



# 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, February 5, 2018

7:00 PM

Council Chambers

### **I. Call to Order**

### **II. Pledge of Allegiance**

### **III. Invocation - Rev. Sean Rousseau, St. Paul's Episcopal Church**

### **IV. Mayor's Announcement**

### **V. Minutes Approval**

1. Mayor and Council - Regular Meeting - Jan 18, 2018 7:00 PM

### **VI. Citizens' Time**

### **VII. Public Hearings**

1. ZTA#2017-001 - 14845, 14851, 14871 Washington Street Rezoning Application
2. ZTA#2017-002 - 14841 Washington Street and 6802 Saint Paul Drive Rezoning Application
3. ZTA#2017-003 - a Dog's Day Out Zoning Text Amendment Application

### **VIII. Department Reports**

1. Town Planner's Report -Emily Lockhart
2. Town Engineer's Report - Katie McDaniel
3. Police Department's Report - Chief Kevin Lands
4. Town Treasurer's Report - Roberto Gonzalez
5. Business and Community Relations Report - Denise Andrews
6. Business Manager's - Jerry Schiro

### **IX. Agenda Items**

1. ZTA#2017-001 - 14845, 14851, 14871 Washington Street Rezoning Application
2. ZTA#2017-002 - 14841 Washington Street and 6802 Saint Paul Drive Rezoning Application
3. ZTA#2017-003 - a Dog's Day Out Zoning Text Amendment Application
4. Little Free Library Presentation - Casey Rives
5. Proclamation - American Heart Awareness Month
6. Flags of Valor Presentation
7. Town Center Project Change Order
8. House Bill No. 556

### **X. Updates**

1. Planning Commission
2. Architectural Review Board

### **XI. Councilmember Time**

1. Chris Morris
2. John Cole
3. Susan Edwards
4. Connor Leake
5. Joe Pasanello
6. Steve Shannon
7. David Leake

**8. Closed Session**

1. Enter into Closed Session
2. Certification of the Closed Session

**XII. Adjournment**



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Thursday, January 18, 2018

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 Board Room, commencing at 7:00 PM.

Mayor David Leake called the meeting to order.

### I. Call to Order

Councilman John Cole: Present, Councilman Chris Morris: Absent, Vice Mayor Joe Pasanello: Present, Councilwoman Susan Edwards: Present, Councilman Connor Leake: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

### II. Pledge of Allegiance

Mayor Leake asked Life Scout, William Engleman, to lead them in the Pledge.

### III. Invocation

Invocation was given by Reverend Ruthanne Sawyer of Haymarket Baptist Church.

### IV. Moment of Silence

### V. Minutes Approval

1. Mayor and Council - Work Session - Nov 27, 2017 5:30 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Connor Leake, Councilman
<b>SECONDER:</b>	Susan Edwards, Councilwoman
<b>AYES:</b>	Cole, Pasanello, Edwards, Leake, Shannon
<b>ABSENT:</b>	Chris Morris

2. Mayor and Council - Regular Meeting - Dec 4, 2017 7:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Connor Leake, Councilman
<b>SECONDER:</b>	Susan Edwards, Councilwoman
<b>AYES:</b>	Cole, Pasanello, Edwards, Leake, Shannon
<b>ABSENT:</b>	Chris Morris

3. Mayor and Council - Special Meeting - Dec 18, 2017 7:30 AM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Connor Leake, Councilman
<b>SECONDER:</b>	Susan Edwards, Councilwoman
<b>AYES:</b>	Cole, Pasanello, Edwards, Leake, Shannon
<b>ABSENT:</b>	Chris Morris

### VI. Citizens' Time

During Citizens' Time, Peter Baker and Larry Zilliox from Serve our Willing Warriors, gave an presentation on the Bull Run Warrior Retreat. They stated that there are two events coming up including their Monte Carlo night on February 3rd at the Piedmont Country Club and their Open House on February 4th. They concluded with a video presentation.

Minutes Acceptance: Minutes of Jan 18, 2018 7:00 PM (Minutes Approval)

## VII. Public Hearing - Joint With Planning Commission, SUP#2018-001 - Atara Health Solutions Ltd.

Mayor Leake announced that the applicant, Atara Health Solutions, Ltd. had withdrawn their Special Use Permit Application.

## VIII. Department Reports

### 1. Town Planner's Report - Emily Lockhart

Town Planner, Emily Lockhart, reported that the Architectural Review Board met last night. She stated that they had a demolition application come before the board. The board voted to table for further review. She continued by stating that members of the board will be touring the home on Saturday, January 20th at 1:30 PM.

She reported that she is working on some zoning violation letters.

She stated that there has not been any recent activity with the Board of Zoning Appeals.

She stated that she is still awaiting a submission from Wood Village for their parking lot behind School of Rock.

Ms Lockhart updated the Council on the recent Planning Commission meeting. She stated that they had a public hearing for "A Dog's Day Out" and two rezoning applications. She further stated that they will be coming up to the Town Council on February 5th.

She explained that the Special Use Permit application on the agenda tonight has been withdrawn by the applicant.

Ms. Lockhart continued her report with a "1 Mile Review" stating that the Town has received the site plan for the Home Depot to be located on the far side of the Walmart and the Woodborne Preserve subdivision which will be located further down on Thoroughfare Road.

She concluded her report by stating that the Meladon Group (Fairgrounds) was not able to attend this evening's meeting, however, they are hoping to present soon and that a preliminary drawing is in the packet for the Council's review.

Vice-Mayor Pasanello asked Ms. Lockhart if there was any conceptual drawings for the Woodborne Preserve. Ms. Lockhart stated that she has site plans for review.

The Vice-Mayor inquired if the Town Staff met with the Meladon Group. Ms. Lockhart said that the Staff did meet with them in early December, 2017. She further explained that they had discussed the preliminary drawing that is in the Council packet. She briefly highlighted what was planned for the site and concluded by stating that she should have an update next week.

Councilman Leake asked Ms. Lockhart if there was anything from Van Metre and John Marshall Commons. Ms. Lockhart stated no.

### 2. Town Engineer's Report - Katie McDaniel

No questions from the Council regarding the Town Engineer's Report.

### 3. Building Official's Report - Doug Smith

No questions from the Council regarding the Building Official's Report.

### 4. Police Department Report - Chief Kevin Lands

Chief Lands asked the Council if they had any questions on the statistics for the month. There were no questions.

He stated that he wanted to go over the two items that were in the Council's packet this month. First, was the Mobile Data Computer statistics. He explained that the statistics were upgraded from numbers to percentages. He asked the Council how often they would like these statistics. They Council asked to receive them monthly.

He also stated that in the packet included the Northern Virginia Law Enforcement Mutual Aid Agreement of 2018.

Chief Lands handed out the quarterly Speed Sign Data that was requested by Council.

He updated the Council on the carbon monoxide vehicle recall. He reported that all of the new Ford Explorers had been fixed.

Chief Lands updated the Council on the Mobile Data Computers. He stated that since the bill has been taken care of, the County has upgraded the computers.

Chief Lands highlighted his "2017 Year End Review". He explained that he broke down his 2017 Objectives into 4 areas; Improved professional image, Increased community commitment, Enforcement and Personnel.

Chief Lands recognized each of his officers featuring their strengths and accomplishments. He stated that this year's recipient of the "Chief's Award" was Liaison Officer O'Neal and Officer Davis was the recipient of the "Officer of the Year" award. He also recognized Fleet Manager, Lonnie Milstead.

Chief Lands ended his report by presenting a video of the Police Department's activities for the year.

The Council and Mayor commended Chief Lands and his officers for their time, leadership and dedication to the community.

#### **5. Business & Community Relations - Denise Andrews**

No Report.

#### **6. Treasurer's Report - Roberto Gonzalez**

Mayor Leake proudly announced that the Town Treasurer, Roberto Gonzalez and his wife recently welcomed a new baby.

He noted that if the Council had any questions concerning the Treasurer's report, to please direct them to the Business Manager, Jerry Schiro.

#### **7. Business Manager's Report - Jerry Schiro**

Business Manager, Jerry Schiro, commended the Police Department for a job well done.

Mr. Schiro stated that the Town Hall office rearrangements were complete. He added that the kitchen was remodeled into a conference space as well.

He stated that they he has worked with the Town Engineer and Planner on some storm water issues and feels that they have addressed those issues.

H reported that another big issue that the Staff has been working on are street lights and who is responsible for the maintenance of the lights in certain areas of the town. He suggested that it should be looked at comprehensively to get a better understanding.

Mr. Schiro reported that there have been some water and frozen pipe issues with the rental properties and the Museum. He stated that he is working with the contractor to make the necessary repairs.

He told the Council that he held a final meeting with Prince William County and has turned over the Building permitting services. He stated that so far there have been no issues and that the County has been great to work with. He stated that the County does not charge the Town for anything, only charges the permit applicant. He continued by saying that he felt this would be less expensive and a better service for our residents. He concluded his report by stating in the 2017 fiscal year, the Town had a net loss of approximately \$25,000.

Councilman Shannon shared his personal experience with getting his deck approved and applauded the Staff for making this permitting change.

Vice-Mayor Pasanello asked what type of agreement we have with the County. Mr. Schiro stated that it was simply a letter from him to the County Executive. He further stated that they will not process any applications until they have a letter from the Town Planner concerning any zoning permits. The Vice-Mayor also asked about communication and outreach to the citizens in town. Mr. Schiro stated that the Staff has put out a postcard to all residents and Homeowner Associations. It was also stated that it was put on the Town website.

Councilwoman Edwards stated that the Town might need to search for a Structural Engineer for demolition applications that come through to the Architectural Review Board.

## IX. Agenda Items

### 1. SUP#2018-001 Atara Health Solutions, Ltd.

SUP#2018-001 application was withdrawn by the applicant.

### 2. Recognition of Christmas & Holiday Celebration Participants and Volunteers

Councilwoman Edwards recognized and thanked by name all of the Battlefield High School Key Club members that volunteered at this year's Christmas and Holiday Celebration.

### 3. Deck the Door Contest Winners

Mayor Leake and Councilwoman Edwards recognized all of the winners of the 1st Annual "Deck the Door" contest with a plaque. They also thanked all the businesses that participated this past year.

The winners included:

"Most Traditional" - Signature Kitchens

"Most Creative" - Exit Realty

"Most Festive" - Cupcake Heaven

### 4. Meladon Presentation

Will be presenting to Council at a later date.

## X. Updates

Planning Commission Update: Councilman Shannon, Planning Commission Liaison, stated that "A Dog's Day Out" is moving forward and the Commission is coming forward with 2 rezoning applications with a recommendation to rezone to Transitional Commercial and not B-1. Mr. Schiro further explained that both applicants have amended their applications to Transitional Commercial. Councilwoman Edwards asked if "A Dogs Day Out" was coming back before the Council. Councilman Shannon and Ms. Lockhart both replied yes. Councilman Cole asked if there was a recommendation from Planning Commission on "A Dog's Day Out". Ms. Lockhart stated that the Planning Commission voted to put it to Council with a recommendation for approval.

Architectural Review Board Update: Councilwoman Edwards, Architectural Review Board Liaison, stated that as Ms. Lockhart had mentioned earlier, the demolition application on Jefferson Street has been tabled and that they will be doing a tour of the property and existing building on Saturday. She further mentioned that the School of Rock is putting in new doors that will be custom made and the bell will remain.

### 1. Planning Commission Update

### 2. Architectural Review Board Update

## XI. Councilmember Time

### A. Chris Morris

Councilman Morris was not present at the meeting.

### B. John Cole

Councilman Cole had no comments.

### C. Susan Edwards

Councilwoman Edwards thanked Shelley, Emily and Jerry for all their hard work.

### D. Connor Leake

Councilman Leake thanked the Business Manager for his leadership and the Staff for all they do. Congratulated the Town Treasurer, Roberto Gonzalez on the birth of his baby boy.

**E. Joe Pasanello**

Wished everyone a Happy New Year. Congratulated Roberto on the birth of his baby. He followed up on the Serve Our Willing Warriors' Monte Carlo night that had been mentioned earlier. He stated that he has had the pleasure of attending in the past and that it is a great night and a great opportunity to meet with the participants that spend time with the residents. He also stated that it is really wonderful to sponsor a couple if anyone has the opportunity or thought to do that. He reminded the residents and dais that an election is coming up May 1st. He stated that if anyone is interested in running, the deadline to file is Tuesday, March 6, 2018 by 7 PM. He stated that he doesn't like to see anyone run unopposed and that it would be good for the town to see other people get involved and maybe we would get some new faces here as well.

**F. Steve Shannon**

Stated that he echoes all the comments that have been said about the Staff this evening and emphasized that we are a team. He concluded by stating how much he enjoys attending these meetings and that it made his night having the boy scout here in the Council Chambers leading us in the Pledge of Allegiance.

**G. David Leake**

Was happy to report that he received an email from Verizon basically stating that there has been some new development in the strategic direction with Verizon and when could they talk to possibly expand Verizon Fios in the Town. He further stated he spoke with Bill King and they have come up with some good ideas to finally make this work. He also stated that he attended the TANV quarterly meeting with the Town Planner, Emily Lockhart. He stated that it was hosted by the Town of Herndon and that it was a special emphasis on planning. He concluded by stating that he attended the end of the year presentation and dinner with the Haymarket Police Department.

**XII. Adjournment**

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Councilwoman
<b>SECONDER:</b>	John Cole, Councilman
<b>AYES:</b>	Cole, Pasanello, Edwards, Leake, Shannon
<b>ABSENT:</b>	Chris Morris

Submitted:

Approved:

\_\_\_\_\_  
Shelley M. Kozlowski, Clerk of the Council

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

Minutes Acceptance: Minutes of Jan 18, 2018 7:00 PM (Minutes Approval)

Town Planner								
Task List 01/01/2018 - 01/29/2018								
Task	Street Name/Project Name	Assigned To:	Date Task Started:	Last Worked On:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
<b>Architectural Review Board</b>								
Demolition Application	6810 Jefferson Street	Emily Lockhart	11/20/2017	1/25/2018	Applicant needs to provide ARB with structural analysis and concept plans for the potential new development	2/21/2018		The applicant has submitted a demolition application for 6810 Jefferson Street. This home is considered a historic structure because of its age (circa 1900 home). The application was heard at the Jan 17th ARB meeting and tabled until Feb 21st. The application was tabled until further information can be provided. The ARB requested that the developer come back to the Feb meeting with design concepts for the two homes he plans to build. The ARB requested a tour of the home, which took place on Jan 20th. After touring the home the ARB felt it would be beneficial for the property owner to obtain a structural analysis of the home. I notified the property owner, realtor and potential buyer that the Town is requesting a structural engineer's report on the home (1/25 via email). The realtor has also inquired about the photo documentation requirement set forth in the Historic Guidelines.
Sign Application	15100 Washington Street, Kaplan Wealth Management	Emily Lockhart		1/17/2018	Application Approved	1/17/2018	1/17/2018	Applicant applied for a new business sign located at 15100 Washington Street. The ARB approved the sign application on 01/17/2018
Door replacement application for School of Rock	15101 Washington Street	Emily Lockhart			Applicant needs to submit stained-glass designs		1/17/2018	School of Rock needs to replace their front doors due to damage and broken stained glass features. The applicant presented the Board with a plan to replace the existing doors with custom built doors to match. The applicant presented two options for the glass features in the door; 1) to replace the stained-glass with tempered glass and 2) to replace the stained-glass with new stained-glass with a different design. The ARB approved the application with the condition that the applicant must present the stained-glass to the Board within 90 days of approval.
Sign Application for The Shoppes at Haymarket	Leaberry Property	Emily Lockhart	1/24/2018	1/26/2018	Need to finish reviewing the application and submit to the ARB	2/21/2018		Property manager submitted an application for a monument sign to be placed on the sign easement located at the corner of McDonald's at the Washington Street entrance. The application is currently ongoing review and will be submitted to the ARB for the February meeting.
<b>Board of Zoning Appeals</b>								
No Activity for December 2017								
<b>Planning Commission</b>								
#SP2017-04 Wood Village LLC Parking Lot Site Plan	Parking Lot to be used by the Iceplex	Previously Steve G. Taken Over by Emily Lockhart	9/7/2017	1/24/2018	Awaiting revisions from applicant's engineer and letter from adjacent property owner	10/4/2017		Met with the Applicant, Applicant's Engineer, and Katie to discuss the site plan and missing details for the plan. The adjustments fall under minor adjustments to an approved Final site plan and will be approved by the Zoning Administrator upon review by the engineer and planner. <b>01/29 UPDATE:</b> Awaiting revisions from the applicant's engineer. I have notified property owner and the engineer regarding the status of the project.
#SP2017-03 Town Center Final Site Plan	15000 Washington St.	Emily Lockhart	9/20/2017	9/26/2017	Planner finish reviews and make a Staff recommendation at PC. PC approval of Plan	Seeking Approval 11/01/2017		Reviewed Plans, awaiting outside comments and revising tree selection 11/27 UPDATE: Landscape and Parking Waivers approved by the Planning Commission. <b>01/29 UPDATE:</b> All Staff comments have been sent to Rinker, awaiting further action from Rinker. Town Business Manager is working with Rinker on the change order
A Dog's Day Out	6680 Fayette Street	Emily Lockhart	9/6/2017	1/29/2018	Clarify land use	Feb-18		The Planning Commission held a public hearing for the Zoning Text Amendment application. The PC referred the application to the Town Council with a recommendation for approval. A public hearing will be held at the Town Council meeting on Feb 5th.

Attachment: February TC Planner Report Task Log (3461 : Town Planner's Report -Emily Lockhart)



Rezoning Application	Rafferty Properties	Emily Lockhart	11/1/2017	1/29/2018	Additional Information from the applicant	Feb-18		The Planning Commission held a public hearing for the Rezoning Application on 01/03/2018. The application was forwarded to the Town Council for a public hearing with a recommendation to deny the proposed Business 1 zoning district and a recommendation for a transitional commercial zone. The applicant has amended the application to request transitional commercial zoning. The Town Council public hearing is scheduled for 02/05/2018, all public notices requirements have been met and PWC has been notified.
Rezoning Application	Acie Watts Jr./ 14841 Washington St.	Emily Lockhart	11/1/2017	1/29/2018	Additional Information from the applicant	Feb-18		The Planning Commission held a public hearing for the Rezoning Application on 01/03/2018. The application was forwarded to the Town Council for a public hearing with a recommendation to deny the proposed Business 1 zoning district and a recommendation for a transitional commercial zone. The applicant has amended the application to request transitional commercial zoning. The Town Council public hearing is scheduled for 02/05/2018, all public notices requirements have been met and PWC has been notified.
<b>Prince William County (1 Mile Review)</b>								
<b>Staff</b>								
Fairgrounds Lead	15150 Washington Street	Emily Lockhart	10/18/2017	Corresponding via the developer's attorney. Latest update: the developer may submit something for review in the coming days/week				
VDOT Meeting	Manassas National Battlefield	Emily Lockhart	1/24/2018	Attended a VDOT meeting regarding the Transform I66 project. The goal for this meeting was to start the National Historic Preservation Act, Section 106 Process with the consulting parties. VDOT and FAM (the consultant construction company) gave a presentation on the proposed scope of work and the impacts it will have on the surrounding area. VDOT is looking to add two fly-over ramps at the Sudley Rd/I66 exit to service the Express lanes. These ramps would allow users the option to access the Express Lanes via Sudley Road and exit the Express Lanes prior to Sudley Road. The proposed ramps are in the viewshed of the Manassas National Battlefield. During the NEPA process the Project's Tier 2 process resulted in a Finding of No Significant Impact (FONSI). The addition of the fly-over ramps at Sudley Road and I 66 do not impact Haymarket's access to the Express lanes and do not impact any land within Town. Future expansion of the Express lanes will provide access starting at the beginning of the HOV lanes. Additional Updates will be given after each monthly meeting. If you would like anymore information please email me/let me know.				
TANV Meeting	Herndon	Emily Lockhart	1/18/2018	Attended the quarterly TANV meeting with the Mayor in Herndon, had a great time meeting the other local Town Managers, Mayors and Planning Directors. The topic for the meeting was Public-Private Partnerships. The Town of Herndon gave a great presentation on their experiences with Public private partnerships and an upcoming development in Town.				
Little Free Library	Town Hall property or Museum property	Emily Lockhart	1/16/2018	Casey Rives has approached the Town and wants to donate a Little Free Library to the Town. She will be present at the February 5th Town Council meeting to discuss her ideas. I have also requested she attend the ARB meeting Feb 21 to present her project and recieve approval for the designs. Initially, Casey and I have dicussed the structure could be placed at the small patio next to the museum since there are benches at this location.				
Historic Walking Tour	Town/Museum	Emily Lockhart, turned over to Denise on 1/29		While Denise was out, I corresponded with Bill Backus from Prince William County Historic Preservation Office to work on a partnership with the County to do a historic walking tour. We met on 1/29 with Bill to discuss this opportunity. After the initial meeting I have turned over the project to Denise.				
<b>Zoning Violations</b>								
Winterham Property, excess trash piled up in dumpster enclosure	15111 Washington Street	Emily Lockhart	1/16/2018				1/24/2018	Received a complaint from an abutting property owner regarding the excess trash located in the dumpster enclosure. I notified the property owner and the property manager of the zoning violation via certified letter and email. The excess trash has been removed from the enclosure and the violation is remedied.

Engineer's Report -12/28/17 thru 1/29/18

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
<b>Active Projects</b>							
QBE Final Site Plan	Emily	1/20/2017	10/2/2017	Applicant			-Approved by Planning Commission 6/7. Site Plan approval notification letter sent 7/18 -Bonds to be provided prior to construction -Town Attorney reviewing deeds/plats 2nd submission
Dog's Day Out Final Site Plan	Emily	12/13/2016	11/1/2017	Applicant			-Approved by Planning Commission 7/5. Site plan approval notification letter sent 7/18 -Applicant to provide summary and justification for proposed landscaping species not listed in Zoning Ordinance
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	11/15/2017	RDA			-RDA submitted Final Site Plan for review/approval -PWC submitted application VDOT revenue sharing program on 10/31/17
Pedestrian Improvements Project	Katie	7/14/2014	11/9/2017	RDA/Town			-Utility relocations are complete. RDA working on final construction plans, quantities and cost estimate. -RDA is working on putting the bid documents together for the VDOT Advertisement package submission
Sherwood Forest Bond Release	Katie	N/A	11/29/2017	Applicant			-As-builts approved 11/15. -Landscaping and E&S Bond released. -Applicant must finish Street Acceptance Process with VDOT before bringing Town Council Resolution for Street Acceptance. After this is complete, the Performance Bond will be brought to Council to be released.
Washington Street Sidewalks, Curb Ramps and Crosswalks	Katie/Emily	8/2/2017	11/1/2017	VDOT			-Walked Washington street with Steve Shannon on 9/7 to document sidewalk/crosswalk/curb deficiencies -Submitted Transportation Alternatives Program application to VDOT 11/1 -VDOT may have funding for curb repair
Wood Village	Katie	8/21/2017	10/26/2017	Applicant			-Plan revision re-submitted for Abel Properties approved plan 10/10 -Comments provided by Katie and Emily -Applicant to provide photometric information and final revisions to address comments
Fairgrounds	Staff	11/29/2017	12/20/2017	Applicant			-Applicant met with Town to discuss proposed layout and uses 11/29 -Applicant has requested work session with Town Council prior to deadline for decision to purchase property

Attachment: January 2018 Engineer's Reports\_KMM (3460 : Town Engineer's Report - Katie McDaniel)



**HAYMARKET POLICE  
DEPARTMENT**



To: Jerry Schiro, Mayor Leake and Council Members  
 From: Chief Lands  
 Date: 1-20-2018  
 Subject: Monthly Report for January 2018

Felony Arrests	4	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	10	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1725	Various
Out of Town Calls for Service	38	Various
Traffic Summons	65	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	230	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	8	Injuries – Transported to Hospital
House Checks	1	Residents who were out of town
Business Checks	588	All Town Businesses

**Points of Interest:**

2019 Grant Workshop  
 Department Goals for 2018

**Officer Highlights:**

Meritorious Action Award



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

**Roberto Gonzalez**  
Town Treasurer

TREASURER'S REPORT  
TOWN COUNCIL REGULAR MEETING  
February 5, 2018

**Highlights:**

- The financials attached are as of December 31, 2017.
- Council I will like to bring your attention that in December 2017 the Cigarette Tax line item is recognizing higher than normal revenues due to a double deposit that was issued by the Tax Board. I have been notified by the Deputy Administrator that the 2<sup>nd</sup> transfer will be cancelled, and we should see a correction in our next months statements.
- December marks the half way point of our fiscal year and as you can see we have reached 48.9% of our budgeted revenue, while only being 44.9% in expenses of your fiscal budget.
- BPOL renewal applications will go out in Mid-February to Town businesses, the applications along with payment will be due on April 30<sup>th</sup> 2018.

