



TOWN OF HAYMARKET TOWN COUNCIL
REGULAR MEETING
~ AGENDA ~

Shelley M. Kozlowski, Clerk of Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, September 9, 2019

7:00 PM

Council Chambers

I. Call to Order

II. Pledge of Allegiance - Troop #90064

III. Invocation - Pastor Mark Brady, Park Valley Church

IV. Public Hearing - Williams Holdings Special Use Permit

V. Blue Help Suicide Prevention Walk Presentation

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

1. Alex's Army

VII. Minutes Approval

1. Mayor and Council - Regular Meeting - Aug 5, 2019 7:00 PM
2. Mayor and Council - Work Session - Aug 5, 2019 6:00 PM

VIII. Citizens' Time

IX. Agenda Items

1. Special Use Permit SUP#2019-001 Williams Holdings, 6604 & 6608 Jefferson Street
2. Administrative Staff Reports
3. Police Department Report - Chief Kevin Lands
4. Villages of Haymarket Phase II, Landscape Bond Release
5. Haymarket Sheetz Bond Release
6. Haymarket Baptist Church Bond Release
7. Communication Policy

X. Updates

1. Planning Commission
2. Architectural Review Board

XI. Councilmember Time

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

XII. Adjournment



PROCLAMATION

September 2019 is Childhood Cancer Awareness Month
&
Town of Haymarket Goes Gold for Kids

Whereas, The Town of Haymarket and Alex's Army Childhood Cancer Foundation observe September 2019 as Childhood Cancer Awareness Month to raise awareness for childhood cancers that have affected families right here in our own town and throughout towns and communities all around our country; and

Whereas, Every 2 minutes worldwide a child is diagnosed with a form of childhood cancer; and

Whereas, More children are lost to cancer in the United States than any other disease and more than any other childhood diseases combined; and

Whereas, For those who survive by the time they're 45, more than 95% of survivors will have a chronic health problem and 80% will have severe or life-threatening conditions due to the treatments received as children

Whereas, In the United States every single day 46 children are diagnosed with a form of childhood cancer and every single day 7 children pass away from childhood cancers; On June 5th, 2016 Haymarket resident Alex Green was one of those children who passed away at the age of 12 after a 7 year courageous fight against Wilms Tumor; and

In recognition of and standing in support of the families and children right here in our town whose lives have forever been impacted by a childhood cancer diagnosis do hereby proclaim the month of September 2019 as:

Childhood Cancer Awareness Month

In Witness Thereof, this 9th day of September 2019.

David Leake
Mayor

Susan Edwards
Vice-Mayor

Connor Leake
Council Member

Steve Shannon
Council Member

Madhusudan Panthi
Council Member

Robert Day
Council Member

Bond Cavazos
Council Member

Attachment: Childhood Cancer Awareness Month Proclamation (002) (4179 : Alex's Army Childhood Cancer Awareness Month Proclamation)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

Shelley M. Kozlowski, Clerk of Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, August 5, 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: Absent, Councilman Robert Day: Present, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilwoman Bond Cavazos: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

II. Pledge of Allegiance - Troop 1882

Troop 1882 begins the pledge for the evening's meeting.

III. Invocation - Rev. Mark Olson, Haymarket Baptist Church

Rev. Mark Olson updates the Council on the recent activities of the church and gives the evening's invocation.

IV. Public Hearing - Continuation of the Public Hearing regarding Budget Amendment.

Mayor Leake asks if there is anyone that would like to speak regarding the budget amendment that was left open from the last meeting.

There was no one there to speak. Mayor Leake closes the public hearing.

Mayor Leake asks that the Police Department's "Crosswalk" PSA presentation be added to the agenda before Citizen's Time.

1. Budget Amendment

V. Consent Agenda

- 1. Mayor and Council - Joint Planning Commission Work Session - Jun 20, 2019 7:00 PM
- 2. Mayor and Council - Special Meeting - Jun 20, 2019 7:30 PM
- 3. Mayor and Council - Work Session - Jul 1, 2019 6:00 PM
- 4. Mayor and Council - Regular Meeting - Jul 1, 2019 7:00 PM
- 5. Mayor and Council - Public Hearing/Continuation Meeting - Jul 24, 2019 6:00 PM
- 6. Administrative Staff Reports - Shelley Kozlowski
- 7. Police Department Report - Chief Kevin Lands
- 8. Ordinance #2019-002, Meals Tax Waiver
- 9. Motion

Councilman Leake *moves to approve the Consent Agenda*. Councilman Shannon seconds the motion.

Minutes Acceptance: Minutes of Aug 5, 2019 7:00 PM (Minutes Approval)

RESULT:	ADOPTED [4 TO 0]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Susan Edwards, Connor Leake, Madhusudan Panthi, Steve Shannon
ABSTAIN:	Bond Cavazos
ABSENT:	Robert Day

VI. Anne Marie Maher, Prince William Tourism Department Presentation

Anne Marie Maher, Director of the Prince William Tourism Department, shares with the Mayor, Council and residents an overview of tourism in the County.

VII. Citizens' Time

Dottie Leonard, 14801 Washington Street, states that you don't evolve in an historic overlay. The ARB should be protecting the colonial design.

Peg Contrucci, property owner in Haymarket, reads the letters that were submitted to the Council by her and her husband. Their letters reference the 6706 Jefferson Street demolition appeal and encourages the Council to approve the demolition permit and in favor of the proposed hotel.

Mike Cerny, 4432 Costello Way, Foster's Grille, speaks in favor of the proposed hotel and the demolition.

With no one else to speak, Mayor Leake closes Citizens' Time.

Mayor Leake asks that if there is no objection, he would like to move the site visit at 6706 Jefferson Street. There is no objection.

The meeting was called back to order at approximately 8 pm.

VIII. Agenda Items

1. Budget Amendment

Councilman Shannon *moves that the Haymarket Town Council approve the amendment to the Fiscal Year 2019-2020 as designated on Resolution #2019-006, for Town Center renovations, and I move the Haymarket Town Council approve an amendment to the Fiscal Year 2019-20 as designated on Resolution #2019-007, to amend the Meals tax, Business License tax, and Fines Revenue line items, and Debt Service - General Obligation to fund Deputy Manager position salary and benefits.* Councilwoman Cavazos seconds the motion.

Mayor Leake asks if there is any discussion on the motion.

Councilman Leake sees the need for the staff position but does not like where the Council is taking the money from. Feels that some of our projections are going to be low and feels we will be able to make a large payment to our debt service.

There was no further discussion on the motion.

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

2. P.W.C. Mobile Data Computer and Radio MOU

Mayor Leake gives a brief background of the MOU with the PWC Department of Information Technology and police department (An outline of this service is in the evening's agenda packet). He states that the County was originally charging the Town between \$10-12,000 per year for

this service and for approximately 3 years, he did not pay the bill. He adds that the town worked with our representatives and had an ad hoc committee established to meet with the County concerning these fees, but to no avail. Chief Lands continues stating that he and the Mayor met with the County Executives and concludes that after their presentation, the County agreed to no longer charge the Town for the MDC's, radios and encryption.

3. Business Manager Position

Mayor Leake states that they have received interest in the position and will be discussing this in executive session.

4. DWI Ordinance

Chief Lands summarizes that previously the Town adopted several state laws in to our ordinances. Further adds that he would like to adopt the DWI Ordinance into the Town Code.

Councilman Leake moves to approve Ordinance to add section 46-8 to the Town Code relating to Driving While Intoxicated. Councilman Shannon seconds the motion.

Mayor Leake asks if there is a certain time frame for adoption? Town Attorney, Martin Crim, states that it is effective up adoption.

2. Motion to Adopt DWI Ordinance

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

5. Finance Committee

Mayor Leake asks if there is any member of Council that would like to serve on the Finance Committee. Councilman Leake, Councilman Panthi and Councilman Day volunteered to join the committee.

6. 6706 Jefferson Street Site Visit

7. Appeal of the ARB Decision- 6706 Jefferson Street, Haymarket Hotel Venture. LLC.

Town Planner, Emily Lockhart, outlines the timeline of the Appeal beginning with the appeal letter dated July 25, 2019 along with her staff report including the previous appeal referencing the property as well as the new demolition applicant by new applicant in June 2019. This was denied by the ARB. She adds that included in tonight's packet is a structural engineer's report.

Ryan Morgan, applicant, addresses the Council and explains his plans for the property and asks to share the new architectural plans for the building. Councilwoman Cavazos objects stating that at the recent ARB training the Town Attorney explained that when considering a demolition permit, we cannot consider what will be built after and we should focus on just the demolition. Town Attorney, Martin Crim concurs with her statement. Councilman Leake references to ARB guidelines particularly Section 6(A) regarding demolition and feasibility. Mayor Leake states that unless there is a strong objection or motion, we should let Mr. Morgan continue. Mr. Crim states that procedurally, the Mayor is correct. He adds that if there is a motion to prohibit the applicant from saying what he would like to say that would be the will of the Council.

Councilwoman Cavazos *moves to wait and see the sketches until after the Council vote on the demolition.* Councilman Day seconds the motion.

Mayor Leake asks for any discussion.

Discussion ensues about hearing the presentation and what was discussed at the ARB training.

Mr. Morgan continues with his presentation including the architectural plans and building description.

Minutes Acceptance: Minutes of Aug 5, 2019 7:00 PM (Minutes Approval)

Gifford Hampshire of Blankingship and Keith and the representative of Haymarket Hotel Venture, LLC., addresses the Council. He shares concerns with the ARB appeals, the ARB's findings, the historic overlay and legal parameters.

Concerns and questions from the Council are traffic impact, lack of more information from applicant and property layout.

At this time, Mayor and Council take a five minutes recess.

After returning from recess, further comments from the Council continue. Councilman Leake proceeds with a power point presentation regarding the ARB appeal highlighting fundamental rights, Town Code 58-14.9, Queen Anne architecture, real estate value impact, rehabilitation or relocating of structure, historic significance, ARB demolition guidelines and status of property.

Councilwoman Cavazos states that after the site visit to 6706 Jefferson Street, she feels it can be rehabilitated and preserved and compares it to other homes, including her own, that has been preserved. As the ARB liaison, she also goes over notes from the ARB decision including no new information provided. She concludes why the town has an ARB board and why are we not preserving our history.

Councilman Day states that he respects the ARB decision and their role. However, based upon what has been presented, he is not sure that this building should be saved.

Mayor Leake feels we are at a crossroads referencing the Town's mission statement. He feels that it comes back to the condition and what is worth saving and at what cost. Concludes that he feels this is an opportunity.

Councilwoman Cavazos shares her thoughts on what would approval of a demo with little to no justification mean for future applications. She also states that the Vice Mayor is not here tonight and would like to table this after hearing her thoughts. Mayor Leake asks if Mrs. Edwards shared her thoughts with her and Councilwoman Cavazos states no. Mayor Leake feels like they have a good representation of the Council to move forward.

Councilman Leake moves that the Town Council overturn the Architectural Review Board decision to deny the Certificate of Appropriateness ZP#2019-020 for 6706 Jefferson Street thus granting approval to demolish 6706 Jefferson Street. Councilman Day seconds the motion.

Mayor Leake asks if there is any discussion on the motion.

Councilman Leake reaffirms that it is not an irreplaceable historic value. References others that been saved and basis his decision on our ordinance, 58-14.9 and the ARB guidelines.

Mayor Leake restates that we are at a "y" crossroads and truly feels this is truly an opportunity for the town.

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

8. Motion to defer applicant's presentation

Minutes Acceptance: Minutes of Aug 5, 2019 7:00 PM (Minutes Approval)

RESULT:	DEFEATED [1 TO 4]
AYES:	Bond Cavazos
NAYS:	Robert Day, Connor Leake, Madhusudan Panthi, Steve Shannon
ABSENT:	Susan Edwards

IX. Updates

1. Planning Commission

Councilman Shannon states that chair was out at the last meeting. He adds that per the attorney he was voted vice-chair so they could have the meeting. He further adds that Michelle Williams at 6604 and 6608 Jefferson Street SUP was voted to move forward to the Town Council.

2. Architectural Review Board

Councilwoman Cavazos states that the ARB meeting was held on July 24 and they denied the demolition permit for 6706 Jefferson Street tabled the Taco Bell application

X. Council Member Time

1. Connor Leake

No Comments

2. Steve Shannon

Councilman Shannon states it is an honor to sit on this Council and serve, as well as the Planning Commission. He further states his appreciation of those who serve.

3. Madhu Panthi

No Comments

4. Susan Edwards

5. Bond Cavazos

No Comments

6. Robert Day

No Comments

7. David Leake

Mayor Leake addresses the many tragedies that have occurred across the Country in recent days and shares his support of those currently suffering. Mayor Leake reminds those watching about the upcoming National Night Out.

XI. Closed Session

Attorney Martin Crim gives the form of the motion for Closed Session. Motion: the Town Council enter Closed Session pursuant to Virginia Freedom of Information Act, VA Code Sec 2.2 3711 (A (1) for the purpose of the discussion of candidates for appointment or selection for employment specifically to the Business Manager position, and in addition to discuss the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of the Town.

Councilman Leake moves. Councilman Shannon seconds the motion.

1. Motion to Enter into Closed Session

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Day, Leake, Panthi, Cavazos, Shannon
ABSENT:	Susan Edwards

2. Motion to Call Meeting Back into Open Session

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Day, Leake, Panthi, Cavazos, Shannon
ABSENT:	Susan Edwards

3. Motion

Mayor Leake requests a motion from the Town Attorney

Town Attorney Martin Crim states with regard to the interviews for the business manager the form of the motion would be that within the next 15 days the Town Council will meet in Closed Session without further notice to the public for the sole purpose of interviewing the candidates.

Councilman Leake moves

Councilman Shannon seconds.

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

XII. Adjournment

1. Motion to Adjourn

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

Submitted:

Approved:

Shelley M. Kozlowski, Clerk of the Council

David Leake, Mayor

Minutes Acceptance: Minutes of Aug 5, 2019 7:00 PM (Minutes Approval)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

Shelley M. Kozlowski, Clerk of Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, August 5, 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 6:00 PM.

Mayor David Leake called the meeting to order.

I. Call to Order

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

II. Agenda Items

1. Ordinance #2019-002, Meals Tax Waiver

Mayor Leake explains that the meal's tax waiver ordinance for Haymarket Day and if there is no objection it will be on our consent agenda at tonight's regular meeting. There was no objection.

2. Sidewalk Master Plan

Mayor Leake states that this was a request from Councilman Panthi and was part of the vision for the town. Town Planner, Emily Lockhart, outlines the master plan and initiatives. Discussion includes VDOT curbs and extending the sidewalk from the bridge to Heathcote Blvd.

