



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ AGENDA ~

Danielle Kijewski, Clerk of Council  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Monday, August 7, 2017

7:00 PM

Council Chambers

### 1. Call to Order

### 2. Invocation: Dr. Mark J. Olson, Haymarket Baptist Church

### 3. Pledge of Allegiance

### 4. Citizens' Time

### 5. Minutes Acceptance

A. Mayor and Council - Regular Meeting - Jul 10, 2017 7:00 PM

### 6. Department Reports

- A. Town Planner's Report - Mr. Steve Gyurisin
- B. Town Engineer's Report - Ms. Katie McDaniel
- C. Building Official's Report - Mr. Joseph Barbeau
- D. Police Department Report - Chief Kevin Lands
- E. Business & Community Relations Report - Ms. Denise Andrews
- F. Treasurer's Report - Mr. Roberto Gonzalez
- G. Town Manager's Report - Ms. Kimberly Murray

### 7. Agenda Items

- 1. Approval of Bids for the Sale of Surplus Town Vehicles
- 2. Appointment: Council Liaison to the Planning Commission
- 3. Bond Release: E&S and Landscape Bonds for Alexandra's Keep
- 4. Town Center Project Update: Site Plan

### 8. Updates

- 1. Update: Planning Commission
- 2. Update: Architectural Review Board
- 3. Update: Dominion Energy / SCC
- 4. Update: Zoning Map

### 9. Councilmember Time

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

### 10. Adjournment



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

Danielle Kijewski, Clerk of Council  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Monday, July 10, 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.

### 1. 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 Aitken: Present, Mayor David Leake: Present, Clerk of Council Danielle Kijewski: Present, Director of Business & Community Relations Denise Andrews: Present, Town Treasurer Roberto Gonzalez: Present, Town Attorney Karen Cohen: Present.

### 2. Invocation: Councilman Chris Morris

### 3. Pledge of Allegiance

### 4. Citizens' Time

No citizens had any comments to share.

### 5. Public Hearing

#### 1. SUP#2015-001 (Renewal) - St. Michael's Academy Modular Classrooms at 6735 Fayette Street

Ms. Lorrie Crockett (712 Black Sweep Road, Warrenton): Principal of St. Michael's Academy, asks the Council to renew the Academy's Special Use Permit, and approve the application considered tonight. Without modular classrooms, the school would lose 100 students and create a hardship for its families.

### 6. Acceptance of Minutes

A. Mayor and Council - Regular Meeting - Jun 5, 2017 7:00 PM

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

### 7. Agenda Item

#### 1. SUP#2015-001 (Renewal) - St. Michael's Academy Modular Classrooms at 6735 Fayette Street

Councilman Cole requests moving up item 9.1 in the agenda; there is no objection.

Mayor Leake suggests that all members look at additional information distributed at the meeting's beginning, in addition to the notes from the Town Planner, before making a decision.

Councilman Cole remembers that the Council's initial concern was traffic, and he does not believe that this has been a problem since the modular classrooms were installed.

Mayor Leake remembers and reiterates the Council's concern that the temporary structure may become a *de facto* permanent one, through multiple renewals of its Special Use Permit.

Minutes Acceptance: Minutes of Jul 10, 2017 7:00 PM (Minutes Acceptance)

Councilwoman Edwards asks for an explanation of the Academy's long-term plans; Ms. Crockett says that the Academy is in the process of purchasing property for a unified campus in Vint Hill Station, which will not be ready for at least another year.

Vice-Mayor Pasanello asks for a timeline; Ms. Crockett says that, should all go well, construction will be completed in the summer of 2018, or possibly early 2019.

Councilman Aitken asks where the school is in this process at present; Ms. Crockett answers that they have submitted a contract, though it has not yet been accepted.

Councilman Morris asks what the enrollment is for the school; Ms. Crockett answers that the school has enrolled approximately 145 students, with approximately 20 employees (both full and part time). She believes that traffic has remained the same over the years, and confirms that the school's enrollment will not grow while it remains in its present location; this is not its permanent home.

Councilman Morris asks if Chief Lands has noticed any particular concerns as a result of the traffic; Chief Lands confirms that he has not.

Mayor Leake asks about people who park on the property adjacent to the Academy, and asks if the its staff members who park there have the property owner's permission. Ms. Crockett says that she will double-check this, and ensure that they are in compliance. Mayor Leake shares his concern about whether there is an end in sight for these temporary units. Councilman Morris says that it seems like there has been much recent movement.

Councilwoman Edwards asks the Town Attorney whether there is any limitation on the number of SUP renewals allowed. Karen Cohen says that she would need to see the conditions attached to the previous SUPs. Mayor Leake also says that the Council could approve other timelines than the one requested.

Councilman Morris says that he feels very comfortable moving forward, since it is a benefit to the community, and one can see the motion of the school's growth.

Councilman Aitken has no problem moving forward, but recommends approval for 1 year so that the Council can check progress and ensure that forward movement continues. Vice-Mayor Pasanello and Councilman Morris agree.

The Town Attorney, Karen Cohen, reads the form of the motion:  
Move that the Town Council approve the approval of SUP2015-001, St. Michael's Academy, for temporary operation of an early learning center school, and temporary use of a classroom trailer at 6735 Fayette Street, subject to conditions of approval dated June 2, 2014, with the further clarification that the renewal is effective until August 31, 2018.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Morris, Councilman
<b>SECONDER:</b>	Steve Aitken, Councilman
<b>AYES:</b>	Cole, Morris, Pasanello, Edwards, Aitken
<b>ABSENT:</b>	Connor Leake

## 8. Department Reports

### A. Town Planner's Report - Mr. Steve Gyurisin

Mr. Gyurisin, the Interim Town Planner, is not present. There are no questions in his absence.

### B. Town Engineer's Report - Ms. Katie McDaniel

Ms. McDaniel, the Town Engineer, is not present. At the request of the Town Manager, Chief Lands will present the VDOT update during the Police Department Report.

Vice-Mayor Pasanello congratulates and thanks Ethan Marsh for his Eagle Scout project to install sewer decals throughout the Town.

**C. Building Official's Report - Mr. Joseph Barbeau**

Mr. Barbeau, the Building Official, is not present.

Councilwoman Edwards asks about the installation of the dust removal system referenced on packet page 18. The Clerk of Council says that she will contact Mr. Barbeau, and share the answer with Council.

**D. Police Report - Chief Kevin Lands**VDOT Update:

Lane Construction is going to pave the first coat of the 15-55 intersection tonight, and next week will complete the final surface painting and install all street lights. Contract requires completion by 8 August, but Chief Lands suspects they will finish early.

Councilwoman Edwards asks whether the officers are paying extra attention to illegal maneuvers by vehicles exiting SHEETZ, and asks whether a sign will be erected saying 'no left turn.' Chief Lands believes that the median will continue further up the road when the project is complete. He says he will speak to the construction manager about temporary measures.

Monthly statistics:

The Police Department conducted 470 business checks over the course of the month.

Chief Lands and Community Relations Officer O'Neal met with QBE, which will allow the department to use its property for the National Night Out, and will sponsor the event, which will take place on August 1<sup>st</sup>. Chief Lands will be in the dunking booth, and hopes for a good turnout.

Vehicle Tampering in Greenhill Crossings: there is a solid suspect, but formalities are being followed in the bringing of charges.

Longstreet Commons: a water battle took place in the neighborhood on the children's last day of school; a video of the encounter yielded more than 500K views. Next year, Chief plans for the whole department to participate.

Car Show: Officer O'Neal put on a tremendously successful event - 40 cars were expected, and more than 100 participated. Lots of people came to the office afterward to ask for a repeat; over \$2000 was raised for the families of fallen officers, which will be presented to PWC Fallen Officers' Fund. Councilman Cole participated in the show with his car, and Councilman Leake was a big help.