**Town of Haymarket**  
**Statement of Net Position**  
As of December 31, 2017

	Dec 31, 17
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	1,044,016.75
11000 · CD's & Money Market Funds	347,282.09
11010 · Virginia Investment Pool	305,117.78
<b>Total Checking/Savings</b>	1,696,416.62
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	122,921.39
12010 · A/R Permits	-75.41
12020 · Delinquent Real Estate	3,204.90
12021 · Taxes Receivable - RE 2016	1,822.94
<b>Total Accounts Receivable</b>	127,873.82
<b>Other Current Assets</b>	
11499 · Undeposited Funds	26,822.80
12012 · Local Accounts Receivable-Other	67,099.88
12025 · Due from Prince William County	18,972.08
12030 · Due from Commonwealth	47,424.05
12099 · Allowance for Doubtful Accounts	-103,775.64
<b>Total Other Current Assets</b>	56,543.17
<b>Total Current Assets</b>	1,880,833.61
<b>Fixed Assets</b>	
12500 · General Property	4,558,780.72
12600 · Rental Property	1,401,944.03
<b>Total Fixed Assets</b>	5,960,724.75
<b>Other Assets</b>	
19000 · Net Pension Asset	104,015.00
19100 · Deferred Outflow - Pension Cont	61,313.45
<b>Total Other Assets</b>	165,328.45
<b>TOTAL ASSETS</b>	<b>8,006,886.81</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	31,980.49
<b>Total Accounts Payable</b>	31,980.49
<b>Credit Cards</b>	
20040 · Town Credit Card	1,088.43
<b>Total Credit Cards</b>	1,088.43
<b>Other Current Liabilities</b>	
20030 · VA Dept of Housing & Comm. Dev.	325.20
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	3.49
21000 · Payroll Liabilities	-10,029.54
22000 · Security Deposits	20,230.00
22010 · Escrow Deposits	304,569.54
<b>Total Other Current Liabilities</b>	325,098.69
<b>Total Current Liabilities</b>	358,167.61
<b>Long Term Liabilities</b>	

**Town of Haymarket**  
**Statement of Net Position**  
As of December 31, 2017

	Dec 31, 17
20080 · Accrued Interest Payable	13,055.91
23000 · Accrued Leave	28,242.54
25000 · General Obligation Bonds	1,373,630.95
29100 · Deferred Inflow - Pension Msmnt	34,420.00
Total Long Term Liabilities	1,449,349.40
Total Liabilities	1,807,517.01
Equity	
34000 · Net Pension Activity Offset	130,908.45
30000 · Unrestricted Net Assets	1,415,669.31
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	5,960,724.75
33000 · Amt Long Term Obligations	-1,414,929.40
Net Income	100,996.69
Total Equity	6,199,369.80
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,006,886.81</b>

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**December 2017**

	Dec 17
Ordinary Income/Expense	
Income	
3120 · OTHER LOCAL TAXES	
Business License Tax	35.00
Cigarette Tax	19,298.60
Consumer Utility Tax	19,281.85
Meals Tax - Current	51,961.78
Sales Tax Receipts	12,007.85
Penalties (Non-Property)	123.73
Total 3120 · OTHER LOCAL TAXES	102,708.81
3130 · PERMITS,FEES & LICENESES	
Application Fees	75.00
Inspection Fees	200.00
Occupancy Permits	100.00
Other Planning & Permits	2,950.00
Total 3130 · PERMITS,FEES & LICENESES	3,325.00
3140 · FINES & FORFEITURES	
Fines	4,980.24
Total 3140 · FINES & FORFEITURES	4,980.24
3150 · REVENUE - USE OF MONEY	
Interest on Bank Deposit	54.57
Interest on Bank Deposits	321.58
Total 3150 · REVENUE - USE OF MONEY	376.15
3151 · RENTAL (USE OF PROPERTY)	
Suite 110 Rental Income	1,401.75
315110 · Suite 200 Genesis Contracting	443.76
315125 · Suite 204 MAC-ISA	420.00
315130 · Suite 206 Xcellent Technology	2,737.00
315150 · 15020 Washington Realty	3,559.83
315155 · 15026 Copper Cricket	3,276.00
315160 · The Very Thing For Her	2,160.00
Total 3151 · RENTAL (USE OF PROPERTY)	13,998.34
3165 · REVENUE - TOWN EVENTS	
Revenue - Town Events	150.00
Total 3165 · REVENUE - TOWN EVENTS	150.00
3180 · MISCELLANEOUS	
Citations & Accident Reports	250.00
Miscellaneous	50.01
Recovered Costs- Private Events	
Donations	
Charitable Contributions	137.76
Total Donations	137.76
Total Recovered Costs- Private Events	137.76
Total 3180 · MISCELLANEOUS	437.77
32 · REVENUE FROM COMMONWEALTH	
599 Law Enforcement Grant	7,320.00
Car Rental Reimbursement	406.32
Communications Tax	10,156.83
Total 32 · REVENUE FROM COMMONWEALTH	17,883.15
33 · REVENUE FROM FEDERAL GOVERNMENT	
DMV Transp Safety Grant	3,348.91

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**December 2017**

	Dec 17
<b>Total 33 · REVENUE FROM FEDERAL GOVERNMENT</b>	3,348.91
<b>Total Income</b>	147,208.37
<b>Gross Profit</b>	147,208.37
<b>Expense</b>	
<b>01 · ADMINISTRATION</b>	
<b>11100 · TOWN COUNCIL</b>	
FICA/Medicare	600.14
Salaries & Wages - Regular	1,850.00
<b>Total 11100 · TOWN COUNCIL</b>	2,450.14
<b>12110 · TOWN ADMINISTRATION</b>	
Salaries/Wages-Regular	17,830.13
Salaries/Wages - Part Time	5,670.00
FICA/Medicare	-11,347.72
VRS	2,101.10
Health Insurance	3,675.64
Life Insurance	250.08
Disability Insurance	36.70
Unemployment Insurance	89.89
Accounting Services	171.55
Printing & Binding	6,593.44
Advertising	1,444.00
Computer, Internet & Website Svc	409.40
Postage	114.00
Telecommunications	160.38
Mileage Allowance	33.69
Convention & Education	20.00
Discretionary Fund	154.70
Books, Dues & Subscriptions	1,063.05
Office Supplies	577.48
Capital Outlay-Machinery/Equip	304.00
<b>Total 12110 · TOWN ADMINISTRATION</b>	29,351.51
<b>12210 · LEGAL SERVICES</b>	
Legal Services	3,063.71
<b>Total 12210 · LEGAL SERVICES</b>	3,063.71
<b>Total 01 · ADMINISTRATION</b>	34,865.36
<b>03 · PUBLIC SAFETY</b>	
<b>31100 · POLICE DEPARTMENT</b>	
Salaries & Wages - Regular	26,680.43
Salaries & Wages - OT Regular	792.20
Salaries & Wages - OT Premium	1,662.78
Salaries & Wages - Holiday Pay	2,310.80
FICA/MEDICARE	14,808.09
VRS	2,938.36
Health Insurance	4,224.88
Life Insurance	353.85
Disability Insurance	151.26
Legal Services	900.00
Electrical Services	157.09
Computer, Internet & Website	125.00
Telecommunications	511.22
Books Dues & Subscriptions	198.00
Office Supplies	76.82
Vehicle Maintenance/Supplies	1,960.99
Repairs/Maintenance Supplies	4,073.73
Uniforms & Police Supplies	595.87

Attachment: Treasurer Financial Report for 02-05-2018 (3463 : Town Treasurer's Report - Roberto Gonzalez)



**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**December 2017**

	Dec 17
Capital Outlay-Furniture/Fixtur	768.00
<b>Total 31100 · POLICE DEPARTMENT</b>	63,289.37
<b>34100 · BUILDING OFFICIAL</b>	4,285.00
<b>Total 03 · PUBLIC SAFETY</b>	67,574.37
<b>04 · PUBLIC WORKS</b>	
Town Public Works	2,664.00
<b>43200 · REFUSE COLLECTION</b>	
Trash Removal Contract	6,340.32
<b>Total 43200 · REFUSE COLLECTION</b>	6,340.32
<b>RENTAL PROPERTY - 14740 Wash St</b>	
Repairs/Maintenance Services	55.45
<b>Total RENTAL PROPERTY - 14740 Wash St</b>	55.45
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>	
Repairs/Maintenance Services	7,175.00
Maint Svc Contract-Pest Control	65.00
Maint Svc Contract-Landscaping	2,075.00
Maint Svc Cont- Street Cleaning	400.00
Electric/Gas Services	1,366.16
Electrical Services-Streetlight	515.26
Water & Sewer Services	119.92
<b>43100 · MAINT OF 15000 Wash St./Grounds - Other</b>	46.74
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	11,763.08
<b>Total 04 · PUBLIC WORKS</b>	20,822.85
<b>07 · PARKS, REC &amp; CULTURAL</b>	
<b>71110 · EVENTS</b>	
Contractural Services	6,237.01
<b>Total 71110 · EVENTS</b>	6,237.01
<b>72200 · MUSEUM</b>	
Telecommunications	193.18
<b>Total 72200 · MUSEUM</b>	193.18
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	6,430.19
<b>08 · COMMUNITY DEVELOPMENT</b>	
<b>81100 · PLANNING COMMISSION</b>	
Salaries & Wages - Regular	60.00
FICA/Medicare	107.48
Consultants	4,400.00
<b>81100 · PLANNING COMMISSION - Other</b>	0.00
<b>Total 81100 · PLANNING COMMISSION</b>	4,567.48
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>	
FICA/Medicare	44.76
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	44.76
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	4,612.24
<b>94100 · WASH ST. ENHANCEMENT PROJECT</b>	0.00
<b>94105 · PERSONNEL</b>	
<b>EMPLOYEE BENEFITS</b>	
6560 · Payroll Processing Fees	-0.04
<b>Total EMPLOYEE BENEFITS</b>	-0.04

Attachment: Treasurer Financial Report for 02-05-2018 (3463 : Town Treasurer's Report - Roberto Gonzalez)

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**December 2017**

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	Dec 17
Total 94105 · PERSONNEL	-0.04
94106 · TOWN CENTER MASTER PLAN Architectural/Engineering Fees	122.13
Total 94106 · TOWN CENTER MASTER PLAN	122.13
Total Expense	134,427.10
Net Ordinary Income	12,781.27
Net Income	<u>12,781.27</u>

Attachment: Treasurer Financial Report for 02-05-2018 (3463 : Town Treasurer's Report - Roberto Gonzalez)

**Town of Haymarket**  
**Revenue & Expenditures Actual To-Date vs Annual Budget**  
 July through December 2017

01/29/18

	Jul - Dec 17	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>3110 · GENERAL PROPERTY TAXES</b>			
Real Estate - Current	340,658.41	346,048.00	98.4%
Public Service Corp RE Tax	11,273.29	10,000.00	112.7%
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	351,950.90	356,048.00	98.8%
<b>3120 · OTHER LOCAL TAXES</b>			
Bank Stock Tax	0.00	18,000.00	0.0%
Business License Tax	3,279.23	209,200.00	1.6%
Cigarette Tax	75,450.01	190,000.00	39.7%
Consumer Utility Tax	82,796.13	130,000.00	63.7%
Meals Tax - Current	327,676.07	600,000.00	54.6%
Sales Tax Receipts	77,735.10	150,000.00	51.8%
<b>Total 3120 · OTHER LOCAL TAXES</b>	567,821.58	1,297,200.00	43.8%
<b>3130 · PERMITS,FEES &amp; LICENESES</b>			
Application Fees	3,335.00	2,700.00	123.5%
Inspection Fees	4,130.00	15,000.00	27.5%
Motor Vehicle Licenses	585.00	1,900.00	30.8%
Occupancy Permits	500.00	600.00	83.3%
Other Planning & Permits	9,460.00	70,000.00	13.5%
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	18,010.00	90,200.00	20.0%
<b>3140 · FINES &amp; FORFEITURES</b>			
Fines	37,450.79	50,000.00	74.9%
<b>Total 3140 · FINES &amp; FORFEITURES</b>	37,450.79	50,000.00	74.9%
<b>3150 · REVENUE - USE OF MONEY</b>			
Interest on Bank Deposit	342.34	10,000.00	3.4%
<b>Total 3150 · REVENUE - USE OF MONEY</b>	4,862.64	10,000.00	48.6%
<b>3151 · RENTAL (USE OF PROPERTY)</b>	74,316.95	131,335.00	56.6%
<b>3165 · REVENUE - TOWN EVENTS</b>			
Revenue - Town Events	74,959.00	65,000.00	115.3%
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	74,959.00	65,000.00	115.3%
<b>3180 · MISCELLANEOUS</b>			
Citations & Accident Reports	445.00	1,900.00	23.4%
<b>Total 3180 · MISCELLANEOUS</b>	1,500.36	1,900.00	79.0%
<b>32 · REVENUE FROM COMMONWEALTH</b>			
599 Law Enforcement Grant	14,640.00	28,000.00	52.3%
Car Rental Reimbursement	3,140.83	5,500.00	57.1%
Communications Tax	58,466.17	120,000.00	48.7%
Department of Fire Programs	0.00	10,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,500.00	100.7%
Railroad Rolling Stock	1,349.93	1,500.00	90.0%
<b>Total 32 · REVENUE FROM COMMONWEALTH</b>	97,048.13	183,500.00	52.9%
<b>33 · REVENUE FROM FEDERAL GOVERNMENT</b>			
CABOOSE ENHANCEMENT GRANT	0.00	9,359.00	0.0%
33 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	208,600.00	0.0%
<b>Total 33 · REVENUE FROM FEDERAL GOVERNMENT</b>	3,875.72	217,959.00	1.8%
<b>35 · Reserve Funds For CIP</b>	0.00	155,000.00	0.0%
<b>Total Income</b>	1,250,633.87	2,558,142.00	48.9%
<b>Gross Profit</b>	1,250,633.87	2,558,142.00	48.9%
<b>Expense</b>			

Attachment: Treasurer Financial Report for 02-05-2018 (3463 : Town Treasurer's Report - Roberto Gonzalez)

**Town of Haymarket**  
**Revenue & Expenditures Actual To-Date vs Annual Budget**  
 July through December 2017

	Jul - Dec 17	Budget	% of Budget
<b>01 · ADMINISTRATION</b>			
<b>11100 · TOWN COUNCIL</b>			
Convention & Education	1,067.64	3,000.00	35.6%
FICA/Medicare	600.14	2,000.00	30.0%
Meals and Lodging	0.00	1,500.00	0.0%
Mileage Allowance	163.93	750.00	21.9%
Salaries & Wages - Regular	7,525.00	32,100.00	23.4%
Town Elections	0.00	1,200.00	0.0%
<b>Total 11100 · TOWN COUNCIL</b>	<b>9,356.71</b>	<b>40,550.00</b>	<b>23.1%</b>
<b>12110 · TOWN ADMINISTRATION</b>			
Salaries/Wages-Regular	168,152.69	349,000.00	48.2%
Salaries/Wages - Part Time	13,390.00	5,000.00	267.8%
FICA/Medicare	13,377.65	28,500.00	46.9%
VRS	14,286.44	21,000.00	68.0%
Health Insurance	24,740.90	74,150.00	33.4%
Life Insurance	1,713.12	3,500.00	48.9%
Disability Insurance	238.55	2,600.00	9.2%
Unemployment Insurance	403.14	2,800.00	14.4%
Worker's Compensation	202.64	400.00	50.7%
Gen Property/Liability Ins.	14,827.00	16,000.00	92.7%
Accounting Services	4,369.61	11,000.00	39.7%
Cigarette Tax Administration	0.00	5,500.00	0.0%
Printing & Binding	7,958.30	15,000.00	53.1%
Advertising	2,084.00	12,000.00	17.4%
Computer, Internet & Website Svc	11,561.09	30,000.00	38.5%
Postage	1,423.77	4,000.00	35.6%
Telecommunications	1,319.78	6,000.00	22.0%
Mileage Allowance	343.87	2,500.00	13.8%
Meals & Lodging	330.11	6,000.00	5.5%
Convention & Education	2,967.69	8,000.00	37.1%
Discretionary Fund	154.70	2,500.00	6.2%
Books, Dues & Subscriptions	6,863.33	15,000.00	45.8%
Office Supplies	2,017.31	4,000.00	50.4%
Capital Outlay-Machinery/Equip	304.00	7,000.00	4.3%
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>293,029.69</b>	<b>631,450.00</b>	<b>46.4%</b>
<b>12210 · LEGAL SERVICES</b>			
Legal Services	21,381.21	90,000.00	23.8%
<b>Total 12210 · LEGAL SERVICES</b>	<b>21,381.21</b>	<b>90,000.00</b>	<b>23.8%</b>
<b>12240 · INDEPENDENT AUDITOR</b>			
Auditing Services	14,350.00	16,500.00	87.0%
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>14,350.00</b>	<b>16,500.00</b>	<b>87.0%</b>
<b>Total 01 · ADMINISTRATION</b>	<b>338,117.61</b>	<b>778,500.00</b>	<b>43.4%</b>
<b>03 · PUBLIC SAFETY</b>			
<b>31100 · POLICE DEPARTMENT</b>			
Salaries & Wages - Regular	169,790.49	351,616.00	48.3%
Salaries & Wages - OT Regular	4,848.89	9,000.00	53.9%
Salaries & Wages - OT Premium	7,834.99	4,100.00	191.1%
Salaries & Wages - Holiday Pay	5,492.96	11,000.00	49.9%
Salaries & Wages - Part Time	1,270.00	35,500.00	3.6%
FICA/MEDICARE	14,808.09	31,124.00	47.6%
VRS	16,567.40	38,189.00	43.4%
Health Insurance	26,078.09	62,100.00	42.0%
Life Insurance	1,951.00	4,648.00	42.0%
Disability Insurance	1,066.66	1,864.00	57.2%
Unemployment Insurance	0.00	1,636.00	0.0%
Workers' Compensation Insurance	5,922.36	11,950.00	49.6%
Line of Duty Act Insurance	1,662.00	1,383.00	120.2%
Legal Services	4,500.00	15,000.00	30.0%

**Town of Haymarket**  
**Revenue & Expenditures Actual To-Date vs Annual Budget**  
 July through December 2017

01/29/18

	Jul - Dec 17	Budget	% of Budget
Advertising	0.00	100.00	0.0%
Computer, Internet & Website	6,860.43	4,700.00	146.0%
Postage	46.73	300.00	15.6%
Telecommunications	4,253.24	15,200.00	28.0%
General Prop Ins (Vehicles)	7,330.00	5,000.00	146.6%
Mileage Allowance	0.00	200.00	0.0%
Meals and Lodging	137.66	500.00	27.5%
Convention & Education	0.00	2,100.00	0.0%
Misc - Discretionary Fund	0.00	500.00	0.0%
Books Dues & Subscriptions	5,633.50	6,800.00	82.8%
Office Supplies	3,584.83	3,100.00	115.6%
Vehicle Fuels	7,113.79	16,000.00	44.5%
Vehicle Maintenance/Supplies	7,607.96	8,000.00	95.1%
Uniforms & Police Supplies	25,060.19	13,400.00	187.0%
Community Events	2,146.13	1,000.00	214.6%
Mobile Data Computer Netwk Svc	0.00	10,000.00	0.0%
Capital Outlay-Machinery/Equip	41,693.19	31,520.00	132.3%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>386,261.69</b>	<b>697,530.00</b>	<b>55.4%</b>
<b>32100 · FIRE &amp; RESCUE</b>			
Contributions to other Govt Ent	0.00	10,000.00	0.0%
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.0%</b>
<b>34100 · BUILDING OFFICIAL</b>	<b>21,535.00</b>	<b>65,000.00</b>	<b>33.1%</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>407,796.69</b>	<b>772,530.00</b>	<b>52.8%</b>
<b>04 · PUBLIC WORKS</b>			
Town Public Works	6,263.00	34,749.00	18.0%
<b>43200 · REFUSE COLLECTION</b>			
Trash Removal Contract	42,808.25	78,000.00	54.9%
<b>Total 43200 · REFUSE COLLECTION</b>	<b>42,808.25</b>	<b>78,000.00</b>	<b>54.9%</b>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
Repairs/Maintenance Services	16,499.40	55,000.00	30.0%
Maint Svc Contract-Pest Control	530.00	2,000.00	26.5%
Maint Svc Contract-Landscaping	14,901.25	35,000.00	42.6%
Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%
Maint Svc Cont- Street Cleaning	3,775.00	8,000.00	47.2%
Electric/Gas Services	6,715.71	15,000.00	44.8%
Electrical Services-Streetlight	2,223.02	5,500.00	40.4%
Water & Sewer Services	1,062.05	2,000.00	53.1%
Janitorial Supplies	0.00	1,000.00	0.0%
Real Estate Taxes	453.70	2,500.00	18.1%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>48,899.21</b>	<b>133,000.00</b>	<b>36.8%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>100,410.16</b>	<b>245,749.00</b>	<b>40.9%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>71110 · EVENTS</b>			
Contractural Services	49,272.77	65,000.00	75.8%
<b>Total 71110 · EVENTS</b>	<b>52,973.98</b>	<b>65,000.00</b>	<b>81.5%</b>
<b>72200 · MUSEUM</b>			
Unemployment Insurance	0.00	750.00	0.0%
Telecommunications	1,124.49	2,200.00	51.1%
Mileage Allowance	0.00	200.00	0.0%
Books, Dues & Subscriptions	0.00	250.00	0.0%
Office Supplies	0.00	250.00	0.0%
Exhibits & Programs	616.41	1,500.00	41.1%
<b>Total 72200 · MUSEUM</b>	<b>1,740.90</b>	<b>5,150.00</b>	<b>33.8%</b>

Attachment: Treasurer Financial Report for 02-05-2018 (3463 : Town Treasurer's Report - Roberto Gonzalez)

**Town of Haymarket**  
**Revenue & Expenditures Actual To-Date vs Annual Budget**  
 July through December 2017

01/29/18

	Jul - Dec 17	Budget	% of Budget
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	54,714.88	70,150.00	78.0%
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
Salaries & Wages - Regular	1,485.00	5,000.00	29.7%
FICA/Medicare	107.48	500.00	21.5%
Consultants	38,982.24	90,000.00	43.3%
Mileage Allowance	0.00	500.00	0.0%
Meals & Lodging	0.00	750.00	0.0%
Convention/Education	69.99	2,000.00	3.5%
<b>Total 81100 · PLANNING COMMISSION</b>	40,874.76	98,750.00	41.4%
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
Salaries & Wages - Regular	825.00	4,000.00	20.6%
FICA/Medicare	44.76	850.00	5.3%
Mileage Allowance	0.00	200.00	0.0%
Meals & Lodging	0.00	300.00	0.0%
Convention & Education	0.00	500.00	0.0%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	869.76	5,850.00	14.9%
<b>81111 · Board Of Zoning Appeals</b>			
Convention & Education	0.00	500.00	0.0%
FICA / Medicare	0.00	98.00	0.0%
81111 · Board Of Zoning Appeals - Other	0.00	1,575.00	0.0%
<b>Total 81111 · Board Of Zoning Appeals</b>	0.00	2,173.00	0.0%
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	41,744.52	106,773.00	39.1%
<b>09 · NON-DEPARTMENTAL</b>			
<b>95100 · DEBT SERVICE</b>			
General Obligation Bond	170,482.19	231,440.00	73.7%
<b>Total 95100 · DEBT SERVICE</b>	170,482.19	231,440.00	73.7%
<b>Total 09 · NON-DEPARTMENTAL</b>	170,482.19	231,440.00	73.7%
<b>94101 · CABOOSE ENHANCEMENT PROJECT</b>	0.00	11,000.00	0.0%
<b>94102 · HAYMARKET COMMUNITY PARK</b>	0.00	75,000.00	0.0%
<b>94103 · PEDESTRIAN IMPROVEMENT PROJECT</b>	6,157.24	267,000.00	2.3%
<b>Total Expense</b>	1,149,637.18	2,558,142.00	44.9%
<b>Net Ordinary Income</b>	100,996.69	0.00	100.0%
<b>Net Income</b>	<b>100,996.69</b>	<b>0.00</b>	<b>100.0%</b>

Attachment: Treasurer Financial Report for 02-05-2018 (3463 : Town Treasurer's Report - Roberto Gonzalez)

## Business & Community Relations Report 01/23/2018 – 02/23/2018

### **Serve Our Willing Warriors**

On Saturday, February 3<sup>rd</sup> from 6:00 pm to 11:00 pm at Piedmont Country Club. SOWW will have their biggest annual fundraiser of the year, "Monte Carlo Night."