3. Proposed Term Change for Council

Mayor Leake explains the election terms for the town. He states that they are every 2 years. He further adds that some towns have changed their charters to 4 year terms and staggered. He concludes that this was an idea from Councilman Panthi and we can discuss if further when all council members are present. Councilman Leake asks that it be added to the Town Council agenda. Councilman Day expresses that he would like to see it stay as is, Councilman Shannon states that he would like to hear more.

4. Verizon Fios Update

Mayor Leake shares the dialogue that he continues to have with Verizon Fios and shares a brief history of decisions made by previous Council concerning bringing Fios to the town.

5. ARB Architect Discussion

Mayor Leake suggests that this might be something to add to the ARB board. Ms. Lockhart interjects that at the next ARB meeting they will be discussing the By-Laws and Guidelines and that this would be a good time to discuss it.

6. Washington Street Crepe Myrtles

Mayor Leake states that the Council had requested "Red Rocket" variety of Crepe Myrtle trees but the landscaper inadvertently planted a pink variety. Council discusses various options including whether to keep the remaining pink or replant the reds in the fall time. Mayor states that it is his understanding that the pink would be re-purposed. Councilman Leake recommends sending this to the Architectural Review Board. Mayor Leake concludes that he would like input from the remaining Council as well.

III. Adjournment

1. Motion to Adjourn

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

Minutes Acceptance: Minutes of Aug 5, 2019 6:00 PM (Minutes Approval)

Submitted:

Approved:

Shelley M. Kozlowski, Clerk of the Council

David Leake, Mayor

Minutes Acceptance: Minutes of Aug 5, 2019 6:00 PM (Minutes Approval)



Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Planning Commission

FROM: Emily K. Lockhart

DATE: August 20, 2019

SUBJECT: **AMENDED** SUP#2019-001 – 6604 Jefferson Street and 6608 Jefferson Street, Williams Holdings, Mixed-Use Development

Application Update from Planning Commission:

The application has been reviewed by the Town's Planning Commission at the July 25, 2019 public hearing and regularly scheduled meeting. After discussion and deliberation, the Planning Commission voted to forward the application to the Town Council with a recommendation of approval.

At this time the applicant has not submitted any additional materials for review.

Below is the Staff Report as submitted to the Planning Commission.

Application Summary:

Applicant, Williams Holdings, has resubmitted the attached Special Use Permit application with the following revisions to the previous application.

Snapshot of Previous Plan:

- Prior plan was a 44,000-sf building
- Requested a special use permit for the residential condos above the commercial retail uses
- Requested variances for the following;
 - Parking reduction requirements from ordinance standards
 - Shared parking model
 - Overflow at adjacent or nearby public lots less than 100 feet away
- Requested setback requirements on the side and rear be reduced to commercial standards

Snapshot of Revised Plan:

- Revised drawing reduces the size of the building to 29,029-sf
- Request for a special use permit for residential townhomes/condos above the commercial retail uses

- No parking variances required
- Request reduction to setback of the south property line (side that abuts the residential zone) for a driveway to the residential properties

The applicant's intent is to meet growing housing needs for adult populations while providing pedestrian friendly retail spaces that encourage access by foot.

The applicant has provided a Development Narrative, updated Proposed Concept Plan and additional documents to support the mixed-use development.

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.*

In addition, Article XIX, Use & Design Standards (Sec 58 -19.2.)

h) Additional standards for the B1 district.

- (1) *Any new buildings shall be street-oriented with pedestrian entrances from the street, and compatible with the surrounding development.*
- (2) *Maximum lot coverage: Forty-five percent including building and all paved areas.*

(t) Retail. The following general standards shall apply to all retail uses:

- (1) *No outdoor display of goods shall be permitted.*

Comprehensive Plan Excerpts

Historical Walking Central Portion of Town

This portion of Haymarket houses the old Town Hall, now the Haymarket museum, and the historic old post office. Development here should be carefully considered and should reflect the architecture that lines Washington Street and defines historic Haymarket. Architectural styles and building sizes should include Colonial, Federalist, and Folk Victorian with Greek revival and Italianate architectural details. Visual interest should be encouraged through the use of height variations ranging from one to three stories. Retail and professional buildings should be arranged in a "walk-around" manner, with parking off-site. In essence, development in this area should create a town center with a historical feel in which residents

and visitors can walk, shop, eat, conduct business and relax. Restoration of the old post office will be required as part of any development plan. Consideration must be made to the utility of maintaining town hall in this portion of town or moving it to another location. From this point in town, all other structures should begin to look “newer”.

Town Planner Analysis of Impacts

- (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.*

Response: The Comprehensive Plan provides the following statement for the purpose and the intent of the Neighborhood Town Center as proposed in the 2008 Comprehensive Plan:

Neighborhood/Town Center – Development of a center within the Town is proposed to provide a convenient focus for community activities and services such as neighborhood stores, offices and restaurants. A cluster of dwellings, stores, and local institutions has grown at the intersection of Washington Street and Jefferson Street as a result of convenient location, traffic flow, and nearby residential development. In addition, some portions of Washington Street west from the intersection of Washington Street and Hunting Path are proposed as Neighborhood/Town Center commercial areas with a visual connection of brick sidewalks and period street furniture.

Features of community development needed to strengthen Haymarket’s Town Center include:

- 1. Provisions for expansion of retail stores and offices serving Town residents in a manner consistent with an appropriate village character for the Center;*
- 2. Provision of additional off-street parking and loading facilities to serve commercial development, including a public parking lot to limit parking needs at individual sites;*
- 3. Preservation of architecturally significant structures including older residential and commercial structures as well as the Old Town Hall and Old Post Office buildings;*
- 4. Beautification activities including additional landscaping, new street furniture (lights, benches, trashcans) and brick sidewalks;*
- 5. The elimination of distracting signs;*
- 6. Repair and improve maintenance of sidewalks serving the residents adjacent to the Town Center;*
- 7. The construction of new structures that are carefully integrated with older, existing buildings and do not overpower the existing Streetscape or pose a threat to the center’s character.*

With the above intent in mind, it is the Town Planner’s understanding that the proposed mixed-use development will provide an expansion of retail services to the Town, offer off-

street parking to service the development, architectural features to celebrate the Town's history, and a walkable destination for current and future residents.

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

Response: The Zoning Ordinance provides the following statement for the purpose and the intent of the Town Center Business District;

ARTICLE X. - TOWN CENTER DISTRICT B-1

Sec. 58-10.1. - Intent.

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

It is the Town Planner's understanding that the proposed mixed-use development will be in accordance with the general purpose and intent of the B-1 zoning district by providing additional retail shops and services to the Town residents which will also act as attractive pedestrian destinations. The residential portion of the project will provide an opportunity to blend the Town Center district with the surrounding residential district to create a less intrusive blending of the districts.

The applicant has amended the Special Use Permit Application to request 7 residential townhome style units above the commercial retail in response to the public comments at the previous public hearing. The applicant has addressed a significant concern of staff and the Commission by decreasing the number of residential units proposed.

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

The proposed use fronts Jefferson Street with a commercial business located at 6590 Jefferson Street and a residential use at 6610 Jefferson Street. Across Jefferson Street are several commercial properties with a variety of retail businesses, professional offices and small restaurants. The parcels abutting the property on the rear are three residential lots, currently under development.

The proposed mixed-use structure will comprise of 7 townhouse structures above the first-floor retail uses. The structure's elevations will be visually appealing on all sides and conform to all Architectural Review Board requirements and guidelines.

There is no indication the proposed-mixed-use structure will decrease the values of the surrounding properties, however for the most accurate information an additional study on the economic value would need to be performed. There is an indication that the residential property located at 6610 Jefferson Street could be affected by the development's traffic flow and commercial uses during the pm hours. However, the proposed commercial development is a by-right use.

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

There is no indication of any adverse effects on the health, safety, or general welfare of the persons residing or working in the neighborhood based on the SUP Package submitted for the mixed-use structure.

(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 mixed-use development will provide off-street parking for the retail spaces and the residential units. The applicant is no longer requesting a parking wavier for the on-site parking requirements as the amended application meets the zoning requirements for parking. The townhouse units require 2.25 spaces per dwelling unit (inclusive of .25 spaces for guests, with the proposed 7 units the applicant would be required to provide 2 visitor spaces) (Sec 58-6.1) and the retail space requirements vary based of the use type from 1 space per 300 GFA (Office/Low Intensity) to 1 space per 100 GFA (restaurant use). Pedestrian traffic will have access to the property via the sidewalk improvement project along Jefferson Street.

The vehicular traffic along Jefferson Street will be impacted with the new entry/exit and added vehicular trips. Proper traffic studies and impact analysis shall be prepared along with projected vehicle trips per day. Since Jefferson Street is a high-volume route, it will be pertinent to not impede traffic, rather the improvements shall enhance the movement and flow through the site and intersections.

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

Utilities, drainage, loading zones and other necessary facilities will be addressed at the site plan phase. The parking shall be addressed by the Planning Commission during the SUP process, as the parking currently proposed may not adequately suffice. It is recommended that the applicant provide a shared parking agreement as a means of justification for the wavier and as a point of discussion for the Planning Commission.

Planner Recommendation:

The applicant has significantly modified the proposed plan to address the Planner's concerns, Planning Commission comments and the public's concerns. As the plan is currently

presented, with 7 residential structures and first floor retail, the planner is in support of the project.

Specific areas of concern from the previous plan included; the building mass, the lack of green space, the amount of impervious surfaces, the quantity of residential units, traffic flow and parking deficiencies. The applicant has worked to amend the proposed building to better address each area of concern. The Town Planner has one outstanding concern regarding the flow of the traffic along the site, however, this concern can be addressed through VDOT review and Town review of the official site plan. As proposed the Town Planner recommends approval of the plan.

In general, the Town Planner is in support of the project as it will enhance the Town Center and provide a blended mixed-use development to our Town Core.

The Town Planner recommends the Town Council hear new public comments and ensure the comments are adequately addressed prior to a decision on the application.

If the Town Council is ready to vote on the Special Use Permit, below are draft motions.

Draft Motion:

“I move 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.”

Or Alternate Motion.

A downtown live/work/stroll project

Williams Holdings



OUR VISION

- A visionary project to bring strolling traffic to the downtown of Haymarket and improve the quality of life for those who would like to live downtown and enjoy an easy walk to restaurants and shopping.
- Seek to build 7 townhomes, 1 apartment with 7 commercial spaces on the ground floor in the front on property currently zoned B1.
- The project will bring additional revenue streams to downtown Haymarket and interest to invest in future downtown live/work projects

Property Demographics

$$.42 + .41 = .83 \text{ Front}$$



6604 & 6608 Jefferson Street Property Photo next to Neighbor 6610 Jefferson Street



Neighbor House

Attachment: Planning Commission Approval Meeting Slides Final (1) (4171 : Special Use Permit

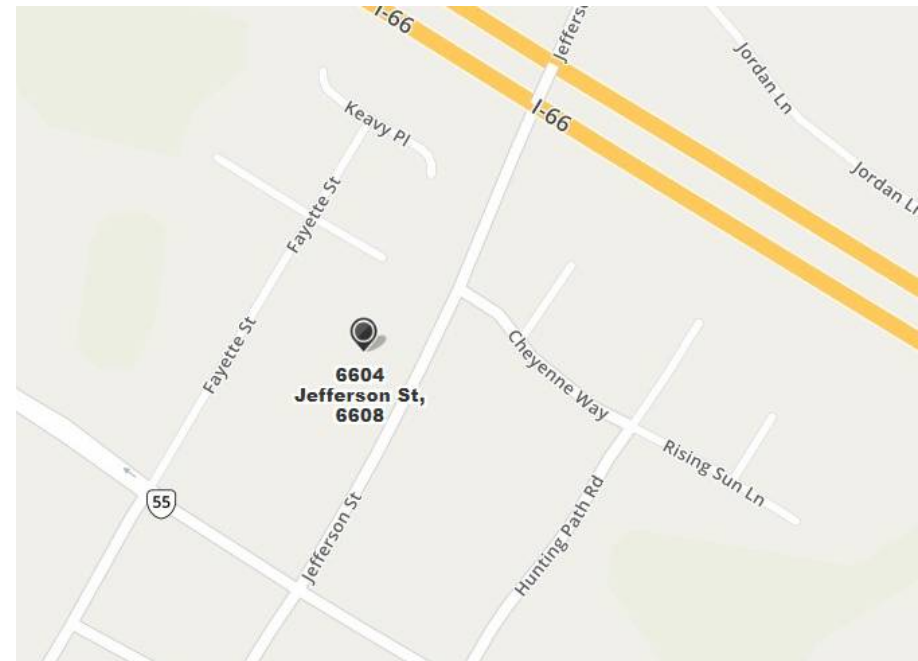
6604 & 6608 Jefferson Street Property Photo next to Neighbor 6590 Jefferson Street



Neighbor
thru the
trees

Attachment: Planning Commission Approval Meeting Slides Final (1) (4171 : Special Use Permit

Request approval of the Special Use Permit



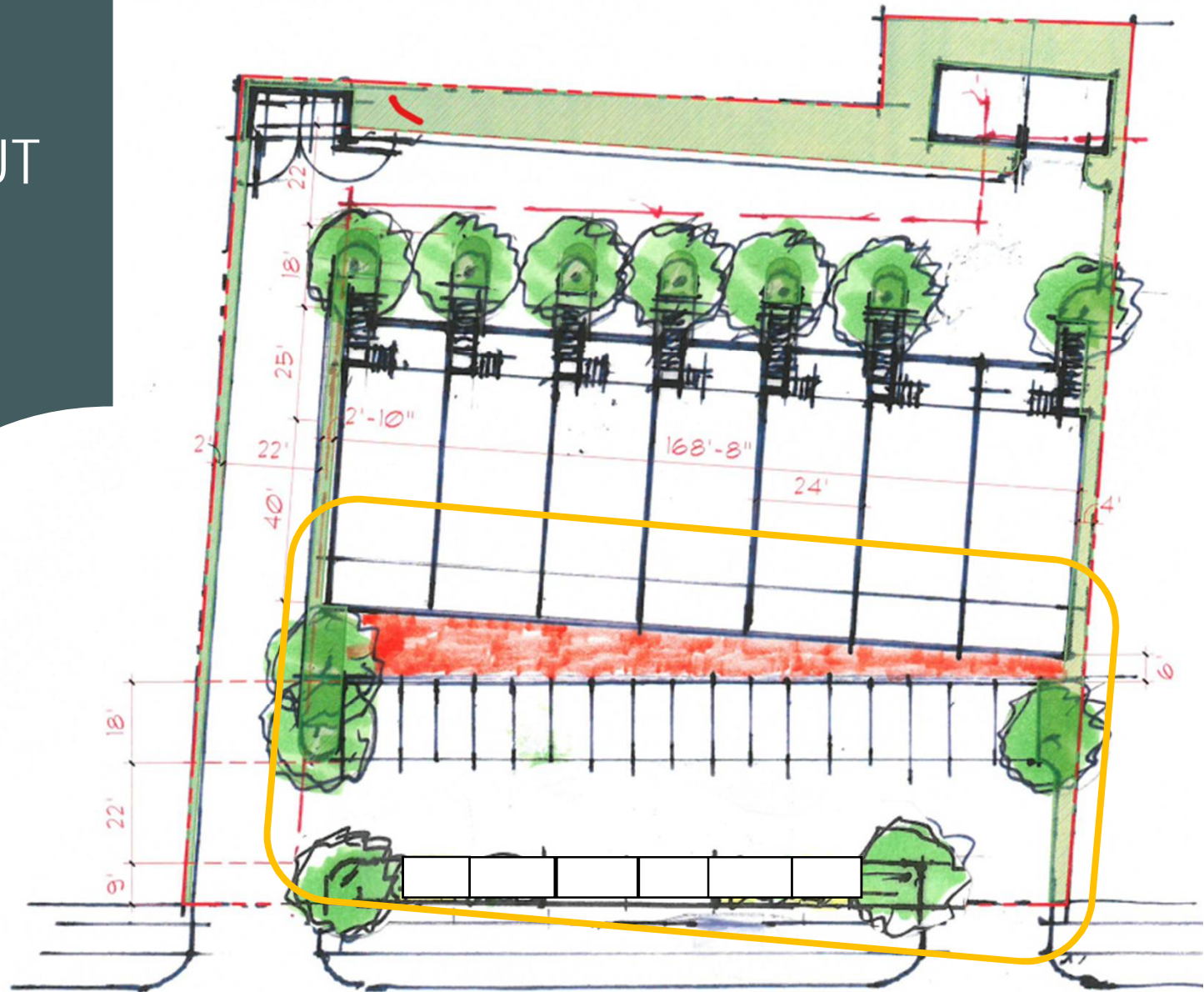
ACQUISITION OF JEFFERSON PROPERTY

The Jefferson Property consists of an assemblage of land totaling approximately .82 acres on Jefferson St. This project is located in the town of Haymarket.

