



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, June 5, 2017

7:00 PM

Council Chambers

1. Call to Order

2. Invocation - Reverend Brian Johnson, Haymarket Church

3. Pledge of Allegiance

4. Citizens' Time

5. Public Hearing

A. Joint Public Hearing by the Town Council and Planning Commission - Proposed Zoning Map

6. Consent Agenda

- A. Mayor and Council - Work Session - Apr 3, 2017 6:00 PM
- B. Mayor and Council - Regular Meeting - Apr 3, 2017 7:00 PM
- C. Mayor and Council - Work Session - Apr 11, 2017 4:00 PM
- D. Mayor and Council - Work Session - Apr 17, 2017 6:00 PM
- E. Mayor and Council - Regular Meeting - May 1, 2017 7:00 PM
- F. Mayor and Council - Public Hearing - May 15, 2017 7:00 PM
- G. Mayor and Council - Work Session - May 22, 2017 6:00 PM

7. Department Reports

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

8. Agenda Items

- 1. Appeal of ARB Decision - Demolition of Structures: 14941 Washington Street and 6707 Jefferson Street (To Be Tabled)
- 2. Planning Commission Re-Appointment - Madhusudan Panthi
- 3. Resolution #2017-04 - FY2017 Budget Amendment
- 4. Resolution #2017-05 - Adoption of Hazard Mitigation Plan
- 5. Resolution #2017-06 - Designation of Acting Town Manager
- 6. Resolution #2017-07 - Adoption of a Policy Governing Participation in Meetings by Members of the Town Council and Appointed Boards through Electronic Communication
- 7. Resolution #2017-08 - Adoption of Fiscal Year 2017-2018 Annual Operating Budget and Capital Improvement Budget, Tax Rates and Fee Schedule
- 8. Ordinance #ORD2017-001 - Ordinance to Update Chapter 58 of the Code of Ordinances of the Town of Haymarket, Concerning Zoning, to Repeal Chapter 38 of the Town Code, Concerning Subdivisions, and to Incorporate the Subdivision Provisions of the Town Code into Chapter 58
- 9. Ordinance #ORD2017-002 - Ordinance to Adopt an Amended Zoning Map

9. Updates

- 1. Dominion Virginia Power
- 2. VRE Expansion Update

3. ARB Update - Councilwoman Susan Edwards

4. Planning Commission Update - Councilman Connor Leake

10. Councilmember Time

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

11. Adjournment



TOWN OF HAYMARKET NOTICE OF PUBLIC HEARING TOWN COUNCIL & PLANNING COMMISSION

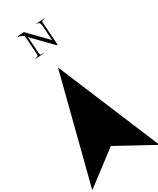
Notice is hereby given that the Mayor and Council and the Planning Commission of the Town of Haymarket will hold a joint Public Hearing on Monday, June 5, 2017 at 7:00 P.M. in the Haymarket Town Hall located at 15000 Washington Street, Suite 100, Haymarket, Virginia, on comprehensive changes to the Zoning Map. The Zoning Map is being updated to reflect changes in the draft Zoning Ordinance text amendments dated April 6, 2017 along with comments received from citizens, stakeholders and public officials. On Washington Street, Parcel GPIN #7298-70-9053 and #7298-80-2220 will be rezoned from B-1: Town Center to B-2: Business Commercial. In addition on Washington Street, Parcel GPIN #7298-70-1093, #7298-70-4485, #7298-70-4353, #7298-70-7532, #7298-80-0117, and #7298-70-7444 will be rezoned from I-1: Limited Industrial to B-2: Business Commercial, and five properties will be rezoned from R-1: Residential to B-1: Town Center, Parcel GPIN #7298-90-0629, #7297-99-6053, #7297-99-6949, #7297-99-7346, and #7297-99-7943.

The Town Center District, B-1, provides primarily for retail shopping and personal services to be developed either as a unit or in individual parcels oriented to attracting pedestrian shoppers, tourism and local convenience. The primary purpose of the business commercial district B-2 is to concentrate businesses in a coordinated manner and to provide for more intense commercial and industrial uses away from the Town center. Commercial uses located in this district, while traditionally being oriented to automobile traffic, are intended to have a sufficiently high standard in site layout, design and landscaping to minimize traffic congestion on accessory roadways and minimize the impact of the high volume of traffic at an interchange with adjacent land uses.

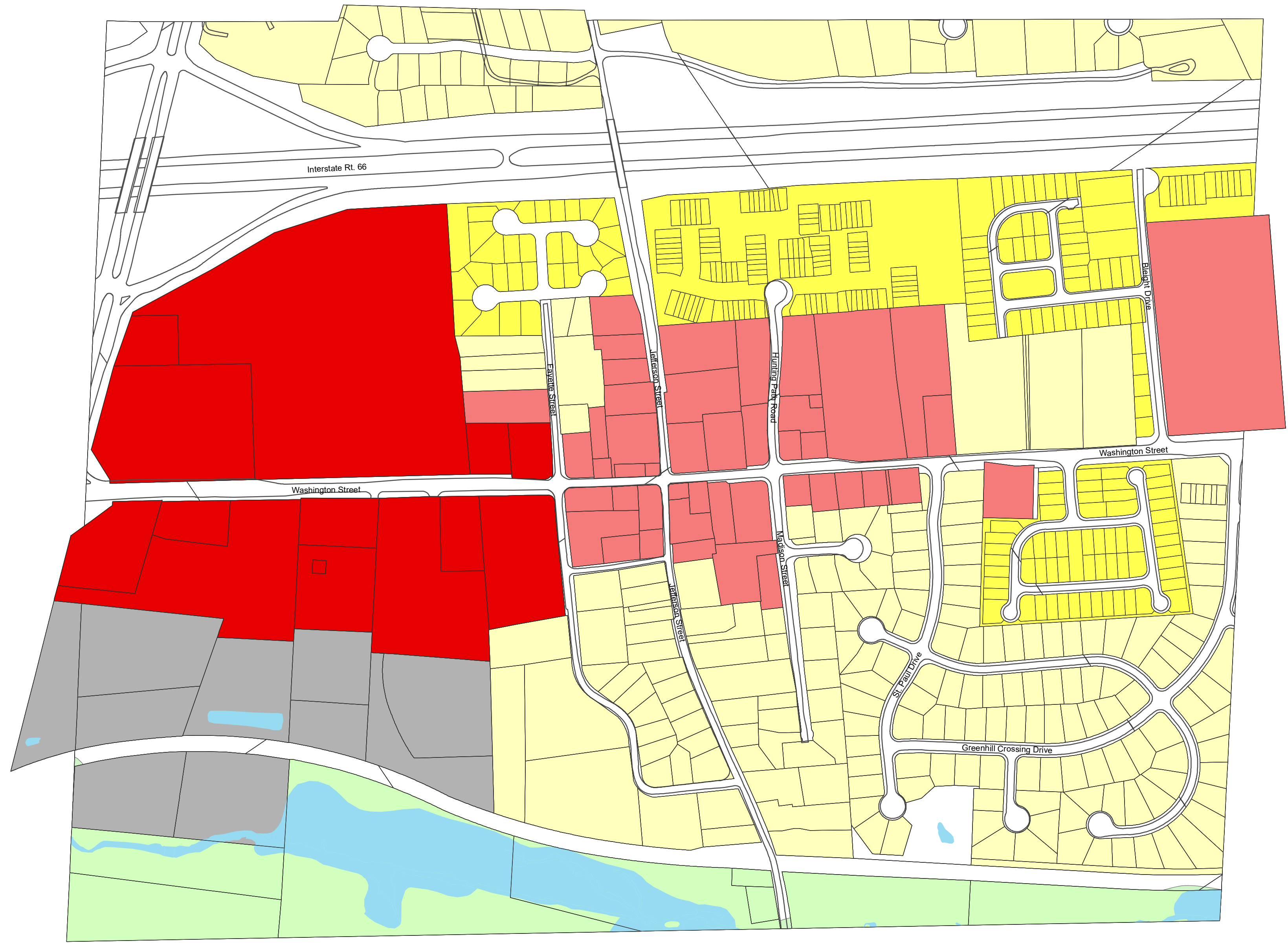
The Zoning Map draft is available on the Town's website (www.townofhaymarket.org) and for review at Town Hall located at 15000 Washington Street, between the hours of 8:00 A.M. and 4:30 P.M. Monday – Friday, phone 703-753-2600. All meetings are open to the public. Handicapped accommodations are available. This hearing will be open to the public and the Town Council will permit all persons desiring to be heard an opportunity to present oral testimony.

BY ORDER OF THE TOWN COUNCIL

Publish: May 24, 2017 & May 31, 2017



- R-1: Residential District
- R-2: Residential District
- B-1: Town Center
- B-2: Business Commercial
- TC: Transitional Commercial
- I-1: Limited Industrial
- C-1: Conservation District
- Floodplain



Prepared for Haymarket Planning Commission



base-build data prepared by:
Prince William County
Department of Technology, GIS Division

Town of Haymarket Proposed Zoning Map (2017)

Drawn by: SLS	Date: 11-30-2016	Revised: 5-16-2017	Scale: 1" = 292'
Attachment: 6-5-17 TC Zoning Map PH Packet (3175) : Joint Public Hearing by the Town Council and Planning Commission - Proposed Zoning Map			



Legend

-  Proposed Zoning Change
-  No Change



Prepared for Haymarket Planning Commission

Base-build data prepared by:
Prince William County
Department of Technology, GIS Division

**Town of Haymarket
Proposed Zoning Changes (2016)**

Drawn by: SLS Date: 11-30-2016 Revised: 4-17-2017 Scale: 1" = 138'

Attachment 65-17 TC Zoning Map PI Packet, 0175 - Joint Public Hearing by the Town Council and Planning Commission - Proposed Zoning Map



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

Denise Andrews, Interim Clerk
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, April 3, 2017

6:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 6:00 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: Present, Councilman Steve Aitken: Present, Mayor David Leake: Present, Town Manager Kimberly Murray: Present, Town Treasurer Roberto Gonzalez: Present, Interim Clerk Denise Andrews: Present.

2. Agenda Items

A. FY2017/2018 Draft Budget Discussion

Ms. Murray and Mr. Gonzales presents to the Council a revised draft budget FY2018.

Discussion topics consisted of:

- Increase in the net deficit over the previous discussion for a placeholder of \$2,240 for the 20% match on the Federal Grant for the Caboose placards project.
- \$15,000 line item for infrastructure repairs.
- Allocation of funds in the amount of \$80,000 for sidewalk improvements.
- Approximate \$6,775 increase in the health insurance line item for town administration, reflecting the proper allocation of funds; based on the employee and employer picking up a share of the 9.22% increase in the premiums. (This scenario will result in a net savings to the Town for health insurance approximately \$7,600.00) The health insurance premium increase would be effective.

Present Council members agree to hold a line-by-line account of the FY2018 draft budget at the next Draft Budget Work Session on Monday, April 11th at 4 pm.

3. Adjournment

Minutes Acceptance: Minutes of Apr 3, 2017 6:00 PM (Consent Agenda)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

Alice Jarrell, Clerk of the Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, April 3, 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: Absent, Councilman Connor Leake: Present, Councilman Steve Aitken: Absent, Mayor David Leake: Present, Town Manager Kimberly Murray: Present, Interim Clerk Denise Andrews: Present, Town Treasurer Roberto Gonzalez: Present, Chief of Police Kevin Lands: Present.

2. Invocation- Pastor Tim MacGowan, Living Hope Church

3. Pledge of Allegiance

4. Citizen's Time

Chris Manlapaz - 6875 Track Court

Mr. Manlapaz is concerned that VDOT is not aware of the potholes that are along Washington Street and Old Carolina Road, and that the potholes are causing damage to the vehicles that travel that stretch of road. Mr. Manlapaz would also like to request of VDOT to turn the area in front of Haymarket Station turned into a "school zone." Between the current vehicle and foot traffic, that area lends itself to a high volume of speeding and Mr. Manlapaz is concerned for those who live in that neighborhood.

Guy Gravette - 8404 Leesburg Road, Warrenton

Mr. Gravette represents the Fairgrounds property here in the Town of Haymarket. Mr. Gravette would like to inform the Council that, Lidl is no longer under contract on the Fairgrounds property.

5. Minutes Acceptance

A. Mayor and Council - Continuation Meeting - Mar 15, 2017 6:00 PM

RESULT:	ACCEPTED [3 TO 0]
MOVER:	John Cole, Councilman
SECONDER:	Connor Leake, Councilman
AYES:	John Cole, Chris Morris, Connor Leake
ABSTAIN:	Joe Pasanello
ABSENT:	Susan Edwards, Steve Aitken

6. Department Reports

A. Town Planner's Report - Steve Gyurisn

In the absence of the interim Town Planner, Town Manager Kimberly Murray presents the Planner's Report.

Mr. Morris asks whether the staff transition has resulted in delinquency on any items in the report; Ms. Murray answers that the Town Staff has been keeping in touch with applicants, and updating them on the changes.

Minutes Acceptance: Minutes of Apr 3, 2017 7:00 PM (Consent Agenda)

Vice-Mayor Pasanello asks whether Council will have an opportunity to meet the Eagle Scout who is planning a project within the Town. He also asks if the Town can expedite the fencing problem at Details for the Home, and asks for an update on the draft Zoning Ordinance.

Ms. Murray answers that Council will have an opportunity to meet him once he completes his approvals with VDOT. She says that she believes the Zoning Administrator has been in touch with the owners of affected properties on Washington Street.

B. Engineer's Report - Katie McDaniel

The new Town Engineer will be introduced to the Council at the next meeting.

Vice-Mayor Pasanello asks if the SHEETZ final site plan is progressing on schedule.

Ms. Murray says that the schedule is on target, and that Town Staff will update the website with the project timeline.

Mr. Morris asks whether SHEETZ plans to take any of the Council's suggestions into effect, and Ms. Murray says that she will be happy to reach out to the project's representative.

Ms. Murray says that at the May meeting, the report will include updates on the Town Center plans and the Pedestrian Improvement Project.

C. Building Official's Report - Joe Barbeau

Vice-Mayor Pasanello asks whether the Town might consider a ceremony for the re-opening of the Haymarket Ice-Plex, and confirms that a possible additional development for Foster's Grille is an error in the report.

D. Police Department Report - Chief Kevin Lands

Vice-Mayor Pasanello asks about data collection from the speed signs; he asks whether the Chief has downloaded and analyzed the data from the signs. Chief says that he will attempt to do this within the next week. Mr. Cole suggests that he share this data with Prince William County, as well.

Mayor Leake asks about the comparative percentages of warnings and tickets issued by the Haymarket Police Department; Chief Lands answers that the breakdown is about 50-50.

Chief Lands updates the Council on the new telephone system in the Department's lobby, which patches into the County dispatch and sends a Town police officer to that location. He also shares information about the video doorbell that all officers will be able to answer, and the "ghost cars" stationed within the Town.

Social Media: reception of the Police department's Facebook posts during the recent snowstorm ranged between 2,100 and 17,000 hits.

Officer Coire O'Neal shares details of the upcoming Fallen Officers Memorial Car Show, which he spearheaded.

Officer Jake Davis shares details of an upcoming Women's Self-Defense Class, which he spearheaded and which booked out within 2 hours of being posted.

Chief Lands shows images and samples of the Department's new uniforms, badges, and patches; the new uniforms are more durable and more versatile than the old uniforms, in addition to being less expensive.

Mr. Morris thanks Chief Lands for taking the Police Department's appearance and department into consideration.

Officer Highlights: Chief Lands brings attention to the officers' efforts in shoveling snow during the snow-storm, and to Officer O'Neale's qualification as a General Instructor for the Police Academy.

Business Checks: after a Town Business, Details for the Home, suffered a larceny, Officer Jason Davis successfully identified the perpetrator as a result of a conversation that took place in the course of another business check, and the crime was successfully resolved.

Chief Lands shares the successful seizure of several thousand dollars worth of illegal drugs.

E. Business & Community Relations Report - Denise Andrews

Ms. Andrews thanks the representatives of the Dominion Women's Club and CASA for engaging the Town to commemorate National Child Abuse Prevention Month; this is the second year that these groups have collaborated with the Town.

The Earth Day Celebration will take place on April 22nd, and will involve collaboration between Town businesses, residents, sponsors, and the senior class of Battlefield High School to clean up the property of the Haymarket Community Park. Projects for the day include cleaning the building which housed the Haymarket Regional Food Pantry, painting murals, laying mulch and gravel, cleaning up the old well house, and setting up a dog clean-up station.

Town Business Roundtable will take place on Wednesday, April 19, and will take place at VCA Healthy P.A.W.S.

Media Coverage: Town Staff gave a presentation on historical buildings at the Gainesville-Haymarket Library, which may yield new volunteers and lead to further opportunities. The April issue of Haymarket Lifestyle also featured an in-depth article on Town Manager Kimberly Murray.

F. Treasurer's Report - Roberto Gonzalez

Meals taxes are coming in regularly, with few exceptions.

Most of the Treasurer's work at present involves collaboration with the Town Manager to draft the budget for the upcoming fiscal year.

The Finance Committee will meet soon to discuss an amendment to the current budget.

Vice-Mayor Pasanello would like to get a sense of where the Town is headed, with regard to the current budget.

G. Town Manager's Report - Kimberly Murray

Ms. Murray has been meeting with VDOT to discuss the Chick-Fil-A retaining wall, and will bring some options for the ARB to consider at its meeting later in April.

The Town has had its contractor assessing and repairing street lights in the Town.

VML hosted a recent webinar with updates from the close of the General Assembly Session. Next month, she hopes to bring a summary of those pieces of legislation that affect the Town.

The Town has hired an Interim Town Planner, a new Clerk of Council / Office Manager, and a part-time consultant Town Engineer.

The Town is in negotiations to lease out two spaces on the second floor of 15026 Washington Street.

The Town did execute the lease agreement for the new Police vehicles.

Questions from Council:

Vice-Mayor Pasanello confirms that the wall at Chick-Fil-A is being considered for its aesthetic finish.

7. Agenda Items

1. Proclamation - National Child Abuse Prevention Awareness Month - Mayor Leake

1st Vice President Linda Turnau, of the Dominion Woman's Club inform the Council and the audience of the importance planting pinwheels for National Child Abuse Awareness

Month. Ms. Turnau explains that across the Country tens of thousands of pinwheels are planted in honor of those children who have been affected by abuse. Pinwheels represent the free spirit, youth and innocence of our children; it is a visual and national symbol that our children need to be protected.

Councilman Morris reads the Proclamation.

A Proclamation to Observe Child Abuse Awareness Month

WHEREAS, children are vital to our state's future success, prosperity and quality of life as well as being our most vulnerable assets; and

WHEREAS, all children deserve to have the safe, stable, nurturing homes and communities they need to foster their healthy growth and development; and

WHEREAS, child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community; and

WHEREAS, communities that provide parents with the social support, knowledge of parenting and child development and concrete resources they need to cope with stress and nurture their children ensure all children grow to their full potential; and

WHEREAS, effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, law enforcement agencies, and the business community;

NOW, THEREFORE, be it proclaimed that the Town Council of Haymarket, Virginia does hereby recognize the month of April 2017 as Child Abuse Prevention Awareness Month and call upon all citizens and institutions, both public and private, to support services to prevent child abuse, thereby strengthening the communities in which we live.

2. Dominion Virginia Power - Update

It seems that the need for the project is to serve one customer, and that it may be contingent on the construction of additional buildings; there is no word from the SCC.

3. VRE - Gainesville /Haymarket Extension - Update

The Vice-Mayor shares that the VRE will not continue its study to extend the line as far as Gainesville / Haymarket. The current plan is to go with an option for expanded service on the current lines; he suggests meeting with County representatives to discuss the County's comprehensive plan, and how it fits with the Town's.

4. Bond Release - Villages of Haymarket Phase II

Construction and development are complete, and the developers have come to ask for the release of the erosion control bond, the landscaping bond, and the performance bond. It has been held up by the inspection of an existing stormwater facility on the property, but the Town has received the report from this inspection and the Town recommends release of this bond with 10% held in escrow for the next two years, in case something is needed later with the landscaping.

Mayor Leake asks if any citizens have come to offer comments on this matter.

Cathy Shalvey (6748 Bleight Drive): during a recent storm, saw that the rainwater ran into the drain as it should.

Mr. Cole reads the following motion:

Motion for the Town Council release the Erosion Control and Performance Bonds for the Villages of Haymarket - Phase II, 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.

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

5. Discussion: Town Code Sec. 30-50. - Open Storage of Inoperative Vehicles - Chief Kevin Lands

The Town has received complaints of vehicles parked in the Town with no plates, inspection stickers, etc.

Chief Lands has looked into the matter, and explains the procedure for addressing it:

1. 60 days pass of sustained presence / collecting data.
2. Notice of Violation is given by the Town.
3. If the vehicles remain noncompliant after a period of reasonable notice (determined by the Town), the Town can give its agent (in this case, the Police Department) permission to tow the noncompliant vehicles.
4. The Town gives notice to the relevant property owners that the vehicles have been towed, are being stored, and will be disposed of if they are not brought into compliance.
5. The cost of performing the above will be passed on to the owner of the property where the offending vehicles were stored.
6. The Town places a lien on the property of the applicable property owner, to cover the cost of this work.

Town Attorney Martin Crim brings attention to other tools that the Town can employ to address this issue:

The Town has a prohibition in its Zoning Ordinance against having a junkyard in Town, pursuant to which the Town can issue a Notice of Violation. If this is not appealed, it could then be brought to criminal court, or be addressed with a petition of injunction for a civil prosecution. He has never seen this part of the Ordinance used.

Mr. Cole asks how payment would work with the chosen towing company.

Chief Lands says that depending on the company, a lien may be filed to cover the charges, or that the towing company may take possession of the cars if they are left unclaimed. In order to reclaim the towed cars, property owners would need to pay the cost of storage, in addition to the towing charge.

Mr. Morris asks his fellow Council Members which option would be the best to employ in this case.

Mayor Leake thinks this will depend upon the data collection that Chief described.

Mr. Morris would be in favor of directing the Police Department to begin the study.

Mr. Leake, Vice-Mayor Pasanello, and Mr. Cole would be in favor of this as well.

Mayor Leake instructs Chief Lands to proceed as directed.

8. Councilmember Time

A. John Cole

Mr. Cole met with VDOT about traffic calming measures in Town, especially on Jefferson Street; they directed him to the Prince William County representative, who was very helpful. He says that there is not much VDOT can do with the truck traffic in Town, but shares that the Town's speed hump can be brought into compliance as a speed table. The County is now in charge of traffic calming, and has agreed to begin a traffic study within the Town the following week. Chief Lands has also agreed to increased monitoring of the school buses within the Town.

B. Susan Edwards

C. Steve Aitken

D. Chris Morris

Mr. Morris shares that he thinks the Town is going in a good organizational direction.

E. Joe Pasanello

Vice-Mayor Pasanello asks if short reports from the Planning Commission and Architectural Review Board can be included in future Council meetings as a standing agenda item. He seconds Mr. Morris' comment about the Town's employees, and applauds the Police Officers as ambassadors for the Town. He thanks those residents who come out to attend these meetings, and suggests that when the Budget process is over, the Town look into developing a metric for its customer service.

F. Connor Leake

Mr. Leake shares that the Planning Commission is preparing to hold a Public Hearing on the draft Zoning Ordinance, and that the Commission is very eager to pass it along to the Town Council.

The Commission has considered and approved a preliminary site plan for A Dog's Day Out.

The Architectural Review Board heard an application for a demolition permit from Z Properties; Z Properties brought a variety of possible ideas for what would occupy the place currently held by the Old Firehouse Building, but the ARB would like to see one solid plan. Carter's Mill is looking to amend its Comprehensive Plan and is also seeking a rezoning, which will be heard later this week by the Prince William County's Zoning Commission. Also set to be considered by the County is the John Marshall Commons development, which would be located just beyond the Town's Eastern border.

He thanks the Police Department for its community outreach, and Officers O'Neale and Jake Davis in particular.

G. David Leake

Mayor Leake feels that the community outreach efforts described tonight show how the Town is adding value for its residents. He supports the idea of a customer service satisfaction metric, and would like to explore it further.

9. Closed Session

A. Enter into Closed Session

The Town Attorney reads the following motion: Motion to enter into Closed Session pursuant to 2.2-3711 A: consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, including personnel matters and a matter related to the Freedom of Information Act (FOIA).

Motion to enter into Closed Session pursuant to 2.2-3711 A7: consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, including the QBE variance.

Mr. Leake votes 'aye' on the first motion, but abstains from voting on the second.

RESULT:	ADOPTED [3 TO 0]
MOVER:	Joe Pasanello, Vice Mayor
SECONDER:	John Cole, Councilman
AYES:	John Cole, Chris Morris, Joe Pasanello
ABSTAIN:	Connor Leake
ABSENT:	Susan Edwards, Steve Aitken

B. Certification of the Closed Session

The Town Attorney reads the following motion: To the best of each Member of the Council's knowledge, only those matters which are lawfully exempt from open meeting discussion under the provisions of the Virginia Freedom of Information Act, and only those items that were named in the motion to enter Closed Session were heard, discussed, or considered by the Town Council.

Discussion: Mr. Connor Leake states for the record that he was only present for the discussion of the personnel matter, and not for the FOIA or QBE discussions.

Minutes Acceptance: Minutes of Apr 3, 2017 7:00 PM (Consent Agenda)

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

10. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

Danielle Kijewski, Clerk of Council

David Leake, Mayor

Minutes Acceptance: Minutes of Apr 3, 2017 7:00 PM (Consent Agenda)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

Alice Jarrell, Clerk of the Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Tuesday, April 11, 2017

4:00 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 4:00 PM.

Mayor David Leake called the meeting to order.

1. Call to Order

Councilman John Cole: Present, Councilman Chris Morris: Late (6:00 PM), Vice Mayor Joe Pasanello: Present, Councilwoman Susan Edwards: Present, Councilman Connor Leake: Present, Councilman Steve Aitken: Excused, Mayor David Leake: Present, Town Manager Kimberly Murray: Present, Town Assistant Danielle Kijewski: Present, Town Treasurer Roberto Gonzalez: Present.

2. Agenda Items

A. FY2017/2018 Draft Budget Discussion

Town Manager Kimberly Murray explains that no final changes have been made since the Council Members' last budget meeting - she and the Town Treasurer will enact changes discussed today ahead of the Council's public hearing on the budget on May 1st.

The Council decides to go through the draft budget line by line.

Administration

Town Council: no changes in TC activities, and spending is on track.

TC Pay Structure: policy clarification for those members who serve on multiple boards - pay for meetings should be determined by what board is holding that particular meeting. Town Staff will revise and clarify this policy for Council approval.

Town Staff: the Town Staff's salary structure has been changed in order to make it more reliable; all staff will be salaried, and the budget reflects planned staffing changes, which are still ongoing.

Of particular note are the general elimination of overtime and the overall savings in health insurance because employees will assume a greater contribution of the 9.22% increase in premiums.

Further discussion on health insurance: Councilwoman Edwards asks why all employees are not expected to pick up the same percentage of their health insurance contributions. The Town Manager explains that, since the Town had previously covered the contribution of employees taking the single option, she believed it would be better to raise their level of contribution incrementally.

Accountant and IT/Infrastructure: these items have been revised to more accurately reflect the needs of the Town, and upcoming necessary IT updates to improve security and efficiency.

Legal Services: this line item remains unchanged.

Public Safety

Staffing: this item more accurately reflects the part-time / full-time staffing structure. Other items include reductions in range certification and academy travel.