This fundraiser raises money for the Warrior Retreat at Bull Run and sponsoring stays for wounded, ill & injured service members and their families. The event will consist of an evening of casino games, gaming tables and fundraising activities.

For more information or if you would like to volunteer for this event please e-mail [volunteer@willingwarriors.org](mailto:volunteer@willingwarriors.org)

### **Town Business Roundtable**

Our next Town Business Roundtable will be held in late February in the morning at Group Therapy and Associates. Timm Johnson from the Small Business Development Center in Fairfax, Virginia will be the guest speaker. The exact time and date TBD.

### **Museum Walking Tour**

On Monday, January 29<sup>th</sup>, Councilwoman Edwards, Emily Lockhart, and I met with William Backus with Prince William Co. Preservation Division regarding collaboration with the Town of Haymarket, Dumfries, Occoquan, and Buckland on a summer series walking tour.

The summer-long series would tour one participating locality for 1 hour starting the 1<sup>st</sup> Friday in May and would visit a different locality every 1<sup>st</sup> Friday of each month ending August 3<sup>rd</sup>. These tours are at no cost to the town to execute.

Prince William Co. Preservation Division will promote these tours through; a social media campaign, advertise in local newspapers, distribute official flyers to the participating localities, businesses, schools, and libraries within the County.

These walking tours are a great way to promote our town and its businesses and possibly incorporate additional properties for future tours.

### **Media Coverage/Business Highlights**

Next Level Fitness will host an Open House for their new Athlete Performance Center on Saturday, February 10<sup>th</sup> from 9 am until 1 pm.

**2018 Proposed Town Sponsored Events - Discussion**

Earth Day –  
Health & Fitness Day –  
National Night Out –  
Haymarket Day –  
Haymarket Holiday Celebration –  
Patriot Day –  
Veterans' Day –

(see attached documents)



2017 Event Name	Event Cost	Individual Event Sponsorship	Event Booth Fees Collected
Earth Day	\$4,370.00	\$1,500.00	\$0.00
Health & Fitness Fair	\$2,307.00	\$1,300.00	\$5,250.00
Haymarket Day	\$40,957.00	\$8,500.00	\$49,475.00
Christmas & Holiday Celebration	\$8,062.00	\$600.00	\$0.00
Total Event Cost =	\$55,696.00		
Total Individual Event Sponsorship =		\$11,900.00	
Total Booth Fees Collected =			\$54,725.00
Yearly Sponsors			
Wegmans		\$7,500.00	
School of Rock		\$7,500.00	
Total =		\$15,000.00	
Total Sponsorship Funds =		26,900	

Attachment: Copy of 2017 Events Cost Analysis Report (3469 : Business and Community Relations



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

**JERRY M. SCHIRO**  
BUSINESS MANAGER

Date of Report: January 26, 2018

**STAFF REPORT**  
**Town of Haymarket Council Meeting**  
**February 05, 2018**

**BUSINESS MANAGER'S REPORT**

The following is a highlight of the activities for the Business Manager covering a period from the prior Council meeting until the date of this report.

**The activities will be updated at the meeting.**

Administration

- Held staff meetings with Administrative Staff and attended regular weekly staff meeting with the Police Chief and Mayor
- Performed HR activities regarding leave policies, including clarification on Family Medical Leave Act and short-term disability requirements.
- Reviewed overtime policies with the Police Chief
- Review staff payroll
- Review payables
- Review Holiday pay for the PD with the Treasurer
- Provide customer service at the window
- Assist staff with various projects and answer questions as needed
- Reviewing proposals to replace the officer copier via a lease with maintenance included
- Assisted former employee with obtaining personnel files

Business and Community Relations

- Worked with Denise to outline a process to determine the planned events for this calendar year. She will be discussing with Council at this meeting
- Met with Treasurer and Denise to discuss budgeting format for the upcoming year to track expenditures and revenues per event
- Discussed how contributions should be credited to the various events
- Denise will be preparing an informational package for each event much like Emily provided for the Christmas/Holiday event in December.

Finance

- Worked with the Town Attorney and BB&T bank to reach an agreement on resolution language, acceptable to both, allowing the Town to transfer its accounts. Unfortunately, we were not successful. We will look at our options with Sona Bank.
- Worked with Finance Committee to schedule our first meeting

### Permitting Services

- Assisted with resident and staff questions regarding transition
- Closing out issues with the prior building official contractor
- Reviewing TCS invoices with the Town Treasurer

### Planning and Zoning

- Worked with the Town Planner and Zoning Administrator and Town Attorney regarding upcoming rezoning request before the Council, demolition permits under review by the ARB.
- Reviewed various correspondence
- Assisted with questions from the Fair Grounds project developer
- Researched the Town Code regarding B&B, short term rentals and Air B&B as they relate to the Transit Occupancy Tax

### Property Management and Public Works

- Met with Prince William County Service Authority to identify a water leak at Washington St. Realty and advise that the water service was cut at the meter for the museum due to broken water pipes
- Met with contractors to repair visible damages to the Museum water lines and perform pressure tests on the sprinkler system.
- Installed a new hot water heater at the Cooper Cricket
- Continue to work with staff on resident complaints regarding street lighting
- Establishing protocol to accept ornamental street lights for Town maintenance

### Special Projects

- Held numerous phone calls and reviewed documentation regarding the Town Center Redevelopment Project and the associated change order from Rinker Design
- Pedestrian Improvements Project - reviewed bid documents for the advertising submission package for VDOT. Forwarded to the Town Attorney for review.
- Picked up the Mayor's contact regarding Verizon FIOS, received input from the Town Attorney on franchising requirements



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

**Emily Lockhart**  
TOWN PLANNER

## MEMORANDUM

TO: Town Council  
FROM: Emily Lockhart, Town Planner and Zoning Administrator  
DATE: January 30, 2018  
SUBJECT: Rezoning Staff Report for ZTA#2017-001

### Summary:

The Rafferty's have submitted an application to rezone approximately 0.7774 acres from the Residential R-1 zoning district to the Transitional Commercial zoning district. The parcels are located along Washington Street, side by side, 14845, 14851, and 14871 Washington Street. The GPIN for each parcel is as follows; 14845 Washington Street- 7297-99-6949, 14851 Washington Street- 7297-99-7346, and 14871 Washington Street- 7297-99-6053.

If the parcels were to be rezoned the Town Staff, Planning Commission, Town Council, and Architectural Review Board will maintain purview over the restrictions and requirements set forth by the Zoning Ordinance to further protect the Town, abutting properties and the general welfare of the Town residents.

### Matters to be Considered in Reviewing Proposed Amendments:

#### **(1) Existing use and character of the area;**

The three parcels 14845, 14851, and 14871 Washington Street are located to the east of the Town Center Core. Currently, the parcels are being used as residential rental properties. The two parcels to the west side of 14871 Washington Street are zoned as B-1, Town Center District. The structure located at 14881 Washington Street is currently boarded up and not in use. The structure located at 14891 Washington Street is home to a small retail shop, Madison Corner Shoppe. Madison Corner Shoppe is not currently in business however, the back of the structure is rented out to Upscale Seconds, a consignment retailer. The parcel to the east of 14851 Washington Street is 14841 Washington Street. This parcel is currently zoned Residential-1 however, the owner is also applying for a rezoning to the Transitional Commercial district.

The parcels located immediately behind 14871, 14851, and 14845 Washington Street on Madison Court are residential properties. The properties that are abutting or adjacent are 14950 Madison Ct, 14948 Madison Ct, and 14946 Madison Ct. Existing buffers between the properties include fencing and a limited amount of vegetation. The buffers would need to be enhanced if the Washington Street properties were to become Transitional Commercial to further buffer residents from the commercial uses.

Across the street from 14845, 14851 and 14871 Washington Street are two open parcels, 14850 and 14860 Washington Street. These parcels are zoned as B-1, Town Center District and are not currently developed. Diagonally across the street and to the west of 14871 Washington Street is 14890 Washington Street which is zoned B-1, Town Center District. Diagonally across the street and to the east of 14851 Washington Street is VCA Healthy Paws, 14840 Washington Street which is zoned B-1, Town Center District.

**(2) Suitability of the property for various uses;**

GPIN 7297-99-6949 and GPIN 7297-99-6053, currently have small brick homes on the properties with a finished area of approximately 1298 SF each. The third parcel, GPIN 7297-99-7346 is 0.1568 acres and is not buildable as a stand alone parcel due to minimum lot size requirements.

The proposed zoning district, Transitional Commercial would allow for a variety of minimally intrusive commercial uses. The square footage of the existing structures would require approximately 4.32 – 12.98 parking spaces depending on the commercial use. For example, a small office requires 1 space per 300 SF of GFA and a restaurant requires 1 space per 100 SF of GFA. The size of the lots and existing structures are best suited for small business offices, a fine art studio space, personal services, small restaurants, or small stores (general, grocery or neighborhood convenience).

If the lots were to be redeveloped the Zoning Ordinance requires 25-foot setbacks on the rear and side yards when abutting a residential district, 35-foot height limit with no more than two stories above grade, and maximum structure or building coverage shall not exceed 75 percent of the total lot area (except for adaptive uses of existing structures, total impervious coverage of a lot shall not exceed 85 percent).

**(3) Trends of growth or change;**

According to Data USA and the American Community Survey (ACS) conducted by the US Census Bureau, the Town of Haymarket is home to approximately 1,915 residents. This is roughly a 10.3% increase since 2014. Projected population rates and growth rates for the Town were not analyzed at this time.

**(4) Current and future requirements of the Town as to land for various purposes as determined by population and economic studies and other studies;**

Current developed land use within Town (approximately):

- Residential – 120.72 acres
- Commercial – 29.94 acres
- Conservation – 3.55 acres
- Light Industrial – 34.20 acres

Current undeveloped land use within Town (approximately):

- Residential – 36 acres

- Commercial – 30 acres
- Conservation – 29.84 acres
- Light Industrial – 2 acres

With the growing residential population in the surrounding area, the Town of Haymarket has become an ideal location for small local businesses. The current undeveloped land in Town offers space for continued growth residentially and commercially. The conservation district provides continued protection of the Town's natural resources and green space along the North Fork creek and railroad tracks. Most of the developed land is zoned residential with smaller commercial and industrial zones on the western end of Town and along Washington Street. The commercial properties along Washington Street provide businesses with road frontage, high visibility, and easy access. This commercial corridor creates a sense of walkability throughout the Town and easy access for Town residents.

The three properties, 14845, 14851 and 14871 Washington Street are at the eastern end of the commercial corridor. If rezoned these properties would be best suited for small offices, studio space or small stores. The rezoning would extend the commercial corridor to Saint Paul Drive.

***(5) Transportation requirements of the community and the Town's requirements for parks, playgrounds, recreation areas, other public services, or the conservation of natural resources and preservation of floodplains; and***

The Town has roughly 30 acres of protected conservation land. The conservation land protects the North Fork Creek and floodplain areas within Town. Furthermore, the Town has approximately 4.3 acres of public park space. Rezoning the Washington Street properties would not alter the amount of current conservation land or park space.

The properties are accessed via Washington Street, the main transportation route through Town, east and west. Small businesses with a low volume of daily trips would be best suited for these properties as they would cause the least amount of traffic disruption. Further analysis of traffic impacts would need to be done once a specific commercial use is identified.

***(6) Conservation of properties and their values and the encouragement of most appropriate use of land throughout the Town.***

The properties are currently zoned Residential 1 and used as rental properties. The Town has completed a pedestrian enhancement project on Washington Street to add brick sidewalks along the main thoroughfare for walkability. In addition, the Town has installed decorative light fixtures along the front of these properties in keeping with the existing streetscape along Washington Street. The enhancements along Washington Street, the characteristics of the surrounding properties and the road frontage on Washington Street make these properties good candidates for transitional commercial zoning, as called for in the 2008 Comprehensive Plan.

Requested Rezoning:

The applicants have amended the application to request Transitional Commercial rezoning. An overview of the Zoning Ordinance can be found below outlining the purpose of the Transitional Commercial District, permitted by-right uses, special uses, and regulations for the TC district.

*The primary purpose of this district is to create a low-intensity office, commercial and mixed-use area as a transition between residential and commercial areas. The uses in the district should buffer residential areas from the commercial core by minimizing traffic, lighting and hours of operation, by establishing buffers and by establishing other site-specific development standards to minimize the impact on adjacent residential uses. To enhance its compatibility with its residential surroundings, any development should be located in existing buildings wherever possible. Adaptive reuse of existing structures is to be encouraged if impacts are mitigated.*

*Sec. 58-9.2 - Use regulations. In the transitional commercial district, the following uses shall be permitted by-right:*

**Residential**

*Accessory apartment*

*Group home*

*Guest room*

*Single-family dwelling, attached*

*Townhouse*

**Civic**

*Civic use*

*Cultural services*

*Educational facility, primary/secondary*

*Recreation facility, public*

*Religious assembly*

**Commercial**

*Bed and breakfast*

*Brewery (500 barrels or less annually) or Distillery (5,000 gallons or less annually)*

*Business or trade school*

*Business, short-term rental (STRB)*

*Communications service*

*Consumer repair service*

*Day care center*

*Farmer's market*

*Greenhouse, commercial*

*Guidance services*

*Home occupation, Class A*

*Life-care facility*

*Nursing home*

*Office, general*

Office, medical  
 Personal improvement services  
 Personal services  
 Restaurant, general  
 Restaurant, mobile  
 Restaurant, small  
 Store, general  
 Store, grocery  
 Store, neighborhood convenience  
 Studio, fine arts  
**Miscellaneous**  
 Parking facility  
 Utility service, minor

Sec. 58-9.3 - *Special uses. The following uses may be permitted in the transitional commercial district with a special use permit:*

**Residential**

Two-family dwelling

**Civic**

Recycling center

**Commercial**

Automobile repair service

Brewery (over 500 barrels annually) or Distillery (over 5,000 gallons annually)

Cemetery

Commercial indoor amusement

Commercial indoor entertainment

Commercial outdoor entertainment

Commercial indoor sports and recreation

Commercial outdoor sports and recreation

Financial institution

Funeral home

Garden center

Halfway house

Home occupation, Class B

Hotel

Veterinary hospital/clinic

**Current Zoning is Residential 1:**

Sec. 58-7.2 - *Use regulations. In residential district R-1, the following uses are permitted **by-right**:*

**Residential**

Accessory apartment

Family health care structure, temporary



Group home

Guest room

Single family detached

**Commercial**

Business, short-term rental (STRB)

Family day home

Home occupation, Class A

Civic

Religious assembly

**Miscellaneous**

Amateur radio antenna

Garage, private

Greenhouse

Recreation facility, private

Utility service minor

Sec. 58-7.3 - Special uses.

The following uses may be permitted in the R-1 district with a **special use permit**:

**Residential**

Cottage

Civic

Civic use

Educational facility, primary/secondary

Recreation facility, public

**Commercial**

Bed and breakfast

Life care facility

**Miscellaneous**

Parking facility

Utility service, major

**Zoning Ordinance Restrictions in the Transitional Commercial (TC):**

If a rezoning were to occur for these parcels any tenant looking to start a new business must obtain a zoning permit, business license and certificate of appropriateness for any exterior modifications. These permits and applications are subject to the requirements outlined in the Zoning and Subdivision Ordinance. See below for a brief summary of requirements in the TC District.

**Parking:** All new uses on the property are subject to the minimum parking requirements which can be found in *Sec. 58-6.1 - Minimum off-street parking and loading* of the Zoning and Subdivision Ordinance

**For example:** a medical office requires 1 space per 200 square feet of GFA, a general office requires 1 per 300 SF of GFA or a restaurant (Without a drive-in or fast food) requires 1 per 100 SF of GFA.

**Exterior Modifications:** Architectural Review Board must give approval for all exterior modifications to include appropriateness of erection, reconstruction, alteration, restoration or demolition of a building or structure, for more details see Article XIV. – Old and Historic Haymarket District Overlay

**General Site Regulations:**

*Sec. 58-9.4 – Occupancy regulations.*

*The number of unrelated individuals permitted to occupy a single-family residential dwelling unit is limited to a maximum of 4 in the TC district.*

*Sec. 58-9.5 - Area regulations.*

*(a) For lots in excess of one acre, no more than 50 percent of the gross area shall be comprised of residential uses.*

*(b) For residential uses, the minimum lot area shall be 5,000 square feet.*

*Sec. 58-9.6 - Setback and yard regulations.*

*(a) Front. Structures in the transitional commercial district may be located to **within ten feet** of any street right-of-way, provided all sidewalk, easement and streetscape requirements are met.*

*(b) Side. Side yards shall have the same regulations as front yards when abutting a street right-of-way. There are no side yard regulations when abutting adjoining similar commercial uses. **There shall be a side yard of 25 feet or more when abutting a residential district.***

*(c) Rear. **Rear yards shall have the same regulations as side yards.***

*Sec. 58-9.7 - Height regulations. Permitted and special uses shall be **less than 35 feet in height** from grade and **all buildings not more than two stories above grade.***

*Sec. 58-9.8 - Coverage regulations. Maximum structure or building coverage shall not exceed 75 percent of the total lot area, except for adaptive uses of existing structures. Total impervious coverage of a lot shall not exceed 85 percent.*

Special Use Permit Process:

If the properties are sold as commercial and the new tenant wishes to apply for a special use permit the process to obtain the permit is as follows:

*Sec. 58-1.7 - Special uses.*

*(a) The purpose of the special use procedure is to provide for certain uses which, by their nature, can have an undue impact upon or be incompatible with other uses of land within a certain zoning district and therefore require the exercise of planning judgment. An application for a special use permit may be made by a property owner, for his property, for any use which is listed as a special use in the zoning district in which his property is located. A duly authorized agent for an owner may make application, provided a legally sufficient power of attorney, as approved by the Town Attorney, has been executed.*

*(b) The Council, under the provisions of this section, shall evaluate the impact and compatibility of each*

*such use, and shall specify such condition and restrictions as will assure the use being compatible with the area in which it is to be located, or where that cannot be accomplished, shall deny the use as not in accord with adopted plans and policies or as being incompatible with the existing uses permitted by right in the area.*

*(c) In consideration of an application filed with the zoning administrator, the Town Council, after public hearings conducted by the Planning Commission and the Town Council, may authorize the special use of those uses that are expressly listed as special uses in a certain zoning district or elsewhere within the ordinance; however, no such special use procedure shall be required for a use allowed as a permitted use in such district.*

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

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

*(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.*

*(e) Affordable Housing. Wherein the applicant proposes affordable housing, the conditions in connection with the residential special use permit shall be consistent with the objective of providing affordable housing. The Council shall consider the impact of the conditions upon the affordability of the housing when imposing conditions on residential projects specifying material and methods of construction or specific design features.*

#### Staff Summary:

This report provides a comparison of the current zoning district and the proposed zoning district, the restrictions and regulations in the proposed zoning district and the general process for a special use permit. This information is given as a reminder of the by-right uses, special uses, regulations and the processes.

The current Planned Land Use map designates the properties as Transitional Commercial. The Planning Commission has referred the application to Town Council with a recommended denial of B-1 zoning and recommendation of Transitional Commercial. Following the Planning Commission Public Hearing on January 3, 2018 the applicants, William and Maria Rafferty have amended their application to request transitional commercial zoning. After reviewing the zoning ordinance and the comments made at the Planning Commission public hearing the Town Planner's main concerns are; parking on site, daily vehicular trips generated by the use, and residential buffers. The zoning ordinance has set requirements and regulations for the Transitional Commercial district that will mitigate some of these concerns, further traffic impact analysis will need to be

completed once a specific use is identified. In keeping with the visions of the Town as set forth by the Comprehensive Plan and the Planned Land Use map, the Town Planner recommends rezoning 14845, 14851 and 14871 Washington Street to Transitional Commercial.

Draft Motion:

*"I move the Town Council to approve Rezoning Application ZTA#2017-001 to rezone 14845, 14851, 14871 Washington Street from Residential 1 to Transitional Commercial."*

Or

*"I move the Town Council to deny Rezoning Application ZTA#2017-001 to rezone 14845, 14851, 14871 Washington Street from Residential 1 to Transitional Commercial."*

Or

*Alternate Motion*

JAN 11 2018

TOWN OF HAYMARKET

1/11/17

To Haymarket Town Council  
& whomever else this may concern:

Please amend our application  
for rezoning of properties:

14845 }  
14851 } Washington St., Haymarket, VA 2016  
14871 }

From B1 to Transitional Commercial.  
After reviewing all of the information  
available we have concluded that  
Transitional commercial makes the  
most sense for these properties  
at this time.

Thank you,

Bill Rafferty

Maria Rafferty

County/City of Prince William  
Commonwealth of Virginia  
The foregoing instrument was subscribed and sworn before  
me this 11 day of January, 2018  
by BILL RAFFERTY and MARIA RAFFERTY  
Donna Lee McCullough Notary Public  
My commission expires Dec 31, 2018

DONNA LEE MCCULLOUGH  
NOTARY PUBLIC 7324520  
COMMONWEALTH OF VIRGINIA  
MY COMMISSION EXPIRES 12-31-2018

Attachment: Rafferty's Rezoning ZTA2017-001 (AGI-2018-7 : ZTA#2017-001 - 14845, 14851, 14871 Washington Street Rezoning Application)

Received: 11/14/2017  
by Emily Lo  
Paid: 11/14/2017

9.1.b

- Check Appropriate Item(s):
- Amendment to Zoning Map
  - Zoning Text Amendment
  - Special Use
  - Variance
  - Appeal of Administrative Decision

Office Use Only:

Date Received: 2-6-17

Application Number: Ø ZTA# 2017-0

Fees Received: Ø \$ 3,000

**Part 1** – to be completed by **ALL** applicants

**1-A Identification of Property** – For zoning text amendments, this is the property in which the applicant has an interest, which will be affected by the text change. For all other applications, it is the land, which is covered by the application.