Special Use Permit Request

- Revised drawing reduces our original building proposed size of the building by almost half to approximately 29,000 sf
- Request for Special Use Permit stands for Mixed Use of retail and residential
- No Parking variances required
- Request reduction to setback for driveway to residences allowed to traverse over the 25' side setback.

SITE LAYOUT



SITE LAYOUT (C)
 RESIDENTIAL UNITS AT 24' O.C.
 REQUIRED OPEN SPACE: 5483 SQ FT
 CALCULATED OPEN SPACE: 4923 SQ FT

Attachment: Planning Commission Approval Meeting Slides Final (1) (4171 : Special Use Permit

SCOPE



- Mixed use of residential and retail
 - Each townhome will be approximately 3000-3200 sf with 2 car garages and contain an internal elevator
 - Townhomes will park 4 per unit to include driveway
 - Each commercial unit will be approximately 950-960 sf with parking in the front of the building
 - Commercial parking expected at 23 spaces
- Green space requirements met
- Expected completion: Fall 2020
- Mixture of brick and hardiboard type siding

Partner with local a builder

- We are in negotiations now with a local builder known in Haymarket to build the building structure
- 7 townhomes and one apartment unit, all with a garages and entrances in the rear to not disturb residential neighbors
- Approximately 7 commercial units in the front downstairs only with parking in the front

Timeline

Land Acquisition

August 2019

Special Use Permit Application

June 2019

Site Plan Submission

Aug 2019

Site Plan Approval

Nov 2019

Site Development/Construction

Nov 2019

Production Sales

Nov 2019

FRONT ELEVATION CONCEPT

6604 & 6608 JEFFERSON STREET



Multi-Slide Patio Door

Williams Holdings Concept

Attachment: Planning Commission Approval Meeting Slides Final (1) (4171) : Special Use Permit

FRONT ELEVATION AND HARDSCAPE CONCEPT

6604 & 6608 JEFFERSON STREET



Attachment: Planning Commission Approval Meeting Slides Final (1) (4171 : Special Use Permit



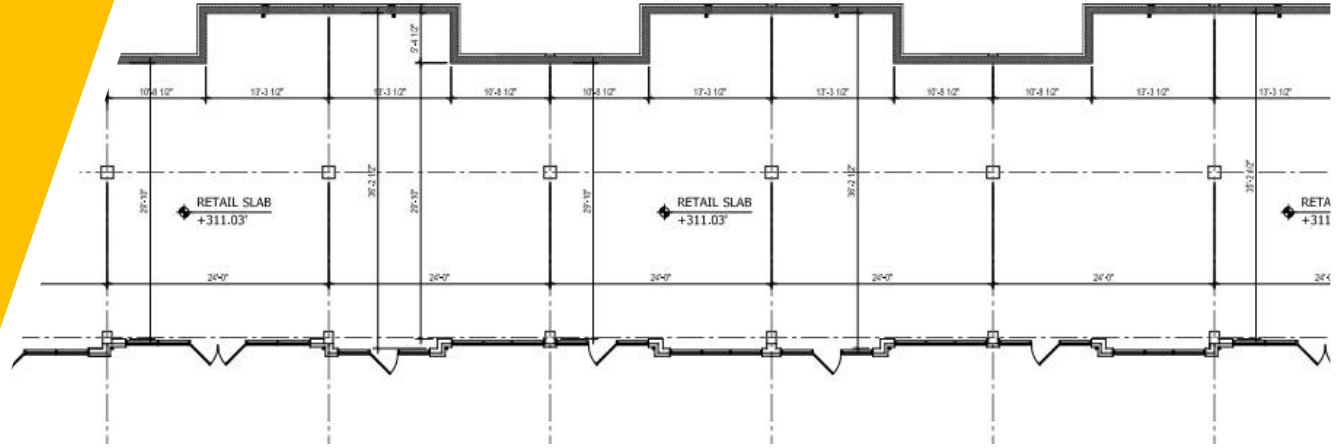
3
A-100
BUILDING 'A' - LEFT SIDE ELEVATION

Residential Entrance Concept

In rear of building



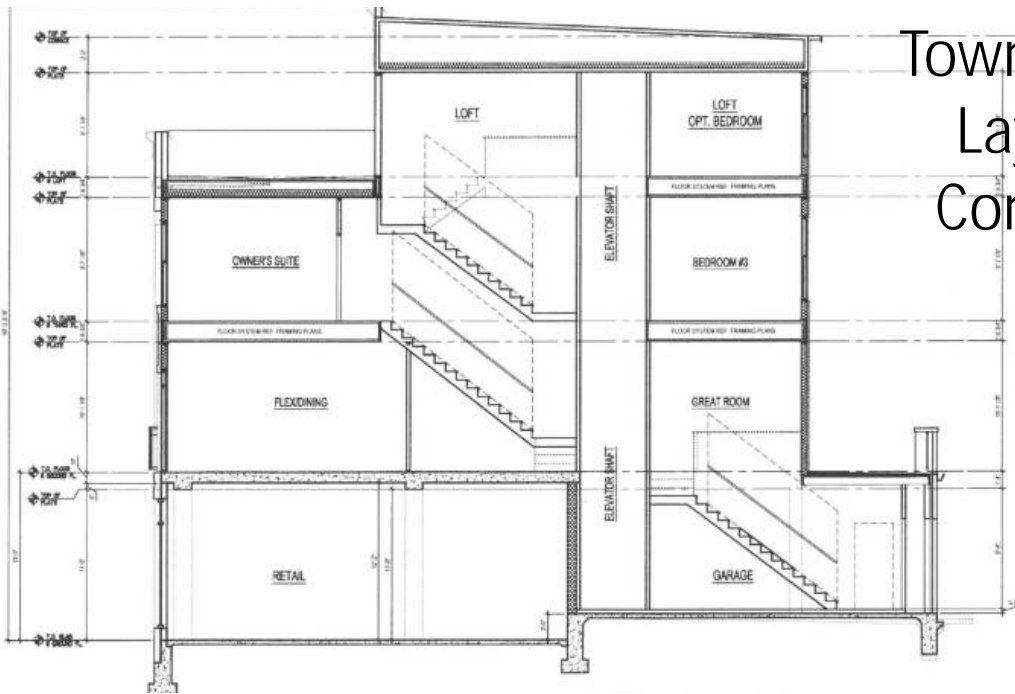
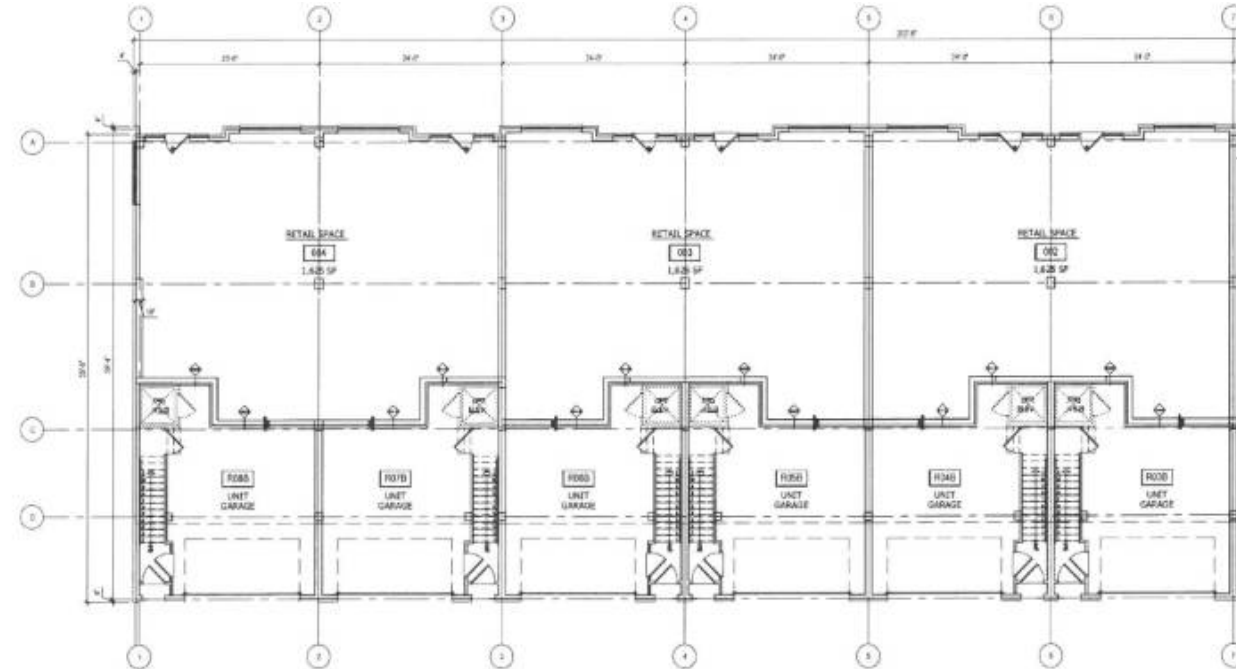
Attachment: Planning Commission Approval Meeting Slides Final (1) (4171 : Special Use Permit



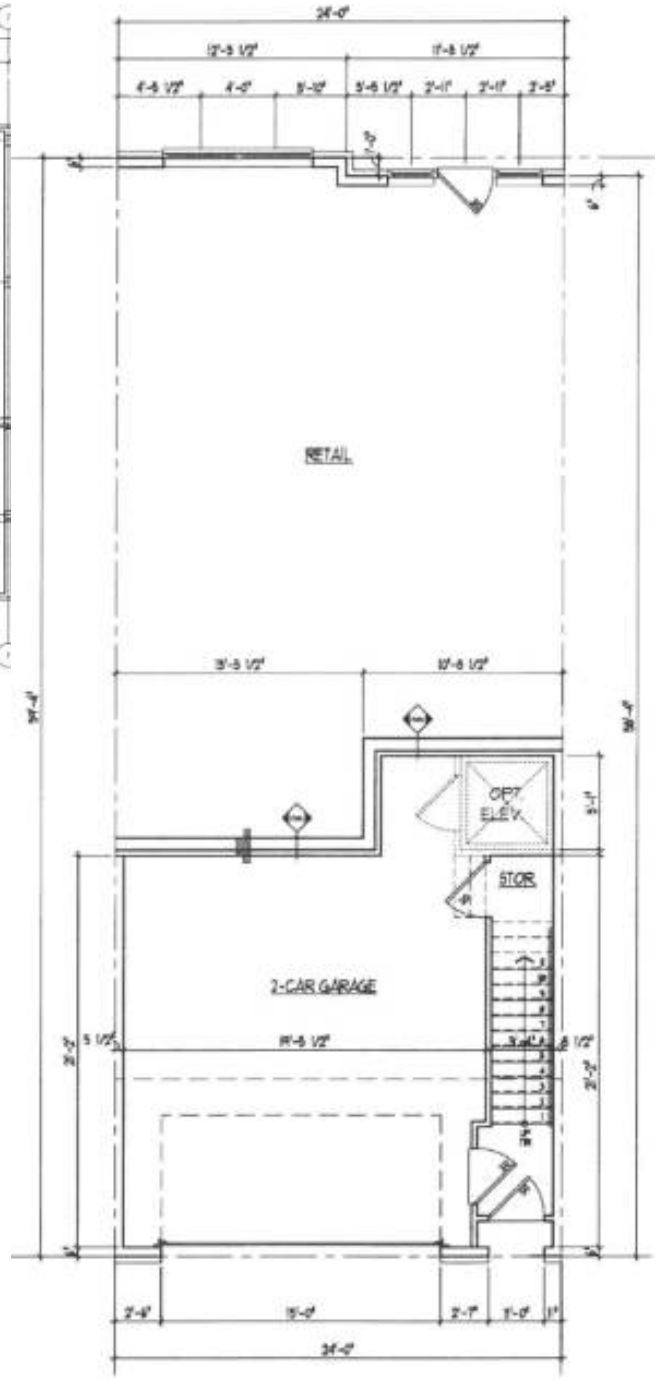
Townhome Elevation Layout Concept Front with Commercial



Attachment: Planning Commission Approval Meeting Slides Final (1) (4171 : Special Use Permit



Townhome
Layout
Concept



Attachment: Planning Commission Approval Meeting Slides Final (1) (4171 : Special Use Permit