Minutes Acceptance: Minutes of Apr 11, 2017 4:00 PM (Consent Agenda)

Capital Projects: the Police Department's new vehicles mean that maintenance will be reduced in the next few years, even while buying brake rotors and tires to be ready for emergency repairs.

Vice-Mayor Pasanello suggests revisiting the policy of allowing officers to drive their vehicles home. Chief Lands clarifies that at present, the Police Department's two supervisors always take their vehicles home because they are always on call; after that, it is a hybrid program depending on the officers' schedules.

The Vice-Mayor suggests looking at forecasts for gasoline prices, and enacting a possible perimeter of a certain distance as a policy change. Councilman Leake brings up the idea of use in properly maintaining the vehicle; in some cases, the vehicles suffer more harm than good by spending long periods of time parked at the Police Station.

The Town Manager suggests a later policy discussion on the matter. Councilwoman Edwards would like to see a concrete policy in place by the time the Department's new vehicles arrive.

Mayor Leake suggests that Chief Lands discuss this matter (cost savings for full, hybrid, and no drive-home programs) in his report for the May Town Council Meeting.

Vice-Mayor Pasanello adds that he would like the Council to revisit the Town's cost-benefit relationship with Prince William County, as regards public safety, after the budget is passed.

Public Services

Building Official: the draft budget reflects an increase in the rates of the Town's contracted company to supply the roles of Building Official and Inspector, as well as forecasted future needs for projects in the Town.

Waste Disposal: the Town Manager is in the process of re-negotiating the Town's contract with its provider.

Winter Weather: the Town Manager would like to revisit the Town's budgeting policy for winter weather contingencies; the Council Members agree to discuss it further at the next Budget Work Session.

Street Cleaning: Vice-Mayor Pasanello suggests that it be budgeted as part of events, since the Town tends to clean the street after Haymarket Day.
The Council decides to leave item, but to reduce it by \$2,000.

Events

The Town Manager and Director of Business & Community Development believe that events can largely pay for themselves over the course of the year.

Museum

The Museum's staff time is now included in the salaried rate for Town Staff, so that has been steadied.

Community Development.

Mayor Leake raises the idea of bringing boards back down to five members, but it is tabled until some future discussion.

Planning / Engineering Consultant

This line item includes placeholder funds for special projects, and the Town's contracted Engineer for 32 hours per month. The Town Manager believes that a full-time Town Planner will

be able to take on a greater share of this special project work, such as updating the Comprehensive Plan.

Caboose Project: the Town Manager confirms that this grant money cannot be used to repair the steps of the Town's caboose or to erect an interpretive panel.

Haymarket Community Park

At this point, no funds have been budgeted for the park for FY2017-18; the Town Manager reminds Council that funds were borrowed from the Town's reserves for the FY2016-17 line item and then the project was put on hold. If they would like to make the park a priority for FY2017-18, they should inform the public and then allocate funds to move in that direction.

Councilman Cole states that he would not be comfortable pulling money from the reserve capital funds without a concrete use in mind, since it perpetuates the erroneous perception that the Town's budget is only balanced by pulling from these reserves. The other Council Members agree to revisit the matter at the next Budget Work Session.

Revenues

The Town Manager explains that she and the Town Treasurer were conservative in their estimations of the Business License Taxes (BPOs), and that the Meals Taxes are on track. Rental Revenue is volatile due to the small number of tenants on Town properties, so this draft budget has been conservative in its estimate of that line item.

Councilman Morris asks whether the revenue generated under events is dependent on the weather; the Town Manager confirms that it is not, since it is made up of sponsorships and vendor fees, neither of which is refundable.

Vice-Mayor Pasanello reminds fellow Council Members that the Council must keep a long-lens perspective in view of Town spending.

Councilman Cole makes the point that the Town has taken on a great deal of infrastructure, and the Town Manager reminds Council that the Town Staff is so small that it is necessary to contract out all the repair work, and we have no funds budgeted for those repairs.

The Council Members agree to meet for another Budget Work Session on Monday, April 17, at 6:00 PM. The Town Manager will edit the draft budget in accordance with the feedback received today, and will gather comments in order to share with the public ahead of the Public Hearing on this matter in May.

3. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

Alice Jarrell, Clerk of the Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, April 17, 2017

6:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 6:00 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: Excused, Councilwoman Susan Edwards: Present, Councilman Connor Leake: Present, Councilman Steve Aitken: Absent, Mayor David Leake: Present, Clerk of the Council Alice Jarrell: Present, Town Manager Kimberly Murray: Present, Town Treasurer Roberto Gonzalez: Present, Chief of Police Kevin Lands: Present.

2. Agenda Items

A. FY2017/2018 Draft Budget Discussion

Kimberly Murray, Town Manager asks if there are any changes to the Draft FY2017-2018 Budget during this 4th budget work session discussion, Permit Fee Schedule, or Presentation of the Fiscal Year 2018 Draft Budget Presentation.

The Building Official's Fee schedule is for efficient service that shouldn't cost the Town for inspections - costs should be a pass through.

Councilman Cole passes along Vice Mayor Pasanello's request to have Police Chief Lands detail the savings regarding the vehicle take home policy.

Chief Lands responds that it's based on three (3) cars, with a savings of \$3,245, using \$3 per gallon.

Councilwoman Edwards is concerned about the perception of vehicles being taken home, outside of the Haymarket area.

Police Chief Lands states that the budget is 17% less than the previous year. Changing the image of the Police Department is part of the larger goal, to re-brand.

Councilman Cole asks for confirmation that the Town advertised that the max tax increase was proposed at 4 cents.

Ms. Murray and Mr. Gonzalez confirm the change in BPOL from \$.10 to \$.15 for retail and services.

\$75,000 is designated for the Park Project.

Expenses are on target for legal services.

Ms. Murray proposed to keep the legal budget the same in the proposed budget.

Councilman Morris asks if we can reign in the calls to our Attorney.

The Town Attorney offers value to the Police Department for cases with very competitive rates, and is able to offer general council and respond to land development issues. The Attorney also provides FOIA assistance.

Discussion of Trash Collection

Ms. Murray states that she is still reviewing prices and comparing bids. Expects there to be a \$7,000 to \$8,000 savings. She confirms that we will keep trash service at twice per week and recycle once per week.

Minutes Acceptance: Minutes of Apr 17, 2017 6:00 PM (Consent Agenda)

Discussion of response to snow events for plowing/street cleaning.
 Council asks if we have a set policy of when to plow vs. when to salt. Currently Don checks with the Town Manager to determine the course of action.
 In the case of an extreme snow event the reserve could be used for the expense.

Events / Community Development

Ms. Murray discusses no change in the Events or Community Development categories.

Staffing Discussion

The current Engineer is categorized as a Consultant.
 Ms. Murray plans to recruit a Full Time Planner to the staff, and not fill the position of Administrative Assistant.

Haymarket Community Park / Harrover Master Plan

The Town Manager discusses the Harrover Master Plan, budget \$75,000.
 The Council Members discuss selecting an Engineer, construction plans, cost estimates.

Discretionary Funds

Councilwoman Susan Edwards states that we should continue to support our local community schools by using the discretionary funds.

Board Members

Discussion to reach outside the community to fill a vacant seat on the ARB.

Budget / Updates on Web

All are in agreement with the showing the number of budget meetings and dates the meetings were held. Town staff are instructed to add the finance committee meetings that led to this proposed budget.

Councilman Morris wants the tax rate analysis to include two numbers for house values, \$400,000 for Single Family and \$250,000 for Townhouse.

Discussion of determining what the principal is on the current loans.

Public Works discussion about street cleaning.

Town Rental Property discussion:

Comments noted that it's important to show the separate expenses for each property, to see what the real cost/value is. The Town should not be in the rental business.

Discussion regarding the May 1st Agenda

Ms. Murray will give her presentation to the public. We will ask that comments be submitted to the Town Manager for specific questions to be addressed.

Items for inclusion at the May 1st meeting:

Public Hearing on the Zoning Ordinance
 Budget

Items for inclusion at the May 15th Public Hearing:

Tax Increase

Mr. Carnahan requests that the Work Session meeting have an audio recording for those who can't attend in person.

3. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

Alice Jarrell, Clerk of the Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, May 1, 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: Present, Councilman Steve Aitken: Present, Mayor David Leake: Present, Clerk of the Council Alice Jarrell: Present, Interim Clerk Denise Andrews: Present, Town Engineer Katie McDaniel: Present, Town Attorney Martin Crim: Present, Town Manager Kimberly Murray: Present.

2. Invocation - Reverend Erin Bair, St. Michael's Anglican Church

3. Pledge of Allegiance

4. Citizen's Time

Amy Alonge (6776 Jefferson Street): Ms. Alonge come to raise once again the matter of law enforcement for the traffic on Jefferson Street; since the Town is coming up on the last 45 days of school, requests a decoy vehicle on Jefferson Street to discourage illegal runs around school buses, of which 17 were observed during a 2-week observation period by the Police Department.

Dottie Leonard (14801 Washington Street): Ms. Leonard agrees with the suggestion of a decoy vehicle to discourage unsafe driving. She received a mailer with information about the upcoming budget season, but would have liked to receive a certified notice of the upcoming zoning changes, as her neighbor did.

Tony Guiffre (6741 Jefferson Street): Asks the Council to pursue an option to bring Verizon FIOS service to the Town.

5. Public Hearings

A. Chapter 58 of the Town Code - Zoning Ordinance (Staff is Requesting the Public Hearing for the Zoning Ordinance be Tabled Until the May 15, 2017 Meeting)

Staff is requesting the Public Hearing for the Zoning Ordinance be Tabled until the May 15, 2017 Meeting.

B. Fiscal Year 2017/18 Town Budget

Presentation by Kimberly Murray, Town Manager

Ms. Murray reviewed highlights from the Council's budget Work Sessions. Considerations for FY2017-18 included removing reliance on fund balance, addressing the 9.22% increase in health insurance premiums, a place holder of \$45,000 for debt service payment for the Town Center project, accommodation of development service needs, and giving an overview of Town services.

There are 4 meetings planned on the FY2017-18 Budget, and drafts and presentations will be uploaded to the website and updated as they are revised.

Items of note include Town Services & Programs, trends in revenue generated by the Town's meals tax, the state of the Reserve Fund account, and trends in operational expenses due to the several staff changes over the past year.

Minutes Acceptance: Minutes of May 1, 2017 7:00 PM (Consent Agenda)

Health Insurance: premiums are rising, and Murray presents several options for levels of employee and employer contribution.

Real Estate Tax: Murray gives historical background and proposed guidance to raise the Real Estate Tax rate up to 0.166 per \$100 of assessed value, as well as the financial impact to homeowners in the Town.

BPOL Tax: Murray provides a comparison with taxation levels in the County and in other municipalities, and summarizes projected revenues.

IT Budget: the Town was seriously lacking in security measures, which Murray proposes to rectify with an investment in better systems, which will boost security and efficiency in the future.

Public Works: Murray is renegotiating the Town's waste management contract, and the leasing of police vehicles will provide savings in future years. The Town's contracted Building Official has raised his fees, and the Public Works budget item also needs to fund aging infrastructure within the Town, such as repairs to the streetlights and sidewalks.

Debt Service: Ms. Murray proposes a placeholder of \$45,000 for debt service payment on the Town Center capital project.

Public Comments

Rebecca Bare (14977 Cheyenne Way): suggests several changes that would reduce the Town's budget: enacting a probationary period on large expenditures for the first year of a Police Chief's tenure, eliminating Town staff positions not required by charter, eliminate Council's funds and stipends, apply for more grants for the Town Center and Haymarket Community Park.

Maureen Carroll (6862 Track Court): Feels that empty police car parked outside Haymarket Station is symbolic of vain efforts to complete large Town projects; she would like the Council the make the completion of the Haymarket Community Park a priority in the upcoming budget.

James Carroll (6862 Track Court): He feels that the Council should consider abolishing the Town's Police Department, as Prince William County could provide comparable services at a lesser cost.

Chuck Carnahan (6654 Hunting Path Road): feels that the Town should live within its means - he suggests selling superfluous Town properties to reduce its debt, and operate at neutral costs or with a surplus.

Bob Weir (6853 Saint Paul Drive): angered at the way the Town has drawn down on its Reserve Fund, and does not think that raising taxes is the solution. He would also like Council to consider the potential that the General Assembly will eliminate the BPOL tax in the near future; it should realize that the revenue it generates is not guaranteed. He thinks the proposed budget should be started from scratch.

Dottie Leonard (14801 Washington Street): would like to see the redeveloped Town Center and Community Park made priorities in the upcoming budget, and does not think that the Town needs a full-time Planner. She does not think that it would be wise for the Council to raise taxes for bills that will be mailed in April, as it is an election year.

Following the hearing of public comments, the Council takes a short recess.

6. Consent Agenda

A. Mayor and Council - Regular Meeting - Feb 6, 2017 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	John Cole, Councilman
SECONDER:	Joe Pasanello, Vice Mayor
AYES:	Cole, Morris, Pasanello, Edwards, Leake, Aitken

B. Mayor and Council - Regular Meeting - Mar 6, 2017 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	John Cole, Councilman
SECONDER:	Joe Pasanello, Vice Mayor
AYES:	Cole, Morris, Pasanello, Edwards, Leake, Aitken

C. Mayor and Council - Work Session - Mar 27, 2017 6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	John Cole, Councilman
SECONDER:	Joe Pasanello, Vice Mayor
AYES:	Cole, Morris, Pasanello, Edwards, Leake, Aitken

7. Department Reports

A. Town Engineer's Report - Katie McDaniel

The Town is introduced to Katie McDaniel, the new contracted Town Engineer.

Ms. McDaniel provides an update from Rinker Design, and on progress of the Town's Pedestrian Improvement Plan.

Vice-Mayor Pasanello has some questions:

Is the Town's \$5,600 contribution for nutrient credits a one-time payment, or annual?
Ms. Murray answers that she believes it is a one-time payment.

Regarding Town Center projections, when can the Town expect real numbers from the bids?
Ms. Murray answers that she and Ms. McDaniel will have meetings on this matter in the upcoming week, and suggests that an estimator do some estimates so that the Council has a rough understanding.

When will the sidewalk / crosswalk in the work zone at the western end of Town be operational again?

Ms. Murray says that she will contact the project manager on this matter.

B. Town Planner's Report - Steve Gyurisin

The Town is introduced to Steve Gyurisin, the Interim Town Planner.

Mr. Gyurisin says that he has a lot of catching up to do, but will answer any questions that the Council may have regarding specific projects.

The Council Members have no questions.

C. Building Official's Report - Joe Barbeau

The Council Members have no questions on the report.

D. Police Department Report - Chief Kevin Lands

Chief Lands informs the Council that the Department assisted at a school bike rodeo and attended the Business Roundtable, and he personally attended the Virginia Chiefs' Meeting.

The officers have found and attended to a number of open doors in the course of their nightly business checks.

Officers Jake Davis and Coire O'Neal led a self-defense class at the QBE building, which reached capacity and was attended by all officers.

The new vehicles are scheduled for their equipment upfit in the coming week, and the ghost car program has been going well. These cars do not sit in their places permanently, but are left in strategic locations when their officers are off-duty.

Officer O'Neal provides an update on the Car Show, on which he has served as lead organizer: the event will include the raffle of a 1966 Mustang, and will take place in collaboration with the Rotary Club from 2-6 PM on May 13th. Chief Lands commends Officer O'Neal for all his work to put this event together.

Officer Jason Davis is out on leave, as his family has just welcomed a baby daughter.

Councilman Leake asks about the Police Department's average response time, in comparison with the County; Chief Lands says that he will gather the data.

Vice-Mayor Pasanello suggests that the Department and Council take a hard look at the value of Police Department programs.

Chief Lands shares that there will be a large grant reimbursement to the Department for bringing itself up to current standards of body cameras.

Councilman Cole supports the idea of Jefferson Street traffic study.

Councilman Morris commends the Police Department's nightly business checks, which leave five business cards around the Town each night.

Councilwoman Edwards thanks the officers and Chief for their service and hard work.

E. Business & Community Relations Report - Denise Andrews

Ms. Andrews thanks the Town, residents, sponsors, and businesses for their support of a successful Earth Day celebration.

The next Town Business Roundtable will take place in July, and will be hosted by Brett Frye at Tobaccology.

Ms. Andrews was invited to present at the Regency Women's Club's 4th Annual Spring Luncheon, where she spoke on the history of Haymarket's buildings.

The Haymarket Museum will open for the season on June 10th, with an exhibit on the history of the Town.

The Town Staff continue to work on content for the new website, which will hopefully go live by late summer.

Andrews explains how Town events pay for themselves over the course of the year, which is a point that may not be clear from the raw numbers in the budget.

Councilwoman Edwards suggests that the Town send a letter to the administrators of Battlefield High School, thanking them for the assistance of the senior class.

F. Treasurer's Report - Roberto Gonzalez

Mr. Gonzalez summarizes the Town's finances, with special attention to the proposed budget and incoming BPOL taxes. Council and Ms. Murray suggest that the Town's Finance Committee hold a meeting prior to the Council meeting of June 5th, or that the Council hold another budget Work Session to continue discussion on specific items.

Councilman Aitken suggests May 15th as a date for another Public Hearing, and that the agenda for the Council's Work Session be kept to two items.

G. Town Manager's Report - Kimberly Murray

Though the Council will discuss it later, Ms. Murray has put information related to the recent Dominion Power order in her report, and provided links for it on the Town website.

Provides update on the number of FOIA requests that have been processed by the Town's staff, and suggests creating a form for requestors to complete and submit. The General Assembly has enacted legislation related to this suggestion that will come into effect before the end of the year.

Ms. Murray raises the issue of the need for a public message board that the Town Staff can use as a third location to post notices.

Other legislative updates include guidance on short-term rentals, and a defeat of the proposed amendment to BPOL taxable revenue; a legislative summary is provided in the agenda packet. Two new tenants have signed leases for upstairs offices at 15026 Washington Street.

8. Agenda Items

A. Appointment of Clerk of Council for Unexpired Term- Alice Jarrell

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

B. Resolution #2017-03 - Dominion Virginia Power

A RESOLUTION OF THE TOWN OF HAYMARKET REGARDING THE VIRGINIA STATE CORPORATION COMMISSION'S APPROVAL OF AN OVERHEAD TRANSMISSION LINE THAT WILL PERMANENTLY DAMAGE THE TOWN'S HISTORIC CHARACTER

WHEREAS, For some time now the Town Council of the Town of Haymarket ("Town") has watched with growing alarm at the handling by the Virginia State Corporation Commission ("SCC") of the application submitted by Virginia Electric and Power Company d/b/a Dominion Virginia Power ("DVP"), case no. PUE-2015-00107 ("Application"), regarding proposed electric facilities for a 115 kV transmission line conversion, a new Haymarket 230 kV Double Circuit Transmission Line, and a new 230-34.5kV Haymarket Substation ("Haymarket Project"); and

WHEREAS, the Town previously expressed opposition to the Haymarket Project because it does not serve a public need, but instead serves the need of a single DVP customer ("DVP's Favored Customer"); and

WHEREAS, the SCC admits that the Haymarket Project does not serve an immediate public need, and instead is needed to provide service to DVP's Favored Customer; and

WHEREAS, the SCC claims that the Haymarket Project will permit DVP to support overall growth in the area, but the area in question is unlikely to be developed with sufficient intensity to require upgraded transmission lines; and

WHEREAS, the SCC has moved to approve the Haymarket Project along the Railroad and Carver Road route, or as an alternative along the Carver Road route, which will have transmission towers looming over the Town, thereby damaging the Town's historic and attractive character, even though a partially underground route was available that would have required DVP's Favored Customer—rather than the Town and its citizens—to bear the impacts

of the Haymarket Project; and

WHEREAS, the insult of the transmission line route approval comes on the heels of the injury done to the Town by DVP's "double-stacking" of distribution lines along Washington Street, which multiplied the number of overhead lines while increasing the height of the power poles, all for the ostensible purpose of future growth but in reality driven by an immediate need for a redundant circuit for DVP's Favored Customer;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Haymarket, meeting in regular session this 1st day of May, 2017, that the Council hereby declares that the SCC approval of the Railroad and Carver Road route and the alternative Carver Road route are unacceptable, contrary to the public interest, and contrary to the law because the SCC failed to give sufficient weight to scenic assets, historic districts and the environment, and

BE IT FURTHER RESOLVED that the Council of the Town of Haymarket respectfully requests DVP's Favored Customer to come forward and agree to bear the cost of undergrounding the transmission line, instead of damaging the Town's historic and attractive character with unnecessary and unsightly transmission lines.

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

C. Discussion: Town Code Sec. 30-50 Open Storage of Inoperative Vehicles - Chief Lands

Chief Lands reports that when notices are sent in connection with this matter, a sixty-day enforcement timeline begins.

Mayor Leake raises the point that, according to the Town Charter, inoperable vehicles at auto repair shops should be screened if in public.

Morris says that this would be considered if business were actually being conducted and customers served.

The general consensus by the Council is not to begin with aggressive targeting of Code violations, but rather to talk first. Official correspondence from the Town is the first step, which may encourage business owners to comply voluntarily.

Murray reminds Council that it is the job of Town staff to enforce the Code; she thinks that the sending of enforcement letters is a good idea.

Councilman Leake and Vice-Mayor Pasanello both support the sending of the violation notices. Councilmen Aitken and Morris support the notices as well, but also are keen to enforce the law. They suggest a letter from Town staff to follow up on the notices.

Councilman Cole would like the Mayor to go in person to discuss the matter with the businesses in question; Aitken says that this is a different process, and one that must be done with consideration of the legalities.

Town Attorney Martin Crim suggests that the best approach would be a soft touch - staff should reach out, and then send a letter.

Murray agrees to send a friendly letter as a head's up, and then to follow with an official notice with a 60 day enforcement clock if no changes are forthcoming after 15 days. The Council agrees by majority consent.

D. VRE-Gainesville/Haymarket Extension - Update

Minutes Acceptance: Minutes of May 1, 2017 7:00 PM (Consent Agenda)

Nothing to report at this time.

E. Appeal of ARB Decision - Demolition of Structures: 14941 Washington Street & 6707 Jefferson Street

The Council has received a letter from the applicant requesting a continuance of its consideration, so this item is tabled until the Council's June 5, 2017 Regular Meeting.

F. ARB Update - Councilwoman Susan Edwards

Councilwoman Edwards refrains from commenting on the upcoming appeal regarding the requested demolition permit. With the resolution of plans for A Dog's Day Out and the ongoing project of a resident to restore a house on Madison Street, Edwards feels like a lot is being done to increase the value of properties in the Town.

G. Planning Commission Update - Councilman Connor Leake

The Planning Commission will join the Council for an additional Public Hearing on the new Zoning Map at the Council's June Meeting.

9. Councilmember Time

A. John Cole

Suggests the implementation of an updated speed table by the end of the summer; as discussed in April's Town Council meeting, this measure would be updated by the County, and help to slow cars down.

B. Susan Edwards

No comments at this time.

C. Steve Aitken

No comments at this time.

D. Chris Morris

Shares his excitement at the direction in which the Town is headed; there are lots of good developments on the way, but it is important that those are pursued and enacted in the proper way, with due diligence.

E. Joe Pasanello

Thanks those who shared their comments at the Public Hearing, and to Ms. Murray for her budget presentation. He would be happy to bring these comments for consideration when the Council meets to revise the proposed budget.

F. Connor Leake

Thanks Ms. Murray for her hard work in support of the new Zoning Ordinance, to the Town Staff, and to Chief Lands and his officers. He assures Ms. Leonard that the Planning Commission did examine both the old and new Ordinances, in response to her earlier comment.

G. David Leake

Thanks Ms. Murray for her presentation, and looks forward to continuing along the path to realize the Town's vision and rebranding.

10. Adjournment

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Joe Pasanello, Vice Mayor
AYES:	Cole, Morris, Pasanello, Edwards, Leake, Aitken

Submitted:

Approved:

Danielle Kijewski, Clerk of Council

David Leake, Mayor

Minutes Acceptance: Minutes of May 1, 2017 7:00 PM (Consent Agenda)



TOWN OF HAYMARKET TOWN COUNCIL

PUBLIC HEARING ~ MINUTES ~

Alice Jarrell, Clerk of the Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, May 15, 2017

7:00 PM

Council Chambers

A Public Hearing 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: Absent, Mayor David Leake: Present.

2. Citizen's Time

Ms. Dottie Leonard (14801 Washington Street): raises the matter of screening of visible defunct automobiles; it is customary for a local jurisdiction to require screening in the form of fencing and/or trees, if a property has been zoned for this use.

Mr. Bob Weir (6853 Saint Paul Drive): raises the issue of the First Amendment's protection of the right to free speech, especially as regards speaking to public concerns. He reminds the Council that a Town body is not able to interfere with a citizen's right to share his or her concerns in public.

3. Public Hearings

A. Chapter 58 of the Town Code - Zoning Ordinance & Zoning Map

Mayor introduces the Town's zoning consultant, Mr. Darren Coffey of the Berkley Group, who presents on changes to the Zoning Ordinance and Zoning Map.

This Ordinance has been two years in the making, and will bring the Town's Ordinance into compliance with the State Code. District uses were evaluated, and Article 20 of the Town Code is now folded in as the Subdivision Ordinance.

The Town has made economic development a priority, so the various districts are meant to be business-friendly. Definitions have been clarified and expanded, and illustrations have been included to illustrate vague concepts. By-right uses have been more clearly defined, as have the use and design standards.

The Sign Ordinance has been edited to ensure that it is content-neutral.

The landscaping section has been expanded, and there is a new section that deals with lighting.

Proposed vs. Existing Zoning Map: colors changed for clearer aesthetic definition. Mr. Coffey goes through the new map and explains the changes; he says that the Town's Future Land Use Map is dated, and should be revised to align with the Zoning Ordinance, to eliminate discrepancies.

The Mayor opens the floor for clarification questions about Mr. Coffey's presentation, ahead of the general Public Hearing questions.

Minutes Acceptance: Minutes of May 15, 2017 7:00 PM (Consent Agenda)

Dottie Leonard (14801 Washington Street): In what areas was the Town not in compliance with the State Code? Mr. Coffey answers that its references, its penalty and procedural clauses, though he does not remember the specifics off-hand.

Ms. Leonard opposes the 'transitional' district, and asks which uses are permitted in different categories?

Mr. Coffey explains the different use types, and how they fit into the different zoning districts. He also elaborates on the allowed uses in the transitional commercial zoning designation. The proposed zoning map does not include any properties designated as 'transitional commercial;' it is included on the future land use map, but the Planning Commission did not recommend including it on the Zoning Map.

Ms. Leonard asks what is meant by "different house types"? Mr. Coffey lists some examples, such as single family, single family attached, etc., and Leonard says that this has clarified the matter for her.

Ms. Leonard asks if the new Ordinance will bring the Town into compliance with the State Code, how could there be leeway for litigation in court over it? Mr. Coffey answers that the State Code allows, in some areas, for a variety of definitions; beyond this, the Town can apply as it wants, and see how its applications hold up if challenged.

Which consultant firm prepared the Sign Ordinance ahead of the Berkeley Group's revision? Mr. Coffey answers that it was Herd Consulting, and confirms that the residents have not lost any rights to content on their signs, but that their type definitions in the Ordinance cannot be based on that content. (For example, 'political signs'.)

The Mayor opens the floor for general comments for the Public Hearing.

Bob Weir (6853 Saint Paul Drive): reminds the Council that economic development does not always lead to the best results for the Town. He suggests that the packet be returned to the Planning Commission so that it can correct its procedural errors. He points out errors in the hearing notice, and submits written comments to be included in the record.

Rebecca Bare (14977 Cheyenne Way): shares major concerns with regard to the height allowances, and with potential conflicts of interests connected to development projects within the Town. She suggests starting this over, and following the proper procedures throughout.