- 1) Number and Street: 14851, 14845, 14871 Washington St.
- 2) Present Zoning: R1 3) Acres: approx 0.7774 acres
- 4) Legal Description of Property (Omit for zoning text amendment) – Attach if necessary.

**1-B Property** – (Omit for zoning text amendments)

- 1) The deed restrictions, covenants, trust indentures, etc. on said property are as follows (or copy attached); if NONE, so state: \_\_\_\_\_
- 2) a) Has this property or any part thereof ever been considered for Variance, Special Use, Appeal of Administrative Decision or Amendment to the Zoning District Map before?  
 YES  NO  
 b) Date: \_\_\_\_\_ c) Former Application No. \_\_\_\_\_  
 d) What was the disposition of the case? \_\_\_\_\_  
 e) Former Applicant Name: \_\_\_\_\_  
 Former Address: \_\_\_\_\_  
 Former Phone: \_\_\_\_\_

**1-C Identification of Applicant** – All applicants must have standing (an interest in property that will be directly affected by requested action)

- 1) Applicant Information:  
 Name: William Rafferty  
 Address: 7571 Falkland Drive, Gainesville, VA 20155  
 Phone Number: 703-380-0665
- 2) Agent Information (if any):  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
Brafferty@stylerooting.com
- 3) Owners of all property included in this application (omit for zoning text change):  
 Name: Maria Rafferty  
 Address: 7571 Falkland Drive, Gainesville, VA  
 Phone Number: 703-909-3067  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
raffertyclan@netzero.com

Attachment: Rafferty's Rezoning ZTA2017-001 (AGI-2018-7 : ZTA#2017-001 - 14845, 14851, 14871 Washington Street Rezoning Application)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- 4) If applicant is a Land Trust or Partnership or if the subject property is owned or controlled by a Land Trust or Partnership, List name and interest of **ALL** Land Trust Beneficiaries or Partners and attach evidence that the person submitting the application on behalf of the Land Trust or Partnership is authorized to do so.

Trustee/Partner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Interest: \_\_\_\_\_

Beneficiary/Partner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Interest: \_\_\_\_\_

Beneficiary/Partner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Interest: \_\_\_\_\_

- 5) Does the applicant have a proprietary interest in the land or land improvements?  YES  NO (In the case of a zoning text amendment, this means at least one parcel of land is subject to the text change)

If YES, state interest and attach documentation: \_\_\_\_\_

If NO, state what interest otherwise qualifies the applicant to apply: \_\_\_\_\_

- 6) Names of the owners of improvement(s) on the property in this application if different from above: (Omit for zoning text amendment)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- 7) If the applicant is a corporation, attach the evidence that the person submitting the application on behalf of the corporation is authorized to do so.

See Authorization letter dated \_\_\_\_\_.

**Part 2** – Complete **ONLY** portion(s) of Pages 3, 4 & 5 pertaining to your case. (as checked at top of Page 1)

**2-A Rezoning** – (Amendment to the zoning district map) – Applications for Amendments to the Zoning District Map are heard by the Planning Commission which makes a positive or negative recommendation to the Town Council. Only the Town Council has authority to grant or deny amendments to the Zoning District Map.

- 1) a) Existing Zoning: R-1 b) Proposed Zoning: B-1
- c) Existing Use: Residential
- d) Proposed Use: Business
- 2) a) The following are submitted with this application:
  - Preliminary Site Plan  Rendering or Perspective  Other
  - b) Are there any land use intensity (LUI) requirements?  YES  NO
  - c) Attach brief justifying this request. This brief should include an analysis of how the rezoning application is supportive or not supportive of relevant goals, objectives, policies or programs in the Comprehensive Plan. *(Staff will assist.) Attached to Application*

**2-B Zoning Text Amendment** – Applications for amendments to the zoning text are heard by the Planning Commission, which makes a recommendation to the Town Council. Only the Town Council has the authority to change the zoning text, which is done by passing an amendment to the Town Code.

- 1) What section(s) of the Town Code is proposed to be amended? \_\_\_\_\_
- 2) What is the nature of the proposed change? \_\_\_\_\_
- 3) Attach the exact language suggested by the application to be added, deleted, or changed in the Town Code.
- 4) Attach a written statement, which justifies the proposed change. The statement should also identify potential positive and negative impacts (if any) of the proposed change to the applicant's property, nearby properties, and the entire community if the application is approved or if it is denied.

**2-C Special Use Request** – Special Use requests are heard by the Planning Commission, which makes a positive or negative recommendation to the Town Council. Only the Town Council has the authority to grant or deny a Special Use.

- 1) Are development plans submitted with this application? (Staff member will explain.)  YES  NO
- 2) Parking Requirements:
  - a) Proposed number of parking spaces to be provided: \_\_\_\_\_
  - b) Number of parking spaces required by Town Code: \_\_\_\_\_
  - c) Attach tabulation of total land area and percentage thereof designated for various uses
  - d) Are there any land use intensity (LUI) requirements?  YES  NO
 If YES, attach data.
- 3) Estimated cost of proposed Special Use project:
  - a) Land: \$\_\_\_\_\_ Improvements: \$\_\_\_\_\_
  - b) Estimated completion date: \_\_\_\_\_
- 4) Submit a brief justifying the reasons for this request. This brief should include an analysis of how the rezoning application is supportive or not supportive of relevant goals, objectives, policies or programs in the Comprehensive Plan. (Staff will assist.)

**2-D Variance Request** – Variances are granted or denied by the Zoning Board of Appeals (ZBA). Reversal of ZBA decisions may be secured only through the judicial system.

- 1) a) All information required may be shown on one sheet if appropriate.
- b) Check characteristic(s) of the property preventing it from being used in accordance with the terms of the Town Code (Zoning Ordinance):
  - Too Narrow  Elevation  Soil

Attachment: Rafferty's Rezoning ZTA2017-001 (AGI-2018-7 : ZTA#2017-001 - 14845, 14851, 14871 Washington Street Rezoning Application)



- Too Small                       Slope                                       Subsurface
- Too Shallow                       Shape                                       Other (Attach specifics)

- c) Attach a description and/or drawings of the item(s) checked, giving dimensions were appropriate.
- 2) Attach requirements for the appropriate zoning district from which relief is sought as described in the Town Code.
- 3) Attach a brief explanation how the above site zoning conditions prevent any reasonable use of the land under the terms of the Town Code (Zoning Ordinance).
- 4) a) To the best of your knowledge, can you affirm that the hardship described above was not created by an action of anyone having proprietary interest in the land after the zoning article or applicable part thereof became law?  YES  NO  
 b) If NO, explain why the hardship should not be regarded as self-imposed (self-imposed hardships are not entitled to variance).
- 
- c) Are the conditions on the property the result of other man-made changes (such as relocation of a road or highway, etc.)?  YES  NO  
 d) If YES, attach descriptions and maps where appropriate.  
 e) Do the above-described conditions of hardship for which this request for variance is filed apply only to this property? If YES, attach an explanation.  YES  NO
- 5) Which of the following modifications will allow a reasonable use of the land?  
 Change in the setback requirements     change in lot coverage requirements  
 Change in height requirements             change in area requirements  
 Other (attach description)
- 6) a) Attach description of proposed use.  
 b) Is proposed use permitted in the zoning district?  YES  NO  
 c) Will the granting of a variance in the form requested be in harmony with the general purpose and intent of the zoning article and district statement of intent and not be injurious to the neighborhood or detrimental to the public welfare?  YES  NO  
 d) Attach a brief elaborating on this last point.

**2-E Appeal of Administrative Decision** – Administrative decisions are reviewed by the Zoning Board of Appeals (ZBA). Such administrative decisions may be reversed or sustained by the ZBA. Reversal of ZBA decision may be secured only through the judicial system.

- 1) Date of administrative decision leading to this appeal: \_\_\_\_\_
- 2) Attach a brief, which specifically states the decision the administrative official made, the reasons given for the decision and specifically what you are herewith appealing. Elaborate on the reasons for this request, and why the Zoning Board of Appeals in your opinion should overrule the administrative official’s decision.

**Part 3** – To be completed by ALL applicants

**AFFIDAVIT** – This part of the application must be notarized. Do not sign until in the presence of a Notary Public.

1) To the best of my knowledge, I hereby affirm that all information in this application and any attached material and documents are true:

a) Signature of **applicant**:

*Co applicant*

*Maria O'Sullivan Rafferty*

b) Signature of **agent** (if any):

*[Signature]*

c) Date: NOVEMBER 14, 2017

Notary Seal

2) a) Signed and sworn before me this: NOVEMBER 14, 2017

b) Signature of **Notary**:

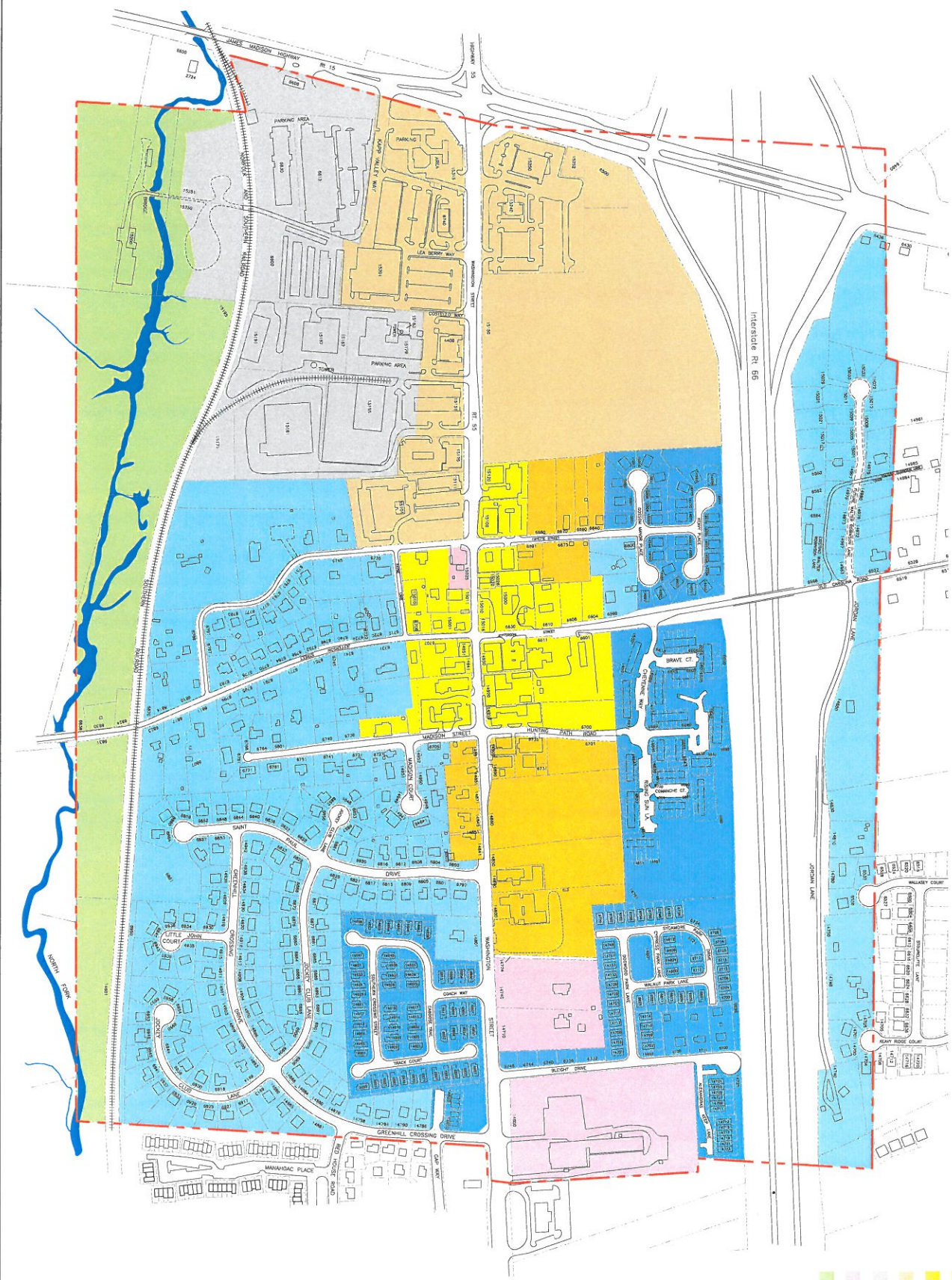
*[Signature]*



Roberto C Gonzalez  
NOTARY PUBLIC  
Commonwealth of Virginia  
Reg. #7593227  
My Commission Expires  
12/31/2018

\* Note: the property #'s of 14851 + 14845 may be reversed.

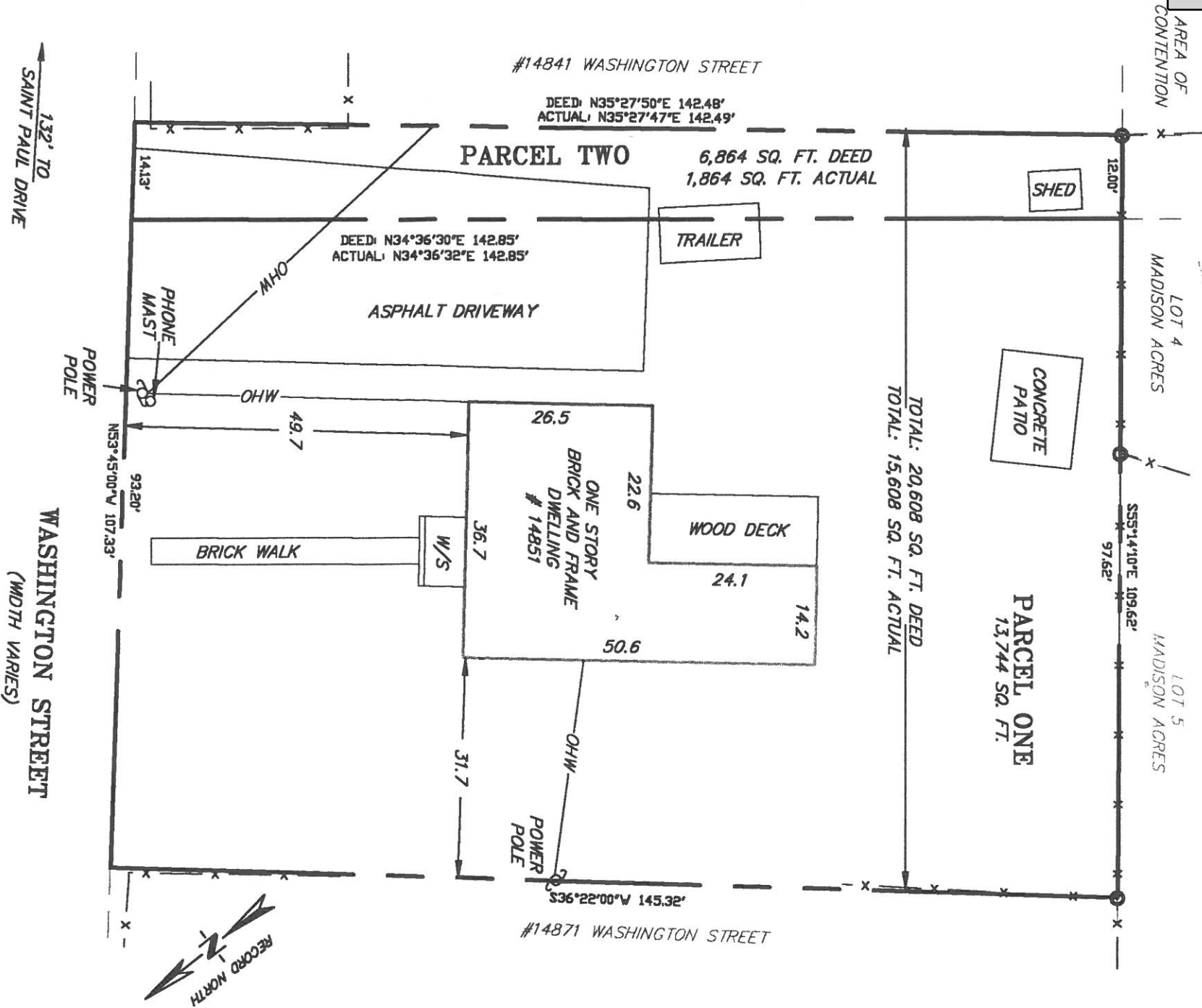
TOWN OF HAYMARKET  
 PLANNED LAND USE MAP



- LEGEND:
- MUNICIPAL BOUNDARY
  - LOW DENSITY RESIDENTIAL
  - MODERATE DENSITY RESIDENTIAL
  - TRANSITIONAL COMMERCIAL
  - NEIGHBORHOOD / TOWN CENTER
  - PLANNED INTERCHANGE PARK
  - INDUSTRIAL
  - LIGHT INDUSTRIAL
  - PUBLIC
  - CONSERVANCY

4-22-13	14820 Wash. chg from B-1 to R-1 / chg 4765 Fee to 4763 / corr. 144.000 to 4610 Fee / revised lot line to 4710	CM	JR	4-22-13	Prepared for Haymarket Planning Commission Base-build data prepared by: Prince William County Department of Technology, GIS Division MAPS 07-110P    DATE: 11-04-11    REV: 01 PROJECT: 0703 14820: Rezoning Map on filing
1-20-14	Added Historic Area Inventory. Corrected several parcel numbers and updated structures to street. FENCE boundary adj. 18141 Dr's parcels. B. Church correct.	CM	JR	1-20-14	
11-16-15	Added Planned Drive to residential map from PWC.	CM	JR	11-16-15	
02/15	0500000	CM	JR	02/15	

Attachment: Rafferty's Rezoning ZTA2017-001 (AGI-2018-7 : ZTA#2017-001 - 14845, 14851, 14871 Washington Street Rezoning Application)



HOUSE LOCATION SURVEY  
**PARCEL ONE AND PARCEL TWO**  
**#14851 & 14845 WASHINGTON STREET**  
 DEED BOOK 1300 PAGE 487  
 PRINCE WILLIAM COUNTY, VIRGINIA  
 DATE: APRIL 10, 2002  
 SCALE: 1" = 20'

**LEGEND**

- A/W = AREA WAY
- CHIM. = CHIMNEY
- B/W = BAY OR BOX WINDOW
- O.H. = OVERHANG
- C/S = CONCRETE STOOP
- = IRON PIPE FOUND
- M/S = METAL STOOP
- W/S = WOOD STOOP
- C/L = CONCRETE LANDING
- C/C/S = COVERED CONCRETE STOOP



**NOTES:**

THIS IS NOT A BOUNDARY SURVEY. CORNER MONUMENTATION THAT MEETS THE STANDARDS FOR A BOUNDARY SURVEY IS NOT INCLUDED WITH A HOUSE LOCATION SURVEY. IF CORNER MONUMENTATION IS DESIRED THEN A BOUNDARY SURVEY MUST BE REQUESTED BY THE OWNER FOR AN ADDITIONAL FEE. LOCATION OF DRIVEWAYS AND FENCES ARE APPROXIMATE. THIS SURVEY DOES NOT DETERMINE THE OWNERSHIP OF FENCES. THIS PLAT IS NOT TO BE USED FOR CONSTRUCTION OF FENCES. THIS SURVEY WAS ESTABLISHED BY TRANSIT AND TAPE AND UNLESS OTHERWISE SHOWN THERE ARE NO ENCROACHMENTS. NO TITLE REPORT WAS FURNISHED.

**SAM WHITSON, L.S./LAND SURVEYING**  
 11170 LEE HIGHWAY SUITE C  
 FAIRFAX, VIRGINIA 22030  
 (703)-352-9515 FAX: (703)-352-9516

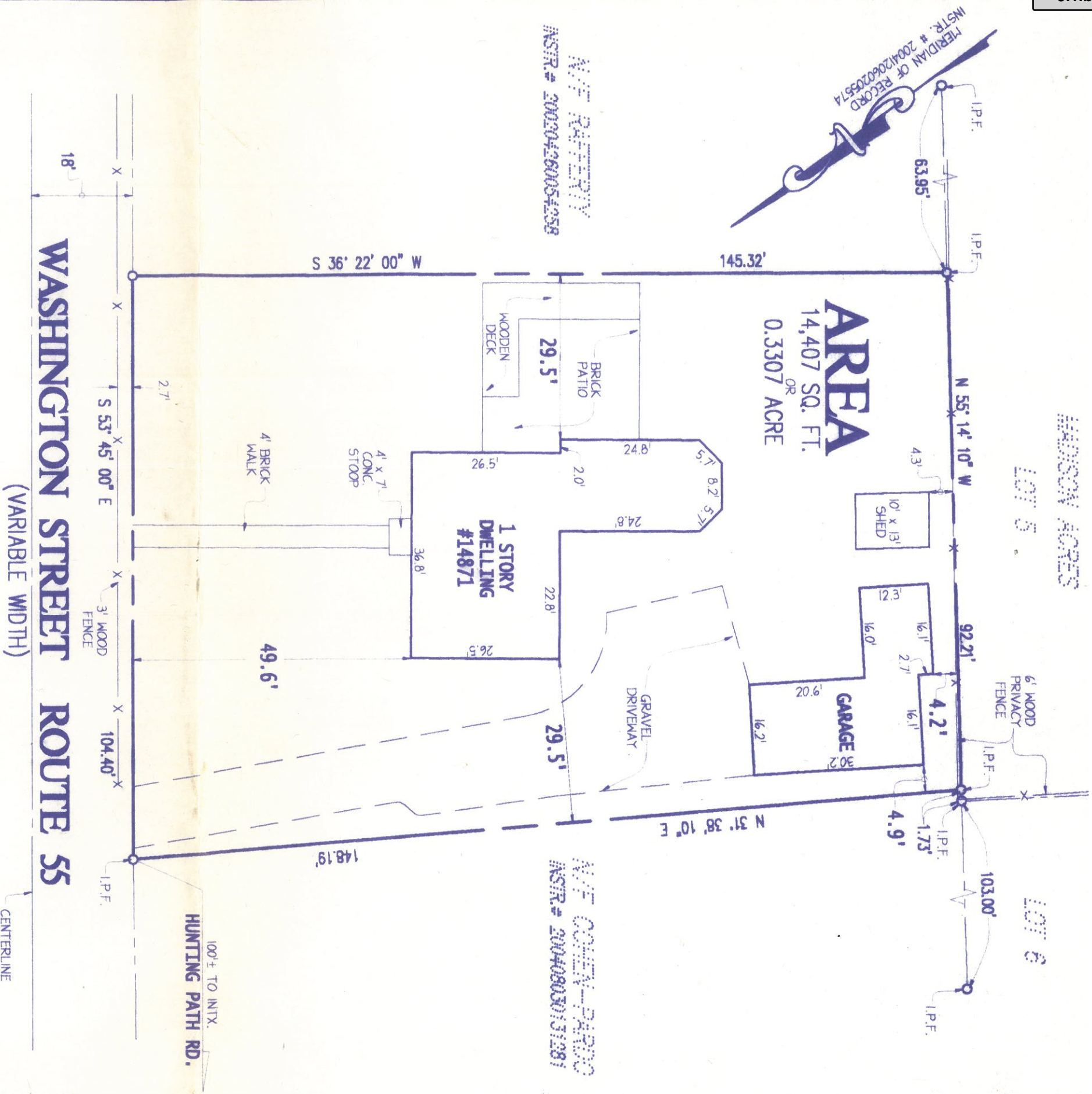
**OWNER: GOSSOM**  
**BUYER: RAFFERTY**

W.O. #02-1699 CLIENT #W002A007

HERON ACRES

LOT 5

LOT 6



- LEGEND:
- I.P.F. DENOTES IRON PIPE FOUND
  - X- DENOTES FENCE LINE
  - T.E.C. DENOTES OVERHEAD TELEPHONE, ELECTRIC, AND CABLE LINES
  - B.R.L. DENOTES BUILDING RESTRICTION LINES
  - N/F DENOTES NOW OR FORMERLY

HOUSE LOCATION SURVEY  
ON THE  
**WILLIAM EARL &  
MARIA O'SULLIVAN  
RAFFERTY PROPERTY**  
INSTRUMENT # 200412060205574  
TOWN OF HAYMARKET  
PRINCE WILLIAM COUNTY, VIRGINIA



- NOTES:
- 1) THIS PLAT HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT THEREFORE NECESSARILY INDICATE ALL ENCUMBRANCES ON THE PROPERTY.
  - 2) THE LOT SHOWN HEREON APPEARS TO PLOT IN FLOOD ZONE "X" AREA DETERMINED TO BE OUTSIDE 500-YEAR FLOOD PLAN, AS SHOWN ON F.E.M.A. MAP # 51153C0067-D EFFECTIVE DATE: JANUARY 5, 1995
  - 3) THIS SURVEY WAS NOT PREPARED FOR CONSTRUCTION PURPOSES (INCLUDING FENCES).
  - 4) LOCATION OF FENCES (IF SHOWN) ARE APPROXIMATE AND DO NOT CERTIFY TO OWNERSHIP.
  - 5) THE PROPERTY SHOWN ON THIS PLAT IS LOCATED BY PIN 7297-99-5953
  - 6) PROPERTY CORNERS NOT SET PER WAIVER REQUEST.