Townhome Elevation Concept Front with Residential

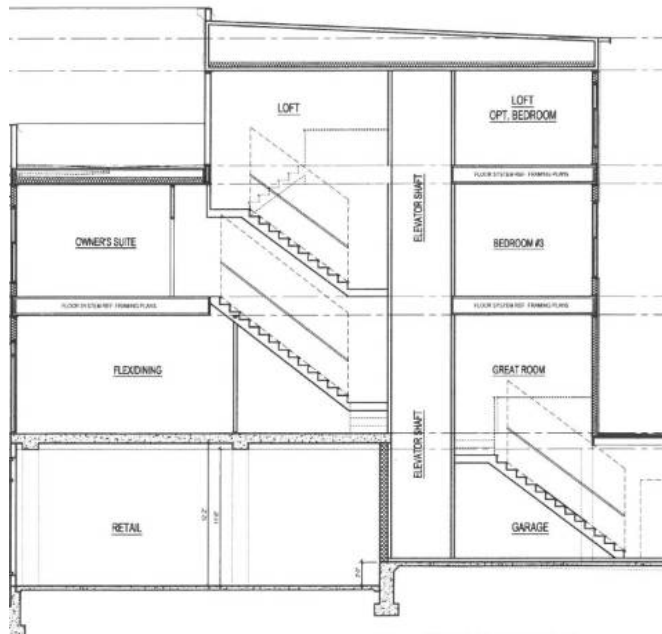
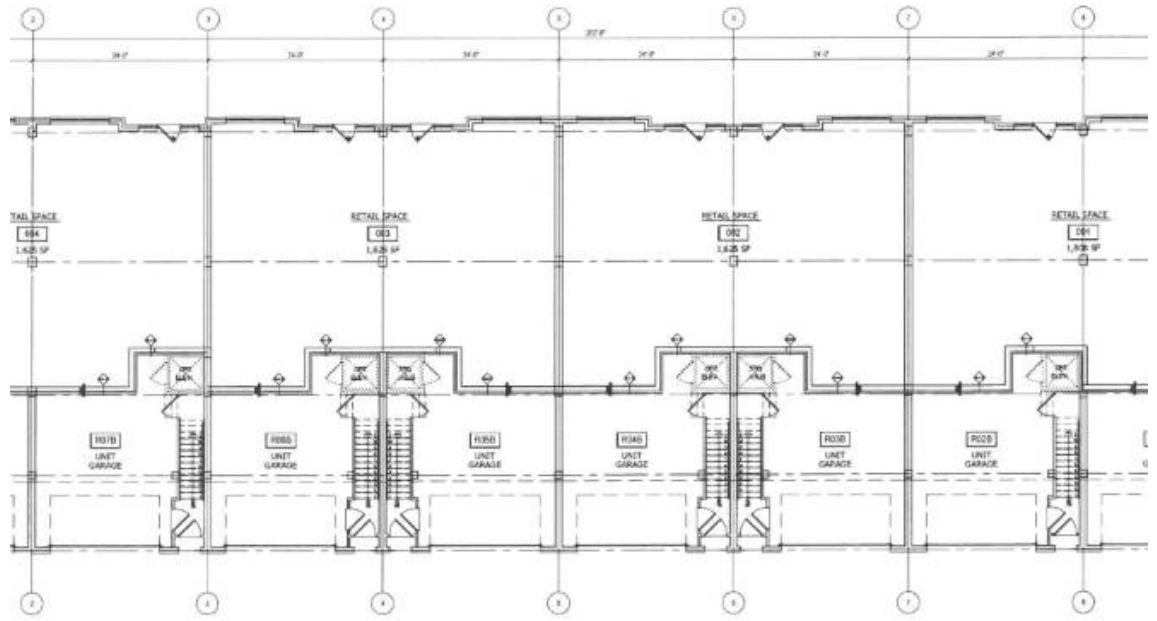
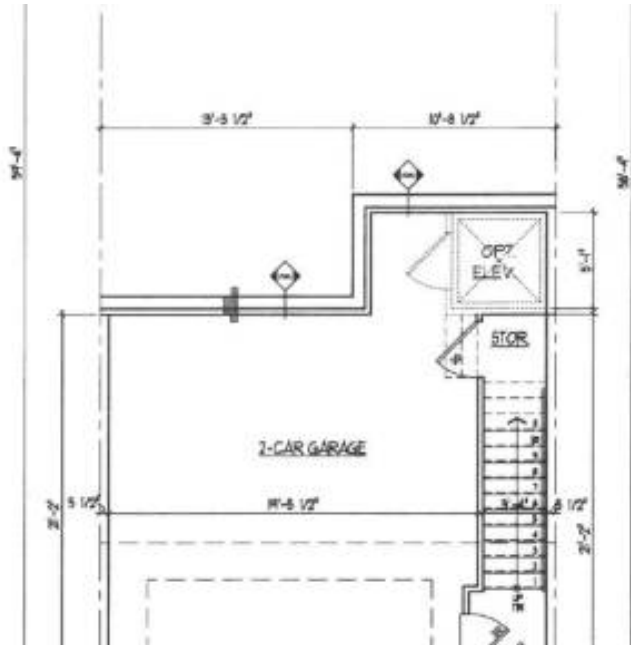


3
A-100
BUILDING 'A' - LEFT SIDE ELEVATION
SCALE: 1/8" = 1'-0"
KTN003gA100_Retail A



4
A-100
BUILDING 'A' - RIGHT SIDE ELEVATION
SCALE: 1/8" = 1'-0"
KTN003gA100_Retail A

Attachment: Planning Commission Approval Meeting Slides Final (1) (4171 : Special Use Permit



Townhome Layout Concept

Attachment: Planning Commission Approval Meeting Slides Final (1) (4171 : Special Use Permit



SAMPLE CONCEPT ELEVATION

Attachment: Planning Commission Approval Meeting Slides Final (1) (4171) : Special Use Permit



6-17-2019

Williams Holdings – The information contained in these documents is confidential, privileged and only for the intended recipient

20

Attachment: Planning Commission Approval Meeting Slides Final (1) (4171) : Special Use Permit

WILLIAMS HOLDINGS

Prior plan and
changes from
community
comments
made in
revised
plan

PREVIOUS PLAN

- Prior plan was a 44,000 sf building
- Requested Special Use Permit for a Mixed Uses of retail and residential
- Requested variances for
 - Parking reduction requirements from ordinance standard
 - Shared parking model
 - Overflow at adjacent or nearby public lots less then 100 feet away
- Requested setback requirements on the side and rear be reduced to commercial standards

REVISED PLAN

- Revised drawing reduces the size of the building by almost half to approximately 29,029 sf
- Request for Special Use Permit stands for Mixed Use of retail and residential
- No Parking variances required
- Request exception to setback for driveway to residences allowed to traverse over the 25' side setback.

Summary of May Meeting to address community concerns

WE HEARD THE CITIZENS

Planning Commission Meeting Public Comments	Does the new concept resolve?	Resolved
Will there be a sidewalk in front of the property to walk into the town center?	Yes, the sidewalk project will not be interrupted	ü
Will the building fit on the lot? Is it too large?	The structure has been revised to townhomes over retail reducing the mass of the building	ü
Building is mixed use with residential and commercial. Town should move to do what brings the best economic growth to the town and increase tax base.	The building is zoned B-1. the commercial requirements apply to setbacks and variances with this zoning.	ü
What is the measure for shared parking? Concerns about the shared parking model.	This is no longer required. There is sufficient parking for the revised structure.	ü
Can you address the traffic congestion?	This is no longer an issue. <ul style="list-style-type: none"> • The revised structure reduces the # of residents by almost half and will not impact the traffic congestion. • The town plan to widen the lanes by adding a right turning lane at the light will move traffic more fluidly to support. • VDOT can adjust the signalization configuration to move traffic at the light. 	ü
Concern to remove the setback requirements.	Request setback usage for driveway into residential townhomes be allowed over the side 25 foot setback.	Partial

Other Information and Questions?

- The town has an easement settlement to repave the driveway. This improvement will still be needed. We would like to work with the town on the design that will fit with our ingress/egress designs.
- We would build the building on the front property line in accordance with the existing town guidelines
- Questions?



Town Planner Task List August 2019							
Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board							
Demolition Permits	Smith Property; block across the street from Town Hall-- 7 structures total	Emily	Nov-18	Set work session with the ARB	1/16/2019		All permitted demolition permits have been executed. As of July 29th, the two concrete slabs and one hydraulic lift have been removed. The vegetation on the remaining house structure is in the process of being removed and treated. The fencing remains on the property. The application to demolish 6706 Jefferson Street has been denied by the Architectural Review Board on July 24, 2019. The application was appealed on July 25, 2019 by the applicant. UPDATE: The Town Council heard an appeal from the applicant at the August 5th meeting, the Council overturned the decision of the Architectural Review Board.
Taco Bell Exterior Elevations	Crossroads Village Center	Emily	Jun-19	ARB Approval	8/21/2019		Taco Bell has applied for a Certificate of Appropriateness for their proposed location in the Crossroads Village Center development. The applicant has requested several variances from the approved Design Guidelines and the approved Master Sign Plan. The applicant was asked to make modifications to the proposed documents and bring them back to our next regularly scheduled meeting, 8/21/2019. UPDATE: The applicant requested a deferral until the September Meeting.
Dr. Moon Dental Office Renovations	14901 Washington Street	Emily	Jun-19	ARB approval	7/25/2019	7/25/2019	Dr Moon's team has presented the exterior materials for the renovations at 14901 Washington Street. The materials will match the existing structure. The applicant has also presented a sign application for the door sign as well as a stand alone sign. The above the door sign will be individual letters (APPROVED) and the freestanding sign will go in place of the abandoned sign structure and will match the proposed images as provided by the applicant (APPROVED).
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: The Board discussed the Guidelines and By-Laws in detail with the Town Planner. Town Planner will work on editing the documents prior to the September Meeting. The updated guidelines will be presented to the Board at the September meeting for review.						
Board of Zoning Appeals							
No Activity for August 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 will hear the application at the September 9, 2019 meeting. Public Notices will go out August 26, 2019.
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: VDOT has issued final approval for the site plan.
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017		Sep-18	May-19	Working with the applicant on the remaining landscape waiver comments. Final signatures expected in August.
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
Planning Commission	14901 Washington Street	Emily					The SUP was approved for 14901 Washington Street for Dr Moon's Dental Office. The applicant will be submitting the site plans towards the end of the summer for approval.
Prince William County (1 Mile Review)							

Attachment: Town Planner Report August 2019 (4169 : Administrative Staff Reports)

No Activity for PWC 1 Mile Review August 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		June-July -- Lynn Cook, August- Rosemary Gallick, September/October -- Haymarket Day contest for artists to paint the historic structures. November/December -- Craft Bazaar/Holiday Market
Blight Ordinance Update	Town	Emily		Working with two property owners on blight abatement. 14881 Washington Street will begin work to clean the exterior of the house beginning in July. Town Planner attempting to reconnect with the Firehouse and Bungalow owner to address the blight prior to another round of violation letters and public notices. Firehouse/Bungalow UPDATE: The Town contracted Premier Turf and Landscaping to complete the clean up of the property. The fine letter and invoice will be issued to the applicant by the end of the month.
Playground	Town	Emily		The Planning Commission and Town Council held a joint work session to discuss the exact location of the playground at the Park. The location will be in the footprint of the previous home on the site. For a map of the location please contact the Town Planner.
Events Meeting				August 24th -- Haymarket Day, October 19th -- and Christmas and Holiday Event, December 7th.

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Active Projects							
Pedestrian Improvements Project	Katie	7/14/2014	8/14/2019	Town/ VDOT			-Project readvertised 7/17/19. Bids due 8/14/19. Two bids received. To be evaluated with recommendation to VDOT -VDOT to review/approve bid analysis package prior to award.
Haymarket Baptist Church	Katie	1/4/2019	8/7/2019	Applicant			-Asbuilts approved 8/7/19
Morais - Aroma II	Katie/Emily	1/15/2019	7/26/2019	Katie			-Plan resubmitted 7/22/19. Additional engineering comments required to be addressed prior to approval
Dog's Day Out Final Site Plan	Emily	12/13/2016	7/12/2019	Applicant			-As-built comments provided 6/12/19 -Site visit for drainage issue conducted 7/3. Met with Owner 7/12 -Waiting on recordation of easements and resubmission of as-builts

Attachment: 2019 August Engineer's Reports_KMM (4169 : Administrative Staff Reports)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Low Activity Projects							
QBE Final Site Plan	Emily	1/20/2017	5/21/2019	Applicant			-Site Plan amendment approved 5/21/19 -Site Plan amendment bonds to be provided prior to construction
Jefferson/Fayette Street Site Plan	Katie/Emily	10/5/2018	5/14/2019	Applicant			-PC approved plans 1/19 contingent on staff approval of plans -Staff provided additional comments on second submission 4/10/19 -Applicant researching drainage info for VDOT approval
Crossroads Village	Katie/Emily	10/18/2018	4/10/2019	Applicant			-Recommended for approval contingent on outside agency approval -DEQ, PWCSA and VDOT approvals provided.
McDonalds	Katie/Emily	2/12/2019	4/10/2019	Applicant			-Minor Engineering comments provided 4/10/19 -PC conditionally approved plan 4/22/19

Attachment: 2019 August Engineer's Reports_KMM (4169 : Administrative Staff Reports)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Low Activity Projects							
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	2/13/2019	RDA			-RDA provided copies of outside agency comments. -RDA to schedule meeting with VDOT and coordinate addressing comments withoutside agencies for resubmission to Town -Meter info to be provided
Haymarket Iceplex As-built	Katie	8/8/2018	10/10/2018	Applicant			-Asbuilts approved 10/10/18 -Awaiting bond release request

Attachment: 2019 August Engineer's Reports_KMM (4169 : Administrative Staff Reports)



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

Roberto Gonzalez
Town Treasurer

TREASURER'S REPORT
TOWN COUNCIL REGULAR MEETING
September 9, 2019

Highlights:

- The financials attached are as of July 31st, 2019
- In July's transactions we caught a fraudulent charge to the Town's operational account, SONA bank has reimbursed the Town and there is a case open on the transaction. There is a suspect in the matter and our Town Police department open the investigation and may have more information pertaining the case.
- The audit preparations have begun, and the Council will be kept up to date on the status as it gets closer for the onsite visit.
- The annual Worker's Compensation audit is also being worked on for last fiscal year.
- After 3 delinquent notices to businesses, I am following up on 4 delinquent Business License renewals.
- I'd like to inform Council that we have recently renewed two leases with existing tenants. One tenant moved to a larger space as well within the Town Hall building.
- The Town has made the 1st Debt Service payment for the current fiscal year. The second payment will be due in February 2020.
- We have also received the light pole orders to replace the damaged lights poles in Town due to vehicle accidents. Please note these new light poles have been reimbursed by the insurance carries of the parties at fault.
- Our 1st Haymarket Music Fest was held on August 24th 2019 and we are happy to inform Council that the Town was able to raise \$2,420.00 that will go toward the ALS foundation in honor of Mrs. Deborah Aitken.
- I have been working with the Town accountant Mary Earhart in preparations for the annual Town audit (CAFR). Currently the Auditors will be onsite in November to work on the annual audit.
- Met with the Finance Committee and discussed the current budget.
- Continue supporting and assist with preparations for this years upcoming Haymarket Day 2019 event.