Rainbow Station: the center requested a visit, and both children and officers had a good time; they are just outside the Town, but are still a part of the community.

Women's Self-Defense Class: this second event sold out again, with more than 60 participants. \$100 were donated to Carried to Full Term, and Next Level Fitness was a wonderful host and organizational partner.

Speed Table: there has been some positive feedback, but there were many complaints before the County properly marked the table. Officers have been very diligent in monitoring it, and it is doing exactly what it should.

Councilman Cole confirms that the Town spent no funds on this installation, which was completed using County funds allocated by Supervisor Candland.

Officer Highlights:

Officer O'Neal's car show was fantastic, and he was instrumental in resolving an abduction case in the County. Chief Lands reads a message from the Prince William County Police Department commending Officer O'Neal.

An incident took place at the diverging diamond interchange, in which the lights went down and all officers were called in; all were willing and helpful, directed traffic for several hours, and everything ran smoothly.

Mayor Leake asks how many officers were needed to handle the incident. Chief Lands answers that 5 officers were brought in; at least 4 were needed for safety, but 6 would have been ideal.

Chief Lands thanks all his officers, and says that they have really stepped up for community relations.

Councilman Aitken raises the point that when he joined the Council more than 5 years ago, the Town's Police Department would not have received such a commendation.

Councilwoman Edwards asks whether the street sensors near train tracks and traffic light have been remedied; Chief Lands shares that his VDOT contact said that she thinks it had been solved as of that morning.

#### **E. Business & Community Relations Report - Ms. Denise Andrews**

The Town's annual Health & Fitness Event was a great success - 42 vendors participated, and 30 of those vendors have already applied to participate in this year's Haymarket Day.

The next Business & Community Roundtable will take place on July 19<sup>th</sup> - Brett Fry at Tobaccology will host the event from 8:30-9:30 AM.

100 Applications for Haymarket Day have been received in the 30 days since the application was opened, generating more than \$20,000 in vendor fees. The Town may need to cap the vendors at 245 participants this year.

The Town is moving toward online payments, which will be taken via a secure link on the Town's website.

A planning meeting for Haymarket Day will take place on July 12<sup>th</sup> at 12:00 PM, and will be open to the public.

Ms. Andrews attended the quarterly meeting of the Town Association of Northern Virginia (TANV) at the end of June - the focus of the meeting was business incubation and development, with the George Mason Enterprise Center given as a model for fostering incubator businesses in localities. The Town of Leesburg was highlighted, since it has a program to assist businesses that start up in this way, and to keep them within the Town once they are established.

The Haymarket School of Rock will host a ribbon-cutting this Saturday (July 15<sup>th</sup>) from 12-3 PM - all are encouraged to attend.

The Haymarket Museum purchased a 360-degree-camera, which will be very useful in promoting exhibits and Town events.

Councilwoman Edwards asks if a theme has been set for this year's Haymarket Day. Ms. Andrews answers that the theme is "Everyone's Home Town," and shares that there have been three nominees thus far for the Grand Marshal.

#### **F. Treasurer's Report - Mr. Roberto Gonzalez**

Mr. Gonzalez shares that the Financial Reports provided for this meeting are current through May 31; last month, the FY2017 budget was amended, and it looks like the Town was on target. The Town's legal bill is on target to be 8% under the projection for FY2017. A second round of letters for outstanding BPOs went out in mid-June.

Mayor Leake asks for an update on the Town's annual financial audit. Mr. Gonzalez shares that he is scheduled to meet with the Town's contracted accountant twice in August, so things are going according to plan.

#### **G. Town Manager's Report - Ms. Kimberly Murray**

In Ms. Murray's absence, the Council Members raise questions from items listed in her report, for her to answer in future.

Councilman Cole asks whether ivy is expected to grow and cover the retaining wall erected near Chick-fil-A; he suggests covering the wall with a mural, in case the ivy does not grow. Councilman Morris says that the Town has had much communication with VDOT about this retaining wall, but asks whether it has reached out to Lane Construction directly. Mayor Leake is unsure how this matter was not raised sooner, and does not know why VDOT could not accommodate the Town in this, when the Town supported an option that saved VDOT \$17 million on the Route 15 / I-66 interchange project. Councilman Cole thinks that there is potential for work that can be done with the VDOT Liaison.

Vice-Mayor Pasanello is curious about the estimated timeline for completion of the Town center. He asks that Ms. Murray present an update on this for the next Council meeting.

## 9. Appointments

### 1. Appointment of Council Liaison to the Planning Commission

Councilman Leake is stepping down from his role as Council Liaison to the Planning Commission, so another Liaison is needed to serve for the remainder of this Council term (through June 2018).

Mayor Leake tables this item until the Council's next meeting.

### 2. Finance Committee Appointments

In future, the Town Treasurer should communicate with Council directly on the need to schedule meetings of the Finance Committee; these can be scheduled on a case-by-case basis, and noticed accordingly.

## 10. Agenda Items

### 1. Discussion: Remote Participation by Elected Officials & Board Members

In light of legislative updates enacted at the state level this month, Mayor Leake suggests tabling this agenda item until later, since none of the Council Members have had a chance to properly review these revisions.

Town Attorney Karen Cohen summarizes the legislative updates to remote participation policies by localities: the word 'emergency' has been removed from the list of personal matters, and a Member is allowed to remotely participate in no more than 2 meetings per year; the provision for 25% of the number of annual meetings has been struck.

Councilman Cole reminds his fellow Council Members that the reason for consideration of this policy is allowance to participate, rather than to establish a quorum.

Vice-Mayor Pasanello has spoken about this matter with members of other communities; Vienna is considering something similar, but only for its Council Members. Should this be allowed in the case of the Finance Committee? Previous guidance says that this was not allowed in that particular case - is it allowed now? Middleburg has changed its charter to allow for such a policy; Purcellville does not allow.

Vice-Mayor Pasanello reminds Council that FOIA has guidance on this that should be considered. He asks whether it has been updated to reflect the changes of July 1<sup>st</sup>? The Town Attorney will be happy to follow up on this.

Councilman Aitken does not think the Town is technologically equipped for this. Mayor Leake thinks the cost for such a system would be considerable, and Councilman Cole says that there would need to be a practice run prior to adoption of such a policy.

Councilman Morris says that the lack of this has been most felt during contentious votes, when a member wants to make his or her voice heard; the submission of written comments, sent in advance, could resolve the issue.

Mayor Leake tables the matter indefinitely.

## 11. Updates

### 1. Planning Commission Update

In the absence of the Liaison to the Planning Commission, there are no updates.

### 2. Architectural Review Board Update

Councilwoman Edwards shares that there will be no ARB meeting this month, since there are no applications for it to consider; some unsanctioned projects have been brought to the attention of the Town Planner in the mean while.

### 3. Update: Proposed Zoning Map

The map will be returned to staff, after conversations with residents and property owners; a revised map will be brought to the Council for consideration in due course.

### 4. Dominion Virginia Power Update

Vice-Mayor Pasanello and Councilman Morris share that a recent article was published in The Washington Post about the ongoing disputes over Dominion's planned transmission route; the decided route along Carver Road would carve up a long-established community. The Coalition has asked for comments from those affected.

The application for the substation has not yet been submitted; it is unclear how long the project is expected to take until completion.

## 12. Councilmember Time

### A. John Cole

Councilman Cole is happy to report that the Jefferson Street speed table is a success, and thanks Supervisor Candland for the funds. He says that he will ask for another traffic study in the fall.

### B. Susan Edwards

No comments.

### C. Steve Aitken

No comments.

### D. Chris Morris

Councilman Morris thanks Town Staff for holding down the office in the absence of the Town Manager, and wishes her a speedy recovery.

### E. Joe Pasanello

Vice-Mayor Pasanello shares that the next TANV meeting will take place in the Town of Vienna, and all are invited. He also reminds all present that the School of Rock will have its Grand Opening on the afternoon of July 15th, and encourages his fellow Council Members to attend.