<b>B.W. SMITH AND ASSOCIATES, INC.</b>		FIELD CREW: C. HARRIS
PROFESSIONAL LAND SURVEYING		
MANASSAS, VIRGINIA (703) 368-5866	1(800) 682-0996	
DFT: S.P.T.	CHK: T.L.F.	NO TITLE REPORT FURNISHED
		SCALE = 1" = 20'
		JOB# 20053886
		DATE: 7/28/05

**TOWN OF HAYMARKET 15000 WASHINGTON ST, ST. 100 HAYMARKET, VA 20169**

**NOTICE  
TOWN OF HAYMARKET PUBLIC HEARINGS  
TOWN OF HAYMARKET- TOWN HALL  
COUNCIL CHAMBERS, FIRST FLOOR  
15000 WASHINGTON STREET, ST. 100**

**Monday, February 5, 2018 - 7:00 P.M.**

**Notice is hereby given that the Town of Haymarket Town Council will conduct a public hearing on the following items. All interested parties are encouraged to present their views at these hearings.**

**REZONING APPLICATION  
ZTA#2017-001, Zoning Map Amendment**

To consider a rezoning application filed for 14845 Washington Street: GPIN 7297-99-6949. 14851 Washington Street: GPIN 7297-99-7346, and 14871 Washington Street: GPIN 7297-99-6053. The applicant has amended the application to proposed Transitional Commercial zoning. The proposed rezoning would allow for commercial development under the Transitional Commercial Zoning District, which 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. The existing zoning is Residential-1, which is composed of quiet, low-density single family homes plus certain additional uses such as public facilities that serve the residents of the district. The future land use map in the Town’s Comprehensive Plan designates the parcels as Transitional Commercial Land Use. The parcels are approximately 0.7774 acres. Full text of the Town Zoning Code can be found at <http://www.townofhaymarket.org/index.php/government/ordinance>.

This meeting is being held at 15000 Washington Street, St. 100, in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should contact the Clerk of Council at the above address or by telephone at 703/753-2600. Persons needing interpreter services for the deaf must notify the Clerk of the Council no later than January 29, 2018.

A copy of the staff report will be available in the Town Hall after 3:00 p.m. on Wednesday, January 17, 2018.

For additional information, contact the Town Planner, Emily Lockhart at 703/753-2600 or [elockhart@townofhaymarket.org](mailto:elockhart@townofhaymarket.org).

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Attachment: Rafferty's Rezoning ZTA2017-001 (AGI-2018-7 : ZTA#2017-001 - 14845, 14851, 14871 Washington Street Rezoning Application)

## Emily Lockhart

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**From:** Emily Lockhart  
**Sent:** Friday, January 05, 2018 4:12 PM  
**To:** 'dcolwell@pwcgov.org'  
**Cc:** Jerry Schiro; Shelley Kozlowski  
**Subject:** FW: Rezoning Applications in the Town of Haymarket  
**Attachments:** Rafferty's Property 14845 Washington Street.pdf; Watt's Property, 14841 Washington St.pdf

To whom it may concern;

Please find attached two rezoning applications within the Town of Haymarket.

ZTA#2017-001, Applicant is requesting rezoning for three parcels less than one-acre total. Current zoning is residential, request is for Town Center District, B-1. Comprehensive Plan denotes property as transitional commercial in the Planned Land Use Map.

ZTA#2017-002, Applicant is requesting rezoning for two parcels less than one-acre total. Current zoning is residential, request is for Town Center District, B-1. Comprehensive Plan denotes property as transitional commercial in the Planned Land Use Map.

Any comments can be directed to Emily Lockhart and received no later than January 31, 2018 to be included in the Town Council public hearing February 5, 2018.

Thank you,  
**Emily Lockhart**  
**Town Planner**  
**Town of Haymarket**  
 15000 Washington Street, Suite 100  
 Haymarket, VA 20169  
 Phone: 703-753-2600  
 Email: [elockhart@townofhaymarket.org](mailto:elockhart@townofhaymarket.org)  
 Website: [www.townofhaymarket.org](http://www.townofhaymarket.org)



## Emily Lockhart

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**From:** Emily Lockhart  
**Sent:** Wednesday, January 24, 2018 3:52 PM  
**To:** 'dcolwell@pwcgov.org'  
**Cc:** Jerry Schiro; Shelley Kozlowski  
**Subject:** FW: Rezoning Applications in the Town of Haymarket  
**Attachments:** Washington Street Rezoning Applications.pdf

To whom it may concern;

Please find attached two rezoning applications within the Town of Haymarket.

ZTA#2017-001, Applicant is requesting rezoning for three parcels less than one-acre total. Current zoning is residential, request is Transitional Commercial. The Comprehensive Plan denotes the property as transitional commercial in the Planned Land Use Map.

ZTA#2017-002, Applicant is requesting rezoning for two parcels less than one-acre total. Current zoning is residential, request is for Transitional Commercial. The Comprehensive Plan denotes the property as transitional commercial in the Planned Land Use Map.

Any comments can be directed to Emily Lockhart and received no later than February 2, 2018 to be included in the Town Council public hearing February 5, 2018.

Thank you,

**Emily Lockhart**

**Town Planner**

**Town of Haymarket**

15000 Washington Street, Suite 100

Haymarket, VA 20169

Phone: 703-753-2600

Email: [elockhart@townofhaymarket.org](mailto:elockhart@townofhaymarket.org)

Website: [www.townofhaymarket.org](http://www.townofhaymarket.org)





# Conflict of Interests Act Declaration

This declaration is made this 4 day of FEBRUARY, 2018, under the terms of the State and Local Government Conflict of Interests Act, Chapter 31 of Title 2.2, Code of Virginia (1950), as amended, specifically § 2.2-3115 HG.

Name of person affected: CONNOR LEAKE

The transaction(s) involved (by reference to agenda numbers, where applicable): \_\_\_\_\_

FEB 5, 2018 VIII A. 14845, 14851, 14871 WASHINGTON ST REZONING APP.

The nature of the personal interest: \_\_\_\_\_

*The party listed above is a client <sup>of my</sup> firm but I do not personally represent or I (the person named above) am a member of a group affected by the transaction. provide services to the client. I declare that*

~~Notwithstanding the personal interest in the outcome,~~ I am able to participate in the transaction fairly, objectively, and in the public interest. This declaration is continuing in nature, so as to apply to any later meetings regarding the same transactions; however, an oral disclosure shall be made during each meeting at which the transaction is discussed and such disclosure shall be recorded in the minutes of the meeting.

*Connor W. Leake*  
Signature

For Clerk's use:

First meeting to which this declaration applies: February 5, 2018

*Sheg M. Keylock*  
Clerk's signature

February 5, 2018  
Date filed

This document is to be retained and made available for public inspection for a period of five years from the date of receipt.

Attachment: Conflict of Interests Act Declaration- C. Leake (AGI-2018-7 : ZTA#2017-001 - 14845, 14851, 14871 Washington Street Rezoning



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

**Emily Lockhart**  
TOWN PLANNER

## MEMORANDUM

TO: Town Council  
FROM: Emily Lockhart, Town Planner and Zoning Administrator  
DATE: January 30, 2018  
SUBJECT: Rezoning Staff Report for ZTA#2017-002

### Summary:

Acie Watts, Jr. has submitted an application to rezone approximately 0.5779 acres from the Residential R-1 zoning district to the Transitional Commercial zoning district. One parcel is located at 14841 Washington Street, GPIN 7297-99-7943 and the other parcel is 6802 Saint Paul Drive, GPIN 7297-99-7336.

If the parcels were to be rezoned the Town Staff, Planning Commission, Town Council, and Architectural Review Board will maintain purview over the restrictions and requirements set forth by the Zoning Ordinance to further protect the Town, abutting properties and the general welfare of the Town residents.

### Matters to be Considered in Reviewing Proposed Amendments:

#### **(1) Existing use and character of the area;**

The two parcels 14841 Washington Street and 6802 Saint Paul Drive are located to the east of the Town Center Core. Currently, the parcels are being used as a residential property. The two parcels at the end of the block west side of 14841 Washington Street are zoned as B-1, Town Center District. The structure located at 14881 Washington Street is currently boarded up and not in use. The structure located at 14891 Washington Street is home to a small retail shop, Madison Corner Shoppe. Madison Corner Shoppe is not currently in business however, the back of the structure is rented out to Upscale Seconds, a consignment retailer. The parcels immediately to the west of 14841 Washington Street are 14851, 14845 and 14871 Washington Street, which are currently in the rezoning process for transitional commercial. 14841 Washington Street is located on the corner of Washington Street and Saint Paul Drive, the property east of 14841, on the other corner of Washington Street and Saint Paul Drive is a residential property that fronts Saint Paul Drive.

The parcels located immediately behind 14841 Washington Street is 6802 Saint Paul Drive, which is owned by Acie Watts Jr. and part of the rezoning application. The residential properties abutting 6802 Saint Paul Drive are 14946 Madison Court and 6804 Saint Paul Drive. These properties Existing buffers between the properties include some fencing and a limited amount of vegetation. The buffers would need to be enhanced if the Washington Street properties were to become Transitional Commercial to further buffer residents from the commercial uses. Also abutting 14841

Washington Street is 6800 Saint Paul Drive, a small parcel owned by the Greenhill Crossing HOA. The HOA maintains the landscaping on this parcel as part of their entrance into the neighborhood.

Across the street from 14841 Washington Street are two open parcels, 14850 and 14860 Washington Street. These parcels are zoned as B-1, Town Center District and are not currently developed. Diagonally across the street and to the west of 14841 Washington Street is 14890 Washington Street which is zoned B-1, Town Center District. Diagonally across the street and to the east of 14841 Washington Street is VCA Healthy Paws, 14840 Washington Street which is zoned B-1, Town Center District.

**(2) Suitability of the property for various uses;**

GPIN 7297-99-7943 currently has a 2-story single family dwelling on the property, approximately 2142 square feet. The home was built in 1901 and is considered a historic structure within the Town. The second parcel, GPIN 7297-99-7336 is 0.1085 acres and is not buildable as a stand alone parcel due to minimum lot size requirements, this lot has the garage/shed structure located partially on it.

The proposed zoning district, Transitional Commercial would allow for a variety of minimally intrusive commercial uses. The square footage of the existing structure would require approximately 7.14 – 21.42 parking spaces depending on the commercial use. For example, a small office requires 1 space per 300 SF of GFA and a restaurant requires 1 space per 100 SF of GFA. The size of the lots and existing structures are best suited for small business offices, a fine art studio space, personal services, small restaurants, or small stores (general, grocery or neighborhood convenience).

If the lots were to be redeveloped the Zoning Ordinance requires 25-foot setbacks on the rear and side yards when abutting a residential district, 35-foot height limit with no more than two stories above grade, and maximum structure or building coverage shall not exceed 75 percent of the total lot area (except for adaptive uses of existing structures, total impervious coverage of a lot shall not exceed 85 percent).

**(3) Trends of growth or change;**

According to Data USA and the American Community Survey (ACS) conducted by the US Census Bureau, the Town of Haymarket is home to approximately 1,915 residents. This is roughly a 10.3% increase since 2014. Projected population rates and growth rates for the Town were not analyzed at this time.

**(4) Current and future requirements of the Town as to land for various purposes as determined by population and economic studies and other studies;**

Current developed land use within Town (approximately):

- Residential – 120.72 acres
- Commercial – 29.94 acres

- Conservation – 3.55 acres
- Light Industrial – 34.20 acres

Current undeveloped land use within Town (approximately):

- Residential – 36 acres
- Commercial – 30 acres
- Conservation – 29.84 acres
- Light Industrial – 2 acres

With the growing residential population in the surrounding area, the Town of Haymarket has become an ideal location for small local businesses. The current undeveloped land in Town offers space for continued growth residentially and commercially. The conservation district provides continued protection of the Town’s natural resources and green space along the North Fork creek and railroad tracks. Most of the developed land is zoned residential with smaller commercial and industrial zones on the western end of Town and along Washington Street. The commercial properties along Washington Street provide businesses with road frontage, high visibility, and easy access. This commercial corridor creates a sense of walkability throughout the Town and easy access for Town residents.

The two properties, 14841 Washington Street and 6802 Saint Paul Drive are at the eastern end of the commercial corridor. If rezoned these properties would be best suited for small offices, studio space or small stores. The rezoning would extend the commercial corridor to Saint Paul Drive.

***(5) Transportation requirements of the community and the Town's requirements for parks, playgrounds, recreation areas, other public services, or the conservation of natural resources and preservation of floodplains; and***

The Town has roughly 30 acres of protected conservation land. The conservation land protects the North Fork Creek and floodplain areas within Town. Furthermore, the Town has approximately 4.3 acres of public park space. Rezoning the Washington Street properties would not alter the amount of current conservation land or park space.

The properties are accessed via Washington Street, the main transportation route through Town, east and west. Small businesses with a low volume of daily trips would be best suited for these properties as they would cause the least amount of traffic disruption. Further analysis of traffic impacts would need to be done once a specific commercial use is identified.

***(6) Conservation of properties and their values and the encouragement of most appropriate use of land throughout the Town.***

The properties are currently zoned Residential 1 and used as rental properties. The Town has completed a pedestrian enhancement project on Washington Street to add brick sidewalks along the main thoroughfare for walkability. In addition, the Town has installed decorative light fixtures along

the front of these properties in keeping with the existing streetscape along Washington Street. The enhancements along Washington Street, the characteristics of the surrounding properties and the road frontage on Washington Street make these properties good candidates for transitional commercial zoning, as called for in the 2008 Comprehensive Plan.

Requested Rezoning:

The applicant has amended the application to request Transitional Commercial rezoning. An overview of the Zoning Ordinance can be found below outlining the purpose of the Transitional Commercial District, permitted by-right uses, special uses, and regulations for the TC district.

*The primary purpose of this district is to create a low-intensity office, commercial and mixed-use area as a transition between residential and commercial areas. The uses in the district should buffer residential areas from the commercial core by minimizing traffic, lighting and hours of operation, by establishing buffers and by establishing other site-specific development standards to minimize the impact on adjacent residential uses. To enhance its compatibility with its residential surroundings, any development should be located in existing buildings wherever possible. Adaptive reuse of existing structures is to be encouraged if impacts are mitigated.*

*Sec. 58-9.2 - Use regulations. In the transitional commercial district, the following uses shall be permitted by-right:*

**Residential**

*Accessory apartment*

*Group home*

*Guest room*

*Single-family dwelling, attached*

*Townhouse*

**Civic**

*Civic use*

*Cultural services*

*Educational facility, primary/secondary*

*Recreation facility, public*

*Religious assembly*

**Commercial**

*Bed and breakfast*

*Brewery (500 barrels or less annually) or Distillery (5,000 gallons or less annually)*

*Business or trade school*

*Business, short-term rental (STRB)*

*Communications service*

*Consumer repair service*

*Day care center*

*Farmer's market*

*Greenhouse, commercial*

*Guidance services*

Home occupation, Class A  
 Life-care facility  
 Nursing home  
 Office, general  
 Office, medical  
 Personal improvement services  
 Personal services  
 Restaurant, general  
 Restaurant, mobile  
 Restaurant, small  
 Store, general  
 Store, grocery  
 Store, neighborhood convenience  
 Studio, fine arts  
**Miscellaneous**  
 Parking facility  
 Utility service, minor

Sec. 58-9.3 - Special uses. The following uses may be permitted in the transitional commercial district with a special use permit:

**Residential**

Two-family dwelling

**Civic**

Recycling center

**Commercial**

Automobile repair service

Brewery (over 500 barrels annually) or Distillery (over 5,000 gallons annually)

Cemetery

Commercial indoor amusement

Commercial indoor entertainment

Commercial outdoor entertainment

Commercial indoor sports and recreation

Commercial outdoor sports and recreation

Financial institution

Funeral home

Garden center

Halfway house

Home occupation, Class B

Hotel

Veterinary hospital/clinic

**Current Zoning is Residential 1:**

*Sec. 58-7.2 - Use regulations. In residential district R-1, the following uses are permitted **by-right**:*

**Residential**

*Accessory apartment*

*Family health care structure, temporary*

*Group home*

*Guest room*

*Single family detached*

**Commercial**

*Business, short-term rental (STRB)*

*Family day home*

*Home occupation, Class A*

*Civic*

*Religious assembly*

**Miscellaneous**

*Amateur radio antenna*

*Garage, private*

*Greenhouse*

*Recreation facility, private*

*Utility service minor*

*Sec. 58-7.3 - Special uses.*

*The following uses may be permitted in the R-1 district with a **special use permit**:*

**Residential**

*Cottage*

*Civic*

*Civic use*

*Educational facility, primary/secondary*

*Recreation facility, public*

**Commercial**

*Bed and breakfast*

*Life care facility*

**Miscellaneous**

*Parking facility*

*Utility service, major*

**Zoning Ordinance Restrictions in the Transitional Commercial (TC):**

If a rezoning were to occur for these parcels any tenant looking to start a new business must obtain a zoning permit, business license and certificate of appropriateness for any exterior modifications. These permits and applications are subject to the requirements outlined in the Zoning and Subdivision Ordinance. See below for a brief summary of requirements in the TC District.

**Parking:** All new uses on the property are subject to the minimum parking requirements which can be found in *Sec. 58-6.1 - Minimum off-street parking and loading* of the Zoning and Subdivision Ordinance  
**For example:** a medical office requires 1 space per 200 square feet of GFA, a general office requires 1 per 300 SF of GFA or a restaurant (Without a drive-in or fast food) requires 1 per 100 SF of GFA.

**Exterior Modifications:** Architectural Review Board must give approval for all exterior modifications to include appropriateness of erection, reconstruction, alteration, restoration or demolition of a building or structure, for more details see Article XIV. – Old and Historic Haymarket District Overlay

**General Site Regulations:**

*Sec. 58-9.4 – Occupancy regulations.*

*The number of unrelated individuals permitted to occupy a single-family residential dwelling unit is limited to a maximum of 4 in the TC district.*

*Sec. 58-9.5 - Area regulations.*

*(a) For lots in excess of one acre, no more than 50 percent of the gross area shall be comprised of residential uses.*

*(b) For residential uses, the minimum lot area shall be 5,000 square feet.*

*Sec. 58-9.6 - Setback and yard regulations.*

*(a) Front. Structures in the transitional commercial district may be located to **within ten feet** of any street right-of-way, provided all sidewalk, easement and streetscape requirements are met.*

*(b) Side. Side yards shall have the same regulations as front yards when abutting a street right-of-way. There are no side yard regulations when abutting adjoining similar commercial uses. **There shall be a side yard of 25 feet or more when abutting a residential district.***

*(c) Rear. **Rear yards shall have the same regulations as side yards.***

*Sec. 58-9.7 - Height regulations. Permitted and special uses shall be **less than 35 feet in height** from grade and **all buildings not more than two stories above grade.***

*Sec. 58-9.8 - Coverage regulations. Maximum structure or building coverage shall not exceed 75 percent of the total lot area, except for adaptive uses of existing structures. Total impervious coverage of a lot shall not exceed 85 percent.*

Special Use Permit Process:

If the properties are sold as commercial and the new tenant wishes to apply for a special use permit the process to obtain the permit is as follows:

*Sec. 58-1.7 - Special uses.*

*(a) The purpose of the special use procedure is to provide for certain uses which, by their nature, can have an undue impact upon or be incompatible with other uses of land within a certain zoning district*



*and therefore require the exercise of planning judgment. An application for a special use permit may be made by a property owner, for his property, for any use which is listed as a special use in the zoning district in which his property is located. A duly authorized agent for an owner may make application, provided a legally sufficient power of attorney, as approved by the Town Attorney, has been executed.*

*(b) The Council, under the provisions of this section, shall evaluate the impact and compatibility of each such use, and shall specify such condition and restrictions as will assure the use being compatible with the area in which it is to be located, or where that cannot be accomplished, shall deny the use as not in accord with adopted plans and policies or as being incompatible with the existing uses permitted by right in the area.*

*(c) In consideration of an application filed with the zoning administrator, the Town Council, after public hearings conducted by the Planning Commission and the Town Council, may authorize the special use of those uses that are expressly listed as special uses in a certain zoning district or elsewhere within the ordinance; however, no such special use procedure shall be required for a use allowed as a permitted use in such district.*

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

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

*(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.*

*(e) Affordable Housing. Wherein the applicant proposes affordable housing, the conditions in connection with the residential special use permit shall be consistent with the objective of providing affordable housing. The Council shall consider the impact of the conditions upon the affordability of the housing when imposing conditions on residential projects specifying material and methods of construction or specific design features.*

#### Staff Summary:

This report provides a comparison of the current zoning district and the proposed zoning district, the restrictions and regulations in the proposed zoning district and the general process for a special use permit. This information is given as a reminder of the by-right uses, special uses, regulations and the processes.

The current Planned Land Use map designates the properties as Transitional Commercial. The Planning Commission has referred the application to Town Council with a recommended denial of B-1 zoning and recommendation of Transitional Commercial. Following the Planning Commission Public Hearing on January 3,

2018 the applicant, Acie Watts Jr. has amended the application to request transitional commercial zoning. After reviewing the zoning ordinance and the comments made at the Planning Commission public hearing the Town Planner's main concerns are; parking on site, daily vehicular trips generated by the use, and residential buffers. The zoning ordinance has set requirements and regulations for the Transitional Commercial district that will mitigate some of these concerns, further traffic impact analysis will need to be completed once a specific use is identified. In keeping with the visions of the Town as set forth by the Comprehensive Plan and the Planned Land Use map, the Town Planner recommends rezoning 14841 Washington Street and 6802 Saint Paul Drive to Transitional Commercial.