Dottie Leonard (14801 Washington Street): opposes the inclusion of the proposed transitional commercial designation.

David Bailey (14946 Madison Court): requests the list of land owners that were notified of this zoning change; he did not receive a notice. He would like to receive a copy of the Town's Zoning Ordinance, sent certified.

B. Proposed Real Property Tax Increase

Town Manager Kimberly Murray summarizes the proposed real property tax rate of \$0.146 per \$100 of assessed value.

Mayor Leake opens the Public Hearing.

Rebecca Bare (14977 Cheyenne Way): opposes tax increase, and believes that every alternative avenue should be explored to reduce budget. She repeats her previous suggestions on this matter, such as the Council waiving its funds. The Town must operate within its means.

Steve Shannon (14983 Keavy Place): Mr. Shannon is retired Army and Law Enforcement, and would like to answer some comments from previous meetings regarding the Police Department; he speaks to the hard work and quick response time of the Haymarket Police. He reminds those present that Chief Lands reduced his budget for the upcoming year by 2.6%.

Chuck Carnahan (6654 Hunting Path Road): shares his skepticism of a budget that defers maintenance, raises taxes, borrows money, and does not contribute to the Reserve Fund. He opposes the Town's granting of money to local school programs.

Bob Weir (6853 Saint Paul Drive): says that the Town is doing its budget and tax rate in reverse order. He criticizes the replacement of long-term staff with consultant employees. He believes that the proposed budget is flawed in its projected revenues.

Dottie Leonard (14801 Washington Street): shares that she would prefer the elected officials to make major financial decisions, not the Town staff, and repeats her belief that the Town does not need a full-time Town Planner. Budget needs to reflect that Town property values are increasing, so tax revenue will increase anyway. She is very grateful to the Police Department, and says that they are worth their money. She asks the Council to finish the Town Center façade, finish the park, and defer the brick sidewalks on Jefferson Street.

4. Agenda Items

A. Ordinance #2017-001: Chapter 58 of the Town Code - Zoning Ordinance & Zoning Map

Mayor Leake opens the matter to comments from Council Members.

Morris feels that this recommendation needs to be revisited with the Planning Commission; the proper procedures need to be followed.

Cole agrees; he thinks that, as Planning Commission liaison, Councilman Leake could present on this matter and elaborate on the Commission's recommendation.

Edwards says that she is not prepared to vote tonight on this matter; she still has too many questions.

Pasanello thanks the residents who came to offer comments; says that it would be prudent to review the matters raised by the residents' comments. He is concerned about the procedural issues raised, and would like to hear from the Town Attorney to be sure.

Pasanello has some questions for Staff: were there any concerns that were raised in the Planning Commission's Public Hearings that have not been addressed?

Mr. Coffey says that there have been no substantive changes to the text of the Zoning Ordinance since April 5th; the Planning Commission recommended approval of this version. The legal ad was rewritten to give more detail, per guidance from the Town Attorney.

Ms. Murray confirms that the procedural issues were raised at the Planning Commission's Public Hearing were examined. After that meeting, the staff verified the properties that were meant to receive such notices, per state statute.

Mr. Morris asks whether a record exists for questions raised at the Commission's Public Hearing; Ms. Murray answers that questions were answered broadly, but staff is working with residents one-on-one, and the Town Clerk is summarizing the comments.

Edwards has been approached by residents with questions on these matters; she is very careful with her voting and wants to be sure that all are doing their due diligence and giving the

comments the proper attention. She encourages all residents to reach out and speak publicly with their concerns.

Pasanello asks how the Zoning Ordinance can leap ahead of the Comprehensive Plan.

Mr. Coffey clarifies that the Comprehensive Plan is a guide, whereas the Zoning Ordinance has the force of law; this is why, he assumed, the Town decided to update its Ordinance first. He suggests that the Town update its Comprehensive Plan, but says that it is not uncommon to go in this order.

Mayor Leake clarifies that the transitional commercial designation was purposefully chosen to be included in the Comprehensive Plan.

B. Discussion: FY2017/2018 Town Budget

Mayor Leake confirms with Ms. Murray that the Council will vote on the FY2017-18 budget at its meeting on June 5th. The Vice-Mayor suggests having another meeting in the mean while, at a time when all Council Members can attend.

Vice-Mayor Pasanello agrees with residents' comments that more efficiencies can be found, particularly within the budget of the Police Department. He believes that it has too many vehicles, and that both the number of vehicles and the take-home policy need to be revisited. He also would like to see further discussion on funds for the Haymarket Community Park, the savings on health care, and the debt service payments for the Town Center Master Plan development.

The Zoning update is added to the agenda for the June meeting as a discussion item, and a Work Session for further revision on the budget is set for May 22nd at 6:00 PM. Mayor Leake suggests that those who would like to raise issues, send their notes on specific line items to the other Council Members in advance.

Morris asks whether the points raised by Vice-Mayor Pasanello were raised at the Finance Committee meetings. Pasanello admits that he was not at all of them, but says that he did raise some of these issues in the past.

5. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

Danielle Kijewski, Clerk of Council

David Leake, Mayor



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

Alice Jarrell, Clerk of the Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, May 22, 2017

6:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 6:00 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: Present, Councilman Steve Aitken: Present, Mayor David Leake: Present, Town Manager Kimberly Murray: Present, Town Treasurer Roberto Gonzalez: Present, Clerk of Council Danielle Kijewski: Present, Chief of Police Kevin Lands: Present.

2. Agenda Items

A. Discussion: FY2017/2018 Town Budget

Mayor Leake shares that he has called for this work session in order to consider and address citizens' comments from earlier meetings and Public Hearings on this budget.

He suggests that those Council Members who have submitted comments should present them, point by point, and the Council can vote whether to enact each suggestion. The same procedure will be applied to comments submitted by residents in earlier meetings.

Mr. Cole raises the matter of the raised real estate tax rate for the debt service.

He does not think that the project is adequately planned to justify borrowing money at this stage.

The project may take so long, that taxes could be raised in another financial year.

This year's REA tax will not be collected until December, and he does not want the Town to spend ahead.

Vice-Mayor Pasanello proposes a list of budget cuts that would not impact the Town's services or operations.

Eliminate the Town Administration's discretionary fund. (\$2,500)

Mr. Morris thinks that it should be allocated, but not given away; it should be used for unforeseen incidentals.

Mrs. Edwards agrees.

Vice-Mayor Pasanello says that in the last year, \$1,500 of this fund has been given away in circumstances of charity.

Mr. Aitken reminds the Council that the Town has a stated policy of charitable giving, and that the Council should revisit it, if it would like to take a new direction in the future.

Mr. Leake would like to see the fund kept in place, but agrees with Mr. Aitken that the policy should be revisited; in the mean while, he suggests that the Council might consider a cap on charitable giving within the discretionary fund.

Roll Call: Pasanello and Cole are in favor of eliminating the fund, while Leake, Aitken, Edwards and Morris think that it should be kept for the time being.

Minutes Acceptance: Minutes of May 22, 2017 6:00 PM (Consent Agenda)

Eliminate the stipend for Council.

Mr. Cole says that this matter had been raised in earlier years, and the former Town Attorney advised that due to some reference in the State Code, the Council Members cannot serve without compensation.

Pasanello says that previous Council had considered reducing the number of meetings as an alternative.

Cole would be in favor of reducing the stipend to one meeting's worth.

Morris reminds the Council that the many small subcommittees that used to meet are no longer necessary, so there are fewer meetings taking place than in former years, regardless.

Aitken would keep this compensation. If it is reduced, it would be difficult to raise it later; everyone's time is valuable, and this may reduce interest in public service within the Town in the future.

Mr. Leake says that the Council should cut this item before it proposes any cuts to the public safety budget.

Roll Call: Pasanello, Cole, and Leake vote to eliminate the stipend, while Morris, Edwards, and Aitken vote to keep it. Mayor Leake breaks the tie in favor of keeping it.

Reducing the Mayor's stipend.

Roll Call: Mr. Leake would be in favor of reducing this item by 50%; Pasanello, Cole, Morris, Edwards, and Aitken vote to keep the item as is.

Increase health insurance contributions by Town Staff.

Mayor Leake reminds the Council that because of rising premiums, Town Staff will already be paying more for their health insurance in order for the Town to break even on this item.

Aitken thinks that increasing the item at this stage would be unfair to Staff.

Roll Call: Pasanello, Morris, Cole, Aitken, Leake, and Edwards all vote to leave the item as it is.

Reduce Meals & Lodging for Town Staff (\$5,000)

The items for Meals & Lodging and Education & Conventions are tied together, so must be discussed together.

Ms. Murray reminds those present that this covers items for Town Staff, not for Council. Her contract requires that her professional certifications be kept up; this could take up half of the allocated funds for this item, and there are other staff members to consider. The reason that this line item was not used this year was that the Staff was not present, not because it was not needed.

Roll Call: Pasanello votes to eliminate this item; Morris, Edwards, Aitken, and Leake vote to leave it as it is.

Cole: the corresponding item for the Council may be cut as an alternative.

Reduce Meals & Lodging and Education & Conventions for Town Council (the two items total \$6,500)

Cole suggests cutting \$2,000 proportionally from the two items.

Aitken would support, but thinks that those present must consider future Councils and their educational needs.

Roll Call: Edwards votes to leave the item as is; Leake, Morris, Cole, Pasanello, and Aitken vote to cut \$2,000 from the combined total.

Reduce Capital Outlay for Police Vehicles

Pasanello proposes reducing the number of new police vehicles to 3; he thinks that they are nice to have, but not necessary with the current program of bicycle and foot patrolling by Town Officers.

Mayor Leake asks when opinions changed on this matter, as it was decided and allocated publicly over the course of the last few months.

Morris says that the process was imperfect, and suggests that it could be improved in the future. He says that poor procedures leave the Town vulnerable to criticism, and suggests that the Council be vigilant in this matter, but supports the Chief's vision.

Pasanello agrees. The deliberations and decisions of the Finance Committee, though public, take place largely outside of public consciousness; Council Continuation Meetings and Work Sessions do not include Citizens' Time for public comment. The Town must make an effort to be transparent in matters such as this purchase.

Edwards says that she was initially skeptical of this purchase, but that the Chief's reasoning has changed her mind.

Morris asks what financial impact would result from the hypothetical loss of two cars; Chief passes out a financial analysis sheet. 5/10 items purchased would be lost, as would the cost of labor. It would also cost \$1,000 to downfit each car for return. The Town would lose \$13,004.60 for the two cars, and would still need to pay the downfitting costs.

Mayor Leake thinks that the Council must trust the choices of its professionals - he trusts the Chief's choice for this purchase.

Chief tells the Council that he will never propose any purchase that he does not think the Town needs. Prince William County's 650 officers do not need 650 cars, but in a small town, all officers must have the necessary resources; the Police Department exists for contingencies in which things go bad.

Roll Call: Pasanello votes to reduce the fleet by 2 new cars; Cole, Morris, Edwards, Aitken, and Leake vote to leave the item as it is.

Cap the Architectural Review Board and the Planning Commission at 5 members each, possibly enacted through attrition as terms expire.

Leake reminds those present that liaisons from the other Boards are necessary to the ARB, so this would reduce it to 3 appointed members and 2 liaisons. He thinks that there should be as much diversity and input to the Planning Commission as possible, so that it can consider many perspectives when making decisions that affect the future of the Town.

Morris asks whether the ARB is affected by the lack of knowledge resulting from the absence of a professional member.

Edwards says that it does.

Aitken suggests capping the boards at 5 members, and then revisiting the matter when someone decides to quit service on the Planning Commission.

Cole says that if this goes forward, the Council may be accused of trying to keep someone from serving later on.

Morris says that with a Board of 5 members, collusion and vote manipulation would be very easy, since only 3 would be needed for a majority.

Roll Call: Cole and Pasanello vote to cap the membership of each Board at 5; Morris, Edwards, Aitken, and Leake vote to leave the number as it is.

Reduce vehicle fuel through re-consideration of the Police Department's take-home program

Morris would like to see justification for why the take-home program and consequent fuel consumption should remain as-is.

Edwards believes the program should be kept.

Aitken suggests that this is a matter that should not be decided in one meeting, to save money.

Roll Call: Pasanello votes to change the program, while Morris, Leake, Aitken, Edwards, and Cole vote to leave it for the time being.

Eliminate the salary for a part-time Administrative Assistant for the Police Department (\$20,000).

Chief Lands says that the Administrative Assistant's current hours are 8-4, and going part-time would mean a reduction in hours from 10-3. Chief and Sergeant Shaver could pick up administrative duties between them; Chief would be willing to try this arrangement.

Edwards asks how this would impact the Town's efforts to re-brand its Police Department; people would need to wait in order to be helped.

Morris says that a part-time administrative assistant would fit into long-term plans for the Town Center, but does not necessarily think that now is the time to make this change - what if, after 3 months, the Chief decides that this arrangement is not practical?

Aitken suggests that the Department not fill the position at present, but should keep the money as a placeholder.

Cole reminds the Council that the object of this meeting is to reduce the budget.

Roll Call: Aitken, Edwards, and Leake vote to keep the funds allocated for this position as they are, while Morris, Cole, and Pasanello vote to eliminate the item. Mayor Leake breaks the tie in favor of leaving the funds as they are.

Eliminate the funds allocated for Debt Service.

Murray says that the loss of trained, professional staff due to a poor work environment will cost much more than a \$45,000 debt payment, as it would cost more than \$100,000 to renovate the administrative space, which has been a priority to complete for the last 6 months. The Town cannot get a loan for the Town Center redevelopment until it has bids, and cannot call for bids until it has a final site plan. The plan for completing the project is there, but budget work has prevented Town staff from preparing a public presentation as yet.

Roll Call: Pasanello votes to cut these funds, while Aitken, Edwards, Morris, and Leake vote to keep them as they are. Cole abstains.

Harrover Master Plan (Haymarket Community Park)

In a previous work session, Council suggested allocating \$75,000 to this line item from the Town's reserves.

Edwards reminds Council that an \$80,000 contribution is required as the Town's match for the Pedestrian Improvement Project.

Murray says that she has learned that the Town did not sign a contract with its chosen engineering firm for this project; she suggests using a local firm to make the money go further. She also suggests re-examining the Town's reserve policy of 30%.

Roll Call: the Council votes unanimously to leave this item as it is.

Citizens' Concerns and Comments from Public Hearings

'Luxury Positions' and Council Stipends: Morris has requested financial actuals from the Town Treasurer, and in actuality, both these items have been reduced.

Alleged Doubling of Police Budget: Morris says that, though the Police Department now provides 24/7 service to residents, its budget has not actually doubled. The total amount quoted in the comment included the budget for all Public Works.

Legal Fees: Procedures have changed in the last year to curtail spending in this area; Pasanello points out that there was a great deal of Town-involved litigation in former years, requiring more legal advice.

Morris shares from the financial actuals that all areas are going down in the legal expenses. Murray reminds Council to consider legal costs when they make decisions and enact policies that require legal advice.

Roll Call: Leake votes to reduce the number of hours of legal services from 90 to 80, while Pasanello, Aitken, Edwards, Cole, and Morris vote to leave the item as it is.

Abolish the Town's Police Department: Chief Lands says that Prince William County's police force is down by 150 officers, and that those present tend to focus on the high-crime areas in other parts of the county. They depend upon Haymarket's officers to assist in the Western part of the county.

Cole says that if the Police Department is abolished, then the Town must be unincorporated, since it will be unable to provide basic services to its residents.

There is no support for this suggestion amongst members of the Council.

Consideration of the way that an expected right-in, right-out traffic pattern will affect the Town's meals tax revenue: Pasanello says that traffic analysis would not provide the basis for such a suggestion.

Cole asks whether the budget has accounted for the loss of gas while SHEETZ is under construction in the summer.

Murray answers that it has.

Loss of BPOL revenue as result of state-level legislation: Cole says that this is not expected to happen within the next year, so it can be considered later.

Pasanello reminds Council that the General Assembly's proposed change to the BPOL this winter was roundly defeated.

Recruiting a part-time, rather than a full-time Town Planner:

Murray says that the lack of a full-time Planner means a longer permitting process, less staff support and less thorough reports to assist the Town Board. The Boards need more support and education to make sound decisions, and a full-time Planner would be able to assist in this. The full-time Planner would also be able to address the blighted properties, sign and Town Code violations, and do project management work, like updating the Comprehensive Plan, additional zoning text amendments, and managing the Gateway Sign Project; the part-time Planner is unable to address these matters.

Morris asks whether it might be a good plan to hire a full-time Planner for a few months to catch up on the work, and then reduce the role to part-time.

Murray says no; that there is sufficient work to support a full-time Planner indefinitely. However, she says that bringing on a full-time Planner would eliminate the need for \$20,000 allocated for a contractor to complete the revision of the Town's Comprehensive Plan, since the Planner would take on this project.

Aitken suggests that \$10,000 of this \$20,000 be used to offset Bank Stock Tax revenue projections for FY2017-18.

The discussion has yielded \$22,000 in budget cuts, of which \$10,000 will offset the Bank Stock Tax. The suggestion is made that the remaining \$12,000 be rolled into the Town's maintenance budget, for streetlights, curbs, concrete, and storm-water management.

Roll Call: Pasanello votes against reallocating the \$12,000, but Morris, Edwards, Cole, Leake, and Aitken vote in favor.

B. Enter into Closed Session

CLOSED SESSION PURSUANT TO 2.2-3711 A (1) 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.

1. Amend the agenda to eliminate the Closed Session and add the Appointment of the Clerk of Council.

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

2. Appoint Danielle Kijewski to the role of Clerk of Council for the unexpired term ending in September 2017.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Joe Pasanello, Vice Mayor
AYES:	Cole, Morris, Pasanello, Edwards, Leake, Aitken

3. Adjournment

A. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Joe Pasanello, Vice Mayor
AYES:	Cole, Morris, Pasanello, Edwards, Leake, Aitken

Submitted:

Approved:

Danielle Kijewski, Clerk of Council

David Leake, Mayor

Town Planner - April 2017 Town Council Report							
Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Anticipated End Date	Actual End Date	Comments
SMG QUICK UPDATE 4/21/17							
Architectural Review Board							
#2016-033 (Foster's Grille) Signage and Lighting	Planner	11/10/2016	2/22/2017	Applicant	1/19/2017	2/15/2017	Done
#2016-035 (Chris Dixon)	Incomplete	12/5/2016	12/19/2016	Applicant			Fence proposed on residential property.
#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 address missing items
#2016-038 (Dog's Day Out)	Steve/Kimberly	1/5/2017	3/27/2017	Applicant		2/15/2017	ARB heard revisions and approved COA 4/19/17, Kimberly met with applicants 3/27/17 on revised designs
#2017-002 (Haymarket Baptist Church)	ARB	1/9/2017	2/15/2017	ARB		3/15/2017	Awning approved ARB April 19, master canopy/awning plan submitted in future. Staff
Storm drain stencil project	ARB	1/18/2017	2/15/2017	Eagle Scout project team		4/22/2017	Presentation by Eagle Scout Ethan Marsh. ARB approved 4/19/17. Scout working with VDOT (3/30/17)
School of Rock signs	ARB			ARB	June - July 2017		ARB waiting for owner revisions
CMC signage	ARB			Owner/Planner	June - 7July 201		Staff working with owner on size. ARB approved design/
Haymarket Baptist Church - Awning Master Plan	ARB			Owner	N/A		Staff waiting for owner to submit master plan
Rosanna Smith - Madison Street Project	ARB			N/A	N/A		ARB approved
Sheetz Signs				Owner	July - Aug. 2017		Staff working with owner for complete sign package
Board of Zoning Appeals							
Appeal of Notice of Violation (#BZA- 2017-004)	BZA staff	1/6/2017	3/1/2017	Staff, Town Attorney, BZA		3/13/2017	Met with applicant's attorneys twice to review case and site. Advertised & notifications sent; BZA to hear Appeal at their regular meeting in March. Request to defer rec'd from applicant's attorneys, forwarded to Chairman.
Active Board Recruitment	BZA,	11/1/2016	3/1/2017	Town Council			BZA met in January for information items, elected officers and adopted 2017 calendar. Need appointees for 1 vacancy.
Variance: QBE (#BZA-2017-005)	BZA staff	1/30/2017	3/1/3/17	Staff, BZA	tabled		Application tabled by chair until 4/13/17 meeting
Planning Commission							
Update: Zoning & Subdivision Ordinance	Planning Commission	9/26/2016	3/1/2017	Planning Commission, Consultant		4/5/2017	Consultant presented in joint PC & TC work session 2/27. PC scheduled to hold public hearing 4/5/17 . Advertisements & notifications sent
Site Plan: Sheetz	Staff, Planning Commission	11/16/2016	2/8/2017	Planning Commission, Town Council		2/1/2017	Final Site Plan approved, bond review completed 3/31/17, under construction.
Site Plan: A Dog's Day Out	Steve/Katie	11/21/2016	3/1/2017	Staff; Applicant		5//2017	Preliminary Site Plan conditionally approved by PC 3/1; Buffer modification review 4/5. Plans to be on July PC agenda.
Site Plan: QBE Improvements	Steve/Katie, Planning Commission	1/20/2017	3/1/2017	Applicant			Revised plans submitted. Outside agency comments done. Planned for May PC meeting
Prince William County							
One-Mile Review: Carter's Mill	Susannah, Holly	10/5/2016	2/8/2017	Staff			6th submission under review by Staff to provide comments to PWC planning.
One-Mile Review: John Marshall Commons	Holly, Susannah, Planning Commission	11/1/2016	2/22/2017	Applicant; PWC Staff			Staff has provided comments to PWC planning. Applicant wants to meet with us to go over our comments. PC declined to add them to agenda 3/1 due to working on ordinance & # of reviews.
One-Mile Review: Heathcote Tire & Auto SUP	Holly, Susannah, Planning Commission	12/22/2016	2/8/2017	Applicant; PWC Staff		2/28/2017	Staff provided comments to PWC planning.
Staff							
Process Review: Forms, Fees, Submittals	Kimberly	9/26/2016	1/30/2017	Staff		6/1/2017	In process. Fees to reflect actual costs including E&S, Stormwater, etc.
SUP #2017-003: K&K Sarees	Staff	1/5/2017	n/a	n/a			Applicant has withdrawn but will wait to see if zoning ordinance will include home occupations as a use-by-right. Refunded fees
Details from the Home, Gossom Manor p	Property owners	2/22/2017	2/27/2017	n/a			Issues with parking & cut-throughs. They would like to extend a fence to address this problem. Mtg scheduled.
Signage issues on Industrial Properties	staff	12/15/2016	2/13/2017	Staff			To address a signage plan and individual signs on properties affected by VDOT work on Hwy 15
Winterham & Iceplex: Shared parking, Subdivision Plan & Major Site Plan revisions	staff	11/30/2016	2/13/2017	Staff; Town Attorney			Met with property owner reps, surveyor, continued research, emails with town attorney, and discussed issues with property owner's representative. Sent all information to property owners.
Zoning Ordinance Update- Directive from PC	staff	2/6/2017	2/13/2017	PC	4/5/2017		Met w/ property owners along Washington St to get their input regarding rezoning of properties.

Attachment: Task Log - Town Planner - May TC Mtg (3189 : Town Planner's Report - Steve Gyuris)



Summary:

Currently the Sheetz project is rolling along, with construction of the new store building underway. The School of Rock in the old Winterham Mansion has had their rough inspections approved, and is coming to completion. Three new Building Permits have been issued to allow the construction of the remaining three homes that had been approved previously. The Ice Plex is coming to its finish, with work being completed in the support service areas. The project to finish the basement at 6744 Bleight Drive is coming to completion. The Very Thing consignment shop has made complaints regarding their property. These claims were investigated and the conditions have been reported to the Town Manager. These items include some window repair, the repair/replacement of the sump pump, including pumping out the basement, and a plan to repair some holes in the floor.

Permit No.	Project Name	Permit Address	Permit Close Date	R/C	Project Status	Project End Goal	Comments
B20170005	6857 St. Paul Drive	6857 St. Paul Drive	2/14/18	R	Under slab rough Plumbing Inspection 2/8/2017	Renovation of existing basement to complete bathroom that was roughed in at original construction	Change in bathroom design required the reconfiguration of the plumbing waste lines.
TBD	Century Stair	15175 Washington Street	2/17/18	C	Permit Issued 2/17/2017	Installation of whole building dust removal system.	ARB considering exterior screening only.
Pending	Foster's Grille	14550 Washington Street	TBD	C	Proposed Project Meeting	Two Additional signs above existing structure	Installation is on hold until satisfying zoning requirements.
B20160004 Primary Permit	Ice Plex	15111 Washington Street	extended to 12/17/17	C	Partial Plumbing Rough Inspection - Tank Installation 2/14/2017	Addition to accommodate a second ice rink and services.	Tank Installation complete
B2016004	Ice Plex	15111 Washington Street	12/15/17	C	Final stages interior	New Addition containing improved customer areas and a second ice rink	With the Rink complete, the final work to button up the structure and finish the interior Apertantent spaces is underway.
B20170011	Kholi Residence	14830 Jordan Lane	3/20/18	R	Current	Addition of deck to SFD	Pier footings have been inspected, framing and final inspections remain to be done.



Permit No.	Project Name	Permit Address	Permit Close Date	R/C	Project Status	Project End Goal	Comments
Pending	QBE	14604 Washington Street	TBD	C	Pending	Two Additional Stories above existing structure	Plan review. No permits have been received.
M2017003	Residence	14888 Greenhill Crossing Drive	5/3/17	R	Rough inspection of Mechanical installations	Kitchen Renovation and addition of Sub Panel at shed	All rough inspections are complete
E2017006	Residence	14888 Greenhill Crossing Drive	5/3/17	R	Rough inspection of Electrical installations	Kitchen Renovation and addition of Sub Panel at shed	All rough inspections are complete
B2017005	Residence	6785 Fayette Street	TBD	R	Permitting Process	New Front Entry Stoop and Sidewalk	Design submitted, awaiting permit documents.
B20170016	School of Rock	15101 Washington Street	5/4/17	C	Renovation of historic Home to a musical instruction facility	reuse of former residential structure for music school	Rough Inspections have been approved
B20170012	Sheetz	15315 Washington Street	3/21/18	C	Starting up	Removal of existing structures and building of new structures	Demo and Primary Permits issued, no issuance of Building Permits for new structures until bond payment has been secured.
B2017013	Sheetz	15315 Washington Street	3/21/18	C	1st Stage Demo Complete	New Facilities	Storm water Protection, and 1st Stage Demo (removal of Rt. 15 side Gas Island Canopies) complete. Work begins Monday 4/24/2017 to construct new store structure.
B2017014	Sheetz	15315 Washington Street	5/11 thru 5/19	C	Grnd Works Inspections prior to concrete slab placement	Permit to Construct New Store	5/11 Grnd Work Electrical, 5/17, Grnd Work Plumbing, and 5/19 Grnd Work Low voltage Electrical all approved.
B2017015	Sheetz	15315 Washington Street	4/19/18	C	Active	Permit to Construct New Gas Island	To begin after New Store is constructed and the old store has been demolished.



Permit No.	Project Name	Permit Address	Permit Close Date	R/C	Project Status	Project End Goal	Comments
B2017013	Sheetz	15315 Washington Street	TBD	C	In Process	Sub Trade Permits for all trades	In the process of issuing all permits for sub-trades work at this site.
B2017016	Existing Home	6744 Bleight Drive	5/4/2017	R	Active	Basement Build out	Rough Inspections for all trades approved
TBD	New Homes	Bleight Drive	5/11/2017	R	Active	Construct 3 new SFD's	Permit Issuance to allow construction of 3 new SFD's
No Permit Needed	The Very Thing	Town Hall Site	5/4/2017	C	Active	Complaint Issues	Flooded basement and other issues reported and checked. Basement pump out arranged, walk thru to view other issues raised by tenants.

