church Suite 206	13,580.00	32,592.00	41.7%	
3151-08 · 15020 Washington Realty	19,442.64	46,679.11	41.7%	
3151-09 · 15026 Copper Cricket	8,688.05	20,851.32	41.7%	
3151-10 · The Very Thing For Her	11,090.00	33,534.00	33.1%	
3151-11 · Cupcake Heaven and Café LLC	2,679.50	0.00	100.0%	
3151-90 · Town Hall Rental Income	300.00	0.00	100.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	69,312.50	166,077.81	41.7%	
3160 · CHARGES FOR SERVICES				
FOIA Receipts	25.00	0.00	100.0%	
3160-01 · Public Safety				
3160-02 · Donation/Grants	8,432.45	3,000.00	281.1%	
3160-03 · VDOT Detail	3,008.75	0.00	100.0%	<i>Reimbursement for detail work regarding road paving on Jefferson St & Old Carolina</i>
3160-01 · Public Safety - Other	6,500.00	0.00	100.0%	
Total 3160-01 · Public Safety	17,941.20	3,000.00	598.0%	
Total 3160 · CHARGES FOR SERVICES	17,966.20	3,000.00	598.9%	
3165 · REVENUE - TOWN EVENTS				

3165-01 · Revenue - Town Events	80,740.20	70,000.00	115.3%
Total 3165 · REVENUE - TOWN EVENTS	80,740.20	70,000.00	115.3%
3170 · HISTORICAL FUND			
3170-01 · Historical Fund	0.00	4,262.02	0.0%
Total 3170 · HISTORICAL FUND	0.00	4,262.02	0.0%
3180 · MISCELLANEOUS			
3180-01 · Citations & Accident Reports	90.00	1,000.00	9.0%
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%
Total 3180 · MISCELLANEOUS	2,105.80	1,000.00	210.6%
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	7,887.00	30,364.00	26.0%
3200-04 · Car Rental Reimbursement	1,648.01	6,500.00	25.4%
3200-05 · Communications Tax	25,976.68	117,000.00	22.2%
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%
Total 3200 · REVENUE FROM COMMONWEALTH	65,488.18	173,991.00	37.6%
3300 · REVENUE FROM FEDERAL GOVERNMENT			
3300-01 · DMV Transp Safety Grant	4,589.55	6,000.00	76.5%
3300 · REVENUE FROM FEDERAL GOVERNMENT -	0.00	250,000.00	0.0%
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	4,589.55	256,000.00	1.8%
3500 · Reserve Funds For CIP	0.00	300,000.00	0.0%
4000 · Carry-Over Surplus	0.00	139,500.00	0.0%
Total Income	988,523.61	2,987,271.83	33.1%
Gross Profit	988,523.61	2,987,271.83	33.1%

A donation to the Museum that was left by a

Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	0.00	5,000.00	0.0%
111002 · FICA/Medicare	531.68	2,000.00	26.6%
111003 · Meals and Lodging	0.00	2,000.00	0.0%
111004 · Mileage Allowance	0.00	250.00	0.0%
111005 · Salaries & Wages - Regular	6,650.00	32,100.00	20.7%
111006 · Town Elections	0.00	3,200.00	0.0%
Total 11100 · TOWN COUNCIL	7,181.68	44,550.00	16.1%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	68,524.32	284,000.00	24.1%
1211003 · Salaries/Wages - Part Time	11,739.00	50,000.00	23.5%
1211004 · FICA/Medicare	5,687.91	24,257.00	23.4%
1211005 · VRS	6,872.39	31,862.00	21.6%
1211006 · Health Insurance	12,662.93	59,195.00	21.4%
1211007 · Life Insurance	878.30	3,852.00	22.8%
1211008 · Disability Insurance	459.64	2,631.00	17.5%
1211009 · Unemployment Insurance	1,081.94	2,363.00	45.8%
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	3,414.41	8,000.00	42.7%
1211013 · Cigarette Tax Administration	1,659.17	5,500.00	30.2%
1211014 · Printing & Binding	4,041.35	8,925.00	45.3%
1211015 · Advertising	3,268.00	12,000.00	27.2%
1211016 · Computer, Internet &Website Svc	6,492.34	23,650.00	27.5%
1211017 · Postage	656.38	4,000.00	16.4%
1211018 · Telecommunications	1,819.39	6,000.00	30.3%
1211019 · Mileage Allowance	265.64	500.00	53.1%
1211020 · Meals & Lodging	0.00	6,000.00	0.0%
1211021 · Convention & Education	2,418.29	10,000.00	24.2%
1211022 · Miscellaneous	0.00	1,000.00	0.0%
1211024 · Books, Dues & Subscriptions	2,860.90	16,000.00	17.9%

Attachment: Treasurer Report & Financials for 12-02-2019 (4265 : Town Administration Staff Reports)

1211025 · Office Supplies	3,417.58	6,500.00	52.6%
1211026 · Equipment Rental	1,358.28	4,075.00	33.3%
Total 12110 · TOWN ADMINISTRATION	152,715.16	587,863.00	26.0%

12210 · LEGAL SERVICES

charges up to September 30 2019; Includes some planning reviews that are pass throughs to the developer/contractor

1221001 · Legal Services	26,182.12	73,000.00	35.9%
Total 12210 · LEGAL SERVICES	26,182.12	73,000.00	35.9%

12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	0.00	16,000.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	16,000.00	0.0%

Total 01 · ADMINISTRATION	186,078.96	721,413.00	25.8%
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03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	125,385.02	424,457.00	29.5%
3110003 · Salaries & Wages - OT Premium	9,362.24	34,000.00	27.5%
3110004 · Salaries & Wages - Holiday Pay	4,863.36	14,000.00	34.7%
3110005 · Salaries & Wages - Part Time	8,850.00	20,000.00	44.3%

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	1,631.18	0.00	100.0%
3110020 · FICA/MEDICARE	11,609.52	32,471.00	35.8%
3110021 · VRS	13,867.73	45,884.00	30.2%
3110022 · Health Insurance	25,399.17	73,375.20	34.6%
3110023 · Life Insurance	1,850.58	5,560.00	33.3%
3110024 · Disability Insurance	740.06	2,500.00	29.6%
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	4,911.60	24,000.00	20.5%
3110032 · Computer, Internet & Website	7,978.78	14,000.00	57.0%
3110033 · Postage	0.00	300.00	0.0%
3110034 · Telecommunications	3,242.11	10,000.00	32.4%
3110035 · General Prop Ins (Vehicles)	3,072.00	5,000.00	61.4%
3110038 · Convention & Edu. (Training)	1,079.34	4,500.00	24.0%
3110039 · Miscellaneous	0.00	1,000.00	0.0%
3110040 · Annual Dues & Subscriptions	7,504.02	12,000.00	62.5%
3110041 · Office Supplies	2,918.82	5,000.00	58.4%
3110042 · Vehicle Fuels	6,551.24	16,000.00	40.9%
3110043 · Vehicle Maintenance/Supplies	5,710.64	10,000.00	57.1%
3110045 · Uniforms & Police Supplies	18,000.48	22,000.00	81.8%
3110046 · Community Events	10,799.61	5,000.00	216.0%
3110047 · Donation Expenditure	1,617.50	3,000.00	53.9%
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%