### F. Connor Leake

### G. David Leake

No comments.

## 13. Closed Session

### 1. Entrance into Closed Session

At 8:33 PM, the Town Attorney read the form of the following motion:

CLOSED SESSION PURSUANT TO 2.2-3711 A1 AND 2.2-3711 A7: Consultation with legal counsel or briefing by staff about the pending case of Town of Haymarket v. Contrucci as consultation or briefing in open meeting would adversely affect the Town's negotiating or litigating posture, and the Virginia Freedom of Information Act at Virginia Code 2.2-3711, paragraph (A)(7), permits such discussion in Closed Session; and for Council to discuss or consider a personnel matter involving salary or other compensation of a specific employee, as permitted by Virginia Code 2.2-3711, paragraph (A)(1).

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

### 2. Certification of Closed Session

Minutes Acceptance: Minutes of Jul 10, 2017 7:00 PM (Minutes Acceptance)

At 9:52 PM, the Town Attorney read the form of the following motion:

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 as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Councilwoman
<b>SECONDER:</b>	Steve Aitken, Councilman
<b>AYES:</b>	Cole, Morris, Pasanello, Edwards, Aitken
<b>ABSENT:</b>	Connor Leake

### 14. Adjournment

#### A. Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	John Cole, Councilman
<b>SECONDER:</b>	Joe Pasanello, Vice Mayor
<b>AYES:</b>	Cole, Morris, Pasanello, Edwards, Aitken
<b>ABSENT:</b>	Connor Leake

Submitted:

Approved:

\_\_\_\_\_  
Danielle Kijewski, Clerk of Council

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

### 15. Documents Submitted for Inclusion in the Public Record

1. Background Documents Regarding SUP2015-001 Renewal
2. Revised Remote Discussion Policy Documents

Minutes Acceptance: Minutes of Jul 10, 2017 7:00 PM (Minutes Acceptance)



Town Planner - July 2017 Town Council Report							
<i>Task</i>	<i>Assigned To</i>	<i>Date Task Started</i>	<i>Last worked on</i>	<i>Action Needed By</i>	<i>Anticipated End Date</i>	<i>Actual End Date</i>	<i>Comments</i>
<b>Architectural Review Board</b>							
#2016-037 (Z Companies) 14941 Wash. St and 6707 Jefferson St.	Steve/Kimberly	12/19/2016	4/19/2017	Applicant			Demolition of two buildings in Town Core. Met w/ applicant and design team, 3/31/17 to resubmit additional materials to ARB for their 4/19/17 meeting. ARB denied demo permits, appealed to TC 5/1 they need to
#2016-038 (A Dog's Day Out)	Steve/Kimberly	1/5/2017	3/27/2017	Applicant			ARB heard revisions and approved COA 4/19/17. Site Plan approved. Minor items to go to ARB for signage, lighting and fence details in August or September 2017. Waiting on designer.
Contemporary Music Center	Steve						ARB approved sign design. Sign size is still to be approved. Working with applicant for allowed sign size.
<b>Board of Zoning Appeals</b>							
No activity for June or July 2017							
<b>Planning Commission</b>							
Site Plan: A Dog's Day Out	Steve/Katie, Planning Commission	11/21/2016	3/1/2017	Applicant			Final Site Plans approved by Planning Commission in July. Bonding, sight easement underway with staff.
Site Plan: QBE Improvements	Steve/Katie, Planning Commission	1/20/2017	3/1/2017	Applicant			Final Site Plans approved by Planning Commission in June. Awaiting bonding from applicant.
<b>Prince William County</b>							
One-Mile Review: John Marshall Commons	Steve/Kimberly	11/1/2016	2/22/2017	Applicant; PWC Staff			Staff has provided comments to PWC planning. Applicant has meet with staff in July to review comments and discuss possible work session with Planning Commission, if needed.
<b>Staff</b>							
Overgrown Lawn / Weeds, dumpster issues at El Vaquero	Steve	08/02/2017					Contacted RE company. Will contact property owner.
Shed at Carried to Full Term	Steve		07/31/2017				Researching status of permit applied for previously.
Zoning Ordinance revisions	Steve	07/26/2017					Revisions based on current site plan and zoning permitting reviews to be reviewed and recommended to P/C.
P/C walking work session for Washington Street pedestrian planning discussion	Steve, Planning Commission	06/07/2017					Scheduled for September P/C meeting
Review Zoning Map changes	Steve	07/26/2017					Currently reviewing materials and maps for summary recommendations
Humphrey's Property	Steve						Currently reviewing materials.

Attachment: Town Planner's Report (3241 : Town Planner's Report - Mr. Steve Gyuris)

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	Katie/Steve	1/20/2017	5/22/2017	Applicant	N/A		-Approved by Planning Commission 6/7 -Bonds to be provided prior to construction -Site Plan approval notification letter sent 7/18
Dog's Day Out Final Site Plan	Katie/Steve	12/13/2016	6/23/2017	PC	7/5/2017		-Applicant addressed all second submission comments and is working on outside agency approvals. Applicant to revise proposed landscaping species per Zoning Ordinance -Approved by Planning Commission 7/5 -Site plan approval notification letter sent 7/18
Haymarket Town Center Final Site Plan	Katie/Steve	9/8/2016	5/24/2017	RDA	7/30/2017		-RDA working on Final Site Plan. Town provided direction for SWM/BMP design 5/3 -Town provided comments on layout 5/24 -Downey & Scott provided construction cost estimate 7/13
Pedestrian Improvements Project	Katie	7/14/2014	5/24/2017	RDA/ Utility Companies/ Town	7/30/2017		-Utility relocations are authorized, waiting for utility companies to begin work. -RDA working on final construction plans. Drainage & entrance revisions due to further development of Town Center Final Site Plan design approved. Will need to coordinate with VDOT to ensure no outstanding comments after change order work. -Katie provided design contract amount update to VDOT 6/22. Schedule update to be provided. -0.35 Nutrient Credits purchased from res 6/14
Sherwood Forest Bond Release	Katie	N/A	4/11/2017	Applicant	N/A		-Landscaping and E&S Bond released. -All pavement redesigns approved. -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.
Alexandra's Keep Landscaping, E&S and Performance Bond Release	Katie	N/A	4/14/2017	Applicant/ Katie	N/A		-As-Built survey approved. -Katie to research status of Landscape/E&S Bond releases -Applicant must have Bleight Drive street lights put on meter to turn over to Town for ownership/maintenance for performance bond release. Alexandra's Keep and QBE coordinating in order to share a meter.
Villages of Haymarket Ph II As-Built Survey	Katie	1/5/2017	5/3/2017	N/A	N/A		-Bond Release approved by TC 4/3. -Bond released by Town 5/10

Attachment: TC Engineer's Report - August 2017 (3242 : Town Engineer's Report - Ms. Katie McDaniel)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Sheetz Final Site Plan	Katie/Steve	6/29/2016	1/24/2017	Steve/PC	2/6/2017		-1st Submission received complete 6/29/2016. All comments returned. -2nd Submission received (complete) 11/16/2016. All comments addressed, Susannah put on Feb PC agenda. -VDOT permit approved and provided to Town.
Fairgrounds GDP	Steve/Katie	N/A	6/6/2016	Applicant	N/A		-1st and 2nd Submission comments returned. -Awaiting next submittal by applicant.
Advantage Landscaping RPA Restoration Plan	Katie	6/1/2016	8/8/2016	Applicant	N/A		1st Submission received 6/1/2016 Comments returned. Awaiting next submittal by applicant.
Eagle Scout Project Coordination to stencil storm drains	Steve/Katie	6/22/2016	1/5/2017	Eagle Scout/ARB/Steve	N/A		Eagle Scout presented plastic decal and paint type to ARB 4/19/17 and received approval. -Eagle Scout to submit LUP-A to VDOT.
Stamped Asphalt Crosswalk Estimate and RFP	Katie	10/15/2016	12/28/2016	On hold	1/31/2017		On hold
VDOT I-66/Rte 15 Coordination	Katie	N/A	1/26/2017	VDOT	8/31/2017		Web updates about lane closures for following week done every Monday. See additional notes below.