Building Inspection Report Form

Date: 4/24/2017

Job#: _____ Client: Town of Haymarket
Project Name: Town Hall
Property Address: 15000 Washington St.

Inspector Name: Joe Barbeau
Start time: 9:00 AM
Time On Site: 9:30 AM
Time Off Site: 10:30 AM
End Time: 10:30 AM
Total Time: 1.5 hr.

Building Permit Type: Commercial Residential _____
Inspection Type: Permit Issuance

Permit#	Building	Plumbing	Electrical	Mechanical	Fire
AP/DP	<input type="checkbox"/> Footings	<input type="checkbox"/> Groundwork	<input type="checkbox"/> Groundwork	<input type="checkbox"/> Rough-in	<input type="checkbox"/> Visual
	<input type="checkbox"/> Foundations	<input type="checkbox"/> Rough-in	<input type="checkbox"/> Rough-in	<input type="checkbox"/> Final	<input type="checkbox"/> Alarm
	<input type="checkbox"/> Slab	<input type="checkbox"/> Final	<input type="checkbox"/> Final		<input type="checkbox"/> Audio
	<input type="checkbox"/> Wall	<input type="checkbox"/> 1 st Gas Test			<input type="checkbox"/> Hydro
	<input type="checkbox"/> Framing	<input type="checkbox"/> 1 st Gas Final			<input type="checkbox"/> Sprinkler
	<input type="checkbox"/> Insulation				<input type="checkbox"/> Visual
	<input type="checkbox"/> Final				

Miscellaneous Inspections:
Elevator Certification Verified _____
Boiler Inspection Verified _____
Other _____

Comments: At town hall to expedite permit issuance for
Street 2 project. JEB/oc 4/24/2017

APPROVED [] REJECTED [] WITH APPROVED PLANS
Signature of Inspector: [Signature]
Signature of Site Representative: _____

THIS REPORT IS A PRELIMINARY SUMMARY OF WORK PERFORMED. ALL ITEMS CHECKED AND COMMENTS MADE ARE SUBJECT TO REVIEW AND VERIFICATION PENDING THE PROFESSIONAL'S EVALUATION.

Attachment: TOH Building Official Monthly Report May 2017 with Inspection Forms (3177 : Building Official's Report - Joe Barbeau)

Building Inspection Report Form

Date: 4/28/2017

Job#: _____ Client: Town of Haymarket
Project Name: _____
Property Address: 6244 Bleight DR.

Inspector Name: JOE BARBEAU
Start time: 12:30 PM
Time On Site: 12:30 PM
Time Off Site: 1:30 PM
End Time: 1:30 PM
Total Time: 1 hr.

Building Permit Type: Commercial _____ Residential X
Inspection Type: Rough Inspections - ALL TRADES

Permit#	Building	Plumbing	Electrical	Mechanical	Fire
<u>Bldg 2017-016</u>					
AP/DP	<u>Footings</u>	<u>Groundwork</u>	<u>Groundwork</u>	<u>?</u>	<u>2/4</u>
	<u>Foundations</u>	<u>X Rough-in</u>	<u>X Rough-in</u>	<u>X Rough-in</u>	<u>Visual</u>
	<u>Slab</u>	<u>Final</u>	<u>Final</u>	<u>Final</u>	<u>Alarm</u>
	<u>Wall</u>	<u>1st Gas Test</u>			<u>Audio</u>
	<u>X Framing</u>	<u>1st Gas Final</u>			<u>Hydro</u>
	<u>X Insulation</u>				<u>Sprinkler</u>
	<u>Final</u>				<u>Visual</u>

Miscellaneous Inspections:

Elevator Certification Verified _____
Boiler Inspection Verified _____
Other _____

Comments:

Inspected basement area that is being finished
in this party constructed SFD. Work complies w/
all applicable codes for this by-right build out.

Joe 4/28/2017

APPROVED

REJECTED

WITH APPROVED PLANS

Signature of Inspector: _____

Signature of Site Representative: _____

Michael J. Bon...
OAK RIDGE INC

THIS REPORT IS A PRELIMINARY SUMMARY OF WORK PERFORMED. ALL ITEMS CHECKED AND COMMENTS MADE ARE SUBJECT TO REVIEW AND VERIFICATION PENDING THE PROFESSIONAL'S EVALUATION.

Building Inspection Report Form

Date: 5/3/2017

Job#: _____ Client: Town of Haymarket
 Project Name: _____
 Property Address: 14888 Greenhill Crossing Dr.
 Building Permit Type: Commercial _____ Residential X
 Inspection Type: Rough Electrical + Mechanical

Inspector Name: JOE BARBEAU
 Start time: 3:30 PM
 Time On Site: 4:00 PM
 Time Off Site: 4:30 PM
 End Time: 4:00 PM
 Total Time: 1.5 hr

Permit#	Building	Plumbing	Electrical	Mechanical	Fire
AP/DP	<input type="checkbox"/> Footings	<input type="checkbox"/> Groundwork	<u>E 2017006</u> <input type="checkbox"/> Groundwork	<u>M 2017003</u> <input type="checkbox"/> Rough-in	<input type="checkbox"/> Visual
	<input type="checkbox"/> Foundations	<input type="checkbox"/> Rough-in	<input type="checkbox"/> Rough-in	<input type="checkbox"/> Final	<input type="checkbox"/> Alarm
	<input type="checkbox"/> Slab	<input type="checkbox"/> Final	<input type="checkbox"/> Final		<input type="checkbox"/> Audio
	<input type="checkbox"/> Wall	<input type="checkbox"/> 1 st Gas Test			<input type="checkbox"/> Hydro
	<input type="checkbox"/> Framing	<input type="checkbox"/> 1 st Gas Final			<input type="checkbox"/> Sprinkler
	<input type="checkbox"/> Insulation				<input type="checkbox"/> Visual
	<input type="checkbox"/> Final				

Miscellaneous Inspections:
 Elevator Certification Verified _____
 Boiler Inspection Verified _____
 Other _____

Comments: Inspected electrical + mechanical installations supporting a kitchen remodeling project. Work has been approved.
Joe 5/3/2017

APPROVED REJECTED [] WITH APPROVED PLANS

Signature of Inspector: [Signature]
 Signature of Site Representative: Fam Vragic

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Attachment: TOH Building Official Monthly Report May 2017 with Inspection Forms (3177 : Building Official's Report - Joe Barbeau)

Building Inspection Report Form

Date: 5/4/2017

Job#: _____ Client: Town of Haymarket Inspector Name: Joe Barbeau
 Project Name: _____ Start time: 5:00 PM
 Property Address: TOWN HALL Time On Site: 5:00 PM
 Building Permit Type: Commercial Residential Time Off Site: 6:00 PM
 Inspection Type: _____ End Time: 6:00 PM
 Total Time: 1 hr.

Permit#	Building	Plumbing	Electrical	Mechanical	Fire
AP/DP	<input type="checkbox"/> Footings	<input type="checkbox"/> Groundwork	<input type="checkbox"/> Groundwork	<input type="checkbox"/> Rough-in	<input type="checkbox"/> Visual
	<input type="checkbox"/> Foundations	<input type="checkbox"/> Rough-in	<input type="checkbox"/> Rough-in	<input type="checkbox"/> Final	<input type="checkbox"/> Alarm
	<input type="checkbox"/> Slab	<input type="checkbox"/> Final	<input type="checkbox"/> Final		<input type="checkbox"/> Audio
	<input type="checkbox"/> Wall	<input type="checkbox"/> 1 st Gas Test			<input type="checkbox"/> Hydro
	<input type="checkbox"/> Framing	<input type="checkbox"/> 1 st Gas Final			<input type="checkbox"/> Sprinkler
	<input type="checkbox"/> Insulation				<input type="checkbox"/> Visual
	<input type="checkbox"/> Final				

Miscellaneous Inspections:
 Elevator Certification Verified _____
 Boiler Inspection Verified _____
 Other _____

Comments: Approved permit for ~~Mechanical~~ Electrical installations at 0744 Blight Drive for work to finish basement in this SFD. Also checked basement of "The Very Thing" for complaint regarding flooding. There is approximately 2 feet of water in this basement and the existing sump pump is not functioning.

APPROVED [] REJECTED [] WITH APPROVED PLANS

Signature of Inspector: *Joe E Barbeau*

Signature of Site Representative: _____

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Attachment: TOH Building Official Monthly Report May 2017 with Inspection Forms (3177 : Building Official's Report - Joe Barbeau)

Building Inspection Report Form

Date: 5/4/2017

Job#: _____ Client: Town of Haymarket
 Project Name: _____
 Property Address: 15101 Washington St,
 Building Permit Type: Commercial Residential _____
 Inspection Type: Rough Inspections

Inspector Name: JOE BARBEAU
 Start time: 10:00AM
 Time On Site: 10:00AM
 Time Off Site: 11:00AM
 End Time: 11:00AM
 Total Time: 1 hr.

Permit#	Building	Plumbing	Electrical	Mechanical	Fire
AP/DP	<u>P2017007</u>	<u>E2017008</u>			
	<input type="checkbox"/> Footings	<input type="checkbox"/> Groundwork	<input type="checkbox"/> Groundwork	<input type="checkbox"/> Rough-in	<input type="checkbox"/> Visual
	<input type="checkbox"/> Foundations	<input type="checkbox"/> Rough-in	<input type="checkbox"/> Rough-in	<input type="checkbox"/> Final	<input type="checkbox"/> Alarm
	<input type="checkbox"/> Slab	<input type="checkbox"/> Final	<input type="checkbox"/> Final		<input type="checkbox"/> Audio
	<input type="checkbox"/> Wall	<input type="checkbox"/> 1 st Gas Test			<input type="checkbox"/> Hydro
	<input type="checkbox"/> Framing	<input type="checkbox"/> 1 st Gas Final			<input type="checkbox"/> Sprinkler
	<input type="checkbox"/> Insulation				<input type="checkbox"/> Visual
	<input type="checkbox"/> Final				

Miscellaneous Inspections:
 Elevator Certification Verified _____
 Boiler Inspection Verified _____
 Other _____

Comments: Inspected Rough Plumbing + Electrical Installation
to support the new music instruction facility.
WORK IS APPROVED TO CONTINUE.
JEB/OK 5/4/2017

APPROVED REJECTED WITH APPROVED PLANS

Signature of Inspector: [Signature]

Signature of Site Representative: _____

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Attachment: TOH Building Official Monthly Report May 2017 with Inspection Forms (3177 : Building Official's Report - Joe Barbeau)

Building Inspection Report Form

Date: 5/11/2017

Job#: _____ Client: TOWN OF HAYMARKET
Project Name: SHEET 2
Property Address: 15315 WASHINGTON ST.

Inspector Name: JOE BARBEAU
Start time: 10:00 AM
Time On Site: 10:30 AM
Time Off Site: 11:30 AM
End Time: 11:30 AM
Total Time: 1hr.

Building Permit Type: Commercial Residential _____
Inspection Type: Ground Work Electrical

Permit#	Building	Plumbing	Electrical	Mechanical	Fire
	<u>B2017-0012</u>		<u>E2017-</u>		
AP/DP	<input type="checkbox"/> Footings <input type="checkbox"/> Foundations <input type="checkbox"/> Slab <input type="checkbox"/> Wall <input type="checkbox"/> Framing <input type="checkbox"/> Insulation <input type="checkbox"/> Final	<input type="checkbox"/> Groundwork <input type="checkbox"/> Rough-in <input type="checkbox"/> Final <input type="checkbox"/> 1 st Gas Test <input type="checkbox"/> 1 st Gas Final	<input checked="" type="checkbox"/> Groundwork <input type="checkbox"/> Rough-in <input type="checkbox"/> Final	<input type="checkbox"/> Rough-in <input type="checkbox"/> Final	<input type="checkbox"/> Visual <input type="checkbox"/> Alarm <input type="checkbox"/> Audio <input type="checkbox"/> Hydro <input type="checkbox"/> Sprinkler <input type="checkbox"/> Visual

Miscellaneous Inspections:
Elevator Certification Verified _____
Boiler Inspection Verified _____
Other _____

Comments: Inspected installation of Electrical Conduit placement
prior to back fill and slab installation. Work complies with
Approved Plans and all applicable codes. Work approved by
conductor.
J. E. Barbeau 5/11/2017

APPROVED REJECTED WITH APPROVED PLANS

Signature of Inspector: Joseph E Barbeau
Signature of Site Representative: _____

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Attachment: TOH Building Official Monthly Report May 2017 with Inspection Forms (3177 : Building Official's Report - Joe Barbeau)

Building Inspection Report Form

Date: 5/11/2017

Job#: _____ Client: Town of Haymarket
Project Name: Bleight Drive 48, 49, 50
Property Address: Lots 48, 49, 50

Inspector Name: Joe Barbeau
Start time: 1:30 PM
Time On Site: 1:30 PM
Time Off Site: 2:30 PM
End Time: 2:30 PM
Total Time: 1 hr.

Building Permit Type: Commercial _____ Residential X
Inspection Type: Permit Issuance

Permit#	Building	Plumbing	Electrical	Mechanical	Fire
AP/DP	<input type="checkbox"/> Footings	<input type="checkbox"/> Groundwork	<input type="checkbox"/> Groundwork	<input type="checkbox"/> Rough-in	<input type="checkbox"/> Visual
	<input type="checkbox"/> Foundations	<input type="checkbox"/> Rough-in	<input type="checkbox"/> Rough-in	<input type="checkbox"/> Final	<input type="checkbox"/> Alarm
	<input type="checkbox"/> Slab	<input type="checkbox"/> Final	<input type="checkbox"/> Final		<input type="checkbox"/> Audio
	<input type="checkbox"/> Wall	<input type="checkbox"/> 1 st Gas Test			<input type="checkbox"/> Hydro
	<input type="checkbox"/> Framing	<input type="checkbox"/> 1 st Gas Final			<input type="checkbox"/> Sprinkler
	<input type="checkbox"/> Insulation				<input type="checkbox"/> Visual
	<input type="checkbox"/> Final				

Miscellaneous Inspections:
Elevator Certification Verified _____
Boiler Inspection Verified _____
Other _____

Comments: Permit review and issuance for the three SFD's
to be built at Lots 48, 49, and 50 on Bleight Drive.
Jeff 5/11/2017

APPROVED REJECTED [] WITH APPROVED PLANS
Signature of Inspector: [Signature]
Signature of Site Representative: _____

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Attachment: TOH Building Official Monthly Report May 2017 with Inspection Forms (3177 : Building Official's Report - Joe Barbeau)

Building Inspection Report Form

Date: 5/16/17

Job#: TOH Client: Haymarket
Project Name: Sheetz
Property Address: 15315 Washington St.

Inspector Name: D. Day
Start time: 7:00
Time On Site: 7:50
Time Off Site: 8:00
End Time: 8:30
Total Time: 1.5

Building Permit Type: Commercial Residential
Inspection Type: Groundwork Plumbing

Permit#	Building	Plumbing	Electrical	Mechanical	Fire
AP/DP	<input type="checkbox"/> Footings	<u>12017006</u>	<input type="checkbox"/> Groundwork	<input type="checkbox"/> Rough-in	<input type="checkbox"/> Visual
	<input type="checkbox"/> Foundations	<input checked="" type="checkbox"/> Groundwork	<input type="checkbox"/> Groundwork	<input type="checkbox"/> Final	<input type="checkbox"/> Alarm
	<input type="checkbox"/> Slab	<input type="checkbox"/> Rough-in	<input type="checkbox"/> Rough-in		<input type="checkbox"/> Audio
	<input type="checkbox"/> Wall	<input type="checkbox"/> Final	<input type="checkbox"/> Final		<input type="checkbox"/> Hydro
	<input type="checkbox"/> Framing	<input type="checkbox"/> 1 st Gas Test			<input type="checkbox"/> Sprinkle
	<input type="checkbox"/> Insulation	<input type="checkbox"/> 1 st Gas Final			<input type="checkbox"/> Visual
	<input type="checkbox"/> Final				

Miscellaneous Inspections:

Elevator Certification Verified
Boiler Inspection Verified
Other

Comments: Observed all sanitary vents clean outs and main. All systems were observed to be filled with standing water. Check valves will be placed on the outside of each sanitary line between clean outs and building s/c of grinding pump. Construction performed in accordance w/ Plans

APPROVED

REJECTED []

WITH APPROVED PLANS

Signature of Inspector: [Signature]

Signature of Site Representative: [Signature]

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Attachment: TOH Building Official Monthly Report May 2017 with Inspection Forms (3177 : Building Official's Report - Joe Barbeau)

Building Inspection Report Form

Date: 5/12/17

Job#: TOH Client: Haymarket
 Project Name: Sheet 2
 Property Address: 15315 Washington St.
 Building Permit Type: Commercial Residential _____
 Inspection Type: Electrical

Inspector Name: I. Doug
 Start time: 8:00
 Time On Site: 8:30
 Time Off Site: 9:00
 End Time: 9:30
 Total Time: 1 hour

Permit#	Building	Plumbing	Electrical	Mechanical	Fire
AP/DP	<input type="checkbox"/> Footings	<input type="checkbox"/> Groundwork	<u>E2017007</u>	<input type="checkbox"/> Rough-in	<input type="checkbox"/> Visual
	<input type="checkbox"/> Foundations	<input type="checkbox"/> Rough-in	<input checked="" type="checkbox"/> Groundwork	<input type="checkbox"/> Final	<input type="checkbox"/> Alarm
	<input type="checkbox"/> Slab	<input type="checkbox"/> Final	<input type="checkbox"/> Rough-in		<input type="checkbox"/> Audio
	<input type="checkbox"/> Wall	<input type="checkbox"/> 1 st Gas Test	<input type="checkbox"/> Final		<input type="checkbox"/> Hydro
	<input type="checkbox"/> Framing	<input type="checkbox"/> 1 st Gas Final			<input type="checkbox"/> Sprinkle
	<input type="checkbox"/> Insulation				<input type="checkbox"/> Visual
	<input type="checkbox"/> Final				

Miscellaneous Inspections:

Elevator Certification Verified _____
 Boiler Inspection Verified _____
 Other _____

Comments: All low vault ground work inspected for location of each
output and boxes locations. All pipe connections were observed
slued and tightly fit together. All pipes taped at the top
in all ending locations. Electrical work constructed in accordance
with approved plans

APPROVED

REJECTED

WITH APPROVED PLANS

Signature of Inspector: [Signature]

Signature of Site Representative: [Signature]



(703) 366-3000
 FAX (703) 366-3400
 www.soilconsultants.net

RESIDENTIAL INSPECTION CERTIFICATION

County: PWC [] FX [] LOUD [] STAF (Details) [] FAUQ (Details) [] OTHER _____

Project / Site Data
 Builder: Shannon Remodeling & Restoration Project / Subdivision: _____ Section: N/A
 Lot # 41 Map ID: _____ Building Permit # B2017017 Concrete Contractor: _____
 Permit Address: 6808 Saint Paul Dr. Haymarket, VA

Inspection Type:	Details	Results	Date	Time	Temp	Tech	Soil*
Footings (Record # of Piers):- Subgrade		A R					
Footings (Record # of Piers):- Forms		A R					
Wall 8" 10" 12" plain concrete		A R					
Wall 8" 10" 12" reinforced concrete		A R					
Waterproofing / Draiatile Mechanical: Gravity:		A R					
Damproofing / Draiatile Mechanical: Gravity:		A R					
Backfill		A R					
Basement Slab Ground Supported:		A R					
Basement Slab Structural:		A R					
Garage Slab Ground Supported		A R					
Garage Slab Structural:		A R					
Area Way Stair / Walls		A R					
Hearths Inspected #		A R					
Stoop's # of Locations:		A R					
Deck Footings (Record # of Piers): <u>3</u> Subgrade <u>72000 psf</u>		A R	<u>5/18</u>	<u>11:45</u>	<u>75°</u>	<u>Morgan J</u>	
Other Footings (Describe): **		A R					
Other: #1 ***		A R					
Other: #2 ***		A R					

* Soil Conditions: (A) Compacted Fill (B) Seasonal High Water Table (C) Expansive Clay (D) Karst Topo (E) Perched Water Table (F) Shallow Rocks
 * (G) Uncontrolled Fill (H) Other (Well / Septic, Green Stone, Evidence of Chemical Contaminant) (I) Non Problem Soil

** Other Inspection Descriptions: _____

Are erosion / siltation installed as required by the approved site plan? Yes [] No []

Certification Statement:
 I hereby certify that I am approved to inspect the above elements of residential dwellings in Haymarket town of Herndon jurisdiction; that I have read the Virginia Uniform Statewide Building Code, and I am thoroughly familiar with the provisions contained therein.

I further hereby certify that the installation observed at the location described above is installed accordance with the approved plans and the Virginia Statewide Uniform Building Code.

I further hereby certify that I have reviewed the approved Geotechnical Report if applicable, and have determined the work, which is the subject of this document, to be in consistent with the county approved report. I further acknowledge that I have reviewed all fill placements and compaction reports, which are applicable to the scope of this document.

Architect / Engineer Seal
 Signature: _____
 Date: 5/18

Comments: *** Other inspections may be authorized by the Building Official prior to conducting the inspections.
Inspection Details Required for Stafford & Fauquier Counties
 1# 18"x18" x 24" as per specs.
 2#

Attachment: TOH Building Official Monthly Report May 2017 with Inspection Forms (3177 : Building Official's Report - Joe Barbeau)



**HAYMARKET POLICE
DEPARTMENT**



To: Kimberly Murray, Mayor Leake and Council Members
 From: Chief Lands
 Date: 5-23-2017
 Subject: Monthly Report for May 2017

Felony Arrests	0	None
Misdemeanor Arrests	9	DUI, Wanted Suspect, Poss. Of Marijuana
In Town Calls for Service	363	Various
Out of Town Calls for Service	33	Various
Traffic Summons	65	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	76	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	2	No Injuries
Business Checks	469	All Town Businesses

Points of Interest:

Longstreet Commons HOA Meeting
 Vehicle Tampering's
 Police Week Gifts
 Jefferson Street Update
 New Vehicles Update

Officer Highlights:

Designing the New Vehicles (Shaver)
 Bike Patrol (Davis and Oneal)

Business & Community Relations Report 05/02/2017 – 06/10/2017

2017 Haymarket Health & Fitness Day

Health & Fitness Day will be held on Saturday, June 10th.

Activities that day included:

- Live fitness demonstrations on the fitness stage
- Hula-hoop challenge - sponsored by The Very Thing for Her...
- Misting tent – sponsored by Patient First
- Prince William Co. Fire & Rescue Station #4 will be on sight with their fire engine
- Face Painting
- Health screenings – sponsored by Novant Health/UVA Health System

2017 Haymarket Museum Internship Program

In February of this year, over 25 local colleges and universities were contacted regarding the 2017 Town of Haymarket Museum Internship Program. Although unpaid, the internship program provides a wide variety of learning and research opportunities for History, Art History Public Relations and Communication majors.

Media Coverage

- 5/28 – 6/10 92.5 WINC FM – Radio Commercial for the 2017 Health & Fitness Day
- 05/31/2017 Gainesville Times – Ad for the 2017 Health & Fitness Day

Updates/Coming Soon

- The Haymarket Museum reopens on Saturday, June 10th from 11 am to 2 pm
- 2017 Haymarket Health & Fitness Day – Saturday, June 10th from 9 am until 2 pm
- Haymarket Day applications are now available online for Town business' will be available to the general public starting Monday, June 12th
- School of Rock will hold its Ribbon Cutting Ceremony on Saturday, July 10th



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

Roberto Gonzalez
Town Treasurer

TREASURER'S REPORT
TOWN COUNCIL REGULAR MEETING
June 5, 2017

Highlights:

- The financials attached are as of April 30th 2017, which reflect the BPOL's being received from the town by the due date of April 30th 2017. We have collected 78% of the BPOL's and we have already sent out the 1st follow up to businesses that have not submitted their BPOL's.
- The Town Manager and I have met with the Council and revised the proposed budget for Fiscal Year 2018.
- The Town Manager and I have met and prepared the amendment resolution for Fiscal Year 2017 budget.
- Meals Tax and Rent for rental properties have been accounted for and up to date as of April 30th 2017.