Total 31100 · POLICE DEPARTMENT	299,197.37	823,931.20	36.3%
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34100 · BUILDING OFFICIAL

3410001 · Erosion & Sedimentation Ins.	2,250.00	30,000.00	7.5%
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Total 34100 · BUILDING OFFICIAL	2,250.00	30,000.00	7.5%
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Total 03 · PUBLIC SAFETY	301,447.37	853,931.20	35.3%
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04 · PUBLIC WORKS

4110001 · Town Public Works	16,094.77	50,680.20	31.8%
4110002 · Street Beautification - HF	0.00	4,262.02	0.0%

43200 · REFUSE COLLECTION

4320001 · Trash Removal Contract	32,249.68	78,789.80	40.9%
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Total 43200 · REFUSE COLLECTION	32,249.68	78,789.80	40.9%
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43100 · MAINT OF 15000 Wash St./Grounds

Attachment: Treasurer Report & Financials for 12-02-2019 (4265 : Town Administration Staff Reports)

4310001 · Repairs/Maintenance Services	40,439.13	55,000.00	73.5%
4310002 · Maint Svc Contract-Pest Control	310.00	2,000.00	15.5%
4310003 · Maint Svc Contract-Landscaping	11,260.98	35,000.00	32.2%
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%
4310005 · Maint Svc Cont- Street Cleaning	1,300.00	3,000.00	43.3%
4310007 · Electric/Gas Services	5,324.16	15,000.00	35.5%
4310008 · Electrical Services-Streetlight	1,364.11	5,500.00	24.8%
4310009 · Water & Sewer Services	573.40	2,000.00	28.7%
4310010 · Janitorial Supplies	5.98	1,000.00	0.6%
4310011 · Real Estate Taxes	816.84	4,000.00	20.4%
Total 43100 · MAINT OF 15000 Wash St./Grounds	61,394.60	129,500.00	47.4%
Total 04 · PUBLIC WORKS	109,739.05	263,232.02	41.7%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	44,051.20	58,504.96	75.3%
Total 70000 · HAYMARKET COMMUNITY PARK	44,051.20	58,504.96	75.3%
71110 · EVENTS			
7111001 · Advertising - Events	7,770.71	0.00	100.0%
7111003 · Contractural Services	37,138.82	70,000.00	53.1%
7111003 · Contractural Services	370.23	0.00	100.0%
Total 71110 · EVENTS	45,279.76	70,000.00	64.7%
72200 · MUSEUM			
7220009 · Advertising	0.00	750.00	0.0%
7220012 · Telecommunications	527.13	2,200.00	24.0%
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%
Total 72200 · MUSEUM	927.13	5,150.00	18.0%
Total 07 · PARKS, REC & CULTURAL	90,258.09	133,654.96	67.5%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	525.00	5,670.00	9.3%
8110002 · FICA/Medicare	36.72	500.00	7.3%
8110003 · Consultants - Engineer	7,595.07	50,000.00	15.2%
8110004 · Consultants - Comp Plan	0.00	40,000.00	0.0%
8110007 · Convention/Education	0.00	1,000.00	0.0%
Total 81100 · PLANNING COMMISSION	8,156.79	97,170.00	8.4%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	705.00	7,830.00	9.0%
8111002 · FICA/Medicare	34.42	850.00	4.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	739.42	8,680.00	8.5%
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%
Total 81111 · Board Of Zoning Appeals	0.00	2,173.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	8,896.21	108,023.00	8.2%
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%
Total 95100 · DEBT SERVICE	184,100.62	218,517.65	84.3%
Total 09 · NON-DEPARTMENTAL	184,100.62	218,517.65	84.3%
94103 · PEDESTRIAN IMPROVEMENT PROJECT	0.00	500,000.00	0.0%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	0.06		

Total EMPLOYEE BENEFITS	0.06		
Total 94105 · PERSONNEL	0.06		
94106 · TOWN CENTER MASTER PLAN			
9410602 · Construction (Renovations)	138,273.52	139,500.00	99.1% <i>Project is complete</i>
Total 94106 · TOWN CENTER MASTER PLAN	138,273.52	139,500.00	99.1%
94107 · BLIGHT MITIGATION	3,245.00	50,000.00	6.5%
Total Expense	1,022,038.88	2,988,271.83	34.2%
Net Ordinary Income	-33,515.27	-1,000.00	3,351.53%



**HAYMARKET POLICE
DEPARTMENT**



To: Mayor Leake and Council Members
 From: Chief Lands
 Date: 11-18-2019
 Subject: Monthly Report for November 2019

Felony Arrests	12	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	26	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1440	Various
Out of Town Calls for Service	32	Various
Traffic Summons	115	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	190	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	0	If Injuries – Transported to Hospital
House Checks	0	Residents who were out of town
Business Checks	510	All Town Businesses

Points of Interest:

Taser Recert
 Defensive Tactics Recert
 Firearms Recert
 Applicant Interviews

Attachment: Monthly Council Report November 19 (002) (4266 : Chief of Police Staff Report)

RECEIVED NOV 20 2019

The Shoppes at Haymarket LLC

Post Office Box 1146
Haymarket, VA 20168
(703) 623-7655

November 19, 2019

Mayor David M. Leake
The Town of Haymarket
15000 Washington Street
Haymarket, Virginia 20169

Dear Honorable Mayor Leake

It is my understanding that there have been meetings with McDonald's in reference to the back up of traffic in the Shopping Center entrance lane and on Route 55.

I have attached a copy of the Reciprocal Shopping Center Easement Agreement, please note Paragraph 1, as being the Owner and the Assignee of Food Lion, we due hereby request the closer of McDonald's Entrance number 1.

McDonald's owns the property on the other side of the exit lane and there is plenty of alternative space for parking. I will be more than willing to meet with you and the principal of McDonald's to help solve this problem.

Sincerely,



Jerald K. Leaberry
Managing Member
Shoppes at Haymarket LLC

cc: Easement Agreement

City, State: Haymarket, VA
Address: Route 55
L/C: 045-1159

Prepared by and Return to:

Gerald J. Pinzino
U.S. Legal Department
MCDONALD'S CORPORATION
One McDonald's Plaza
Oak Brook, Illinois 60523

RECIPROCAL SHOPPING CENTER EASEMENT AGREEMENT

THIS EASEMENT GRANT, dated May 31, 2001, is between The Shoppes at Haymarket, L.L.C., a Virginia limited liability company ("Grantor") and SYSTEM CAPITAL REAL PROPERTY CORPORATION, a Delaware corporation ("Grantee"). The following statements are a material part of this Easement Agreement:

- A. The Grantee is the Purchaser of a tract of land described as Lot 2-A on Exhibit A, attached.
- B. The Grantor is the owner of a tract of land described as Lot 2 on Exhibit B, attached (the "Shopping Center").
- C. The Grantor wishes to grant, and Grantee wishes to receive, easements over, under and across Lot 2.
- D. The Grantee wishes to grant, and Grantor wishes to receive, easements over, under and across Lot 2-A.