Attachment: TC Engineer's Report - August 2017 (3242 : Town Engineer's Report - Ms. 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	open	12/17/15	12/17/17	C	current	Creation of second ice rink	This structure is approaching completion, final inspections of building systems are underway. It is expected that the CO will be issued in the month.
E2017013 and 2017014	Office Renovation	15125 Washington Street	Building - Primary Permit	Active	6/26/17	6/26/18	C	current	Renovate office for inhouse client relocation.	Rough Inspections are complete, and work towards completion is underway.
B20170012	Sheetz	15315 Washinton Street	Building	Active	3/21/07	3/21/08	C	Nearing the completion of the new store. The next phase will involve the demolition of the old store structure and the remaining gas islands.	Removal of existing structures and building of new structures	The new store structure is nearing completion. The next phase will involve the removal of the remaining old structures, and the ground works to support the new gas island. The new store will be operational during this phase.
B20170016	School of Rock	15101 Washington Street	Building	CO Issued	3/22/17	7/11/17	C	Renovated this historic home to use for a music instruction business.	reuse of former residential structure for music school	Currently working with the business owner to correct a sewage issue on this property that required the installation of a new lateral.
B20170011	Kholi Residence	14830 Jodan Lane	Building	Active	3/20/16	3/20/18	R	current	Addition of deck to SFD	Pier footings have been inspected, framing and final inspections remain to be done.
TBD	New Residences	Blight Drive	Building	Active	5/11/17	5/11/18	R	Concrete and ground works underway	Construction of three new SFD's	Site and foundation work underway.
TBD	QBE	14600 Washington Street	Building	preliminary review	TBD	TBD	C	planning	Addition of two additional floors	We are working with this client and his architect as he develops his project. Recently it seems that the planning has stalled as different approaches are being considered.
TBD	Century Stair	15175 Washington Street	Building	Active	2/17/17	2/17/18	C	internal installation of equipment only	to install a full facililt dust collection system	Extensive work within the structure will connect to an exterior collection unit. Once it is determined where this outside location will be, it may be subject to ARB Review regarding the nature of any screening needed to mitigate the view of tis equipment.

**Summary:**

With numerous large scale projects underway, our presence in town has been very regular. Our clients have repeatedly expressed their satisfaction with our service and the speed at which we are able to respond to inspection requests. Sheetz is coming to the end of the new store phase, and about to begin razing the remaining old structures. The Ice Plex is about to lay down their first ice on the new rink, and the additional service areas, locker rooms and other facilities are very close to completion, very soon this facility will be providing improved recreational and scholastic sports activities. The School of Rock has opened its doors in the old Winterham Mansion, this once fallow structure is now an active business providing music instruction. Three new homes are rising along Blight drive, to join the two that have been completed. We are busy, but well within our capacity to serve our clients without delay.

Attachment: Building Official's Report (3243) : Building Official's Report - Mr. Joseph Barbeau



**HAYMARKET POLICE  
DEPARTMENT**



To: Kimberly Murray, Mayor Leake and Council Members  
 From: Chief Lands  
 Date: 7-20-2017  
 Subject: Monthly Report for July 2017

Felony Arrests	1	Grand Larceny
Misdemeanor Arrests	4	DUI, Refusal, Wanted Suspect, Poss. Of Marijuana
In Town Calls for Service	931	Various
Out of Town Calls for Service	35	Various
Traffic Summons	133	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	126	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	1	No Injuries
Business Checks	732	All Town Businesses

**Points of Interest:**

Business Roundtable  
 QBE Break-In  
 National Night Out  
 Women's Self Defense Class  
 Grant Workshop

**Officer Highlights:**

QBE Break In (O'Neal)  
 Moving On (Davis)  
 Full Time (Anderson)

Attachment: Police Chief's Monthly Council Report - August (3244 : Police Department Report - Chief Kevin Lands)

## **Business & Community Relations Report 07/01/2017 – 07/19/2017**

### **School of Rock – Ribbon Cutting Ceremony**

On Saturday, July 15<sup>th</sup> a new town business, School of Rock - Haymarket, held its ribbon-cutting ceremony.

The day's festivities included:

- The ribbon-cutting, done by Vice-Mayor Pasanello
- Musical performances by School of Rock teachers and students
- Tour of the facility
- Complimentary face painting
- A raffle for an electric guitar
- Complimentary BBQ & drinks

### **Quarterly Town Business Roundtable**

The quarterly Town Business Roundtable was held on Wednesday, July 19<sup>th</sup>, hosted by Brett Fry, owner of Tobaccology.

Topics discussed at the roundtable included:

- Haymarket Day – layout of the event, out of town vendors, stage locations, and road closures
- Police Department updates, given by Chief Lands
- We announced the opening of a new town business - School of Rock - which will also be the host for our fall quarterly roundtable

### **2017 Haymarket Day (Updates)**

Our 2017 Haymarket Day will be held on Saturday, September 17<sup>th</sup> from 9 am until 4 pm.

- The main stage will be located at Haymarket Community Park while the secondary/demo stage will be in front of Town Hall
- The featured band will be The Earth Wind & Fire Tribute Band
- A Parade Coordinator has been contracted for Haymarket Day
- As of July 20<sup>th</sup>, we have received 116 applications, not including “store front” booths; we have also collected over \$24,000 in vendor booth fees and \$15,000 in sponsorship funds.
- Our next meeting will be held on Wednesday, August 16<sup>th</sup> at 12 noon.

**Media Coverage**

- 07/28: Bull Run Observer
- 08/01: Haymarket Lifestyle Magazine – Advertising the Haymarket Day event
- 9/1-11/3: Battlefield H.S. Football Program – Ad for Museum Exhibits & Call for Volunteers

**Updates/Coming Soon**

- We are now accepting Haymarket Day parade applications – applications are available online or inside Town Hall
- Contemporary Music Center will host its end of season Rock Camp recital on Sunday, August 13<sup>th</sup>



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

**Roberto Gonzalez**  
 Town Treasurer

TREASURER'S REPORT  
 TOWN COUNCIL REGULAR MEETING  
 August 7, 2017

**Highlights:**

- The financials attached are as of June 30, 2017
- This fiscal year in the rental revenues the town had to renegotiate an existing tenants contract due to the tenant needing less square footage, which entail lowered the expected rental revenue.
- We are still receiving revenues and expenditures for Fiscal Year 2016-2017. They are being entered as they come in as June entries, so it reflects the month services were provided and obtained.
- Mary Earhart, has been once again contracted to come in to Town Hall on August 10<sup>th</sup> 2017 to review the books prior to the upcoming yearly audit. She will also make any adjustments needed to reflect revenues or expenditures to the correct fiscal year, as described above.
- In July I'm pleased to inform that the Town Events are 70% of reaching the budgeted goal for FY 2017-2018.