Draft Motion:

*"I move the Town Council to approve Rezoning Application, ZTA#2017-002 to rezone 14841 Washington Street and 6802 Saint Paul Drive to Transitional Commercial zoning."*

Or

*"I move the Town Council to deny Rezoning Application, ZTA#2017-002 to rezone 14841 Washington Street and 6802 Saint Paul Drive to Transitional Commercial zoning."*

Or

*"Alternate motion"*

To Town of Haymarket Town Council and Town Staff,

I, *Quinn M. Watts DM* am amending Rezoning Application ZTA#2017-002 for 14841 Washington Street and 6802 Saint Paul Drive, from B-1 Town Center Zoning District to Transitional Commercial. After reviewing the differences between the zoning districts it has been decided that the Transitional Commercial zoning district will better align with our needs and the characteristics of the neighborhood.

Thank you,

*Amina Ansary*

01/19/2018

AMINA ANSARY  
NOTARY PUBLIC  
COMMONWEALTH OF VIRGINIA  
MY COMMISSION EXPIRES JUNE 30, 2020  
COMMISSION # 7508320

Attachment: Watts Rezoning ZTA2017-002 (AGI-2018-8 : ZTA#2017-002 - 14841 Washington Street and 6802 Saint Paul Drive Rezoning

- Check Appropriate Item(s):
- Amendment to Zoning Map
  - Zoning Text Amendment
  - Special Use
  - Variance
  - Appeal of Administrative Decision

Office Use Only:

Date Received: 11/06/2017

Application Number: ZTA#2017-002

Fees Received: \$3,000

**Part 1** – to be completed by **ALL** applicants

**1-A Identification of Property** – For zoning text amendments, this is the property in which the applicant has an interest, which will be affected by the text change. For all other applications, it is the land, which is covered by the application.

- 1) Number and Street: 14841 Washington St. # 6802 Saint Paul Dri
- 2) Present Zoning: Residential 1 3) Acres: 0.5774 acres
- 4) Legal Description of Property (Omit for zoning text amendment) – Attach if necessary.  
GPIN 7297-99-7943 ; GPIN 7297-99-7336

**1-B Property** – (Omit for zoning text amendments)

- 1) The deed restrictions, covenants, trust indentures, etc. on said property are as follows (or copy attached); if NONE, so state: \_\_\_\_\_
- 2) a) Has this property or any part thereof ever been considered for Variance, Special Use, Appeal of Administrative Decision or Amendment to the Zoning District Map before?  
 YES  NO
- b) Date: \_\_\_\_\_ c) Former Application No. \_\_\_\_\_
- d) What was the disposition of the case? \_\_\_\_\_
- e) Former Applicant Name: \_\_\_\_\_  
Former Address: \_\_\_\_\_  
Former Phone: \_\_\_\_\_

**1-C Identification of Applicant** – All applicants must have standing (an interest in property that will be directly affected by requested action)

- 1) Applicant Information:  
Name: ACIE M WALK  
Address: 14841 WASHINGTON ST  
Phone Number: 503 485 7717
- 2) Agent Information (if any):  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
- 3) Owners of all property included in this application (omit for zoning text change):  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Attachment: Watts Rezoning ZTA2017-002 (AGI-2018-8 : ZTA#2017-002 - 14841 Washington Street and 6802 Saint Paul Drive Rezoning

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- 4) If applicant is a Land Trust or Partnership or if the subject property is owned or controlled by a Land Trust or Partnership, List name and interest of **ALL** Land Trust Beneficiaries or Partners and attach evidence that the person submitting the application on behalf of the Land Trust or Partnership is authorized to do so.

Trustee/Partner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Interest: \_\_\_\_\_

Beneficiary/Partner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Interest: \_\_\_\_\_

Beneficiary/Partner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Interest: \_\_\_\_\_

- 5) Does the applicant have a proprietary interest in the land or land improvements?  YES  NO (In the case of a zoning text amendment, this means at least one parcel of land is subject to the text change)

If YES, state interest and attach documentation: \_\_\_\_\_

If NO, state what interest otherwise qualifies the applicant to apply: \_\_\_\_\_

- 6) Names of the owners of improvement(s) on the property in this application if different from above: (Omit for zoning text amendment)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- 7) If the applicant is a corporation, attach the evidence that the person submitting the application on behalf of the corporation is authorized to do so.

See Authorization letter dated \_\_\_\_\_.

**Part 2** – Complete **ONLY** portion(s) of Pages 3, 4 & 5 pertaining to your case. (as checked at top of Page 1)

**2-A Rezoning** – (Amendment to the zoning district map) – Applications for Amendments to the Zoning District Map are heard by the Planning Commission which makes a positive or negative recommendation to the Town Council. Only the Town Council has authority to grant or deny amendments to the Zoning District Map.

- 1) a) Existing Zoning: R-1 b) Proposed Zoning: B-1
- c) Existing Use: Residential
- d) Proposed Use: Commercial
- 2) a) The following are submitted with this application:
  - Preliminary Site Plan  Rendering or Perspective  Other
- b) Are there any land use intensity (LUI) requirements?  YES  NO
- c) Attach brief justifying this request. This brief should include an analysis of how the rezoning application is supportive or not supportive of relevant goals, objectives, policies or programs in the Comprehensive Plan. (Staff will assist.) Narrative Attached

**2-B Zoning Text Amendment** – Applications for amendments to the zoning text are heard by the Planning Commission, which makes a recommendation to the Town Council. Only the Town Council has the authority to change the zoning text, which is done by passing an amendment to the Town Code.

- 1) What section(s) of the Town Code is proposed to be amended? \_\_\_\_\_
- 2) What is the nature of the proposed change? \_\_\_\_\_
- 3) Attach the exact language suggested by the application to be added, deleted, or changed in the Town Code.
- 4) Attach a written statement, which justifies the proposed change. The statement should also identify potential positive and negative impacts (if any) of the proposed change to the applicant’s property, nearby properties, and the entire community if the application is approved or if it is denied.

**2-C Special Use Request** – Special Use requests are heard by the Planning Commission, which makes a positive or negative recommendation to the Town Council. Only the Town Council has the authority to grant or deny a Special Use.

- 1) Are development plans submitted with this application? (Staff member will explain.)  YES  NO
- 2) Parking Requirements:
  - a) Proposed number of parking spaces to be provided: \_\_\_\_\_
  - b) Number of parking spaces required by Town Code: \_\_\_\_\_
  - c) Attach tabulation of total land area and percentage thereof designated for various uses
  - d) Are there any land use intensity (LUI) requirements?  YES  NO
 If YES, attach data.
- 3) Estimated cost of proposed Special Use project:
  - a) Land: \$\_\_\_\_\_ Improvements: \$\_\_\_\_\_
  - b) Estimated completion date: \_\_\_\_\_
- 4) Submit a brief justifying the reasons for this request. This brief should include an analysis of how the rezoning application is supportive or not supportive of relevant goals, objectives, policies or programs in the Comprehensive Plan. (Staff will assist.)

**2-D Variance Request** – Variances are granted or denied by the Zoning Board of Appeals (ZBA). Reversal of ZBA decisions may be secured only through the judicial system.

- 1) a) All information required may be shown on one sheet if appropriate.
- b) Check characteristic(s) of the property preventing it from being used in accordance with the terms of the Town Code (Zoning Ordinance):
  - Too Narrow  Elevation  Soil

Attachment: Watts Rezoning ZTA2017-002 (AGI-2018-8 : ZTA#2017-002 - 14841 Washington Street and 6802 Saint Paul Drive Rezoning

- Too Small                       Slope                                       Subsurface  
 Too Shallow                       Shape                                       Other (Attach specifics)
- c) Attach a description and/or drawings of the item(s) checked, giving dimensions were appropriate.
- 2) Attach requirements for the appropriate zoning district from which relief is sought as described in the Town Code.
- 3) Attach a brief explanation how the above site zoning conditions prevent any reasonable use of the land under the terms of the Town Code (Zoning Ordinance).
- 4) a) To the best of your knowledge, can you affirm that the hardship described above was not created by an action of anyone having proprietary interest in the land after the zoning article or applicable part thereof became law?  YES  NO  
 b) If NO, explain why the hardship should not be regarded as self-imposed (self-imposed hardships are not entitled to variance).
- 
- c) Are the conditions on the property the result of other man-made changes (such as relocation of a road or highway, etc.)?  YES  NO  
 d) If YES, attach descriptions and maps where appropriate.  
 e) Do the above-described conditions of hardship for which this request for variance is filed apply only to this property? If YES, attach an explanation.  YES  NO
- 5) Which of the following modifications will allow a reasonable use of the land?  
 Change in the setback requirements     change in lot coverage requirements  
 Change in height requirements               change in area requirements  
 Other (attach description)
- 6) a) Attach description of proposed use.  
 b) Is proposed use permitted in the zoning district?  YES  NO  
 c) Will the granting of a variance in the form requested be in harmony with the general purpose and intent of the zoning article and district statement of intent and not be injurious to the neighborhood or detrimental to the public welfare?  YES  NO  
 d) Attach a brief elaborating on this last point.

---

**2-E Appeal of Administrative Decision** – Administrative decisions are reviewed by the Zoning Board of Appeals (ZBA). Such administrative decisions may be reversed or sustained by the ZBA. Reversal of ZBA decision may be secured only through the judicial system.

- 1) Date of administrative decision leading to this appeal: \_\_\_\_\_
- 2) Attach a brief, which specifically states the decision the administrative official made, the reasons given for the decision and specifically what you are herewith appealing. Elaborate on the reasons for this request, and why the Zoning Board of Appeals in your opinion should overrule the administrative official's decision.

**Part 3** – To be completed by ALL applicants

**AFFIDAVIT** – This part of the application must be notarized. Do not sign until in the presence of a Notary Public.

1) To the best of my knowledge, I hereby affirm that all information in this application and any attached material and documents are true:

a) Signature of **applicant**: Devi M Watts

b) Signature of **agent** (if any): \_\_\_\_\_

c) Date: \_\_\_\_\_ *Notary Seal*

2) a) Signed and sworn before me this: December 13, 2017

b) Signature of **Notary**: [Signature]

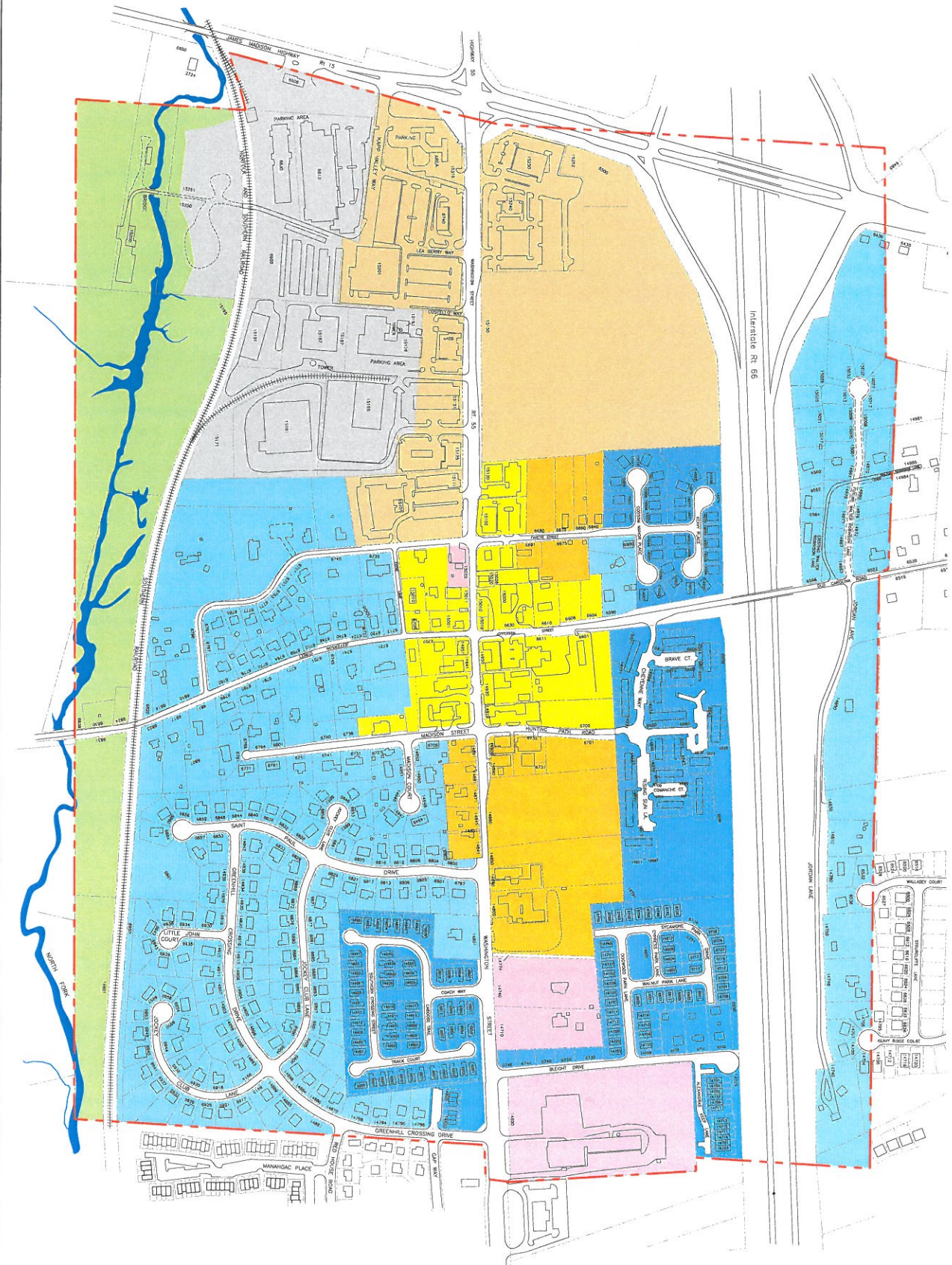


**Roberto C Gonzalez**  
**NOTARY PUBLIC**  
Commonwealth of Virginia  
Reg. #7593227  
My Commission Expires  
12/31/18





# TOWN OF HAYMARKET PLANNED LAND USE MAP



LEGEND:

	MUNICIPAL BOUNDARY
	LOW DENSITY RESIDENTIAL
	MODERATE DENSITY RESIDENTIAL
	TRANSITIONAL COMMERCIAL
	NEIGHBORHOOD / PLANNED INTERCHANGE PARK
	LIGHT INDUSTRIAL
	CONSERVANCY

11	4-22-13	14820 Wash. Stg. Hwy. B. 1 to B. 17 (old 6743 Hwy. to 6752) (cont. of line 6619 Hwy. + revised lot line on P113) Mod. & corr. area / Added CVS + overall map update	CM	JP	4-22-13	Prepared for Haymarket Planning Commission
1	1-26-14	Added Interstate Area boundary, Corrected several permit numbers and updated requirements to town PLCE boundary w/ld. in High Drive parcel, A. Church road.	CM	JP	1-26-14	Base-build data prepared by: Prince William County Department of Technology, GIS Division
7	11-16-15	Added Planned Use to updated map from PLCE.	CM	JP	11-16-15	
REV	DATE	DESCRIPTION	BY	APP	APPROV DATE	DRAWN BY: Clair Morse

## Haymarket Town Map

SCALE 1" = 100'  
DATE: 11-16-2014  
DRAWN: DPWS, KIMMIG, Department of Technology, GIS Division

Attachment: Watts Rezoning ZTA2017-002 (AGI-2018-8 : ZTA#2017-002 - 14841 Washington Street and 6802 Saint Paul Drive Rezoning

**TOWN OF HAYMARKET 15000 WASHINGTON ST, ST. 100 HAYMARKET, VA 20169**

**NOTICE  
TOWN OF HAYMARKET PUBLIC HEARINGS  
TOWN OF HAYMARKET- TOWN HALL  
COUNCIL CHAMBERS, FIRST FLOOR  
15000 WASHINGTON STREET, ST. 100**

**Monday, February 5, 2018 - 7:00 P.M.**

**Notice is hereby given that the Town of Haymarket Town Council will conduct a public hearing on the following items. All interested parties are encouraged to present their views at these hearings.**

**REZONING APPLICATION  
ZTA#2017-002, Zoning Map Amendment**

To consider a rezoning application filed for 14841 Washington Street: GPIN 7297-99-7943 and 6802 Saint Paul Drive: GPIN 7297-99-7336. The applicant has amended the application to proposed Transitional Commercial zoning. The proposed rezoning would allow for commercial development under the Transitional Commercial Zoning District, which 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. The existing zoning is R-1, Residential-1, which is composed of quiet, low-density single family homes plus certain additional uses such as public facilities that serve the residents of the district. The future land use map in the Town’s Comprehensive Plan designates the parcels as Transitional Commercial Land Use pursuant to the Town’s Comprehensive Land Use Plan and Map. The parcels are approximately 0.5774 acres. This property is located on the corner of Washington Street and Saint Paul Drive. Full text of the Town Zoning Code can be found at <http://www.townofhaymarket.org/index.php/government/ordinance>.

This meeting is being held at 15000 Washington Street, St. 100, in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should contact the Clerk of Council at the above address or by telephone at 703/753-2600. Persons needing interpreter services for the deaf must notify the Clerk of the Council no later than January 29, 2018.

A copy of the staff report will be available in the Town Hall after 3:00 p.m. on Wednesday, January 17, 2018

For additional information, contact the Town Planner, Emily Lockhart at 703/753-2600 or [elockhart@townofhaymarket.org](mailto:elockhart@townofhaymarket.org).

.....

Attachment: Watts Rezoning ZTA2017-002 (AGI-2018-8 : ZTA#2017-002 - 14841 Washington Street and 6802 Saint Paul Drive Rezoning

## Emily Lockhart

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**From:** Emily Lockhart  
**Sent:** Friday, January 05, 2018 4:12 PM  
**To:** 'dcolwell@pwcgov.org'  
**Cc:** Jerry Schiro; Shelley Kozlowski  
**Subject:** FW: Rezoning Applications in the Town of Haymarket  
**Attachments:** Rafferty's Property 14845 Washington Street.pdf; Watt's Property, 14841 Washington St.pdf

To whom it may concern;

Please find attached two rezoning applications within the Town of Haymarket.

ZTA#2017-001, Applicant is requesting rezoning for three parcels less than one-acre total. Current zoning is residential, request is for Town Center District, B-1. Comprehensive Plan denotes property as transitional commercial in the Planned Land Use Map.

ZTA#2017-002, Applicant is requesting rezoning for two parcels less than one-acre total. Current zoning is residential, request is for Town Center District, B-1. Comprehensive Plan denotes property as transitional commercial in the Planned Land Use Map.

Any comments can be directed to Emily Lockhart and received no later than January 31, 2018 to be included in the Town Council public hearing February 5, 2018.

Thank you,

**Emily Lockhart**

**Town Planner**

**Town of Haymarket**

15000 Washington Street, Suite 100

Haymarket, VA 20169

Phone: 703-753-2600

Email: [elockhart@townofhaymarket.org](mailto:elockhart@townofhaymarket.org)

Website: [www.townofhaymarket.org](http://www.townofhaymarket.org)



## Emily Lockhart

---

**From:** Emily Lockhart  
**Sent:** Wednesday, January 24, 2018 3:52 PM  
**To:** 'dcolwell@pwcgov.org'  
**Cc:** Jerry Schiro; Shelley Kozlowski  
**Subject:** FW: Rezoning Applications in the Town of Haymarket  
**Attachments:** Washington Street Rezoning Applications.pdf

To whom it may concern;

Please find attached two rezoning applications within the Town of Haymarket.

ZTA#2017-001, Applicant is requesting rezoning for three parcels less than one-acre total. Current zoning is residential, request is Transitional Commercial. The Comprehensive Plan denotes the property as transitional commercial in the Planned Land Use Map.

ZTA#2017-002, Applicant is requesting rezoning for two parcels less than one-acre total. Current zoning is residential, request is for Transitional Commercial. The Comprehensive Plan denotes the property as transitional commercial in the Planned Land Use Map.

Any comments can be directed to Emily Lockhart and received no later than February 2, 2018 to be included in the Town Council public hearing February 5, 2018.

Thank you,

**Emily Lockhart**

**Town Planner**

**Town of Haymarket**

15000 Washington Street, Suite 100

Haymarket, VA 20169

Phone: 703-753-2600

Email: [elockhart@townofhaymarket.org](mailto:elockhart@townofhaymarket.org)

Website: [www.townofhaymarket.org](http://www.townofhaymarket.org)





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

**Emily Lockhart**  
TOWN PLANNER

## MEMORANDUM

TO: Town Council  
FROM: Emily Lockhart, Town Planner  
DATE: January 30, 2017  
SUBJECT: 6680 Fayette Street, Zoning Text Amendment Application, ZTA2017-003

### APPLICATION SUMMARY:

Andrea and Jim Payne are submitting a zoning text amendment application. The applicants are requesting a modification to the definition of accessory apartment, to include an apartment on the second story of a commercial building that is ancillary to the principal use. Additionally, the applicants are requesting the for "dog day care center" to be added to the zoning ordinance definitions and by-right uses in the Town Center B-1 District.

### STAFF RECOMMENDATION:

Staff supports the proposed zoning text amendment for the accessory apartment definition to include accessory apartments on the second floor of commercial structures and ancillary to the principal use. This type of mixed-use development was previously permitted in the zoning ordinance and currently is listed as a by-right use in the Town Center B-1 district. In the updated zoning ordinance, the definition of accessory apartment restricts the use to residential homes. The text amendment would change the definition to include the ancillary use in the B-1 district.

Staff recommends the Town Council consider the zoning text amendment for a dog day care center and take into consideration the noise abatement options, number of permitted dogs outside at any given time day or night, number of permitted dogs in the facility overnight for boarding purposes and hours of operation and drop off.

Planning Commission forwarded ZTA#2017-003, Application to Amend the Zoning and Subdivision Ordinance forward to the Town Council with recommendation of approval on January 3, 2018.

### DRAFT MOTION:

*"I move the Town Council approve zoning text amendment application, ZTA#2017-003 to Amend the Zoning and Subdivision Ordinance to allow accessory apartments on the second story within the B-1 Zoning District and to add dog day care center to the ordinance as a by-right use in the B-1 Zoning District."*

Or

*“I move the Town Council deny zoning text amendment application, ZTA#2017-003 to Amend the Zoning and Subdivision Ordinance to allow accessory apartments on the second story within the B-1 Zoning District and to add dog day care center to the ordinance as a by-right use in the B-1 Zoning District.”*

*Or An alternate motion.*

RECEIVED

DEC 08 2017

TOWN OF HAYMARKET  
Office Use Only:

Date Received: Dec 08, 2017  
Application Number: ZTA2017-003  
Fees Received: \$ 2,500.00

- Check Appropriate Item(s):
- Amendment to Zoning Map
  - Zoning Text Amendment
  - Special Use
  - Variance
  - Appeal of Administrative Decision

**Part 1** – to be completed by ALL applicants

**1-A Identification of Property** – For zoning text amendments, this is the property in which the applicant has an interest, which will be affected by the text change. For all other applications, it is the land, which is covered by the application.

- 1) Number and Street: 6680 Jayette St
- 2) Present Zoning: B-1 3) Acres: .098
- 4) Legal Description of Property (Omit for zoning text amendment) – Attach if necessary.