THEREFORE, in consideration of the covenants contained in this Easement Grant and other good and valuable consideration, receipt of which is acknowledged, the following grants, agreements, covenants and restrictions are made:

1. EASEMENT FOR INGRESS AND EGRESS

Grantor grants and conveys to Grantee a perpetual, non-exclusive easement for vehicular and pedestrian ingress and egress, to and from Lot 2, appurtenant to Lot 2-A, over, upon and across the parking areas, driveways and access ways, sidewalks and walkways, exits and entrances and other common areas, as such areas now exist on Lot 2 as shown on the plot plan attached as Exhibit C, with Grantor reserving the right to modify, develop or alter same from time to time. Grantor reserves, and Grantee grants to Grantor, a perpetual, non-exclusive easement, appurtenant to Lot 2, for the use and benefit of the Grantor and Grantor's tenants, successors, heirs and assigns, for the purpose of automobile and pedestrian ingress and egress over and upon the driveways, access ways, entrances and exits, as such area shall, from time to time, be developed, altered or modified on Lot 2-A.

Notwithstanding the foregoing, it is expressly agreed that the driveways shown on Exhibit C shall not be modified without the prior written consent of all signatory parties (or their successors in the event of sale or assignment) to this instrument which consent may be withheld, conditioned or denied in each such party's reasonable discretion. Moreover, it is agreed that no owner of either lot shall be permitted to obstruct or interfere (or permit obstruction or interference by anyone claiming through such owner), in any way, with the free flow of pedestrian and vehicular traffic over the aforesaid driveways, except as necessary for reasonable repair and maintenance, traffic regulations and control, and to prevent a dedication thereof or the accrual of any rights to the public therein. In this regard, Grantee covenants and agrees that in the event of material and repeated traffic backups into the main entrance of the Shopping Center resulting from drive-thru operations on Lot 2-A, Grantee, at its sole cost and expense, shall, upon request from the Town of Haymarket, the Virginia Department of Transportation or other governmental body, and upon the approval of Food Lion, LLC, its successors or assigns, which approval shall not be unreasonably withheld, close the entrance marked "Entrance #1" on Exhibit E and otherwise reconfigure its traffic pattern within Lot 2-A to operate on one entrance located at the entrance marked "Entrance #2" on Exhibit E and otherwise take all reasonable action to avoid backing up of vehicles onto the main entrance drive due to drive-thru sales made on Lot 2-A. The foregoing action shall be undertaken promptly upon notice from the applicable governing body and at Grantee's sole cost and expense.

2. EASEMENTS FOR UTILITIES

Grantor also grants and conveys to Grantee perpetual, non-exclusive easements, appurtenant to Lot 2-A, for the purpose of installing, maintaining, operating, repairing, replacing and renewing any and all utility lines and related facilities, including surface drainage rights, over, above, along, under, in and across Lot 2 wherever these utility lines may be located, provided that Grantee shall use reasonable efforts not to unreasonably affect or interfere with the business operations of the tenants located on Lot 2. No trees, permanent buildings or other structures shall be placed in or allowed to encroach upon the easements, and no change of grade elevation or excavation shall be made upon the easement area without Grantee's prior written approval. Grantor grants Grantee, its successors and assigns, the right to use, coupled with its easement, the utilities and related facilities, subject, however, to the limitations, terms and conditions contained in such existing easement grants and the agreement of each such utility to provide service to Grantee.

Grantor reserves and Grantee also grants and conveys to Grantor perpetual, non-exclusive easements, appurtenant to Lot 2, for the purpose of installing, operating, maintaining, repairing, replacing and renewing any and all utility lines and related facilities now existing, including surface drainage rights, over, above, along, under, in and across Lot 2-A wherever these utility lines may be located, subject, however, to the limitations,

terms and conditions contained in such existing easement grants and the agreement of each such utility to provide service to Grantor

No trees, permanent buildings or other structures shall be placed in or allowed to encroach upon the easements, and no change of grade elevation or excavation shall be made upon the easement area without Grantee's prior written approval. Grantee grants Grantor, its successors and assigns, the right to use, coupled with its easement, the utilities and related facilities. Grantor promises to maintain the common utility lines on Lots 2 and 2-A in good condition and repair. Grantee shall maintain the utility lines exclusively serving Lot 2-A.

3. EASEMENT FOR STORM SEWER LINE

Grantor also grants and conveys to Grantee a non-exclusive easement and license to tap into and use the storm sewer lines and related facilities located on that portion of Lot 2 that is adjacent to Lot 2-A, for the purpose of surface draining any and all surface water runoff from the improvements which may, from time to time, be located on Lot 2. In lieu of tapping into the storm sewer lines on Lot 2, Grantee may, upon express written authorization from Grantor, at its option, surface drain its surface water runoff onto Lot 2, provided that Grantee shall use reasonable efforts not to unreasonably affect or interfere with the business operations of the tenants located on Lot 2 as a result of such surface drainage.

4. SIGN EASEMENT

A. Grantor reserves and Grantee grants to Grantor a perpetual, non-exclusive easement appurtenant to Lot 2, for the purpose of installing, operating, maintaining, repairing, replacing and renewing a pylon sign and related utilities over, above, along, under, in and across that portion of Lot 2-A identified as "Sign Easement" and shown on Exhibit D, attached.

The location of the easement may, as to the utilities serving the sign, be modified by Grantee with the consent of Grantor, which consent shall not be unreasonably withheld, provided there is no interruption of service to Grantor and provided Grantee is responsible for all related cost.

Grantor hereby grants to Grantee a non-exclusive easement to install and maintain a sign panel on Grantor's pylon sign. Grantee shall install and maintain the panel at Grantee's expense, and Grantor shall maintain and operate the pylon sign structure and related utilities, including the cost of electricity to light the sign, at Grantor's expense.

B. Grantor grants to Grantee a perpetual, non-exclusive easement appurtenant to Lot 2-A, for the purpose of installing, operating, maintaining, repairing, replacing and renewing a directional sign and related utilities over, above, along, under, in and across that portion of Lot 2 described in Exhibit D and shown as "Proposed Entrance Sign and

Sign Easement” on Exhibit D, attached, together with the right to run underground utility lines from Grantee’s Directional Sign Easement Area to Lot 2-A.

The location of the easement may, as to the utilities serving the sign, be modified by Grantor with the consent of Grantee, which consent shall not be unreasonably withheld, provided there is no interruption of service to Grantee or the tenants located on Lot 2, and provided Grantor is responsible for all related cost.

