



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, January 3, 2017

7:00 PM

Council Chambers

1. Call to Order

2. Invocation - Dr. Stewart

3. Pledge of Allegiance

4. Citizen's Time

5. Minutes Acceptance

- A. Mayor and Council - Regular Meeting - Sep 8, 2016 7:00 PM
- B. Mayor and Council - Regular Meeting - Oct 3, 2016 7:00 PM
- C. Mayor and Council - Special Meeting - Oct 28, 2016 6:30 PM
- D. Mayor and Council - Regular Meeting - Nov 7, 2016 7:00 PM
- E. Mayor and Council - Special Meeting - Nov 22, 2016 7:00 PM
- F. Mayor and Council - Special Meeting - Dec 9, 2016 10:00 AM
- G. Mayor and Council - Special Meeting - Dec 12, 2016 2:00 PM
- H. Mayor and Council - Special Meeting - Dec 15, 2016 7:00 PM

6. Department Reports

- A. Police Department Report - Chief Kevin Lands
- B. Engineer's Report - Holly Montague
- C. Town Planner's Report - Susannah Smith
- D. Business & Community Relations Report - Denise Andrews
- E. Town Manager's Report - Kimberly Murray

7. Agenda Items

- A. Swearing in & Introduction of Kevin Lands, Chief of Police
- B. Special Fund Request -
Tyler Elementary School
Ronald Wilson Reagan Middle School
Battlefield High School
- C. Recognition of Service - Marchant Schneider
- D. Dominion Virginia Power - Update
- E. VRE - Gainesville/ Haymarket Extension - Update
- F. February 15, 2017 - Town Association of Northern Virginia Meeting

8. Closed Session

A. Enter Into Closed Session

Closed session for consultation with legal counsel or briefing by staff or consultants about the pending cases of Blue Sky Events, LLC v. Town of Haymarket and Town of Haymarket v. Contrucci and/or briefing by staff or consultants about probable litigation involving a contract for services to the Town as consultation or briefing in open meeting would adversely affect the Town's negotiating or litigating posture, and the Virginia Freedom of Information Act at Virginia Code 2.2-3711, paragraph (A)(7), permits such discussion in closed session.

B. Certification of the Closed Session

9. Councilmember Time

- A. John Cole

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

10. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Thursday, September 8, 2016

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.

2. Invocation - Pastor David Monroe, St. Michael's Anglican Church

3. Pledge of Allegiance

4. Citizen's Time

Rebecca Bare - 14977 Cheyenne Way

Ask the Town Council to extend the lease of the Haymarket Food Pantry to December 31st 2017.

Pam Stutz - 6720 Jefferson Street

Along with Jim Kennedy and Reverend David Monroe, speaks as member of the leadership Board of the Haymarket Regional Food Pantry; asks for flexibility in extending lease and asks that emails be read from citizens not present at the meeting.

Patrick Moore - 5952 Amber Ridge Road

Speaking in favor of site plan for the Haymarket Baptist Church to restore its parking area; asks for the Council to vote in favor of approving this plan.

Julie Loy - 6799 Jefferson Street

Presents petitions (130+ hard copy, 100+ online) in support of an extended lease for the Haymarket Food Pantry and asks that emails in support be read as well.

Bob Weir - 6853 St. Paul Drive

Speaks in support of extended lease for the Haymarket Regional Food Pantry; raises financial question about the restroom facilities in the planned community park; raises question about the public hearing on A Dog's Day Out.

Dottie Leonard - 14801 Washington Street

Thanks the current Council and previous Council-members for their service, and for mending some issues that had arisen under the previous administration; suggests meeting at later date to show her suggestions for the façade on the Town Hall.

Joe R. Pasanello - reads statement on behalf Matt Caudle

Matt Caudle (Town resident, Planning Commission Chair, former Council-member) - 14725 Dogwood Park Lane

Supports Mayor Leake and supports the decision to evict the Haymarket Food Pantry.

Jennifer Preli - reads two emails that were requested to be read into record:

Mary Lou Scarbrough - 6817 Jefferson Street

Supports extension of lease for the Haymarket Food Pantry.

Minutes Acceptance: Minutes of Sep 8, 2016 7:00 PM (Minutes Acceptance)

Ed Robinson - 6817 Jefferson Street
Supports extension of lease for the Haymarket Food Pantry.

5. Consent Agenda

A. Minutes Acceptance

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

i. Mayor and Council - Work Session - Jul 22, 2016 11:00 AM
Correction on minutes for 5.1.A: reference should have been for morning, rather than evening.

Move to accept the consent agenda with correction stated.

- ii. Mayor and Council - Work Session - Jul 23, 2016 7:30 AM
- iii. Mayor and Council - Regular Meeting - Aug 1, 2016 7:00 PM
- iv. Mayor and Council - Continuation Meeting - Aug 8, 2016 6:00 PM
- v. Mayor and Council - Special Meeting - Aug 22, 2016 6:30 PM

B. Department Reports

- i. Treasurer's Report - Sherrie Wilson
 - ii. Engineer's Report - Holly Montague
 - iii. Planner's Report - Marchant Schneider
 - iv. Building Official's Report - Joseph Barbeau, Jr.
 - v. Police Report - Eric Noble, Chief of Police
 - vi. Director of Business & Community Relations Report - Denise Andrews
- C. Meal's Tax Free Weekend - September 17 & 18, 2016 - Denise Andrews**

WHEREAS, The Town of Haymarket wishes to encourage a successful weekend for our local restaurants and vendors associated with Haymarket Day on September 17th, 2016 and throughout the weekend; and

WHEREAS, the Council believes that as we celebrate our history and heritage on one day, we believe our local restaurants and businesses will benefit from a second day of celebration and our hopeful that foot traffic generated on Haymarket Day will return to patronize our restaurants and businesses, thus contributing to the well-being of citizens and the prosperity of Town merchants;

NOW, THEREFORE, in honor of Business Appreciation month the Town Council of Haymarket declares a Meals Tax Free weekend on September 17th and 18th, 2016.

BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in regular session this 8th day of September, 2016, that the Meals Tax is waived solely for the 17th and 18th day of September, 2016.

D. Planning Consultants - Jerry Schiro, Interim Town Manager

6. Agenda Items

A. Blood Cancer Awareness - Lymphoma Awareness Day

Councilman Leake reads the following Proclamation:

September as Blood Cancer Awareness Month and September 15th as Lymphoma Awareness Day

WHEREAS, Lymphoma is the most common form of blood cancer and the third most common childhood cancer; and

WHEREAS, More than 81,000 new cases of lymphoma are diagnosed each year in the United States, including 1,900 in the Commonwealth of Virginia, together with the Town of Haymarket; and

WHEREAS, A cure for lymphoma can only be realized through advanced cancer research; and

WHEREAS, Awareness and education are powerful tools in the race to find a cure for lymphoma; and

WHEREAS, The health and vitality of the people of the Commonwealth of Virginia and the Town of Haymarket are significantly enhanced by local efforts to increase communication and education pertaining to lymphoma and blood cancers; and

WHEREAS, In February 2016, the General Assembly designated September, in 2016 and in each succeeding year, Blood Cancer Awareness Month in Virginia and September 15, in 2016 and in each succeeding year, Lymphoma Awareness Day in Virginia to help to raise general awareness of the disease and provide hope to all those affected by a lymphoma diagnosis;

NOW, THEREFORE, BE IT RESOLVED that the Town of Haymarket, Virginia does hereby proclaim September as Blood Cancer Awareness Month and September 15 as Lymphoma Awareness Day, and urges all citizens to support the efforts and activities of the Lymphoma Research Foundation to bring awareness and education in the race to finding a cure for lymphoma during the month of September and throughout the year.

B. Business Appreciation Month - September - Denise Andrews

Councilman Morris reads the following Proclamation:

Business Appreciation Month

WHEREAS, the business community of the Town of Haymarket is crucial to the Town economic health; and

WHEREAS, the revenue generated by the business community allows the Town to provide services that positively affect the quality of life for its residents; and

WHEREAS, the jobs created by the business community support the quality of life that Haymarket residents enjoy; and

WHEREAS, the business community provides valuable support that fosters and encourages public private partnerships through institutions such as the Haymarket-Gainesville Business Association, the Prince William County Chamber of Commerce, the many public and private schools in the community, and other; and

WHEREAS, the Town values its existing business community and commits to making every effort to retain that strong economic base; and

WHEREAS, the Town Council recognizes and appreciates the dedication, innovation and entrepreneurial spirit displayed by our local businesses.

NOW, THEREFORE, BE IT PROCLAIMED that Council of the Haymarket, Virginia hereby proclaims September 2016 as Business Appreciation Month in Haymarket, Virginia. **INTRODUCED AND PASSED** by the Council of the Town of Haymarket, Virginia at the Regular Meeting on the Eighth Day of September, 2016.

C. Recognition by the Council

The Town Council recognizes Mr. Acie Montague Watts for 55 years of conducting business with the Town of Haymarket, and as the longest operating business in Town.

D. Haymarket Baptist Church Amended Site Plan - Holly Montague

Move that the Town Council approve the Amended Final Site Plan #2016-001, Haymarket Baptist Church, for the parking lot renovation at 14800 Washington Street as described on the revised site plan dated December 14, 2015.

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

E. Appointments - Mayor David Leake

Continuation meeting 09/22/2016 at 7 pm.

7. Councilmember Time

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

8. Closed Session

A. Enter into Closed Session

The Town Attorney reads the following motion:

Motion that the Council convene in closed session to discuss the following as permitted by Virginia Code Section 2.237-11 A 1

A personnel matter involving Town-appointed officials; and as permitted by Virginia Code Section 2.237-11 A 7
Consultation with legal counsel regarding the impending case of Blue Sky Events in Prince William County Circuit Court and the Genesis Contract dispute, which is a legal matter requiring the advice of Counsel.

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

B. Certification of the Closed Session

The Town Attorney reads the following motion:

Move that this Council certifies that in the closed session just concluded, nothing was discussed except 1. The matter specifically identified in the motion to convene in closed session, and 2.

Minutes Acceptance: Minutes of Sep 8, 2016 7:00 PM (Minutes Acceptance)

Lawfully permitted to be discussed by the provisions of the Virginia Freedom of Information Act cited in that motion.

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

C. Directive

Move to direct the Mayor, the Town Attorney, and the Town Manager to proceed as directed at the end of closed session.

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

D. Interview for the Position of Town Manager

Town Attorney reads the following motion:

Pursuant to Virginia Code Section 2.237-12B

Move for the Town Council to meet within 15 days from today's date to hold closed meetings solely for the purpose of interviewing candidates for Town Manager without further notice to the public as to the date, time, or location of those meetings.

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

9. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Friday, July 22, 2016

11:00 AM

VML Conference

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening at the Hilton Richmond Downtown, 501 East Broad Street, Richmond, VA 23219, Commencing at 11:00 AM

Mayor David Leake called the meeting to order.

1. Call to Order

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

2. Agenda Items

A. VML Elected Officials Conference

A gathering of the Town Council took place at the VML Institute for Local Government Officials at the Hilton Richmond Downtown, 501 East Broad Street | Richmond, VA 23219. Travel to and from the Elected Official's Conference took approximately two hours each way. No more than two Council Members or Planning Commissioners were congregated during travel.

Minutes Acceptance: Minutes of Sep 8, 2016 7:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Saturday, July 23, 2016

7:30 AM

VML Conference

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening at the Hilton Richmond Downtown, 501 East Broad Street, Richmond, VA 23219, Commencing at 11:00 AM

Mayor David Leake called the meeting to order.

1. Call to Order

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

2. Agenda Items

A gathering of the Town Council took place at the VML Institute for Local Government Officials at the Hilton Richmond Downtown, 501 East Broad Street | Richmond, VA 23219. Travel to and from the Elected Official's Conference took approximately two hours each way. No more than two Council Members or Planning Commissioners were congregated during travel.

A. VML Elected Officials Conference

Minutes Acceptance: Minutes of Sep 8, 2016 7:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, August 1, 2016

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.

2. Invocation - Mr. Tim MacGowan, Living Hope

Mr. Tim MacGowan with Living Hope Evangelical Presbyterian Church is here this evening to offer the invocation

3. Pledge of Allegiance - Scouts Joseph and Johnathan Brookshire

Scouts Joseph & Johnathon Brookshire are here this evening earning their Civic Badge, they lead the Town in the Pledge of Allegiance this evening

4. Citizen's Time

Eileen Smith, Haymarket Regional Food Pantry

Mrs. Smith is here this evening to update the Town Council on the Food Pantry's efforts to relocated to a different facility. They have a few ideas they are exploring and will have additional information to provide in the near future.

5. Public Hearing

A. FY 2017 Budget Amedment #1

Mayor Leake calls for any in favor or opposed to the proposed budget amendment wishing to address the Council to please come forward

No public comment

6. Minutes Acceptance

A. Mayor and Council - Regular Meeting - Jun 6, 2016 7:00 PM

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

B. Mayor and Council - Regular Meeting - Jul 5, 2016 7:00 PM

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

C. Mayor and Council - Special Meeting - Jul 21, 2016 5:00 PM

Minutes Acceptance: Minutes of Sep 8, 2016 7:00 PM (Minutes Acceptance)

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

D. Mayor and Council - Work Session - Jul 21, 2016 6:00 PM

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

7. Department Reports

- A. Main Street Coordinator's Report - Denise Andrews
- B. Treasurer's Report - Sherrie Wilson
- C. Engineer's Report - Holly Montague
- D. Building Official's Report - Joe Barbeau, Jr.
- E. Police Report - Eric Noble, Chief of Police
- F. Planner's Report - Marchant Schneider

8. Agenda Items

A. FY 2017 Budget Amendment #1

Move to adopt Resolution 2016-012 Amending the Fiscal Year 2017 Budget, Budget Amendment #1

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

B. Recognition of Public Safety Services - Chief Noble

RESOLUTION OF THE TOWN OF HAYMARKET TOWN COUNCIL TO RECOGNIZE THE CONTRIBUTION TO THE TOWN OF HAYMARKET AND PUBLIC SAFETY BY BLOODHOUND GABBY

WHEREAS, Bloodhound Gabby was born in September of 2008 and named in memory of Fairfax Police Department Master Patrol Officer Michael (Gabby) Garbarino who was killed in the line of duty on May 17, 2008; and

WHEREAS, after being a member of the Haymarket Police Department from 2010 to 2016, Bloodhound Gabby succumbed to illness on July 15, 2016; and

WHEREAS, Bloodhound Gabby was certified by the Virginia Bloodhound Association and assisted in numerous cases ranging from murder investigations, criminal apprehensions and in locating missing/endangered children and adults; and

WHEREAS, Bloodhound Gabby served as a Police Department ambassador at many Haymarket Day and National Night Out celebrations; and

WHEREAS, Bloodhound Gabby's greatest joy was making his master and handler happy;

NOW, THEREFORE BE IT RESOLVED by the Council of the Town of Haymarket, meeting in regular session this 1st day of August, 2016, that the Council hereby recognizes the contribution of Bloodhound Gabby to the Town of Haymarket and public safety and authorizes a permanent marker in his memory to be erected at the Haymarket Community Park.

C. Town Center Engineering Contract- Holly Montague

The Town Council agrees to schedule a continuation meeting for Monday, August 8, 2016 to discuss the Town Center Engineering Contract. The meeting will begin at 6:00 PM. The Council directs the Town Engineer to reach out to the Rinker Design and ask them if one of their representatives could attend the meeting.

D. Town Center Preliminary Site Plan - Marchant Schneider

Move that the Town Council approve Preliminary Site Plan PRE#20150504, Haymarket Town Center Redevelopment, prepared by Rinker Design Associates, P.C., dated May 2015, revised through February 17, 2016,

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

E. Additional Improvements to the Southern Railway Caboose Deck

Move to authorize staff to proceed with adding a second set of stairs to the east side of the deck that is located between the museum and the caboose; it is further moved that the expenditure is authorized in an amount not to exceed \$3,000, funds to come from the Landscaping budget line item.

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

F. Capital Improvements Plan**G. Dominion Virginia Power**

Vice Mayor Pasanello reports that various parties will provide briefs to the Commission. He does not expect to see anything within the next couple of months.

H. VRE - Haymarket/Gainesville Extension

Vice Mayor Pasanello sent everyone an email after his meeting with VRE, which captures everything up to date.

9. Councilmember Time**A. John Cole**

Councilman Cole has nothing additional to add this evening

B. Susan Edwards

Councilwoman Edwards has nothing additional to add this evening

C. Steve Aitken

Councilman Aitken has nothing additional to add this evening

D. Connor Leake

Councilman Leake has nothing additional to add this evening

E. Chris Morris

Councilman Morris is looking forward to National Night Out tomorrow evening. He is also very excited about Haymarket Day

F. Joe Pasanello

Vice Mayor Pasanello is also excited about National Night Out and believes we have a very professional police department. He also believes, that given current events, we need to keep them safe and he is pleased we now have a facility we can be proud of and feel safe in. He hopes that tomorrow night we take the opportunity recognize the families of the fallen officers all over the country.

G. David Leake

Mayor Leake wishes to recognize the new landscaping company and how great of a job they are doing.

H. Meeting for the purposes of interviewing

Pursuant to Virginia Code § 2.2-3712 B., move that the Town Council meet within 15 days of today's date to hold closed meetings solely for the purpose of interviewing candidates for Town Manager, without further notice to the public of the date, time or location of those meetings.

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

I. Mayor's Statement

Mayor David Leake announces that the Town Council will hold one or more meetings over the next 15 days for the purposes of interviewing candidates for the position of Town Manager, and there will be no notices given of the date, time, or location of the interviews, which may be held within or outside of the Town limits.