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

	Jul 31, 19
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	1,324,331.88
11000 · CD's & Money Market Funds	3,873.91
11010 · Virginia Investment Pool	316,629.85
Total Checking/Savings	1,644,835.64
Accounts Receivable	
12000 · Accounts Receivable	115,704.38
12010 · A/R Permits	-75.41
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	119,634.86
Other Current Assets	
11499 · Undeposited Funds	13,411.14
12012 · Local Accounts Receivable-Other	-2,917.49
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	-93,281.99
Total Current Assets	1,671,188.51
Fixed Assets	
12500 · General Property	4,460,992.00
12600 · Rental Property	1,401,944.03
Total Fixed Assets	5,862,936.03
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	7,596,200.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	49,248.28
Total Accounts Payable	49,248.28
Other Current Liabilities	
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	59.40
21000 · Payroll Liabilities	-10,278.46
22000 · Security Deposits	13,575.25
22010 · Escrow Deposits	79,266.60
Total Other Current Liabilities	92,622.79
Total Current Liabilities	141,871.07
Long Term Liabilities	
20080 · Accrued Interest Payable	11,345.59
23000 · Accrued Leave	21,263.02
25000 · General Obligation Bonds	1,068,200.00
25010 · Captial Leases Payable	120,947.21
29000 · Net Pension Liability	5,180.00
29100 · Deferred Inflow - Pension Msmnt	36,322.00

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

	Jul 31, 19
29500 · Net OPEB Liability	47,000.00
29600 · Deferred Inflow - OPEB	10,000.00
Total Long Term Liabilities	1,320,257.82
Total Liabilities	1,462,128.89
Equity	
34110 · Net OPEB Activity Offset	-54,079.00
34000 · Net Pension Activity Offset	17,652.77
30000 · Unrestricted Net Assets	1,793,172.05
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	5,857,867.23
33000 · Amt Long Term Obligations	-1,223,023.02
Net Income	-263,518.61
Total Equity	6,134,071.42
TOTAL LIABILITIES & EQUITY	7,596,200.31

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

	Jul 19
Ordinary Income/Expense	
Income	
3110 · GENERAL PROPERTY TAXES	
3110-01 · Real Estate - Current	0.00
Total 3110 · GENERAL PROPERTY TAXES	0.00
3120 · OTHER LOCAL TAXES	
3120-02 · Business License Tax	2,559.78
3120-03 · Cigarette Tax	14,565.00
3120-04 · Consumer Utility Tax	0.00
3120-05 · Meals Tax - Current	-2,917.49
3120-06 · Sales Tax Receipts	-11,677.62
3120-07 · Penalties (Non-Property)	111.11
Total 3120 · OTHER LOCAL TAXES	2,640.78
3130 · PERMITS,FEES & LICENESES	
3130-01 · Application Fees	250.00
3130-02 · Inspection Fees	300.00
3130-03 · Motor Vehicle Licenses	153.00
Total 3130 · PERMITS,FEES & LICENESES	703.00
3140 · FINES & FORFEITURES	
3140-01 · Fines	0.00
Total 3140 · FINES & FORFEITURES	0.00
3150 · REVENUE - USE OF MONEY	
3150-01 · Earnings on VACO/VML Investment	-153.70
3150-02 · Interest on Bank Deposit	495.73
3150-03 · Interest on Bank Deposits	842.95
Total 3150 · REVENUE - USE OF MONEY	1,184.98
3151 · RENTAL (USE OF PROPERTY)	
3151-01 · Suite 200 Stronger Fitness LLC	828.33
3151-02 · 15026 Suite 210 Body Mind	768.28
3151-03 · Suite 208 Dent-ology Inc	264.00
3151-04 · Suite 210 LF Security	580.00
3151-05 · Suite 202 Metis Group	367.50
3151-06 · Suite 204 MAC-ISA	840.00
3151-07 · Haymarket Church Suite 206	5,432.00
3151-08 · 15020 Washington Realty	7,772.88
3151-09 · 15026 Copper Cricket	3,475.22
3151-10 · The Very Thing For Her	2,760.00
3151-90 · Town Hall Rental Income	150.00
Total 3151 · RENTAL (USE OF PROPERTY)	23,238.21
3160 · CHARGES FOR SERVICES	
3160-01 · Public Safety	
3160-02 · Donation/Grants	1,376.00
3160-01 · Public Safety - Other	4,000.00
Total 3160-01 · Public Safety	5,376.00
Total 3160 · CHARGES FOR SERVICES	5,376.00
3165 · REVENUE - TOWN EVENTS	
3165-01 · Revenue - Town Events	57,510.00
Total 3165 · REVENUE - TOWN EVENTS	57,510.00
3180 · MISCELLANEOUS	
3180-02 · Vetern Banners	-228.00
Total 3180 · MISCELLANEOUS	-228.00
3200 · REVENUE FROM COMMONWEALTH	

Attachment: Treasurer Report & Financials for 09-09-2019 (4169 : Administrative Staff Reports)

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

	Jul 19
3200-04 · Car Rental Reimbursement	443.10
3200-05 · Communications Tax	0.00
3200-06 · Department of Fire Programs	10,000.00
3200-12 · Railroad Rolling Stock	1,349.52
Total 3200 · REVENUE FROM COMMONWEALTH	11,792.62
3300 · REVENUE FROM FEDERAL GOVERNMENT	
3300-01 · DMV Transp Safety Grant	0.00
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	0.00
Total Income	102,217.59
Gross Profit	102,217.59
Expense	
01 · ADMINISTRATION	
11100 · TOWN COUNCIL	
111002 · FICA/Medicare	78.42
111005 · Salaries & Wages - Regular	725.00
Total 11100 · TOWN COUNCIL	803.42
12110 · TOWN ADMINISTRATION	
1211001 · Salaries/Wages-Regular	9,282.48
1211003 · Salaries/Wages - Part Time	1,860.00
1211004 · FICA/Medicare	593.96
1211005 · VRS	1,899.10
1211006 · Health Insurance	3,313.60
1211007 · Life Insurance	234.18
1211008 · Disability Insurance	126.43
1211009 · Unemployment Insurance	159.32
1211010 · Worker's Compensation	200.00
1211011 · Gen Property/Liability Ins.	12,937.00
1211012 · Accounting Services	302.72
1211013 · Cigarette Tax Administration	446.14
1211014 · Printing & Binding	1,026.63
1211016 · Computer, Internet & Website Svc	3,616.40
1211017 · Postage	10.35
1211018 · Telecommunications	380.68
1211021 · Convention & Education	589.00
1211022 · Miscellaneous	1,781.36
1211024 · Books, Dues & Subscriptions	1,173.71
1211025 · Office Supplies	231.65
1211026 · Equipment Rental	339.57
Total 12110 · TOWN ADMINISTRATION	40,504.28
Total 01 · ADMINISTRATION	41,307.70
03 · PUBLIC SAFETY	
31100 · POLICE DEPARTMENT	
3110001 · Salaries & Wages - Regular	14,645.56
3110002 · Salaries & Wages - OT Regular	0.00
3110003 · Salaries & Wages - OT Premium	1,269.26
3110004 · Salaries & Wages - Holiday Pay	2,431.68
3110005 · Salaries & Wages - Part Time	450.00
3110007 · Salary & Wages - DMV Grant	0.00
3110020 · FICA/MEDICARE	1,640.67
3110021 · VRS	3,404.38
3110022 · Health Insurance	5,644.26
3110023 · Life Insurance	454.30
3110024 · Disability Insurance	174.15
3110026 · Workers' Compensation Insurance	12,309.00
3110027 · Line of Duty Act Insurance	4,969.00
3110032 · Computer, Internet & Website	215.50

Attachment: Treasurer Report & Financials for 09-09-2019 (4169 : Administrative Staff Reports)

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

	Jul 19
3110034 · Telecommunications	275.91
3110035 · General Prop Ins (Vehicles)	3,072.00
3110038 · Convention & Edu. (Training)	205.80
3110040 · Annual Dues & Subscriptions	5,102.50
3110041 · Office Supplies	822.66
3110042 · Vehicle Fuels	1,907.49
3110043 · Vehicle Maintenance/Supplies	2,988.62
3110045 · Uniforms & Police Supplies	10,670.96
3110046 · Community Events	500.00
3110047 · Donation Expenditure	1,376.00
Total 31100 · POLICE DEPARTMENT	74,529.70
34100 · BUILDING OFFICIAL	
3410001 · Erosion & Sedimentation Ins.	300.00
Total 34100 · BUILDING OFFICIAL	300.00
Total 03 · PUBLIC SAFETY	74,829.70
04 · PUBLIC WORKS	
4110001 · Town Public Works	4,725.33
43200 · REFUSE COLLECTION	
4320001 · Trash Removal Contract	12,756.84
Total 43200 · REFUSE COLLECTION	12,756.84
43100 · MAINT OF 15000 Wash St./Grounds	
4310001 · Repairs/Maintenance Services	3,955.49
4310003 · Maint Svc Contract-Landscaping	2,900.00
4310005 · Maint Svc Cont- Street Cleaning	400.00
4310007 · Electric/Gas Services	1,404.85
4310008 · Electrical Services-Streetlight	342.03
4310009 · Water & Sewer Services	132.50
Total 43100 · MAINT OF 15000 Wash St./Grounds	9,134.87
Total 04 · PUBLIC WORKS	26,617.04
07 · PARKS, REC & CULTURAL	
70000 · HAYMARKET COMMUNITY PARK	
7000001 · Grounds Maintenance/Repairs	13,246.45
Total 70000 · HAYMARKET COMMUNITY PARK	13,246.45
71110 · EVENTS	
7111003 · Contractural Services	1,000.00
Total 71110 · EVENTS	1,000.00
72200 · MUSEUM	
7220012 · Telecommunications	131.70
7220018 · Exhibits & Programs	400.00
Total 72200 · MUSEUM	531.70
Total 07 · PARKS, REC & CULTURAL	14,778.15
08 · COMMUNITY DEVELOPMENT	
81100 · PLANNING COMMISSION	
8110001 · Salaries & Wages - Regular	0.00
8110002 · FICA/Medicare	-18.36
8110003 · Consultants - Engineer	924.04
Total 81100 · PLANNING COMMISSION	905.68
81110 · ARCHITECTURAL REVIEW BOARD	
8111001 · Salaries & Wages - Regular	0.00
8111002 · FICA/Medicare	-0.01
	-0.01

Attachment: Treasurer Report & Financials for 09-09-2019 (4169 : Administrative Staff Reports)

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

	Jul 19
Total 81110 · ARCHITECTURAL REVIEW BOARD	-0.01
Total 08 · COMMUNITY DEVELOPMENT	905.67
09 · NON-DEPARTMENTAL	
95100 · DEBT SERVICE	
9510002 · General Obligation Bond - Prin	168,304.43
Total 95100 · DEBT SERVICE	168,304.43
Total 09 · NON-DEPARTMENTAL	168,304.43
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	-0.01
Total EMPLOYEE BENEFITS	-0.01
Total 94105 · PERSONNEL	-0.01
94106 · TOWN CENTER MASTER PLAN	
9410602 · Construction (Renovations)	37,248.52
Total 94106 · TOWN CENTER MASTER PLAN	37,248.52
94107 · BLIGHT MITIGATION	1,745.00
Total Expense	365,736.20
Net Ordinary Income	-263,518.61
Net Income	-263,518.61

Attachment: Treasurer Report & Financials for 09-09-2019 (4169 : Administrative Staff Reports)

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 1, 2019 to July 31, 2019

	Actuals	Budget	% of Budget	Comments
Ordinary Income/Expense				
Income				
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	0.00	374,257.00	0.0%	
3110-02 · Public Service Corp RE Tax	0.00	11,784.00	0.0%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	0.00	387,041.00	0.0%	
3120 · OTHER LOCAL TAXES				
3120-01 · Bank Stock Tax	0.00	22,000.00	0.0%	
3120-02 · Business License Tax	2,559.78	195,000.00	1.31%	
3120-03 · Cigarette Tax	14,565.00	160,000.00	9.1%	
3120-04 · Consumer Utility Tax	0.00	150,000.00	0.0%	
3120-05 · Meals Tax - Current	-2,917.49	700,000.00	-0.42%	<i>Accountant adjustments; to recognize revenue in prior fiscal year</i>
3120-06 · Sales Tax Receipts	-11,677.62	155,000.00	-7.53%	<i>Accountant adjustments; to recognize revenue in prior fiscal year</i>
3120-07 · Penalties (Non-Property)	111.11			
Total 3120 · OTHER LOCAL TAXES	2,640.78	1,382,000.00	0.19%	
3130 · PERMITS, FEES & LICENSES				
3130-01 · Application Fees	250.00	4,500.00	5.56%	
3130-02 · Inspection Fees	300.00	15,000.00	2.0%	
3130-03 · Motor Vehicle Licenses	153.00	1,900.00	8.05%	
3130-05 · Other Planning & Permits	0.00	25,000.00	0.0%	
Total 3130 · PERMITS, FEES & LICENSES	703.00	46,400.00	1.52%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	0.00	50,000.00	0.0%	
Total 3140 · FINES & FORFEITURES	0.00	50,000.00	0.0%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	-153.70			
3150-02 · Interest on Bank Deposit	495.73			
3150-03 · Interest on Bank Deposits	842.95	8,000.00	10.54%	
Total 3150 · REVENUE - USE OF MONEY	1,184.98	8,000.00	14.81%	
3151 · RENTAL (USE OF PROPERTY)				
3151-01 · Suite 200 Stronger Fitness LLC	828.33	7,183.65	11.53%	<i>New tenant</i>
3151-02 · 15026 Suite 210 Body Mind	768.28	4,648.01	16.53%	
3151-03 · Suite 208 Dent-ology Inc	264.00	3,168.00	8.33%	
3151-04 · Suite 210 LF Security	580.00	7,460.25	7.78%	
3151-05 · Suite 202 Metis Group	367.50	4,448.97	8.26%	
3151-06 · Suite 204 MAC-ISA	840.00	5,512.50	15.24%	
3151-07 · Haymarket Church Suite 206	5,432.00	32,592.00	16.67%	
3151-08 · 15020 Washington Realty	7,772.88	46,679.11	16.65%	<i>made August payment in July</i>
3151-09 · 15026 Copper Cricket	3,475.22	20,851.32	16.67%	<i>made August payment in July</i>
3151-10 · The Very Thing For Her	2,760.00	33,534.00	8.23%	
3151-90 · Town Hall Rental Income	150.00			
Total 3151 · RENTAL (USE OF PROPERTY)	23,238.21	166,077.81	13.99%	
3160 · CHARGES FOR SERVICES				
3160-01 · Public Safety				
3160-02 · Donation/Grants	1,376.00	3,000.00	45.87%	
3160-01 · Public Safety - Other	4,000.00			<i>PD Sponsorship money for Breast Cancer Walk</i>
Total 3160-01 · Public Safety	5,376.00	3,000.00	179.2%	
Total 3160 · CHARGES FOR SERVICES	5,376.00	3,000.00	179.2%	
3165 · REVENUE - TOWN EVENTS				
3165-01 · Revenue - Town Events	57,510.00	70,000.00	82.16%	
Total 3165 · REVENUE - TOWN EVENTS	57,510.00	70,000.00	82.16%	
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				