5. MAINTENANCE

Grantor and Grantee covenant and agree to maintain in good condition and repair, or cause to be maintained and kept in repair, the parking, driveways and other common areas situated on their respective properties. The obligation of Grantor and Grantee to maintain, repair and keep in repair the parking, driveways and other common areas shall, without limiting its the generality, include the following:

- A. Maintaining the surfaces at such grades and levels that they are initially set by Grantor’s Civil Engineer for the Shopping Center on the approved site plan , and as they may be used and enjoyed as contiguous and homogeneous common areas, and maintaining the surfaces in a level, smooth and evenly-covered condition with the type of surfacing material originally installed or of similar quality, use and durability; and
- B. Removing all papers, debris, snow, ice, filth and refuse and thoroughly sweeping the areas to the extent reasonably necessary to keep the areas in a neat, clean and orderly condition; and
- C. Placing, keeping in repair and replacing any necessary appropriate directional signs, striping markers and lines; and operating, keeping in repair and replacing, when necessary, such artificial lighting facilities as shall be reasonably required; and
- D. Maintaining any perimeter walls and retaining walls in good condition and state of repair; and
- E. Maintaining all landscaped areas, making such replacements of shrubs and other landscaping as is necessary, and keeping the areas at all times adequately weeded, fertilized and watered.

6. BARRIERS

Grantor and Grantee may erect curbs, fences and landscaping on their respective parcels in order to define Lot 2 and Lot 2-A, so long as such curbs, fences and landscaping do not detract from the mutual and common access rights of Grantor and Grantee or prevent, hinder or interfere in any way with the free flow and passage of vehicular and pedestrian traffic over, to, from and between Lot 2 and Lot 2-A in the locations and manner shown on Exhibit A.

7. PARKING RATIO AND OUT-PARCEL REQUIREMENTS

Grantor agrees that the parking areas on Lot 2 shall contain not less than that required by applicable code. Grantee agrees that the parking areas on Lot 2-A shall contain not less than the greater of (i) five (5) parking spaces for each 1,000 square feet of floor area on Lot 2-A, or (ii) that required by applicable code. Grantee and Grantor agree that (a) any building placed on an out-parcel of the Shopping Center, including, but not limited to Lot 2-A, shall be no more than twenty-five feet (25') in height or contain no more than 5,000 square feet of floor area and shall not be partitioned or otherwise divided into more than one (1) tenant store space, containing separate entrances and wholly separated from its adjoining space by interior demising walls; (b) each out-parcel, including, but not limited to Lot 2-A, must contain a sufficient number of parking spaces within its boundaries such that the parking ratio shall in no event be less than the greater of (i) five (5) parking spaces for each 1,000 square feet of floor area on each such out-parcel or (ii) that required by applicable zoning requirements; (c) no out-parcel, including, but not limited to Lot 2-A, shall be granted cross parking or reciprocal parking rights with respect to the Common Area of the Shopping Center without approval by Food Lion, LLC, or its successors or assigns; and (d) ingress and egress shall be permitted only on the locations shown on Exhibit C.

8. RULES AND REGULATIONS

Grantor and Grantee shall have the right to enact reasonable rules concerning the conduct and operation of the parking areas and spaces, driveways and other common areas situated on their respective properties.

9. COMPLIANCE WITH LAWS AND REGULATIONS - INDEMNIFICATION

Grantor and Grantee covenant and agree, with respect to their own property, to comply with all laws, rules, regulations and requirements of all public authorities, and to indemnify, defend and hold each other harmless against all claims, demands, loss, damage, liabilities and expenses and all suits, actions and judgments (including, but not limited to, costs and attorney's fees) arising out of, or in any way related to, Grantor's or Grantee's failure to maintain their respective properties in a safe condition. Grantor and Grantee shall give prompt and timely notice of any claim made or suit or action commenced against the other party which in any way would result in indemnification under this paragraph.

10. MAINTENANCE EXPENSES

Grantor and Grantee further covenant and agree to pay the expense of maintaining and repairing the parking, ingress, egress and other common areas situated on their respective parcels, including the payment of all real estate taxes and assessments, subject only to the right to defer payment in a manner provided by law and/or in connection with a bona fide

contest of such tax or assessment, so long as the rights of the other party shall not be jeopardized by such deferring of payment.

11. DEFAULT

In the event of any failure by either party to perform, fulfill or observe any agreement to be performed, fulfilled or observed by it, continuing for thirty (30) days, or in situations involving potential danger to the health or safety of persons in, on or about or substantial deterioration of Lot 2 or Lot 2-A, or any portion of any part of such parcel, in each case after written notice, specifying such, the other party may, at its election, cure such failure or breach on behalf of the defaulting party, and any amount which the party so electing shall expend for such purpose, or which shall otherwise be due by either party to the other, shall be paid to the party to whom due on demand, without contest, upon delivery of its invoice, together with interest at the lower of (1) the rate of ten percent (10%) per annum, or (2) the maximum rate permissible from time to time under applicable law, from the date of the expenditure or the date when it shall have become due to the date of payment in full. The provisions of this paragraph shall be in all respects subject and subordinate to the lien of any mortgages or deeds of trust at any time or from time to time on the land of the defaulting party and the rights of such holder or holders.

12. COVENANTS RUNNING WITH THE LAND

The right to use and exercise the rights and easements contained in this Easement Grant shall run with the land and inure to, and be for the benefit of, the Grantor and Grantee, their successors and assigns and tenants, sub-tenants, licensees, concessionaires, mortgagees in possession, customers and business invitees of such persons.

13. COVENANTS OF TITLE AND QUIET ENJOYMENT

Grantor warrants specially that it has good and indefeasible fee simple title to Lot 2, and Grantor warrants and will defend the title to the easement premises owned by Grantor and granted to Grantee, and will indemnify Grantee against any damage and expense which Grantee may suffer by reason of any lien, encumbrance, restriction or defect in the title or description of the easement premises granted by Grantor or anyone claiming by, through or under Grantor.

Grantee warrants specially that it has good and indefeasible fee simple title to Lot 2-A, and Grantee warrants and will defend the title to the easement premises owned by Grantee and granted to Grantor, and will indemnify Grantor against any damage and expense which Grantor may suffer by reason of any lien, encumbrance, restriction or defect in the title or description of the easement premises granted by Grantee or anyone claiming by, through or under Grantee.

14. TERMINATION OF LIABILITY

Whenever a transfer of ownership of either parcel, as described herein, takes place, the transferor will not be liable for a breach of this agreement occurring after a transfer except that Grantee shall remain liable if it transfers its interest to a licensee or subsidiary corporation.

15. CONSTRUCTION

The rule of strict construction does not apply to this grant. This grant shall be given a reasonable construction so that the intention of the parties to convey a commercially usable right of enjoyment to Grantor and Grantee is carried out.

16. NOTICE

Grantor's address is 3831 Delashmutt Drive, Haymarket, VA 20168 and Grantee's address is One McDonald's Plaza, Oak Brook, Illinois 60523, Attention: Director, U.S. Legal Department. Either party may lodge written notice of a change of address with the other. All notices shall be sent by certified mail, return receipt requested, to the addresses provided for in this paragraph and shall be deemed given when placed in the mail.

