



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

I. Call to Order

II. Pledge of Allegiance

III. Moment of Silence

IV. Minutes Approval

1. Mayor and Council - Work Session - Nov 27, 2017 5:30 PM
2. Mayor and Council - Regular Meeting - Dec 4, 2017 7:00 PM
3. Mayor and Council - Special Meeting - Dec 18, 2017 7:30 AM

V. Citizens' Time

VI. Public Hearing - Joint with Planning Commission

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

VII. Department Reports

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

VIII. Agenda Items

1. SUP#2018-001 Atara Health Solutions, Ltd.
2. Recognition of Christmas & Holiday Celebration Participants and Volunteers
3. Deck the Door Contest Winners
4. Meladon Presentation

IX. Updates

1. Planning Commission Update
2. Architectural Review Board Update

X. Councilmember Time

- A. Chris Morris
- B. John Cole
- C. Susan Edwards
- D. Connor Leake
- E. Joe Pasanello
- F. Steve Shannon
- G. David Leake

XI. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, November 27, 2017

5:30 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 5:30 PM.

Mayor David Leake called the meeting to order.

I. Call to Order

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

II. Pledge of Allegiance

III. Staff Reports on Town Center Renovation

1. Staff Reports on Town Center Renovation

To further reduce project scope, Business Manager, Jerry Schiro recommended in his report to defer any renovation to the interior with the exception of kitchen. He stated that they kitchen could be converted to additional office space. He further recommended to convert the entrance and vestibule currently serving the Police Department to be the primary public entrance to the building during normal office hours.

Discussion ensued amongst members of the Town Council concerning recommended changes particularly with the entrance to the building and cost. Finance options were considered and also reviewing existing debt services.

It was the consensus of the Council to move forward with the plan.

IV. Briefing on Building Inspections

Mr. Schiro reported that he spoke with Prince William County about taking over the permits. He further stated that he and staff will be meeting with the County on Thursday.

V. Council Comments

1. Add Agenda Item: Mobile Data Terminal User Fees

Discussion ensued between the members of the Council and staff concerning the Mobile Data Terminal User Fees with Prince William County and how to move forward with the contract.

Minutes Acceptance: Minutes of Nov 27, 2017 5:30 PM (Minutes Approval)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Joe Pasanello, Vice Mayor
SECONDER: John Cole, Councilman
AYES: Cole, Morris, Pasanello, Edwards, Shannon
ABSENT: Connor Leake

VI. Adjourn

1. Motion to Adjourn

RESULT: ADOPTED [UNANIMOUS]
MOVER: John Cole, Councilman
SECONDER: Susan Edwards, Councilwoman
AYES: Cole, Morris, Pasanello, Edwards, Shannon
ABSENT: Connor Leake

Submitted:

Approved:

 Shelley Kozlowski, Clerk of the Council

 David Leake, Mayor

Minutes Acceptance: Minutes of Nov 27, 2017 5:30 PM (Minutes Approval)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, December 4, 2017

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: Present, Vice Mayor Joe Pasanello: Present, Councilwoman Susan Edwards: Present, Councilman Connor Leake: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

II. Invocation

Invocation - Rabbi Lizz Goldstein, Congregation Ner Shalom

III. Pledge of Allegiance

IV. Moment of Silence

V. Citizens' Time

No Citizens' Comments.

VI. Minutes Approval

1. Mayor and Council - Regular Meeting - Nov 6, 2017 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	John Cole, Councilman
AYES:	Cole, Morris, Pasanello, Edwards, Leake, Shannon

2. Chuck Carnahan Email to Council

VII. Department Reports

1. Town Planner Report - Emily Lockhart

Town Planner, Emily Lockhart, reported to the Council the Architectural Review Board updates. She stated that they had a recent work session concerning the gateway signs. She also stated that they discussed the Chick-fil-A wall and have some ideas for maybe getting a volunteer group to help.

She updated the Council on Planning Commission. She stated that she is still working with A Dog's Day Out for their Zoning Text Amendment application. She also stated that she is putting together a report to the Planning Commission that outlines everything in the past year and a half that A Dog's Day Out has been through.

She reported that there are 2 rezonings coming up on Washington Street, Watts and Rafferty properties. She reported that during the past week, the staff has met with the developers of the Fairgrounds' property to discuss designs for the property. She concluded that the one zoning violation is currently in good standing.

Councilman Shannon stated that he spoke with Christiana Briganti from VDOT. He shared that they do have plans to stain the Chick-fil-A wall in the spring and that he would give Ms. Lockhart the contact information for Ms. Briganti. Mayor Leake asked Councilman Shannon if VDOT had

Minutes Acceptance: Minutes of Dec 4, 2017 7:00 PM (Minutes Approval)

any plans for the lines on the road by Food Lion. Councilman Shannon replied that he would look into it.

Councilman Leake asked Ms. Lockhart what kind of Zoning Text Amendment A Dog's Day Out was looking for. She stated that they are looking for the addition of Doggie Daycare to be included under Personal Services. Also to clarify that a B-1 Use can have an upstairs apartment. She further stated that they want to put in some doggie daycare use limitations including the number of animals, hours, noise, etc. In reference to the rezoning, Councilman Leake asked what kind of zoning the applicants were looking for. Ms. Lockhart stated that they are both seeking a B-1 zoning. She further stated that one of the applicants noted that they would offer a proffer statement to keep the historic structure and that they value the home as part of the town's story.

Vice Mayor Pasanello asked Ms. Lockhart about the 6 entry points for the gateway signs. She stated the 6 locations will include the railway on Jefferson Street, Old Carolina to Jefferson Street, by the Sheetz gas station, Washington Street by the QBE building, and on both sides of Route 15. He also asked Ms. Lockhart if the plan was to do both the gateway signs and the bike racks. Ms. Lockhart stated that the plan is to do both, however, the gateway signs are the priority at this time. He asked if the property at 6810 Jefferson Street was a blighted property. Ms. Lockhart said that the applicant came in with a building inspection report. She stated that it was deemed inhabitable however, not classified as blighted. He concluded by asking Ms. Lockhart if there were plans to update the Comprehensive Plan. Councilman Leake stated that he believed within the budget, they had plans to update the Comprehensive Plan in 2018 with the Planning Commission.

2. Police Department Report - Chief Kevin Lands

Chief Lands asked if there were any questions concerning the statistics for the month.

Vice Mayor Pasanello thanked the Chief for breaking out the house checks.

Chief Lands highlighted some of the points of interest for the month. He attended the Roundtable at the School of Rock. He stated that one of the concerns were the lights at the divergent diamond. He said that he spoke with Councilman Shannon about the situation. Councilman Shannon said that as of Friday it had not been corrected. He further stated that he would follow up and personally check on it.

Chief Lands reported that the Christmas and Holiday Celebration went well. He said there were no issues or incidents. He added that the entrance of Santa Claus on the antique fire truck was great and thought closing the streets was a good idea.

Councilman Morris asked the Chief if there has been any issues with the intersection near Chick-fil-A and Sheetz. Chief Lands stated no.

At this time, Chief Lands shared "Officer Highlights" with the Council. He first recognized Officer O'Neal. He stated that Officer O'Neal and his wife provided dinners for all of the Prince William County Officers (western end) that were on duty over Thanksgiving. He further stated that the dinners were delivered by the Haymarket Officers. He then introduced Officer Gregory to the Council. He added that Officer Gregory has been on the Haymarket police force for approximately 30 days.

Vice Mayor asked Chief Lands to speak briefly about the body camera videos. Chief Lands said that all of the officers wear the body cameras and that Haymarket was the first in the area to have them. He further stated that they have them on whenever dealing with the public on a police matter. He concluded by adding that he audits at least 10-15 videos each week.

3. Building Officials Report - Doug Smith

No Comments or Discussion.

4. Town Engineer's Report - Katie McDaniel

Vice Mayor Pasanello asked if the Wood Village project is Daisy Woods' property. The Town Planner, Emily Lockhart, stated no.

5. Business & Community Relations Report

Councilwoman Edwards asked if anyone has been watching the weather for Saturday. Mayor Leake stated that he is doing the "Walk A Mile with the Mayor" rain or shine.

Mayor Leake asked Ms. Lockhart to give a brief update on the outstanding Christmas and Holiday Celebration. Ms. Lockhart stated that it went well and that it was a whole staff and Council effort. She added that the vendors were very excited with the heated tent. She concluded that the entrance of Santa and Mrs. Claus was very special.

Mayor Leake thanked the staff for all of their help and especially Mr. Lockhart for all of his help.

6. Treasurer's Report - Roberto Gonzalez

Town Treasurer, Roberto Gonzalez, reported that the financials are as of October 31, 2017. He stated that in the month of October all of the Real Estate tax bills went out.

He also stated that there was a correction to the Police Department's Community line item. He added that there was an expense of \$2,095.44 that was meant to go towards Haymarket Day.

He reported that he will email the Council and Mayor the report of the overages from the Police Department. He added that it is a report that he does monthly with the Chief Lands and Denise Andrews to help them budget for different events.

Continuing to outline his report, Mr. Gonzalez stated that he worked with the Business Manager on material that was presented at the November 27th Town Council work session concerning the Town Center project.