10. Closed Session

A. Enter into Closed Session

Move that the Council convene into closed session to discuss the following, as permitted by VA 2.2-3711 A 1:

Personnel matters involving consideration for interviews of candidates for employment or appointment, and personnel matters involving Town employees, and

As permitted by VA 2.2-3711 A 3:

matter involving disposition of publicly held real property because discussion in open session would adversely affect the Town negotiating posture, and

2.2-3711 A 7:

Consultation with legal counsel and briefings by staff about the pending case Blue Sky Events, LLC vs. Town of Haymarket

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

B. Certification of the Closed Session

Move to Certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

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

C. Directive

Move to direct the Mayor to proceed as discussed in Closed Session

Minutes Acceptance: Minutes of Sep 8, 2016 7:00 PM (Minutes Acceptance)

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

11. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

 Jennifer Preli, Town Clerk

 David Leake, Mayor

Minutes Acceptance: Minutes of Sep 8, 2016 7:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

CONTINUATION MEETING ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, August 8, 2016

6:00 PM

Council Chambers

A Continuation Meeting 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.

2. Agenda Items

A. FY 2017 Budget Amendment #1

Move to adopt Resolution #2016-013 Amending the Fiscal Year 2017 Budget

Discussion: Mayor Leake notes for the record that this is to correct and error in the original Resolution number provided at the August 1, 2016 Town Council meeting.

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

B. Town Center Engineering Contract- Holly Montague

This evening the Town Council and staff had a round table discussion with Mr. Gautam Sultane from John Heltzel, AIA firm. The video and audio recording will be paused during this time.

The following is a summary of the discussion during the non-recorded session with Council:

Mr. Sultane discussed the phases of this project with the Town Council. We have The Site Plan phase and the Architectural Phase

- Site Plan
 - The site plan phase is completed to the preliminary site plan and Council has approved the preliminary plan.
 - The next step would be to proceed to full design of the site plan by completing the final site plan.
 - The amount left to be billed for design is: \$84,840.23
 - The current preliminary construction estimate is: \$1,068,766

- Architectural Phase
 - The building is comprised of three phases.
 - Phase I is complete and paid in full (Police Department)
 - Phase II Design is complete and construction plans have been submitted for permitting. This phase is comprised of core renovations to provide "core" upgrades: a temporary utility room, new restrooms and Lobby.
 - Phase III Design is 95% complete. This phase is comprised of renovation of the Town Hall side of the building; building addition including second story modifications for permanent utility room, elevator and additional stairwell; and outside facade.

Minutes Acceptance: Minutes of Sep 8, 2016 7:00 PM (Minutes Acceptance)

- The amount left to be billed for design is: \$64,719.63. While the design is almost completed the reason the billing does not match the work complete is because the architect is a subcontractor to the Engineer. At the beginning of a month, the architect runs payroll for the previous month and then submits to the Engineer. That invoice does not get included in the Engineer's Invoice until the following month. This means the Engineer's invoice is for work one month behind and the Architectural invoice is for two months behind.
- Phase II Construction Estimate is \$110,000.
- Phase III Construction Estimate is \$1,100,000.

Town Council discussed that the Architectural Design Phase should continue since it is so near completion.

Town Council discussed the impact of constructing rest of the interior building improvements and/or outside façade before the Site Plan phase is finished being designed and constructed.

Town Council discussed that there is not enough funding to construct all proposed work and additional funding would need to be secured before construction could begin.

Move that the Town Council continue with the final site plan design portion and the build out design portion of the remaining Town Center Design contract until completion with Rinker Design Associates

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

C. Capital Improvements Plan

D. Enter into Closed Session

Move to enter into 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 the Town of Haymarket

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

E. Certification of the Closed Session

Move to Certify:

That to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

Minutes Acceptance: Minutes of Sep 8, 2016 7:00 PM (Minutes Acceptance)

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

3. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

 Jennifer Preli, Town Clerk

 David Leake, Mayor

Minutes Acceptance: Minutes of Sep 8, 2016 7:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, August 22, 2016

6:30 PM

Council Chambers

A Special Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 6:30 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.

2. Closed Session

A. Enter into Closed Session

Move to enter into closed session pursuant to 2.2-3711:

A 7 Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel; and

A 1 Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town of Haymarket

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

B. Certification of the Closed Session

Move to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Haymarket Town Council

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

C. Directive

Move to direct the Mayor to proceed as discussed in the closed session

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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: John Cole, Councilman
SECONDER: Susan Edwards, Councilwoman
AYES: Cole, Morris, Pasanello, Edwards, Leake, Aitken

Submitted:

Approved:

Jennifer Preli, Town Clerk

David Leake, Mayor

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Town of Haymarket
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	General		
	Jul '16 - Jun 17	Budget	% of Budget
Ordinary Income/Expense			
Income			
3110 - GENERAL PROPERTY TAXES			
Real Estate - Current	0.00	292,000.00	0.0%
Public Service Corp RE Tax	0.00	10,000.00	0.0%
Interest - All Property Taxes	36.36		
Total 3110 - GENERAL PROPERTY TAXES	36.36	302,000.00	0.01%
3120 - OTHER LOCAL TAXES			
Bank Stock Tax	0.00	50,000.00	0.0%
Business License Tax	4,372.63	175,000.00	2.5%
Cigarette Tax	0.00	220,000.00	0.0%
Consumer Utility Tax	12,245.12	130,000.00	9.42%
Meals Tax - Current	65,538.51	550,000.00	11.92%
Sales Tax Receipts	0.00	150,000.00	0.0%
Penalties (Non-Property)	152.42		
Interest (Non-Property)	1.75		
Total 3120 - OTHER LOCAL TAXES	82,310.43	1,275,000.00	6.46%
3130 - PERMITS,FEES & LICENESES			
Application Fees	250.00	1,200.00	20.83%
Inspection Fees	1,050.00	15,000.00	7.0%
Motor Vehicle Licenses	300.00	1,900.00	15.79%
Occupancy Permits	0.00	600.00	0.0%
Other Planning & Permits	100.00	30,000.00	0.33%
Total 3130 - PERMITS,FEES & LICENESES	1,700.00	48,700.00	3.49%
3140 - FINES & FORFEITURES			
Fines	12,175.91	50,000.00	24.35%
Total 3140 - FINES & FORFEITURES	12,175.91	50,000.00	24.35%
3150 - REVENUE - USE OF MONEY			
Earnings on VACO/VML Investment	-104.70		
Interest on Bank Deposit	747.10	10,000.00	7.47%
Total 3150 - REVENUE - USE OF MONEY	642.40	10,000.00	6.42%
3151 - RENTAL (USE OF PROPERTY)			
315110 - Suite 200 Rental Income	845.26	5,200.00	16.26%
315120 - Suite 202 Rental Income	3,176.25	4,000.00	79.41%
315125 - Suite 204 Rental Income	400.00		
315130 - Suite 206 Rental Income	10,101.24	88,000.00	11.48%
315150 - 15020 Wash St Rental Income	7,119.66	45,000.00	15.82%
315155 - 15026 Washington Street	3,011.84	20,000.00	15.06%
315160 - 6630 Jefferson St Rental Income	4,320.00	27,000.00	16.0%

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Town of Haymarket
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	General		
	Jul '16 - Jun 17	Budget	% of Budget
315190 - Town Hall Rental Income	100.00		
Total 3151 - RENTAL (USE OF PROPERTY)	29,074.25	189,200.00	15.37%
3160 - CHARGES FOR SERVICES			
Public Safety			
Donation/Grants	2,600.00		
Total Public Safety	2,600.00		
Total 3160 - CHARGES FOR SERVICES	2,600.00		
3165 - REVENUE - TOWN EVENTS			
Revenue - Town Events	62,380.00	40,000.00	155.95%
Total 3165 - REVENUE - TOWN EVENTS	62,380.00	40,000.00	155.95%
3180 - MISCELLANEOUS			
Citations & Accident Reports	180.00	1,900.00	9.47%
Miscellaneous	185.81		
Recovered Costs- Private Events	-200.00		
Total 3180 - MISCELLANEOUS	165.81	1,900.00	8.73%
32 - REVENUE FROM COMMONWEALTH			
599 Law Enforcement Grant	0.00	28,000.00	0.0%
Car Rental Reimbursement	1,547.27	5,500.00	28.13%
Communications Tax	9,826.70	120,000.00	8.19%
Department of Fire Programs	0.00	10,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,500.00	100.69%
Railroad Rolling Stock	0.00	1,500.00	0.0%
32 - REVENUE FROM COMMONWEALTH - Other	4,050.00		
Total 32 - REVENUE FROM COMMONWEALTH	34,050.94	183,500.00	18.56%
33 - REVENUE FROM FEDERAL GOVERNMENT			
DMV Grant - Federal	1,892.43		
PEDESTRIAN IMPROVEMENT GRANT	-7,579.00		
Total 33 - REVENUE FROM FEDERAL GOVERNMENT	-5,686.57		
Total Income	219,449.53	2,100,300.00	10.45%
Gross Profit	219,449.53	2,100,300.00	10.45%
Expense			
01 - ADMINISTRATION			
11100 - TOWN COUNCIL			
Convention & Education	3,515.00	4,000.00	87.88%
FICA/Medicare	-2,586.62	2,000.00	-129.33%

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Town of Haymarket
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	General		
	Jul '16 - Jun 17	Budget	% of Budget
Meals and Lodging	422.61	2,500.00	16.9%
Mileage Allowance	453.68	750.00	60.49%
Salaries & Wages - Regular	2,700.00	32,100.00	8.41%
Unemployment Insurance	0.00	1,200.00	0.0%
Total 11100 · TOWN COUNCIL	4,504.67	42,550.00	10.59%
12110 · TOWN ADMINISTRATION			
Salaries/Wages-Regular	36,822.67	260,500.00	14.14%
Salaries/Wages - Overtime	2,243.65	10,000.00	22.44%
Salaries/Wages - Part Time	9,496.60	65,000.00	14.61%
FICA/Medicare	6,476.79	28,500.00	22.73%
VRS	4,056.06	14,000.00	28.97%
Health Insurance	8,062.84	57,000.00	14.15%
Life Insurance	491.54	3,500.00	14.04%
Disability Insurance	331.80	2,600.00	12.76%
Unemployment Insurance	35.64	2,800.00	1.27%
Worker's Compensation	200.00	400.00	50.0%
Gen Property/Liability Ins.	15,491.00	16,000.00	96.82%
Accounting Services	832.70	8,000.00	10.41%
Cigarette Tax Administration	0.00	5,500.00	0.0%
Printing & Binding	335.00	15,000.00	2.23%
Advertising	389.00	12,000.00	3.24%
Computer, Internet & Website Svc	4,152.58	15,000.00	27.68%
Postage	20.75	4,000.00	0.52%
Telecommunications	177.56	6,000.00	2.96%
Mileage Allowance	83.96	2,500.00	3.36%
Meals & Lodging	0.00	4,000.00	0.0%
Convention & Education	40.00	10,000.00	0.4%
Discretionary Fund	201.76	2,000.00	10.09%
Books, Dues & Subscriptions	3,248.00	15,000.00	21.65%
Office Supplies	480.52	4,000.00	12.01%
Total 12110 · TOWN ADMINISTRATION	93,670.42	563,300.00	16.63%
12210 · LEGAL SERVICES			
Legal Services	10,327.00	90,000.00	11.47%
Total 12210 · LEGAL SERVICES	10,327.00	90,000.00	11.47%
12240 · INDEPENDENT AUDITOR			
Auditing Services	0.00	16,500.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	16,500.00	0.0%
Total 01 · ADMINISTRATION	108,502.09	712,350.00	15.23%
03 · PUBLIC SAFETY			

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Town of Haymarket
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	General		
	Jul '16 - Jun 17	Budget	% of Budget
31100 - POLICE DEPARTMENT			
Salaries & Wages - Regular	58,034.52	398,000.00	14.58%
Salaries & Wages - OT Regular	2,830.66	9,000.00	31.45%
Salaries & Wages - OT Premium	603.52	4,100.00	14.72%
Salaries & Wages - Holiday Pay	1,503.12	11,000.00	13.67%
Salaries & Wages - Part Time	1,918.36	14,000.00	13.7%
FICA/MEDICARE	5,239.80	34,000.00	15.41%
VRS	6,548.40	41,000.00	15.97%
Health Insurance	11,443.92	74,000.00	15.47%
Life Insurance	826.92	5,200.00	15.9%
Disability Insurance	478.40	2,300.00	20.8%
Unemployment Insurance	0.00	2,000.00	0.0%
Workers' Compensation Insurance	4,862.50	12,000.00	40.52%
Line of Duty Act Insurance	1,590.00	1,600.00	99.38%
Legal Services	1,776.37	12,000.00	14.8%
Advertising	40.00	100.00	40.0%
Computer, Internet & Website	600.00	4,700.00	12.77%
Postage	0.00	300.00	0.0%
Telecommunications	969.61	17,000.00	5.7%
General Prop Ins (Vehicles)	4,648.00	5,000.00	92.96%
Mileage Allowance	0.00	200.00	0.0%
Meals and Lodging	760.00	500.00	152.0%
Convention & Education	350.00	3,500.00	10.0%
Misc - Discretionary Fund	0.00	500.00	0.0%
Books Dues & Subscriptions	3,020.00	6,800.00	44.41%
Office Supplies	1,153.47	3,100.00	37.21%
Vehicle Fuels	1,160.77	16,000.00	7.26%
Vehicle Maintenance/Supplies	2,972.71	15,000.00	19.82%
Uniforms & Police Supplies	2,250.08	12,000.00	18.75%
Community Events	1,459.42	1,000.00	145.94%
Mobile Data Computer Netwk Svc	0.00	10,000.00	0.0%
Total 31100 - POLICE DEPARTMENT	117,040.55	715,900.00	16.35%
32100 - FIRE & RESCUE			
Contributions to other Govt Ent	0.00	10,000.00	0.0%
Total 32100 - FIRE & RESCUE	0.00	10,000.00	0.0%
34100 - BUILDING OFFICIAL			
	0.00	50,000.00	0.0%
Total 03 - PUBLIC SAFETY	117,040.55	775,900.00	15.08%
04 - PUBLIC WORKS			
43200 - REFUSE COLLECTION			
Trash Removal Contract	13,986.38	85,000.00	16.46%
Total 43200 - REFUSE COLLECTION	13,986.38	85,000.00	16.46%

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Town of Haymarket
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	General		
	Jul '16 - Jun 17	Budget	% of Budget
43100 - MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	5,225.38	55,000.00	9.5%
Maint Svc Contract-Pest Control	220.00	2,000.00	11.0%
Maint Svc Contract-Landscaping	4,610.00	30,000.00	15.37%
Maint Svc Contract Snow Removal	0.00	4,000.00	0.0%
Maint Svc Cont- Street Cleaning	300.00	10,000.00	3.0%
Electric/Gas Services	2,270.98	15,000.00	15.14%
Electrical Services-Streetlight	616.01	5,500.00	11.2%
Water & Sewer Services	114.70	2,000.00	5.74%
Janitorial Supplies	95.67	1,000.00	9.57%
Real Estate Taxes	657.44	2,500.00	26.3%
Total 43100 - MAINT OF 15000 Wash St./Grounds	14,110.18	127,000.00	11.11%
Total 04 - PUBLIC WORKS	28,096.56	212,000.00	13.25%
07 - PARKS, REC & CULTURAL			
71110 - EVENTS			
Contractual Services	5,565.46	65,000.00	8.56%
Total 71110 - EVENTS	5,565.46	65,000.00	8.56%
72200 - MUSEUM			
Advertising	151.50	750.00	20.2%
Telecommunications	177.80	2,200.00	8.08%
Convention & Education	0.00	500.00	0.0%
Mileage Allowance	0.00	200.00	0.0%
Books, Dues & Subscriptions	143.40	250.00	57.36%
Office Supplies	3.02	250.00	1.21%
Exhibits & Programs	0.00	1,500.00	0.0%
Total 72200 - MUSEUM	475.72	5,650.00	8.42%
Total 07 - PARKS, REC & CULTURAL	6,041.18	70,650.00	8.55%
08 - COMMUNITY DEVELOPMENT			
81100 - PLANNING COMMISSION			
Salaries & Wages - Regular	910.00	5,000.00	18.2%
FICA/Medicare	24.10	500.00	4.82%
Consultants	0.00	50,000.00	0.0%
Mileage Allowance	0.00	500.00	0.0%
Meals & Lodging	0.00	750.00	0.0%
Convention/Education	500.00	2,000.00	25.0%
Total 81100 - PLANNING COMMISSION	1,434.10	58,750.00	2.44%
81110 - ARCHITECTURAL REVIEW BOARD			

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Town of Haymarket
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	General		
	Jul '16 - Jun 17	Budget	% of Budget
Salaries & Wages - Regular	455.00	4,000.00	11.38%
FICA/Medicare	19.51	850.00	2.3%
Mileage Allowance	0.00	200.00	0.0%
Meals & Lodging	0.00	300.00	0.0%
Convention & Education	0.00	500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	474.51	5,850.00	8.11%
 Total 08 · COMMUNITY DEVELOPMENT	 1,908.61	 64,600.00	 2.96%
 09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
General Obligation Bond	171,654.17	186,440.00	92.07%
Total 95100 · DEBT SERVICE	171,654.17	186,440.00	92.07%
 Total 09 · NON-DEPARTMENTAL	 171,654.17	 186,440.00	 92.07%
 94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	74.52		
Total EMPLOYEE BENEFITS	74.52		
 Total 94105 · PERSONNEL	 74.52		
 9610 · General Reserve	 0.00	 30,000.00	 0.0%
94201 · Transfer to Capital Imp. Proj.	0.00	273,360.00	0.0%
Total Expense	433,317.68	2,325,300.00	18.64%
 Net Ordinary Income	 -213,868.15	 -225,000.00	 95.05%
 Other Income/Expense			
Other Income			
99000 · Use of Carry-over surplus	0.00	225,000.00	0.0%
Total Other Income	0.00	225,000.00	0.0%
 Net Other Income	 0.00	 225,000.00	 0.0%
 Net Income	-213,868.15	0.00	100.0%