17. LIST OF EXHIBITS

- Exhibit A – Legal Description of Lot 2-A
- Exhibit B – Legal Description of Lot 2
- Exhibit C – Plan of the Shopping Center and Approved Ingress and Egress Locations
- Exhibit D – Plan of Sign Easement Areas
- Exhibit E – Plan of Lot 2-A showing Entrance #1 and Entrance #2

To indicate their consent to this Agreement, the Grantor or Grantee, or their authorized officers or representatives, have signed this document.

[SIGNATURES APPEAR ON NEXT PAGE]

GRANTOR: The Shoppes at Haymarket, L.L.C.,
A Virginia limited liability company

By: 
Its: Manager

GRANTEE: System Capital Real Property Corporation,
A Delaware corporation

By: 
Its: Assistant Secretary
Catherine A. Griffin



(ATTACH ACKNOWLEDGMENTS AND EXHIBITS A, B, C, D, E)

SYSTEM CAPITAL REAL PROPERTY CORPORATION

(ACKNOWLEDGMENT)

STATE OF ILLINOIS

SS:

COUNTY OF DUPAGE

I, Rita J. Konvalinka a Notary Public in and for the county and state aforesaid, DO HEREBY CERTIFY that Catherine A. Griffin, Assistant Secretary, of System Capital Real Property Corporation, a Delaware corporation, who is personally known to me to be the same person whose name is subscribed to the foregoing instrument as such Catherine A. Griffin, appeared before me this day in person and acknowledged that she signed, sealed and delivered the said instrument as her free and voluntary act as such Assistant Secretary, as the free and voluntary act of said corporation for the uses and purposes therein set forth.

Given under my hand and notarial seal, this 14th day of June, 2001.

Rita J. Konvalinka
Notary Public

My commission expires: March 26, 2005



CONTRACT
EXHIBIT - A
SHOPPES AT HAYMARKET, LLC
LOT 2A
LEGAL DESCRIPTION

ALL OF LOT TWO A (2A) as shown on a plat entitled "Plat of Subdivision and Easement Plat" for The Shoppes At Haymarket LLC

Said property is further described as:

BEGINNING at a corner to Sheetz, Inc. and a corner to Shoppes at Haymarket, LLC. in the Southern dedicated right-of way of Virginia State Route 55 (Washington Street);

THENCE with the said right-of-way line South 56 degrees 30' 00" East 262.78 feet to an iron pin (to be set);

THENCE through the property of Shoppes at Haymarket, LLC. South 38 degrees 01' 32" West 173.30 feet to an iron pin (to be set);

THENCE North 48 degrees 52' 22" West 242.79 feet to an iron pin (to be set);

THENCE North 39 degrees 09' 26" West 49.97 to an iron pin found in the line of Sheetz, Inc.;

THENCE with the line of Sheetz, Inc. North 50 degrees 50' 34" East 131.61 feet to the point of beginning containing 0.9816 acres as shown on a plat by K. D. Thomas dated November 20, 2000.

EXHIBIT - B
LEGAL DESCRIPTION LOT 2

ALL OF LOT TWO (2) as shown on a plat entitled "Plat of Subdivision and Easement Plat" for The Shoppes at Haymarket LLC

Said property is further described as:

BEGINNING at an iron pipe at the corner of Sheetz and James Madison Highway being the corner of the property;

THENCE by Sheetz South 49 degrees 32' 05" East 300 feet to an iron pipe, a corner the Sheetz, Inc. and The Shoppes At Haymarket LLC.,

THENCE by the same North 50 degrees 50' 34" East 238.57 feet to an iron pipe found in line of Sheetz, Inc. and being the corner of Lot 2A;

THENCE with the line of Lot 2A, South 39 degrees 09' 26" East 49.97 feet to an iron pipe;

THENCE South 48 degrees 52' 22" East 242.79' feet to an iron pipe;

THENCE North 38 degrees 01' 32" East 173.30 feet to iron pipe in the dedicated right-of-way line of VA State Route 55 (Washington Street) and being the corner of Lot 2A;

THENCE departing Lot 2A and with the said dedication right-of-way South 56 degrees 30' 00" East 274.31 feet to a point in line of now or formally Costello/Dina 2 L.C.;

THENCE by Costello/Dina 2 L.C. South 37 degrees 21' 51" West 549.49 feet, to an iron pin and being a corner to Lot 1, JKLM III, LLC.;

THENCE with the line of Lot 1 North 52 degrees 38' 09" West 294.85 feet, a point of Signature Cabinets;

THENCE by Signature Cabinets North 53 degrees 48' 31" East 71.98 feet to an iron pin;

THENCE by the same North 49 degrees 32' 05" West 660.29 feet to a point on James Madison Highway;

THENCE by the highway North 48 degrees 51' 40" East 60.65 feet to the place of beginning containing 5.9508 acres as shown on the plat by K. D. Thomas dated November 20, 2000.