Attachment: Treasurer & Financial Report for 8-7-17 (3246 : Treasurer's Report - Mr. Roberto Gonzalez)



**Town of Haymarket**  
**Statement of Net Position**  
As of June 30, 2017

	Jun 30, 17
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	1,098,238.05
11000 · CD's & Money Market Funds	346,870.20
11010 · Virginia Investment Pool	304,556.93
<b>Total Checking/Savings</b>	1,749,665.18
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	120,058.32
12010 · A/R Permits	24.59
12020 · Delinquent Real Estate	3,204.90
12021 · Taxes Receivable - RE 2016	2,602.71
<b>Total Accounts Receivable</b>	125,890.52
<b>Other Current Assets</b>	
11499 · Undeposited Funds	10,705.27
12025 · Due from Prince William County	24,882.81
12099 · Allowance for Doubtful Accounts	-97,931.22
<b>Total Other Current Assets</b>	-62,343.14
<b>Total Current Assets</b>	1,813,212.56
<b>Fixed Assets</b>	
12500 · General Property	4,384,066.65
12600 · Rental Property	1,460,194.77
<b>Total Fixed Assets</b>	5,844,261.42
<b>Other Assets</b>	
19000 · Net Pension Asset	81,563.00
19100 · Deferred Outflow - Pension Cont	36,959.45
<b>Total Other Assets</b>	118,522.45
<b>TOTAL ASSETS</b>	<b>7,775,996.43</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	96,537.51
<b>Total Accounts Payable</b>	96,537.51
<b>Credit Cards</b>	
20040 · Town Credit Card	1,436.21
<b>Total Credit Cards</b>	1,436.21
<b>Other Current Liabilities</b>	
20030 · VA Dept of Housing & Comm. Dev.	175.20
20095 · Deferred Revenue - Events	33,810.00
20096 · Deferred Revenue - Other	17,032.10
20500 · Sales Tax Payable	18.72
21000 · Payroll Liabilities	5,422.30
22000 · Security Deposits	20,230.00
22010 · Escrow Deposits	303,247.54
<b>Total Other Current Liabilities</b>	379,935.86
<b>Total Current Liabilities</b>	477,909.58
<b>Long Term Liabilities</b>	
20080 · Accrued Interest Payable	13,878.48

**Town of Haymarket**  
**Statement of Net Position**  
As of June 30, 2017

	Jun 30, 17
23000 · Accrued Leave	26,391.15
25000 · General Obligation Bonds	1,378,900.00
29100 · Deferred Inflow - Pension Msmnt	31,292.00
Total Long Term Liabilities	1,450,461.63
Total Liabilities	1,928,371.21
Equity	
34000 · Net Pension Activity Offset	87,230.45
30000 · Unrestricted Net Assets	1,313,631.23
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	5,844,261.42
33000 · Amt Long Term Obligations	-1,419,169.63
Net Income	15,671.75
Total Equity	5,847,625.22
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>7,775,996.43</b>

Attachment: Treasurer & Financial Report for 8-7-17 (3246 : Treasurer's Report - Mr. Roberto Gonzalez)

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

	Jun 17
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3110 · GENERAL PROPERTY TAXES	0.00
3120 · OTHER LOCAL TAXES	126,282.79
3130 · PERMITS, FEES & LICENESSES	3,765.00
3140 · FINES & FORFEITURES	4,129.03
3150 · REVENUE - USE OF MONEY	959.37
3151 · RENTAL (USE OF PROPERTY)	14,922.10
3160 · CHARGES FOR SERVICES	662.51
3165 · REVENUE - TOWN EVENTS	750.00
3180 · MISCELLANEOUS	2,865.96
32 · REVENUE FROM COMMONWEALTH	41,863.63
33 · REVENUE FROM FEDERAL GOVERNMENT	0.00
<b>Total Income</b>	196,200.39
<b>Gross Profit</b>	196,200.39
<b>Expense</b>	
01 · ADMINISTRATION	47,524.47
03 · PUBLIC SAFETY	94,731.02
04 · PUBLIC WORKS	20,865.43
07 · PARKS, REC & CULTURAL	3,808.65
08 · COMMUNITY DEVELOPMENT	16,098.68
94105 · PERSONNEL	0.04
<b>Total Expense</b>	183,028.29
<b>Net Ordinary Income</b>	13,172.10
<b>Other Income/Expense</b>	
<b>Other Income</b>	0.00
<b>Net Other Income</b>	0.00
<b>Net Income</b>	13,172.10

Attachment: Treasurer & Financial Report for 8-7-17 (3246 : Treasurer's Report - Mr. Roberto Gonzalez)

**Town of Haymarket**  
**Revenue & Expenditures Actual To-Date vs Annual Budget**  
 July 2016 through June 2017

	Jul '16 - Jun 17	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
3110 · GENERAL PROPERTY TAXES	297,103.54	302,000.00	98.4%
3120 · OTHER LOCAL TAXES	1,243,776.91	1,275,000.00	97.6%
3130 · PERMITS,FEES & LICENESES	32,190.40	48,700.00	66.1%
3140 · FINES & FORFEITURES	62,338.46	50,000.00	124.7%
3150 · REVENUE - USE OF MONEY	9,281.94	10,000.00	92.8%
3151 · RENTAL (USE OF PROPERTY)	154,735.51	189,200.00	81.8%
3165 · REVENUE - TOWN EVENTS	69,651.82	40,000.00	174.1%
3180 · MISCELLANEOUS	15,447.06	1,900.00	813.0%
32 · REVENUE FROM COMMONWEALTH	207,290.41	183,500.00	113.0%
33 · REVENUE FROM FEDERAL GOVERNMENT	69,055.24	365,000.00	18.9%
<b>Total Income</b>	<b>2,166,446.30</b>	<b>2,465,300.00</b>	<b>87.9%</b>
<b>Gross Profit</b>	<b>2,166,446.30</b>	<b>2,465,300.00</b>	<b>87.9%</b>
<b>Expense</b>			
01 · ADMINISTRATION	700,575.61	757,350.00	92.5%
03 · PUBLIC SAFETY	805,253.79	815,900.00	98.7%
04 · PUBLIC WORKS	199,251.85	221,000.00	90.2%
07 · PARKS, REC & CULTURAL	47,585.71	70,650.00	67.4%
08 · COMMUNITY DEVELOPMENT	92,408.24	87,600.00	105.5%
09 · NON-DEPARTMENTAL	186,436.36	186,440.00	100.0%
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	15,000.00	0.0%
94102 · HARROVER MASTER PLAN	3,104.66	33,000.00	9.4%
94103 · PEDESTRIAN IMPROVEMENT PROJECT	69,482.00	350,000.00	19.9%
94106 · TOWN CENTER MASTER PLAN	48,990.41	123,360.00	39.7%
9610 · General Reserve	0.00	30,000.00	0.0%
<b>Total Expense</b>	<b>2,150,774.55</b>	<b>2,690,300.00</b>	<b>79.9%</b>
<b>Net Ordinary Income</b>	<b>15,671.75</b>	<b>-225,000.00</b>	<b>-7.0%</b>
<b>Other Income/Expense</b>			
Other Income	0.00	225,000.00	0.0%
<b>Net Other Income</b>	<b>0.00</b>	<b>225,000.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>15,671.75</b>	<b>0.00</b>	<b>100.0%</b>

Attachment: Treasurer &amp; Financial Report for 8-7-17 (3246 : Treasurer's Report - Mr. Roberto Gonzalez)



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

**Kimberly L. Murray, CEcD, AICP**  
TOWN MANAGER

TOWN MANAGER'S REPORT  
TOWN COUNCIL REGULAR MEETING  
August 7, 2017

Below is a summary of activities and updates for the Honorable Mayor and Town Council as of August 4, 2017.

**Meetings and Highlights:**

- *Town Center Project:* Staff is working with the consultant on the storm water designs to finalize the site plan and meeting with Council tonight to discuss changes to the site plan.
- *VDOT/Chick-fil-A wall/fencing update:* No improvements have been made to the concrete wall and the black iron fence has not been installed yet on top of the wall. We are in communication with the VDOT project manager and the contractor, Lane Construction, has been involved in all the conversations as well. The latest option was the installation of ivy greenery to help screen the wall. An email received July 22<sup>nd</sup> from the project manager has raised a new concern: the Federal Highway Administration (FHWA) was requiring the installation of a limited access wire fence down Route 15, wrapping around the CVS property and east on Washington Street. This tall wire fence cuts off pedestrian access to properties and would not otherwise be permitted in our Historic District. I have asked them if they could extend it just on Route 15 and get an exception around the corner of CVS and down Washington Street. They have not responded yet but we hope to resolve this soon.
- *VDOT Park and Ride Project:* We have received an update from the VDOT manager on this project and they moved forward with a design/build option; the request for proposals was advertised in early July. Once the contractor is selected, they will be coming to a future Council meeting to share the project plans and timeline.
- *VDOT Revenue Sharing Program:* The materials for the two-year application cycle for FY19 and FY20 are now available and due November 1st. The Town Engineer and I will be meeting to discuss potential use of these funds and submit a proposal to Council at a later date. The local match is 50%.
- *Zoning Map: Ongoing.* Staff will review the current zoning map, the proposed map, review the comments received at the meeting, and put forth a new proposal for the Council to consider. If substantially different than the version the Planning Commission approved, the zoning map will be reviewed again by the Commission.