He concluded his report stating that because of some of the issues that occurred last year with real estate invoices being returned he is staying on track with any real estate taxes that come back in the mail. He added that he is even emailing invoices at the request of some of the property owners.

Councilman Morris commented that he felt it was a great idea that the Treasurer is meeting each month with the Chief Lands and Denise Andrews and going over the budget.

7. Business Manager Report - Jerry Schiro

Business Manager, Jerry Schiro, commended the Town Staff and Boards on the effort that they all put into to the Town's Christmas and Holiday Celebration event.

He reported that in regards to the building permit process, he and Staff met with Prince William County. He stated that they were very receptive to the idea. He stated that they will have a follow up meeting on January 8. He further reported that they would need a letter from him to the County Executives requesting it and the entire process could be turned over to the County by mid January 2018. He concluded that he intends on moving forward.

Members of the Council expressed concerns with the turn around time to process the permits as well as reaching out to the residents and HOA's to let them know about the changes. Mr Schiro stated that the town staff will let the residents and HOA's know of the changes

In reference to the changes with the Town Center project, Mr. Schiro reported that he met back with the Project Engineer and Architect. They thought the changes would work, would simplify the project and enable us to move ahead more quickly.

He concluded his report by stating that the paving at the intersection is going well.

VIII. Agenda Items

1. Appointment of Finance Committee

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Cole, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Cole, Morris, Pasanello, Edwards, Leake, Shannon

2. Mobile Data Network Agreement with Prince William County

Business Manager, Jerry Schiro reported that in 2007 the Town of Haymarket entered into an agreement with Prince William County to allow the Haymarket Police Department to access the County's Mobile Data Network for it's Public Safety vehicle computers. He continued by stating that it is before the Council tonight for action on whether to pay or dispute the fees.

At this time, Chief Lands addressed the Council. Per request of the Council, he distributed data from January 1, 2017 until the prior week. He stated that the data highlights the amount of times the Haymarket Police responded to calls outside of the towns limits and the hours spent. He further stated that the Town pays for the computers that are in the officer's vehicles and that the Town pays the County for the software and maintenance.

Council shared concerns including officer safety, cost, the Agreement with Prince William County as well as on going communications with the County. Vice-Mayor Pasanello stated that he would like to have a work session before the Council goes into negotiations.

A motion was made that the Haymarket Town Council authorize the payment of the fees associated with the Prince William County Mobile Data Network and continue to work with the County to amend the 2007 agreement reflecting the assets Haymarket Police Department provides to the Prince William County Police Department.

After the motion was adopted, Mayor Leake directed the Business Manager to direct a letter to the Board of Supervisors listing the Council's concerns along with a copy of the video of the evening's meeting.

Councilman Cole suggested that the Mayor and Council discuss a negotiation strategy in a work session prior to sending out a letter.

RESULT:	ADOPTED [4 TO 2]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Chris Morris, Councilman
AYES:	John Cole, Chris Morris, Susan Edwards, Steve Shannon
NAYS:	Joe Pasanello, Connor Leake

3. Resolution 2017-13 BB&T Bank Authorizing Resolution

Mr. Schiro explained to the Council that the Town Attorney has some concerns with the resolution that is in the Council packet. He stated that the bank has concerns about the format in which we present the resolution. He further stated that the resolution before the Council at the Dais is a simple resolution with the same resolution number, 2017-13, which authorizes the Business Manager and Town Treasurer to properly execute the transfer of funds to BB&T bank of Haymarket.

Resolution 2017-13- RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM THE FAUQUIER BANK TO THE BB&T BANK

WHEREAS, the Town of Haymarket is seeking to expand the services it offers its customers, and

WHEREAS, Staff has investigated various banking institutions to determine the best options for the Town in this regard,

NOW, THEREFORE, BE IT RESOLVED that the Town Council does hereby authorize the Town Business Manager and Town Treasurer to properly execute the transfer of these funds.

Minutes Acceptance: Minutes of Dec 4, 2017 7:00 PM (Minutes Approval)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Cole, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Cole, Morris, Pasanello, Edwards, Leake, Shannon

IX. Councilmember Time

Each member of the Council wished everyone a Merry Christmas and Happy Holiday.

A. Chris Morris

Stated that he is looking forward to the 1 mile walk. Thanked the Staff for a great job with the Christmas and Holiday Celebration.

B. John Cole

Thought the Christmas event was fabulous.

C. Susan Edwards

Expressed what a pleasure it was getting to know the Staff while getting ready for the Christmas event and how proud she is to have them as part of the Town Staff and feels that they are a good reflection of our town. Reminded everyone of the Boards and Staff holiday party.

D. Connor Leake

Thanked the Staff for their work on the Christmas event. Thanked the Pasanello's for all of the help and prep work with the event as well.

E. Joe Pasanello

Stated that he agreed with what has been shared by the other Council members. He asked everyone to please remember those in need this holiday season. He shared that a 9 year old boy in the Haymarket community, Braxton Fulk, has been diagnosed with brain tumors. Braxton is the son of Norman and Emily and sister of Ainsley. He further reported that one has been removed and that he will be going through radiation and chemotherapy. He concluded by stating that there is a "Go Fund Me" page for this young man.

F. Steve Shannon

He stated that he echoes all that has been said by his fellow council members. He said that he knows what it is like to be away serving our country during the holidays and asked that we remember our servicemen and women, contractors and civilians along with their spouses at home. He concluded by stating that he is excited to be on this team and looks forward to 2018.

G. David Leake

He stated that he would like to take this time to address the concerns in an email from Mr. Chuck Carnahan at the November 4th meeting. He thanked him for his letter but shared that there was some misinformation. As for the delay in site improvements for the Town Center, the Mayor stated that it has never been the intention of delaying site improvements. He also referenced the flooding concerns of the building stating that they have done improvements to fix the problem and that at no time was the building threatened by the recent water main break. He further stated that it should be a \$1.5 million project not \$3.5 million and not a 40 year plan but a 20 year investment. He concluded that he has spoken to Mr. Carnahan as well.

X. Closed Session

1. Enter into Closed Session; Pursuant to Virginia Freedom of Information Act at Virginia Code 2.2-3711 (A) (1) for the Discussion of Assignment, Appointment, Promotion, Performance, Demotion, Salaries, Disciplining, or Resignation of Specific Public Officers, Appointees, or Employees of Any Public Body; Specifically Employees of the Town.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Susan Edwards, Councilwoman
SECONDER: Connor Leake, Councilman
AYES: Cole, Morris, Pasanello, Edwards, Leake, Shannon

2. Certification of Closed Session; Move to Certify that to the Best of Each Member's Knowledge (I) Only Public Business Matters Lawfully Exempted from Open Meeting Requirements Under This Chapter and (II) Only Such Public Business Matters Were Identified in the Motion by Which the Closed Meeting was Convened Were Heard, Discussed or Considered in the Meeting by the Public Body.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Susan Edwards, Councilwoman
SECONDER: Chris Morris, Councilman
AYES: Cole, Morris, Pasanello, Edwards, Leake, Shannon, Leake

XI. Adjournment

1. Motion to Adjourn

RESULT: ADOPTED [UNANIMOUS]
MOVER: Susan Edwards, Councilwoman
SECONDER: John Cole, Councilman
AYES: Cole, Morris, Pasanello, Edwards, Leake, Shannon

Submitted:

Approved:

 Shelley Kozlowski, Clerk of the Council

 David Leake, Mayor

Minutes Acceptance: Minutes of Dec 4, 2017 7:00 PM (Minutes Approval)



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, December 18, 2017

7:30 AM

Council Chambers

I. Call to Order

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

II. Pledge of Allegiance

III. New Business

1. Rezoning Application #ZTA2017-001, Referral to Planning Commission

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Chris Morris, Susan Edwards, Connor Leake, Steve Shannon
ABSENT:	John Cole, Joe Pasanello

2. Rezoning Application #ZTA2017-002, Referral to the Planning Commission

RESULT:	ADOPTED [3 TO 1]
MOVER:	Connor Leake, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Chris Morris, Connor Leake, Steve Shannon
NAYS:	Susan Edwards
ABSENT:	John Cole, Joe Pasanello

3. Zoning Text Amendment #ZTA2017-003, Referral to the Planning Commission

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Chris Morris, Susan Edwards, Connor Leake, Steve Shannon
ABSENT:	John Cole, Joe Pasanello

IV. Adjournment

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Chris Morris, Susan Edwards, Connor Leake, Steve Shannon
ABSENT:	John Cole, Joe Pasanello

Minutes Acceptance: Minutes of Dec 18, 2017 7:30 AM (Minutes Approval)

Submitted:

Approved:

Shelley M. Kozlowski, Clerk of the Council

David Leake, Mayor

Minutes Acceptance: Minutes of Dec 18, 2017 7:30 AM (Minutes Approval)