Attachment: Treasurer Report & Financials for 09-09-2019 (4169 : Administrative Staff Reports)

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 1, 2019 to July 31, 2019

	Actuals	Budget	% of Budget	
3180-01 · Citations & Accident Reports	0.00	1,000.00	0.0%	
3180-02 · Vetern Banners	-228.00			
Total 3180 · MISCELLANEOUS	-228.00	1,000.00	-22.8%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	0.00	30,364.00	0.0%	
3200-04 · Car Rental Reimbursement	443.10	6,500.00	6.82%	
3200-05 · Communications Tax	0.00	117,000.00	0.0%	
3200-06 · Department of Fire Programs	10,000.00			
3200-11 · Personal Property Tax Reimburse	0.00	18,627.00	0.0%	
3200-12 · Railroad Rolling Stock	1,349.52	1,500.00	89.97%	
Total 3200 · REVENUE FROM COMMONWEALTH	11,792.62	173,991.00	6.78%	
3300 · REVENUE FROM FEDERAL GOVERNMENT				
3300-01 · DMV Transp Safety Grant	0.00	6,000.00	0.0%	
3300 · REVENUE FROM FEDERAL GOVERNMENT -	0.00	250,000.00	0.0%	
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	0.00	256,000.00	0.0%	
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	102,217.59	2,987,271.83	3.42%	
Gross Profit	102,217.59	2,987,271.83	3.42%	
Expense				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	0.00	5,000.00	0.0%	
111002 · FICA/Medicare	78.42	2,000.00	3.92%	
111003 · Meals and Lodging	0.00	2,000.00	0.0%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	725.00	32,100.00	2.26%	
111006 · Town Elections	0.00	3,200.00	0.0%	
Total 11100 · TOWN COUNCIL	803.42	44,550.00	1.8%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	9,282.48	284,000.00	3.27%	
1211003 · Salaries/Wages - Part Time	1,860.00	50,000.00	3.72%	
1211004 · FICA/Medicare	593.96	24,257.00	2.45%	
1211005 · VRS	1,899.10	31,862.00	5.96%	
1211006 · Health Insurance	3,313.60	59,195.00	5.6%	
1211007 · Life Insurance	234.18	3,852.00	6.08%	
1211008 · Disability Insurance	126.43	2,631.00	4.81%	
1211009 · Unemployment Insurance	159.32	2,363.00	6.74%	
1211010 · Worker's Compensation	200.00	553.00	36.17%	
1211011 · Gen Property/Liability Ins.	12,937.00	16,000.00	80.86%	
1211012 · Accounting Services	302.72	8,000.00	3.78%	
1211013 · Cigarette Tax Administration	446.14	5,500.00	8.11%	
1211014 · Printing & Binding	1,026.63	8,925.00	11.5%	
1211015 · Advertising	0.00	12,000.00	0.0%	
1211016 · Computer, Internet &Website Svc	3,616.40	23,650.00	15.29%	
1211017 · Postage	10.35	4,000.00	0.26%	
1211018 · Telecommunications	380.68	6,000.00	6.35%	
1211019 · Mileage Allowance	0.00	500.00	0.0%	
1211020 · Meals & Lodging	0.00	6,000.00	0.0%	
1211021 · Convention & Education	589.00	10,000.00	5.89%	
1211022 · Miscellaneous	1,781.36	1,000.00	178.14%	
1211024 · Books, Dues & Subscriptions	1,173.71	16,000.00	7.34%	
1211025 · Office Supplies	231.65	6,500.00	3.56%	
1211026 · Equipment Rental	339.57	4,075.00	8.33%	
Total 12110 · TOWN ADMINISTRATION	40,504.28	586,863.00	6.9%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	0.00	73,000.00	0.0%	

*We had a fraudulent charge on our account;
 will be corrected in August's financials*

Attachment: Treasurer Report & Financials for 09-09-2019 (4169 : Administrative Staff Reports)

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 1, 2019 to July 31, 2019

	Actuals	Budget	% of Budget	Comments
Total 12210 · LEGAL SERVICES	0.00	73,000.00	0.0%	
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	41,307.70	720,413.00	5.73%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	14,645.56	424,457.00	3.45%	
3110003 · Salaries & Wages - OT Premium	1,269.26	34,000.00	3.73%	
3110004 · Salaries & Wages - Holiday Pay	2,431.68	14,000.00	17.37%	
3110005 · Salaries & Wages - Part Time	450.00	20,000.00	2.25%	
3110020 · FICA/MEDICARE	1,640.67	32,471.00	5.05%	
3110021 · VRS	3,404.38	45,884.00	7.42%	
3110022 · Health Insurance	5,644.26	73,375.20	7.69%	
3110023 · Life Insurance	454.30	5,560.00	8.17%	
3110024 · Disability Insurance	174.15	2,500.00	6.97%	
3110025 · Unemployment Insurance	0.00	2,180.00	0.0%	
3110026 · Workers' Compensation Insurance	12,309.00	12,964.00	94.95%	
3110027 · Line of Duty Act Insurance	4,969.00	1,740.00	285.58%	<i>this line item will be amended</i>
3110028 · Legal Services	0.00	24,000.00	0.0%	
3110032 · Computer, Internet & Website	215.50	14,000.00	1.54%	
3110033 · Postage	0.00	300.00	0.0%	
3110034 · Telecommunications	275.91	10,000.00	2.76%	
3110035 · General Prop Ins (Vehicles)	3,072.00	5,000.00	61.44%	
3110038 · Convention & Edu. (Training)	205.80	4,500.00	4.57%	
3110039 · Miscellaneous	0.00	1,000.00	0.0%	
3110040 · Annual Dues & Subscriptions	5,102.50	12,000.00	42.52%	
3110041 · Office Supplies	822.66	5,000.00	16.45%	
3110042 · Vehicle Fuels	1,907.49	16,000.00	11.92%	
3110043 · Vehicle Maintenance/Supplies	2,988.62	10,000.00	29.89%	
3110045 · Uniforms & Police Supplies	10,670.96	22,000.00	48.5%	
3110046 · Community Events	500.00	5,000.00	10.0%	
3110047 · Donation Expenditure	1,376.00	3,000.00	45.87%	
3110049 · Grant Expenditures	0.00	6,000.00	0.0%	
3110051 · Mobile Data Computer Netwk Svc	0.00	17,000.00	0.0%	
Total 31100 · POLICE DEPARTMENT	74,529.70	823,931.20	9.05%	
34100 · BUILDING OFFICIAL				
3410001 · Erosion & Sedimentation Ins.	300.00	30,000.00	1.0%	
Total 34100 · BUILDING OFFICIAL	300.00	30,000.00	1.0%	
Total 03 · PUBLIC SAFETY	74,829.70	853,931.20	8.76%	
04 · PUBLIC WORKS				
4110001 · Town Public Works	4,725.33	50,680.20	9.32%	
4110002 · Street Beautification - HF	0.00	4,262.02	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	12,756.84	78,789.80	16.19%	
Total 43200 · REFUSE COLLECTION	12,756.84	78,789.80	16.19%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	3,955.49	55,000.00	7.19%	
4310002 · Maint Svc Contract-Pest Control	0.00	2,000.00	0.0%	
4310003 · Maint Svc Contract-Landscaping	2,900.00	35,000.00	8.29%	
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%	
4310005 · Maint Svc Cont- Street Cleaning	400.00	3,000.00	13.33%	
4310007 · Electric/Gas Services	1,404.85	15,000.00	9.37%	
4310008 · Electrical Services-Streetlight	342.03	5,500.00	6.22%	
4310009 · Water & Sewer Services	132.50	2,000.00	6.63%	
4310010 · Janitorial Supplies	0.00	1,000.00	0.0%	
4310011 · Real Estate Taxes	0.00	4,000.00	0.0%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	9,134.87	129,500.00	7.05%	
Total 04 · PUBLIC WORKS	26,617.04	263,232.02	10.11%	

Attachment: Treasurer Report & Financials for 09-09-2019 (4169 : Administrative Staff Reports)

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 1, 2019 to July 31, 2019

	Actuals	Budget	% of Budget	Comments
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	13,246.45	58,504.96	22.64%	
Total 70000 · HAYMARKET COMMUNITY PARK	13,246.45	58,504.96	22.64%	
71110 · EVENTS				
7111003 · Contractural Services	1,000.00	70,000.00	1.43%	
Total 71110 · EVENTS	1,000.00	70,000.00	1.43%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	131.70	2,200.00	5.99%	
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	23.53%	
Total 72200 · MUSEUM	531.70	5,150.00	10.32%	
Total 07 · PARKS, REC & CULTURAL	14,778.15	133,654.96	11.06%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	0.00	5,670.00	0.0%	
8110002 · FICA/Medicare	-18.36	500.00	-3.67%	
8110003 · Consultants - Engineer	924.04	50,000.00	1.85%	
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	905.68	97,170.00	0.93%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	0.00	7,830.00	0.0%	
8111002 · FICA/Medicare	-0.01	850.00	-0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	-0.01	8,680.00	0.0%	
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	905.67	108,023.00	0.84%	
09 · NON-DEPARTMENTAL				
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	168,304.43	186,925.65	90.04%	<i>loan</i>
9510005 · Capital Lease Pmt - Principal	0.00	31,592.00	0.0%	
Total 95100 · DEBT SERVICE	168,304.43	218,517.65	77.02%	
Total 09 · NON-DEPARTMENTAL	168,304.43	218,517.65	77.02%	
94103 · PEDESTRIAN IMPROVEMENT PROJECT				
9410301 · Construction	0.00	500,000.00	0.0%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	-0.01			
Total EMPLOYEE BENEFITS	-0.01			
Total 94105 · PERSONNEL	-0.01			
94106 · TOWN CENTER MASTER PLAN				
9410602 · Construction (Renovations)	37,248.52	139,500.00	26.7%	<i>Town Hall renovations draws to contractor</i>
Total 94106 · TOWN CENTER MASTER PLAN	37,248.52	139,500.00	26.7%	
94107 · BLIGHT MITIGATION				
9410701 · Construction	1,745.00	50,000.00	3.49%	
Total Expense	365,736.20	2,987,271.83	12.24%	
Net Ordinary Income	-263,518.61	0.00	100.0%	

Attachment: Treasurer Report & Financials for 09-09-2019 (4169 : Administrative Staff Reports)



**HAYMARKET POLICE
DEPARTMENT**



To: Mayor Leake and Council Members
 From: Chief Lands
 Date: 8-15-2019
 Subject: Monthly Report for August 2019

Felony Arrests	7	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	17	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1520	Various
Out of Town Calls for Service	51	Various
Traffic Summons	116	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	203	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	3	If Injuries – Transported to Hospital
House Checks	2	Residents who were out of town
Business Checks	510	All Town Businesses

Points of Interest:

National Night Out
 Veteran Escort
 Ethan
 Masonic Lodge LEO Dinner
 DMV Grant Workshop
 Byrne Grant
 Walmart Grant
 Haymarket Music Fest
 VACP Conference



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

Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Emily Lockhart, Town Planner and Zoning Administrator
DATE: September 5, 2019
SUBJECT: Villages of Haymarket II - Oakridge Landscape Bond Release

Purpose:

The Villages of Haymarket Phase II has completed all necessary requirements for the release of the remaining ten percent of the landscape bond.

Background:

The applicant has previously completed construction and development for the project and received approval for the initial bond release with 10% of the landscape bond to be held for two years. Based on inspections the landscaping material is in good condition and general conformance with the approved plan.

Budgetary Impact:

Not Applicable

Staff Recommendation:

I have no objections to releasing the remaining portion of the Landscape Bond for this project.

Draft Motion:

1. *I move the Town Council release the remaining portion of the Oakridge Landscape Bond for the Villages of Haymarket, Phase II*

Or,

2. Alternate Motion



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

Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Emily Lockhart, Town Planner and Zoning Administrator
DATE: September 5, 2019
SUBJECT: Sheetz Bond Release Letter

Background:

The Haymarket Sheetz Convenience Store as-built plan prepared by Gordon Engineering, has been approved. All requirements of the Haymarket Ordinances and Prince William County Administrative Procedures Manual Section 4.12.1 have been satisfied.

Purpose:

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

Budgetary Impact:

Not Applicable

Staff Recommendation:

I have no objections to releasing the Performance Bond for this project. I recommend that the Performance Bond be released.

Draft Motion:

1. *I move the Town Council release the Performance Bond for the Haymarket Sheetz Convenience Store*

Or,

2. Alternate Motion



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

Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Emily Lockhart, Town Planner and Zoning Administrator
DATE: September 5, 2019
SUBJECT: Haymarket Baptist Church Bond Release Letter

Background:

The Haymarket Baptist Church as-built plan prepared by Ross France Engineering, has been approved. All requirements of the Haymarket Ordinances and Prince William County Administrative Procedures Manual Section 4.12.1 have been satisfied.

Purpose:

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

Budgetary Impact:

Not Applicable

Staff Recommendation:

I have no objections to releasing the Performance Bond for this project. I recommend that the Performance Bond be released.

Draft Motion:

1. *I move the Town Council release the Performance Bond for Haymarket Baptist Church*

Or,

2. Alternate Motion

MEMORANDUM

To: Members of the Haymarket Town Council

From: Mayor David M. Leake

Date: July 1, 2012

Subject: Communications Policy

The attached policy addresses Council communications. These policies embody efficient practices used by other local governments. A copy will also be provided electronically.

I invite you to contact me at any time. My door is always open, and I am looking forward to a productive working relationship with each of you over the next two years.

Attachment

- c. Gene Swearingen, Town Manager
Jennifer Preli, Town Clerk
Sherrie Wilson, Deputy Town Clerk

COMMUNICATIONS POLICY

This policy enhances communications between the Town Council and Town Manager, Town Attorney, Town Clerk. Channeling communications in accordance with this policy ensures a timely and accurate flow of information in support of Council priorities.

Communications at Dais

When sitting at the dais, Councilmembers raise their hands to be recognized by the Mayor, as may be appropriate, for discussion or comment for a reasonable period of time or for such time period as may be set by the chair, on matters before Council. On matters properly before Council for discussion by Council, each Councilmember will normally have the opportunity to speak once on the topic. Brevity and conciseness of any member's discussion are appreciated by those in attendance. This process keeps the meetings orderly and efficient and ensures no member will use more than their fair share of Council's time.