Attachment: 8-7-17 Town Manager's Report (3247) : Town Manager's Report - Ms. Kimberly Murray

- *Haymarket/Gainesville Rotary Club*: I spoke at the weekly Rotary meeting on August 7<sup>th</sup>; the theme of the presentation was “Haymarket is open for business.” Here’s a top ten list of why this small community of 1,900 is thriving:

#### Town Investments:

1. We have recently revised the Zoning Ordinance to better reflect the vision of the Town and future growth and are in the process of hiring a full-time planner.
2. We are finalizing the plans for our multi-million dollar Town Center renovation and site project to renovate the first floor administration space, make the building ADA compliant, install an elevator, renovate the exterior of Town Hall, repair and make improve site and storm water improvements to the site, and roadway and sidewalk improvements on Jefferson Street.
3. Haymarket Community Park - The Town has completed conceptual plans and is ready to move forward with preliminary engineering.
4. Pedestrian improvement project on Jefferson Street - pedestrian path from the bridge to the Town Center property to go to construction during the next fiscal year.

#### New development:

5. Ice Plex- The multi-million dollar Haymarket Ice Plex is opening its second ice rink later this summer, drawing folks from all over NOVA for competitive hockey tournaments and is a valuable community amenity. We will advise Council of the date once known.
6. Sheetz- Brand new bigger store and more pumps currently under construction. It is one of their most successful Sheetz gas station/stores.
7. QBE - 60,000 square foot multi-million dollar investment of commercial and restaurant space in two additional stories in the old Pace West Elementary School.
8. A Dog’s Day Out- A million-dollar day care facility for dogs is planned to begin construction on Fayette Street later this year.

#### Redevelopment:

9. We are finally seeing movement on a two + acre redevelopment parcel across from Town Hall ripe for several redevelopment opportunities.
10. There has been recent interest by the property owner of the Old Firehouse and bungalow on Washington and Jefferson Street to reinvest in the property.

We are seeing millions of dollars of property investment and businesses coming into Haymarket in the next twelve months, something we should promote and share with our residents, businesses and our greater Haymarket area neighbors. Haymarket is “everyone’s home town...”

#### **Administration and Personnel:**

- We plan to interview for the Town Planner position in the next couple of weeks.

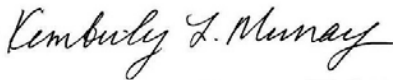
**Town Properties and Maintenance:**

- There are several street lights along Washington Street that are still in need of repair. The contractor continues to delay the repairs and we will need to look into other options shortly if we cannot make these repairs in the next few weeks.

**Finance:**

- Draft monthly financial reports ending June 30, 2017 are included with the Treasurer's report. Expenditures are on target for FY2017. Several revenues did not meet the projected target and additional meals tax revenues helped to offset those losses. We will share additional information next month after all invoices and revenues are accounted for. We are working with our accountant to finalize the end of year activities.

Respectfully Submitted,



Kimberly L. Murray, CEcD, AICP  
Town Manager



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

**Kimberly L. Murray, CEcD, AICP**  
TOWN MANAGER

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Kimberly L. Murray, Town Manager  
DATE: August 7, 2017  
SUBJECT: Approval of Bids for the Sale of Surplus Town Vehicles

### BACKGROUND:

This winter, Chief Kevin Lands performed an aging analysis on the vehicles in the Town's Police Fleet, which determined that, due to increasingly frequent necessary repairs, replacement of the vehicles would be financially advantageous to the Town over the course of the next decade. After consideration and discussion of this matter, the Haymarket Town Council passed Resolutions #2017-02A and #2017-02B on March 15<sup>th</sup>, 2017; these resolutions allocated funds and approved financing for five new vehicles, respectively. The Town's Surplus Property Policy (adopted on September 6<sup>th</sup>, 2011) allows for surplus property with an estimated value of \$500.01 or more to be disposed of through the solicitation of written bids. Having confirmed the estimated trade-in value of each of the vehicles, Town staff published an advertisement to this effect for two weeks, and inviting interested parties to submit sealed bids. The bids were opened publicly by the Clerk of Council on August 2<sup>nd</sup>; unsuccessful bidders had their deposits returned, and the winners were notified that the vehicles' transfer of ownership would take place at the Council's regular meeting of August 7<sup>th</sup>.

### PURPOSE:

To dispose of surplus Town property in accordance with adopted Town Policy. The Council may authorize approval of the bids for the sale of the vehicles and authorize the Town Manager to retitle to vehicles to allow the transfer of ownership to the parties that submitted the highest sealed bids.

### STAFF RECOMMENDATION:

To move forward with the sale of the vehicles to the highest bids submitted. The Town Attorney has advised that a formal resolution is not necessary for this transfer of ownership; the Council may wish to consider the following motion.

### DRAFT MOTION:

*"I move to approve the highest sealed bids for the sale of each of the surplus Town vehicles which received bids, and I further move to authorize the Town Manager to retitle the vehicles for which bids were received, in order to transfer ownership of such vehicles to the winning bidders upon receipt of payment in full."*

Or

*An alternate Motion*





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

**Roberto Gonzalez**  
TOWN TREASURER

## MEMORANDUM

TO: Town Council  
FROM: Roberto Gonzalez, Town Treasurer  
DATE: August 3, 2017  
SUBJECT: Police Department Vehicle Bid Results

---

Vehicle #1

2006 Dodge Charger (Grey)

**Winning Bid: \$1,000.00**

Vehicle #2

2009 Dodge Charger (White)

**Winning Bid: \$4,717.00**

Vehicle #3

2009 Dodge Charger (White)

**Winning Bid: \$3,200.00**

Vehicle #4

2011 Dodge Charger (Black & Silver)

**Winning Bid: \$6,300.00**

Vehicle #5

2002 Trailblazer (Champagne)

**Winning Bid: \$1,500.00**

**Total = \$16,717.00**

Attachment: PD Bid Results (3251 : Approval of Bids for the Sale of Surplus Town Vehicles)



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

**Kathryn M. McDaniel, P.E.**  
TOWN ENGINEER

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Kathryn M. McDaniel, Town Engineer  
DATE: July 31, 2017  
SUBJECT: Motion to Release the E&S and Landscape Bonds for Alexandra's Keep

### Background:

The Alexandra's Keep plan and as-builts, prepared by Burgess and Niple, have been approved. The plan proposed twelve (12) single family attached lots along Alexandra's Keep Lane, a new street off Bleight Drive, and the associated utilities and road frontage improvements. Stormwater Management (SWM) was to be provided by a proposed underground stormwater management system.

### Purpose:

The applicant has completed construction and development for the project, has removed all Erosion and Sediment Control measures, installed all Landscaping, and wishes to release the Erosion Control Bond, and the Landscaping Bond. Based on a visual field inspection performed by Holly Montague in October 2016 and a subsequent inspection performed by Katie McDaniel in July 2017, the land development activities regarding Erosion and Sediment Control and Landscaping appeared to be in general conformance with the approved plan.

### Budgetary Impact:

Not applicable.