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CAPITAL BUDGET

8/24/2016

<u>INCOME</u>	<u>To Date</u>	<u>Budget</u>
TOTAL CAPITAL BUDGET		\$638,360.00
Pedestrian Improvement Grant	\$4,080.00	\$350,000.00
Caboose Enhancement Project	\$0.00	\$15,000.00
Transfer from General Fund		\$273,360.00
TOTAL INCOME TO DATE:	\$4,080.00	

<u>EXPENSE</u>	<u>To Date</u>	<u>Budget</u>
TOTAL CAPITAL BUDGET		\$638,360.00
Harrover Master Plan	\$750.00	\$150,000.00
Pedestrian Improvement Plan	\$57,908.00	\$350,000.00
Town Center Master Plan	\$9,764.58	\$123,360.00
Caboose Enhancement Project	\$0.00	\$15,000.00
TOTAL EXPENSES TO DATE:	\$68,422.58	

NET INCOME: -\$64,342.58

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Site Plan Update 9/6/16

Project:	Sheetz Final Site Plan
Received Plans:	6/15/2016
Engineer Review Status:	Comments Returned
Planner Review Status:	Comments Returned
Building Official Status:	N/A
Time Needed to Complete:	Depends on next submission
Last Contact with Applicant/Engineer:	HAM - 8/26/16
Notes:	Also sent to VDOT (comments rec'd), PWCSA (comments rec'd), PWC (Transportation approved, Planning Comments rec'd), Fire Marshal (Comments rec'd), DEQ (comments rec'd)

Project:	Haymarket Village Square Preliminary Plan
Received Plans:	N/A
Engineer Review Status:	1st submission comments returned
Planner Review Status:	1st submission comments returned
Building Official Status:	N/A
Time Needed to Complete:	N/A
Last Contact with Applicant/Engineer:	
Notes:	Waiting for applicant to resubmit, project on hold

Project:	Fairgrounds Rezoning/GDP
Received Plans:	N/A
Engineer Review Status:	2nd submission comments returned
Planner Review Status:	2nd submission comments returned
Building Official Status:	N/A
Time Needed to Complete:	Depends on when plan is resubmitted and if there are additional comments.
Last Contact with Applicant/Engineer:	MS - 6/13/2016 (Meeting)
Notes:	Waiting for applicant to resubmit

Project:	Lincoln Court Grading Plan
Received Plans:	N/A
Engineer Review Status:	1st submission comments returned
Planner Review Status:	1st submission comments returned
Building Official Status:	N/A
Time Needed to Complete:	Depends on when plan is resubmitted and if there are additional comments.
Last Contact with Applicant/Engineer:	
Notes:	Waiting for applicant to resubmit, project on hold

Project:	Haymarket Town Center Preliminary Plan
Received Plans:	N/A
Engineer Review Status:	Approved
Planner Review Status:	Approved
Building Official Status:	N/A
Time Needed to Complete:	6-9 months
Last Contact with Applicant/Engineer:	HAM -8/10/16
Notes:	Preliminary Plan approved 8/1/16, Final Site Plan phase beginning.

Project:	6710 Madison St (Haymarket Charitable Lodge) Preliminary/Final Site Plan
Received Plans:	8/8/2016 and 8/19
Engineer Review Status:	In Review
Planner Review Status:	In Review
Building Official Status:	N/A
Time Needed to Complete:	Up to 45 days
Last Contact with Applicant/Engineer:	HAM 8/8/16
Notes:	Also need VDOT approval or additional comments.

Project:	Robinson's Paradise Rezoning/Preliminary Plan
Received Plans:	N/A
Engineer Review Status:	Approved
Planner Review Status:	Approved
Building Official Status:	N/A
Time Needed to Complete:	N/A
Last Contact with Applicant/Engineer:	
Notes:	Significant comments from Planning Commission, waiting for resubmission due to PC comments.

Project:	Haymarket Baptist Church Final Site Plan Revision - Parking Lot Renovation
Received Plans:	8/17/2016
Engineer Review Status:	In Review
Planner Review Status:	In Review
Building Official Status:	N/A
Time Needed to Complete:	1-2 weeks
Last Contact with Applicant/Engineer:	HAM - 8/18/16
Notes:	HAM meet with engineer, went over comments & engineer resubmitted plans electronically

Project:	Advantage Landscaping RPA Restoration Plan
Received Plans:	6/1/2016
Engineer Review Status:	Comments returned
Planner Review Status:	N/A
Building Official Status:	N/A
Time Needed to Complete:	Depends on when plan is submitted and how complete 2nd submission is.
Last Contact with Applicant/Engineer:	HAM - 8/8/16
Notes:	Working with the applicant to restore RPA and correct zoning violations will be on-going

Project:	A Dog's Day Out Rezoning
Received Plans:	6/2/2016
Engineer Review Status:	N/A
Planner Review Status:	Approved
Building Official Status:	N/A
Time Needed to Complete:	Complete
Last Contact with Applicant/Engineer:	RMS - 7/5/2016 - Attended Town Council Meeting
Notes:	Joint TC / PC hearing July 2016. PC meeting to discuss the application Aug. 31

Project:	Pedestrian Improvement Project
Received Plans:	N/A
Engineer Review Status:	R/W Plan Review Complete
Planner Review Status:	N/A
Building Official Status:	N/A
Time Needed to Complete:	Construction estimated to be complete by end of FY17
Last Contact with Applicant/Engineer:	HAM - 8/19/2016
Notes:	All R/W acquired. Beginning Final Construction Plans/Bid Documents Phase.

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Haymarket Police Department
Monthly Town Council Report
September, 2016



Significant Incidents

NATURE	DATE	LOCATION (BLOCK)	DETAILS
DUI/Refusal Contributing	07/20/2016	Route 15	Traffic stop made after a lookout reference a domestic dispute. 1 adult female arrested for DUI, Refusal and Contributing to the Delinquency
DUI/Refusal Contributing	07/29/2016	15000 Blk Washington	Traffic stop made for speeding resulted in 1 adult female arrest for DUI, Refusal, and Contributing to Delinquency
DIP/Contributing	07/05/2016	15315 Washington Street	1 adult male arrested for Drunk in Public and Contributing to the Delinquency
Possess Marijuana	07/28/2016	Jefferson Street	Traffic stop made for speeding resulted in 1 adult female arrest for Possession of Marijuana
Possess Marijuana	07/05/2016	Jefferson & Fayette	Traffic stop made for equipment violation resulted in 1 adult male arrest for Possession of Marijuana
Possess Marijuana	07/09/2016	Washington Street	Traffic stop made for speeding resulted in 1 adult female arrest for Possession of Marijuana
Drunk In Public	07/11/2016	15201 Washington Street	Officer on patrol checking on suspicious vehicle resulted in 1 adult female arrest for Public Intoxication
Drunk In Public	07/18/2016	15201 Washington Street	Officer on patrol checking on suspicious person resulted in 1 adult male arrest for Public Intoxication
Truck Fire	07/18/2016	I-66 and Route 15	A tractor trailer fire under the bridge resulted in a total closure of Route 15 and E/B I-66 for the entire morning

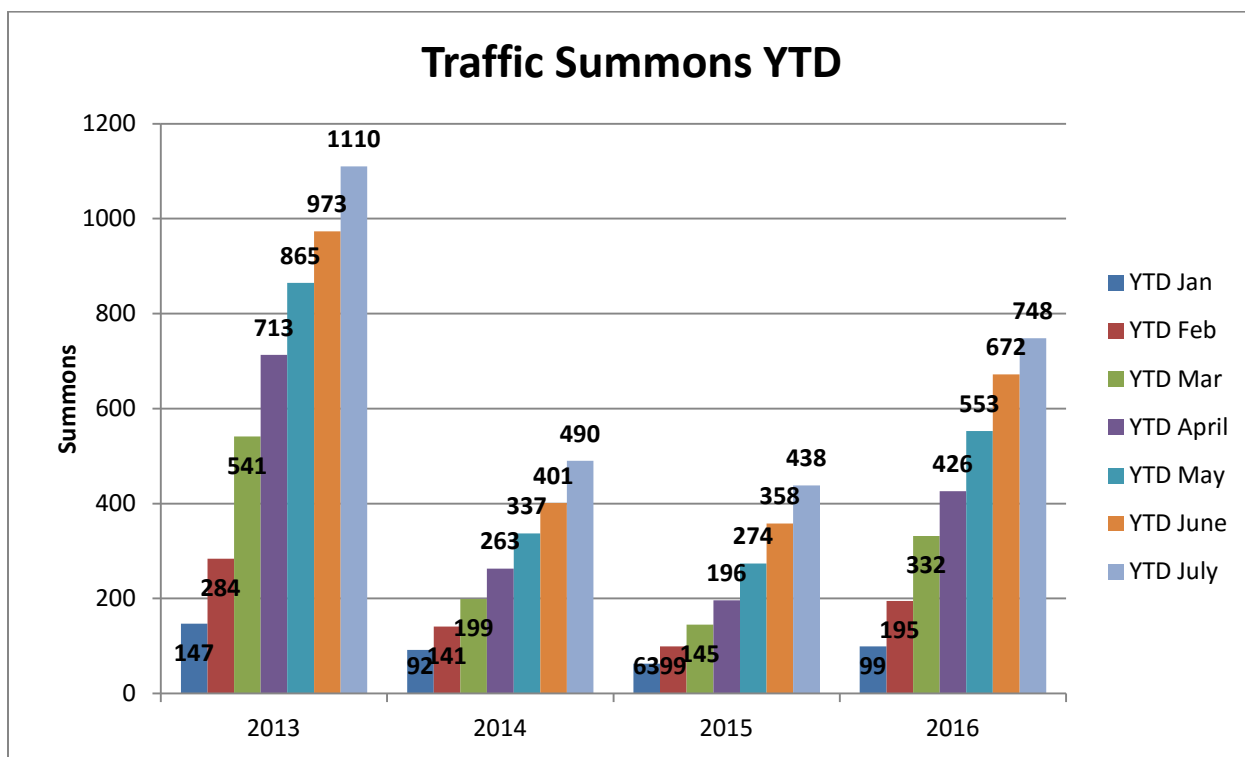
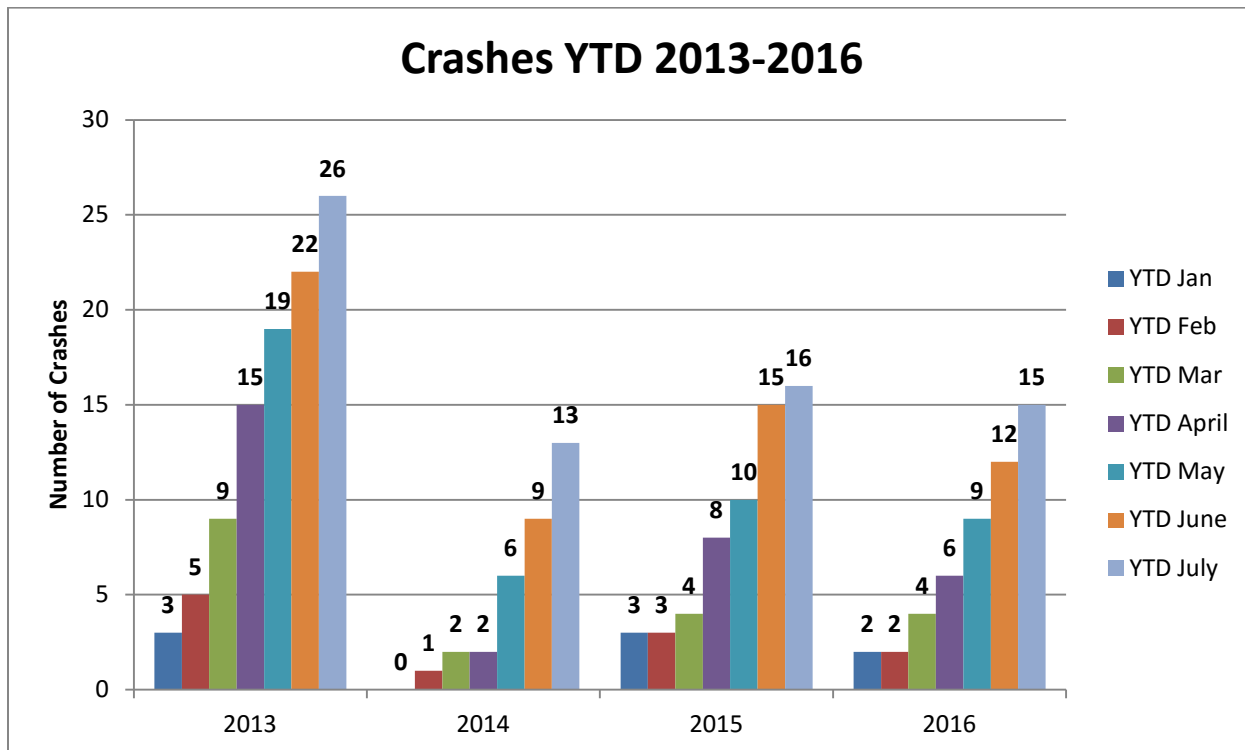
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Haymarket Police Department



Crash/Enforcement YTD

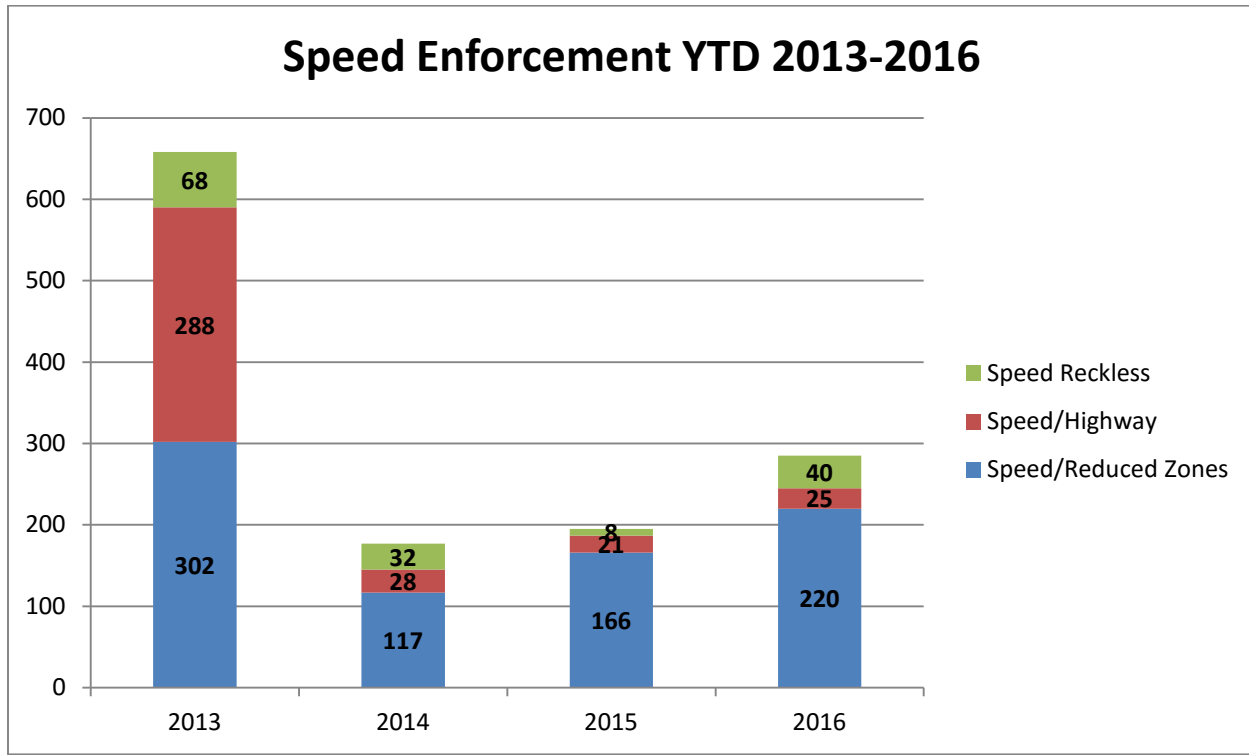


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Haymarket Police Department

Crash/Enforcement YTD



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Haymarket Police Department



Other Issues of Note

Current Initiatives

- Planning continues for Haymarket Day with requests for staffing forwarded to the Prince William County Police, Prince William County Sheriff's Office and the Virginia State Police.



**AN ORDINANCE TO WAIVE MEALS TAX
ON September 17th through 18th, 2016, SET BY SECTION 42-186 OF THE CODE OF ORDINANCES,
TOWN OF HAYMARKET, VIRGINIA (2014), AS AMENDED, RELATING TO FOOD AND BEVERAGES.**

ORDINANCE #2016-006

WHEREAS, The Town of Haymarket wishes to encourage a successful weekend for our local restaurants and vendors associated with Haymarket Day on September 17th, 2016 and throughout the weekend; and

WHEREAS, the Council believes that as we celebrate our history and heritage on one day, we believe our local restaurants and businesses will benefit from a second day of celebration and our hopeful that foot traffic generated on Haymarket Day will return to patronize our restaurants and businesses, thus contributing to the well-being of citizens and the prosperity of Town merchants;

NOW, THEREFORE, in honor of Business Appreciation month the Town Council of Haymarket declares a Meals Tax Free weekend on September 17th and 18th, 2016.

BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in regular session this 8th day of September, 2016, that the Meals Tax is waived solely for the 17th and 18th day of September, 2016.

By Order of Council:

David Leake, Mayor

ATTEST:

Jennifer Preli, Town Clerk

Motioned by:

Seconded by:

Ayes:

Nays:

Absent:

Minutes Acceptance: Minutes of Sep 8, 2016 7:00 PM (Minutes Acceptance)



**SCOPE OF SERVICES
& FEE PROPOSAL**

Prepared for:
TOWN OF HAYMARKET, VIRGINIA
WORK ORDER #1: PLANNING & ZONING ASSISTANCE
TASK #4: CURRENT DEVELOPMENT ON-SITE SUPPORT

August 12, 2016





August 12, 2016

Mr. David Leake
Mayor
15000 Washington Street
Haymarket, VA 20168

**RE: Work Order #1: Planning & Zoning Assistance
Task #4: On-site Current Development Services**

Dear Mr. Leake:

We are pleased to present the associated scope and fee to assist the Town for planning and zoning support services. We understand that the first assignment will be to assume the Planning Department's daily activities two days per week including administration of the zoning and subdivision ordinances, comprehensive plan, and other land use tools as needed. This work order is intended to provide for a multitude of tasks and can be utilized whenever the town may have a need for assistance with planning or zoning related assignments on a subsequent task order basis.

Should you or your staff have any questions related to the scope and associated fee for the first task, please let me know.

Thank you for the opportunity to work with you and your staff to help achieve the Town's goals.

Sincerely,

Darren K. Coffey, AICP
CEO

This serves as notice to The Berkley Group to proceed under the terms and conditions stated herein, the Master Agreement, dated December 17, 2014, and the amended Fee Schedule (attached).

David Leake, Mayor

Date

I. WORK ORDER DESCRIPTION

Assisting the Town of Haymarket with variable planning and zoning tasks as needed.

II. SCOPE OF SERVICES

The Berkley Group will submit individual project scopes for planning tasks requested under this work order. For this task, The Berkley Group will perform on-call staffing services for the TOWN OF HAYMARKET in the capacity of Town Planner/Zoning Administrator.

Berkley Group staff will:

1. Work with the general public and staff answering questions as they pertain to zoning, subdivision and general planning matters.
2. Provide zoning interpretations as required within the corporate limits of the Town of Haymarket and issue a notice of violation when appropriate.
3. Review of site plans, rezonings, subdivisions, etc., for compliance with the Town of Haymarket' Zoning Ordinance, Subdivision Ordinance, and other local and state regulations.
4. Revision of land use applications and forms to more effectively implement Town ordinances, including the new zoning and subdivision ordinances.
5. Staffing, facilitation of Planning Commission meetings. This does not include preparatory work such as developing and overseeing distribution of Commission packets, development of public hearing advertisements, and preparation/editing of meeting minutes. This assumes that there will be one (1) meeting per month.
6. Staffing, facilitation of Architectural Review Board meetings. This does not include preparatory work such as developing and overseeing distribution of Board packets, ensuring notifications are properly advertised, and preparation of meeting minutes. This assumes that there will be up to one (1) meeting per month.
7. Staffing, facilitation of Board of Zoning Appeals meetings (if necessary). This does not include preparatory work such as developing and overseeing distribution of Board packets, ensuring notifications are property advertised and preparation/editing of meeting minutes. This assumes there is the potential to have one (1) meeting per month.
8. Making presentation(s) and report(s) to Town Council, and attending Council meetings, as necessary. Monthly staff reports will be submitted to the Town Manager and Council.
9. Staff will be on-site two days per week to attend meetings, answer citizen questions, prepare for meetings.

Term of Service

These services will be provided to the Town of Haymarket beginning September 7, 2016 for one year minimum commensurate with the terms of the Master Agreement dated December 17, 2014.

Fee

The cost to provide these services will be charged under the cost structure set forth in the Fee Schedule (see attached) for the level of service desired. For this Work Order, that level of service is for 0.4 Full-time Equivalent (FTE) at the Golden Crescent rate until or unless otherwise amended by another task order.

For interim services that may be provided by a firm Principal, mileage will be reimbursed at \$0.54/mile or the rate as approved by the IRS. Overnight stay shall be included at direct cost to the town to accommodate anticipated night meetings and daily workload while on site, if necessary and approved by the town in advance.

Payment will be made to The Berkley Group along with indirect expenses as invoiced on a monthly basis.

**FEE SCHEDULE
CONTRACT STAFF SERVICES**

The Berkley Group presents the following fee schedule related to the above-referenced service contract. This contract contemplates two fee structures possible depending on your locality's needs. These two models are as follows:

(1) The Auxiliary Town Hall (ATH) fee structure is primarily utilized when performing services on-site for assistance with special projects (e.g., project management) or day-to-day activities (e.g., planning technician responsibilities). The ATH model is designed to fluctuate with the level of service a locality requires and is based on full-time equivalents. Work orders will be developed for each role/position/project and approved by Staff prior to initiating any work.

**Auxiliary Town Hall Rate Structure
BASIC SERVICE RATE**

Rates Effective 1/1/2016								
FTE	Hours Per Year	Hours Per Month	Hours Per Week	Rate	Admin Overhead	Total	Golden Crescent Rate*	
0.1	192	16	4	\$ 12,500	\$ 2,500	\$ 15,000	\$ 18,000	
0.2	384	32	8	\$ 19,500	\$ 3,900	\$ 23,400	\$ 28,080	
0.3	576	48	12	\$ 26,500	\$ 5,300	\$ 31,800	\$ 39,360	
0.4	768	64	16	\$ 32,500	\$ 6,500	\$ 39,000	\$ 46,800	
0.5	1040	87	22	\$ 39,000	\$ 7,800	\$ 46,800	\$ 56,160	
0.6	1248	104	26	\$ 45,500	\$ 9,100	\$ 54,600	\$ 65,520	
0.7	1456	121	30	\$ 50,000	\$ 10,000	\$ 60,000	\$ 72,000	
0.8	1664	139	35	\$ 55,500	\$ 11,100	\$ 66,600	\$ 79,920	
1	2080	160	40	\$ 63,000	\$ 12,600	\$ 75,600	\$ 90,720	
1.2	2496	208	52	\$ 70,000	\$ 14,000	\$ 84,000	\$ 100,800	
1.4	2912	243	61	\$ 85,000	\$ 17,000	\$ 102,000	\$ 122,400	
1.6	3328	277	69	\$ 90,000	\$ 18,000	\$ 108,000	\$ 129,600	
1.8	3744	312	78	\$ 117,000	\$ 23,400	\$ 140,400	\$ 168,480	
2	4160	347	87	\$ 130,000	\$ 26,000	\$ 156,000	\$ 187,200	
2.2	4576	381	95	\$ 143,000	\$ 28,600	\$ 171,600	\$ 205,920	
2.4	4992	416	104	\$ 155,000	\$ 31,000	\$ 186,000	\$ 223,200	
2.6	5408	451	113	\$ 167,000	\$ 33,400	\$ 200,400	\$ 240,480	
2.8	5824	485	121	\$ 180,000	\$ 36,000	\$ 216,000	\$ 259,200	
3	6240	520	130	\$ 193,500	\$ 38,700	\$ 232,200	\$ 278,640	

*Golden Crescent Rate is Base Rate x 20% due to cost and salary differentials in that geography. Applies to the area of Virginia incorporating Northern Virginia, Fredericksburg, Richmond, Tidewater along the Interstate 64 corridor and Hampton Roads.

SPECIAL PROJECTS

	Basic Rate	GC Rate
Entry Level Support services for special projects such as zoning or comprehensive plan amendments, procedure modifications, policy development, department evaluation, grant application, small project implementation, etc. (up to 250 hours)	\$ 37,500	\$ 45,000
Mid-Level Intermediate Support services for special projects such as small area plans, CIP or cash proffer development, subdivision ordinance update, small project management, transportation planning, grant management, MS4/stormwater evaluation, etc. (up to 500 hours)	\$ 75,000	\$ 90,000
Full-Service Advanced support services for special projects such as zoning or comprehensive plan updates, historic or overlay district development, grant administration, project management, transportation management, MS4/stormwater management, Public Facilities Manual/Design & Construction Standards updates, etc. (up to 1200 hours)	\$ 98,000	\$ 117,600

*Notes: Special projects may be prorated on a monthly basis.
Special projects listed are for demonstrative purposes.*

(2) The Traditional Model: fee structure is intended to be utilized for special projects, and on an as-needed basis as either a lump sum fee or cost-plus fee, whichever the locality desires. Specific work orders will be developed for each task and approved by the locality prior to initiating any work. The Berkley Group will work closely with staff to develop fee schedules based upon the desired scope of work and availability of funds. The basis for determining project fees will utilize the following schedule:

2016 PERSONNEL RATE SCHEDULE	
Category	Hourly Rate
Principal	\$150.00
Programs Director	\$90.00
Planner	\$75.00
Associate Planner	\$60.00

OSA



Town of Haymarket

15000 Washington Street, Suite 100
P.O. Box 1230
Haymarket, VA 20168
703-753-2800

**SCOPE OF SERVICES
& FEE PROPOSAL**

Prepared for:

**TOWN OF HAYMARKET, VIRGINIA
WORK ORDER #1: PLANNING & ZONING ASSISTANCE**

TUESDAY, DECEMBER 2, 2014





December 2, 2014

Mr. Brian Henshaw
Town Manager
15000 Washington Street
Haymarket, VA 20168

RE: **Work Order #1: Planning & Zoning Assistance**
Task #1: Comprehensive Land Use Diagnostic

11/4 2 DAYS
11/6 Meeting
11/8 Packets

ZONING admin

Dear Mr. Henshaw:

We are pleased to present the associated scope and fee to assist the Town with planning and zoning support services. We understand that the first assignment will be related to a comprehensive diagnostic of the Town's land use tools, including the zoning and subdivision ordinances and comprehensive plan. This work order is intended to provide for a multitude of tasks and can be utilized whenever the Town may have a need for assistance with planning or zoning assignments on a subsequent task order basis.

Should you or your staff have any questions related to the scope and associated fee for the first task, please let me know.

Thank you for the opportunity to work with you and your staff to help achieve the Town's goals.

Sincerely,

Darren K. Coffey, AICP, CZA
Principal

I have reviewed the scope and fee for the associated task order and I hereby give the consultant notice to proceed for the work described herein.

Brian P. Henshaw, Town Manager

12/17/2014

Date

I. WORK ORDER DESCRIPTION

Assisting the Town of Haymarket with variable planning and zoning tasks as needed.

II. SCOPE OF SERVICES

The Berkley Group will submit individual project scopes for planning tasks requested under this work order.

Task 1 – Comprehensive Land Use Diagnostic

This task consists of assessing the Town of Haymarket's Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance.

- We will review the Town's Comprehensive Plan focusing on its content, clarity and intended purpose.
- We will review the Town Zoning Ordinance and the Subdivision Ordinance with specific reference to the capacity of each ordinance to implement the Town's Comprehensive Plan.
- We will analyze and critique the structure, content and focus of the Town's existing zoning and subdivision ordinances. We will also identify actions to take that will strengthen the capacity of the respective ordinances to effectively and efficiently implement the Comprehensive Plan.
- Finally, we will assess the clarity, completeness, and ease of use associated with the Town's comprehensive plan, zoning ordinance and subdivision ordinance and will, where appropriate, recommend remedial actions.

III. SCHEDULE

A comprehensive land use diagnostic with a complete final report will be performed by March 1, 2015 with Notice to Proceed prior to December 5, 2014.

IV. FEE

The cost to perform these services is as follows:

<i>Task</i>	<i>Hours</i>	<i>Rate</i>	<i>Total</i>
Review of existing land use tools (Comp Plan, Z.O., S.O.)	8		\$ 1,200
Comprehensive Plan Evaluation	12	\$ 150	\$ 1,800
Zoning Ordinance Assessment	16		\$ 2,400
Subdivision Ordinance Assessment	8		\$ 1,200
Final Report	16		\$ 2,400
Non-direct costs			\$ 500
		TOTAL FEE	\$ 9,500

**FEE SCHEDULE
CONTRACT STAFF SERVICES**

The Berkley Group presents the following fee schedule related to the above-referenced service contract. This contract contemplates two fee structures possible depending on your locality's needs. These two models are as follows:

(1) The Auxiliary Town Hall (ATH) fee structure is primarily utilized when performing services on-site for assistance with special projects (e.g., project management) or day-to-day activities (e.g., planning technician responsibilities). The ATH model is designed to fluctuate with the level of service a locality requires and is based on full-time equivalents. Work orders will be developed for each role/position/project and approved by Staff prior to initiating any work.

**Auxiliary Town Hall Rate Structure
BASIC SERVICE RATE**

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0.3	624	52	13	\$ 29,500	\$ 5,900	\$ 35,400	\$ 42,480	
0.4	832	69	16	\$ 32,500	\$ 6,500	\$ 39,000	\$ 46,800	4
0.5	1040	87	22	\$ 39,000	\$ 7,800	\$ 46,800	\$ 56,160	5
0.6	1248	104	26	\$ 45,500	\$ 9,100	\$ 54,600	\$ 65,520	6
0.7	1456	121	30	\$ 50,000	\$ 10,000	\$ 60,000	\$ 72,000	7
0.8	1664	139	35	\$ 55,500	\$ 11,100	\$ 66,600	\$ 79,920	8
1	2080	160	40	\$ 63,000	\$ 12,600	\$ 75,600	\$ 90,720	
1.2	2496	208	52	\$ 70,000	\$ 14,000	\$ 84,000	\$ 100,800	
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2016 PERSONNEL RATE SCHEDULE	
Category	Hourly Rate
Principal	\$150.00
Programs Director	\$90.00
Planner	\$75.00
Associate Planner	\$60.00

Auxiliary Town Hall Agreement

AUX 14-003: TOH

**AGREEMENT BETWEEN
THE BERKLEY GROUP AND
THE TOWN OF HAYMARKET FOR
AUXILIARY TOWN HALL SERVICES**

This Agreement entered into on 12/17/2014, by and between The Berkley Group, LLC, a limited liability corporation organized under the laws of the Commonwealth of Virginia, having offices at 2106 Mt. Crawford Avenue, Bridgewater, Virginia 22812 (Federal EIN # 27-3021021), and hereafter called "The Berkley Group", and the Town of Haymarket, a political subdivision of the Commonwealth of Virginia, having its administrative office at 15000 Washington Street, Suite 100, Haymarket, VA 20169, Virginia, and hereafter called "the Client".

WITNESSETH:

WHEREAS, the Client desires to retain the services of The Berkley Group to perform Auxiliary (Aux) Town Hall/contract staff services, and

WHEREAS, The Berkley Group desires to provide the Client with such services as authorized by the Client, and represents that it is organized and authorized to conduct business within the Commonwealth of Virginia,

NOW, THEREFORE, the parties do mutually agree as follows:

SECTION 1. STATEMENT/SCOPE OF WORK.

- A. The Berkley Group will provide services to Client once issued individual Work Orders constituting the Scope of Services ("Scope of Services"/"Services") as set forth in this Agreement. Work may be performed either off-site by lump sum, not to exceed task orders, or may be performed as on-site contract staff services based on full-time equivalent (FTE) rates as set forth in the Fee Schedule. This determination is at the Town's discretion.
- B. The Berkley Group will use both its staff and Subcontractors to provide the Services to Client.
- C. The Berkley Group and its Subcontractors are and shall remain independent contractors in performing the Services under this Agreement.

SECTION 2. COMPENSATION, METHOD OF PAYMENT, TIME OF PERFORMANCE AND TERMINATION.

- A. **Compensation.** Client shall compensate The Berkley Group for the Services performed based upon the terms described within the individual work orders as approved by Client. ("Compensation").

The Berkley Group on-site work hours required by the Client may be 12% above or below the base service level set forth in the Scope of Services per payment period without triggering an adjustment to the Compensation.

Auxiliary Town Hall Agreement

AUX 14-003: TOH

- B. **Payment to The Berkley Group.** Client shall pay The Berkley Group for the Services performed as set forth in the payment schedule for each Work Order.
- C. **Time of Performance.** The Berkley Group shall commence performance of the Services on 12/17/2014 and shall continue such performance through 12/17/2015 ("Term"). The Term shall automatically renew each year for up to five (5) years, and may thereafter be extended for additional periods by written agreement of the parties pursuant to Section 6 of this Agreement, but shall remain subject to termination for non-appropriation of funding.
- D. **Termination for Convenience.** Either the Client or The Berkley Group may terminate this Agreement at anytime, by giving written notice to the other party of such termination and specifying the effective date thereof, at least 15 days before such effective date.
- (1) In the event of termination, all finished and unfinished documents and other materials produced by The Berkley Group specifically for the Client shall become the property of the Client.
 - (2) In the event of termination, The Berkley Group shall be paid for the Services performed prior to the effective date of termination. Upon request, The Berkley Group will provide the Client with documentation of the Services performed prior to the effective date of termination.
 - (3) Termination for non-appropriation by the Client shall be made pursuant to this section.
- E. **Termination for Default [Breach or Cause].** The Client or The Berkley Group may terminate this Agreement for default for failure to comply with the terms of this Agreement by giving a written notice to the other party of such termination specifying the effective date thereof, at least 15 days before such effective date. The notice shall set forth the nature of the default of the Agreement.
- (1) In the event of termination by the Client, The Berkley Group shall be paid for Services performed up to the effective date of termination in accordance with the manner of performance set forth in the Agreement. If it is later determined that The Berkley Group had an excusable reason for not performing such as natural disasters or other events which are beyond the control of The Berkley Group, the Parties may agree for The Berkley Group to continue to provide the Services.
 - (2) After receipt of written notice from the Client setting forth the nature of said breach or default, The Berkley Group may request, and the Client may agree, to provide The Berkley Group time to remedy any breach or default to the satisfaction of Client. If the Client does not agree to allow The Berkley Group to remedy the default, The Berkley Group shall immediately cease providing Services.