Communications with Town Staff

Requests for staff services are addressed to the Town Manager, Town Clerk, Town Attorney, Mayor and other members of Council as necessary and appropriate. Council communicates directly with the Town Manager on all matters relating to the Town, including operational and personnel matters; with the Town Attorney on legal and legislative issues; and with the Town Clerk on administrative and housekeeping matters.

When communications require input or information from staff, responses include Council as a whole. If Council is copied on correspondence received by the Mayor, the Mayor's response is provided to Council. The Mayor provides copies of letters sent on behalf of the Town and Council.

When a member of Council is interested in a specific operation or process, a presentation is provided by such Councilmember at a work session, or at a regular Council meeting if a proper agenda item, allowing an opportunity for the entire Council to ask questions, discuss, and, if necessary, modify the process or direction to staff.

Administrative Services

The Town Clerk's office maintains effective working relationships with the Town Council and Town Manager.

Requests for administrative services are made electronically directly to the Town Clerk, who delegates tasks within her office. If the request requires resources which may impact the meeting of the daily requirements of the office, the Town Clerk will refer the request to the Town Manager for approval.

The Clerk's office is not staffed to serve as personal administrative assistants to individual members of Council and does not craft or transcribe correspondence from dictation. The demands placed on the office are consistently high and necessitate that specific parameters be applied relative to requests by individual Councilmembers. Individual members of Council should provide correspondence directly to the Town Clerk electronically; the Clerk's office will format and edit to conform to Town standards and will distribute as directed.

Councilmembers should respond to RSVP requests from the Town Clerk within three working days or by the date specified for receptions, gatherings or events (the Clerk's office RSVPs collectively for Council); and as requested for comment on resolutions or draft correspondence. The Clerk's office makes all travel arrangements and hotel accommodations for events attended by Council.

Virginia Freedom of Information Act

The Town Clerk serves as the custodian of record. Communications constituting public records are provided under the Virginia Freedom of Information Act (FOIA). The Public Information Officer provides a copy of all FOIA requests directly to Council. The Town Clerk attests all official records requested under FOIA to authenticate "official" Town communications and to ensure communications are not received from a source other than the custodian of record.

Communications Among Councilmembers

There are occasions when Councilmembers communicate among themselves electronically. These communications constitute public records under the Virginia Freedom of Information Act and are subject to release under FOIA. As the custodian of record, the Town Clerk should be copied on matters relating to Town business. "Confidential" communications are not shared with the general public or any individual not privy to the confidential information. "Confidential," however, does not guarantee exclusion from FOIA and may be considered public record subject to release under FOIA.

Communications on Council Positions

Councilmembers may send individual comments to boards and commissions on issues before those bodies, though Council should exercise considerable discretion particularly on matters that ultimately come before Council.

Communications stating guidance or positions on behalf of the Town or Council as a whole are reviewed by Council prior to distribution unless in furtherance of established Town or Council policies or decisions.

Communications between other Boards

The Chairs of the Architectural Review Board and the Planning Commission shall, each month, provide a report to the Town Clerk, for submission in the next regularly scheduled agenda of the Town Council. The report shall be furnished to the clerk at least one week prior to the Council meeting. The report shall contain the following information:

- Any action on an application, whether it be opposed or in favor
- Any appointment of Vice Chair or other position on the board
- Creation of sub-committees and their membership
- Recommendations on code deficiencies
- Recommendations on Capital Improvement Projects

Town Council Research/Information Requests to Town Staff/Town Attorney

Any research or information requested by Councilmembers is provided to the entire Council as a whole unless privileged. This process ensures all Councilmembers have the same information.

Members of Council communicate directly with the Town Attorney as necessary. The Town Attorney will determine whether Mayor or Town Council direction is necessary prior to following up on requests for legal review, research or action.



David M. Leake, Mayor
July 1, 2012

Resolution: AMEND COUNCIL RULES OF PROCEDURE

BE IT RESOLVED by the Town Council of the Town of Haymarket, in accordance with the Town Charter, that the following Council Rules of Procedure be adopted with an effective date of November 13, 2012, as set forth hereafter:

RULES OF PROCEDURE

Introduction

These rules of procedure were designed and adopted for the benefit and convenience of the Haymarket Town Council. Their purpose is to help the Town Council conduct its affairs in a timely and efficient manner. They incorporate the general principles of parliamentary procedure found in *Robert's Rules of Order Newly Revised* and applicable Virginia laws. The rules of procedure do not supersede the provisions of the Town Charter. The rules of procedure do not create substantive rights for third parties or participants in proceedings before Town Council. Further, the Town Council reserves the right to suspend or amend the rules of procedure whenever a majority of Council decides to do so. The failure of the Town Council to strictly comply with the rules of procedure shall not invalidate any action of Town Council.

SECTION 1 - PURPOSE AND BASIC PRINCIPLES

Section 1-1. Purpose of Rules of Procedure

- A. To enable the Haymarket Town Council to transact business fully, expeditiously and efficiently while affording every opportunity to citizens to witness the operations of government;
- B. To protect the rights of each individual Council member;
- C. To preserve a spirit of cooperation among Council members; and
- D. To determine the will of Town Council on any matter.

Section 1-2. Basic Principles Underlying Rules of Procedure

- A. The business of the Town Council should proceed in the most efficient manner possible;
- B. Town Council's rules of procedure must be followed consistently;
- C. Town Council's actions should be the result of a decision on the merits and not a manipulation of the procedural rules;
- D. Only one subject may claim the attention of Town Council at one time;
- E. Each item presented for consideration is entitled to full and free discussion;
- F. Every member has equal rights to participate and vote on all issues, as provided by the Town Charter;
- G. Every member must have equal opportunity to participate in decision making;
- H. The will of the majority must be carried out, and the rights of the minority must be preserved; and
- I. The Council must act as a body.

SECTION 2 – MEETINGS

Section 2-1. When and Where Regular Meetings are Held

The time and place of regular meetings of the Haymarket Town Council (hereinafter referred to as the Council) shall be established as follows:

Tuesday, prior to regularly scheduled Council meeting, 3:00 p.m. – Work Session

First Monday of the month, 7:00 p.m. – Regular meeting

Meetings shall be held in the Town Hall Council Chambers. The Council may hold additional meetings or work sessions at other locations and times, or may change the locations and times of regularly scheduled meetings or work sessions as it deems appropriate to do so. Notice of such additional meetings or changes to the location or time of regularly scheduled meetings or work sessions shall be provided to the public and the press as required by State Code.

Section 2-1.1. Continued Meetings

A regular meeting shall be continued to a date to be agreed upon in open session at the same time and place as the regular meeting. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

Section 2-2. Special and Emergency Meetings

A. The Council may hold such special meetings, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time. A special meeting of the Council shall be called pursuant to Article III, Section 1(10) of the Town Charter.

B. Special meetings may be called by the Mayor, or any two (2) members of the Council in writing to the Clerk of Council for the purpose stated in the notice of the special meeting. The Clerk of Council shall forthwith notify the members of the Council of the time and place designated and the purpose of the meeting. Written notice of the special meeting shall be delivered to each member of the Council by giving reasonable notice at his or her place of abode or place of business or via e-mail. Only matters specified in the notice of the special meeting shall be considered unless (1) all of the members of the Council are present and (2) the Council determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.

C. Emergency meetings may be called by the Mayor or any two members of Council in writing to the Clerk of the Council for the purpose stated in the notice of the emergency meeting. The Clerk of Council shall forthwith notify the members of the Council of the time and place designated and the purpose of the meeting. Written notice of the emergency meeting shall be delivered to each member of the Council by giving reasonable notice at his or her place of abode or place of business or via e-mail. Only matters specified in the notice of the emergency meeting shall be considered unless (1) all of the members of the Council are present and (2) the Council determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.

D. In accordance with the Code of Virginia, 2.2-3707(D) Notice, reasonable under the circumstance, of special or emergency meetings shall be given contemporaneously with the notice provided members of the public body conducting the meeting, the Town Attorney, and the Town Manager.

Section 2-3. Legal Holiday

When a regularly scheduled Monday meeting falls on a legal holiday, the meeting shall be held on the following Tuesday unless the meeting is canceled or otherwise rescheduled by a majority vote of the Council.

Section 2-4. Adjourned or Recessed Meetings

A. A meeting of the Council is adjourned when the Council has finished its business and is bringing the meeting to a close, with the intention of holding another meeting at a later date. Generally, when a meeting of the Council is adjourned, the next meeting of the Council is preceded by opening ceremonies. A meeting of the Council is recessed when the Council takes a break between sittings and after the recess business is resumed where it left off.

B. A properly called regular, additional scheduled, or special meeting may be recessed or adjourned to a time and place certain by a motion made and adopted by a majority of the Council in open session during the regular, additional scheduled, or special meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed or adjourned session of a properly called regular, additional scheduled or special meeting.

Section 2-5. Cancellation or Rescheduling of Meetings

A regularly scheduled meeting may be cancelled or rescheduled, in special circumstances and for the convenience of Council, if the change would not impact an advertised public hearing or a scheduled public presentation. The Council shall agree to any such change and the remaining members of the Council shall be immediately notified of the change and the reason therefore. The public and the media shall be notified promptly of the change.

Section 2-6. Organizational Meeting

A. The first meeting in July of each year in which a Council election is held shall be known as the organizational meeting.

B. The Vice Mayor shall be elected at the organizational meeting for a term of two years in accordance with the procedures set out in Section 2-7.

C. Following the election of the Vice Mayor, the Council shall make Liaison assignments as appropriate.

Section 2-7. Procedure for Election of Vice Mayor

A. Election of the Vice Mayor at the organizational meeting shall be accomplished in accordance with the following procedures:

1. The Mayor shall call for nominations from the Council.
2. Any Council member, after being recognized by the Mayor, may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominees.
3. After all nominations have been made the Mayor shall close the nominating process and open the floor for discussion.
4. After discussion the Mayor shall call for the vote on each nominee in the order his or her name was placed into nomination.
5. A majority of those voting shall be required to elect the Vice Mayor.

B. The Vice Mayor shall serve until a successor is elected by the Town Council.

Section 2-8. Seating Arrangement

The Mayor shall occupy the center seat on the dais. Members of the Council shall select among seats according to seniority, unless determined otherwise by Council.

SECTION 3 – OFFICERS

Section 3-1. Mayor and Vice Mayor

The Mayor shall preside over all meetings of the Council; and, shall only vote in the case of a tie, as provided by the Town Charter. The Vice Mayor serves in the absence of the Mayor. In the absence from any meeting of both the Mayor and Vice Mayor, the Council members present shall choose one of their members as temporary presiding officer.

Section 3-2. Parliamentarian

The Town Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure, the Code of Virginia (1950), as amended, as may be directed by the presiding officer, or as required as a result of a point of order raised by one or more Council members. If the Town Attorney is unavailable, the Town Manager shall serve as the Parliamentarian. All legal questions from Mayor and Council on all Town business shall be addressed to the Town Attorney.

Section 3-3. Preservation of Order

A. At meetings of the Council, the presiding officer shall preserve order and decorum. The presiding officer shall have the following powers:

1. To rule motions in or out of order, including any motion not germane to the subject under discussion or patently offered for obstructive or dilatory purposes;
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
3. To call a brief recess at any time;
4. To adjourn in an emergency.

B. A decision by the presiding officer under either of the first two powers listed above may be appealed to the Council upon motion of any member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order. There are two exceptions to this right of appeal. The presiding officer may adjourn without the Council's vote or appeal in an emergency, and he or she may also call a brief recess without a vote at any time for the purpose of restoring calm.

SECTION 4 – AGENDA

Section 4-1. Preparation

- A. The Town Clerk shall prepare an agenda for the regularly scheduled meetings conforming to the order of business specified in Section 5-1 entitled "Order of Business".
- B. Any Council member may request that items be placed on a meeting agenda by contacting the Clerk at least seven (7) days prior to the Council meeting for which they wish the item scheduled. The Clerk shall place requested items on the agenda for the next regular meeting or work session, as appropriate, following the request.
- C. Any member of the public may request that items be placed on a meeting agenda by contacting the Clerk at least seven (7) days prior to the Council meeting for which they wish the item scheduled. Items that are based upon a statutory requirement will automatically be placed on the agenda by the Clerk. Requests for items that do not have a statutory requirement may only be added to the agenda if a member of Council agrees to sponsor such request.
- D. All items which are requested to be placed on the agenda and which have not been submitted within the prescribed deadline shall be placed on the following regular work session agenda for consideration.
- E. Nothing herein prohibits the Council from adding items to the agenda, provided that such a request is in the form of a motion, voted upon by a majority of the Council. Members must use discretion in requesting the addition of items on the agenda. It is considered desirable to have items listed on the published agenda.
- F. Unless required by law, no item will be scheduled for a public hearing unless by the vote of a majority of the Council to hold a public hearing on the item.

Section 4-2. Delivery of Agenda

The Council meeting package, including the agenda and related materials, shall be delivered to each member of the Council and the Town Attorney the Friday prior to the Tuesday work session and the Thursday prior to the Monday regular Council meeting .

Section 4-3. Copies

The Town Clerk shall prepare or cause to be prepared extra copies of the meeting package and shall make the same available to the public and the press in the Town Hall for public inspection.

Section 4-4. Internet

The Town Clerk shall post the agenda for all Town meetings and work sessions on the Internet for public information as promptly as possible.

SECTION 5 -- ORDER OF BUSINESS FOR COUNCIL MEETINGS

Section 5-1. Order of Business

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

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

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

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

Section 5-3. Citizen Participation

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

B. Public Comment

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

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

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

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

5. The presiding officer shall open the Public Comments.

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

7. There shall be a time limit for each individual speaker of 5 minutes.

8. A representative of a group may have up to ten (10) minutes to make a presentation. The representative shall identify the group at the beginning of his or her presentation. A group may have no more than one spokesperson.

9. There shall be no comment by speakers during Public Comment on a matter for which a public hearing is scheduled during the same meeting.

10. Any issue raised by the public which the Council wishes to consider may be put on the agenda for a future Council meeting or work session by consent of the Town Council.

11. Once the Council has heard a presentation from an individual or organization on a particular subject that has been previously denied by the Town Council or for which the Town Council declined to advance consideration thereof, the individual or organization may not make another presentation on the same subject within three (3) months of the first presentation, except by a majority vote of the members of the Council present and voting.

12. The above rules notwithstanding, members of the public may present written comments to the Council or to individual Council members at any time during the meeting. Such written comments shall be submitted through the Town Clerk.

C. Other than as stipulated above or during public hearings, no person shall be permitted to address the Council orally, except by permission of the Council, and such permission shall not be granted unless with the consent of a majority of the members of the Council present at such meeting.