04/15/2001

23:00

703-753-0710

PROPERTY MAP OF
MAY 1992 SHOWING
CITY OF
CITY OF

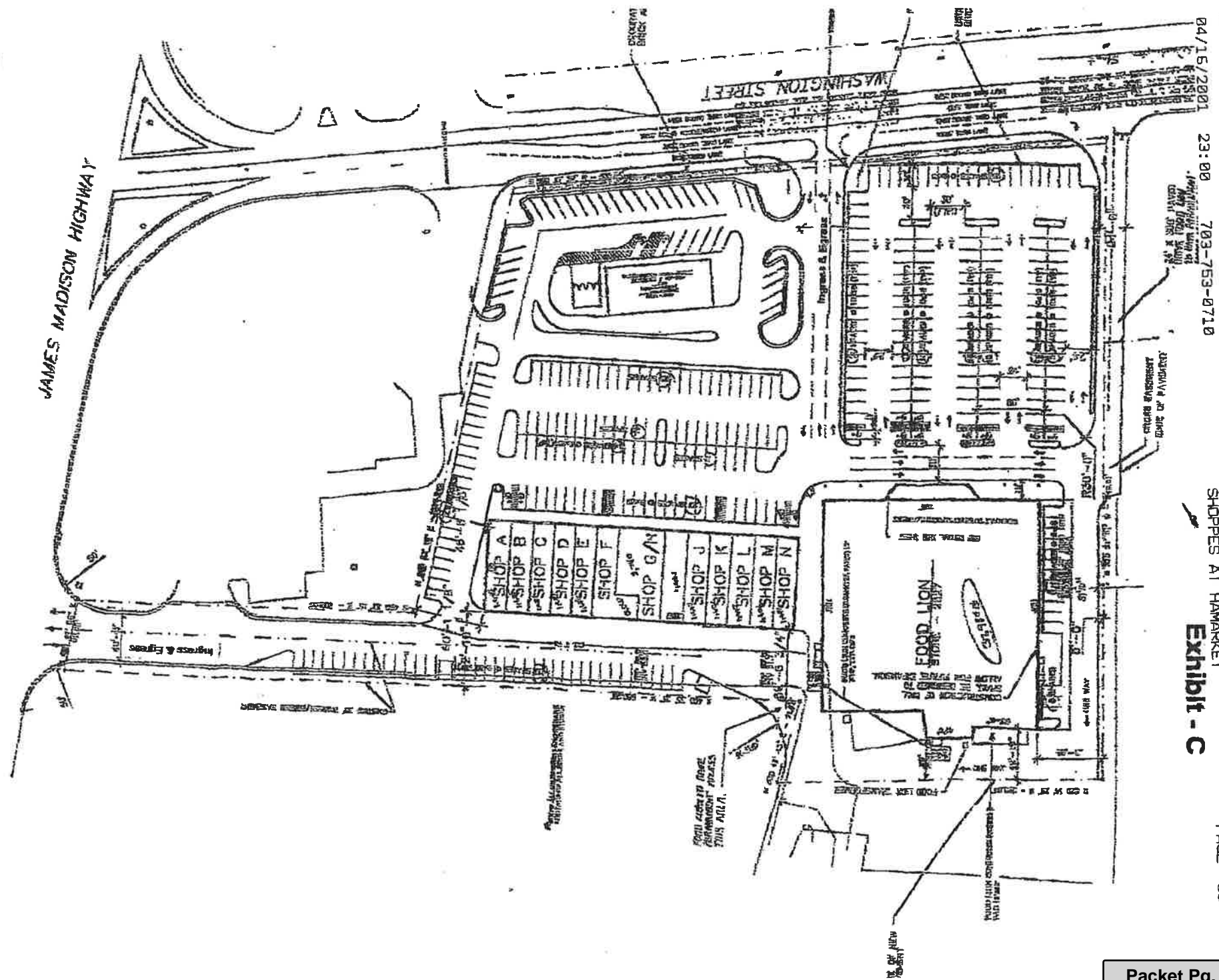
SHOPPES AT HAMARKET

Exhibit - C

PAGE 06

104

Attachment: Leaberry Letter (4262 : McDonald's/Leaberry Way Closure)



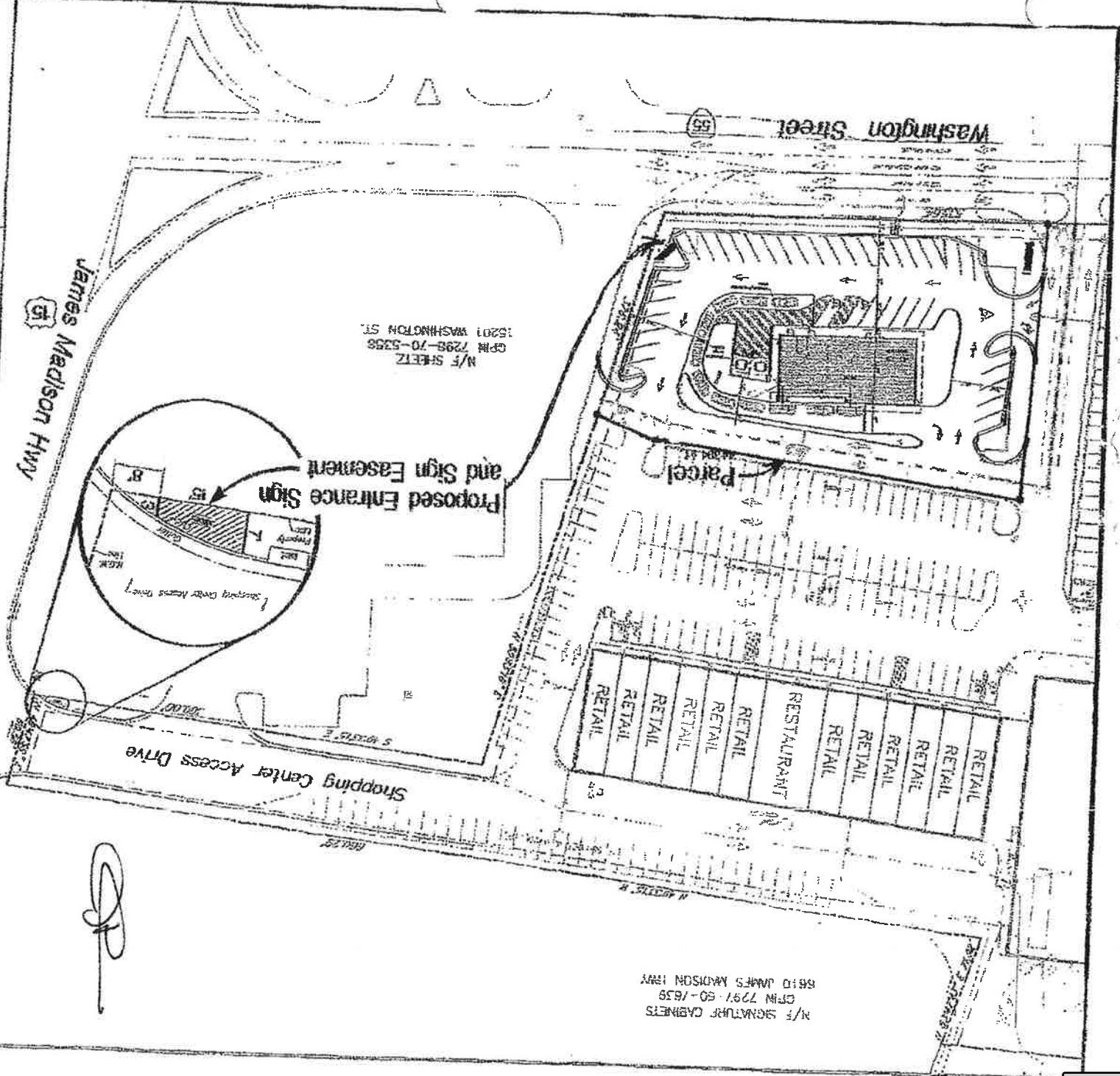


RESTAURANT CORPORATION
10000 WASHINGTON AVENUE
CHICAGO, ILLINOIS 60642
TEL: 773-399-3300

Exhibit-D

Reduced Copy of Preliminary Site Plan for
Offsite Sign Location and Easement Exhibit
Haymarket, Prince William County, Virginia

James Madison Hwy
55



N/F SHEETZ
CPM 7298-70-5258
15201 WASHINGTON ST.