Town Planner								
Task List 12/01/2017-12/29/017								
Task	Street Name/Project Name	Assigned To:	Date Task Started:	Last Worked On:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board								
Upcoming Demolition Application	6810 Jefferson Street	Emily Lockhart	11/20/2017	1/3/2018	Review Application and submit to the Architectural Review Board for review and discussion	1/17/2018		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 will be reviewed for completeness and submitted to the Board.
Winterham/ 15111 Washington St	Property Damage from storm in the summer, Sign Changes	Emily Lockhart	11/14/2017	11/14/2017	Awaiting action from property owner	12/1/2017		Notified property manager that the missing siding and damaged dish satellite behind the building need to be taken care of ASAP. The damage occur over the summer in the bad storm. Also notified the property manager that the for sale sign needs to be altered.
Board of Zoning Appeals								
No Activity for December 2017								
Planning Commission								
#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	12/18/2017	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.11/27 UPDATE: Awaiting revisions from the applicant's engineer and letter from adjacent property owner regarding the closure of two entrances to the back lot
#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. 12/18 UPDATE: All Staff comments have been sent to Rinker, awaiting further action from Rinker
A Dog's Day Out	6680 Fayette Street	Emily Lockhart	9/6/2017	11/17/2017	Clarify land use	Feb-18		11/27 UPDATE: Met with the applicant at Town Hall to discuss the application process for a zoning text amendment, applicant is working on the application and has submitted text amendment changes. The application will require a public hearing, Planning Commission recommendation to TC, public hearing for TC and final approval from TC. 12/29/2017 UPDATE: A public hearing for ADDO's zoning text amendment application will be held on 1/03/2018
Rezoning Application	Rafferty Properties	Emily Lockhart	11/1/2017	11/22/2017	Additional Information from the applicant	Feb-18		UPCOMING: Met with the Applicant to work on the rezoning application for 14851, 14845, 14871 Washington St. Awaiting additional information from the applicant to finalize the application and post public notices. 12/29/2017 UPDATE: A public hearing for the rezoning application will be held on 1/03/2018
Rezoning Application	Acie Watts Jr./ 14841 Washington St.	Emily Lockhart	11/1/2017	11/22/2017	Additional Information from the applicant	Feb-18		UPCOMING: Met with the Applicant to work on the rezoning application for 14841 Washington St. Awaiting additional information from the applicant to finalize the application and post public notices. 12/29/2017 UPDATE: A public hearing for the rezoning application will be held on 1/03/2018
Special Use Permit SUP#2018-001	Atara Health Solutions, Ltd	Emily Lockhart	12/8/2017	12/13/2017	Public Hearing	Jan-18		A joint public hearing will be held on 01/08/2017 for the special use permit application. Atara Health Solutions, Ltd is a group of 4 doctors looking to start a new business at 4426/4428 Costello Way. Medical services offered include; individual and group psychotherapy and psychiatric medication management.
Prince William County (1 Mile Review)								

Attachment: Copy of January TC Planner Report Task Log (3425 : Town Planner's Report - Emily Lockhart)

Home Depot Site Plan	The Town has received the site plan for Home Depot, which will be located on the far side of the Walmart. The proposed use may cause an increase in vehicular trips through the intersection at Route 15 and Washington Street. However, with the improved intersections and diverging diamond, staff does not foresee any major traffic impacts.							
Woodborne Preserve	Rezoning application for 139.95 acres from A-1, Agricultural to SR-1, Semi-Rural Residential Cluster, to allow for the development of 107 single-family detached dwelling units. The neighborhood would be located on Thoroughfare Road, between Route 15 and Old Carolina Road. The development may cause an increase in traffic along Route 15 @ the railroad tracks or along Old Carolina/Jefferson Street.							
Staff								
Fairgrounds Lead	15150 Washington Street	Emily Lockhart	10/18/2017	11/29/2017	Meeting 11/29/2017			Developer has requested a meeting with Town Staff to discuss designs for the property. 12/29/2017 UPDATE: Met with the developer to discuss their ideas for the site. Developer will give a presentation at the 1/08/2018 Town Council Meeting
6608 James Madison Hwy Meeting	Meeting to discuss options for a diner	Emily Lockhart	10/20/2017	11/27/2017				I have been back and forth with the Landlord of the property to discuss applications, permits and other paperwork needed for the tenant to move into the facility. Awaiting applications and final confirmation that the tenant has signed a lease. 12/29/2017 UPDATE: No word from the property owner about progress on the application
Zoning Violations								

Engineer's Report -11/30/17 thru 12/27/17

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Active Projects							
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. -Katie provided IFB documents to RDA to submit to VDOT with next plan submission. Waiting on date for resubmission from RDA
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: Dec 2017 TC Engineer's Reports_KMM (3427 : Town Engineer's Report - Katie McDaniel)



Permit No.	Project Name	Permit Address	Permit Type	Permit Status	Permit Issue Date	Permit Close Date	R/C	Project Status	Project End Goal	Comments
B20160004 Primary Permit	Ice Plex	15111 Washington Street	Building	Closed	12/17/15	12/14/17	C	Final inspection completed and CO submitted.	Creation of second ice rink	Project has been completed
B20170012	Sheetz	15315 Washington Street	Building	CO Issued	3/21/17	11/10/17	C	All work completed in gas island and canopy. Remaining items is removal of E&S measures	Removal of existing structures and building of new structures	All work completed. Still performing E&S Inspections
BLD2017-020	New Residences	6732, 6736, and 6740 Blight Drive	Building	Active	5/11/17	5/11/18	R	All COs have been issued.	Construction of three new SFD's	All COs have been granted. Still performing E&S Inspections
TBD	QBE	14600 Washington Street	Building	preliminary review	TBD	TBD	C	planning	Addition of two additional floors	Have not received update on status of this project
E201723, P2017020	Frontier Kitchen	14600 Washington Street	Electrical and Plumbing	Active	12/8/17		C	Permits issued and approved by Building Official	Installation of ice cream makers	
B2017 025	SFD	6760 madison Street	Building	Active	6/19/17	6/19/18	R	Addition foundation is in place, all demo work complete, and new work is underway.	Renovation and addition for existing SFD	Under slab inspections have been completed
TBD	Foster's Grill Unit C	4416 Costello Way	Building and Electrical	Active	9/22/17	9/22/18	C	Permits to install a new walk-in cooler have been issued.	To install a walk-in cooler for beer storage in basement of this facility	Permit applications have been approved for this installation
B2017030	6896 Jocky Club Lane	6896 Jocky Club Lane	Building	Active	12/5/17		R	Permit has been approved by Building Official. No inspections have been performed		
G2017008	11628 Jefferson Street	11628 Jefferson Street	Gas	Active	11/20/17		R	Permit has been approved by Building Official. Inspections have been performed		Some changes were made and review by Building Official. Rough in inspection was completed waiting for final inspection.
TBD	Expert Cleaners	6739 Lea Berry Way					C	Fire occurred at 10:00 AM on 12/15/17. Emergency inspections of building official was performed. Permit pending.	Bring store back to code to allow business to operate	Prince William County Fire Marshall issued multiple violations to the business owner. Multiple building code and life safety issues were also observed. Building Official has spoke with owner and contractor to give direction on how to proceed with construction.
TBD	Century Stair	15175 Washington Street	Building	Active	2/17/17	2/17/18	C	internal installation of equipment only	to install a full facility dust collection system	No new information or requests for inspection have been received.



**HAYMARKET POLICE
DEPARTMENT**



To: Jerry Schiro, Mayor Leake and Council Members
 From: Chief Lands
 Date: 12-20-2017
 Subject: Monthly Report for December 2017

Felony Arrests	0	None
Misdemeanor Arrests	10	DUI, Refusal, Wanted Suspect, Poss. Of Marijuana
In Town Calls for Service	1594	Various
Out of Town Calls for Service	51	Various
Traffic Summons	72	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	209	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	8	No Injuries
House Checks	1	Residents who were out of town
Business Checks	605	All Town Businesses

Points of Interest:

2017 Year End Review

Officer Highlights:

Officer of the Year Award
 Chief's 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
January 8, 2018

Highlights:

- The financials attached are as of November 30, 2017.
- I'm happy to announce that we have received 90% of the real estate tax payments.
- We are now working on sending out notices for the remaining real estate bills that are now delinquent.
- We will begin to work on the a mid-year review for our current fiscal budget and present budget amendments to council that will need to be made to the budget.