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

	Apr 30, 17
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	1,002,561.38
11000 · CD's & Money Market Funds	365,169.06
11010 · Virginia Investment Pool	304,556.93
Total Checking/Savings	1,672,287.37
Accounts Receivable	
12000 · Accounts Receivable	113,413.83
12010 · A/R Permits	49.59
12020 · Delinquent Real Estate	3,204.90
12021 · Taxes Receivable - RE 2016	3,135.38
Total Accounts Receivable	119,803.70
Other Current Assets	
11499 · Undeposited Funds	10,128.78
12012 · Local Accounts Receivable-Other	-3,271.49
12099 · Allowance for Doubtful Accounts	-97,931.22
Total Other Current Assets	-91,073.93
Total Current Assets	1,701,017.14
Fixed Assets	
12500 · General Property	4,384,066.65
12600 · Rental Property	1,460,194.77
Total Fixed Assets	5,844,261.42
Other Assets	
19000 · Net Pension Asset	81,563.00
19100 · Deferred Outflow - Pension Cont	36,959.45
Total Other Assets	118,522.45
TOTAL ASSETS	7,663,801.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	26,896.35
Total Accounts Payable	26,896.35
Credit Cards	
20040 · Town Credit Card	5.00
Total Credit Cards	5.00
Other Current Liabilities	
20030 · VA Dept of Housing & Comm. Dev.	175.20
20095 · Deferred Revenue - Events	15,660.00
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	18.72
21000 · Payroll Liabilities	6,067.12
22000 · Security Deposits	20,230.00
22010 · Escrow Deposits	318,635.33
Total Other Current Liabilities	370,786.37
Total Current Liabilities	397,687.72
Long Term Liabilities	
20080 · Accrued Interest Payable	13,878.48

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

	Apr 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	1,848,149.35
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	-16,301.81
Total Equity	5,815,651.66
TOTAL LIABILITIES & EQUITY	7,663,801.01

Attachment: Combined Treasurer Report (3178 : Treasurer's Report)

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

	Apr 17
Ordinary Income/Expense	
Income	
3120 · OTHER LOCAL TAXES	153,914.46
3130 · PERMITS,FEES & LICENESES	1,180.00
3140 · FINES & FORFEITURES	6,065.42
3150 · REVENUE - USE OF MONEY	555.98
3151 · RENTAL (USE OF PROPERTY)	13,137.19
3160 · CHARGES FOR SERVICES	900.00
3165 · REVENUE - TOWN EVENTS	440.00
3180 · MISCELLANEOUS	206.00
32 · REVENUE FROM COMMONWEALTH	9,959.99
33 · REVENUE FROM FEDERAL GOVERNMENT	250.00
Total Income	186,609.04
Gross Profit	186,609.04
Expense	
01 · ADMINISTRATION	48,729.00
03 · PUBLIC SAFETY	49,818.56
04 · PUBLIC WORKS	14,468.68
07 · PARKS, REC & CULTURAL	1,346.97
08 · COMMUNITY DEVELOPMENT	5,238.00
94102 · HARROVER MASTER PLAN	1,276.00
94105 · PERSONNEL	810.00
94201 · Transfer to Capital Imp. Proj.	19,549.26
Total Expense	141,236.47
Net Ordinary Income	45,372.57
Net Income	45,372.57

Attachment: Combined Treasurer Report (3178 : Treasurer's Report)

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

	Jul '16 - Apr 17	Budget	% of Budget
Ordinary Income/Expense			
Income			
3110 · GENERAL PROPERTY TAXES	304,470.71	302,000.00	100.8%
3120 · OTHER LOCAL TAXES	962,215.36	1,275,000.00	75.5%
3130 · PERMITS, FEES & LICENESSES	20,860.40	48,700.00	42.8%
3140 · FINES & FORFEITURES	51,780.12	50,000.00	103.6%
3150 · REVENUE - USE OF MONEY	7,074.30	10,000.00	70.7%
3151 · RENTAL (USE OF PROPERTY)	125,842.16	189,200.00	66.5%
3165 · REVENUE - TOWN EVENTS	64,201.82	40,000.00	160.5%
3180 · MISCELLANEOUS	13,377.10	1,900.00	704.1%
32 · REVENUE FROM COMMONWEALTH	153,834.36	183,500.00	83.8%
33 · REVENUE FROM FEDERAL GOVERNMENT	67,506.49	365,000.00	18.5%
35 · TRANSFER FROM GENERAL FUND	0.00	273,360.00	0.0%
Total Income	<u>1,775,167.82</u>	<u>2,738,660.00</u>	<u>64.8%</u>
Gross Profit	1,775,167.82	2,738,660.00	64.8%
Expense			
01 · ADMINISTRATION	596,727.03	712,350.00	83.8%
03 · PUBLIC SAFETY	609,338.57	775,900.00	78.5%
04 · PUBLIC WORKS	168,953.95	212,000.00	79.7%
07 · PARKS, REC & CULTURAL	39,586.15	70,650.00	56.0%
08 · COMMUNITY DEVELOPMENT	56,422.42	64,600.00	87.3%
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	150,000.00	2.1%
94103 · PEDESTRIAN IMPROVEMENT PROJECT	63,882.00	350,000.00	18.3%
94106 · TOWN CENTER MASTER PLAN	47,953.42	123,360.00	38.9%
9610 · General Reserve	0.00	30,000.00	0.0%
94201 · Transfer to Capital Imp. Proj.	19,643.26	273,360.00	7.2%
Total Expense	<u>1,791,469.63</u>	<u>2,963,660.00</u>	<u>60.4%</u>
Net Ordinary Income	-16,301.81	-225,000.00	7.2%
Other Income/Expense			
Other Income			
99000 · Use of Carry-over surplus	0.00	225,000.00	0.0%
Total Other Income	<u>0.00</u>	<u>225,000.00</u>	<u>0.0%</u>
Net Other Income	0.00	225,000.00	0.0%
Net Income	<u><u>-16,301.81</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

Attachment: Combined Treasurer Report (3178 : Treasurer's Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Active Projects							
QBE Preliminary Plan	Katie/Steve	1/20/2017	5/22/2017	Steve/Katie	N/A		-1st Submission received and complete. -Application withdrawn. -2nd submission received ~4/7. Katie and Steve to provide comments on preliminary site plan and recommend action to Planning Commission
Villages of Haymarket Ph II As-Built Survey	Katie	1/5/2017	5/3/2017	Katie	N/A		-Bond Release approved by TC 4/3. -Finalizing paperwork for release of bond by Town
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.
Dog's Day Out Preliminary Site Plan	Katie/Steve	12/13/2016	5/17/2017	Steve/Katie	3/6/2017		-Comments sent to applicant. -Applicant submitted Buffer Modification Letter 3/20. -Applicant submitted complete Final Site Plan 5/19. Review and comments to be provided.
Haymarket Town Center Final Site Plan	Katie/Steve	9/8/2016	5/24/2017	RDA	4/30/2017		-RDA working on Final Site Plan. Town provided direction for SWM/BMP design 5/3 -Town provided comments on layout 5/24 -Additional subsurface investigation complete.
Pedestrian Improvements Project	Katie	7/14/2014	5/24/2017	RDA/ Utility Companies/ Town	6/30/2017		-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 to provide schedule and estimate update to VDOT. -0.35 Nutrient Credits to be purchased from res for \$5,600.
Fairgrounds GDP	Steve/Katie	N/A	6/6/2016	Applicant	N/A		-1st and 2nd Submission comments returned. -Awaiting next submittal by applicant.

Attachment: 2017-05-24 TC Engineer's Reports_KMM (3176 : Engineer's Report - Katie McDaniel)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
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	N/A		-As-Built survey 3rd submission received 5/19. -Applicant must have Bleight Drive street lights put on meter to turn over to Town for ownership/maintenance. Alexandra's Keep and QBE coordinating in order to share a meter.
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
NOVA Hazard Mitigation Plan	Katie	6/28/2016	4/12/2017	TC	6/30/2017		-NOVA Hazard Mitigation Plan Update led by Fairfax County. Conditional approval from FEMA received ~3/10 -Resolution for TC adoption drafted 4/12 to be adopted at June TC meeting
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: 2017-05-24 TC Engineer's Reports_KMM (3176 : Engineer's Report - Katie McDaniel)



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
JUNE 5, 2017

Below is a summary of activities and updates for Honorable Mayor and Town Council as of May 31, 2017.

Meetings and Highlights:

- *Town Center Project:* Staff met with the contracted engineer and architect on the Town Center project and reviewed the status of the plans. We will have final designs by early June and plan to go on the Planning Commission for final site plan review in July. The construction plans are almost completed and we will be contacting an estimator to get a broad estimate on total project costs. Once known, then 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. Staff is also coordinating with our representative from VML/VACO Finance, to prepare the funding timeline and information for Council to consider at an upcoming work session meeting.
- *VDOT Chick-fil-A wall:* At the meeting with VDOT representatives in March on the Chick-fil-A wall, they gave us some options to improve the look of the wall to have it fit more appropriately with our Historic District design guidelines. After discussing the options with the Architectural Review Board on April 19, 2017 and relaying our preferences back to VDOT, they have determined the price is too high and could only do if we can pay for it and maintain it. We met again on May 24, 2017 and discussed stone veneer "columns" on the wall, perhaps a couple of feet wide every 80-100 feet of the 1,200-foot wall, with stained wall in between to break it up to meet the intent of the guidelines within a reasonable budget. VDOT has share they are unable to install the sidewalk until this is resolved.
- *Payne Lane Property, Washington St:* The outside material that was in violation of the Zoning Ordinance was to be removed by the end of May. Most of the equipment and outside storage material has been removed. Next steps will be to work on the blighted buildings, and continuing to work with the property owner on redevelopment opportunities. The owner has mentioned wanting to take down a few of the structures to make it more attractive to sell.

Administration and Personnel:

- After a short time with us, Alice Jarrell has resigned her position with the Town and returned to the private sector. I have promoted **Danielle Kijewski** to the position of Clerk of Council/Office Manager and the Council appointed her to the remainder of the Clerk of Council term through September at their May 22, 2017 meeting. Danielle has

been assisting the Town in an administrative capacity since September 2016 and before that volunteering for the Museum for several years. Her passion for the history of Haymarket is evident in her volunteer work and occasional articles in the *Haymarket Lifestyle Magazine*. She has two degrees from two very prestigious colleges, interned at the White House and plans to continue her career in the public service field. We are pleased to have her serve the town for the present time. Her dedication and eagerness to learn and assist has been exemplary and she is the heart of our office team.

- We posted for the full-time planner position on several web sites and information is available on our site as well.
- *Board Leaders' meeting on May 31, 2017.* The Mayor and Vice Mayor, the Chairs of the Architectural Review Board, the Planning Commission, and the Board of Zoning Appeals, and the Vice Chair of the BZA met with staff to discuss plans for better staff support and assisting the boards through better internal processes, education or resource needs the boards may have. We also discussed housekeeping items regarding packets and preparation time. It was a productive meeting and a good opportunity for us to talk with the board leaders to address any issues and improve communications.
- We received three FOIA requests this month.

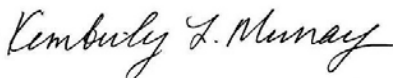
Town Properties and Maintenance:

- The Hulfish House sump pump failed and the basement filled with water with all the rain we had the first week in May. We had it pumped out and a new sump pump installed. Other maintenance items are also being attended to at the property.
- We've had several large maples come down in the Haymarket Community Park from recent weather events and have needed to remove them. One very large maple is rotten and was hanging over the house. The cost is \$3,000 and will be allocated from the savings on our waste disposal contract this fiscal year as the landscaping budget did not include extra funds for such emergencies. Summer planters will be done soon.
- Lighting repairs continue along Washington Street and replacement banners will be hung soon to replace the torn ones for the summer.

Finance:

- The Finance Committee met May 17, 2017 and reviewed the FY2017 budget and proposed amendments prepared for the regular June 5, 2017 Town Council meeting. No new funds are requested just reallocation of existing funds to adjust as we move to the year's end.
- Draft monthly financial reports ending April 30, 2017 are included with the Treasurer's report.

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
Roberto Gonzalez, Town Treasurer
DATE: June 5, 2017
SUBJECT: Resolution #2017-04 Fiscal Year 2017 Town Budget Amendment #2

Attached is a draft resolution to amend the Fiscal Year 2017 Town Budget of \$2,963,660. A total of \$77,000 is proposed to be moved from the Capital Improvement Projects line item to Town Administration, Public Works, and Community Development. No new funds are requested. The amendment is to adjust expenses in certain line items to accommodate unexpected expenses.

STAFF RECOMMENDATION:

Staff recommends adoption of the attached resolution to address unanticipated expenses during the FY2017.

DRAFT MOTION:

"I move to adopt Resolution #2017-04, Fiscal Year 2017 Town Budget Amendment as presented."

Or

An alternate motion.

**RESOLUTION #2017-04
FISCAL YEAR 2017 TOWN BUDGET AMENDMENT #2**

WHEREAS, The Haymarket Town Council did adopt the Fiscal Year 2017 Budget on June 14, 2016; and

WHEREAS, The Haymarket Town Council has amended the Fiscal Year 2017 Budget on August 1, 2016; and

WHEREAS, the Fiscal Year 2017 Budget did not fund all of its Informational Technology needs and additional funds are needed to upgrade, secure, and provide additional computer equipment that was not budgeted for; and

WHEREAS, certain other line items in the town administration budget have not been adequately budgeted for and will be overextended; and

WHEREAS, certain other line items in the community development budget have not been adequately budgeted for and will be overextended; and

WHEREAS, the Town has funds in the Capital Improvement Projects line item to cover such overages in the total amount of \$77,000 with no change to the adopted FY2017 total budget amount.

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council authorizes the Fiscal Year 2017 Budget to be amended as follows:

Budget Line Item	Adopted Budget	Change Proposed	Amended Budget
Town Administration:	\$712,350		\$712,350
IT	\$15,000	+\$33,000	\$48,000
Capital Outlay Machinery/Equipment	\$0	+\$12,000	\$12,000
Total Town Administration:			\$772,350
Public Works	\$212,000		\$212,000
Repairs/Maintenance Services	\$55,000	+\$4,500	\$59,500
Total Public Works	\$212,000	+\$4,500	\$216,500
Community Development	\$58,750		\$58,750
Consultant/Engineer	\$50,000	+\$23,000	\$73,000
Total Community Development:			\$131,750
94201 Capital Improvement Projects	\$273,360	-\$77,000	\$196,360
Total Expenses:	\$2,963,660		\$2,963,660

BY ORDER OF THE COUNCIL

Done this 5th day of June 2017

Motioned by:

Seconded by:

Ayes:

Nays:

Abstain:

Absent:

ATTEST:

Danielle Kijewski, Clerk of Council





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: June 5, 2017
SUBJECT: Resolution to Adopt the Northern Virginia Hazard Mitigation Plan Update

Background:

The Northern Virginia region is vulnerable to a wide range of natural hazards, including flooding, tornadoes, hurricanes and winter storms. These hazards threaten the safety of residents and have the potential to damage or destroy both public and private property, disrupt the local economy, and impact the overall quality of life of individuals who live, work, and play in the Northern Virginia Region. We cannot eliminate natural hazards, but we can lessen their potential impacts on our communities and citizens. This concept and practice of reducing risks to people and property from known hazards is generally referred to as hazard mitigation. One of the most effective tools a community can use to reduce hazard vulnerability to develop, adopt and update as needed, a local hazard mitigation plan to establish the broad community vision and guiding principles for addressing hazard risk.

Purpose:

The Disaster Mitigation Act of 2000 requires local governments to develop, adopt and update natural hazard mitigation plans in order to receive federal assistance through mitigation grant funds. Updates to the plan are required every five (5) years. The Northern Virginia Regional Hazard Mitigation Plan has been prepared in accordance with Federal Emergency Management Agency (FEMA) requirements at 44C.F.R.201.6, and includes regional summaries, jurisdictional profiles, risk assessments and mitigation strategies.

A Mitigation Advisory Committee (MAC), comprised of representatives from 19 jurisdictions (the Counties of Arlington, Fairfax, Loudoun, and Prince William; the Cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park; and, Dumfries, Haymarket, Herndon, Leesburg, Lovettsville, Middleburg, Purcellville, Occoquan,

Round Hill, and Vienna), assessed the risks of hazards facing the Northern Virginia region and made recommendations on actions to be taken to mitigate these hazards. Community ideas and concerns identified in a series of public meetings have also been incorporated into this plan. FEMA has granted that status Approved Pending Adoption to The Northern Virginia Hazard Mitigation Plan Update. The Town of Haymarket must issue a resolution formalizing adoption of the plan and provide a copy to FEMA through the Collaborative Operating Group, which will be included in Appendix B of the plan.

The previous Town Engineer worked with the Collaborative Operating Group and attached is excerpt of Chapter 7 pertaining to the Town of Haymarket and the link to the entire 1,800 page document.

http://www.fairfaxcounty.gov/oem/mitigation/draft_hazard_mitigation_plan-reduced.pdf

Budgetary Impact:

Not applicable.

Staff Recommendation:

I have reviewed Chapter 7 of the Northern Virginia Hazard Mitigation Plan Update as it pertains to the Town of Haymarket, and have no additional comments. I have no objections to the adoption of the Northern Virginia Hazard Mitigation Plan Update.

Draft Motion:

1. *I move that the Town Council adopt the Northern Virginia Hazard Mitigation Plan Update and provide a copy of the adoption resolution to FEMA through the Collaborative Operating Group, which will be included in Appendix B of the plan.*

Or,

2. *I move an alternate motion*



XI. Town of Haymarket

Located near Civil War Battlefields and on the “Journey Through Hallowed Ground,” the Town of Haymarket is an important historical site as well as a growing destination for shoppers and history buffs. Chartered in 1799 by the Virginia General Assembly, the Town of Haymarket was incorporated in 1882. The population of the town was 1,782 as of the 2010 Census and was estimated by the Census Bureau to be 1,980 in 2015.



Since the 1900s it has been popular for fox hunting and steeple chasing and is also known for its wineries. The town covers 0.5 square miles of land and is located in Prince William County. Based on the 2010-2014 American Community Survey, the town population was comprised of 66.9% white, 8.5% Hispanics or Latinos of any race, 7.4% black or African American, 0.0% American Indian or Pacific Islander, 10.6% Asian, 0.1% from other races, and 6.5% bi-racial.

Haymarket has a moderate climate. Temperatures generally range from lows in the mid-20s in January to highs in the upper-80s and lower-90s during the month of July. Annual precipitation averages are approximately 38 inches of rain and 16 inches of snow fall in any given year. The wettest month on average is May. Recent history proves that weather events well outside of these averages can and do occur. Climate change is expected to continue the trend of the past 40 to 50 years of an increased frequency of extreme weather events.

Haymarket is subject to high wind events and extreme winter weather. Winter storms pose significant threats, as evidenced during the 2011-2015 winter seasons.

To a large extent, historical records are used to identify the level of risk within the Northern Virginia region, including Haymarket, with the assumption that the data sources cited are reliable and accurate. Unless otherwise cited, data on historical weather-related events is based on information made available through the Storm Event Database by NOAA’s NCDC¹. Hazards were ranked using a semi-quantitative scoring system that involved grouping the data values (normalized to account for inflation) based on statistical methods. This method prioritizes hazard risk based on a blend of quantitative factors extracted from NCDC and other available data sources. The parameters considered include:

- Historical occurrence;
- Vulnerability of population in the hazard area; and
- Historical impact, in terms of human lives and property and crop damage.

The hazard scores were assigned a category of ‘Low’; ‘Medium-Low’; ‘Medium’; ‘Medium-High’; or ‘High’. Based on this methodology, Flood, Wind, Tornado, Winter Weather and Drought hazards were ranked as ‘High’ for the Town of Haymarket. See Table 7.56 for a summary of hazard rankings.



Table 7.11: Hazard Ranking for Town of Haymarket

Hazard	Flood	Wind	Tornado	Winter Weather	Drought	Earthquake	Landslide	Wildfire	Karst	Extreme Temp
Ranking	Med	High	High	High	High	Med	Low	Med	Low	High

A. Town of Haymarket Mitigation Actions and Action Plan

Attachment: RESOLUTION 2017-05 Haz Mit Plan Packet (3181 : Resolution #2017-05 - Adoption of Hazard Mitigation Plan)



Northern Virginia Hazard Mitigation Plan Update

#	Agency/Department: Mitigation Action	Lead Agency Department Organization	Flood	Winter Storm	Wind \ Severe Storm	Tornado	Drought	Wildfire	Earthquake	Extreme Temps	Dam Failure	Landslides	Karst \ Sinkholes	Funding Source	Target Completion Date	Interim Measure of Success	Priority	Comments
2017-1	Assess the roadway structure at various intersections throughout the Town of Haymarket to avoid repeated flooding.	Town of Haymarket Police Department	X		X									Hazard Mitigation Assistance grant funding, County funding	December 2020	Identify funding sources by January 2017	High	No
2017-2	Continue to identify and employ a broad range of warning systems throughout the Town of Haymarket.	Town of Haymarket Police Department	X	X	X	X	X	X	X	X	X	X	X	UASI funding, DHS grants, town/county funding	December 2020	Identify one new warning system to utilize by December 2017.	High	No
2017-3	Conduct annual outreach to each FEMA-listed repetitive loss and severe repetitive loss property owner, providing information on mitigation programs (grant assistance, mitigation measures, and flood insurance information) that can assist them in reducing their flood risk.	Town of Haymarket Town Manager	X		X									FEMA Unified Hazard Mitigation Assistance funding for qualified structures.	Ongoing	Develop outreach materials, or identify appropriate outreach materials for dissemination by June 2018.	Medium	No
2017-4	Support mitigation of priority flood-prone structures through promotion of acquisition/ demolition, elevation, flood proofing, minor localized flood control projects, mitigation reconstruction and	Town of Haymarket Town Manager and Building Official	X		X									FEMA Unified Hazard Mitigation Assistance funding for qualified structures.	Ongoing	Identify all priority flood-prone structures by December 2016.	Medium	No



Northern Virginia Hazard Mitigation Plan Update

#	Agency/Department: Mitigation Action	Lead Agency Department Organization	Flood	Winter Storm	Wind \ Severe Storm	Tornado	Drought	Wildfire	Earthquake	Extreme Temps	Dam Failure	Landslides	Karst \ Sinkholes	Funding Source	Target Compl- etion Date	Interim Measure of Success	Priority	Comments
2017-5	where feasible using FEMA HMA programs where appropriate. Promote structural mitigation to assure redundancy of critical facilities, to include but not limited to roof structure improvement, to meet or exceed building code standards, upgrade of electrical panels to accept generators, etc.	Town of Haymarket Town Manager and Police Department	X		X									FEMA Unified Hazard Mitigation Assistance funding for qualified structures.	Ongoing	Query local government building services staffs as to effectiveness of provided information regarding the structural review.	Medium	No
2017-6	Review locality's compliance with the National Flood Insurance Program with an annual review of the Floodplain Ordinances and any newly permitted activities in the 100-year floodplain. Additionally, Conduct annual review of repetitive loss and severe repetitive loss property list requested of VDEM to ensure accuracy. Review will include verification of the geographic location of each repetitive loss property	Town of Haymarket Town Manager	X		X									General funds	Ongoing	Establish a schedule of review and review committee (if necessary) by June 2017.	Medium	No



Northern Virginia Hazard Mitigation Plan Update

#	Agency/Department: Mitigation Action	Lead Agency Department Organization	Flood	Winter Storm	Wind \ Severe Storm	Tornado	Drought	Wildfire	Earthquake	Extreme Temps	Dam Failure	Landslides	Karst \ Sinkholes	Funding Source	Target Compl- etion Date	Interim Measure of Success	Priority	Comments
2017-7	and determination if that property has been mitigated and by what means. Provide corrections if needed by filing form FEMA AW-501. Assess vacant buildings, determine historical significance, and develop a plan for restoring or demolishing the buildings vulnerable to hazards.	Town of Haymarket Town Manager and Building Official	X	X	X	X	X	X	X	X	X	X	X	FEMA Unified Hazard Mitigation Assistance funding for qualified structures.	Ongoing	Assess at least one vacant lot per year	Low	No
2017-8	Participate in the region-wide Commodity Flow Survey, particularly as it relates to hazardous material transportation on railways. Develop signage to warn motorists and pedestrians at railway crossings.	Town of Haymarket Police Department												UASI Funding	December 2020	Identify Funding by December 2017	Low	No
2017-9	Determine feasibility of developing a drought preparedness and response plan	Town of Haymarket Town Manager				X								UASI funding, DHS grants, town/county funding	December 2018	Research and identify applicable funding mechanisms to develop the plan.	Low	No

¹ NCDC's Storm Event database is available at <http://www4.ncdc.noaa.gov/cgi-win/wwcgi.dll?wwEvent~Storms>.

**RESOLUTION #2017-05
RESOLUTION OF THE TOWN OF HAYMARKET TOWN COUNCIL TO APPROVE THE
ADOPTION OF THE NORTHERN VIRGINIA REGIONAL HAZARD MITIGATION PLAN**

At a regular meeting of the Town Council of the Town of Haymarket, Virginia, held at the Town Hall of the Town of Haymarket at 15000 Washington Street #100 in Haymarket, Virginia, on Monday, June 5, 2017, at which a quorum was present and voting, the following resolution was adopted in public session.

WHEREAS, the Disaster Mitigation Act of 2000, as amended, requires that local governments, develop, adopt and update natural hazard mitigation plans in order to receive certain federal assistance; and,

WHEREAS, the Northern Virginia Regional Hazard Mitigation Plan has been prepared in accordance with Federal Emergency Management Agency (FEMA) requirements at 44C.F.R. 201.6; and,

WHEREAS, a Mitigation Advisory Committee (*MAC), comprised of representatives from the Counties of Arlington, Fairfax, Loudoun, and Prince William; the Cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park; and, Dumfries, Haymarket, Herndon, Leesburg, Lovettsville, Middleburg, Purcellville, Occoquan, Round Hill, and Vienna, was convened in order to assess the risks of hazards facing the Northern Virginia region, and to make recommendations on actions to be taken to mitigate these hazards; and,

WHEREAS, the plan incorporates the comments, ideas and concerns of the community and of the public in general, which this plan is designed to protect, ascertained through a series of public meetings, publication of the draft plan, press releases, and other outreach activities; and,

NOW, THEREFORE, BE IT RESOLVED – the Town of Haymarket Town Council recognizes that the local Hazard Mitigation Plan has been approved by FEMA and is pending adoption of an update to reflect the effect of recent events such as the derecho, Hurricane Sandy, and Winter Storm Jonas. Being committed to mitigation planning and activities, the Town of Occoquan, as part of the next update, will fully endeavor to identify, evaluate, and include these events and their impacts as part of the next update cycle.

AND BE IT FURTHER RESOLVED by the Town of Haymarket Town Council that the Northern Virginia Hazard Mitigation Plan Update dated March 2017 is hereby approved and adopted by the Town of Haymarket Town Council, which resolves to execute the actions in the plan.

BY ORDER OF THE COUNCIL

Done this 5th day of June 2017

Motioned by:

Seconded by:

Ayes:

Nays:

Abstain:

Absent:

ATTEST:

Danielle Kijewski, Clerk of Council



Attachment: RESOLUTION 2017-05 Haz Mit Plan Packet (3181 : Resolution #2017-05 - Adoption of Hazard Mitigation Plan)



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: June 5, 2017
SUBJECT: Resolution to Appoint an Acting Town Manager

BACKGROUND:

From time to time the Town Manager may need to designate authority to officers or employees of the Town to temporarily exercise the powers and perform the duties of the Town Manager as set out in Virginia Code § 15.2-1541 and sections of the Haymarket Town Code. Circumstances may include vacation, medical leave, or if the Town Manager is out of communication for a brief or extended period of time.

PURPOSE:

This resolution allows the Town Council to designate that authority to the Mayor without having to receive Town Council approval for each occurrence as provided by Virginia Code §15.2-1423. In the future, a new resolution may be brought to the Council if circumstances warrant and the designee needs to be re-evaluated or additional designees are recommended.

STAFF RECOMMENDATION:

Council may wish to adopt the attached resolution in support of authorizing the Mayor to act as Town Manager in Kimberly Murray's absence from time to time when reasons necessitate the action.

DRAFT MOTION:

"I move to adopted Resolution #2017-06, Resolution of the Town of Haymarket Town Council to appoint an Acting Town Manager."

Or

An alternate Motion

RESOLUTION 2017-06

RESOLUTION OF THE TOWN OF HAYMARKET TOWN COUNCIL TO APPOINT AN
ACTING TOWN MANAGER

WHEREAS, Article III, § 1 (19) of the Town Charter permits the Town Council in its discretion to appoint a “business manager” for the town, and Virginia Code § 15.2-1540 permits each locality in its discretion to appoint a “chief administrative officer”; and

WHEREAS, Virginia Code § 15.2-1503 (C) authorizes the Town Council to “designate some responsible person to temporarily perform the duties of the office” in the absence of any officer, and

WHEREAS, the Haymarket Town Code delegates certain duties to the Town Manager, including duties contained in Town Code §§ 15-5, 15-9, 15-13, 15-15, 18-38, 22-4, 46-92, 54-208, 54-209, 54-213, 54-216, and 54-218 through 54-221; and

WHEREAS, Article VII § 6 of the Virginia Constitution, and Virginia Code § 15.2-1535(A) prohibit the appointment of any member of council to the position of Town Manager, and

WHEREAS, Virginia Code § 15.2-1423 provides that “[i]n the event that there is no chief administrative officer, it shall be the duty of the . . . mayor . . . to see that the functions set forth in § 15.2-1541 are carried out if the governing body has not acted otherwise”; and

WHEREAS, under Virginia Code § 15.2-1501, Town Council “also may authorize the chief administrative officer to designate officers and employees to perform administrative duties and to exercise administrative powers”;

NOW, THEREFORE, BE IT RESOLVED that effective June 5, 2017, the Town Council designates Mayor David Leake to temporarily exercise the powers and perform the duties of the Town Manager as set out in Virginia Code § 15.2-1541 and throughout the Haymarket Town Code, and to delegate from time to time such powers and duties to officers or employees of the Town, when Town Manager Kimberly L. Murray is unable to perform her duties as Town Manager from time to time.

BE IT FURTHER RESOLVED that nothing in this resolution changes or is intended to change the fact that the Mayor holds and shall continue to hold only the one office of Mayor and receive only his salary in that capacity.

BY ORDER OF THE COUNCIL

Done this 5th day of June 2017

Motioned by:

Seconded by:

Ayes:

Nays:

Abstain:

Absent:

ATTEST:

Danielle Kijewski, Clerk of Council



Attachment: RESOLUTION 2017-06 Acting TM Packet (3182 : Resolution #2017-06 - Designation of Acting 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: June 5, 2017
SUBJECT: Resolution #2017-07: To Adopt a Policy Governing Participation in Meetings by Members of the Town Council and Appointed Boards Through Electronic Communication

BACKGROUND:

The Council has directed the Town Manager to consider the process for developing a policy for remote participation of a Board member on occasion under certain circumstances. Sometimes meetings have been cancelled due to lack of quorum where if remote participation was allowed, town business could continue to be conducted.