### Staff Recommendation:

I have no objections to releasing the Erosion Control and Landscaping Bonds for this project. I recommend that the Landscaping Bond be released less and except an amount equal to ten percent of the cost of installation, to be held in escrow for a minimum of two (2) years in accordance with Haymarket Code 58-696(b). The final ten percent (10%) shall be released at the end of the two-year period after an inspection by the town-appointed official giving approval and final release of the bond.

Draft Motion:

1. *I move that the Town Council release of the Erosion Control Bond for Alexandra's Keep, and release the Landscaping Bond less and except an amount equal to ten percent of the cost of installation to be held in escrow for a minimum of two years.*

*Or,*

2. *I move an alternate motion*



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

**Kimberly L. Murray, CEcD, AICP**  
TOWN MANAGER

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Kimberly L. Murray, Town Manager  
DATE: August 7, 2017  
SUBJECT: Town Center Site Plan Update

### UPDATE:

Town Staff has been working with the engineering consultant, Rinker Design Associates, PC (RDA) on changes to the site plan that had received preliminary approval at the Town Council's August 1, 2016 meeting. We believe these edits improve the site and RDA is finalizing the storm water designs in anticipation to go on the Planning Commission agenda for final site plan review in September and October, and to begin reaching out to the outside agencies for comments and approvals. We have made some changes to the site including:

- Increasing front yard public gathering space and improving throat length at the Washington St. entrance, and reorienting the parking;
- Improving on site circulation for our businesses by providing two-way travel behind the building and out to Jefferson Street, and providing two parallel parking spaces near The Very Thing for Her;
- Removing the handicap space in the Police Department parking area and making the curb mountable to the Washington St. entrance for emergencies.

*Parking:* The existing parking is approximately 53 spaces, the Zoning Ordinance requires approximately 70 spaces; the proposed plan includes 61 spaces and would require a waiver if this plan is pursued. Currently, with the day and evening uses, this number of spaces will more than accommodate our uses.

In summary, this plan still increases the current number of spaces, provides a site that accommodates two-way traffic and additional green space in the front of Town Hall.

*Future use of Town Property:* Previously there was direction for the Consultant to divide the properties from five to three parcels. If sometime in the future the Town may sell off each building and arrange a parking easement for the properties to access the parking, it would be prudent to design and implement the separate water and sewer laterals now and include it in the project. Staff wishes to confirm this and the configuration of the plat.

*Funding of the Town Center project:* We are reviewing the estimate received from Downey and Scott, running some projections on potential revenues of development to be completed in FY17 and FY18, and will be putting together some scenarios for the Council's review for the September 11, 2017 meeting. Council can discuss different funding and phasing options to accomplish the project in the next fiscal year and staff can prepare a request for bids for each section of the project. We are also coordinating with our representative from VML/VACO Finance.

Attached is a revised site plan and a conceptual drawing of the site plan for your review.

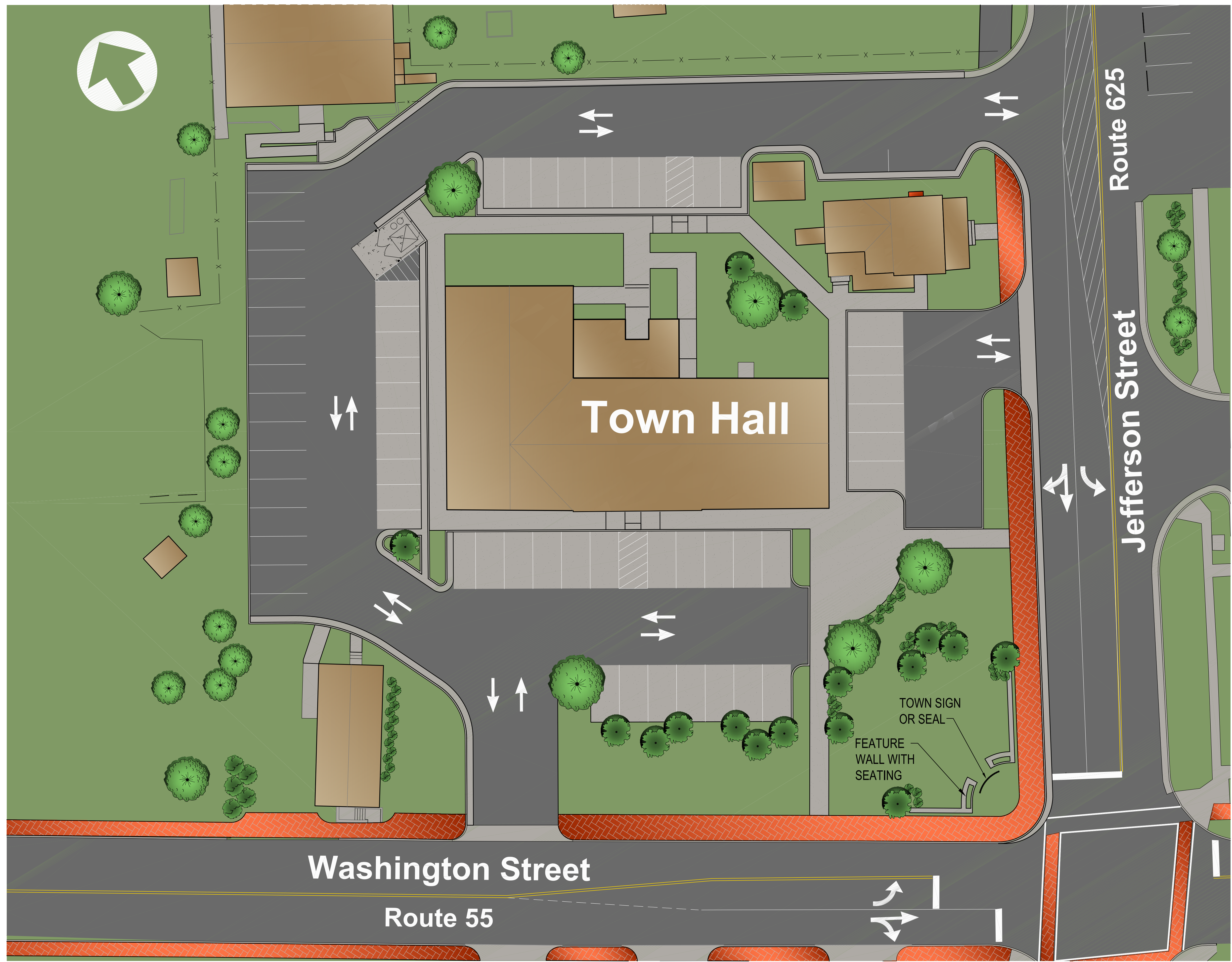
STAFF RECOMMENDATION:

Staff recommends moving forward with updated site plan as discussed, to complete the storm water designs, to implement the revised water and sewer laterals and to consolidate the parcels that promotes the sale of the other buildings in the future.

DRAFT MOTION:

*"I move to direct staff to continue working with the Consultant with the revised site plan dated July 2017, to complete the storm water designs, to include the revised water and sewer laterals, and to consolidate the parcels that promotes the sale of the other buildings in the future."*

Or An alternate motion.