Town of Haymarket
Statement of Net Position
As of November 30, 2017

	Nov 30, 17
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	845,307.99
11000 · CD's & Money Market Funds	347,227.52
11010 · Virginia Investment Pool	305,117.78
Total Checking/Savings	1,497,653.29
Accounts Receivable	
12000 · Accounts Receivable	180,704.40
12010 · A/R Permits	-75.41
12020 · Delinquent Real Estate	3,204.90
12021 · Taxes Receivable - RE 2016	2,250.46
Total Accounts Receivable	186,084.35
Other Current Assets	
11499 · Undeposited Funds	209,515.58
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
Total Other Current Assets	239,235.95
Total Current Assets	1,922,973.59
Fixed Assets	
12500 · General Property	4,558,780.72
12600 · Rental Property	1,401,944.03
Total Fixed Assets	5,960,724.75
Other Assets	
19000 · Net Pension Asset	104,015.00
19100 · Deferred Outflow - Pension Cont	61,313.45
Total Other Assets	165,328.45
TOTAL ASSETS	8,049,026.79
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	77,120.91
Total Accounts Payable	77,120.91
Credit Cards	
20040 · Town Credit Card	2,405.31
Total Credit Cards	2,405.31
Other Current Liabilities	
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	-908.42
22000 · Security Deposits	20,230.00
22010 · Escrow Deposits	304,569.54
Total Other Current Liabilities	334,219.81
Total Current Liabilities	413,746.03
Long Term Liabilities	

Town of Haymarket
Statement of Net Position
As of November 30, 2017

	Nov 30, 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	1,863,095.43
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	87,558.25
Total Equity	6,185,931.36
TOTAL LIABILITIES & EQUITY	8,049,026.79

Town of Haymarket
Statement of Revenue & Expenditures for Month
November 2017

	Nov 17
Ordinary Income/Expense	
Income	
3120 · OTHER LOCAL TAXES	
Business License Tax	70.00
Cigarette Tax	7,881.09
Consumer Utility Tax	12,492.24
Meals Tax - Current	53,086.33
Sales Tax Receipts	12,637.71
Penalties (Non-Property)	108.04
Total 3120 · OTHER LOCAL TAXES	86,275.41
3130 · PERMITS,FEES & LICENSESES	
Application Fees	200.00
Motor Vehicle Licenses	150.00
Other Planning & Permits	6,000.00
Total 3130 · PERMITS,FEES & LICENSESES	6,350.00
3140 · FINES & FORFEITURES	
Fines	9,044.91
Total 3140 · FINES & FORFEITURES	9,044.91
3150 · REVENUE - USE OF MONEY	
Interest on Bank Deposit	56.44
Interest on Bank Deposits	151.93
Total 3150 · REVENUE - USE OF MONEY	208.37
3151 · RENTAL (USE OF PROPERTY)	
Suite 110 Rental Income	348.42
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	1,638.00
315160 · The Very Thing For Her	2,160.00
Total 3151 · RENTAL (USE OF PROPERTY)	11,307.01
3160 · CHARGES FOR SERVICES	
Public Safety	
Donation/Grants	615.00
Total Public Safety	615.00
Total 3160 · CHARGES FOR SERVICES	615.00
3165 · REVENUE - TOWN EVENTS	
Revenue - Town Events	450.00
Total 3165 · REVENUE - TOWN EVENTS	450.00
3180 · MISCELLANEOUS	
Citations & Accident Reports	55.00
Total 3180 · MISCELLANEOUS	55.00
32 · REVENUE FROM COMMONWEALTH	
Car Rental Reimbursement	372.41
Communications Tax	9,576.20
Total 32 · REVENUE FROM COMMONWEALTH	9,948.61
Total Income	124,254.31
Gross Profit	124,254.31
Expense	
01 · ADMINISTRATION	

Attachment: Treasurer & Financial Report for 01-08-2018 (3432 : Treasurer's Report - Roberto Gonzalez)

Town of Haymarket
Statement of Revenue & Expenditures for Month
November 2017

	Nov 17
11100 · TOWN COUNCIL	
Salaries & Wages - Regular	1,025.00
Total 11100 · TOWN COUNCIL	1,025.00
12110 · TOWN ADMINISTRATION	
Salaries/Wages-Regular	49,317.17
Salaries/Wages - Part Time	6,400.00
FICA/Medicare	6,484.56
VRS	2,642.29
Health Insurance	3,775.64
Life Insurance	315.66
Disability Insurance	36.70
Unemployment Insurance	151.73
Worker's Compensation	2.64
Accounting Services	367.16
Printing & Binding	542.82
Computer, Internet & Website Svc	2,817.99
Postage	500.00
Telecommunications	201.12
Books, Dues & Subscriptions	954.66
Office Supplies	93.04
Total 12110 · TOWN ADMINISTRATION	74,603.18
12210 · LEGAL SERVICES	
Legal Services	4,277.50
Total 12210 · LEGAL SERVICES	4,277.50
12240 · INDEPENDENT AUDITOR	
Auditing Services	14,350.00
Total 12240 · INDEPENDENT AUDITOR	14,350.00
Total 01 · ADMINISTRATION	94,255.68
03 · PUBLIC SAFETY	
31100 · POLICE DEPARTMENT	
Salaries & Wages - Regular	26,492.48
Salaries & Wages - OT Regular	0.00
Salaries & Wages - OT Premium	1,818.62
Salaries & Wages - Holiday Pay	924.32
VRS	2,735.67
Health Insurance	4,224.88
Life Insurance	322.54
Disability Insurance	142.26
Workers' Compensation Insurance	63.36
Legal Services	900.00
Electrical Services	79.00
Computer, Internet & Website	3,706.75
Postage	2.03
Telecommunications	510.96
Books Dues & Subscriptions	2,268.00
Office Supplies	1,576.48
Vehicle Fuels	1,624.80
Vehicle Maintenance/Supplies	228.58
Repairs/Maintenance Supplies	1,547.84
Uniforms & Police Supplies	4,060.09
Community Events	615.00
Capital Outlay-Furniture/Fixtur	-406.31
Total 31100 · POLICE DEPARTMENT	53,437.35
34100 · BUILDING OFFICIAL	4,155.00

Attachment: Treasurer & Financial Report for 01-08-2018 (3432 : Treasurer's Report - Roberto Gonzalez)

Town of Haymarket
Statement of Revenue & Expenditures for Month
November 2017

	Nov 17
Total 03 · PUBLIC SAFETY	57,592.35
04 · PUBLIC WORKS	
43200 · REFUSE COLLECTION	
Trash Removal Contract	6,007.50
Total 43200 · REFUSE COLLECTION	6,007.50
RENTAL PROPERTY - 14740 Wash St	
Repairs/Maintenance Services	55.45
Total RENTAL PROPERTY - 14740 Wash St	55.45
43100 · MAINT OF 15000 Wash St./Grounds	
Repairs/Maintenance Services	3,301.45
Maint Svc Contract-Pest Control	155.00
Maint Svc Cont- Street Cleaning	500.00
Electric/Gas Services	907.63
Electrical Services-Streetlight	380.44
Water & Sewer Services	521.42
43100 · MAINT OF 15000 Wash St./Grounds - Other	2,486.10
Total 43100 · MAINT OF 15000 Wash St./Grounds	8,252.04
Total 04 · PUBLIC WORKS	14,314.99
07 · PARKS, REC & CULTURAL	
71110 · EVENTS	
Contractual Services	3,888.52
71110 · EVENTS - Other	133.33
Total 71110 · EVENTS	4,021.85
72200 · MUSEUM	
Telecommunications	204.89
Exhibits & Programs	188.88
Total 72200 · MUSEUM	393.77
Total 07 · PARKS, REC & CULTURAL	4,415.62
08 · COMMUNITY DEVELOPMENT	
81100 · PLANNING COMMISSION	
Salaries & Wages - Regular	435.00
Consultants	6,763.75
81100 · PLANNING COMMISSION - Other	162.64
Total 81100 · PLANNING COMMISSION	7,361.39
81110 · ARCHITECTURAL REVIEW BOARD	
Salaries & Wages - Regular	255.00
Total 81110 · ARCHITECTURAL REVIEW BOARD	255.00
Total 08 · COMMUNITY DEVELOPMENT	7,616.39
94103 · PEDESTRIAN IMPROVEMENT PROJECT	
Architectural/Engineering Fees	6,157.24
Total 94103 · PEDESTRIAN IMPROVEMENT PROJECT	6,157.24
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	0.03
Total EMPLOYEE BENEFITS	0.03
Total 94105 · PERSONNEL	0.03
94106 · TOWN CENTER MASTER PLAN	
Architectural/Engineering Fees	2,402.23

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Town of Haymarket
Statement of Revenue & Expenditures for Month
November 2017

	<u>Nov 17</u>
Total 94106 · TOWN CENTER MASTER PLAN	<u>2,402.23</u>
Total Expense	<u>186,754.53</u>
Net Ordinary Income	<u>-62,500.22</u>
Net Income	<u><u>-62,500.22</u></u>

Attachment: Treasurer & Financial Report for 01-08-2018 (3432 : Treasurer's Report - Roberto Gonzalez)