D. No speaker's time shall be extended except by a majority vote of the Council members present.

E. Any person who desires to submit written statements for forwarding to the Council prior to a Council meeting must submit a copy to the Clerk of Council by 12:00 noon on the Tuesday preceding the Council meeting.

Section 5-4. Prohibited Conduct

A. Persons appearing before the Council will not be allowed to:

1. Market or solicit business from the Town;
2. Use profanity or vulgar language or gestures;
3. Use language which insults or demeans any person or which, when directed at a public official or employee is not related to his or her official duties, however, citizens have the right to comment on the performance, conduct, and qualifications of public figures;
4. Make non-germane or frivolous statements;
5. Interrupt other speakers or engage in behavior that disrupts the meeting including but not limited to applause, cheers, jeers, etc.;
6. Engage in behavior that intimidates others;
7. Address the Council on issues that do not concern the services, policies or affairs of the Town.

B. The presiding officer shall preserve order and decorum at Council meetings. He or she may order the expulsion of any person, other than members of the Town Council, for violation of these rules, disruptive behavior, or any words or action which incites violence or disorder, subject to appeal to the Council. Any person so expelled shall not be readmitted for the remainder of the meeting from which expelled. Any person who has been so expelled and who at a later meeting again engages in behavior justifying expulsion may also be barred from attendance at future Council meetings for a specified and reasonable period of time not to exceed six months, or upon a still subsequent expulsion a period not to exceed one year either by the presiding officer, subject to appeal to the Council, or by motion passed by the Council.

Section 5-5. Public Hearings

A. This section of the agenda shall be for public hearings as required by Town, State, or Federal law, or as the Council may direct.

- B. The presiding officer shall conduct all public hearings.
- C. The order of public hearings shall be as follows:
1. The presiding officer shall open the public hearing.
 2. Hearings shall begin with a brief presentation from a staff member and/or representative from the cognizant board, authority, commission or committee upon recognition of the presiding officer. The presentation shall summarize the facts about the issue and the staff recommendation. Council members may seek clarification during the presentation.
 3. In land use cases (rezoning or conditional use permit) the applicant or his or her representative shall be the first speaker(s). There shall be a time limit of ten (10) minutes for the applicant's or his or her representative's presentation.
 4. The presiding officer shall then solicit comments from the public. Each speaker must clearly state his or her name and address. If the speaker is uncomfortable stating his or her address in public, he or she may provide that information privately to the Clerk of Council after speaking. There shall be a time limit of five (5) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of ten (10) minutes. A speaker representing a group shall identify the group at the beginning of his or her remarks. A group may have no more than one spokesperson. The Council, by majority vote of the members present, may allow any speaker to proceed past the time limit.
 5. After public comments have been received, in a land use case, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.
 6. Upon the conclusion of public comments, or the applicant's rebuttal in a land use case, the presiding officer shall close the public hearing.
- D. When a public hearing has been closed by the presiding officer, no further public comment shall be permitted. Council members, however, may direct questions to the applicant, the representative of the cognizant board, authority, commission, committee, to a speaker, or to a staff member for clarification prior to taking any vote, if a vote is in order.
- E. Following the close of the public hearing, the presiding officer may entertain a motion to dispose of the issue and the Council may debate the merits of the issue.

Section 5-6. Action Items

This section of the agenda shall include items of a general nature to be considered by the Council. After the presiding officer has stated the item for consideration, staff may be asked to provide a brief summary.

Section 5-7. Items Not on the Agenda

With the Council's consent, items may be added to the agenda to respond to situations and/or questions of a critical nature which have arisen after the deadline has passed for items to be placed on the agenda.

Section 5-8. Closed Meetings

- A. Closed Meetings should only be used when the matter to be discussed is too sensitive for discussion in public and only as allowed by law.
- B. No meeting shall become a Closed Meeting until the Council takes an affirmative record vote during the open meeting.
1. The motion shall state specifically the purpose or purposes which are the subject of the closed meeting and reasonably identify the substance of the matters to be discussed. The motion shall make specific reference to the applicable exemption(s) under the Freedom of Information Act, which authorizes the Closed Meeting.

2. Members shall request the assistance of the Town Attorney when making additions to the published Closed Meeting agenda.

C. No resolution, ordinance, rule, contract, regulation or motion considered in a Closed Meeting shall become effective until the Council reconvenes in an open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.

D. At the conclusion of a Closed Meeting, the Council shall reconvene in open meeting immediately thereafter and shall cast a vote certifying that to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements were discussed; and;

2. Only public business matters identified in the motion convening the Closed Meeting were heard, discussed or considered.

3. Any member who believes that there was a departure from the above requirements shall so state prior to the presiding officer's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken place.

E. The failure of the certification to receive the affirmative vote of the majority of the members present during the Closed Meeting shall not affect the validity or confidentiality of the Closed Meeting with respect to matters considered therein in compliance with the Freedom of Information Act.

F. Upon the vote of the Council as a part of the motion to convene the Closed Meeting, the Council may permit non-members to attend a Closed Meeting if their presence would reasonably aid the Council in its consideration of an issue.

G. Individuals attending a Closed Meeting should respect the Council's decision that the subject matter is too sensitive for public discussion and should treat the Closed Meeting discussion as confidential. The Council shall remind those attending the Closed Meeting of their duty in this regard as a part of their certification motion.

SECTION 6 – RULES OF PROCEDURE FOR COUNCIL MEETINGS

Section 6-1. Quorum

A. As provided by Section 15.2-1415 of the Code of Virginia, the Council may exercise any of the powers conferred upon it at any regular, special, or adjourned meeting at which a quorum is present. According to Article III of the Town of Haymarket Charter, a majority of the members of Council constitutes a quorum for the transaction of business. In the event that a meeting is held without a quorum of the Council, the Council may not take any action, whether formally or by consensus, including conducting public hearings.

B. If a quorum fails to attend any meeting that contains agenda items requiring action on the part of the Council, no action shall be taken and the Town Clerk shall enter such adjournment to the next regularly scheduled meeting in the minute book of the Council. The Clerk shall notify absent members thereof in the same manner as required for special meetings.

C. If the Virginia Conflict of Interests Act prevents some of the members of the Council from participating in an item of business, Sections 2.2-3112 and 15.2-1415 of the Code of Virginia provide that a majority of the remaining members of the Council shall constitute a quorum.

Section 6-2. Priority in Speaking on the Council

When two or more members of the Council wish to speak at the same time, the presiding officer shall name the one to speak first.

Section 6-3. Comments, Queries of Council Members

Council members are to observe the following rules during the discussion of agenda items:

A. The presiding officer shall keep discussion germane to the subject.

B. Council members may address questions to the Town Manager, staff or other appropriate individuals present at the meeting. All legal questions should be addressed to the Town Attorney.

Section 6-4. Action by the Council

A. Items of business will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded.

B. When a proposal is perfectly clear to all present, and the proposal will not obligate the Council in any manner nor finally decide an issue before the Council, action can be taken upon the unanimous consent of the Council members present, without a motion having been introduced. However, unless agreed to by unanimous consent, all proposed actions of the Council must be approved by vote under these rules. Silence, or the lack of spoken dissent, is taken as consent.

Section 6-5. Motions

A. Informal discussion of a subject is permitted while no motion is pending.

B. Any voting member may make a motion.

C. Voting members are required to obtain the floor before making motions or speaking, which they can do while seated.

D. A voting member may make only one motion at a time.

E. Except for matters recommended by a Council committee, or as otherwise stipulated in these rules of procedure, all motions require a second and a motion dies for lack of a second.

Section 6-6. Substantive Motions

A. A substantive motion is any motion that deals with the merits of an item of business and is within the Council's legal powers, duties and responsibilities.

B. A substantive motion is out of order while another substantive motion is pending.

Section 6-7. Procedural Motions

A. Procedural motions are those motions that the Council may use to "act upon" a substantive motion by amending it, delaying consideration of it, and so forth. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

B. In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion requires the floor and a second, is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are listed below in their order of priority. If a procedural option is not listed below, then it is not available.

1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Council which shall decide the matter by majority decision. Such an appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order.

2. Motion To Adjourn. At a meeting of the Council, a motion to adjourn shall always be in order. The motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. The motion is not debatable and cannot be amended.

3. To Take a Brief Recess. This motion allows the Council to pause briefly in its proceedings. A motion to take a brief recess is in order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending

4. To Suspend the Rules. The Council may suspend provisions of its rules of procedure. The Council may not, however, suspend any provisions of the rules that state requirements imposed by law on the Council. For adoption, a motion to suspend the rules requires a majority vote of members present.

5. To Defer Consideration. The Council may defer action on a substantive motion to a more convenient time. The Council may use the following motions to defer consideration of a substantive motion:

(a) The motion to "lay on the table" is used to temporarily set aside an item of business to deal with a more urgent item. Once an item of business has been laid on the table, a motion to "take from the table" is needed to bring the item back before the public body for discussion.

(b) (b) The motion to "postpone" delays debate on an item of business so that it may be considered at a later date. An item of business may be "postponed definitely," when it is continued to a definite time or date or "postponed indefinitely" if no future time or date is specified in the motion. A matter that has been postponed to a certain time or day shall be brought up again automatically when that time arrives. When a matter has been postponed indefinitely it takes an affirmative vote of a majority of the Council to bring the matter back for further discussion.

(c) Section 15.2-2286 of the State Code requires that a zoning petition must be "acted upon" within a "reasonable time," not exceeding one year. The Council may defer action on a zoning petition for consideration at a more convenient time. However, the Council may not dispose of a zoning petition with a motion to postpone indefinitely.

6. Call the Question. The motion to call the question is not in order until every member of the Council has had an opportunity to speak at least once and. The motion is not amendable or debatable.

7. To Amend. Any substantive motion properly on the floor may be amended. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a substitute motion. A motion may be amended no more than twice. Once a motion has been offered to the Council, it is up to the Council to decide whether or not it should be changed by amendment. It is not necessary for the person making the original motion to approve of any proposed amendment to the motion.

8. Substitute Motion. A substitute motion shall be allowed to replace any motion properly on the floor. It shall have precedence over an existing motion and may be discussed prior to being voted on. If the substitute motion fails, the former motion can then be voted on. If the substitute motion passes, the substitute motion replaces the main motion and the matter is decided. No more than one (1) substitute motion may be made.

9. Withdrawal of Motion. A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.

10. Motion to Reconsider. The Council may vote to reconsider its action on a matter. The motion to reconsider must be made no later than the next succeeding regular meeting of the Council and can only be made by a member who voted with the prevailing side. In the event of a tie vote on the original motion any Council member may introduce a motion to reconsider. The motion cannot interrupt deliberation on a pending matter but is in order when action on a pending matter concludes. A motion to reconsider may not be used in a land use decision involving a rezoning or a conditional use permit.

Section 6-8. Debate

A. The presiding officer shall state the motion and then open the floor to debate. The presiding officer shall preside over the debate according to the following general principles:

1. The maker of the motion is entitled to speak first;
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken;
3. To the extent possible, the debate shall alternate between proponents and opponents of the measure.
4. A member of the Council may vote against his or her motion, but may not speak against his or her motion.
5. The presiding officer may participate in the debate prior to declaring the matter ready for a vote.

Section 6-9. Duty to Vote

A. Each voting member of the Council who is present at a meeting is expected to vote upon all issues presented for decision unless prohibited from doing so by the Virginia Conflict of Interests act.

B. If there is an abstention, it shall be the responsibility of the Town Clerk to note the abstention and the reason for abstaining, if stated, for the record.

Section 6-10. Method of Voting

A. After debate, the presiding officer shall ensure that the motion is clear and call for the vote.

B. All questions submitted to the Council shall be determined by a majority vote of the members voting on any such question, unless otherwise required by special or general law. A majority is more than half.

C. An “affirmative vote” by a majority of the Council present being necessary to adopt a motion, a tie vote means that the motion has been rejected. When a motion fails on a tie vote, the “noes” prevail.

Section 6-11. Decisions on Points of Order

Any Council member may raise a point of order without being recognized by the presiding officer. The presiding officer shall refer any point of order to the Parliamentarian. The Parliamentarian shall advise the presiding officer who shall then make a ruling on the point of order. A Council member may appeal the ruling of the presiding officer to the full Council which shall decide the matter by majority decision.

SECTION 7 - BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

Section 7-1. Appointments to Boards, Authorities, Commissions, and Committees

A. Members of boards, commissions and committees requiring a Council vote shall be appointed by an affirmative vote of a majority to serve specified terms as may be deemed to be appropriate by the Council or as specified by statute.

B. The Council by majority vote shall select the liaisons for the following: Planning Commission, Architectural Review Board, Finance, Police and Historical Commission. The liaisons shall be responsible for leading the discussion of the standing committees during Council meetings and for keeping the Council informed on issues related to their respective committees. Committee liaisons will serve two-year terms.

C. Ad hoc committees, such as special task forces, may be created from time to time, for specific purposes, as determined by the Council.

Section 7-2. Standing Committees Roles and Guidelines

The roles of and the operating guidelines for the standing committees shall be as adopted by a majority of the Council.

SECTION 8 -- GENERAL OPERATING POLICY

Section 8-1. Live Streaming via Webcast and Recording of Town Business

All meetings and work sessions of the Council, Planning Commission, Architectural Review Board, Historic Commission and Board of Zoning appeals will be aired live via Webcast. Any additional gatherings may be aired via Webcast at the discretion of the Town Manager when in the best interest of the public, notwithstanding technology failures, power outages, and other complications beyond the control of the Town Staff. Copies of the broadcast may be obtained via the Town's website by download. If a copy of a meeting is desired, charges may apply.

Section 8-2. Numbering and Indexing of Resolutions and Ordinances

It shall be the responsibility of the Clerk to number and index all resolutions and ordinances adopted by the Council. The resolutions shall be numbered consecutively, and use the four digits of the calendar year, the month and day.

Example: for the first resolution made on January 1, 2013, the resolution number would be shown as: RES201301-01. Ordinances shall also be numbered consecutively.

Section 8-3. Minutes of the Council Meetings

The minutes of the Council meetings shall reflect the official acts of the Council. They shall provide a summary of discussion and record Council votes. Minutes shall be considered for approval within a reasonable time after the meeting they record.

Section 8-4. Amending the Rules of Procedure

These rules may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote of four (4) members of the Council.

Section 8-5. Special Rules of Procedure

The Council may adopt its own special rules of procedure to cover any situations that are not adequately addressed in these Rules of Procedure. Adoption of a special rule of procedure shall require an affirmative vote of a majority of a quorum of the Council.

SECTION 9 – CORRESPONDENCE POLICY

Section 9-1. Town Clerk

All correspondence for Council, Commissions, Boards and Staff should be copied to Town Clerk to ensure proper recording keeping.

Section 9-2. Town Attorney

Mayor and Council need to address all legal questions to the Town Attorney. The Town Attorney should be copied on any and all correspondence on town municipal matters.