Auxiliary Town Hall Agreement

AUX 14-003: TOH

SECTION 3. RESPONSIBILITIES OF THE BERKLEY GROUP.

- A. The Berkley Group agrees to use the records and information gathered or otherwise used pursuant to this Agreement for the advancement of the interests of Client, and as further provided in Section 5.D. of this Agreement.
- B. The Berkley Group will not substitute staff or Subcontractors assigned to this Agreement without the prior written consent of Client.
- D. The Berkley Group will provide all services under this Agreement in a manner consistent with applicable laws, professional standards and its best efforts.
- E. The Berkley Group, its staff and Subcontractors shall comply with Client's standards for acceptable workplace conduct and safety, and shall all times conduct themselves in a professional manner.
- F. The Berkley Group and its Subcontractors shall maintain commercial general liability insurance to cover their actions or omissions. Upon request, shall provide the Client with evidence of such insurance.
- G. The Berkley Group shall perform in accordance with, and shall not violate, applicable laws, rules or regulations, and standards prevailing in the industry and The Berkley Group shall obtain all permits or permissions required to comply with such laws, rules or regulations.

SECTION 4. RESPONSIBILITIES OF THE CLIENT.

- A. Without charge to The Berkley Group, Client agrees to provide all policies, information, communications, records, data, information and forms which are available to the Client and needed by The Berkley Group in order to perform the Services.
- B. The Client shall provide appropriate office space, desk, phone, computer, internet access, e-mail account, paper, access to copy machines, and other reasonably necessary office equipment, supplies or facilities for The Berkley Group during the time that The Berkley Group is on site.
- C. The Client shall defend The Berkley Group and its respective staff for on-site contract staffing service assignments in any legal proceedings by a third party arising out of the performance of duties on behalf of the Client.
- D. The Client shall communicate any concerns about The Berkley Group staff or Subcontractor performance to The Berkley Group representative set forth in Section 5, unless otherwise specifically set forth within the Scope of Services.
- E. The Client agrees not to hire staff of The Berkley Group as Client's own employee during the Term of this Agreement, and for six (6) months following termination of this Agreement.

Auxiliary Town Hall Agreement

AUX 14-003: TOH

SECTION 5. ADMINISTRATION OF THE AGREEMENT.

A. All notices and communications with respect to the terms of this Agreement and the performance of the Services shall be through the Party Representatives. The Party Representatives are:

Client's representative shall be:

Brian P. Henshaw

Town Manager

Title

703-753-2600

Phone Number

bhenshaw@townofhaymarketva.org

email

The Berkley Group's representative shall be:

Darren K. Coffey

Principal

Title

434-981-2026

Phone Number

darrcn@theberkleygroupllc.com

email

B. ***Incorporated Provisions.*** This Agreement shall be performed in accordance with the applicable, required contractual provisions set forth in the Client's purchasing or procurement regulations, and the Virginia Public Procurement Act, §§ 2.2-4300, *et seq.*, VA Code Ann., in effect at the time of this Agreement, pertaining to non-discrimination § 2.2-4310 and - 4311, compliance with immigration laws § 2.2-4311.1, drug-free workplace § 2.2-4312, which provisions are incorporated herein by reference.

C. ***Contractual.*** Disputes with respect to this Agreement shall be governed by § 2.2-4363 VA Code Ann. or similar provision in Client's purchasing or procurement regulations.

D. ***Ownership and Status of Documents.***

(1) All documents prepared by The Berkley Group specifically for the Client shall become the property of the Client upon completion of Services, or the earlier termination of this Agreement. The Berkley Group shall have the right to retain appropriate copies of all such documents for its records upon client' approval, and to reuse any template documents which it prepared for the Client. All materials, including without limitation, documents, drawings, drafts, notes, designs, computer media, electronic files and lists, including all additions to, deletions

from, alterations of, and revisions in the foregoing (together the "Materials"), which are furnished to The Berkley Group by Client or which are development in the process of performing the Services, or embody or relate to the Services, the Client Information or the Innovations (as defined below), are the property of Client, and shall be returned by The Berkley Group to Client promptly at Client's request together with any copies thereof, and in any event promptly upon expiration or termination of this Agreement for any reason.

- (2) Records prepared by The Berkley Group specifically for the Client shall be kept confidential by The Berkley Group until released or approved for release by the Client. The Berkley Group will cooperate with the Client in complying with the requirements of § 2.2-4342 VA Code Ann. and any requirements of the Virginia Freedom of Information Act applicable to such records.
- (3) The Berkley Group shall maintain financial records, supporting documents, statistical records, and other records pertinent to this Agreement for three (3) years from the date of final payment, and make those records available to the Client upon written request.

SECTION 6. CHANGES TO AGREEMENT.

- A. Any modification or change to this Agreement must be set forth in a written Addendum to this Agreement and signed by authorized representatives of both parties.
- B. The parties hereto may, from time to time, propose changes in the attached Scope of services or in The Berkley Group's performance requirements. Such changes must be mutually agreed upon by the parties in writing, signed by the authorized representatives of both parties.

SECTION 7. MISCELLANEOUS PROVISIONS.

- A. Protection of Confidential Information. The Berkley Group agrees that at all times during or subsequent to the performance of the Services, The Berkley Group will keep confidential and not divulge, communicate, or use Client's Information, except for The Berkley Group's own use during the Term of this Agreement to the extent necessary to perform the Services. The Berkley Group further agrees not to cause the transmission, removal or transport of tangible embodiments of, or electronic files containing, Client's Information from Client's principal place of business, without prior written approval of Client.
- B. Severability. If any provision of this Agreement shall be found invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to reasonably effect the intent of the parties.
- C. Liability. The Client shall not be liable for injury or death occurring to The Berkley Group or any of its employees or other assistants in the course of performing this Agreement unless

Auxiliary Town Hall Agreement

AUX 14-003: TOH

the harm or death is caused by the Client's gross negligence.

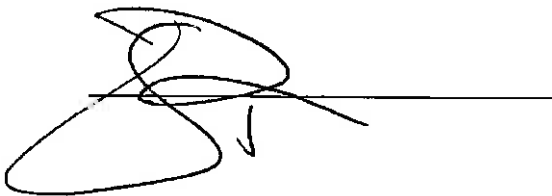
- D. Hold Harmless. The Berkley Group hereby indemnifies and holds harmless the Client, its subsidiaries, and affiliates, and their officers and employees, from any damages, claims, liabilities, and costs, including reasonable attorney's fees, or losses of any kind or nature whatsoever ("Loss") which may in any way arise from the Services performed by The Berkley Group hereunder, the work of employees of The Berkley Group while performing the Services of The Berkley Group hereunder, or any breach or alleged breach by The Berkley Group of this Agreement, including the warranties set forth herein. The Client shall retain control over the defense of, and any resolution or settlement relating to, such Loss. The Berkley Group will cooperate with the Client and provide reasonable assistance in defending any such claim.

- E. Taxes. The Client shall not be liable for taxes, Worker's Compensation, unemployment insurance, employers' liability, employer's FICA, social security, withholding tax, or other taxes or withholding for or on behalf of The Berkley Group or any other person consulted or employed by The Berkley Group in performing Services under this Agreement. All such costs shall be The Berkley Group's responsibility.

The Berkley Group and Client hereby agree to the terms of this Agreement by signing below.

ATTEST:

TOWN OF HAYMARKET



Brian P. Henderson
Town Manager

Date: 12/17/2014

ATTEST:

THE BERKLEY GROUP

Tax ID # 27-3021021



Danien K. Coffey
Principal

Date: _____

**HAYMARKET FEE SCHEDULE
CONTRACT STAFF SERVICES**

The Berkley Group presents the following fee schedule related to the above-referenced service contract. This contract contemplates two fee structures possible depending on the Town's needs. These two models are as follows:

- (1) The *Auxiliary Town Hall (ATH)* fee structure is primarily utilized when performing services on-site for assistance with day-to-day activities (e.g., planning tasks), or in limited situations special projects that require an on-site presence. The ATH model is designed to fluctuate with the level of service the Town requires and is based on full-time equivalents. Work orders will be developed for each role/position/project and approved by Town staff prior to initiating any work.

TOWN OF HAYMARKET BASIS FOR FEE DETERMINATION 2014 AUXILIARY TOWN HALL (ATH) RATE SCHEDULE				
<i>Full-Time Equivalent (FTE)</i>	<i>0.2</i>	<i>0.4</i>	<i>0.6</i>	<i>0.8</i>
Hours per Year	416	832	1248	1664
Days per year	52	104	156	208
Days per month	4.0	8.0	12.0	16.0
Days per week	1.0	2.0	3.0	4.0
Annual Rate	\$ 19,500	\$ 32,500	\$ 45,500	\$ 55,500
Admin Overhead @ 20%	\$ 3,900	\$ 6,500	\$ 9,100	\$ 11,100
Total	\$ 23,400	\$ 39,000	\$ 54,600	\$ 66,600
Hourly Rate	\$ 56.25	\$ 46.88	\$ 43.75	\$ 40.02

*Rates may be adjusted on an annual basis.

- (2) The *Traditional Model* fee structure is intended to be utilized primarily for off-site support for special projects, and on an as-needed basis as either a lump sum fee or cost-plus fee, whichever the Town desires. Specific work orders will be developed for each task and approved by the Town prior to initiating any work. The Berkley Group will work closely with staff to develop fee schedules based upon the desired scope of work and availability of funds. The basis for determining project fees will utilize the following schedule:

2014 PERSONNEL RATE SCHEDULE	
<i>Category</i>	<i>Hourly Rate</i>
Principal	\$ 150.00
Program Manager	\$ 90.00
Planner	\$ 75.00
Associate Planner	\$ 60.00



**PROCLAIM – SEPTEMBER, 2016 – BLOOD CANCER AWARENESS MONTH
AND
SEPTEMBER 15, 2016 – LYMPHOMA AWARENESS DAY**

WHEREAS, Lymphoma is the most common form of blood cancer and the third most common childhood cancer; and

WHEREAS, More than 81,000 new cases of lymphoma are diagnosed each year in the United States, including 1,900 in the Commonwealth of Virginia, together with the Town of Haymarket; and

WHEREAS, A cure for lymphoma can only be realized through advanced cancer research; and

WHEREAS, Awareness and education are powerful tools in the race to find a cure for lymphoma; and

WHEREAS, The health and vitality of the people of the Commonwealth of Virginia and the Town of Haymarket are significantly enhanced by local efforts to increase communication and education pertaining to lymphoma and blood cancers; and

WHEREAS, In February 2016, the General Assembly designated September, in 2016 and in each succeeding year, Blood Cancer Awareness Month in Virginia and September 15, in 2016 and in each succeeding year, Lymphoma Awareness Day in Virginia to help to raise general awareness of the disease and provide hope to all those affected by a lymphoma diagnosis;

NOW, THEREFORE, BE IT RESOLVED that the Town of Haymarket, Virginia does hereby proclaim September as Blood Cancer Awareness Month and September 15 as Lymphoma Awareness Day, and urges all citizens to support the efforts and activities of the Lymphoma Research Foundation to bring awareness and education in the race to finding a cure for lymphoma during the month of September and throughout the year.

Ayes:

Nays:

Absent:

Mayor David Leake

ATTEST:

Jennifer Preli, Town Clerk

Minutes Acceptance: Minutes of Sep 8, 2016 7:00 PM (Minutes Acceptance)



Business Appreciation Month

WHEREAS, the business community of the Town of Haymarket is crucial to the Town economic health; and

WHEREAS, the revenue generated by the business community allows the Town to provide services that positively affect the quality of life for its residents; and

WHEREAS, the jobs created by the business community support the quality of life that Haymarket residents enjoy; and

WHEREAS, the business community provides valuable support that fosters and encourages public-private partnerships through institutions such as the Haymarket-Gainesville Business Association, the Prince William County Chamber of Commerce, the many public and private schools in the community, and other; and

WHEREAS, the Town values its existing business community and commits to making every effort to retain that strong economic base; and

WHEREAS, the Town Council recognizes and appreciates the dedication, innovation and entrepreneurial spirit displayed by our local businesses.

NOW, THEREFORE, BE IT PROCLAIMED that Council of the Haymarket, Virginia hereby proclaims September 2016 as Business Appreciation Month in Haymarket, Virginia.

INTRODUCED AND PASSED by the Council of the Town of Haymarket, Virginia at the Regular Meeting on the Eighth Day of September, 2016.

David M. Leake, Mayor

Attest:

Jennifer Preli, Town Clerk

Minutes Acceptance: Minutes of Sep 8, 2016 7:00 PM (Minutes Acceptance)



INTEROFFICE MEMORANDUM

TO: FILES

FROM: MARCHANT SCHNEIDER, TOWN PLANNER

SUBJECT: HAYMARKET BAPTIST CHURCH FINAL SITE PLAN REVISION- PARKING LOT
RENOVATION - RECOMMENDATION FOR APPROVAL

DATE: 8/29/2016

CC: STAFF

I have reviewed the .pdf submission for the Haymarket Baptist Church Final Site Plan Revision – Parking Lot Renovation received via dropbox 8/17/16, dated December 14, 2015 and sealed August 17, 2016.

I have no additional comments and recommend approval of the Haymarket Baptist Church Final Site Plan Revision – Parking Lot Renovation.

Minutes Acceptance: Minutes of Sep 8, 2016 7:00 PM (Minutes Acceptance)



TO: MARCHANT SCHNEIDER

FROM: HOLLY MONTAGUE, PE

SUBJECT: HAYMARKET BAPTIST CHURCH FINAL SITE PLAN REVISION- PARKING LOT
RENOVATION - RECOMMENDATION FOR APPROVAL

DATE: 8/26/2016

CC: STAFF

Per your request, I have reviewed the .pdf submission for the Haymarket Baptist Church Final Site Plan Revision – Parking Lot Renovation received via dropbox 8/17/16. I used the Haymarket Ordinances, Final Site Plan Requirements, Haymarket Code Section 58-506(3), Prince William County standards and VDOT standards in order to review this final site plan revision.

I have no additional comments and recommend approval of the Haymarket Baptist Church Final Site Plan Revision – Parking Lot Renovation.

Minutes Acceptance: Minutes of Sep 8, 2016 7:00 PM (Minutes Acceptance)