Localities are permitted, but not required, to allow individual members of their public bodies to participate in a public meeting remotely, by electronic or telephonic means. Pursuant to § 2.2-3708.1.B-1, interested localities must develop a remote participation policy prior to allowing such remote participation, which will be applied uniformly to all members and all requests. Attached is the referenced portion of the Code of Virginia.

PURPOSE:

This resolution is to supplement the Town of Haymarket's Effective Policies and Procedures to allow for remote participation in public meetings by members of three Town bodies: The Town Council, the Planning Commission, and the Architectural Review Board. (The Board of Zoning Appeals is deliberately omitted from this resolution, due to its quasi-judicial nature, its irregular meeting schedule, and the legal consequences of its decisions.)

The change may increase efficiencies, reduce administrative costs from rescheduling and re-noticing meetings, and reduce unnecessary delays of land development applications. and possibly save Town funds by reducing the number of meetings it is necessary to call for the resolution of contentious questions, at which a deciding vote may be split and issues therefore unresolved, due to members' absence. The policy would also serve to keep the Town's public officials more uniformly informed on current matters, since they could participate in, and

benefit from, group discussions even if an emergency or personal matter keeps them from attending in person.

STAFF RECOMMENDATION:

The Council may wish to adopt the attached resolution in support of authorizing Remote Participation as described, discuss the proposed policy, or table it for further discussion at a future meeting.

DRAFT MOTION:

"I move to adopt Resolution #2017-07: To Adopt a Policy Governing Participation in Meetings by Members of the Town Council and Appointed Boards Through Electronic Communication."

Or

An alternate Motion

RESOLUTION #2017-07
 A RESOLUTION TO ADOPT A POLICY GOVERNING PARTICIPATION IN MEETINGS BY
 MEMBERS OF THE TOWN COUNCIL AND APPOINTED BOARDS
 THROUGH ELECTRONIC COMMUNICATION

WHEREAS, Virginia Code § 2.2-3708.1 provides for members of the Town Council, the Architectural Review Board, and the Planning Commission to be allowed to participate in a meeting through electronic or telephonic communication means from a remote location that is not open to the public, provided that a quorum of the body in question is physically assembled at the primary meeting location, and that arrangements are made in advance for the voice of the remote participant to be heard by all persons at the primary meeting location; and

WHEREAS, the members of the Town Council wish to adopt a policy to allow for those emergency or unexpected situations which may arise and prevent members from attending meetings in person; and

WHEREAS, the Town Council believes that providing for such participation by adoption of a policy complying with the said statute will promote the interests of the Town and its citizens.

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council adopts the following policy applicable to the Town Council, Planning Commission and Architectural Review Board as set forth below:

1. Such remote participation shall be subject to the approval of the presiding officer of the applicable Board or Town Council meeting.
2. On or before the day of a meeting, a member of the Board or Council holding the meeting notifies the presiding officer that such member is unable to attend the meeting due to an emergency, temporary disability or personal matter and identifies with specificity the nature of the emergency, temporary disability, or personal matter and record in the minutes.
3. If a member's participation from a remote location is disapproved because such participation would violate the policy set out in this section, such disapproval shall be recorded in the minutes with specificity.
4. Such participation by the member shall be limited each calendar year to two meetings or 25 percent of the meetings of the public body, whichever is fewer.
5. A quorum of the Board or Council meeting must be physically assembled at the primary or central meeting location.
6. A Town Board or Council shall record in its minutes all instances of remote participation, and the remote location from which a member participates.
7. Instances of remote participation shall be included in the total of meetings attended for the purpose of calculating the monthly compensation of the Town's elected and appointed officials.

BY ORDER OF THE COUNCIL

Done this 5th day of June 2017

Motioned by:

Seconded by:

Ayes:

Nays:

Abstain:

Absent:

ATTEST:

Danielle Kijewski, Clerk of Council





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
Roberto Gonzalez, Town Treasurer
DATE: June 5, 2017
SUBJECT: Resolution #2017-08 Adoption of Fiscal Year 2017-2018 Annual Operating Budget and Capital Improvement Budget, Tax Rates and Fee Schedule

Attached is Resolution #2017-08 to adopt the annual operating budget and capital improvement budget which includes a \$0.02 increase to the real property tax rate equaling to \$0.146/ \$100 of assessed value, to make an annual appropriation of the budgeted amounts for the Fiscal Year beginning July 1, 2017 and ending June 30, 2018 in the total amount of \$2,558,142, and to adopt the annual development fee schedule.

In accordance with Section 15.2-2504, in addition to the budget, attached in the Council packet is the monthly Treasurer report including the statement of contemplated revenue and disbursements, liabilities, reserves and surplus or deficit for the time period during the preparation of the budget, and the complete balance sheet for the FY2016 excerpted from the Full Financial Report for the Year Ended June 30, 2016. The full report is available on the Town's web site.

Attached also is the proposed Tax Rates and Fee Schedule for Fiscal Year 2017-2018. Since the Town does not currently collect Personal Property Tax, it is revised on the FY2017-2018 Tax Rate sheet to be \$0.00/\$100 assessed value for clarity.

STAFF RECOMMENDATION:

Staff recommends adoption of Resolution #2017-08 as presented.

DRAFT MOTION:

"I move to adopt Resolution #2017-08, to adopt the annual operation budget and capital improvement budget, to adopt tax rates and a fee schedule in support of the budget, and to make an annual appropriation of the budgeted amounts for the fiscal year beginning July 1, 2017 and ending June 30, 2018."

Or

An alternate motion.

RESOLUTION #2017-08

RESOLUTION TO ADOPT THE ANNUAL OPERATING BUDGET AND CAPITAL IMPROVEMENT BUDGET, TO ADOPT TAX RATES AND A FEE SCHEDULE IN SUPPORT OF THE BUDGET, AND TO MAKE AN ANNUAL APPROPRIATION OF THE BUDGETED AMOUNTS FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018

WHEREAS, the Council of the Town of Haymarket held several Finance Committee meetings since January 2017 and five (5) work session with the Council, all open to the public, to consider the proposed FY 2018 budget; and

WHEREAS, the budget was advertised on April 19 and April 21, 2017, and a public hearing was held on May 1, 2017, in accordance with Section 15.1-162 of the Code of Virginia; and

WHEREAS, the real property tax rate increase was advertised on April 12 and May 3, 2017 and a public hearing was held on May 15, 2017, in accordance with Section 58.1-3321 of the Code of Virginia; and

WHEREAS, the budget is accompanied by a statement of contemplated revenue and disbursements, liabilities, reserves and surplus or deficit of the locality as of the date of the preparation of the budget and an itemized and complete financial balance sheet for the FY2016.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Haymarket, Virginia meeting in regular session this 5th day of June, 2017, adopts the annual operating budget and capital improvement budget as presented, adopts the tax rates and fee schedule shown below in this Resolution in support of the budget, and appropriates the funds on an annual basis for the contemplated expenditures shown in the annual operating budget and capital improvement budget.

The budget for the fiscal year beginning July 1, 2017 and ending June 30, 2018 is as follows:

	2016 Budget	2016 Actual	*2017 Budget	Difference	2018 Budget	Percentage Change
REVENUES						
3110 - GENERAL PROPERTY TAXES						
Real Estate - Current	292,000.00	287,862.44	292,000.00	\$ 54,048.00	\$ 346,048	18.5%
Public Service Corp RE Tax				\$ -	\$ -	0.0%
Public Service Corp RE Tax - Other	9,000.00	10,080.19	10,000.00	\$ -	\$ 10,000	0.0%
Total Public Service Corp RE Tax	9,000.00	10,080.19	10,000.00	\$ -	\$ 10,000	0.0%
Interest - All Property Taxes			-	\$ -	\$ -	0.0%
Penalties - All Property Taxes		304.79	-	\$ -	\$ -	0.0%
Penalties - All Property Taxes - Other		681.97	-	\$ -	\$ -	0.0%
Total Penalties - All Property Taxes		681.97	-	\$ -	\$ -	0.0%
Personal Property Tax		-	-	\$ -	\$ -	0.0%
Uncollected Tax Write Offs		-	-	\$ -	\$ -	0.0%
Total 3110 - GENERAL PROPERTY TAXES	301,000.00	298,929.39	302,000.00	\$ 54,048.00	\$ 356,048	17.9%
3120 - OTHER LOCAL TAXES				\$ -	\$ -	
Bank Stock Tax	25,000.00	39,338.75	50,000.00	\$ (32,000.00)	\$ 18,000	-64.0%
Business License Tax	176,000.00	175,320.47	175,000.00	\$ 34,200.00	\$ 209,200	19.5%
Cigarette Tax	220,000.00	213,739.50	220,000.00	\$ (30,000.00)	\$ 190,000	-13.6%
Consumer Utility Tax	120,000.00	140,467.36	130,000.00	\$ -	\$ 130,000	0.0%
Meals Tax - Current	450,000.00	457,125.14	550,000.00	\$ 50,000.00	\$ 600,000	9.1%
Sales Tax Receipts	130,000.00	152,690.60	150,000.00	\$ -	\$ 150,000	0.0%
Penalties (Non-Property)		5,854.33	-	\$ -	\$ -	
Interest (Non-Property)		37.31	-	\$ -	\$ -	
Total 3120 - OTHER LOCAL TAXES	1,121,000.00	1,184,573.46	1,275,000.00	\$ 22,200.00	\$ 1,297,200	1.7%
3130 - PERMITS,FEES & LICENESES				\$ -	\$ -	
Application Fees	2,000.00	2,625.00	1,200.00	\$ 1,500.00	\$ 2,700	125.0%
Inspection Fees	7,000.00	13,380.00	15,000.00	\$ -	\$ 15,000	0.0%
Motor Vehicle Licenses	1,000.00	2,183.00	1,900.00	\$ -	\$ 1,900	0.0%
Occupancy Permits	500.00	550.00	600.00	\$ -	\$ 600	0.0%
Other Planning & Permits	30,000.00	25,964.70	30,000.00	\$ 40,000.00	\$ 70,000	133.3%
Total 3130 - PERMITS,FEES & LICENESES	40,500.00	44,702.70	48,700.00	\$ 41,500.00	\$ 90,200	85.2%
3140 - FINES & FORFEITURES				\$ -	\$ -	
Fines	48,000.00	61,961.33	50,000.00	\$ -	\$ 50,000	0.0%
Total 3140 - FINES & FORFEITURES	48,000.00	61,961.33	50,000.00	\$ -	\$ 50,000	0.0%
3150 - REVENUE - USE OF MONEY				\$ -	\$ -	
Earnings on VACO/VML Investment	-	4,795.09		\$ -	\$ -	
Interest on Bank Deposit		863.02	10,000.00	\$ -	\$ 10,000	0.0%
Interest on Bank Deposits	100.00	13,088.44		\$ -	\$ -	
Total 3150 - REVENUE - USE OF MONEY	100.00	18,746.55	10,000.00	\$ -	\$ 10,000	0.0%
3151 - RENTAL (USE OF PROPERTY)				\$ -	\$ -	
Total 3151 - RENTAL (USE OF PROPERTY)	200,770.00	163,790.24	189,200.00	\$ (57,864.92)	\$ 131,335	-30.6%

Attachment: RESOLUTION 2017-08 FY2018 Budget and tax rate Adoption Packet (3191 : Resolution #2017-08 - Adoption of FY2017-18 Budget)

	2016 Budget	2016 Actual	*2017 Budget	Difference	2018 Budget	Percentage Change
3160 - CHARGES FOR SERVICES				\$ -	\$ -	
FOIA Receipts	-	-	-	\$ -	\$ -	
Security	-	-	-	\$ -	\$ -	
Public Safety	-	500.00	-	\$ -	\$ -	
Donation/Grants	-	-	-	\$ -	\$ -	
Total Public Safety	-	500.00	-	\$ -	\$ -	
Total 3160 - CHARGES FOR SERVICES				\$ -	\$ -	
3165 - REVENUE - TOWN EVENTS				\$ -	\$ -	
Revenue - Town Events	65,000.00	28,033.17	40,000.00	\$ 25,000.00	\$ 65,000	62.5%
Total 3165 - REVENUE - TOWN EVENTS	65,000.00	28,033.17	40,000.00	\$ 25,000.00	\$ 65,000	62.5%
3180 - MISCELLANEOUS				\$ -	\$ -	
Citations & Accident Reports	1,000.00	2,610.00	1,900.00	\$ -	\$ 1,900	0.0%
Miscellaneous		233.48	-	\$ -	\$ -	
Recovered Costs- Private Events				\$ -	\$ -	
Recovered Costs- Private Events - Other	5,000.00	900.00	-	\$ -	\$ -	
Total Recovered Costs- Private Events	6,000.00	900.00	-	\$ -	\$ -	
Sale of Salvage & Surplus		5.00	-	\$ -	\$ -	
3180 - MISCELLANEOUS - Other				\$ -	\$ -	
Total 3180 - MISCELLANEOUS	6,000.00	3,748.48	1,900.00	\$ -	\$ 1,900	0.0%
32 - REVENUE FROM COMMONWEALTH				\$ -	\$ -	
599 Law Enforcement Grant	28,334.00	28,368.00	28,000.00	\$ -	\$ 28,000	0.0%
AG - Asset Forfeiture Grant				\$ -	\$ -	
Car Rental Reimbursement	4,500.00	4,988.55	5,500.00	\$ -	\$ 5,500	0.0%
Communications Tax	120,000.00	121,902.18	120,000.00	\$ -	\$ 120,000	0.0%
Department of Fire Programs	41,200.00	10,000.00	10,000.00	\$ -	\$ 10,000	0.0%
Other	-	549.23	-	\$ -	\$ -	
Personal Property Tax Reimburse	18,600.00	18,626.97	18,500.00	\$ -	\$ 18,500	0.0%
Railroad Rolling Stock	1,400.00	1,514.70	1,500.00	\$ -	\$ 1,500	0.0%
State Disaster Recovery Funds				\$ -	\$ -	
32 - REVENUE FROM COMMONWEALTH - Other				\$ -	\$ -	
Total 32 - REVENUE FROM COMMONWEALTH	214,034.00	185,949.63	183,500.00	\$ -	\$ 183,500	0.0%
33 - REVENUE FROM FEDERAL GOVERNMENT				\$ -	\$ -	
DMV Grant - Federal		2,160.21		\$ -	\$ -	
FEMA Emergency Response Funds				\$ -	\$ -	
CABOOSE ENHANCEMENT GRANT	38,500.00	18,346.90	-	\$ 9,359.00	\$ 9,359	100.0%
PEDESTRIAN IMPROVEMENT GRANT	250,000.00	58,270.00		\$ -	\$ -	
SAFETY LU/MAP 21 GRANT				\$ -	\$ -	
33 - REVENUE FROM FEDERAL GOVERNMENT - Oth			365,000.00	\$ (156,400.00)	\$ 208,600	-42.8%
Total 33 - REVENUE FROM FEDERAL GOVERNMENT	288,500.00	78,777.11	365,000.00	\$ (147,041.00)	\$ 217,959	-40.3%
35 - Reserves for Capital Improvement Project	1,178,499.00	-	273,360.00	\$ (118,360.00)	\$ 155,000	-43.3%
TOTAL REVENUE	\$ 3,463,403	\$ 2,069,212	\$ 2,738,660	\$ (180,518)	\$ 2,558,142	-6.6%
Gross Revenue	3,463,403.00	2,069,712.06	2,738,660.00	\$ (180,517.92)	\$ 2,558,142	-6.6%

Attachment: RESOLUTION 2017-08 FY2018 Budget and tax rate Adoption Packet (3191 : Resolution #2017-08 - Adoption of FY2017-18 Budget)

	2016 Budget	2016 Actual	*2017 Budget	Difference	2018 Budget	Percentage Change
EXPENDITURES				\$ -	\$ -	
01 - ADMINISTRATION				\$ -	\$ -	
11100 - TOWN COUNCIL				\$ -	\$ -	
Convention & Education	4,000.00	3,924.40	4,000.00	\$ (1,000.00)	\$ 3,000	-33.3%
FICA/Medicare	2,000.00	1,822.62	2,000.00	\$ -	\$ 2,000	0.0%
Meals and Lodging	3,500.00	2,912.29	2,500.00	\$ (1,000.00)	\$ 1,500	-66.7%
Mileage Allowance	750.00	699.09	750.00	\$ -	\$ 750	0.0%
Salaries & Wages - Regular	32,100.00	22,725.00	32,100.00	\$ -	\$ 32,100	0.0%
Town Elections	-	989.15	1,200.00	\$ -	\$ 1,200	0.0%
Unemployment Insurance	1,350.00	207.36	-	\$ -	\$ -	
Total 11100 - TOWN COUNCIL	43,700.00	33,279.91	42,550.00	\$ (2,000.00)	\$ 40,550	-4.9%
12110 - TOWN ADMINISTRATION				\$ -	\$ -	
Salaries/Wages-Regular	243,600.00	264,147.31	260,500.00	\$ 88,500.00	\$ 349,000	34.0%
Salaries/Wages - Overtime	8,000.00	8,300.38	10,000.00	\$ (10,000.00)	\$ -	-100.0%
Salaries/Wages - Part Time			-	\$ -	\$ -	
Sa Salaries/Wages - Part Time - Other	92,700.00	65,791.25	65,000.00	\$ (60,000.00)	\$ 5,000	-92.3%
Total Salaries/Wages - Part Time	92,700.00	65,791.25	65,000.00	\$ (60,000.00)	\$ 5,000	-92.3%
FICA/Medicare	22,165.00	25,817.04	28,500.00	\$ -	\$ 28,500	0.0%
VRS	15,660.00	16,098.25	14,000.00	\$ 7,000.00	\$ 21,000	50.0%
Health Insurance	46,772.00	49,724.63	57,000.00	\$ 17,150.00	\$ 74,150	30.1%
Life Insurance	3,151.00	3,136.39	3,500.00	\$ -	\$ 3,500	0.0%
Disability Insurance	2,600.00	2,149.76	2,600.00	\$ -	\$ 2,600	0.0%
Unemployment Insurance	2,550.00	1,048.48	2,800.00	\$ -	\$ 2,800	0.0%
Worker's Compensation	350.00	543.55	400.00	\$ -	\$ 400	0.0%
Gen Property/Liability Ins.	9,000.00	10,689.00	16,000.00	\$ -	\$ 16,000	0.0%
Accounting Services				\$ -	\$ -	
Accounting Services - Other	8,000.00	10,217.65	8,000.00	\$ 3,000.00	\$ 11,000	37.5%
Total Accounting Services	8,000.00	10,217.65	8,000.00	\$ 3,000.00	\$ 11,000	37.5%
Cigarette Tax Administration	4,000.00	5,712.08	5,500.00	\$ -	\$ 5,500	0.0%
Printing & Binding	13,000.00	14,742.27	15,000.00	\$ -	\$ 15,000	0.0%
Advertising	10,000.00	10,649.00	12,000.00	\$ -	\$ 12,000	0.0%
Computer, Internet & Website Svc	24,000.00	18,819.88	15,000.00	\$ 15,000.00	\$ 30,000	100.0%
Postage	4,500.00	3,799.56	4,000.00	\$ -	\$ 4,000	0.0%
Telecommunications	4,500.00	6,179.54	6,000.00	\$ -	\$ 6,000	0.0%
Mileage Allowance	2,500.00	2,453.98	2,500.00	\$ -	\$ 2,500	0.0%
Meals & Lodging	5,000.00	3,432.94	4,000.00	\$ 2,000.00	\$ 6,000	50.0%
Convention & Education	15,000.00	12,797.30	10,000.00	\$ (2,000.00)	\$ 8,000	-20.0%
Miscellaneous		15.23		\$ -	\$ -	0.0%
Discretionary Fund	2,000.00	1,419.51	2,000.00	\$ 500.00	\$ 2,500	25.0%
Books, Dues & Subscriptions	3,000.00	6,030.45	15,000.00	\$ -	\$ 15,000	0.0%
Office Supplies	4,500.00	3,401.33	4,000.00	\$ -	\$ 4,000	0.0%
Capital Outlay-Machinery/Equip	25,000.00	9,997.00		\$ 7,000.00	\$ 7,000	
66900 - Reconciliation Discrepancies		0.03	-	\$ -	\$ -	

Attachment: RESOLUTION 2017-08 FY2018 Budget and tax rate Adoption Packet (3191 : Resolution #2017-08 - Adoption of FY2017-18 Budget)

	2016 Budget	2016 Actual	*2017 Budget	Difference	2018 Budget	Percentage Change
Total 12110 · TOWN ADMINISTRATION	571,548.00	557,113.79	563,300.00	\$ 68,150.00	\$ 631,450	12.1%
12210 · LEGAL SERVICES				\$ -	\$ -	
Legal Services	120,000.00	138,384.23	90,000.00	\$ -	\$ 90,000	0.0%
Total 12210 · LEGAL SERVICES	120,000.00	138,384.23	90,000.00	\$ -	\$ 90,000	0.0%
12240 · INDEPENDENT AUDITOR				\$ -	\$ -	
Auditing Services	16,000.00	16,150.00	16,500.00	\$ -	\$ 16,500	0.0%
Total 12240 · INDEPENDENT AUDITOR	16,000.00	16,150.00	16,500.00	\$ -	\$ 16,500	0.0%
Total 01 · ADMINISTRATION	751,248.00	744,927.93	712,350.00	\$ 66,150.00	\$ 778,500	9.3%
03 · PUBLIC SAFETY				\$ -	\$ -	
31100 · POLICE DEPARTMENT				\$ -	\$ -	
Salaries & Wages - Regular	359,000.00	401,598.01	398,000.00	\$ (46,384.00)	\$ 351,616	-11.7%
Salaries & Wages - OT Regular	12,000.00	11,893.46	9,000.00	\$ -	\$ 9,000	0.0%
Salaries & Wages - OT Premium	-	-	4,100.00	\$ -	\$ 4,100	0.0%
Salaries & Wages - Holiday Pay	-	-	11,000.00	\$ -	\$ 11,000	0.0%
Salaries & Wages - Part Time	10,500.00	12,108.33	14,000.00	\$ 21,500.00	\$ 35,500	153.6%
FICA/MEDICARE	23,000.00	32,180.87	34,000.00	\$ (2,875.81)	\$ 31,124	-8.5%
VRS	22,385.00	21,338.74	41,000.00	\$ (2,810.87)	\$ 38,189	-6.9%
Health Insurance	81,700.00	72,305.05	74,000.00	\$ (11,900.00)	\$ 62,100	-16.1%
Life Insurance	3,505.00	4,459.23	5,200.00	\$ (551.97)	\$ 4,648	-10.6%
Disability Insurance	2,250.00	2,235.29	2,300.00	\$ (436.44)	\$ 1,864	-19.0%
Unemployment Insurance	2,600.00	540.77	2,000.00	\$ (363.20)	\$ 1,637	-18.2%
Workers' Compensation Insurance	6,900.00	9,937.45	12,000.00	\$ (50.00)	\$ 11,950	-0.4%
Line of Duty Act Insurance	1,550.00	1,554.00	1,600.00	\$ (217.29)	\$ 1,383	-13.6%
Legal Services	15,500.00	14,306.77	12,000.00	\$ 3,000.00	\$ 15,000	25.0%
Repairs & Maintenance	8,000.00	7,642.60	-	\$ -	\$ -	
Advertising	150.00	-	100.00	\$ -	\$ 100	0.0%
Electrical Services	5,500.00	3,317.26	-	\$ -	\$ -	
Computer, Internet & Website	5,000.00	2,568.42	4,700.00	\$ -	\$ 4,700	0.0%
Postage	300.00	318.49	300.00	\$ -	\$ 300	0.0%
Telecommunications	12,000.00	14,688.36	17,000.00	\$ (1,800.00)	\$ 15,200	-10.6%
General Prop Ins (Vehicles)	10,450.00	9,648.00	5,000.00	\$ -	\$ 5,000	0.0%
Mileage Allowance	300.00	98.33	200.00	\$ -	\$ 200	0.0%
Meals and Lodging	500.00	203.53	500.00	\$ -	\$ 500	0.0%
Convention & Education	1,000.00	2,537.00	3,500.00	\$ (1,400.00)	\$ 2,100	-40.0%
Misc - Discretionary Fund	1,500.00	881.82	500.00	\$ -	\$ 500	0.0%
Books Dues & Subscriptions	6,000.00	3,117.68	6,800.00	\$ -	\$ 6,800	0.0%
Office Supplies	4,000.00	2,650.03	3,100.00	\$ -	\$ 3,100	0.0%
Vehicle Fuels	17,000.00	14,377.44	16,000.00	\$ -	\$ 16,000	0.0%
Vehicle Maintenance/Supplies	23,500.00	19,235.33	15,000.00	\$ (7,000.00)	\$ 8,000	-46.7%
Uniforms & Police Supplies	8,000.00	7,824.82	12,000.00	\$ 1,400.00	\$ 13,400	11.7%
Community Events	-	-	1,000.00	\$ -	\$ 1,000	0.0%
Mobile Data Computer Netwk Svc	10,000.00	-	10,000.00	\$ -	\$ 10,000	0.0%
Capital Outlay-Machinery/Equip	53,000.00	58,076.00	-	\$ 31,520.00	\$ 31,520	
Total 31100 · POLICE DEPARTMENT	707,090.00	731,643.08	715,900.00	\$ (18,369.58)	\$ 697,530	-2.6%

Attachment: RESOLUTION 2017-08 FY2018 Budget and tax rate Adoption Packet (3191 : Resolution #2017-08 - Adoption of FY2017-18 Budget)