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

01/04/18

	Jul - Nov 17	Budget	% of Budget
Ordinary Income/Expense			
Income			
3110 · GENERAL PROPERTY TAXES			
Real Estate - Current	340,349.18	346,048.00	98.4%
Public Service Corp RE Tax	11,273.29	10,000.00	112.7%
Total 3110 · GENERAL PROPERTY TAXES	351,641.67	356,048.00	98.8%
3120 · OTHER LOCAL TAXES			
Bank Stock Tax	0.00	18,000.00	0.0%
Business License Tax	3,209.23	209,200.00	1.5%
Cigarette Tax	56,151.41	190,000.00	29.6%
Consumer Utility Tax	63,514.28	130,000.00	48.9%
Meals Tax - Current	273,054.62	600,000.00	45.5%
Sales Tax Receipts	65,727.25	150,000.00	43.8%
Total 3120 · OTHER LOCAL TAXES	462,384.27	1,297,200.00	35.6%
3130 · PERMITS,FEES & LICENESES			
Application Fees	3,260.00	2,700.00	120.7%
Inspection Fees	3,930.00	15,000.00	26.2%
Motor Vehicle Licenses	525.00	1,900.00	27.6%
Occupancy Permits	400.00	600.00	66.7%
Other Planning & Permits	6,510.00	70,000.00	9.3%
Total 3130 · PERMITS,FEES & LICENESES	14,625.00	90,200.00	16.2%
3140 · FINES & FORFEITURES			
Fines	32,470.55	50,000.00	64.9%
Total 3140 · FINES & FORFEITURES	32,470.55	50,000.00	64.9%
3150 · REVENUE - USE OF MONEY			
Interest on Bank Deposit	287.77	10,000.00	2.9%
Total 3150 · REVENUE - USE OF MONEY	3,845.67	10,000.00	38.5%
3151 · RENTAL (USE OF PROPERTY)	60,318.61	131,335.00	45.9%
3165 · REVENUE - TOWN EVENTS			
Revenue - Town Events	74,809.00	65,000.00	115.1%
Total 3165 · REVENUE - TOWN EVENTS	74,809.00	65,000.00	115.1%
3180 · MISCELLANEOUS			
Citations & Accident Reports	195.00	1,900.00	10.3%
Total 3180 · MISCELLANEOUS	1,052.59	1,900.00	55.4%
32 · REVENUE FROM COMMONWEALTH			
599 Law Enforcement Grant	7,320.00	28,000.00	26.1%
Car Rental Reimbursement	2,734.51	5,500.00	49.7%
Communications Tax	48,309.34	120,000.00	40.3%
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%
Total 32 · REVENUE FROM COMMONWEALTH	79,164.98	183,500.00	43.1%
33 · REVENUE FROM FEDERAL GOVERNMENT			
CABOOSE ENHANCEMENT GRANT	0.00	9,359.00	0.0%
33 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	208,600.00	0.0%
Total 33 · REVENUE FROM FEDERAL GOVERNMENT	526.81	217,959.00	0.2%
35 · Reserve Funds For CIP	0.00	155,000.00	0.0%
Total Income	1,099,676.95	2,558,142.00	43.0%
Gross Profit	1,099,676.95	2,558,142.00	43.0%
Expense			

Attachment: Treasurer & Financial Report for 01-08-2018 (3432 : Treasurer's Report - Roberto Gonzalez)

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

	Jul - Nov 17	Budget	% of Budget
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
Convention & Education	1,067.64	3,000.00	35.6%
FICA/Medicare	0.00	2,000.00	0.0%
Meals and Lodging	0.00	1,500.00	0.0%
Mileage Allowance	163.93	750.00	21.9%
Salaries & Wages - Regular	5,675.00	32,100.00	17.7%
Town Elections	0.00	1,200.00	0.0%
Total 11100 · TOWN COUNCIL	6,906.57	40,550.00	17.0%
12110 · TOWN ADMINISTRATION			
Salaries/Wages-Regular	150,322.56	349,000.00	43.1%
Salaries/Wages - Part Time	7,720.00	5,000.00	154.4%
FICA/Medicare	24,725.37	28,500.00	86.8%
VRS	12,185.34	21,000.00	58.0%
Health Insurance	21,065.26	74,150.00	28.4%
Life Insurance	1,463.04	3,500.00	41.8%
Disability Insurance	201.85	2,600.00	7.8%
Unemployment Insurance	313.25	2,800.00	11.2%
Worker's Compensation	202.64	400.00	50.7%
Gen Property/Liability Ins.	14,827.00	16,000.00	92.7%
Accounting Services	4,180.98	11,000.00	38.0%
Cigarette Tax Administration	0.00	5,500.00	0.0%
Printing & Binding	1,364.86	15,000.00	9.1%
Advertising	640.00	12,000.00	5.3%
Computer, Internet & Website Svc	11,151.69	30,000.00	37.2%
Postage	1,309.77	4,000.00	32.7%
Telecommunications	1,159.40	6,000.00	19.3%
Mileage Allowance	310.18	2,500.00	12.4%
Meals & Lodging	330.11	6,000.00	5.5%
Convention & Education	2,947.69	8,000.00	36.8%
Discretionary Fund	0.00	2,500.00	0.0%
Books, Dues & Subscriptions	5,800.28	15,000.00	38.7%
Office Supplies	1,439.83	4,000.00	36.0%
Capital Outlay-Machinery/Equip	0.00	7,000.00	0.0%
Total 12110 · TOWN ADMINISTRATION	263,661.10	631,450.00	41.8%
12210 · LEGAL SERVICES			
Legal Services	18,317.50	90,000.00	20.4%
Total 12210 · LEGAL SERVICES	18,317.50	90,000.00	20.4%
12240 · INDEPENDENT AUDITOR			
Auditing Services	14,350.00	16,500.00	87.0%
Total 12240 · INDEPENDENT AUDITOR	14,350.00	16,500.00	87.0%
Total 01 · ADMINISTRATION	303,235.17	778,500.00	39.0%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
Salaries & Wages - Regular	143,110.06	351,616.00	40.7%
Salaries & Wages - OT Regular	4,056.69	9,000.00	45.1%
Salaries & Wages - OT Premium	6,172.21	4,100.00	150.5%
Salaries & Wages - Holiday Pay	3,182.16	11,000.00	28.9%
Salaries & Wages - Part Time	1,270.00	35,500.00	3.6%
FICA/MEDICARE	0.00	31,124.00	0.0%
VRS	13,629.04	38,189.00	35.7%
Health Insurance	21,853.21	62,100.00	35.2%
Life Insurance	1,597.15	4,648.00	34.4%
Disability Insurance	915.40	1,864.00	49.1%
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	3,600.00	15,000.00	24.0%

Attachment: Treasurer & Financial Report for 01-08-2018 (3432 : Treasurer's Report - Roberto Gonzalez)

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

01/04/18

	Jul - Nov 17	Budget	% of Budget
Advertising	0.00	100.00	0.0%
Computer, Internet & Website	6,735.43	4,700.00	143.3%
Postage	46.73	300.00	15.6%
Telecommunications	3,742.02	15,200.00	24.6%
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	5,435.50	6,800.00	79.9%
Office Supplies	3,508.01	3,100.00	113.2%
Vehicle Fuels	7,113.79	16,000.00	44.5%
Vehicle Maintenance/Supplies	5,646.97	8,000.00	70.6%
Uniforms & Police Supplies	23,029.66	13,400.00	171.9%
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%
Total 31100 · POLICE DEPARTMENT	321,537.66	697,530.00	46.1%
32100 · FIRE & RESCUE			
Contributions to other Govt Ent	0.00	10,000.00	0.0%
Total 32100 · FIRE & RESCUE	0.00	10,000.00	0.0%
34100 · BUILDING OFFICIAL	17,250.00	65,000.00	26.5%
Total 03 · PUBLIC SAFETY	338,787.66	772,530.00	43.9%
04 · PUBLIC WORKS			
Town Public Works	3,599.00	34,749.00	10.4%
43200 · REFUSE COLLECTION			
Trash Removal Contract	36,467.93	78,000.00	46.8%
Total 43200 · REFUSE COLLECTION	36,467.93	78,000.00	46.8%
43100 · MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	9,324.40	55,000.00	17.0%
Maint Svc Contract-Pest Control	465.00	2,000.00	23.3%
Maint Svc Contract-Landscaping	10,751.25	35,000.00	30.7%
Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%
Maint Svc Cont- Street Cleaning	3,375.00	8,000.00	42.2%
Electric/Gas Services	5,349.55	15,000.00	35.7%
Electrical Services-Streetlight	1,707.76	5,500.00	31.1%
Water & Sewer Services	942.13	2,000.00	47.1%
Janitorial Supplies	0.00	1,000.00	0.0%
Real Estate Taxes	453.70	2,500.00	18.1%
Total 43100 · MAINT OF 15000 Wash St./Grounds	35,061.13	133,000.00	26.4%
Total 04 · PUBLIC WORKS	77,512.31	245,749.00	31.5%
07 · PARKS, REC & CULTURAL			
71110 · EVENTS			
Contractural Services	43,471.12	65,000.00	66.9%
Total 71110 · EVENTS	47,172.33	65,000.00	72.6%
72200 · MUSEUM			
Unemployment Insurance	0.00	750.00	0.0%
Telecommunications	931.31	2,200.00	42.3%
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%
Total 72200 · MUSEUM	1,547.72	5,150.00	30.1%

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

01/04/18

	Jul - Nov 17	Budget	% of Budget
Total 07 · PARKS, REC & CULTURAL	48,720.05	70,150.00	69.5%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
Salaries & Wages - Regular	1,425.00	5,000.00	28.5%
FICA/Medicare	0.00	500.00	0.0%
Consultants	34,582.24	90,000.00	38.4%
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%
Total 81100 · PLANNING COMMISSION	36,307.28	98,750.00	36.8%
81110 · ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	825.00	4,000.00	20.6%
FICA/Medicare	0.00	850.00	0.0%
Mileage Allowance	0.00	200.00	0.0%
Meals & Lodging	0.00	300.00	0.0%
Convention & Education	0.00	500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	825.00	5,850.00	14.1%
81111 · Board Of Zoning Appeals			
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%
Total 81111 · Board Of Zoning Appeals	0.00	2,173.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	37,132.28	106,773.00	34.8%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
General Obligation Bond	170,482.19	231,440.00	73.7%
Total 95100 · DEBT SERVICE	170,482.19	231,440.00	73.7%
Total 09 · NON-DEPARTMENTAL	170,482.19	231,440.00	73.7%
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	11,000.00	0.0%
94102 · HAYMARKET COMMUNITY PARK	0.00	75,000.00	0.0%
94103 · PEDESTRIAN IMPROVEMENT PROJECT	6,157.24	267,000.00	2.3%
Total Expense	1,012,118.70	2,558,142.00	39.6%
Net Ordinary Income	87,558.25	0.00	100.0%
Net Income	<u>87,558.25</u>	<u>0.00</u>	<u>100.0%</u>

Attachment: Treasurer & Financial Report for 01-08-2018 (3432 : Treasurer's Report - Roberto Gonzalez)



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

JERRY M. SCHIRO
BUSINESS MANAGER

Date of Report: January 04, 2018

STAFF REPORT
Town of Haymarket Council Meeting
January 08, 2018

BUSINESS MANAGER'S REPORT

The following is overview of the Business Manager's activities since the December 04, 2017 regular Council Meeting. I have an obligation that prevents me from attending this meeting, my apologies.