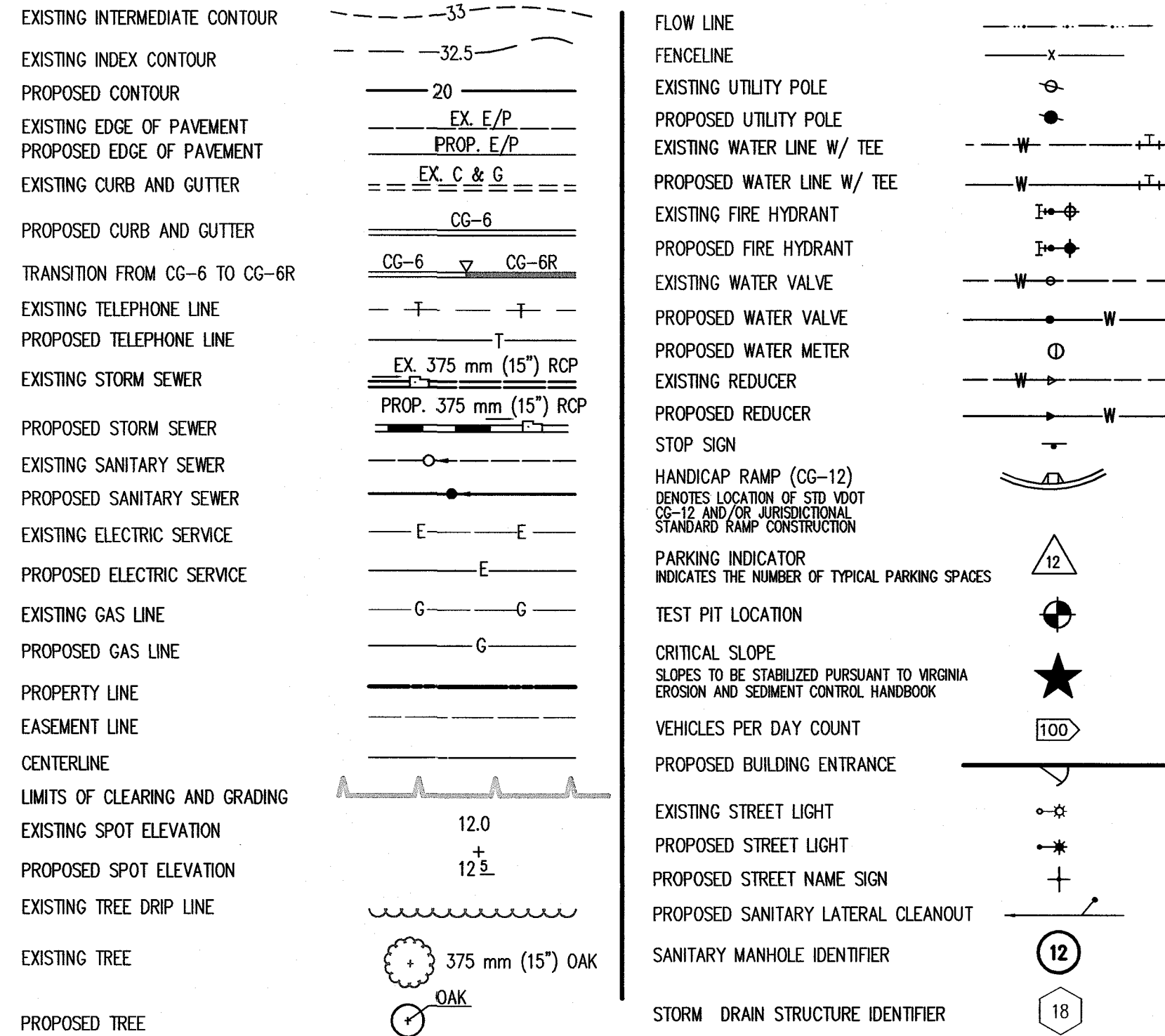
GENERAL NOTES

LEGEND

SURVEY AND TOPOGRAPHIC INFORMATION

- This site has been addressed by the Prince William County Mapping Office as: **14800 WASHINGTON STREET** (addresses for subdivision lots shall appear on the approved plat for recordation).
- Addresses assigned are for the layout of individual businesses or dwelling units and are for exterior doors as shown on this plan only. Any deviation in design or layout will require that a revised plan be submitted to the Office of Mapping for re-addressing. It is the responsibility of the developer to inform the Town of Haymarket of Mapping before a change in layout occurs and to submit complete and accurate information for re-addressing. Town of Haymarket does not assume any responsibility where re-addressing is required even though tenants have already occupied a portion of the building.
- Methods and materials used in the construction of the improvements herein shall conform to the current Town construction standards and specifications and/or current VDOT standards and specifications.
- The contractor or developer is required to notify the Town of Haymarket Department of Public Works in writing three (3) days prior to the beginning of the construction and specifically request inspection before beginning ---
 - Installation of approved erosion control devices.
 - Clearing and Grading
 - Subgrade excavation.
 - Installing storm sewers or culverts.
 - Setting curb and gutter forms.
 - Placing curb and gutter.
 - Placing other concrete.
 - Placing gravel base.
 - Placing any bituminous surfacing.
 - Installing water mains outside the Service Authority's boundaries.
 - Installing sanitary sewer outside the Service Authority's boundaries.
- Measures to control erosion and siltation, including detention ponds serving as silt basins during construction, must be provided prior to issuance of the site development permit. The approval of these plans in no way relieves the developer or his agent of the responsibilities contained in the Virginia Erosion and Sediment Control Handbook.
- A permit must be obtained from the Office of the Resident Engineer, Virginia Department of Transportation (VDOT) Town of Haymarket, prior to construction in existing State right-of-way, 366-1900.
- Approval of this plan does not guarantee issuance of an entrance permit by VDOT when such permit is required under State law.
- The exact location of all guard rails will be determined by VDOT personnel. "A joint inspection will be held with the Developer, County Representatives, and Representatives of the Virginia Department of Transportation (VDOT) to determine if and where guard rail and/or paved ditches will be needed. The developer will be responsible for providing guardrail and paved ditches as determined by this joint inspection." Refer to Virginia Department of Transportation (VDOT) Guard Rail and Paved Ditch Specifications.
- An approved set of plans and all applicable permits must be available at the construction site. Also, a representative of the developer must be available at all times.
- Warning signs, markers, barricades or flagmen should be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).
- All unsuitable material shall be removed from the construction limits of the roadway before placing embankment.
- All pavement sections on the approved plans are based on a minimum CBR value of 10. CBR tests are to be performed by the engineer and submitted to the Town of Haymarket Planning Office for review prior to placement of base material. CBR values less than 10 will require submittal of revised pavement section.
- All roadside ditches at grades of more than 5% shall be paved with cement concrete to the limits indicated on the plans and as required at the field inspection.
- All springs shall be capped and piped to the nearest storm sewer manholes or curb inlet. The pipe shall be minimum 150 mm (6") diameter and conform to VDOT standard SB-1.
- All standard street name signs, traffic control devices, and street lights shall be installed by the developer when the first building unit is occupied.
- Construction debris shall be containerized in accordance with the Virginia Litter Control Act; no less than one litter receptacle shall be provided at the construction site.
- The contractor shall provide adequate means of cleaning mud from trucks and/or other equipment prior to entering public streets, and it is the contractor's responsibility to clean streets, alley dust, and to take whatever measures are necessary to insure that the streets are maintained in a clean, mud and dust free condition at all times.
- * Notification shall be given to the appropriate utility company (Service Authority, Virginia-American Water Company, or Dale Service Corporation) prior to construction of water and/or sanitary sewer lines. Information should also be obtained from the appropriate authority concerning permits, cut sheets, and connections to existing lines.
- All sanitary sewers and water mains and appurtenances shall be constructed in accordance with the current standards and specifications of Town of Haymarket and/or the Service Authority.
- The developer and/or contractor shall be responsible to supply all utility companies with copies of plans that have been approved by Town of Haymarket and advising them that all grading shall conform to the approved plans, and further that the utility companies shall be responsible for honoring these plans and the finished grades in the installation of their utility lines.
- Contractors shall notify operators who maintain underground utility lines in the area of proposed excavating or blasting at least two (2) working days, but not more than ten (10) working days, prior to commencement of excavation or demolition. Names and telephone numbers of the operators underground utility lines in Town of Haymarket appear below. These numbers shall also be used to serve in an emergency condition.

Washington Gas Light Co.	Service Authority	335-7900
Virginia Power Co.	Northern Virginia Electric Co-op	(After hours-Emergency 335-7990)
Columbia Gas of Virginia	MISS UTILITY 1-800-257-7777	
Continental Telephone of VA	Virginia-American Water	491-2136
Colonial Pipeline Co.	Dale Service Corporation	494-4161
Transcontinental Gas Pipe Line Corp.		

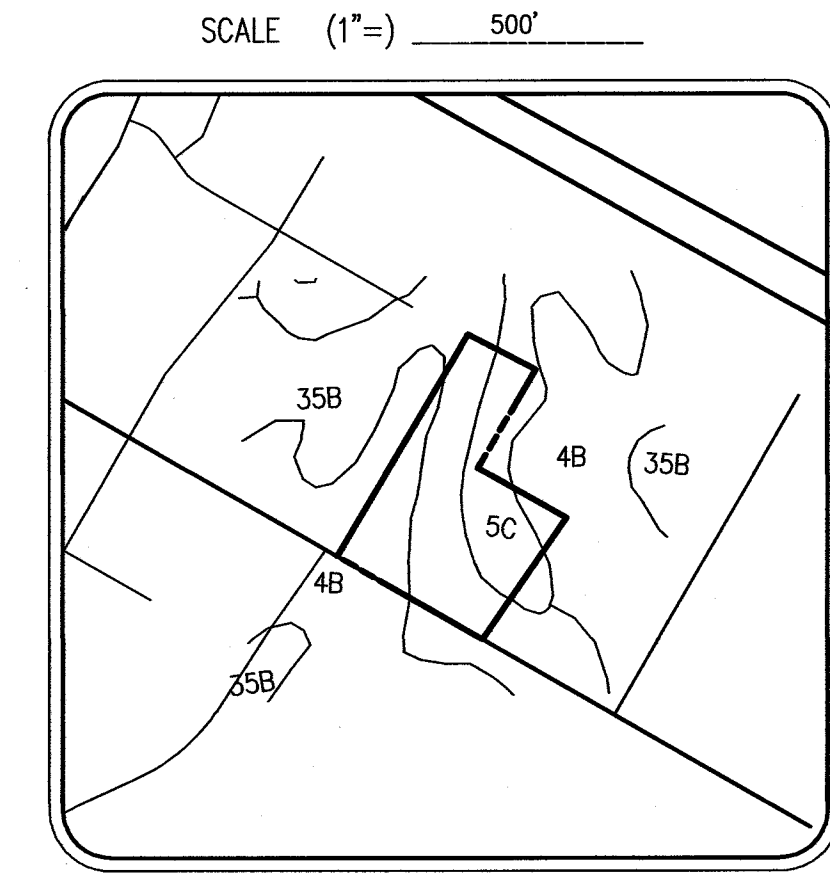


- Horizontal and vertical control surveys were performed by ROSS, FRANCE & RATLIFF, LTD. in 2006 (Year)
- All elevations must be referenced to the National Geodetic Vertical Datum of 1988 (NGVD).
- Source of topographic mapping is ROSS, FRANCE & RATLIFF, LTD. dated 2006
- Boundary survey was performed by ROSS, FRANCE & RATLIFF, LTD. dated 2006
- The application of the professional's seal and signature as required by Section 1.14 of the STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS AND CERTIFIED LANDSCAPE ARCHITECTS RULES AND REGULATIONS shall be evidence that the boundary data is correct to the best of the land surveyor's knowledge, and complies with the minimum standards and procedures of the said Board; the topographic information is accurate to within one-half of the contour interval, as shown. Application of the seal and signature indicates acceptance of responsibility for the work shown hereon.

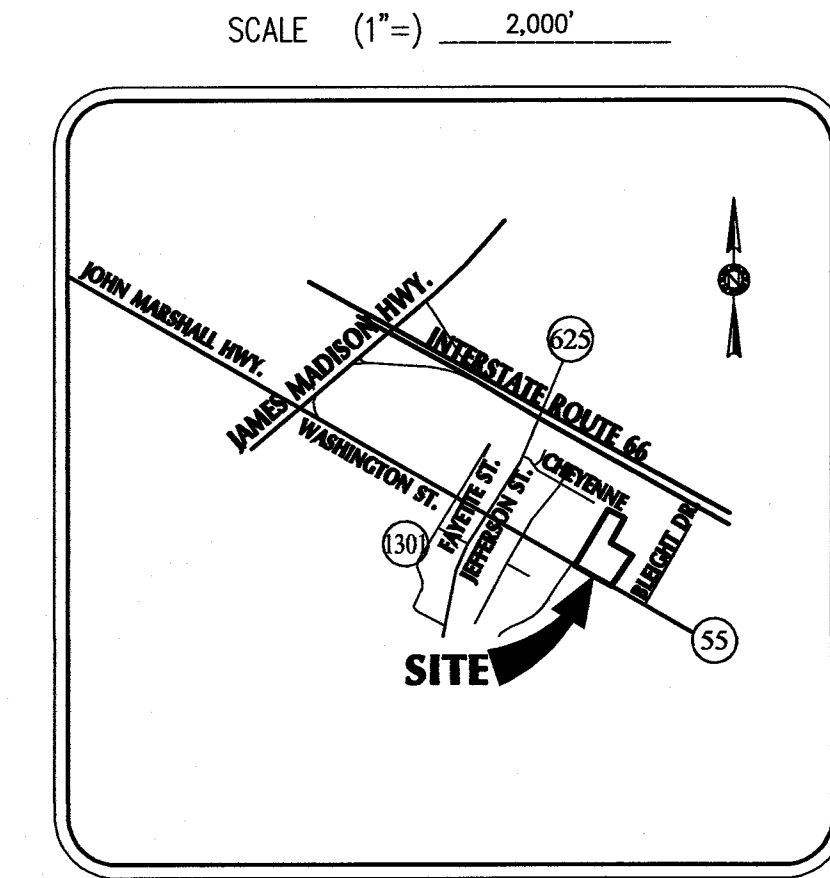
REVIEWED BY: _____ APPROVED BY: _____

This plan has been reviewed and has been found to be in general conformance with the requirements of Town of Haymarket. The developer is hereby authorized to obtain all necessary land development permits, subject to all designs, procedures, materials and workmanship being in compliance with lawful requirements, if not bonded or permitted (if applicable) within five (5) years of the authorized date or lawfully extended, this authorization will expire. A valid agreement and bond with Town of Haymarket must be maintained to assure plan and permit validity.

SOILS MAP



VICINITY MAP



SOILS DATA

SOIL #	SOIL NAME	SURFACE RUNOFF	EROSION HAZARD	DEPTH TO BEDROCK	SHRINK-SWELL	FLOODING	SLOPES	CATEGORY
4B	ARCOLA SILT LOAM	MEDIUM	SEVERE	20-40" SOFT	LOW	NONE	2-7%	II
5C	ARCOLA-NESTORIA COMPLEX	RAPID	SEVERE	10-20" SOFT	LOW	NONE	7-15%	II
35B	MANASSAS SILT LOAM	SLOW-MED.	MODERATE	MORE THAN 60"	LOW	RARE	2-7%	III

SHEET INDEX

- COVER SHEET
- STANDARD EROSION CONTROL DETAILS/NOTES
- SITE PLAN & GENERAL NOTES
- APPROVED WAIVER, ZONING DETERMINATION LETTER & UNIT PRICE LIST
- PHASE I & II EROSION & SEDIMENT CONTROL PLAN
- BMP PLAN & VRRM WORK SHEET
- POLLUTION PREVENTION PLAN DETAIL SHEET

- NO HISTORIC SITES OR CEMETERIES ARE KNOWN TO EXIST WITHIN THE PROJECT LIMITS SHOWN ON THIS PLAN.
- THE DEVELOPER/BUILDER SHALL CONTACT THE PRINCE WILLIAM COUNTY SERVICE AUTHORITY TO DISCUSS UTILITY PERMIT REQUIREMENTS FOR INSTALLATION OF WATER AND SANITARY SEWER AVAILABILITY PRIOR TO ISSUANCE OF A BUILDING PERMIT. PERMIT REQUIREMENTS FOR INSTALLATION OF WATER AND SEWER MAINS AND CERTIFICATION OF WATER AND SANITARY SEWER AVAILABILITY PRIOR TO ISSUANCE OF A BUILDING PERMIT.

DESIGNATED PLANS EXAMINER CERTIFICATE

1ST SUBMISSION REVIEWED AND RECOMMENDED FOR SUBMISSION

DESIGNATED PLANS EXAMINER _____ REG. NUMBER _____ DATE _____

2ND SUBMISSION REVIEWED AND RECOMMENDED FOR SUBMISSION

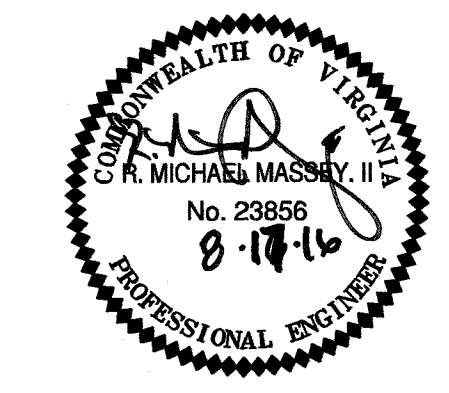
DESIGNATED PLANS EXAMINER _____ REG. NUMBER _____ DATE _____

REVISIONS

DATE	DESIGNER	NO.	DESCRIPTION
12/14/15	TD	1	PARKING RENOVATION

BOND ESTIMATE

ITEM	TOWN BOND	VDOT BOND
TOTAL CONSTRUCTION COST		-
ADMINISTRATIVE COST (15%) (50,000 MAX)		-
INFLATION COST (3%)		-
TOTAL PERFORMANCE BOND AMOUNT		-
TOTAL SILTATION AND EROSION CONTROL ESCROWS	\$ 20,543.60	-
TOTAL LANDSCAPE ESCROW	\$ 18,720.00	-



PROFESSIONAL SEAL & SIGNATURE

THESE PLANS ARE IN CONFORMANCE WITH TOWN OF HAYMARKET STANDARDS AND ORDINANCES. ANY DEVIATION OR CHANGE IN THESE PLANS SHALL BE APPROVED BY THE DIRECTOR OF THE PLANNING DEPARTMENT PRIOR TO CONSTRUCTION.