N/F SIGNATURE CABINETS
CPM 7297-60-1639
6610 JAMES MADISON HWY

scale

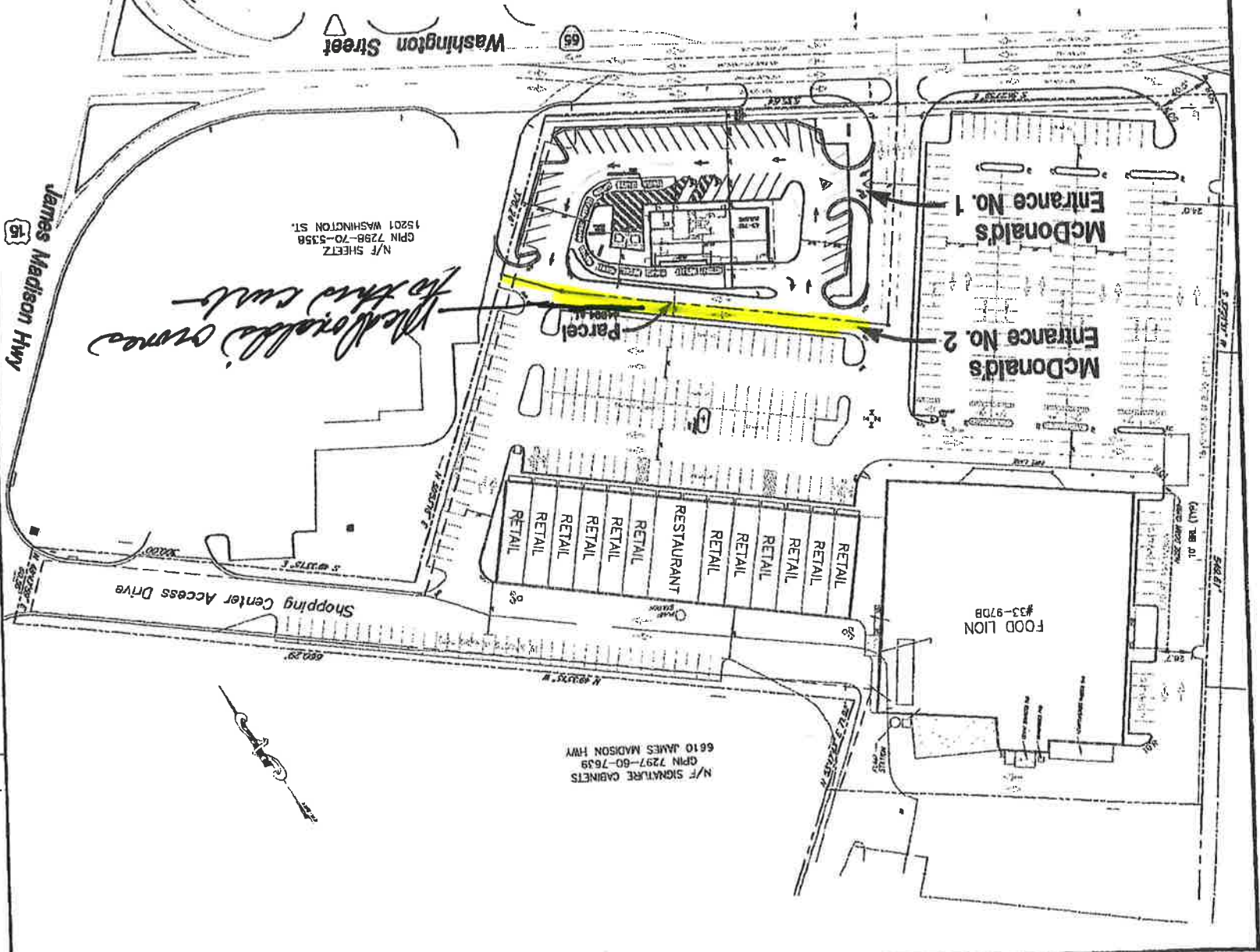
1" = 90'

date

20 JUNE 2000

location code

45
VA ~ 1159



Attachment: Leaberry Letter (4262 : McDonald's/Leaberry Way Closure)



McDonald's CORPORATION

Exhibit E

Reduced Copy of Preliminary Site Plan
 Entrances to McDonald's Site Exhibit
 Washington Street near U.S. 15
 Haymarket, Prince William County, Virginia

scale

1" = 110'

date

27 April 2001

location code

45 - 1159
VA

ORDINANCE TO AMEND SECTIONS 42-3, 42-186, AND 42-193 OF THE TOWN CODE,
ADD SECTIONS 42-187 THROUGH 42-189, REPEAL SECTION 42-197, AND RENAME
ARTICLE V OF CHAPTER 42,
ALL RELATING TO MEALS TAX AND TRANSIENT OCCUPANCY TAX

WHEREAS, The Town's ordinances governing meals tax and transient occupancy tax were last modified in 2015, and provide for different penalty and interest than for other taxes owed to the Town, and

WHEREAS, The Town Council wishes to revise the meals tax ordinance in order to comply with current law, to improve the enforceability of the meals tax provisions, and to implement uniform penalty and interest provisions for all taxes owed to the Town,

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Haymarket, meeting this ___ day of _____, 2019, in _____ session, that the Town Council hereby amends Section 42-3, 42-186 and 42-193, adds sections 42-187 through 42-189, repeals Section 42-197, and renames Article V of Chapter 42 of the Town Code as follows:

Sec. 42-3. - Delinquencies; penalty; interest.

License applications and annual returns of taxable tangible Personal property, machinery and tools and merchants' capital, and payments of taxes or levies on real estate and tangible personal property, machinery and tools, ~~and merchants' capital,~~ meals tax, and transient occupancy tax not paid on the due date shall be delinquent on the day next after they are due, at which time a late payment penalty of five percent of the amount due shall be additionally assessed. Interest on delinquent amounts (including non-filing penalties and late payment penalties) due under this section shall accrue at eight percent per year, beginning on the first day following the day such taxes are due. When a lower penalty or interest rate is required by law, however, the maximum permissible penalty or interest rate shall apply.

ARTICLE V. - MISCELLANEOUS MEALS TAX

Sec. 42-186. - ~~Food and beverages~~ Definitions.

~~The Town of Haymarket, Virginia did hereby levy a tax on Food and beverages sold for human consumption by a restaurant such as term is defined in subdivision 9 of § 35.1-1 Code of Virginia, of four percent of the amount charged for such Food and beverages or the proportionate amount thereof as prorated for sales tax. Such tax shall not be levied on Food and beverages sold through vending machines or by any Person described in subdivisions 1, 2, 3, and 5 of § 35.1-25, as well as nonprofit cafeterias in public schools, nursing homes and hospitals. Grocery stores and convenience stores selling prepared Foods ready for human consumption at a delicatessen counter shall be subject to the tax, for that portion of the grocery store or convenience store~~

~~selling such items. No such tax on Meals shall be imposed upon any of the exemptions set forth in the Code of Virginia, § 58.1-3840, the provisions of which are hereby incorporated by reference.~~

~~The excise tax on Meals must be paid by the 20th day of the month following the month of collection of the taxable revenue. There shall be a penalty of one percent, per annum, applied to any outstanding balances owed to the town.~~

Except where the context clearly indicates a different meaning, the following words and phrases, when used in this article, shall, for the purpose of this article, have the meanings ascribed to them in this section:

Caterer means any Person furnishing Food, beverages, or both on the premises of another, for compensation.

Collector means a Person receiving any payment for a Meal subject to the tax levied under this article.

Food means all food for human consumption, beverages or both, including alcoholic beverages.