ADMINISTRATION

Met with personnel regarding job descriptions, evaluations and pay adjustments.
Held "Admin" staff meetings and attended regular staff meeting with the Mayor and Police Chief.
Assisted the FOIA Officer with requests and responses.
Met with the Mayor, Police Chief and Treasurer on changes to overtime policy for the PD.
Provided personnel file documents requested by a former PD employee.
Review all payables and time sheets (with the exception of the PD).
Reviewed existing contract on the office copier. Setting a meeting for review and possible changes with the vendor.
Investigated issues related to the State Employment Commission and a former employee.
Worked with the Treasurer regarding issues related to the Town's deferred compensation program thru ICMA-RC for two former employees.

BUSINESS AND COMMUNITY RELATIONS

Attended debriefing meeting on the Christmas/Holiday event.

ENGINEERING

Worked with the Town Planner and Town Engineer to locate information regarding storm water management issues and prepared a memo to the complaining party regarding our findings.
Worked with the Town Planner regarding the dedication of sight distance easement for VDOT (Sherwood Forrest) from a private property owner. The matter is between the developer and the property owner.

FINANCE

Worked with the Town Attorney to amend resolution to transfer Town accounts to BB&T, Haymarket. Changes were forwarded to BB&T for their legal counsel review.
Working with the Town Treasurer to complete a mid-year budget report for the Finance Committee and Council.

PERMITTING SERVICES

Worked with Building Official and Fire Marshall regarding fire damage sustained at Expert Cleaners, 6739 Lea Berry Way.

Established the authority of the Fire Marshall to issue notices of violation regarding life safety issues.

Continue to clarify the role of the Building Official, we now require estimates for inspection services prior to the work being completed to avoid billing surprises.

- **Final meeting with PWC regarding transfer of Building Official responsibilities to the County scheduled for January 9, 2018. Transfer to be effective January 15, 2018.**

PLANNING AND ZONING

Met with developer (Robinson's Paradise) to discuss bonds (allegedly) being held by the Town, unable to locate any active bonds held by the Town.

Met with potential developers for the Fairgrounds property.

Attended January 3 Planning Commission Meeting

PUBLIC WORKS

Reviewed and executed a snow removal contract with Premier Landscaping.

Had VDOT re-install a speed limit sign on Washington St. that the Police found.

With assistance from the PD and Town Clerk, identified street lights that need to be replaced and established a reporting procedure with VA Dominion Power.

FACILITY & RENTAL PROPERTY MANAGEMENT

Coordinated office relocations and set up for the conference area in the former kitchen space.

Met with tenants regarding shared temperature control. Issued a memo outlining policy for thermostat control in shared space.

Served letter of default and met with tenants regarding delinquent rental payments and rates moving forward as a result.

Eliminated the storage of "Low Fat Security" vehicles from the Town Center parking spaces

Provided exterminator services to locate and remove dead rodents in rental properties.

Continued to work with Fire Suppression contractor and Washington Street Realtors to repair damages resulting from a fire extinguisher improperly installed.

Checked the old food pantry building, the heat is not on. Turned off water supply at the main, pipes had frozen in the kitchen area.

The furnace went out in the museum sometime over the holidays. The pipes are frozen as well as the sprinkler system and furnace. I am working with a contractor to make the necessary repairs. I am also filing a claim with VACORP. I am not sure how much, if any, of the damages will be covered.

TOWN CENTER PROJECT

All review comments for the site work are complete and have been forwarded to Rinker, awaiting finalization of bid documents.



SUP# 2018-001

SPECIAL USE PERMIT APPLICATION

NOTE: This application must be filled out completely and all submission requirements must be met before the application can be accepted and scheduled for review/Public Hearing.

NAME OF BUSINESS/APPLICANT: Atara Health Solutions, Ltd

SITE ADDRESS: 4426-4428 Costello Way, Haymarket, VA 20169

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1 **SITE PLAN PROPOSED:** Yes No

PROPOSED USE(S): Medical Office **CODE SECTION(S) #:** _____

BRIEF DESCRIPTION OF ACTIVITY: *In the space below or in an attached narrative, please describe in detail the proposed activity including size and type of proposed/existing structures, hours of operation, type of clientele, number of vehicles anticipated to visit the site during an average workday and any other changes that will affect the nature or appearance of the structure(s) or site.*
Outpatient medical office providing individual & group psychotherapy and psychiatric medication management

Supporting Documentation (attached): Narrative (addressing criteria of Section 58-9(d)) Plan/Plat

ADDITIONAL INFORMATION FOR HOME OCCUPATIONS (SUBJECT TO SECTION 58-16):

TYPE OF STRUCTURE: SFD TH **TOTAL FLOOR AREA OF MAIN STRUCTURE:** n/a (sq. ft.)

FLOOR AREA DEVOTED TO HOME OCCUPATION: n/a (sq. ft.)

NUMBER / TYPE OF VEHICLES: n/a

NUMBER / TYPE OF EQUIPMENT AND METHOD OF STORAGE (i.e. garage, accessory storage, etc.):
n/a

OFF-STREET PARKING SPACES PROVIDED: n/a **NO. OF EMPLOYEES WORKING FROM SITE:** n/a 4-5

FEE: \$500 Residential \$200 Residential In-Home Business
 \$350 Commercial (no land disturbance) \$1,500 Commercial (land disturbance)

APPLICANT/PERMIT HOLDER INFORMATION	PROPERTY OWNER INFORMATION
<u>Atara Health Solutions / Robin Jahanian</u>	<u>Michael Marsden [Marsden Properties]</u>
Name	Name
<u>14658 Gap Way #143</u>	<u>PO Box 1202 Haymarket</u>
Address	Address
<u>Haymarket, VA 20168</u>	<u>Haymarket, VA 20168</u>
City State Zip	City State Zip
<u>571-238-5491</u>	<u>410-804-2546</u>
Phone#(s)	Phone#(s)
<u>robin@atarahealth.com</u>	<u>mike.marsden@marsdenproperties.net</u>
Email Address	Email Address

Attachment: SUP Application (3436 : SUP#2018-001 Atara Health Solutions, Ltd.)



TOWN OF HAYMARKET SPECIAL USE PERMIT APPLICATION

SUP# 2018-001

APPLICANT / PROPERTY OWNER CONSENT

*****REQUIRED*****

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein or attached hereto is correct and a true representation of the activity and method of operation described. Construction of any improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket, any additional restrictions and/or conditions prescribed by the Planning Commission or the Town Council, and all other applicable laws.

12/8/2017 7:57:23 PM EST

Applicant Signature

12/08/2017

Date

12/8/2017 5:28:46 PM EST

Property Owner Signature

12/08/2017

Date

OFFICE USE ONLY

DATE FILED: 12/11/2017 FEE AMOUNT: \$350 DATE PAID: 12/11/2017

DATE TO ZONING ADMINISTRATOR: 12/11/2017 STAFF REVIEW COMPLETE. 12/11/2017

APPLICABLE ZONING ORDINANCE SECTION(S) / RECOMMENDED CONDITIONS:

Planner 7A supports SUP. Use will not adversely affect surrounding businesses, vehicular traffic or character of the Town.

ZONING ADMINISTRATOR

12/11/2017
DATE

DATE TO PLANNING COMMISSION: 1/08/2018 PUBLIC HEARING DATE: 01/08/2018

- RECOMMEND APPROVAL RECOMMEND DENIAL NO RECOMMENDATION

RECOMMENDED CONDITIONS:

CHAIRMAN _____ DATE _____

DATE TO TOWN COUNCIL: 1/08/2018 PUBLIC HEARING DATE: 01/08/2018

- APPROVED DENIED

CONDITIONS:

Attachment: SUP Application (3436 : SUP#2018-001 Atara Health Solutions, Ltd.)



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 3, 2018
SUBJECT: Special Use Permit SUP#2018-001, Atara Health Solutions, Ltd

Background: Atara Health Solutions, Ltd is looking to open a medical office in Town at 4426-4428 Costello Way. The medical office will offer outpatient services to include individual and group psychotherapy and psychiatric medication management. The office will have 4-5 employees working from the site on a regular basis. A medical office was previously located in this office space prior to this application. The new Zoning Ordinance requires a special use permit for a medical office to be located in the Town Center District, B-1. Current tenants at 4400 Costello Way include; Foster's Grille, Contemporary Music Center, a nail salon, and other medical offices.

In accordance with the Zoning and Subdivision Ordinance Planning Commission and Town Council shall take into consideration Sec. 58-1.7 – Special Uses. (d).