PRINCE WILLIAM COUNTY/TOWN OF HAYMARKET

COVER SHEET

Project Name: **HAYMARKET BAPTIST CHURCH**

Subdivision or Site Plan Name: **HAYMARKET BAPTIST CHURCH - PARKING RENOVATION**

Magisterial District: **TOWN OF HAYMARKET**

Present Zoning & Use: **R-1, CHURCH**

Owner: **TRUSTEES HAYMARKET BAPTIST CHURCH**

Address, Including Zip Code & Telephone No.: **P.O. BOX 182, HAYMARKET, VA 20168-0182**

Developer: **TRUSTEES HAYMARKET BAPTIST CHURCH**

Address, Including Zip Code & Telephone No.: **P.O. BOX 182, HAYMARKET, VA 20168-0182**

Name, Address & Telephone No. of Engineer/Architect or Surveyor certifying Plan: **ROSS, FRANCE & RATLIFF, LTD. 8802 SUDLEY ROAD, MANASSAS, VA. 20110 PHONE: (703) 361-4188 FAX: (703) 361-6353**

Parcel Identification Number: **G.P.I.N. 7397-09-2355**

Total Area: **3.207 AC.** Project Area: **0.98 AC.** Disturbed Area: **0.98 AC.** Impervious Area: **0.98 AC.** BMP Storage/Acre: **cf/ac.**

Related Plans Tracking Numbers (Including Rez. & S.U.P.): **08-HAY03-R0**

Project Number: **SP #1592**

Market Name: **HAYMARKET BAPTIST CHURCH - PARKING RENOVATION**

Plan Number: **08-HAY03-R01**

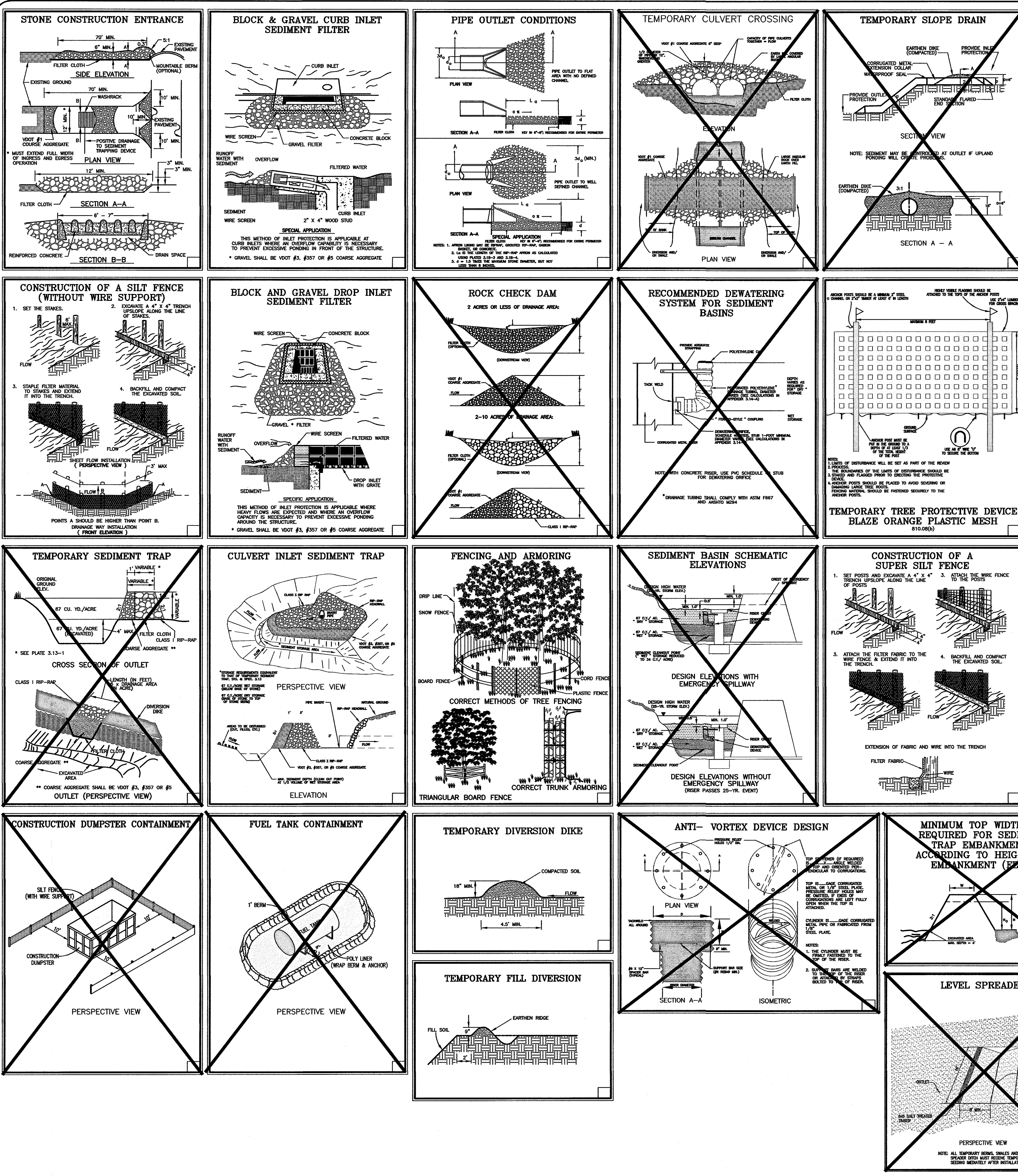
Plan Type: **FS**

Revision Number:

Date of Plan (Month, Day, Year): **DECEMBER 14, 2015**

Subdivision/Site Plan Name: HAYMARKET BAPTIST CHURCH - PARKING RENOVATION File Number: 08-HAY03-R1 Town of Haymarket

Minutes Acceptance: Minutes of Sep 8, 2016 7:00 PM (Minutes Acceptance)



CHECKLIST

- FOR EROSION AND SEDIMENT CONTROLS PLANS
- Minimum Standards - All applicable Minimum Standards must be addressed.
 - NARRATIVE
 - Project description - Briefly describes the nature and purpose of the land-disturbing activity, and the area (acres) to be disturbed.
 - Existing site conditions - A description of the existing topography, vegetation and drainage.
 - Adjacent areas - A description of the neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance.
 - Off-site areas - Describe any off-site land-disturbing activities that will occur (including borrow sites, waste or surplus areas, etc.) Will any other areas be disturbed?
 - Soils - A brief description of the soils on the site giving such information as soil name, mapping unit, erodibility, permeability, depth, texture and soil structure.
 - Critical areas - A description of areas on the site which have potentially serious erosion problems (e.g., steep slopes, channels, wet weather/underground springs, etc.)
 - Erosion and sediment control measures - A description of the methods which will be used to control erosion and sedimentation on the site. (Controls should satisfy minimum standards in Chapter 3.)
 - Permanent stabilization - A brief description, including specifications, of how the site will be stabilized after construction is completed.
 - Stormwater runoff considerations - Will the development site cause an increase in peak runoff rates? Will the increase in runoff cause flooding or channel degradation downstream? Describe the strategy to control stormwater runoff.
 - Calculations - Detailed calculations for the design of temporary sediment basins, permanent stormwater detention basins, diversions, channels, etc. Include calculations for pre-and post-development runoff.
 - SITE PLAN
 - Vicinity map - A small map locating the site in relation to the surrounding area. Include any landmarks which might assist in locating the site.
 - Indicate north - The direction of north in relation to the site.
 - Limits of clearing and grading - Areas which to be cleared and graded.
 - Existing contours - The existing contours of the site.
 - Final contours - Changes to the existing contours, including final drainage patterns.
 - Existing vegetation - The existing tree lines, grassed areas, or unique vegetation.
 - Soils - The boundaries of different soil types.
 - Existing drainage patterns - The dividing lines and the direction of flow for the different drainage areas. Include size (acreage) of each drainage area.
 - Critical erosion areas - Areas with potentially serious erosion problems. (See Chapter 6 for criteria.)
 - Site Development - Show all improvements such as buildings, parking lots, access roads, utility construction, etc.
 - Location of practices - The locations of erosion control and stormwater management practices used on the site. Use the standard symbols and abbreviations in Chapter 3 of the E&S Handbook.
 - Off-site areas - Identify any off-site land-disturbing activities (e.g., borrow sites, waste areas, etc.) Show location of erosion controls. (Is there sufficient information to assure adequate protection and stabilization?)
 - Detail Drawings - Any structural practices used that are not referenced to the E&S Handbook or local handbooks should be explained and illustrated with detail drawings.
 - Maintenance - A schedule of regular inspections and repair of erosion and sediment control structures should be set forth.

EROSION & SEDIMENT CONTROL STANDARD NOTES

1. The owner/developer must notify the Town E&S Inspector, at 703-753-2600 at least 24 hours prior to the start of construction in accordance with applicable Town ordinances and policies.
2. The owner/developer grants the right-of-entry on to this property to the designated Town of Haymarket personnel for the purpose of inspecting and monitoring for compliance with title 10.01, Chapter 5, Article 4 of the Code of Virginia, Erosion and Sediment Control Law and the Design and Construction Standards Manual Section 750.04 (c).
3. All erosion control measures shown on the approved plan must be in place and inspected and approved by the Town E&S Inspector prior to clearing, stripping of topsoil or grading.
4. A copy of the approved erosion and sediment control plan and permit shall be kept on the site at all times.
5. The developer/developer's representative is responsible for the installation of any additional erosion control measures necessary to prevent erosion and sedimentation as determined by Town of Haymarket.
6. All disturbed areas are to drain to approved sediment control measures at all times during land disturbing activities and during site development until complete and adequate stabilization is achieved.
7. Water must be pumped into an approved filtering device during dewatering operations.
8. All erosion and sediment control practices must be constructed and maintained according to the minimum standards and specifications of the Virginia Erosion and Sediment Control Handbook and the Virginia Regulations VR 625-02-00 Erosion and Sediment Control Regulations and to the Town of Haymarket Design and Construction Standards Manual.
9. The developer/developer's representative will be responsible for the installation and maintenance of all erosion and sediment control practices at all times.
 - The developer/developer's representative shall inspect all erosion and sediment control measures daily and after each significant rainfall. The following items will be checked in particular:
 - a. Sediment basins will be cleaned out when the level of sediment buildup reaches the cleanout elevation indicated on the riser pipe. Sediment shall be disposed in suitable areas and in such a manner that will not erode or cause sedimentation problems. The basin embankment should be checked regularly to ensure that it structurally sound and has not been damaged by erosion or construction equipment. Emergency spillways should be checked regularly to ensure that its lining is well established and erosion resistant.
 - b. Sediment traps will be checked regularly for sediment cleanout. Sediment shall be removed and the trap restored to its original dimensions when the sediment has accumulated to one half the design volume of the wet storage. Sediment removed from the trap shall be deposited in a suitable area and in such a manner that it will not erode or cause sedimentation problems.
 - c. Gravel outlets will be checked regularly for sediment buildup which will prevent drainage. If the gravel is clogged by sediment, it shall be removed and cleaned or replaced.
 - d. Silt fence barriers will be checked regularly for undermining or deterioration of the fabric. Sediment shall be removed when the level of sediment deposition reaches half way to the top of the barrier.
 - e. Seeded areas will be checked regularly to ensure that a good stand is maintained. Areas should be fertilized and reseeded as needed.
 - f. Stream diversion and storm conveyance channels shall be inspected daily and after each rain to ensure they're functioning properly and that the integrity of the linings are not impaired.
 - g. Any necessary repairs or cleanup to maintain the effectiveness of the erosion control devices must be made immediately after the inspection.
 - 10. Sediment trapping measures will be installed as a first step in grading and will be seeded and mulched immediately following installation.
 - Temporary soil stabilization shall be applied within seven (7) days to denuded areas that may not be at final grade but will remain undisturbed for longer than fourteen (14) days.
 - Seeding and selection of the seed mixture shall be in accordance with the Virginia Erosion and Sediment Control Handbook Standard and Specification 3.32.
 - Roads and parking areas shall be stabilized within seven (7) days after final grade is reached.
11. Permanent soil stabilization shall be applied to denuded areas within seven (7) days after final grade is reached on any portion of the site.
12. All temporary erosion and sediment control measures will be removed within 30 days after adequate site stabilization and after the temporary measures are no longer needed, as authorized by the Town of Haymarket inspectors. Trapped sediment and the disturbed soil areas resulting from the disposition of temporary measures will be permanently stabilized to prevent further erosion and sedimentation.
13. When sediment is transported onto a paved road surface, the road will be cleaned thoroughly at the end of each day. Sediment will be removed from the roads by shoveling or sweeping and transported to a sediment control disposal area. Street washing will be allowed only after sediment is removed in this manner.
14. Areas which are not to be disturbed will be clearly marked by flags, signs, etc.
15. RPA and flood plain limits shall be clearly marked in the field by flags, signs, etc.
16. Tree save areas shall be clearly marked in the field by orange safety fence.
17. Orange safety fence must be installed around all silt traps and sediment basins.

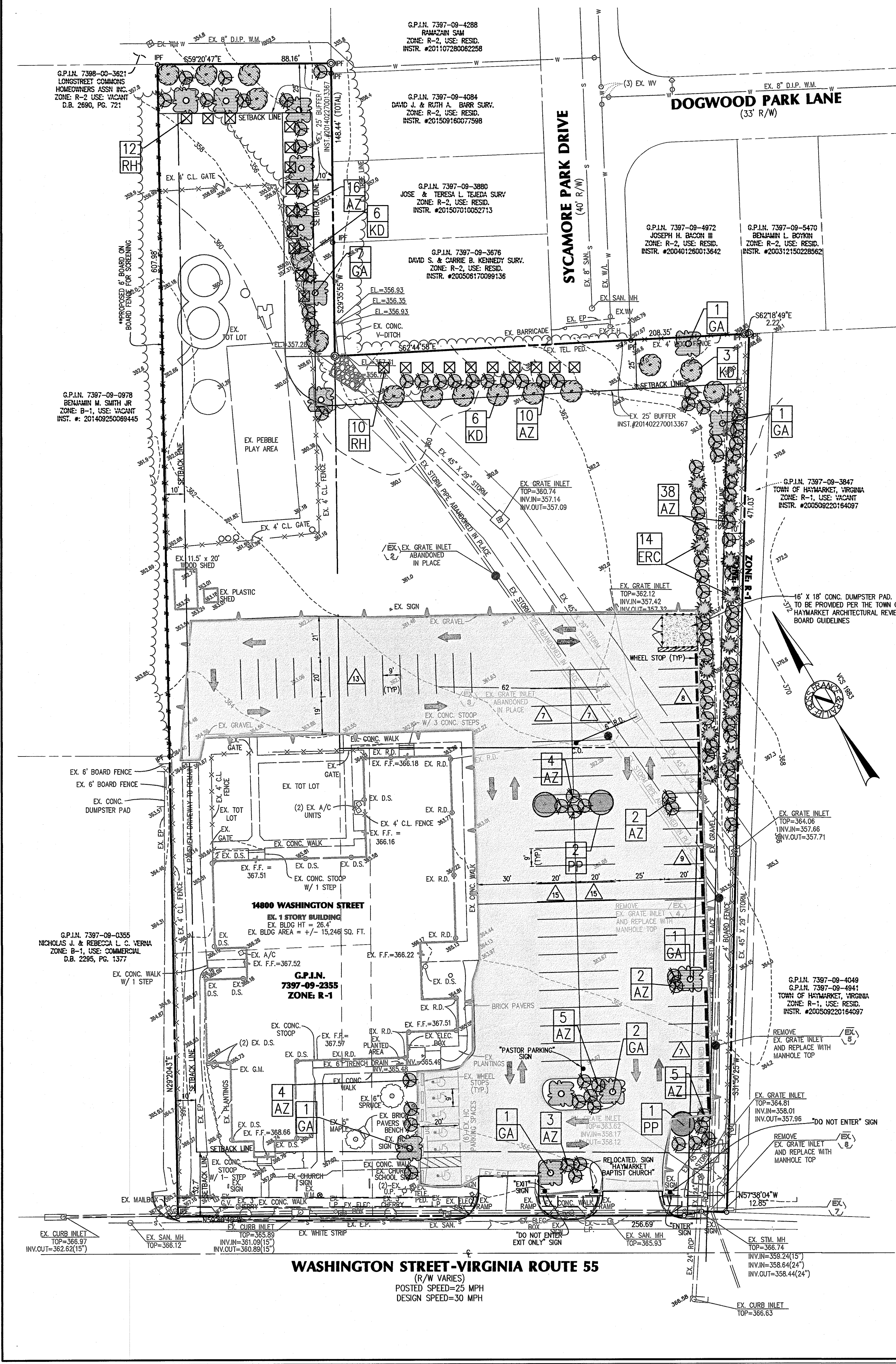
project name : **HAYMARKET BAPTIST CHURCH**
 TOWN OF HAYMARKET
 PRINCE WILLIAM COUNTY, VIRGINIA

SCALE: NO SCALE
 TOWN OF HAYMARKET FILE NUMBER : 08-HAY03-RT
 DECEMBER 14, 2015

TOWN OF HAYMARKET
 STANDARD EROSION CONTROL DETAILS/NOTES



REVISIONS	DATE



SCHEDULE H - LANDSCAPE LEGEND

SYMBOL	BOTANICAL NAME	COMMON NAME	HEIGHT	CALIPER	QUANTITY
LARGE DECIDUOUS TREES					
GA	FRAXINUS PENNSYLVANIA	GREEN ASH	10'-12' (HT.)	2.5 INCHES	14
PP	PRUNUS CERASIFERA	PURPLE PLUM	10'-12' (HT.)	2.5 INCHES	3
SHRUBS					
AZ	VARIUS SPECIES	AZALEA	1'-2' (HT.)		89
RH	VARIUS SPECIES	RHODODENDRUM	1'-2' (HT.)		22
SMALL EVERGREEN TREES					
ECR	JUNIPERUS VIRGINIANA	EASTERN RED CEDAR	6'-8' (HT.)		14
ORNAMENTAL					
KD	CORNUS KOUSA	KOUSA DOGWOOD	5'-6' (HT.)		15

PLANTING PROCEDURES:
ALL GRASS COVERS, SHRUBS AND TREES SHALL BE PLANTED FOLLOWING ACCEPTED AMERICAN ASSOCIATION OF NURSERMEN STANDARDS AND PROCEDURES. ALL TREES THAT REQUIRED STAKING SHALL BE STAKED ACCORDING TO THE AMERICAN ASSOCIATION OF NURSERMEN STANDARDS, AND ALL VEGETATION SHALL BE WATERED AT THE TIME OF INSTALLATION ACCORDING TO THEIR SIZE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ADEQUATE WATERING AND MAINTENANCE OF THE PLANTS.

SCHEDULE C

PARKING LOT INTERIOR PLANTING

- AREA OF PARKING: 45,126 SQ. FT.
- INTERIOR LANDSCAPED AREA REQUIRED: 45,126 SQ. FT. (GROSS) 5% = 2,256 SQ. FT. REQUIRED
INTERIOR LANDSCAPED AREA PROVIDED: 2,256 SQ. FT. (5.0%)

PARKING SPACES PROVIDED: 87
CANOPY TREES REQUIRED: 1/10 SPACES=9
CANOPY TREES PROVIDED: 9
SHRUBS REQUIRED: 3/10 SPACES=27
SHRUBS PROVIDED: 27

SCHEDULE E

PARKING LOT PERIMETER AREA G.P.I.N. 7397-09-3847

REQUIREMENT: 2 TREES AND 6 SHRUBS FOR EVERY 30 LINEAR FEET OF LANDSCAPE PARKING STRIP.