Food Establishment means any place in or from which Food or Food products are prepared, packaged, sold or distributed in the Town, including, but not limited to, any restaurant, dining room, grill, coffee shop, cafeteria, café, snack bar, lunch counter, movie theater, delicatessen, confectionery, bakery, eating house, eatery, drugstore, ice cream or yogurt shop, lunch wagon or food truck, pushcart or other mobile facility from which Food is sold, public or private club, resort, bar, brewery, winery, distillery, lounge, grocery store, or other similar establishment, public or private. The term "Food Establishment" shall include private property outside of and contiguous to a building or structure operated as a Food Establishment at which Food is sold for immediate consumption.

Meal means any prepared Food ready for immediate consumption. All such Food, unless otherwise specifically exempted or excluded by Virginia Code § 58.1-3840 or other state law, shall be included, whether intended to be consumed on the Seller's premises or elsewhere, whether designated as breakfast, lunch, snack, dinner, supper or by some other name, and without regard to the manner, time or place of preparation or service.

Officer means an officer or employee of a corporation, a partner or employee of a partnership, or a member, manager or employee of a limited liability company who, as such Officer, employee, member or manager, is under a duty to perform on behalf of the corporation, partnership or limited liability company the act in respect of which a violation occurs and who (i) had actual knowledge of the failure to pay or attempt to evade the tax and (ii) had authority to prevent such failure to or attempt to evade.

Person has the meaning given in § 1-2 of this Code.

Purchaser means any Person who purchases a Meal.

Seller means any Caterer, Food Establishment or other Person who sells a Meal and who is subject to Town taxation by having a place of business within the Town or selling a Meal within the Town.

Treasurer means the treasurer of the town and any of their duly authorized deputies, assistants or agents.

Sec. 42-187. Levy; collection; reports and remittances; late filing penalty; duty of Collector when going out of or disposing of business.

- (a) There is hereby imposed and levied on each Purchaser a tax at a rate to be set by town council annually on the total amount paid for any Meal purchased from any Seller. Any amount actually paid to employees as an optional tip or gratuity shall be excluded from the total amount paid for the Meal.
- (b) Every Collector shall collect the amount of tax imposed under this article from the Purchaser on whom the same is levied, or from the Purchaser paying for such Meal, at the time payment for such Meal, is made. The taxes so collected shall be held in trust for the Town by the Collector until remitted as provided in this article. The wrongful and fraudulent use of such collections other than remittance as provided by this article constitutes embezzlement, as provided by Code of Virginia § 58.1-3833 C.
- (c) The Collector shall make out a report, upon forms created by the Treasurer, providing all the information that the Treasurer may require, and shall sign and deliver such report to the Treasurer with a remittance of such tax. Such reports and remittances shall be made on or before the twentieth day of each month, covering the amount of tax collected during the preceding calendar month.
- (d) If a report is not filed on or before the due date set forth in subsection (c) above, there shall be added a non-filing penalty in the amount of ten (10) percent of the tax assessable on such return or ten dollars (\$10.00), whichever is greater; provided, however, that the penalty shall in no case exceed the amount of the tax assessed. Any such penalty, when assessed, shall become part of the tax and shall be in addition to any non-payment penalty. No non-filing penalty shall be assessed if such failure was not the fault of the Collector. The Treasurer shall make determinations of fault relating to failure to file a report.
- (e) It shall be the duty of every Collector to keep and preserve, for a period of five (5) years, records showing all purchases taxable under this article, the amount charged the Purchaser for each such purchase, the date of each purchase, the taxes collected thereon, the amount of tax required to be collected by this article, and such other information as may be determined by the Treasurer to be necessary to assess the amount of tax such Person may have been responsible for collecting and paying to the Town. The Treasurer shall have the power to inspect and make copies of such records at all reasonable times for the purpose of administering and enforcing the provisions of this article.

- (f) Whenever any Collector shall cease to operate or otherwise dispose of their business, any tax payable under this article to the Town shall become immediately due and payable and such Collector shall immediately make a report and pay the tax due.

Sec. 42-188. Violations; duties of Treasurer.

- (a) Any Officer of a Collector who willfully fails to pay, collect, or truthfully account for and pay over the tax imposed under this article, or willfully attempts in any manner to evade or defeat any such tax or the payment thereof, shall, in addition to other penalties imposed by law, be liable for a penalty of the amount of tax evaded or not paid, collected, or accounted for and paid over, to be assessed and collected in the same manner as such taxes are assessed and collected.
- (b) If any Collector, whose duty it is so to do, shall fail or refuse to collect the tax imposed under this article and to make, within the time provided in this article, the reports and remittances mentioned in this article, the Treasurer shall obtain facts and information necessary to create an estimate of the tax due. Within ten (10) days from the date the tax was due, the Treasurer shall proceed to determine and assess against such Collector the tax and late filing penalty, and shall notify such Person, by hand delivery, email or certified mail, of the total amount of such tax and penalties. The total amount thereof shall be payable immediately, and the Treasurer shall proceed to collect same as authorized by law.
- (c) It shall be the duty of the Treasurer to ascertain the name of every Person operating a Food Establishment or Caterer in the Town, liable for the collection of the tax levied by this article, who fails, refuses or neglects to collect such tax or to make, within the time provided by this article, the reports or remittances required by this article.
- (d) Any Person violating or failing to comply with any provision of this article shall be guilty of a Class 1 misdemeanor, unless otherwise provided in this article. Each violation of, or failure to comply with, this article shall constitute a separate offense. Conviction of such violation shall not relieve any Collector from the payment, collection or remittance of the taxes provided for in this article. An agreement to pay the taxes provided for in this article by a series of installment payments shall not relieve such Person of criminal liability for violation of this article until the full amount of taxes agreed to be paid by such Person is received by the Treasurer.

Sec. 42-189. Food establishment not to advertise it will pay or absorb tax.

No Person operating a Food Establishment shall advertise in any manner, directly or indirectly, that they will absorb or pay all or any part of the tax levied by this article.

[ARTICLE VI. - TRANSIENT OCCUPANCY TAX]

Sec. 42-193. - Exceptions.

No tax shall be payable under this article on room rental paid to any hospital, medical clinic, convalescent home or home for the aged, or as otherwise exempted by law.

~~Sec. 42-197. — Penalty and interest for late remittance.~~

~~If any Person shall fail or refuse to remit to the treasurer the tax required to be collected and paid under this article within the time and in the amount specified in this article, there shall be added to such tax a penalty of ten percent. If the tax shall remain delinquent and unpaid for a period of one month from the date such is due and payable, there shall, in addition, be added to such tax interest at the rate of ten percent per year on the amount of tax for each month or portion thereof from the date upon which the tax is due.~~

THIS ORDINANCE IS EFFECTIVE UPON ADOPTION.

Done this ___ day of _____, 2019.
TOWN OF HAYMARKET, VIRGINIA

ATTEST:

Kimberly Henry, Town Clerk

- Motion to approve:
- Second:
- Voting Aye:
- Voting Nay:
- Absent:
- Abstaining:

Attachment: Tax ordinance update 11-15-19 (003) (4264 : Meals and Transient Occupancy Tax Penalty & Interest)