“(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.”*

Town Planner Analysis of Impacts:

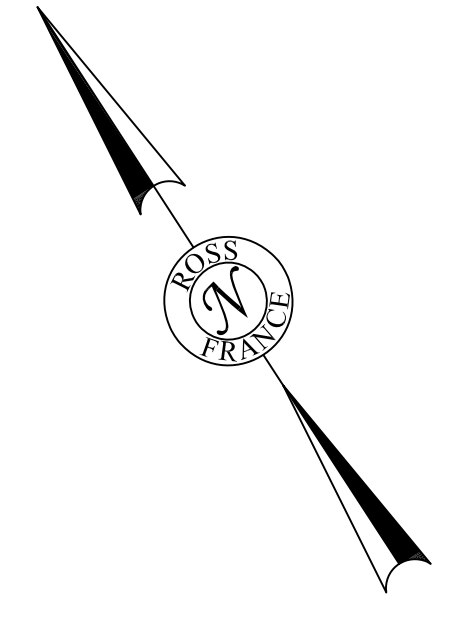
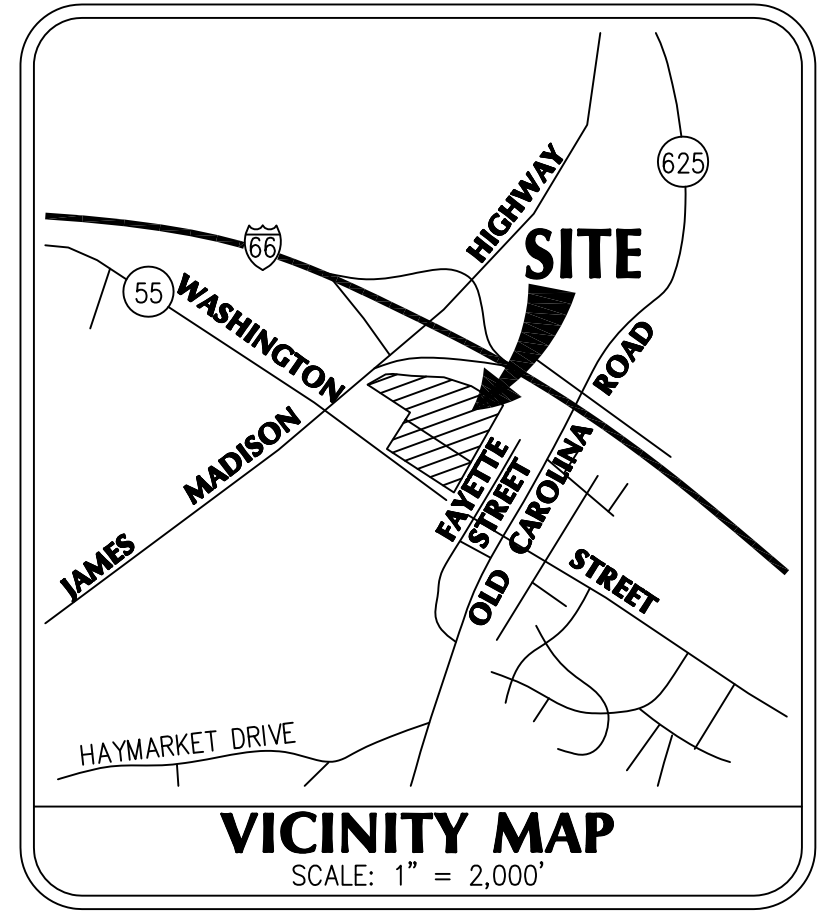
- (1) The proposed use at 4400 Costello Way is in accordance with the official policies of the adopted comprehensive plan.
- (2) The proposed use is in accordance with the general purpose and intent of the zoning district requirements. *The B-1 zoning district provides for retail shopping and personal services to be developed either as a unit or in individual parcels oriented to attracting pedestrian shoppers, tourism and local convenience.*
- (3) The proposed use will not adversely affect the use or values of surrounding properties and structures. The proposed use, Atara Health Solutions, Ltd is a small medical office that will offer individual and group psychotherapy and psychiatric medication management. The medical office will have 4-5 employees working daily, normal working hours during the daytime, and no overnight care.
- (4) The proposed use will not adversely affect the health, safety or general welfare of persons working in the surrounding businesses.
- (5) Pedestrian and vehicular traffic generated by the proposed use will not be hazardous or conflict with the existing and anticipated traffic in the neighborhood. The medical office will be open during regular business hours and is not expected to generate large volumes of vehicular traffic.
- (6) Utility, drainage, parking, loading and other necessary facilities provided to serve the proposed use will be adequate. The building has adequate utilities for the medical office, including parking on site. The parking is not assigned at this location however, adequate parking is available for all uses, current and proposed.

Town Planner Recommendation:

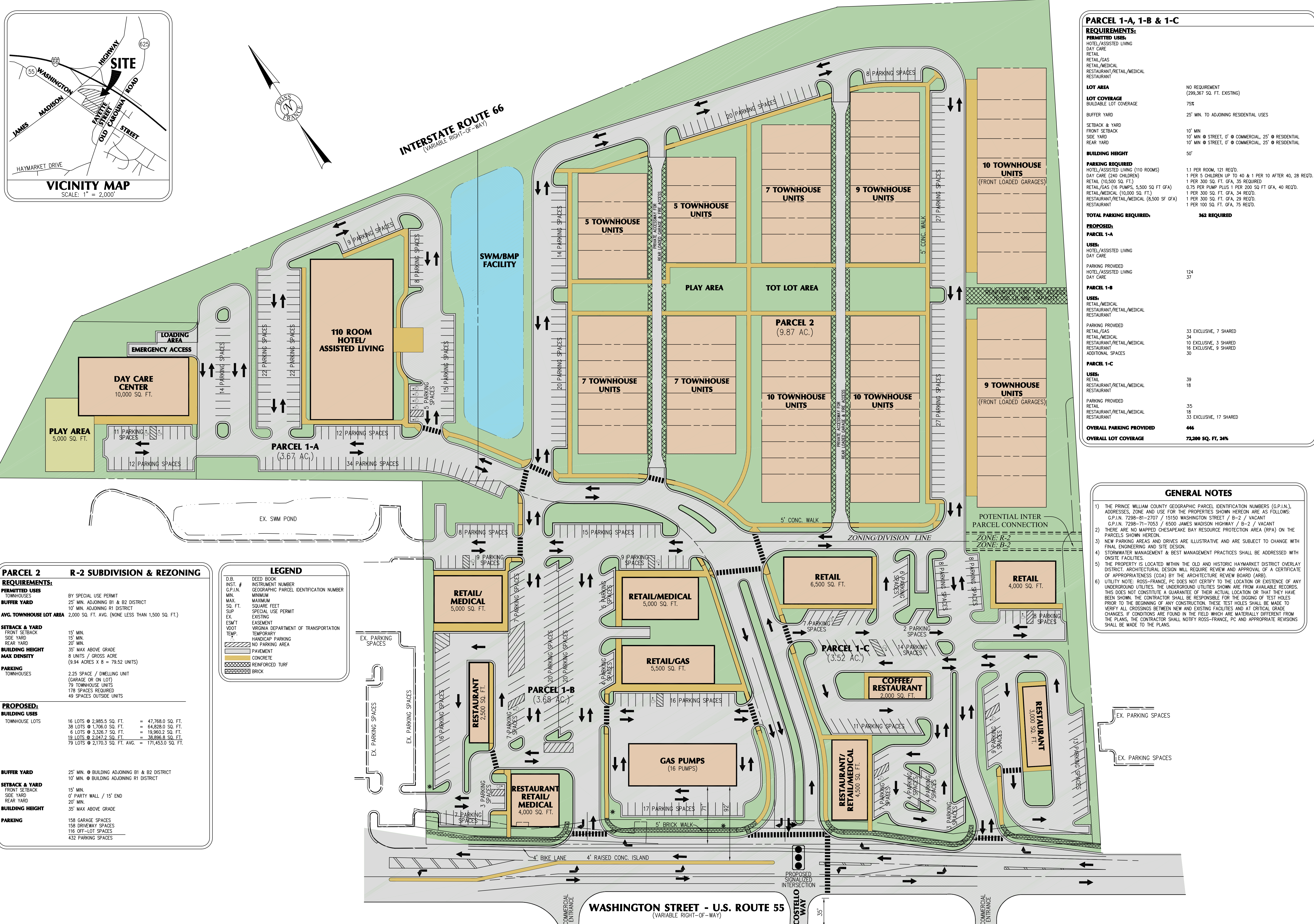
The proposed medical office located at 4426-4428 Costello Way is in accordance with the adopted Comprehensive Plan and zoning ordinance policies. Our zoning ordinance currently allows medical offices in the transitional commercial district and the business commercial (B-2) district. Previously the ordinance permitted medical offices in the Town Center District (B-1) by-right. Medical offices have occupied this space prior to this Special Use Permit Application. After reviewing Sec. 58-1.7 - Special Uses (d) of the zoning ordinance, the proposed use will not adversely affect the surrounding business, the character of the Town, pedestrian or vehicular traffic, or necessary facilities/utilities on site. As the Town Planner, I am in support of this special use permit and recommend approval.