	2016 Budget	2016 Actual	*2017 Budget	Difference	2018 Budget	Percentage Change
32100 · FIRE & RESCUE				\$ -	\$ -	
Contributions to other Govt Ent	40,200.00	38,801.46	10,000.00	\$ -	\$ 10,000	0.0%
Total 32100 · FIRE & RESCUE	40,200.00	38,801.46	10,000.00	\$ -	\$ 10,000	0.0%
34100 · BUILDING OFFICIAL	50,000.00	64,577.50	50,000.00	\$ 15,000.00	\$ 65,000	30.0%
Total 03 · PUBLIC SAFETY	797,290.00	835,022.04	775,900.00	\$ (3,369.58)	\$ 772,530	-0.4%
04 · PUBLIC WORKS				\$ -	\$ -	
Town Public Works				\$ 34,749.00	\$ 34,749	100.0%
43200 · REFUSE COLLECTION				\$ -	\$ -	
Trash Removal Contract	80,000.00	78,144.68	85,000.00	\$ (7,000.00)	\$ 78,000	-8.2%
Total 43200 · REFUSE COLLECTION	80,000.00	78,144.68	85,000.00	\$ 27,748.66	\$ 112,749	32.6%
RENTAL PROPERTY - 14740 Wash St				\$ -	\$ -	
Repairs/Maintenance Services	-	-	-	\$ -	\$ -	
Total RENTAL PROPERTY - 14740 Wash St	-	-	-	\$ -	\$ -	
43100 · MAINT OF 15000 Wash St./Grounds				\$ -	\$ -	
Repairs/Maintenance Services	65,200.00	54,544.94	55,000.00	\$ -	\$ 55,000	0.0%
Maint Svc Contract-Pest Control	2,000.00	2,100.00	2,000.00	\$ -	\$ 2,000	0.0%
Maint Svc Contract-Landscaping	30,000.00	32,841.48	30,000.00	\$ 5,000.00	\$ 35,000	16.7%
Maint Svc Contract Snow Removal	4,000.00	23,917.50	4,000.00	\$ 3,000.00	\$ 7,000	75.0%
Maint Svc Cont- Street Cleaning	10,000.00	11,161.50	10,000.00	\$ (2,000.00)	\$ 8,000	-20.0%
Maint Svc Contract - Public Wks	-	-	-	\$ -	\$ -	
Electric/Gas Services	10,000.00	12,784.17	15,000.00	\$ -	\$ 15,000	0.0%
Electrical Services-Streetlight	5,200.00	5,424.48	5,500.00	\$ -	\$ 5,500	0.0%
Water & Sewer Services	1,500.00	1,191.55	2,000.00	\$ -	\$ 2,000	0.0%
Janitorial Supplies	1,000.00	963.41	1,000.00	\$ -	\$ 1,000	0.0%
Real Estate Taxes	2,500.00	2,274.40	2,500.00	\$ -	\$ 2,500	0.0%
General Property Insurance	-	-	-	\$ -	\$ -	
Capital Outlay-Machinery/Equip	37,000.00	28,854.00	-	\$ -	\$ -	
Total 43100 · MAINT OF 15000 Wash St./Grounds	168,400.00	176,057.43	127,000.00	\$ 6,000.00	\$ 133,000	4.7%
43201 · RENTAL PROPERTY - SUITE 110				\$ -	\$ -	
Electrical Services	-	-	-	\$ -	\$ -	
Real Property Taxes	-	-	-	\$ -	\$ -	
Repairs/Maintenance Services	-	-	-	\$ -	\$ -	
Water and Sewer Services	-	-	-	\$ -	\$ -	
Total 43201 · RENTAL PROPERTY - SUITE 110	-	-	-	\$ -	\$ -	
43202 · RENTAL PROPERTY - SUITE 200				\$ -	\$ -	
Electrical Services	-	-	-	\$ -	\$ -	
Water and Sewer Services	-	-	-	\$ -	\$ -	
Total 43202 · RENTAL PROPERTY - SUITE 200	-	-	-	\$ -	\$ -	
43203 · RENTAL PROPERTY - SUITE 204				\$ -	\$ -	
Electrical Services	-	-	-	\$ -	\$ -	
Water and Sewer Services	-	-	-	\$ -	\$ -	
Total 43203 · RENTAL PROPERTY - SUITE 204	-	-	-	\$ -	\$ -	
43204 · RENTAL PROPERTY - 15020 WASH ST				\$ -	\$ -	
Real Property Taxes	-	-	-	\$ -	\$ -	
Total 43204 · RENTAL PROPERTY - 15020 WASH ST	-	-	-	\$ -	\$ -	
43205 · RENTAL PROPERTY-HULFISH HOUSE				\$ -	\$ -	
Real Property Taxes	-	-	-	\$ -	\$ -	
Repairs/Maintenance Services	-	-	-	\$ -	\$ -	
Utilities	-	-	-	\$ -	\$ -	
Total 43205 · RENTAL PROPERTY-HULFISH HOUSE	-	-	-	\$ -	\$ -	
43206 · 14710 WASHINGTON STREET				\$ -	\$ -	

	2016 Budget	2016 Actual	*2017 Budget	Difference	2018 Budget	Percentage Change
Electrical Services	-	-	-	\$ -	\$ -	
Gas Services	-	-	-	\$ -	\$ -	
Repairs/Maintenance Services	-	-	-	\$ -	\$ -	
Total 43206 · 14710 WASHINGTON STREET	-	-	-	\$ -	\$ -	
Total 04 · PUBLIC WORKS	248,400.00	254,202.11	212,000.00	\$ 33,749	\$ 245,749	15.9%
05 · HEALTH AND WELFARE				\$ -	\$ -	
Tax Relief for the Elderly	-	-	-	\$ -	\$ -	
Total 05 · HEALTH AND WELFARE	-	-	-	\$ -	\$ -	
07 · PARKS, REC & CULTURAL				\$ -	\$ -	
71110 · EVENTS				\$ -	\$ -	
Salaries & Wages				\$ -	\$ -	
Contractual Services	65,000.00	50,548.50	65,000.00	\$ -	\$ 65,000	0.0%
71110 · EVENTS - Other				\$ -	\$ -	
Total 71110 · EVENTS	65,000.00	50,548.50	65,000.00	\$ -	\$ 65,000	0.0%
72200 · MUSEUM				\$ -	\$ -	
Salaries & Wages - Part Time		-	-	\$ -	\$ -	
FICA/Medicare		-	-	\$ -	\$ -	
VRS		-	-	\$ -	\$ -	
Health Insurance		-	-	\$ -	\$ -	
Life Insurance		-	-	\$ -	\$ -	
Disability Insurance		-	-	\$ -	\$ -	
Unemployment Insurance		781.00	750.00	\$ -	\$ 750	0.0%
Advertising	2,100.00	-	-	\$ -	\$ -	
Repairs & Maintenance Services		-	-	\$ -	\$ -	
Telecommunications	1,500.00	2,097.20	2,200.00	\$ -	\$ 2,200	0.0%
Convention & Education	500.00	-	500.00	\$ (500.00)	\$ -	-100.0%
Mileage Allowance	200.00	169.65	200.00	\$ -	\$ 200	0.0%
Books, Dues & Subscriptions	500.00	-	250.00	\$ -	\$ 250	0.0%
Office Supplies	800.00	271.79	250.00	\$ -	\$ 250	0.0%
Electrical Services				\$ -	\$ -	
Heating Services				\$ -	\$ -	
Water & Sewer Services				\$ -	\$ -	
Exhibits & Programs	3,000.00	1,502.97	1,500.00	\$ -	\$ 1,500	0.0%
Capital Outlay-Furn/Fixtures	10,000.00			\$ -	\$ -	
72200 · MUSEUM - Other				\$ -	\$ -	
Total 72200 · MUSEUM	18,600.00	4,822.61	5,650.00	\$ (500.00)	\$ 5,150	-8.8%
Total 07 · PARKS, REC & CULTURAL	83,600.00	55,371.11	70,650.00	\$ (500.00)	\$ 70,150	-0.7%

Attachment: RESOLUTION 2017-08 FY2018 Budget and tax rate Adoption Packet (3191 : Resolution #2017-08 - Adoption of FY2017-18 Budget)

	2016 Budget	2016 Actual	*2017 Budget	Difference	2018 Budget	Percentage Change
08 - COMMUNITY DEVELOPMENT				\$ -	\$ -	
81100 - PLANNING COMMISSION				\$ -	\$ -	
Salaries & Wages - Regular	6,000.00	4,838.20	5,000.00	\$ -	\$ 5,000	0.0%
FICA/Medicare	850.00	224.91	500.00	\$ -	\$ 500	0.0%
Planning & Eng. Consultants	60,000.00	51,093.00	50,000.00	\$ 40,000.00	\$ 90,000	80.0%
Mileage Allowance	500.00	486.45	500.00	\$ -	\$ 500	0.0%
Meals & Lodging	1,000.00	258.31	750.00	\$ -	\$ 750	0.0%
Books/Dues/Subscriptions	300.00	-	-	\$ -	\$ -	0.0%
Convention/Education	2,500.00	1,692.48	2,000.00	\$ -	\$ 2,000	0.0%
Total 81100 - PLANNING COMMISSION	71,150.00	58,593.35	58,750.00	\$ 40,000.00	\$ 98,750	68.1%
81110 - ARCHITECTURAL REVIEW BOARD				\$ -	\$ -	
Salaries & Wages - Regular	5,500.00	3,445.00	4,000.00	\$ -	\$ 4,000	0.0%
FICA/Medicare	850.00	150.32	850.00	\$ -	\$ 850	0.0%
Mileage Allowance	500.00	-	200.00	\$ -	\$ 200	0.0%
Meals & Lodging	1,000.00	-	300.00	\$ -	\$ 300	0.0%
Books/Dues/Subscriptions	300.00	-	-	\$ -	\$ -	0.0%
Convention & Education	1,000.00	-	500.00	\$ -	\$ 500	0.0%
Total 81110 - ARCHITECTURAL REVIEW BOARD	9,150.00	3,595.32	5,850.00	\$ -	\$ 5,850	0.0%
81120 - BOARD OF ZONING APPEALS				\$ -	\$ -	
Salaries & Wages - Regular	-	-	-	\$ 1,575.00	\$ 1,575	100.0%
FICA/Medicare	-	-	-	\$ 98.00	\$ 98	100.0%
Mileage Allowance	-	-	-	\$ -	\$ -	
Meals & Lodging	-	-	-	\$ -	\$ -	
Convention & Education	-	-	-	\$ 500.00	\$ 500	100.0%
Total 81120 - BOARD OF ZONING APPEALS	-	-	-	\$ 2,173.00	\$ 2,173	100.0%
Total 08 - COMMUNITY DEVELOPMENT	80,300.00	62,188.67	64,600.00	\$ 42,173.00	\$ 106,773	65.3%

Attachment: RESOLUTION 2017-08 FY2018 Budget and tax rate Adoption Packet (3191 : Resolution #2017-08 - Adoption of FY2017-18 Budget)

	2016 Budget	2016 Actual	*2017 Budget	Difference	2018 Budget	Percentage Change
09 - NON-DEPARTMENTAL				\$ -	\$ -	
95100 - DEBT SERVICE				\$ -	\$ -	
General Obligation Bond	189,065.00	189,065.02	186,440.00	\$ 45,000.00	\$ 231,440	24.1%
Total 95100 - DEBT SERVICE	189,065.00	189,065.02	186,440.00	\$ 45,000.00	\$ 231,440	24.1%
Total 09 - NON-DEPARTMENTAL	189,065.00	189,065.02	186,440.00	\$ 45,000.00	\$ 231,440	24.1%
94100 - WASH ST. ENHANCEMENT PROJECT				\$ -	\$ -	
Maintenance/Beautification				\$ -	\$ -	
Street Scape Construction				\$ -	\$ -	
Total 94100 - WASH ST. ENHANCEMENT PROJECT				\$ -	\$ -	
Ma Maintenance/Beautification		4,057.64		\$ -	\$ -	
Street Scape Construction	257,797.84	207,922.84		\$ -	\$ -	
Total 94100 - WASH ST. ENHANCEMENT PROJECT	257,797.84	211,980.48		\$ -	\$ -	
94101 - CABOOSE ENHANCEMENT PROJECT				\$ -	\$ -	
Construction	38,500.00	24,684.50		\$ -	\$ -	
94101 - CABOOSE ENHANCEMENT PROJECT - Other			15,000.00	\$ (4,000.00)	\$ 11,000	-26.7%
Total 94101 - CABOOSE ENHANCEMENT PROJECT	38,500.00	24,684.50	15,000.00	\$ (4,000.00)	\$ 11,000	-26.7%
94102 - Haymarket Community Park				\$ -	\$ -	
Drafting of Plan				\$ -	\$ -	
Architecture/Engineering Fees	75,000.00	7,912.50		\$ -	\$ -	
Construction	235,000.00	30,080.51		\$ -	\$ -	
94102 - Haymarket Community Park - Other			150,000.00	\$ (75,000.00)	\$ 75,000	-50.0%
Total 94102 - Haymarket Community Park	310,000.00	37,993.01	150,000.00	\$ (75,000.00)	\$ 75,000	-50.0%
94103 - PEDESTRIAN IMPROVEMENT PROJECT				\$ -	\$ -	
Architectural/Engineering Fees		58,270.00		\$ -	\$ -	
94103 - PEDESTRIAN IMPROVEMENT PROJECT - Other	250,000.00		350,000.00	\$ (83,000.00)	\$ 267,000	-23.7%
Total 94103 - PEDESTRIAN IMPROVEMENT PROJECT	250,000.00	58,270.00	350,000.00	\$ (83,000.00)	\$ 267,000	-23.7%
94105 - PERSONNEL				\$ -	\$ -	
EMPLOYEE BENEFITS				\$ -	\$ -	
6560 - Payroll Processing Fees				\$ -	\$ -	
Total EMPLOYEE BENEFITS	-	-	-	\$ -	\$ -	
Total 94105 - PERSONNEL	-	-	-	\$ -	\$ -	
94106 - TOWN CENTER MASTER PLAN				\$ -	\$ -	
Architectural/Engineering Fees		94,970.90		\$ -	\$ -	
Construction	435,000.00	284,388.86		\$ -	\$ -	
94106 - TOWN CENTER MASTER PLAN - Other			123,360.00	\$ (123,360.00)	\$ -	
Total 94106 - TOWN CENTER MASTER PLAN	435,000.00	379,359.76	123,360.00	\$ (123,360.00)	\$ -	
9610 - General Reserve			30,000.00	\$ (30,000.00)	\$ -	
94201 - Transfer to Capital Imp. Proj.	22,202.16	-	273,360.00	\$ (273,360.00)	\$ -	
Total 09 NON-DEPARTMENTAL					\$ 598,440	
TOTAL EXPENSES	\$ 3,463,403	\$ 2,641,084	\$ 2,963,660	\$ (405,518)	\$ 2,558,142	-13.7%

Attachment: RESOLUTION 2017-08 FY2018 Budget and tax rate Adoption Packet (3191 : Resolution #2017-08 - Adoption of FY2017-18 Budget)

	2016 Budget	2016 Actual	*2017 Budget	Difference	2018 Budget	Percentage Change
Net Ordinary Income		(783,352.57)	(225,000.00)	\$ (303,360.00)	\$ (528,360)	134.8%
Other Income/Expense					\$ -	
Other Income					\$ -	
99000 - Use of Carry-over surplus		-	225,000.00	\$ (225,000.00)	\$ -	
Total Other Income		-	225,000.00	\$ (225,000.00)	\$ -	
Net Other Income		-	225,000.00	\$ (225,000.00)	\$ -	
NET REVENUE/DEFICIT	(107,186.95)	(783,352.57)	-	(528,360.00)	(0)	

Expected to be within the appropriated amounts budgeted by the end of FY2017.

Attachment: RESOLUTION 2017-08 FY2018 Budget and tax rate Adoption Packet (3191 : Resolution #2017-08 - Adoption of FY2017-18 Budget)

BY ORDER OF THE COUNCIL

Done this 5th day of June 2017

Motioned by:

Seconded by:

Ayes:

Nays:

Abstain:

Absent:

ATTEST:

Danielle Kijewski, Clerk of Council





Adopted Tax Rates Fiscal 2017 – 2018

Real Property Tax Rate	\$.146/ \$100 Assessed Value
Personal Property Tax Rate	\$0.00/\$100 Assessed Value
Cigarette Tax	\$.75/ Pack
Prepared Food & Beverage Tax (Meals Tax)	4%
Transient Occupancy Tax	7%
Utility Tax for Consumption of Natural Gas (Residential)	\$1.50 minimum charge + \$.75/CCF not to exceed \$3.00/month
Utility Tax for the Consumption of Natural Gas (Non-Residential)	\$3.00 minimum charge + \$.675/CCF not to exceed \$100/month
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Residential)	20% of the monthly charge with a \$3.00 maximum charge
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Non-Residential)	20% of the monthly charge with a \$100.00 maximum charge
<u>Business Professional & Occupational License Tax:</u>	<u>Tax Rate Per \$100/Gross Receipt</u>
Contractors	\$0.15
Wholesale	\$0.05/Purchases
Retail	\$0.15
Financial Services	\$0.15
Repair Services	\$0.15
Personal Services	\$0.15
Business Service	\$0.15
Restaurants	\$0.10
Public Service Corporation	\$0.10
Professional Services	\$0.30
Real Estate Services	\$0.30
Percent of Revenue from Real Estate Tax	13.86%
2017 Estimated Assessed Value of Property- Town of Haymarket	\$237,018,900
Assessed Value of Property Exempt from Taxation (FY17)	\$6,323,300
Tax Exempt Property as a Percentage of the Aggregate Assessed Value of All Property	2.67%

“The tax rates and expenditures shown in this budget are for informative and fiscal planning purposes only, and the council may alter them after the public hearing. The real estate tax rate will not be increased over the amount advertised, but other tax rates are subject to being increased or decreased from the advertised rates.”

15000 Washington St.
 Haymarket, Virginia
 703-753-2600



Building Official:
 Joe Barbeau
 Total Construction Solutions, LLC

8.7.a

Effective July 1, 2017
BUILDING FEE SCHEDULE

Construction Permit Application:	Fees:	Notes:
Non Refundable permit administration fee	\$25.00	Per permit
Residential:		
Residential Plan Review (New Construction)	\$ 0.35	per gross square foot
Residential Permit (New Construction)	\$610.00	Includes Permit and six (6) inspections Additional inspections \$100.00 each
Residential Plan Review (Additions, Remodeling, Alterations)	\$150.00	Minimum Charge
Residential (Additions, Remodeling, Alterations)	\$500.00	Includes Permit and four (4) inspections Additional inspections: \$100.00 each
Residential (Decks)	\$220.00	Includes permit and two (2) inspections Additional inspections: \$100.00 each
Residential (Plumbing)	\$100.00	Per inspection
Residential (H/V/AC)	\$100.00	Per inspection
Residential (Electrical)	\$100.00	Per inspection
Residential (Fire)	\$100.00	Per inspection
Residential (Occupancy Permit)	\$100.00	
Commercial:		
Commercial Plan Review (new/additions)	\$0.50	per gross square foot
Commercial (new/additions)	\$1,150.00	Includes Permit and ten (10) inspections Additional Inspections: \$110.00 each
Commercial Plan Review (tenant layout/alterations)	\$150.00	Minimum Charge
Commercial (tenant layout/alterations)	\$970.00	Includes Permit and eight (8) inspections Additional inspections: \$110.00 each
Commercial (Plumbing)	\$110.00	Per inspection
Commercial (H/V/AC)	\$110.00	Per inspection
Commercial (Electrical)	\$110.00	Per inspection
Commercial (Fire)	\$110.00	Per inspection
Commercial (Occupancy Permit)	\$150.00	

NOTE: All commercial projects at or above \$200,000.00 in total construction budget viable to standard industry sources, will be charged 1% of total construction cost for all permitting and inspections fees. Plan review fees will not be included and will be charged according to the schedule above.

Amusement Devices:

Small Mechanical ride or Inflatable amusement device	\$35.00	Per permit
Circular ride or flat-ride less than 20 feet in height	\$55.00	Per permit
Spectacular ride	\$75.00	Per permit
Coaster Ride	\$200.00	Per permit

NOTE: If a private inspector is used for amusement devices inspections fee reductions of 75% will be implemented.

Attachment: RESOLUTION 2017-08 FY2018 Budget and tax rate Adoption Packet (3191 : Resolution #2017-08 - Adoption of FY2017-18 Budget)

Other Permits and Fees:

Fire Marshal inspections (sprinklers, fire alarms)	\$150.00	Per inspection
Site inspection (storm sewer, water, sewer lines)	\$150.00	Per inspection
Code compliance inspection (requested by customer)	\$200.00	Per inspection
VA Department of Professional Services		2% of total permit fee (insp. & plan review)
Plan Review	\$150.00	Per hour
Code Modification Review (per structure/tenant space)	\$100.00	
Sign Permit (requires building & electrical permits)	\$100.00	
Pre-designed Meetings	\$90.00	Per hour
Reinstatement of Rescinded/Suspended Construction Permit	\$100.00	
Reassignment of Responsible Parties for Construction Permits	\$100.00	Per charge

NOTE: Any work commenced prior to obtaining proper permits, the applicant will be responsible for acquiring the necessary permits, and all fees associated with those permits will be doubled.

Application Category	Application Type	Fee
Misc. Zoning Fees	Zoning Permit	\$50 Commercial \$25 Residential
	Readvertise Public Hearing	Cost of Advertising
	Zoning Administrator Determination	350 + TAR
	Renotify Property Owners	Cost of Re-Notification
Sign Permits	Permanent Signs	\$50
	Temporary Signs Requiring Permit	\$25
	Sign Plan	\$150
Certificate of Appropriateness	New Construction / Demolition	\$100/Application
	Exterior Alterations and Accessory Structures	\$25
	Signs	\$25
	Amendments to approved / disapproved applications	\$25
	Appeal to Council	\$25
Site Plan	Preliminary Site Plan	\$1,500 + TAR + TCP + ECR
	Final Site Plans	\$2,500 + \$95 per acre + TAR + ECR + TPR + TBO + E&S
	Re-submissions (2 + submissions)	\$350 + TAR
	Amendment / Revision to an Approved Site Plan	\$500 (minor) \$1,200 (major)
	Parking Lot Landscaping Modification / Alternate Landscape Screening	\$425 + Cost of Advertising
	Site Plan Waiver / Exception	\$100 Residential (SFD only) \$425 Non-Residential
	Other Required Plats and Deeds of Dedication	ECR + TAR + TPR
Subdivision	Sketch Plat	\$150 + ECR + TPR
	Preliminary Plat	\$1,750 + \$350/lot over 3 lots
	Final Plat	\$2,000 + \$50 per final lot + TAR
	Amendment / Revision to an Approved Subdivision	\$500 (minor) \$1,200 (major)
	Subdivision Requirement Waiver / Exception	\$425 + TAR
	Subdivision Plat Extension	\$200
	Boundary Line Adjustment / Lot Consolidation / Vacation of a Plat / Other Required Plats and Deeds of Dedication	\$425 + TAR
Grading Plan Review	Grading Plan	\$250
	One House Lot Grading Plan	\$150
Performance Bonds and As-Built Site Inspections	Bond Extension	\$250 per year
	Bond Reduction / Release	\$300 + ECR
	Additional Bond Inspections	\$200
	As-Built Submissions	\$300 + ECR
Land Use Applications	Zoning Map Amendment	\$3,000 for the first acre, \$1,500 each acre thereafter <i>(conforms to Comp Plan)</i> \$4,000 for the first acre, \$2,000 per acre thereafter <i>(does not conform to the Comp Plan)</i>
	Zoning Text Amendment	\$2,500 + TAR
	Proffer Review	\$150 + TAR
	Comprehensive Plan Amendment	\$2,500 + TAR
	Special Use Permit - (Residential District)	\$500 \$200 In-home Businesses
	Special Use Permit (Commercial/Industrial District)	\$350 (no disturbance) \$1,500 (disturbance)
	Temporary Special Use	\$250 + cost of advertising
BZA Applications	Appeals of Admin Decision	\$350
	Interpretation of the Zoning Map	\$350
	Application for a Variance	350 + Cost of Advertising
	Approve or Revoke a Special Exception	\$350
Publications	Zoning Ordinance	\$45
	Zoning Map or other Official Map	N/A
	Subdivision Ordinance	\$15

Attachment: RESOLUTION 2017-08 FY2018 Budget and tax rate Adoption Packet (3191 : Resolution #2017-08 - Adoption of FY2017-18 Budget)

TAR - Town Attorney Review
 ECR - Engineering Consultant Review
 TPR - Town Planner Review
 TBO - Town Building Official

Application Category	Application Type	Fee
Business License Fees	Comprehensive Plan	\$45
		There is a minimum Fee of \$35 for a business license application or renewal
	Contractors	\$.15/\$100 Gross Receipts
	Retail/Restaurant Merchant	\$.10 Rest / .15 Retail/\$100 Gross Receipts
	Real Estate (includes Property Management)	\$.30/\$100 Gross Receipts
	Whole Sale Merchant	\$.05/\$100 purchases
	Financial Services	\$.30/\$100 Gross Receipts
	Personal Service	\$.15/\$100 Gross Receipts
	Repair Service	\$.15/\$100 Gross Receipts
	Business Service	\$.15/\$100 Gross Receipts
	Manufacturer	Exempt
	Professional Service	\$.30/\$100 Gross Receipts
	Carnival	\$500 Flat Fee
	Itinerant Merchant	\$500 Flat Fee

Attachment: RESOLUTION 2017-08 FY2018 Budget and tax rate Adoption Packet (3191 : Resolution #2017-08 - Adoption of FY2017-18 Budget)

TAR - Town Attorney Review
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TOWN OF HAYMARKET, VIRGINIA

Exhibit 1

Statement of Net Position
June 30, 2016

	Governmental Activities
Assets:	
Cash and cash equivalents	\$ 1,666,211
Receivables (net of allowance for uncollectibles):	
Taxes including penalties	3,151
Accounts receivable	41,155
Due from other governments	50,442
Net pension asset	81,563
Total current assets	<u>\$ 1,842,522</u>
Capital assets (net of depreciation):	
Land	1,781,511
Construction in progress	216,653
Buildings and improvements	1,481,508
Infrastructure assets	2,058,187
Historic museum	191,231
Police vehicles	49,340
Equipment	65,831
Capital assets, net	<u>\$ 5,844,261</u>
Total assets	<u>\$ 7,686,783</u>
Deferred Outflows of Resources:	
Pension contributions subsequent to measurement date	\$ 37,319
Total assets and deferred outflows of resources	<u>\$ 7,724,102</u>
Liabilities:	
Accounts payable	\$ 66,883
Accrued liabilities	8,069
Deferred revenues	57,796
Deposits payable	295,948
Interest payable	13,878
Long-term liabilities:	
Due within one year	157,639
Due in more than one year	1,247,652
Total liabilities	<u>\$ 1,847,865</u>
Deferred Inflows of Resources:	
Items related to measurement of net pension liability	\$ 33,136
Net Position:	
Net investment in capital assets	\$ 4,465,361
Unrestricted	1,377,740
Total net position	<u>\$ 5,843,101</u>
Total liabilities, net position and deferred inflows of resources	<u>\$ 7,724,102</u>

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF HAYMARKET, VIRGINIA

Exhibit 2

Statement of Activities
For the Year Ended June 30, 2016

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue & Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Primary Government:					
Governmental activities:					
General government administration	\$ 733,283	\$ -	\$ -	\$ -	\$ (733,283)
Public safety	1,001,505	62,461	41,077	-	(897,967)
Public works	367,204	44,703	-	58,270	(264,231)
Cultural	62,902	28,933	-	-	(33,969)
Community development	64,771	-	-	18,347	(46,424)
Interest on long-term debt	49,043	-	-	-	(49,043)
Total primary government	\$ 2,278,708	\$ 136,097	\$ 41,077	\$ 76,617	\$ (2,024,917)
General Revenues:					
General property taxes				\$ 304,821	
Meals tax				457,125	
Cigarette tax				213,740	
Business license tax				175,320	
Consumer utility tax - electric				140,467	
Local sales and use tax				152,691	
Other local taxes				39,339	
Unrestricted revenues from the use of money and property				181,674	
Grants and contributions not restricted to specific programs				147,033	
Miscellaneous				3,711	
Total general revenues				\$ 1,815,921	
Change in net position				\$ (208,996)	
Net position, beginning of year				6,052,097	
Net position, end of year				\$ 5,843,101	

The accompanying notes to financial statements are an integral part of this statement.