**Rinker Design Associates, P.C.**  
 Engineering \* Surveying \* Land Planning \* Transportation \* Environmental Services  
 9385 Discovery Boulevard, Suite 200, Manassas VA, 20109 on the web @ www.rdacivil.com  
 Telephone: (703) 368-7373 Fax: (703) 257-5443  
 "Turning Challenges into Opportunities"

**Haymarket Town Center**  
 Scale: 1" = 15'

For Illustrative Purposes Only



**Rinker Design Associates, P.C.**  
9885 Discovery Boulevard, Suite 200, Manassas, VA 20108 Telephone: (703) 388-7373 Fax: (703) 287-5443  
on the web @ www.rdacivil.com

Engineering \* Surveying \* Land Planning \* Transportation \* Environmental Services  
"Turning Challenges into Opportunities"

SITE PLAN

**HAYMARKET TOWN CENTER  
REDEVELOPMENT**  
TOWN OF HAYMARKET, VIRGINIA

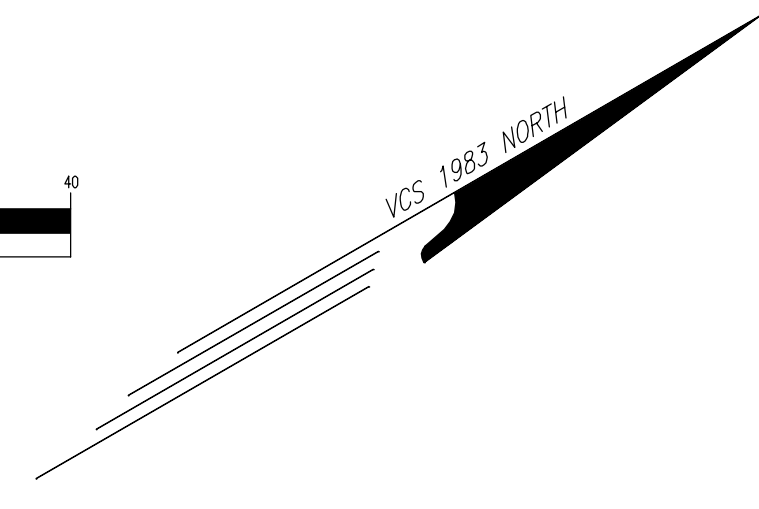
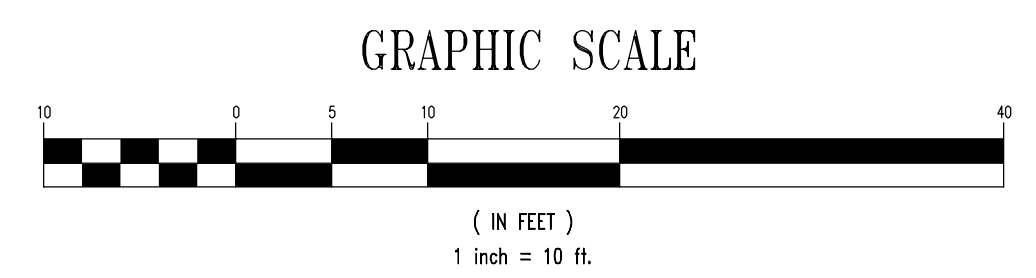
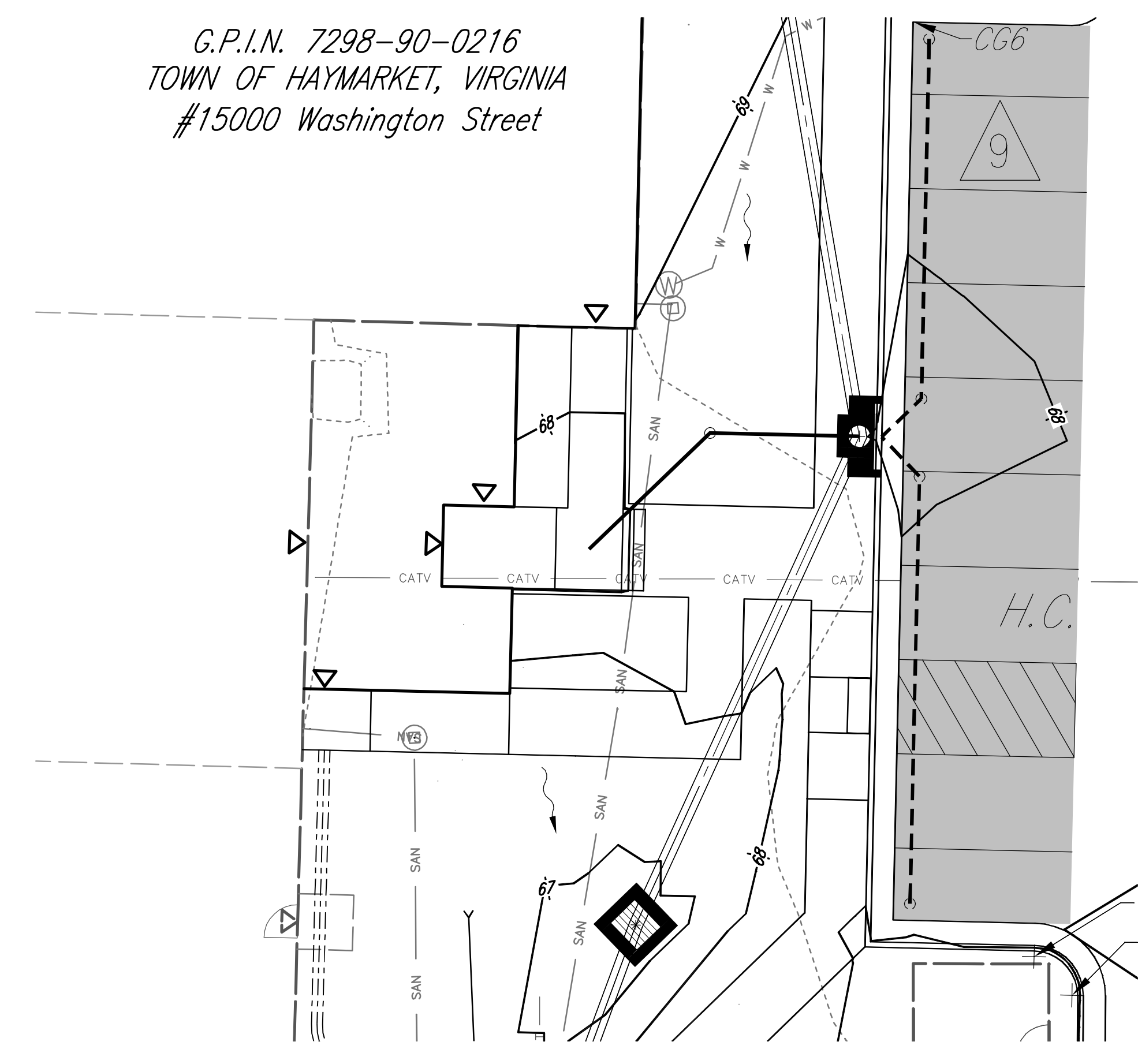
REVISIONS:

DATE:	JULY 2017
SCALE:	
DESIGN:	JDH
DRAFT:	JDH
CHECKED BY:	SDD
ARCH:	N/A
JOB NUMBER:	14-096-01
	C.16

Attachment: Town Center Site Plan Packet (3550) : Town Center Project Update: Site Plan

*NORTH SIDE ENTRANCE GRADING*

G.P.I.N. 7298-90-0216  
TOWN OF HAYMARKET, VIRGINIA  
#15000 Washington Street



**PARKING TABULATION**

EXISTING PARKING: 53 SPACES  
49 STANDARD SPACES  
4 ADA ACCESSIBLE SPACES

REQUIRED PARKING:  
MUNICIPAL BUILDING & OFFICE (#15020, #15014, & #15000):  
1 SPACE/300 SF = (15,106 SF)/300 = 50.4 SPACES  
RETAIL (#15026 & #6630):  
1 SPACE/250 SF = (5,862 SF)/250 = 19.5 SPACES  
TOTAL REQUIRED = 69.9 SPACES (PROVIDE 70)

PROPOSED PARKING: 61 SPACES (TOTAL)  
58 STANDARD SPACES (INCLUDES COMPACT PARKING SPACES. SEE BELOW FOR COMPACT PARKING SPACES)  
3 ADA ACCESSIBLE SPACES (3 HC SPACES REQUIRED FOR PARKING LOTS WITH 51-75 SPACES)

COMPACT PARKING SPACES:  
10 COMPACT SPACES ARE INCLUDED IN THE PROPOSED LAYOUT.  
16.4% OF PARKING SPACES ARE COMPACT.