Sample Motion: *"I move Town Council to approve SUP2018-001 for Atara Health Solutions, a medical office offering therapy services, located at 4426 Costello Way."*

Or Alternate Motion



INTERSTATE ROUTE 66
(VARIABLE RIGHT-OF-WAY)



PARCEL 1-A, 1-B & 1-C

REQUIREMENTS:

PERMITTED USES:
HOTEL/ASSISTED LIVING
DAY CARE
RETAIL
RETAIL/GAS
RESTAURANT/RETAIL/MEDICAL
RESTAURANT

LOT AREA: NO REQUIREMENT (299,367 SQ. FT. EXISTING)

LOT COVERAGE: BUILDABLE LOT COVERAGE 75%

BUFFER YARD: 25' MIN. TO ADJOINING RESIDENTIAL USES

SETBACK & YARD:
FRONT SETBACK 10' MIN
SIDE YARD 10' MIN @ STREET, 0' @ COMMERCIAL, 25' @ RESIDENTIAL
REAR YARD 10' MIN @ STREET, 0' @ COMMERCIAL, 25' @ RESIDENTIAL

BUILDING HEIGHT: 50'

PARKING REQUIRED:
HOTEL/ASSISTED LIVING (110 ROOMS) 1.1 PER ROOM, 121 REQ'D.
DAY CARE (240 CHILDREN) 1 PER 5 CHILDREN UP TO 40 & 1 PER 10 AFTER 40, 28 REQ'D.
RETAIL (10,500 SQ. FT.) 1 PER 300 SQ. FT. GFA, 35 REQUIRED
RETAIL/GAS (16 PUMPS, 5,500 SQ FT GFA) 0.75 PER PUMP PLUS 1 PER 200 SQ FT GFA, 40 REQ'D.
RETAIL/MEDICAL (10,000 SQ. FT.) 1 PER 300 SQ. FT. GFA, 34 REQ'D.
RESTAURANT/RETAIL/MEDICAL (8,500 SF GFA) 1 PER 300 SQ. FT. GFA, 29 REQ'D.
RESTAURANT 1 PER 100 SQ. FT. GFA, 75 REQ'D.

TOTAL PARKING REQUIRED: 362 REQUIRED

PROPOSED:

PARCEL 1-A
USES: HOTEL/ASSISTED LIVING, DAY CARE
PARKING PROVIDED: HOTEL/ASSISTED LIVING 124, DAY CARE 37

PARCEL 1-B
USES: RETAIL/MEDICAL, RESTAURANT/RETAIL/MEDICAL, RESTAURANT
PARKING PROVIDED: RETAIL/MEDICAL 33 EXCLUSIVE, 7 SHARED, RESTAURANT/MEDICAL 34, RESTAURANT/RETAIL/MEDICAL 10 EXCLUSIVE, 3 SHARED, RESTAURANT 16 EXCLUSIVE, 9 SHARED, ADDITIONAL SPACES 30

PARCEL 1-C
USES: RETAIL, RESTAURANT/RETAIL/MEDICAL, RESTAURANT
PARKING PROVIDED: RETAIL 35, RESTAURANT/RETAIL/MEDICAL 18, RESTAURANT 33 EXCLUSIVE, 17 SHARED

OVERALL PARKING PROVIDED: 446

OVERALL LOT COVERAGE: 72,200 SQ. FT. 24%

PARCEL 2 R-2 SUBDIVISION & REZONING

REQUIREMENTS:

PERMITTED USES: TOWNHOUSES

BY SPECIAL USE PERMIT

BUFFER YARD: 25' MIN. ADJOINING B1 & B2 DISTRICT
10' MIN. ADJOINING R1 DISTRICT

AVG. TOWNHOUSE LOT AREA: 2,000 SQ. FT. AVG. (NONE LESS THAN 1,500 SQ. FT.)

SETBACK & YARD:
FRONT SETBACK 15' MIN.
SIDE YARD 15' MIN.
REAR YARD 20' MIN.

BUILDING HEIGHT: 35' MAX ABOVE GRADE

MAX DENSITY: 8 UNITS / GROSS ACRE
(9.94 ACRES X 8 = 79.52 UNITS)

PARKING: 2.25 SPACE / DWELLING UNIT (GARAGE OR ON LOT)
79 TOWNHOUSE UNITS
178 SPACES REQUIRED
49 SPACES OUTSIDE UNITS

PROPOSED:

BUILDING USES:
TOWNHOUSE LOTS
16 LOTS @ 2,885.5 SQ. FT. = 47,768.0 SQ. FT.
38 LOTS @ 1,706.0 SQ. FT. = 64,828.0 SQ. FT.
6 LOTS @ 3,326.7 SQ. FT. = 19,960.2 SQ. FT.
19 LOTS @ 2,047.2 SQ. FT. = 38,896.8 SQ. FT.
79 LOTS @ 2,170.3 SQ. FT. AVG. = 171,453.0 SQ. FT.

BUFFER YARD: 25' MIN. @ BUILDING ADJOINING B1 & B2 DISTRICT
10' MIN. @ BUILDING ADJOINING R1 DISTRICT

SETBACK & YARD:
FRONT SETBACK 15' MIN.
0' PARTY WALL / 15' END
SIDE YARD 20' MIN.
REAR YARD 20' MIN.

BUILDING HEIGHT: 35' MAX ABOVE GRADE

PARKING: 158 GARAGE SPACES
158 DRIVEWAY SPACES
116 OFF-LOT SPACES
432 PARKING SPACES

LEGEND

D.B. DEED BOOK
INST. # INSTRUMENT NUMBER
G.P.I.N. GEOGRAPHIC PARCEL IDENTIFICATION NUMBER
MIN. MINIMUM
MAX. MAXIMUM
SQ. FT. SQUARE FEET
SPECIAL USE PERMIT
EX. EXISTING
EASEMENT
ESMT VIRGINIA DEPARTMENT OF TRANSPORTATION
VOT TEMPORARY
HANDICAP PARKING
NO PARKING AREA
PAVEMENT
CONCRETE
REINFORCED TURF
BRICK

- GENERAL NOTES**
- 1) THE PRINCE WILLIAM COUNTY GEOGRAPHIC PARCEL IDENTIFICATION NUMBERS (G.P.I.N.), ADDRESSES, ZONE AND USE FOR THE PROPERTIES SHOWN HEREON ARE AS FOLLOWS:
G.P.I.N. 7298-81-2707 / 15150 WASHINGTON STREET / B-2 / VACANT
G.P.I.N. 7298-71-7053 / 6500 JAMES MADISON HIGHWAY / B-2 / VACANT
 - 2) THERE ARE NO MAPPED CHESAPEAKE BAY RESOURCE PROTECTION AREA (RPA) ON THE PARCELS SHOWN HEREON.
 - 3) NEW PARKING AREAS AND DRIVES ARE ILLUSTRATIVE AND ARE SUBJECT TO CHANGE WITH FINAL ENGINEERING AND SITE DESIGN.
 - 4) STORMWATER MANAGEMENT & BEST MANAGEMENT PRACTICES SHALL BE ADDRESSED WITH ON-SITE FACILITIES.
 - 5) THE PROPERTY IS LOCATED WITHIN THE OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY DISTRICT. ARCHITECTURAL DESIGN WILL REQUIRE REVIEW AND APPROVAL OF A CERTIFICATE OF APPROPRIATENESS (COA) BY THE ARCHITECTURE REVIEW BOARD (ARB).
 - 6) UTILITY NOTE: ROSS-FRANCE, PC DOES NOT CERTIFY TO THE LOCATION OR EXISTENCE OF ANY UNDERGROUND UTILITIES. THE UNDERGROUND UTILITIES SHOWN ARE FROM AVAILABLE RECORDS. THIS DOES NOT CONSTITUTE A GUARANTEE OF THEIR ACTUAL LOCATION OR THAT THEY HAVE BEEN SHOWN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE DIGGING OF TEST HOLES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THESE TEST HOLES SHALL BE MADE TO VERIFY ALL CROSSINGS BETWEEN NEW AND EXISTING FACILITIES AND AT CRITICAL GRADE CHANGES. IF CONDITIONS ARE FOUND IN THE FIELD WHICH ARE MATERIALLY DIFFERENT FROM THE PLANS, THE CONTRACTOR SHALL NOTIFY ROSS-FRANCE, PC AND APPROPRIATE REVISIONS SHALL BE MADE TO THE PLANS.

ROSS-FRANCE
CIVIL ENGINEERING • LAND SURVEYING
9417 INNOVATION DRIVE, MANASSAS, VA 20110
(703) 361-4188
rossfranceva.com

COMMONWEALTH OF VIRGINIA
R. MICHAEL MASSEY, II
Lic. No. 23856
PROFESSIONAL ENGINEER

FAIRGROUNDS AT HAYMARKET
GAINESVILLE MAGISTERIAL DISTRICT
PRINCE WILLIAM COUNTY, VIRGINIA
DECEMBER 18, 2017

MELADON PRELIMINARY LAYOUT
Attachment: HAYMARKET-PRELIM-MELADON-LAYOUT-COLOR (3/26 - Meladon Presentation)

DATE	BY	REVISION
DES: GMG	DWN: RMM	CHK: RMM
FILE NO. PL#540		
SHEET 1 OF 1		