Attachment: RESOLUTION 2017-08 FY2018 Budget and tax rate Adoption Packet (3191 : Resolution #2017-08 - Adoption of FY2017-18 Budget)

TOWN OF HAYMARKET, VIRGINIA

Exhibit 3

Balance Sheet
 Governmental Fund
 June 30, 2016

	<u>General Fund</u>
Assets:	
Cash and cash equivalents	\$ 1,666,211
Receivables (net of allowance for uncollectibles):	
Taxes including penalties	3,151
Accounts receivable	41,155
Due from other governments	50,442
Total assets	<u>\$ 1,760,959</u>
Liabilities:	
Accounts payable	\$ 66,883
Accrued liabilities	8,069
Deposits payable	295,948
Deferred revenues	57,796
Total liabilities	<u>\$ 428,696</u>
Fund Balance:	
Restricted:	
Proffers - Alexandras Keep - for historic resources	\$ 6,000
Unassigned	1,326,263
Total fund balance	<u>\$ 1,332,263</u>
Total liabilities and fund balance	<u>\$ 1,760,959</u>

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF HAYMARKET, VIRGINIA

Exhibit 4

Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position
For the Year Ended June 30, 2016

Total fund balances for governmental funds (Exhibit 3)		\$	1,332,263
Total net position reported for governmental activities in the statement of net position is different because:			
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. Those assets consist of:			
Land	\$	1,781,511	
Construction in progress		216,653	
Depreciable capital assets, net of accumulated depreciation		<u>3,846,097</u>	5,844,261
The net pension asset is not an available resource and, therefore, is not reported in the funds.			81,563
Other long-term assets are not available to pay for current-period expenditures and, therefore, are deferred in the funds.			
Items related to measurement of net pension liability			(33,136)
Pension contributions subsequent to the measurement date will be a reduction to/increase in the net pension liability/asset in the next fiscal year and, therefore, are not reported in the funds.			
			37,319
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.			
General obligation bonds	\$	(1,378,900)	
Interest payable		(13,878)	
Compensated absences		<u>(26,391)</u>	<u>(1,419,169)</u>
Total net position of governmental activities		\$	<u><u>5,843,101</u></u>

The accompanying notes to financial statements are an integral part of this statement.

Attachment: RESOLUTION 2017-08 FY2018 Budget and tax rate Adoption Packet (3191 : Resolution #2017-08 - Adoption of FY2017-18 Budget)

TOWN OF HAYMARKET, VIRGINIA

Exhibit 5

Statement of Revenues, Expenditures and Changes in Fund Balance
 Governmental Fund
 For the Year Ended June 30, 2016

	General Fund
Revenues:	
General property taxes	\$ 304,821
Other local taxes	1,178,682
Permits, privilege fees and regulatory licenses	44,703
Revenue from use of money and property	181,674
Charges for services	91,394
Miscellaneous	3,711
Intergovernmental	
Commonwealth	185,950
Federal	78,777
Total revenues	<u>\$ 2,069,712</u>
Expenditures:	
General government administration	\$ 744,985
Public safety	822,345
Public works	254,202
Cultural	55,372
Community development	774,476
Debt service:	
Principal retirement	153,900
Interest and fiscal charges	35,165
Total expenditures	<u>\$ 2,840,445</u>
Excess (deficiency) of revenues over (under) expenditures	\$ (770,733)
Fund balance at beginning of year	<u>2,102,996</u>
Fund balance at end of year	<u><u>\$ 1,332,263</u></u>

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF HAYMARKET, VIRGINIA

Exhibit 6

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance
of Governmental Fund to the Statement of Activities
For the Year Ended June 30, 2016

Net change in fund balances - total governmental funds (Exhibit 5) \$ (770,733)

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period. Details supporting this adjustment are as follows:

Capital outlay	\$ 792,454	
Depreciation expense	<u>(195,665)</u>	596,789

The net effect of various miscellaneous transactions involving capital assets (i.e., sales and donations) is to decrease net position

Loss on disposal		(189,830)
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Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.

Increase (decrease) in deferred inflows related to the measurement of the net pension asset		(33,136)
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The issuance of long-term obligations (e.g. bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term obligations consumes the current financial resources of governmental funds. Neither transactions, however, has any effect on net position.

Details supporting this adjustment are as follows:

Principal retired on general obligation bonds		153,900
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Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds. The following is a summary of items supporting this adjustment:

Change in net pension liability / asset		17,402
Decrease (increase) in deferred outflows related to pension payments subsequent to the measurement date		37,443
Change in interest payable		(13,878)
Change in compensated absences		<u>(6,953)</u>
Change in net position of governmental activities	\$	<u><u>(208,996)</u></u>

The accompanying notes to financial statements are an integral part of this statement.



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: June 5, 2017
SUBJECT: Ch. 58 Zoning Map - Public Hearing &
Ch. 58 Zoning and Subdivision Ordinance & Zoning Map –
TOWN ORDINANCE #2017-01 and #2017-02

Background:

At the May 10, 2017 meeting of the Planning Commission, the motion was made, seconded and carried to forward both the Zoning & Subdivision Ordinance and Zoning Map to the Town Council for consideration. At the May 15, 2015 meeting of the Town Council, a Public Hearing was held on the Zoning & Subdivision Ordinance and Zoning Map. The Council decided to re-notice the Zoning Map to ensure all property owners were properly noticed per Virginia Code 15.2-2204 and hold a joint Public Hearing with the Planning Commission to be held on June 5, 2017 and further discussion on the Zoning Ordinance.

Once the Public Hearing is closed and if any additional edits are incorporated, the Planning Commission may make a motion to forward the Zoning Map to the Town Council for review and adoption. A draft Town Ordinance #2017-01 is attached for Town Council's consideration which covers the Zoning Ordinance dated April 6, 2017 see [link](#), and a draft Town Ordinance #2017-02 for the Zoning Map (attached).

Draft Motions for Town Council:

"I move to adopt Ordinance #2017-01: Chapter 58 of the Code of Ordinances of the Town of Haymarket, Concerning Zoning, to Repeal Chapter 38 of the Town Code, Concerning Subdivisions, and to Incorporate the Subdivision Provisions of the Town Code into Chapter 58..."

"I move to adopt Ordinance #2017-02: Ordinance to Adopt an Amended Zoning Map to accompany the update to Chapter 58 of the Code of Ordinances of the Town of Haymarket, Concerning Zoning..."

Or "I move to adopt with the following changes..."

ORDINANCE #2017-01

ORDINANCE TO UPDATE CHAPTER 58 OF THE CODE OF ORDINANCES OF THE TOWN OF HAYMARKET, CONCERNING ZONING, TO REPEAL CHAPTER 38 OF THE TOWN CODE, CONCERNING SUBDIVISIONS, AND TO INCORPORATE THE SUBDIVISION PROVISIONS OF THE TOWN CODE INTO CHAPTER 58

WHEREAS, The Town of Haymarket has an obligation to protect the public health, safety and welfare of their citizens, and

WHEREAS, The Code of Virginia in § 15.2-2200 provides various tools for local governments to address health and safety risks on private property; and

WHEREAS, The Planning Commission has reviewed and updated the Town Zoning and Subdivision Ordinance attached herein and has forwarded the documents to the Town Council at their May 10, 2017 meeting for approval after a properly noticed Public Hearing; and

WHEREAS, The Town Council has considered, in its drafting of the Town Zoning and Subdivision Ordinance and Zoning Map the following factors: the existing use and character of property, the Town's comprehensive plan, the suitability of property for various uses, the trends of growth or change, the current and future requirements of the community as to land for various purposes as determined by population and economic studies and other studies, the transportation requirements of the community, the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services, the conservation of natural resources, the preservation of flood plains, the protection of life and property from impounding structure failures, the preservation of agricultural and forestal land, the conservation of properties and their values and the encouragement of the most appropriate use of land throughout the Town; and

WHEREAS, In amending its zoning and subdivision ordinance and zoning map, the Town Council wishes to protect public health, safety, and welfare by (i) providing for adequate light, air, convenience of access, and safety from fire, flood, impounding structure failure, crime and other dangers; (ii) reducing or preventing congestion in the public streets; (iii) facilitating the creation of a convenient, attractive and harmonious community; (iv) facilitating the provision of adequate police and fire protection, disaster evacuation, civil defense, transportation, water, sewerage, flood protection, schools, parks, forests, playgrounds, recreational facilities, airports and other public requirements; (v) protecting against destruction of or encroachment upon historic areas; (vi) protecting against overcrowding of land, undue density of population in relation to the community facilities existing or available, obstruction of light and air, danger and congestion in travel and transportation, and loss of life, health, or property from fire, flood, impounding structure failure, panic and other dangers; (vii) encouraging economic development activities that provide desirable employment and enlarge the tax base; (viii) providing for the preservation of lands of significance for the protection of the natural environment; (ix) promoting the creation and preservation of affordable housing suitable for meeting the current and future needs of the locality as well as a reasonable proportion of the current and future needs of the planning district within which the locality is situated; and (x) protecting surface water and ground water; all while respecting the fundamental right to private property; and

WHEREAS, The Town Council has properly noticed a Public Hearing on May 15, 2017 and received comments from the public with regard to the draft zoning and subdivision ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Haymarket, meeting this 5th day of June 2017, in regular session, that the Town Council hereby repeals Chapter 38 of the Code of Ordinances of the Town of Haymarket, adopts the attached amendments to Chapter 58 of the Town Code dated April 6, 2017, Article I - Article XX (which incorporates an amended version of the subdivision ordinance formerly found in Chapter 38).

THIS ORDINANCE IS EFFECTIVE UPON ADOPTION.

Done this 5th day of June 2017.
TOWN OF HAYMARKET, VIRGINIA

ATTEST:

Danielle Kijewski, Clerk of Council

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

Attachment: 6-5-17 TC Zoning Ord 01 and 02 Packet (3187 : Ordinance #ORD2017-01 - Zoning & Subdivision Ordinance)

ORDINANCE #2017-02ORDINANCE TO ADOPT AN AMENDED ZONING MAP TO ACCOMPANY CHAPTER 58 OF THE CODE OF ORDINANCES OF THE TOWN OF HAYMARKET, CONCERNING ZONING

WHEREAS, The Town of Haymarket has an obligation to protect the public health, safety and welfare of their citizens, and

WHEREAS, The Code of Virginia in § 15.2-2200 provides various tools for local governments to address health and safety risks on private property; and

WHEREAS, The Planning Commission has reviewed and updated the Town Zoning and Subdivision Ordinance and Zoning Map attached herein and has forwarded the documents to the Town Council at their May 10, 2017 and June 5, 2017 meeting respectively for approval after a properly noticed Public Hearing; and

WHEREAS, The Town Council has considered, in its drafting of the Town Zoning and Subdivision Ordinance and Zoning Map the following factors: the existing use and character of property, the Town's comprehensive plan, the suitability of property for various uses, the trends of growth or change, the current and future requirements of the community as to land for various purposes as determined by population and economic studies and other studies, the transportation requirements of the community, the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services, the conservation of natural resources, the preservation of flood plains, the protection of life and property from impounding structure failures, the preservation of agricultural and forestal land, the conservation of properties and their values and the encouragement of the most appropriate use of land throughout the Town; and

WHEREAS, In amending its zoning and subdivision ordinance and zoning map, the Town Council wishes to protect public health, safety, and welfare by (i) providing for adequate light, air, convenience of access, and safety from fire, flood, impounding structure failure, crime and other dangers; (ii) reducing or preventing congestion in the public streets; (iii) facilitating the creation of a convenient, attractive and harmonious community; (iv) facilitating the provision of adequate police and fire protection, disaster evacuation, civil defense, transportation, water, sewerage, flood protection, schools, parks, forests, playgrounds, recreational facilities, airports and other public requirements; (v) protecting against destruction of or encroachment upon historic areas; (vi) protecting against overcrowding of land, undue density of population in relation to the community facilities existing or available, obstruction of light and air, danger and congestion in travel and transportation, and loss of life, health, or property from fire, flood, impounding structure failure, panic and other dangers; (vii) encouraging economic development activities that provide desirable employment and enlarge the tax base; (viii) providing for the preservation of lands of significance for the protection of the natural environment; (ix) promoting the creation and preservation of affordable housing suitable for meeting the current and future needs of the locality as well as a reasonable proportion of the current and future needs of the planning district within which the locality is situated; and (x) protecting surface water and ground water; all while respecting the fundamental right to private property; and

WHEREAS, The Town Council has properly noticed a Public Hearing on June 5, 2017 and received comments from the public with regards to the draft zoning map.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Haymarket, meeting this 5th day of June 2017, in regular session, that the Town Council hereby adopts the attached updated Town Zoning Map dated May 16, 2017.

THIS ORDINANCE IS EFFECTIVE UPON ADOPTION.

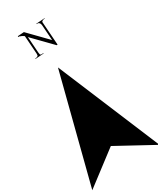
Done this 5th day of June 2017.
TOWN OF HAYMARKET, VIRGINIA

ATTEST:

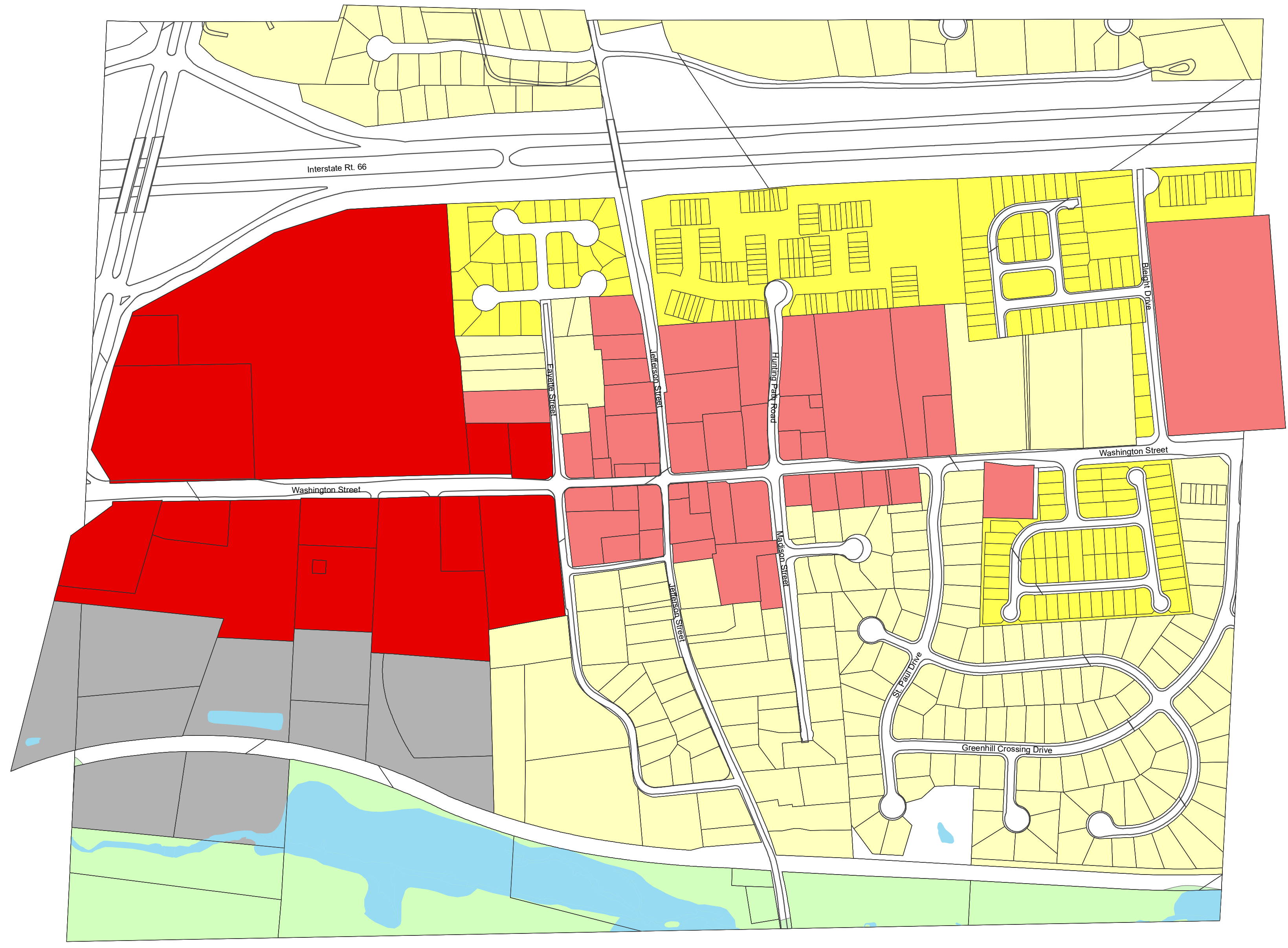
Danielle Kijewski, Clerk of Council

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

Attachment: 6-5-17 TC Zoning Ord 01 and 02 Packet (3187 : Ordinance #ORD2017-01 - Zoning & Subdivision Ordinance)



- R-1: Residential District
- R-2: Residential District
- B-1: Town Center
- B-2: Business Commercial
- TC: Transitional Commercial
- I-1: Limited Industrial
- C-1: Conservation District
- Floodplain



Prepared for Haymarket Planning Commission

base-build data prepared by:
Prince William County
Department of Technology, GIS Division

Town of Haymarket Proposed Zoning Map (2017)

Drawn by: SLS	Date: 11-30-2016	Revised: 5-16-2017	Scale: 1" = 292'
Attachment: 6-5-17 TC Zoning Ord 01 and 02 Packet (3187 : Ordinance #ORD2017-01 - Zoning & Subdivision Ordinance)			



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: June 5, 2017
SUBJECT: Ch. 58 Zoning Map - Public Hearing &
Ch. 58 Zoning and Subdivision Ordinance & Zoning Map –
TOWN ORDINANCE #2017-01 and #2017-02

Background:

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Or *"I move to adopt with the following changes..."*

ORDINANCE #2017-01ORDINANCE TO UPDATE CHAPTER 58 OF THE CODE OF ORDINANCES OF THE TOWN OF HAYMARKET, CONCERNING ZONING, TO REPEAL CHAPTER 38 OF THE TOWN CODE, CONCERNING SUBDIVISIONS, AND TO INCORPORATE THE SUBDIVISION PROVISIONS OF THE TOWN CODE INTO CHAPTER 58

WHEREAS, The Town of Haymarket has an obligation to protect the public health, safety and welfare of their citizens, and

WHEREAS, The Code of Virginia in § 15.2-2200 provides various tools for local governments to address health and safety risks on private property; and

WHEREAS, The Planning Commission has reviewed and updated the Town Zoning and Subdivision Ordinance attached herein and has forwarded the documents to the Town Council at their May 10, 2017 meeting for approval after a properly noticed Public Hearing; and

WHEREAS, The Town Council has considered, in its drafting of the Town Zoning and Subdivision Ordinance and Zoning Map the following factors: the existing use and character of property, the Town's comprehensive plan, the suitability of property for various uses, the trends of growth or change, the current and future requirements of the community as to land for various purposes as determined by population and economic studies and other studies, the transportation requirements of the community, the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services, the conservation of natural resources, the preservation of flood plains, the protection of life and property from impounding structure failures, the preservation of agricultural and forestal land, the conservation of properties and their values and the encouragement of the most appropriate use of land throughout the Town; and

WHEREAS, In amending its zoning and subdivision ordinance and zoning map, the Town Council wishes to protect public health, safety, and welfare by (i) providing for adequate light, air, convenience of access, and safety from fire, flood, impounding structure failure, crime and other dangers; (ii) reducing or preventing congestion in the public streets; (iii) facilitating the creation of a convenient, attractive and harmonious community; (iv) facilitating the provision of adequate police and fire protection, disaster evacuation, civil defense, transportation, water, sewerage, flood protection, schools, parks, forests, playgrounds, recreational facilities, airports and other public requirements; (v) protecting against destruction of or encroachment upon historic areas; (vi) protecting against overcrowding of land, undue density of population in relation to the community facilities existing or available, obstruction of light and air, danger and congestion in travel and transportation, and loss of life, health, or property from fire, flood, impounding structure failure, panic and other dangers; (vii) encouraging economic development activities that provide desirable employment and enlarge the tax base; (viii) providing for the preservation of lands of significance for the protection of the natural environment; (ix) promoting the creation and preservation of affordable housing suitable for meeting the current and future needs of the locality as well as a reasonable proportion of the current and future needs of the planning district within which the locality is situated; and (x) protecting surface water and ground water; all while respecting the fundamental right to private property; and

WHEREAS, The Town Council has properly noticed a Public Hearing on May 15, 2017 and received comments from the public with regard to the draft zoning and subdivision ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Haymarket, meeting this 5th day of June 2017, in regular session, that the Town Council hereby repeals Chapter 38 of the Code of Ordinances of the Town of Haymarket, adopts the attached amendments to Chapter 58 of the Town Code dated April 6, 2017, Article I - Article XX (which incorporates an amended version of the subdivision ordinance formerly found in Chapter 38).

THIS ORDINANCE IS EFFECTIVE UPON ADOPTION.

Done this 5th day of June 2017.
TOWN OF HAYMARKET, VIRGINIA

ATTEST:

Danielle Kijewski, Clerk of Council

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

Attachment: 6-5-17 TC Zoning Ord 01 and 02 Packet (3185 : Ordinance #ORD2017-002 - Ordinance to Adopt an Amended Zoning Map)

ORDINANCE #2017-02ORDINANCE TO ADOPT AN AMENDED ZONING MAP TO ACCOMPANY CHAPTER 58 OF THE CODE OF ORDINANCES OF THE TOWN OF HAYMARKET, CONCERNING ZONING

WHEREAS, The Town of Haymarket has an obligation to protect the public health, safety and welfare of their citizens, and

WHEREAS, The Code of Virginia in § 15.2-2200 provides various tools for local governments to address health and safety risks on private property; and

WHEREAS, The Planning Commission has reviewed and updated the Town Zoning and Subdivision Ordinance and Zoning Map attached herein and has forwarded the documents to the Town Council at their May 10, 2017 and June 5, 2017 meeting respectively for approval after a properly noticed Public Hearing; and

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WHEREAS, In amending its zoning and subdivision ordinance and zoning map, the Town Council wishes to protect public health, safety, and welfare by (i) providing for adequate light, air, convenience of access, and safety from fire, flood, impounding structure failure, crime and other dangers; (ii) reducing or preventing congestion in the public streets; (iii) facilitating the creation of a convenient, attractive and harmonious community; (iv) facilitating the provision of adequate police and fire protection, disaster evacuation, civil defense, transportation, water, sewerage, flood protection, schools, parks, forests, playgrounds, recreational facilities, airports and other public requirements; (v) protecting against destruction of or encroachment upon historic areas; (vi) protecting against overcrowding of land, undue density of population in relation to the community facilities existing or available, obstruction of light and air, danger and congestion in travel and transportation, and loss of life, health, or property from fire, flood, impounding structure failure, panic and other dangers; (vii) encouraging economic development activities that provide desirable employment and enlarge the tax base; (viii) providing for the preservation of lands of significance for the protection of the natural environment; (ix) promoting the creation and preservation of affordable housing suitable for meeting the current and future needs of the locality as well as a reasonable proportion of the current and future needs of the planning district within which the locality is situated; and (x) protecting surface water and ground water; all while respecting the fundamental right to private property; and

WHEREAS, The Town Council has properly noticed a Public Hearing on June 5, 2017 and received comments from the public with regards to the draft zoning map.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Haymarket, meeting this 5th day of June 2017, in regular session, that the Town Council hereby adopts the attached updated Town Zoning Map dated May 16, 2017.

THIS ORDINANCE IS EFFECTIVE UPON ADOPTION.

Done this 5th day of June 2017.
TOWN OF HAYMARKET, VIRGINIA

ATTEST:

Danielle Kijewski, Clerk of Council

Motion to approve:

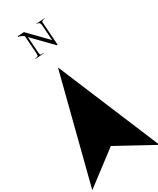
Second:

Voting Aye:

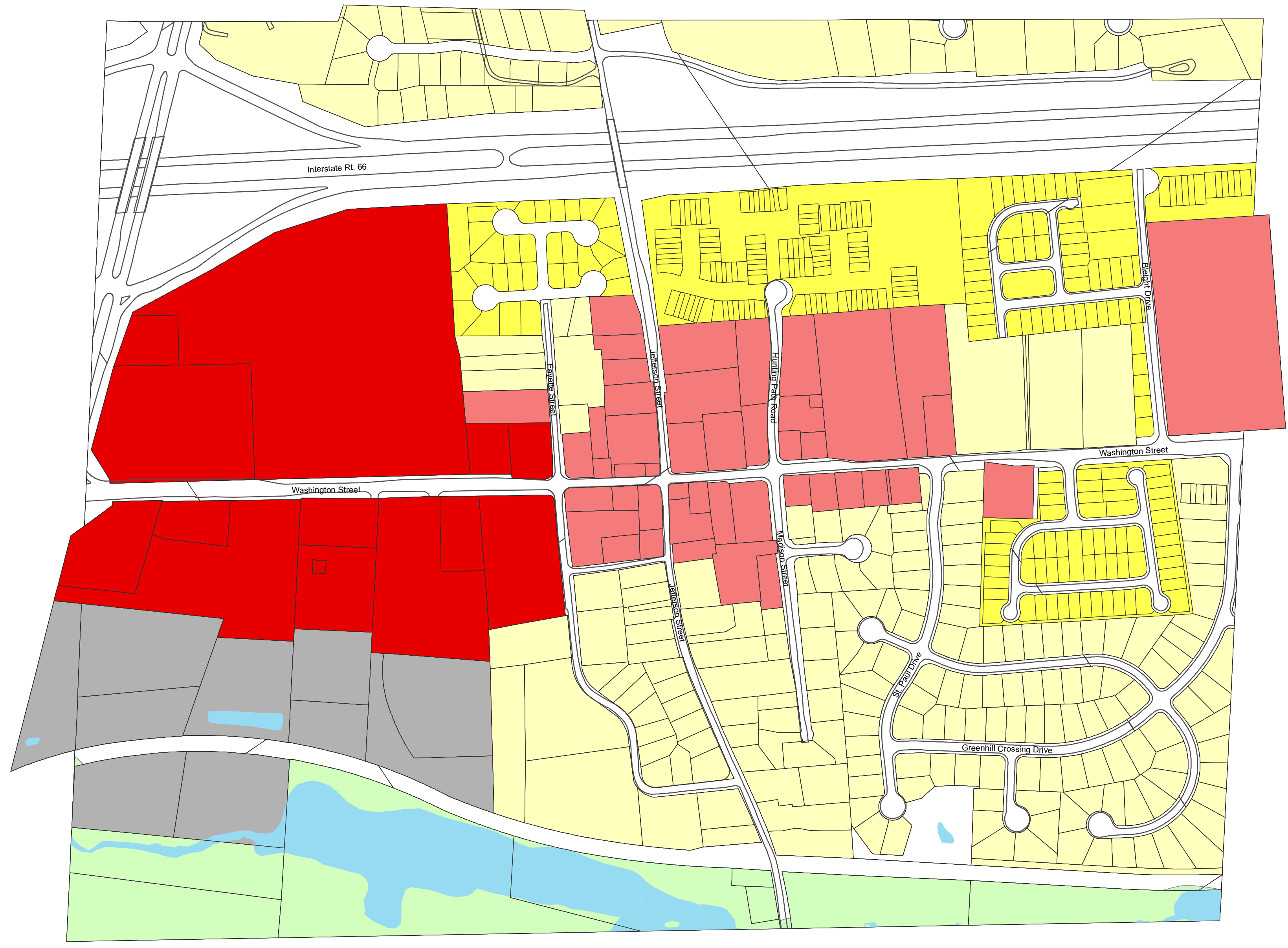
Voting Nay:

Absent:

Abstaining:



- R-1: Residential District
- R-2: Residential District
- B-1: Town Center
- B-2: Business Commercial
- TC: Transitional Commercial
- I-1: Limited Industrial
- C-1: Conservation District
- Floodplain



Prepared for Haymarket Planning Commission

base-build data prepared by:
Prince William County
Department of Technology, GIS Division

Town of Haymarket Proposed Zoning Map (2017)

Drawn by: SLS	Date: 11-30-2016	Revised: 5-16-2017	Scale: 1" = 292'
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Attachment: 6-5-17 TC Zoning Ord 01 and 02 Packet (3185 : Ordinance #ORD2017-002 - Ordinance to Adopt an Amended Zoning Map)