**1-B Property** – (Omit for zoning text amendments)

- 1) The deed restrictions, covenants, trust indentures, etc. on said property are as follows (or copy attached); if NONE, so state: \_\_\_\_\_
- 2) a) Has this property or any part thereof ever been considered for Variance, Special Use, Appeal of Administrative Decision or Amendment to the Zoning District Map before?  
 YES  NO  
 b) Date: \_\_\_\_\_ c) Former Application No. \_\_\_\_\_  
 d) What was the disposition of the case? \_\_\_\_\_  
 e) Former Applicant Name: \_\_\_\_\_  
 Former Address: \_\_\_\_\_  
 Former Phone: \_\_\_\_\_

**1-C Identification of Applicant** – All applicants must have standing (an interest in property that will be directly affected by requested action)

- 1) Applicant Information:  
 Name: A Dog's Day Out Haymarket  
 Address: 6680 Jayette Street  
 Phone Number: 703 929 6333
- 2) Agent Information (if any):  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_
- 3) Owners of all property included in this application (omit for zoning text change):  
 Name: ~~Amundson, John~~  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

Attachment: ZTA2017-003, ADDO Application (AGI-2018-9 : ZTA#2017-003 a Dog's Day Out Zoning Text Amendment Application)

RECEIVED

9.3.b

DEC 08 2017

TOWN OF HAYMARKET

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- 4) If applicant is a Land Trust or Partnership or if the subject property is owned or controlled by a Land Trust or Partnership, List name and interest of **ALL** Land Trust Beneficiaries or Partners and attach evidence that the person submitting the application on behalf of the Land Trust or Partnership is authorized to do so.

Trustee/Partner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Interest: \_\_\_\_\_

Beneficiary/Partner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Interest: \_\_\_\_\_

Beneficiary/Partner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Interest: \_\_\_\_\_

- 5) Does the applicant have a proprietary interest in the land or land improvements?  YES  NO (In the case of a zoning text amendment, this means at least one parcel of land is subject to the text change)

If YES, state interest and attach documentation: Owners of 6680 Jayette Street

If NO, state what interest otherwise qualifies the applicant to apply: \_\_\_\_\_

- 6) Names of the owners of improvement(s) on the property in this application if different from above: (Omit for zoning text amendment)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- 7) If the applicant is a corporation, attach the evidence that the person submitting the application on behalf of the corporation is authorized to do so.

See Authorization letter dated 12/7/17

**Part 2** – Complete **ONLY** portion(s) of Pages 3, 4 & 5 pertaining to your case. (as checked at top of Page 1)

**2-A Rezoning** – (Amendment to the zoning district map) – Applications for Amendments to the Zoning District Map are heard by the Planning Commission which makes a positive or negative recommendation to the Town Council. Only the Town Council has authority to grant or deny amendments to the Zoning District Map.

Attachment: ZTA2017-003, ADDO Application (AGI-2018-9 : ZTA#2017-003 a Dog's Day Out Zoning Text Amendment Application)



DEC 08 2017

TOWN OF HAYMARKET

- 1) a) Existing Zoning: \_\_\_\_\_ b) Proposed Zoning: \_\_\_\_\_  
 c) Existing Use: \_\_\_\_\_  
 d) Proposed Use: \_\_\_\_\_
- 2) a) The following are submitted with this application:  
 Preliminary Site Plan  Rendering or Perspective  Other  
 b) Are there any land use intensity (LUI) requirements?  YES  NO  
 c) Attach brief justifying this request. This brief should include an analysis of how the rezoning application is supportive or not supportive of relevant goals, objectives, policies or programs in the Comprehensive Plan. (Staff will assist.)

**2-B Zoning Text Amendment** – Applications for amendments to the zoning text are heard by the Planning Commission, which makes a recommendation to the Town Council. Only the Town Council has the authority to change the zoning text, which is done by passing an amendment to the Town Code.

- 1) What section(s) of the Town Code is proposed to be amended? Sections 58-1.5, Section 58-10.2
- 2) What is the nature of the proposed change? Accessory apartment in B-1, Addition of Dog Day Care Center
- 3) Attach the exact language suggested by the application to be added, deleted, or changed in the Town Code.
- 4) Attach a written statement, which justifies the proposed change. The statement should also identify potential positive and negative impacts (if any) of the proposed change to the applicant's property, nearby properties, and the entire community if the application is approved or if it is denied.

**2-C Special Use Request** – Special Use requests are heard by the Planning Commission, which makes a positive or negative recommendation to the Town Council. Only the Town Council has the authority to grant or deny a Special Use.

- 1) Are development plans submitted with this application? (Staff member will explain.)  YES  NO
- 2) Parking Requirements:  
 a) Proposed number of parking spaces to be provided: \_\_\_\_\_  
 b) Number of parking spaces required by Town Code: \_\_\_\_\_  
 c) Attach tabulation of total land area and percentage thereof designated for various uses  
 d) Are there any land use intensity (LUI) requirements?  YES  NO  
 If YES, attach data.
- 3) Estimated cost of proposed Special Use project:  
 a) Land: \$ \_\_\_\_\_ Improvements: \$ \_\_\_\_\_  
 b) Estimated completion date: \_\_\_\_\_
- 4) Submit a brief justifying the reasons for this request. This brief should include an analysis of how the rezoning application is supportive or not supportive of relevant goals, objectives, policies or programs in the Comprehensive Plan. (Staff will assist.)

**2-D Variance Request** – Variances are granted or denied by the Zoning Board of Appeals (ZBA). Reversal of ZBA decisions may be secured only through the judicial system.

- 1) a) All information required may be shown on one sheet if appropriate.  
 b) Check characteristic(s) of the property preventing it from being used in accordance with the terms of the Town Code (Zoning Ordinance):  
 Too Narrow  Elevation  Soil

Attachment: ZTA2017-003, ADDO Application (AGI-2018-9 : ZTA#2017-003 a Dog's Day Out Zoning Text Amendment Application)

TOWN OF HAYMARKET

- Too Small
  - Slope
  - Subsurface
  - Too Shallow
  - Shape
  - Other (Attach specifics)
- c) Attach a description and/or drawings of the item(s) checked, giving dimensions were appropriate.

- 2) Attach requirements for the appropriate zoning district from which relief is sought as described in the Town Code.
  - 3) Attach a brief explanation how the above site zoning conditions prevent any reasonable use of the land under the terms of the Town Code (Zoning Ordinance).
  - 4) a) To the best of your knowledge, can you affirm that the hardship described above was not created by an action of anyone having proprietary interest in the land after the zoning article or applicable part thereof became law?  YES  NO  
 b) If NO, explain why the hardship should not be regarded as self-imposed (self-imposed hardships are not entitled to variance).
- 
- c) Are the conditions on the property the result of other man-made changes (such as relocation of a road or highway, etc.)?  YES  NO
  - d) If YES, attach descriptions and maps where appropriate.
  - e) Do the above-described conditions of hardship for which this request for variance is filed apply only to this property? If YES, attach an explanation.  YES  NO
- 5) Which of the following modifications will allow a reasonable use of the land?
    - Change in the setback requirements
    - change in lot coverage requirements
    - Change in height requirements
    - change in area requirements
    - Other (attach description)
  - 6) a) Attach description of proposed use.  
 b) Is proposed use permitted in the zoning district?  YES  NO  
 c) Will the granting of a variance in the form requested be in harmony with the general purpose and intent of the zoning article and district statement of intent and not be injurious to the neighborhood or detrimental to the public welfare?  YES  NO  
 d) Attach a brief elaborating on this last point.

**2-E Appeal of Administrative Decision** – Administrative decisions are reviewed by the Zoning Board of Appeals (ZBA). Such administrative decisions may be reversed or sustained by the ZBA. Reversal of ZBA decision may be secured only through the judicial system.

- 1) Date of administrative decision leading to this appeal: \_\_\_\_\_
- 2) Attach a brief, which specifically states the decision the administrative official made, the reasons given for the decision and specifically what you are herewith appealing. Elaborate on the reasons for this request, and why the Zoning Board of Appeals in your opinion should overrule the administrative official’s decision.

**Part 3** – To be completed by ALL applicants

**AFFIDAVIT** – This part of the application must be notarized. Do not sign until in the presence of a Notary Public.

Attachment: ZTA2017-003, ADDO Application (AGI-2018-9 : ZTA#2017-003 a Dog's Day Out Zoning Text Amendment Application)

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DEC 08 2017

9.3.b

TOWN OF HAYMARKET

1) To the best of my knowledge, I hereby affirm that all information in this application and any attached material and documents are true:

a) Signature of **applicant**: James B. [Signature]

b) Signature of **agent** (if any): \_\_\_\_\_

c) Date: \_\_\_\_\_ *Notary Seal*

2) a) Signed and sworn before me this: 12/08/2017

b) Signature of **Notary**: [Signature]

AMINA ANSARY  
NOTARY PUBLIC  
COMMONWEALTH OF VIRGINIA  
MY COMMISSION EXPIRES JUNE 30, 2020  
COMMISSION # 7509320

Attachment: ZTA2017-003, ADDO Application (AGI-2018-9 : ZTA#2017-003 a Dog's Day Out Zoning Text Amendment Application)

DEC 08 2017

TOWN OF HAYMARKET

**Authorizing Resolution of ADDO Haymarket, Inc.**

This Authorizing Resolution is made this 7<sup>th</sup> day of December, 2017 by the undersigned, Secretary of ADDO Haymarket, Inc. (hereafter, the "Company").

BE IS RESOLVED that James Payne, who is the President of the Company, is authorized to execute all documents necessary or required to execution on Application for Zoning Text Amendment including, but not limited to the documentation provided by the Town of Haymarket.

BE IT FURTHER RESOLVED, all actions taken by James Payne as President of the Company, in furtherance of the Application for Zoning Text Amendment, prior to the date of hereof are hereby ratified, confirmed and approved.

WITNESS the following signatures and seals as of the day and year first above written:

ADDO Haymarket, Inc.

By: Andrea B Payne

Andrea B. Payne

Its: Secretary

Attachment: ZTA2017-003, ADDO Application (AGI-2018-9 : ZTA#2017-003 a Dog's Day Out Zoning Text Amendment Application)

RECEIVED

9.3.b

DEC 08 2017

TOWN OF HAYMARKET

Tax Map Number: 7298-80-6954  
Grantees' Address: 15073 Valballe Court  
Haymarket, VA 20169  
Consideration: \$400,000  
Assessed Value: \$95,800  
Title Insurance Underwriter:  
Fidelity National Title Insurance Company

Prepared by:  
Timothy M. Purnell, VSB#40870  
Purnell, McKennett & Menke, PC  
P.O. Box 530  
Manassas, VA 20108  
Return to:

**Deed**

THIS DEED, made and entered into this 13th day of March, 2017, by and between MELISSA P. OTWELL, sole surviving heir of RUSSELL V. OTWELL, who departed this life on November 4, 2015, hereinafter referred to as GRANTOR; and ADDO HAYMARKET, INC., a Virginia Corporation, hereinafter referred to as GRANTEE;

**WITNESSETH:**

That for and in consideration of the sum of TEN DOLLARS (\$10.00), cash in hand paid, and other good and valuable consideration, the receipt of which is hereby acknowledged, the GRANTOR does hereby grant, bargain, sell and convey with SPECIAL WARRANTY OF TITLE, unto the GRANTEE, all that certain lot or parcel of land, together with improvements thereon, being situate in Prince William County, Commonwealth of Virginia, and more particularly described as follows:

Beginning at a pipe found in the westerly right-of-way line of Fayette Street and 215 feet from the northern right-of-way line Washington Street (State Route 55), a corner to JB III, LLC and the southwest corner of the herein described parcel, thence with the northern line of JB III, LLC and Russo N. 49 degrees 29'15" W. 328.44 feet to an iron pipe found in the line of Smith & Peete Trustees a corner to Russo, thence with the line of Smith & Peete Trustees N. 36 degrees 49'17" E. 128.58 to an iron pipe found being a corner to Bailey; thence with the line of Bailey and a portion of an existing fence line S. 49 degrees 54'51" E. 328.41 feet to an iron pipe set in the western right-of-way line of Fayette Street, thence with said right-of-way line along Fayette Street S. 36 degrees 53'07" W. 131.40 feet to the point of beginning containing 42,612 square feet or 0.9782 acre of land.

AND BEING the same property conveyed to Russell V. Otwell by deed dated October 11, 2005, recorded as Instrument Number 200510120175959, among the

PAGE 1 OF 2

201703130019487

Prince William County, VA  
03/13/2017 03:28 PM Pgs: 2  
R. S. FitzSimmonds III, Clerk  
Grantor Tax: \$400.00



BOX 16  
Return to: Stonewall Title & Escrow, Inc.  
9300 Grant Avenue, Suite 102  
Manassas, Virginia 20110  
703-330-8047 ST26105CTS

Attachment: ZTA2017-003, ADDO Application (AGI-2018-9 : ZTA#2017-003 a Dog's Day Out Zoning Text Amendment Application)

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9.3.b

TOWN OF HAYMARKET

aforementioned land records, and having the street address of 6680 Fayette Street, Haymarket, Virginia 20169.

AND FURTHER BEING the same property which became the sole property of Melissa Otwell upon the death of her husband, Russell V. Otwell on November 4, 2015, whose Will was recorded in Instrument Number 201512160102795, among the land records of Prince William County, Virginia.

This conveyance is made subject to the covenants, conditions, restrictions, easements and rights of way of record.

WITNESS the following signatures and seals:

*Melissa P. Otwell*  
MELISSA P. OTWELL

Commonwealth of Virginia,  
City of Manassas, to-wit:

I, the undersigned, Notary Public in and for the jurisdiction aforesaid, do hereby certify that MELISSA P. OTWELL, whose name is signed to the foregoing Deed, personally appeared before me and acknowledged the same. Given under my hand and seal this 13th day of March, 2017.

*Mina Croson*  
Notary Public

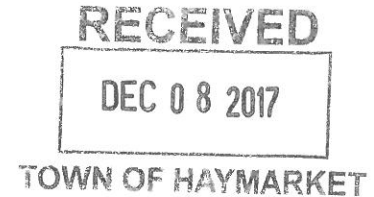
My Commission Expires: April 30, 2020  
(SEAL)



Attachment: ZTA2017-003, ADDO Application (AGI-2018-9 : ZTA#2017-003 a Dog's Day Out Zoning Text Amendment Application)

19 November 2017

Emily Lockhart, Town Planner  
Town of Haymarket  
15000 Washington Street, Suite 100  
Haymarket, VA 20169



Dear Ms. Lockhart,

Thank you for meeting with us on Friday, November 17<sup>th</sup>. As discussed, we would like to propose the following text change amendments to the Town Ordinance that were overlooked during the recent approval. We have highlighted the changes to the text below. Please let us know if you have any questions.

**The first proposed change references the apartment in the B1 Commercial Zone:**

Sec. 58-1.5 - Definitions. The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Where terms are not defined, they shall have their ordinarily accepted meaning, or such as the context may imply. Generally, the words "used for" include "designed for," and vice versa; the word "building" includes the word "structure"; the word "dwelling" includes the word "residence"; and the word "lot" includes the word "plot." Any words pertaining to gender shall be interchangeable. The word "he" shall mean "she," and "she" shall mean "he." The word "shall" is mandatory; the word "may" is permissive.

**Accessory apartment** –A separate, independent dwelling unit located on the same property as the primary dwelling unit or a portion of a structure designed as a dwelling unit, and ancillary to the principal use of the structure subject is to one or many of the following:

- a. A dwelling unit contained within a single-family dwelling that may equal the existing finished square footage of the primary dwelling, such as a basement, attic, or additional level; or,
- b. A dwelling unit attached to the primary single-family dwelling, or as a dwelling unit located above a detached accessory unit; that shall be no more than one half the size of the finished square footage of the primary dwelling unit located on the subject property. Occupancy of such accessory apartments shall be limited to no more than one family (as defined) or up to three persons (as permitted by code), and shall not be rented in less than six month increments, and the primary dwelling unit must be occupied by the owner of the subject property or an immediate family member (as defined); or,
- c. A dwelling unit as ancillary use on the second floor of structures designed for other commercial uses; not more than 40 percent of the gross floor area of any structure may be devoted to apartment use.

## TOWN OF HAYMARKET

The second proposed change is for the addition of Dog day care center to the Personal Services Town Center B-1 and the B-1 By right uses –

Sec. 58-1.5 - Definitions. The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Where terms are not defined, they shall have their ordinarily accepted meaning, or such as the context may imply. Generally, the words "used for" include "designed for," and vice versa; the word "building" includes the word "structure"; the word "dwelling" includes the word "residence"; the word "lot" includes the word "plot." Any words pertaining to gender shall be interchangeable. The word "he" shall mean "she," and "she" shall mean "he." The word "shall" is mandatory; the word "may" is permissive.

**Dog day care center** – A facility operating with the primary purpose of providing dog day care and grooming with ancillary services of overnight boarding and/or training. The facility will limit the number of dogs to 85 that can be cared for overnight. The facility must have incorporated sound proofing technologies/building materials that provides a NRC (Noise Reduction Coefficient) rating of .80 or better.

Personal services – Establishments or places of business engaged in the provision of frequently or recurrently needed services of a personal nature. Typical uses include beauty and barber shops; dog day care centers; grooming of pets; seamstresses, tailors, or shoe repairs; florists; and laundromats and dry cleaning stations serving individuals and households.

Sec. 58-10.2 - Use regulations.

The following uses shall be permitted in the B-1 district by-right:

**Residential**

Accessory apartment  
Guest room

**Civic**

Civic use  
Club  
Cultural services  
Educational facility, primary/secondary  
Recreation facility, public  
Shelter

**Commercial**

Bed and breakfast  
Brewery (500 barrels or less annually) or Distillery (5,000 gallons or less annually)  
Business, short-term rental (STRB)  
Business support service  
Communications service  
Consumer repair service  
Day care center  
**Dog Day care center**  
Farmer's market  
Financial institution



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TOWN OF HAYMARKET

- Hotel
- Office, general
- Personal improvement services
- Personal services
- Restaurant, general
- Restaurant, mobile
- Restaurant, small
- Store, general
- Store, grocery
- Store, liquor
- Store, neighborhood convenience
- Studio, fine arts
- Veterinary hospital/clinic

**Miscellaneous**

- Utility service, minor

Respectfully,

Jim & Andrea Payne  
A Dog's Day Out Haymarket

Attachment: ZTA2017-003, ADDO Application (AGI-2018-9 : ZTA#2017-003 a Dog's Day Out Zoning Text Amendment Application)

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TOWN OF HAYMARKET

**2-B Zoning Text Amendment**

4) Attach a written statement, which justifies the proposed change. The statement should also identify potential positive and negative impacts (if any) of the proposed change to the applicant's property, nearby properties, and the entire community if the application is approved or if it is denied.

**The proposed change to the Accessory apartment** is actually already being utilized in the Town of Haymarket in other commercial zones. The spirit of the ordinance existed in the previous version of the zoning ordinance and was an oversight in not being included in the current version. In reference to the property owned by ADDO Haymarket, Inc. the accessory apartment is to be utilized in support of the business function as a care taker. The business operations plan includes the apartment on the 2<sup>nd</sup> floor to be occupied by a full time resident. The resident will have duties in conjunction with the overnight operations taking place inside the building within the facility and other duties as assigned.

The positive impact to the community is that someone will be at the facility overnight. This ensures the dogs well-being is monitored in case of an emergency. This is a positive differentiation of how A Dog's Day Out manages their business versus other Dog Day Care Centers. There is no known negative impact to the community.

**The proposed addition of Dog Day Care Center** would allow for the addition of ancillary overnight boarding services that were not defined in Dog Beauty Parlor definition. The justification is that in the B-1 Zoning District there is a precedent of VCA Healthy Paws Medical Center offering day care, overnight boarding and extended boarding. These are services for clients that are outside of veterinary needs. There are no complaints about these services within the B-1 District.

Upon receipt of the loan settlement for the construction efforts, A Dog's Day Out Haymarket provided The Town of Haymarket the bond letters required and we were informed at that time there was an issue identified in the ordinance that conflicted with our ability to have dogs boarded overnight. This kennel ordinance has a portion of its definition that describes where 3 or more dogs are kept overnight for a fee. The kennel ordinance is currently defined in the Industrial Zone District.

Given there has been significant staffing turnover within the Town staff supporting these functions, there has been gaps in continuity to communicate our use in the Dog Beauty Parlor. The current Town Planner, Emily Lockhart recommended that we propose a zoning text amendment that would support an insertion of Dog Day Care into the Personal Services category.

Additional justification is that the reference to overnight boarding was made at the onset of A Dog's Day Out Haymarket application for rezoning to B-1 in the category of Dog Beauty Parlor by then Town Planner & Zoning Administrator, Marchant Schneider, in July 2016. On August 31st, Matt Caudle read into record Marchant Schneider's letter as he was held up in traffic and unable to attend. One item in his letter stated the following: ***Designation as Dog Beauty Salon. I have made the determination as zoning administrator that the unique characteristics of the proposed business qualifies this designation.*** We had discussed during the rezoning process on multiple occasions all services provided by our business were communicated and can be found on Town of Haymarket recorded videos.

DEC 08 2017

Attached is a list of those videos with timestamps for the record. A Dog's Day Out haymarket received approval in October of 2016 from the Town Council to rezone to B-1. The months followed with multiple meetings to support Preliminary Site Plan, Architecture Review Board Meetings for the building design and Final Site Plan were all approved in the Winter/Spring/Summer of 2017.

The positive impacts for the community are not only for area residents to have a clean, safe, trustworthy facility to bring their dogs within the Town of Haymarket but will attract nearby residents into town to purchase other goods and services that will support other Haymarket small businesses. A Dog's Day Out will bring approximately 12 new jobs to the Town. A brand new attractive building will be erected in a current vacant lot that is a substantial financial commitment to the town. This would be a win for the Town as well who given new development would attract additional small businesses to continue to revitalize the town. There are no known negative impacts. Should this not be approved, A Dog's Day Out would not be able to continue moving forward.

As many of the Planning Commissioners have stated, we have gone above and beyond in order to accommodate Town suggestions on our business moving forward. We have spent a great deal of money that was not initially budgeted to make this business work within the Town requirements. We respectfully request your approval on the Zoning Text Amendment attached and look forward to discussing at the December 18, 2017 Planning Commission Meeting and January 3, 2018 Public Hearing.

#### Video recording information

July 5th 2016 Joint Meeting TC/PC

14.42-Marchant-Rezone

16.40-Marchant-dog day care

18.00-Andrea-talks about boarding overnight

20.29-Conner Leak talks about Drop off time

26.33-Kathy Pasanello Talks about Doggie Day Care

27.00-Kathy Pasanello ask question about 24hr coverage

27.03-Andrea talks about apartment and overnight

27.19-Maureen Carrol-Ask about all hours pick up time

28.27-Marchant talks about boarding and Vet clinic and residential to the rear

30.05-Steve Shannon says he would like to use facility (Traffic, Parking, sidewalks) are of concern to him at this time.

31.50-Steve Shannon applauds the type of business

July 6th 2016 PC



- 44.09-Andrea talks about apartment and overnight
- 44.32-Andrea talks about overnight dogs
- 48.30-Steve Shannon talks about circular driveway
- 50.09-Andrea Talks about Services (Boarding Overnight)
- 56.36-Matt Caudle likes plan personally
- 59.52-Steve Shannon- loves idea of our business
- 1.14-Matt Caudle talks about Healthy PAWS
- 1.14:47-Marchant talks about noise from Healthy Paws
- 1.14:42 James Carrol ask Marchant about Noise from Healthy Paws to his residence
- 1.16.57-Steve Shannon-Talks about no dogs past 7pm
- 1.18:34-Carols went to Ashburn Facility

Aug 31st 2016 PC

- 2.28-Brian Garcia Speaks in favor of ADDO
- 8.10-Chief Nobel talks and says he cannot speak negatively on traffic impact
- 14.24-Steve Shannon talks about noise and thinks noise/traffic not a problem
- 16.15-Steve Shannon says "He would use that place"
- 17.30-Maureen/James Carrol visited ADDO Ashburn and experienced no noise issues
- 18.52-James Carrol says "We have done Yeoman's like work"
- 21.15-Matt Caudle read Marchant Letter recommending ADDO to be moved forwarded
- 23.40-Matt Caudle says Applicants have done everything we have ask them to do
- 25.00 Vote taken by PC
- 25.37-Motion passes
- 25:48 Matt Caudle says He hopes to board a dog or get a groom there sometime

**NOTICE OF PUBLIC HEARING OF THE  
PLANNING COMMISSION  
TOWN HALL - 15000 WASHINGTON STREET  
TOWN OF HAYMARKET**

**February 5, 2018 - 7:00 PM**

Notice is hereby given that the Haymarket Town Council will conduct a Public Hearing on the following item:

Application for zoning text amendments to Chapter 58 of the Town Code  
ZTA#2017-003

The proposed zoning text amendment will add, as by-right uses in the B-1 zoning district, dog day care center and accessory apartment. The zoning text amendment will also define those uses. Accessory apartments will be limited to the second floor, and allowed only as an ancillary use to business use in the B-1 zoning district. Full text of the current Town Zoning Code can be found at <http://www.townofhaymarket.org/index.php/government/ordinance>.

This meeting is being held at 15000 Washington Street, St. 100, in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should contact the Clerk of Council at the above address or by telephone at 703/753-2600. Persons needing interpreter services for the deaf must notify the Clerk of the Council no later than January 29, 2018. The proposed amendments are available for review on the Town's website at [www.townofhaymarket.org](http://www.townofhaymarket.org). The proposed ordinance amendments can also be viewed by contacting the Clerk of the Council at (703) 753-2600, Monday through Friday from 8:00 a.m. to 4:30 p.m.

**The Council of the Town of Haymarket, Virginia**

**Instruction to Publisher:**

Run This Notice Twice January 10 and January 17

Casey Rives  
14191 Hunters Run Way  
Gainesville, VA 20155  
703-887-8666  
[crives@fairfaxcounty.gov](mailto:crives@fairfaxcounty.gov)  
January 26, 2018

Town of Haymarket  
Architectural Review Board  
15000 Washington St, Suite 100  
Haymarket, VA 20169

Dear Town Of Haymarket Review Board,

I am excited about the possibility of donating a 'Little Free Library' to our beautiful small town. I understand the importance of the review board and would like to provide more detailed information about my goals and hopes for this pending structure.

As a public safety employee, shift work allows me the ability to travel often. Several times, I have come across 'Little Free Libraries' which sparked my interest in creating one for our town. The structure itself would be registered on [Littlefreelibrary.org](http://Littlefreelibrary.org) which provides a logo sticker for the box and a system which allows the library to be posted on a world map to show where all libraries are located.

The purpose of this library would be to provide free reading material with no obligation to the children (and adults) in our community. Success rates in school rapidly increase when a child has access to books. In addition, this will create a hassle-free way to access books with no worries about late fees, library cards, time limits, etc. Children can also learn the importance of sharing, by swapping a book for one they have already read—exchanging books throughout the library system is one of the great benefits of the free library!

To keep children engaged, I will add a small mailbox slot where people can suggest books they want to read, letters/drawings about books they have read and any suggestions they may have.

The location of the library is perhaps the most important aspect of it and with the town's approval, it would be ideal to have it placed in a high foot-traffic area. With the small businesses, restaurants and ice cream shops throughout the town—this would be a great thing for children to walk to for an adventure of their own during a family outing. Kids in today's society need more reasons to explore, to be outside and to engage themselves in activities that spark imagination or build a relationship with their community!

Town of Haymarket

January 26, 2018

Page 2

As a previous journalist for Prince William Living, I will provide a small write-up about the library to help market it prior to placement. This would be posted in local media outlets, such as, InsideNOVA, Bull Run Observer and other local magazines or newspapers. In addition to the above, I will create a Haymarket Little Library social media page to keep children and parents involved. This would also be a great way to further engage children, such as, having Girl Scout/Boy Scout Troops or local classrooms care for the structure on occasion!

For overall care, I plan to provide the initial structure, made with materials and paint that represent the town. In addition to the initial structure, I will maintain the appearance of the library and provide materials for it throughout the years and designate backup stewards in case of emergencies.

I truly believe that adding a free library to the Town Of Haymarket would be beneficial to our community and help maintain the '*small town*' feel that so many residents love about the area. I thank you all sincerely for your time and consideration during this process!

Sincerely,

Casey Rives



Attachment: Picture Examples (3462 : Little Free Library Presentation - Casey Rives)





## A Proclamation to Observe American Heart Awareness Month

**Whereas** Cardiovascular diseases is listed as the underlying cause of death, accounts for nearly 801,000 deaths in the U.S. which is about 1 of every 3 deaths occurring annually; and

**Whereas** Cardiovascular disease claim more lives each year than all forms of cancer and Chronic Lower Respiratory Disease combined; and

**Whereas** about 92.1 million American adults are living with some form of cardiovascular disease or the after-effects of stroke; and

**Whereas** Direct and indirect costs of cardiovascular diseases and stoke are estimated to total more than \$316 billion; that includes both health expenditures and lost productivity; and

**Whereas** Heart Disease (including Coronary Heart Disease, Hypertension, and Stroke) remains to be the number 1 cause of death in the US; and

**Whereas** about 790,000 people in the US have heart attacks each year. Of those, about 114,000 will die; and

**Whereas** Stroke as the second-leading global cause of death behind heart disease in 2013, accounting for 11.8 percent of total deaths worldwide; and

**Whereas** these programs of research and education have resulted largely from the teamwork between the American Heart Association, its chapters and affiliates, and the Federal Government, particularly the Public Health Service through the National Heart Institute and the Heart Disease Control Program; and

**Whereas** the results thus far achieved in combating the Cardiovascular Diseases give hope that the continuation and expansion of these programs may eventually eliminate these diseases as important causes of death; and

**Whereas** it is essential to the health and well-being of our nation that our citizens be made aware of the medical, social, and economic aspects of the problem of cardiovascular diseases, and the measures being taken to combat them;

**Now, Therefore,** be it proclaimed that the Town Council of Haymarket, Virginia does hereby recognize the month of February 2018 as American Heart Awareness Month and ask all citizens to join and support the efforts and activities to bring awareness and education during the month of February and throughout the year.

**In Witness Thereof,** this 5th day of February 2018.

David M. Leake  
Mayor

Joseph R. Pasanello  
Vice Mayor

Chris Morris  
Councilman

Connor Leake  
Councilman

John Cole  
Councilman

Susan Edwards  
Councilwoman

Steve Shannon  
Councilman



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

JERRY M. SCHIRO

**STAFF REPORT**  
**Regular Council Meeting**  
**February 05, 2018**

---

**TOWN CENTER REDEVELOPMENT PROJECT**  
**RINKER DESIGN ASSOCIATES - CHANGE ORDER JANUARY 18, 2018**

**BACKGROUND**

At the end of calendar year 2017 Council agreed to drastically reduce the scope of the Town Center Redevelopment Project. The changes included eliminating the addition to rear of the building which eliminated some of the required storm water and site work. Interior modifications to the building were limited to creating a single public entrance into the building with ingress/egress via the current Police Department entrance and hallway. The hallway will include customer service windows for the PD, administrative services and provide public access to the Council Chambers. While a more simplistic façade design was discussed, Council desires the current façade design to remain. Prior to this reduction, major renovations were planned for the administration's offices. Council had decided in September to eliminate the addition. However, the then Town Manager had asked for some alterations to Manager's office to remain in the interior scope of work. Staff met with Rinker Design Associates (RDA), the project coordinators, to explain the most recent changes and solicit input on moving forward to construction documents. That meeting was held prior to the Holidays.

**ISSUE**

It was assumed the most recent changes would reduce a prior change order dated October 4, 2017, in the amount of \$36,505. However, in January we received a change order from RDA (dated January 18, 2018) in the amount of \$36,551 – an increase over the October 04 change order. A meeting was held with RDA and the project architect on January 23, 2018 to review the change order. It appears that to proceed with the work, RDA will require the January 18 change order.

**JUSTIFICATION TO FUND THE CHANGE ORDER**

- While the amended project scope eliminated most interior changes, some changes will be required due to the proposed exterior renovations.
- In spite of the fact that we already have a nearly complete set of plans for a significantly larger, more complex project, there is little work product that is usable for the proposed, smaller project to complete permitting and bid documents.

- There will be ADA upgrade requirements due to the project scope. Modifications for ADA compliance are required to a maximum of 20% of the project cost, which include the exterior renovations. Considering the cost of the overall project, we'll likely be required to make both lobby accessible restrooms fully compliant, as well as providing accessible drinking fountains, and retrofit all interior door hardware.
- The change order includes approximately 3 weeks of work to prepare all the documents, and fees from all consulting engineers. Additionally, it includes time already spent in meetings and looking at numerous design options at the request of the Town.
- Site/Civil work - the change order covers all of the additional coordination/project management that has occurred in developing the various scope changes. In addition, the VDOT comments are more extensive than originally anticipated and the fee includes time required to prepare a VDOT access management waiver.

#### OTHER CONSIDERATIONS

We had discussed modifying the exterior renovation to accommodate existing window and door openings. Though this design has been approved by everyone including the Architectural Review Board, and seems to be liked by all, it may not be as "construction friendly" to the new, reduced scope project. You may want to consider a simpler, more cost-effective design for the exterior.

#### ACTION REQUESTED FROM COUNCIL

Staff is seeking direction and/or action from Council regarding the change order and if there is any interest in modifying the façade design.

#### SAMPLE MOTION

*"I move to approve the change order dated January 18, 2018 between the Town of Haymarket and Rinker Design Associates in the amount of \$36,551.93"*

*Or*

*An alternate Motion.*



# RINKER DESIGN ASSOCIATES, P.C.

Engineering • Surveying • Land Planning  
Transportation • Right of Way • Environmental

**PROPOSED CHANGE ORDER  
BETWEEN  
TOWN OF HAYMARKET  
AND  
RINKER DESIGN ASSOCIATES, P.C.**

January 18, 2018

## **SCOPE**

The purpose of this Change Order is to provide additional services as requested by the Town Manager for the Town Center Redevelopment project. The scope of services is as follows:

### **Revise Building Design**

The design and documents are nearly complete, and they are currently configured to facilitate construction of the building in two separate phases. The revised design will include making design modifications requested by the Client, reducing the scale of the project by eliminating the proposed addition, reducing the scope of interior renovations, and combining design and documents into one construction phase. Details to the design modifications and services are as follows:

### **Town Hall Offices and Lobby Redesign**

- Modifications to center lobby area to create open lobby with access to police department offices, town hall offices, restrooms and mechanical closets.
- Modify town hall offices and chamber area to meet egress requirements and ADA compliance, due to change in egress due to lobby changes.
- Move entry door to left stairwell to left side of building.
- Eliminate entry to town hall chambers, and reconfigure walls as required.
- Modify windows and front wall as required by proposed building exterior.
- Modify entry to Town Hall offices from lobby.
- Modify existing restrooms, corridors and rear exit to the extent required to meet applicable building code requirements.

### **Remove Proposed Addition**

- Remove addition that includes new stairwell, elevator and mechanical/electrical rooms.
- Remove any other proposed building components that require the overall site work to be performed, such as lead walks and electrical service pole relocation.

### **Building Exterior Renovation**

- Modify design to include exterior renovations in this phase of construction.
- Modify the design as required to remove the proposed addition.
- Modify the design as required by proposed interior egress changes.

### **Clarifications**

- No proposed work on second floor, other than that required for exterior building modifications.

- Design and drawings for future projects including an addition, elevator and stairwell are not included.
- No additional Interior Design services shall be provided.
- No additional Structural Design services shall be provided.
- No additional Construction Administration shall be provided.
- No additional documents or services for Architectural Review Board approvals. Assumed that any changes will be reviewed and approved administratively.
- No further services will be provided or invoiced from the original agreement dated July 20, 2015.

### Architectural Services

#### Architectural Permit and Construction Documents

- Meetings with Client to review potential redesign.
- Meeting with Client to review proposed redesign based on revisions outlined above.
- Revise the current architectural documents as required for the proposed design revisions outlined above.
- Complete the Specifications and Bid Documents, based on redesign.
- Submit and process the documents to the Town for permit approval.

#### Mechanical, Electrical and Plumbing Documents

- Revise the current mechanical, electrical and plumbing documents as required for the proposed design revisions outlined above.

#### Site/Civil Services

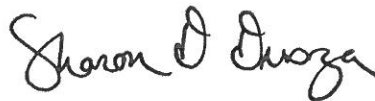
This change order covers additional coordination as required with the architect, Town, and agencies to finalize the site plan and the building plans. Also includes preparation of a VDOT access management waiver that will be required.

#### **ESTIMATED FEE**

The fee for this change order is \$47,862.08. Since this change order creates a new scope of services for the building renovations, the unbilled architectural services previously approved are no longer required. This unbilled work totals \$11,310.15 which can be applied to this change order bringing the total change order amount to \$36,551.93.

RDA is looking forward to the opportunity to continue our professional engineering services to the Town of Haymarket on this project. Should you have any questions, please do not hesitate to contact me at 703-368-7373, or e-mail me at [sdusza@rdacivil.com](mailto:sdusza@rdacivil.com).

Sincerely,



Sharon D. Dusza, P.E.  
Senior Project Manager/Principal

Date: 1/18/18  
 RDA Prop # 14096  
 Town of Haymarket Town Center

ATTACHMENT "A"  
 Fee Proposal and Scope of Work By Phase

Task Order Description: RDA COST PROPOSAL  
 Town of Haymarket Town Center Redevelopment Project Change Order

Contract Administration/Coordination/Meetings	SUB-CONSULTANT	SUB-CONSULTANT PRINCIPAL ARCHITECT	SUB-CONSULTANT PROJECT ARCHITECT	PROJECT MANAGER	SENIOR ENGINEER	PROJECT ENGINEER	LAND SURVEYOR	SURVEY TECHNICIAN	2 MAN FIELD CREW	TOTAL MANHOURS	ITEM TOTAL
		165.00	135.00	162.84	143.47	111.77	149.27	100.39	168.08	96	\$ 13,124.96
ARCHITECTURAL SERVICES - Subcontract											
Revise Architectural Permit and Construction Documents			16								\$ 18,300.00
Revise Specifications and Bid Documents			8								\$ 2,400.00
Mechanical Electrical and Plumbing Documents											\$ 8,200.00
Architectural Prints, Reimbursables											\$ 2,000.00
<b>TOTAL HOURS</b>		24	124	32	24	40	0	0	0	244	\$ 42,024.96
<b>Estimated Labor Costs</b>	\$ 10,200.00	\$ 3,960.00	\$ 16,740.00	\$ 5,210.88	\$ 3,443.28	\$ 4,470.80	\$ -	\$ -	\$ -	\$ 44,024.96	\$ 44,024.96
<b>Subtotal Subconsultant Fees:</b>											\$ 30,900.00

DIRECT COSTS:	Amount	Subtotal
Subconsultants Administrative Cost (10%)	\$ 3,090.00	\$ 44,024.96
Prints	\$ 500.00	\$ 44,524.96
Reimbursables	\$ 247.12	\$ 44,772.08
<b>Total Direct Costs</b>	\$ 3,837.12	\$ 48,609.20

RDA Cost Proposal	\$47,862.08
SUBTOTAL	\$47,862.08
Unbilled Architectural Services	-\$11,310.15
<b>CONTRACT TOTAL</b>	<b>\$36,551.93</b>

Prints and Reimbursable Expenses will be invoiced in accordance with Negotiated Contract Rates.



# RINKER DESIGN ASSOCIATES, P.C.

Engineering • Surveying • Land Planning  
Transportation • Right of Way • Environmental

**PROPOSED CHANGE ORDER  
BETWEEN  
TOWN OF HAYMARKET  
AND  
RINKER DESIGN ASSOCIATES, P.C.**

October 4, 2017

## **SCOPE**

The purpose of this Change Order is to provide additional services as requested by the Town Manager for the Town Center Redevelopment project. The scope of services is as follows:

### **Revise Building Design**

The design and documents are nearly complete, and they are currently configured to facilitate construction of the building in two separate phases. The revised design will include making design modifications requested by the Client, reducing the scale of the project by eliminating the proposed addition, and combining design and documents into one construction phase. Details to the design modifications and services are as follows:

### **Town Hall Offices Redesign**

- Reconfigure some of the office sizes.
- Add window in plan review office.
- Modify entry to Town Hall Chambers.
- Modify entry to Town Hall offices from lobby

### **Building Exterior Renovation**

- Remove addition that includes new stairwell, elevator and mechanical/electrical rooms.
- Remove any other proposed building components that require the overall site work to be performed, such as lead walks and electrical service pole relocation

### **Core Areas Redesign**

- Modify the core areas including the lobby and restrooms to allow space for the relocation of the electric service, mechanical systems, and IT closet, as required by eliminating proposed addition.
- Modify the existing plumbing sanitary lines of the building by combining discharge points, to minimize future site work.
- Design a sprinkler control room on first floor to provide sprinkler coverage for entire building.

### **Clarifications**

- No proposed work on second floor, other than that required for exterior building modifications.
- Design and drawings for future projects including an addition, elevator and stairwell are not included.
- No additional Interior Design services shall be provided.
- No additional Structural Design services shall be provided.
- No additional Construction Administration shall be provided.

- No further services will be provided or invoiced from the original agreement dated July 20, 2015.

**Architectural Services**

**Architectural Permit and Construction Documents**

- One meeting with Client to review proposed redesign based on revisions outlined above.
- Revise the current architectural documents as required for the proposed design revisions outlined above.
- Complete the Specifications and Bid Documents, based on redesign.
- Submit and process the documents to the Town for permit approval.

**Mechanical, Electrical and Plumbing Documents**

- Revise the current mechanical, electrical and plumbing documents as required for the proposed design revisions outlined above.

**Site/Civil Services**

This change order covers layout and grading changes performed at the Town’s request after the original layout and grading were approved by the previous Town Engineer and Town Manager and additional coordination. In addition a color rendering exhibit of the site has also been prepared for use by the Town staff.

**ESTIMATED FEE**

The fee for this change order is \$47,503.50. This includes a 10% contingency for any additional scope items that may come up as this new concept is developed. Since this change order creates a new scope of services for the building renovations, the unbilled architectural services previously approved are no longer required. This unbilled work totals \$10,995 which can be applied to this change order bringing the total change order amount to \$36,508.50.

RDA is looking forward to the opportunity to continue our professional engineering services to the Town of Haymarket on this project. Should you have any questions, please do not hesitate to contact me at 703-368-7373, or e-mail me at [sdusza@rdacivil.com](mailto:sdusza@rdacivil.com).

Sincerely,

Sharon D. Dusza, P.E.  
Senior Project Manager/Principal

**AUTHORIZATION:**

I hereby authorize Rinker Design Associates, P.C. to proceed in accordance with the above outlined proposal.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

Attachment: Staff Report - Town Center Change Order (3456 : Town Center Project Change Order)





Date: 10/4/17  
 RDA Prop # 14096  
 Town of Haymarket Town Center

ATTACHMENT "A"  
 Fee Proposal and Scope of Work By Phase

Task Order Description:

Town of Haymarket Town Center Redevelopment Project Change Order

Task Order Description	SUB-CONSULTANT	SUB-CONSULTANT	SUB-CONSULTANT	PROJECT MANAGER	SENIOR ENGINEER	PROJECT ENGINEER	LAND SURVEYOR	SURVEY TECHNICIAN	2 MAN FIELD CREW	TOTAL MANHOURS	ITEM TOTAL
Contract Administration/Coordination/Meetings											
Site Layout and Grading Changes											
Color Exhibit											
ARCHITECTURAL SERVICES - Subcontract											
Meetings					3						\$ 495.00
Revise Permit and Construction Documents					12						\$ 14,940.00
Revise Specifications and Bid Documents					8						\$ 2,400.00
Mechanical Electrical and Plumbing Documents						8					\$ 19,500.00
<b>TOTAL HOURS</b>					<b>23</b>	<b>104</b>	<b>18</b>	<b>2</b>	<b>32</b>	<b>0</b>	<b>\$ 37,804.02</b>
<b>Estimated Labor Costs</b>					<b>\$ 13,500.00</b>	<b>\$ 3,795.00</b>	<b>\$ 14,040.00</b>	<b>\$ 2,605.44</b>	<b>\$ 286.94</b>	<b>\$ 3,576.64</b>	<b>\$ 37,804.02</b>

Subtotal Subconsultant Fees: \$31,335.00

Services \$ 37,804.02  
 Direct Costs \$ 5,380.98  
 Total Estimated Costs \$ 43,185.00

DIRECT COSTS:  
 Subconsultants Administrative Cost (10%) \$ 3,133.50  
 Prints \$ 2,000.00  
 Reimbursables \$ 247.48  
 Total Direct Costs \$ 5,380.98

Prints and Reimbursable Expenses will be invoiced in accordance with Negotiated Contract Rates.

<b>RDA Cost Proposal</b>	\$43,185.00
Contingency (10%)	\$4,318.50
<b>SUBTOTAL</b>	<b>\$47,503.50</b>
Unbilled Architectural Services	-\$10,995.00
<b>CONTRACT TOTAL</b>	<b>\$36,508.50</b>

RESOLUTION #2018-1

A RESOLUTION IN SUPPORT OF HOUSE BILL NO. 556 STATE CORPORATION COMMISSION; CHAPTER 6 INTERVENOR COMPENSATION

WHEREAS, Virginia House Delegate Danica Roem has patroned, along with Delegates Carter and Rasoul, House Bill No. 556 (HB556) State Corporation Commission; Intervenor Compensation, referred to the House Committee on Commerce and Labor, Subcommittee #3; and

WHEREAS, the House Committee on Commerce and Labor Subcommittee #3 is scheduled on February 6, 2018 to consider action on HB 556; and

WHEREAS, HB 556 establishes a thorough and regulated process under which a public interest organization or retail customer may be compensated for its expenses in a State Corporation Commission (Commission) proceeding related to a public service company's provision of utility service; and

WHEREAS, HB 556 provides that subject to a finding by the Commission that the intervenor's participation in the proceeding made a substantial contribution to the adoption of the Commission's order or decision wherein the intervenor without an award of compensation would incur a significant financial hardship; and

WHEREAS, the intervenor must represent an interest material to the proceeding which but for an award of compensation would not be adequately represented; and

WHEREAS, the Town of Haymarket ("Town") actively supports such intervenors in the 240kV Haymarket Transmission Line Project;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Haymarket, meeting this 5th day of February 2018, that the council hereby supports the provisions of HB 556 and respectfully requests Subcommittee #3 and the House Committee on Commerce and Labor to approve HB 556. Additionally, the council hereby respectfully requests that the Virginia General Assembly vote in the affirmative and enact HB 556.

Done this 5th day of February 2018

Motioned By: Pasanello  
Ayes: 5

Seconded By: Edwards

Nays: 0

ATTEST:

Shelley Kozlowski

Shelley Kozlowski, Clerk of the Council



Attachment: Resolution #2018-1 House Bill No. 556 (AGI-2018-10 : House Bill No. 556)