- LENGTH OF LANDSCAPE PARKING STRIP: 234 FT.
- NUMBER OF PLANTS REQUIRED: 234 FT./30 FT.=7.8 = 8 (16 TREES & 48 SHRUBS)
LENGTH OF LANDSCAPE STRIP PROVIDED = 220'
- NUMBER OF PLANTS PER REQUIRED PROVIDED LENGTH: 210 FT./30 FT. = 7 (14 TREES & 42 SHRUBS)

*THE STANDARD PERIMETER PARKING LOT LANDSCAPE CANNOT BE MET PURSUANT TO SECTION 58-702(G), PER SECTION 58-703(I), AN ALTERNATE SCREEN IS PROVIDED ADJACENT TO G.P.I.N. 7397-09-3847 DUE TO DRAINAGE INFRASTRUCTURE ASSOCIATED WITH THE WASHINGTON STREET IMPROVEMENT PLAN PHASE 1A AND PEDESTRIAN INTERCONNECTIVITY WITH THE ADJACENT TOWN OWNED PROPERTIES.

SCREENING AND BUFFER YARD MATRIX

SITE LAND USE IS: R-1 AND ADJOINING LAND USE IS: R-2 SCREEN A (6A)

G.P.I.N. 7398-00-3621, 7397-09-4288, 7397-09-4084, 7397-09-3880, 7397-09-3676, 7397-09-4972

REQUIRED BUFFER WIDTH: 10' PROVIDED BUFFER WIDTH: 25'
REQUIRED BUFFER AREA: 4,450 SQ. FT. PROVIDED BUFFER AREA: 6,813 SQ. FT.

TYPE OF PLANT: ALT.1

1/1000 SQ.FT. CANOPY TREES, 4450/1000 = 5 REQUIRED	9 PROVIDED
1/500 SQ.FT. ORNAMENTAL TREES, 4450/500 = 9 REQUIRED	14 PROVIDED
0 EVERGREEN TREES.	0
1/100 SQ.FT. SHRUBS, 4450/100 = 45 REQUIRED	48 PROVIDED

TOTAL NUMBER OF TREES REQUIRED: 59 REQUIRED 70 PROVIDED

SCREENING AND BUFFER YARD MATRIX

PROPOSED SITE LAND USE IS: R-1 AND ADJOINING LAND USE IS: B-1 SCREEN C (SQ) G.P.I.N. 7397-09-0978

REQUIRED BUFFER WIDTH: 25'

**THE STANDARD BUFFER CANNOT BE MET PURSUANT TO SECTION 58-702. PER SECTION 58-699(C), AN ALTERNATE SCREEN IS PROVIDED BY A 6 FOOT BOARD ON BOARD FENCE ADJACENT TO G.P.I.N. 7397-09-0978 AND ADDITIONAL BUFFER AREAS ADJACENT TO THE R-2 ZONING DISTRICTS ALONG THE NORTHERN PROPERTY BOUNDARY.

SEE BUFFER NARRATIVE THIS SHEET.

SCREENING AND BUFFER YARD MATRIX

EXISTING SITE LAND USE IS: R-1 AND ADJOINING LAND USE IS: B-1 SCREEN C (SQ) G.P.I.N. 7397-09-0355

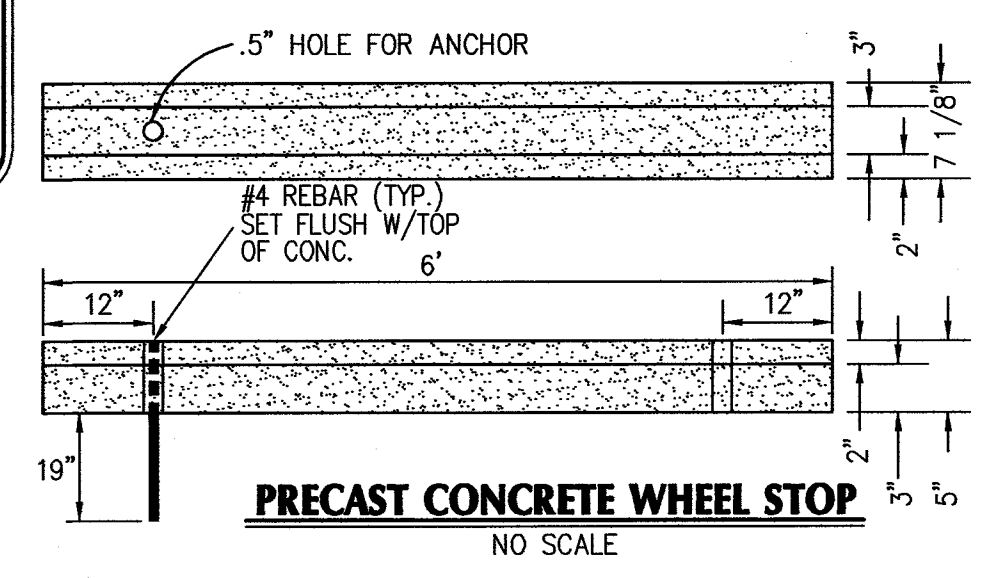
REQUIRED BUFFER WIDTH: 25'

***THE STANDARD BUFFER CANNOT BE MET PURSUANT TO SECTION 58-702. PER SECTION 58-699(C), AN ALTERNATE SCREEN IS PROVIDED BY AN EXISTING 6 FOOT BOARD ON BOARD FENCE ADJACENT TO G.P.I.N. 7397-09-0355 AND ADDITIONAL BUFFER AREAS ADJACENT TO THE R-2 ZONING DISTRICTS ALONG THE NORTHERN PROPERTY BOUNDARY.

SEE BUFFER NARRATIVE THIS SHEET.

NOTE:

- THE OWNER OF FEE TITLE TO ANY PROPERTY ON WHICH PLANT MATERIAL HAS BEEN ESTABLISHED IN ACCORDANCE WITH AN APPROVED LANDSCAPE PLANNING PLAN SHALL BE RESPONSIBLE FOR THE MAINTENANCE, REPAIR AND REPLACEMENT OF THE APPROVED PLANT MATERIAL, AS REQUIRED BY THE ORDINANCE.
- THE WASHINGTON STREET IMPROVEMENT PLAN PHASE 1A PROJECT WILL MEET THE STREETScape REQUIREMENTS OF SECTIONS 58-713 THROUGH 58-526 AS PART OF THE BUILDING ADDITION AND PARKING LOT EXPANSION. SEE ZONING DETERMINATION ON SHEET 3.



NOTES:

- METES AND BOUNDS SHOWN ARE THE RESULTS OF A CURRENT FIELD SURVEY.
- THE PRINCE WILLIAM COUNTY GEOGRAPHIC PARCEL IDENTIFICATION NUMBER (G.P.I.N.) AND ADDRESS FOR THE PROPERTY SHOWN HEREON IS AS FOLLOWS:
G.P.I.N. 7397-09-2355 / ZONE: R-1 / 14800 WASHINGTON STREET
- THE PROPERTY WAS ACQUIRED BY TRUSTEES HAYMARKET BAPTIST CHURCH BY INSTR.# : 201402270013367 LAND RECORDS OF PRINCE WILLIAM COUNTY, VIRGINIA.
- PARKING TABULATION:
REQUIRED: 1 SPACE PER 5 FIXED SEATS = 400 SEATS / 5 = 80 SPACES PROVIDED: 87 SPACES (INCLUDES 6 HANDICAP ACCESSIBLE SPACES)
- TRIP GENERATION:
400 SEATS X 0.61 = 244 TRIPS PER DAY (ITE VOLUME 3, 8TH EDITION) PAGE 1015
- FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAPS FOR PRINCE WILLIAM COUNTY, MAP# 51153C0211 D, EFFECTIVE DATE JANUARY 5, 1995, SHOWS THAT THERE IS NO 100 YEAR FLOOD PLAIN WITHIN THE LIMITS OF THIS PROPERTY.
- THERE ARE NO MAPPED CHESAPEAKE BAY RESOURCE PROTECTION AREAS (RPA) ON THE PARCELS SHOWN HEREON.
- THROUGH THE PURCHASE OF NUTRIENT CREDITS THE REQUIRED PHOSPHORUS REDUCTION HAS BEEN MET REFER SHEET 5. FOR MORE INFORMATION.
- THE EXISTING CHURCH IS SERVED BY PUBLIC SEWER AND WATER WHICH ARE BOTH LOCATED ALONG WASHINGTON STREET.
- TOTAL ESTIMATE OF ANTICIPATED SEWAGE FLOWS: 2 GPD/SEAT*400 SEATS=800 GPD.
- ZONING TABULATION

1) SETBACK REQUIREMENT
*FRONT: 35 FEET (SEE ZONING DETERMINATION LETTER THIS SHEET)
SIDE: 10 FEET
REAR: 25 FEET

2) SITE COVERAGE: 30% OF THE TOTAL AREA
*SITE COVERAGE PROVIDED 72.3% (SEE ZONING DETERMINATION LETTER THIS SHEET)

3) MAX. BUILDING HEIGHT: 35'

*SEE "ZONING DETERMINATION LETTER" THIS SHEET

11) THE PWCSA INSPECTOR IS TO CONDUCT A DYE TEST TO DETERMINE WHERE THE SEWAGE FROM THE CHURCH BUILDING DISCHARGES.

BUFFER NARRATIVE

PROJECT DESCRIPTION:
THIS SITE CONSISTS OF 3.36 ACRES FOR HAYMARKET BAPTIST CHURCH OF WHICH 0.98 ACRES WILL BE DISTURBED FOR A PARKING RENOVATION. THE SITE IS LOCATED ON THE NORTH SIDE OF WASHINGTON STREET IN HAYMARKET. THE SITE IS PRESENTLY DEVELOPED AS A CHURCH. THERE IS A WOODED AREA TO THE NORTH ALONG THE ADJOINING SINGLE FAMILY PROPERTIES WHICH PROVIDES A BUFFER.

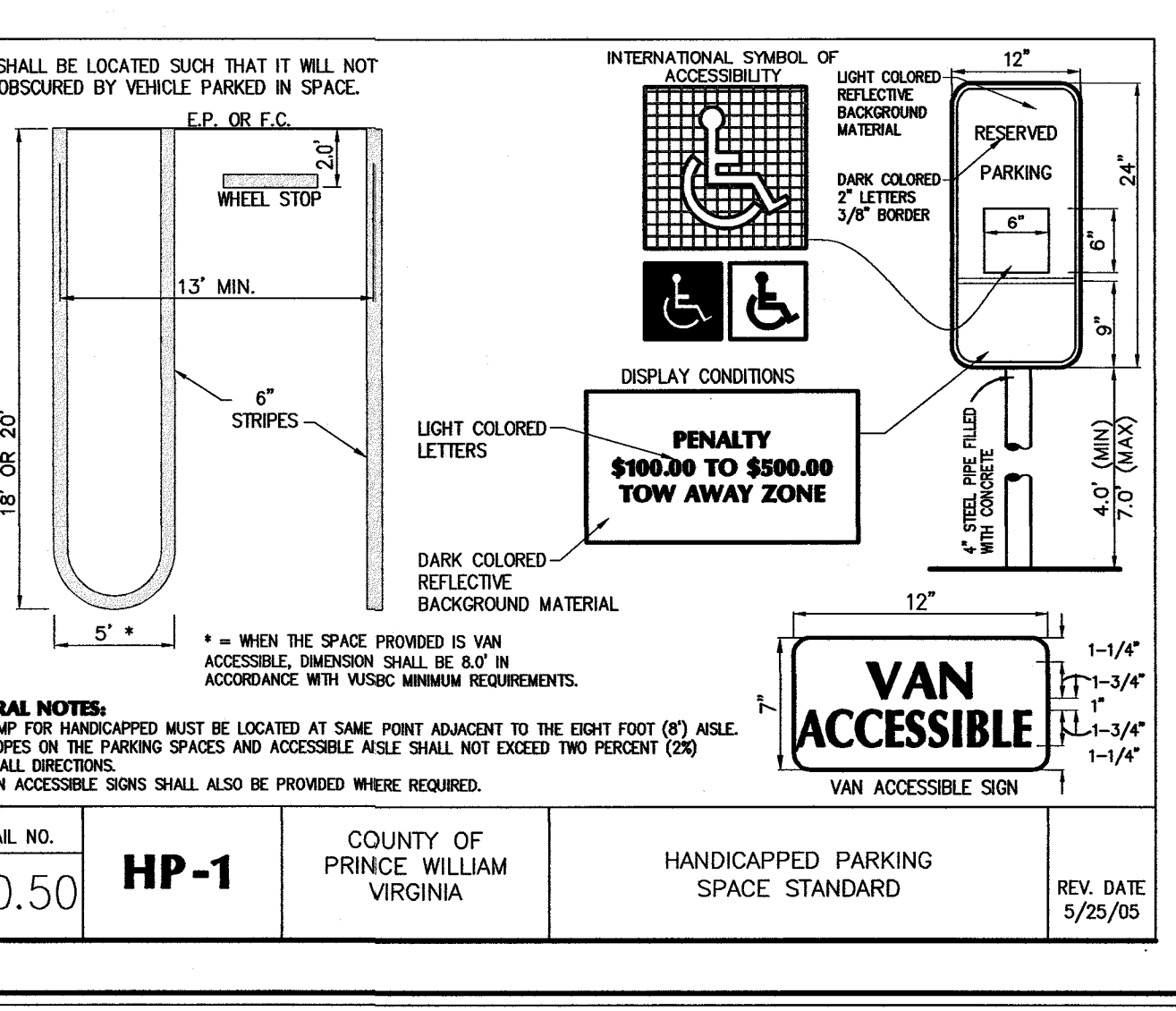
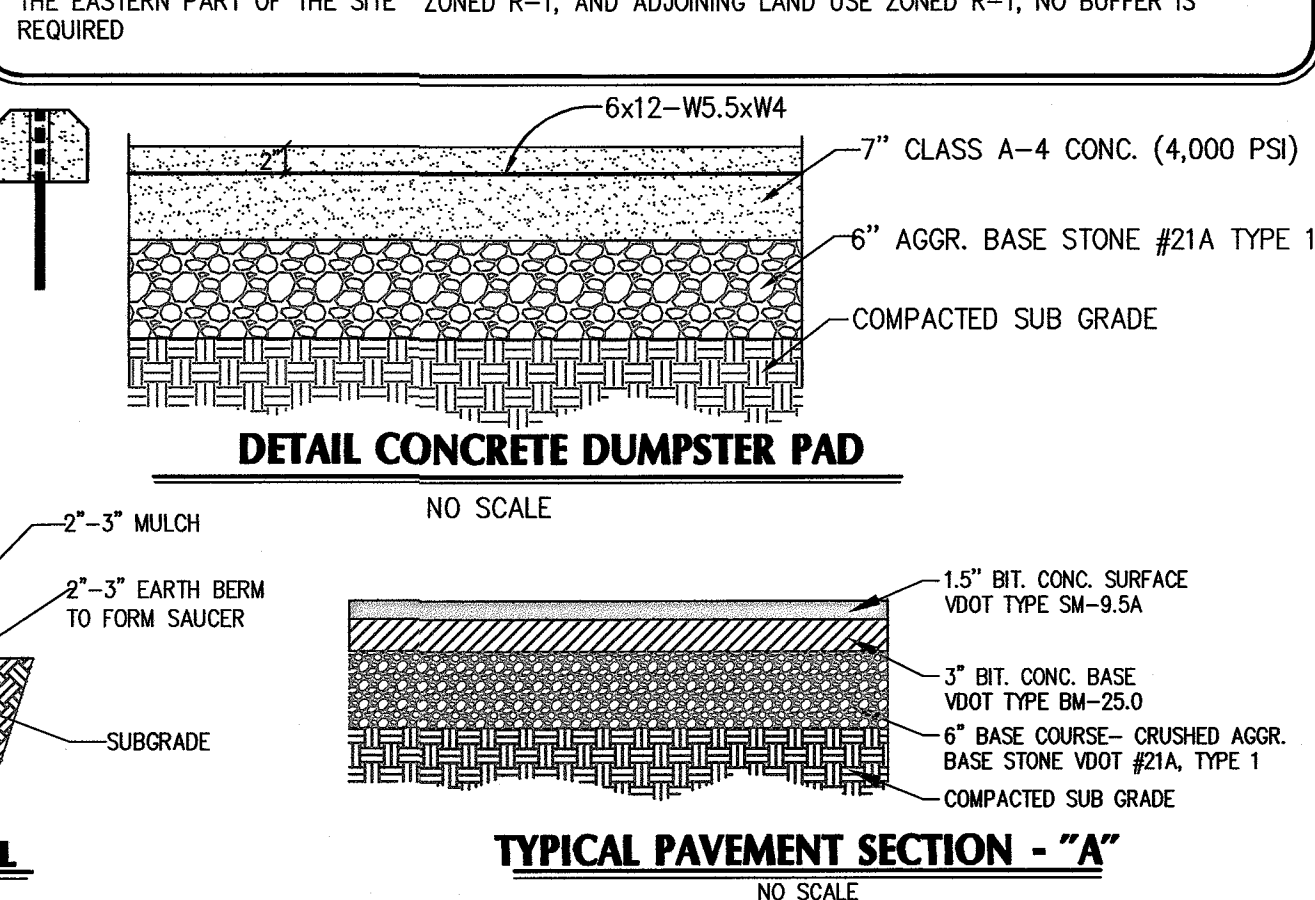
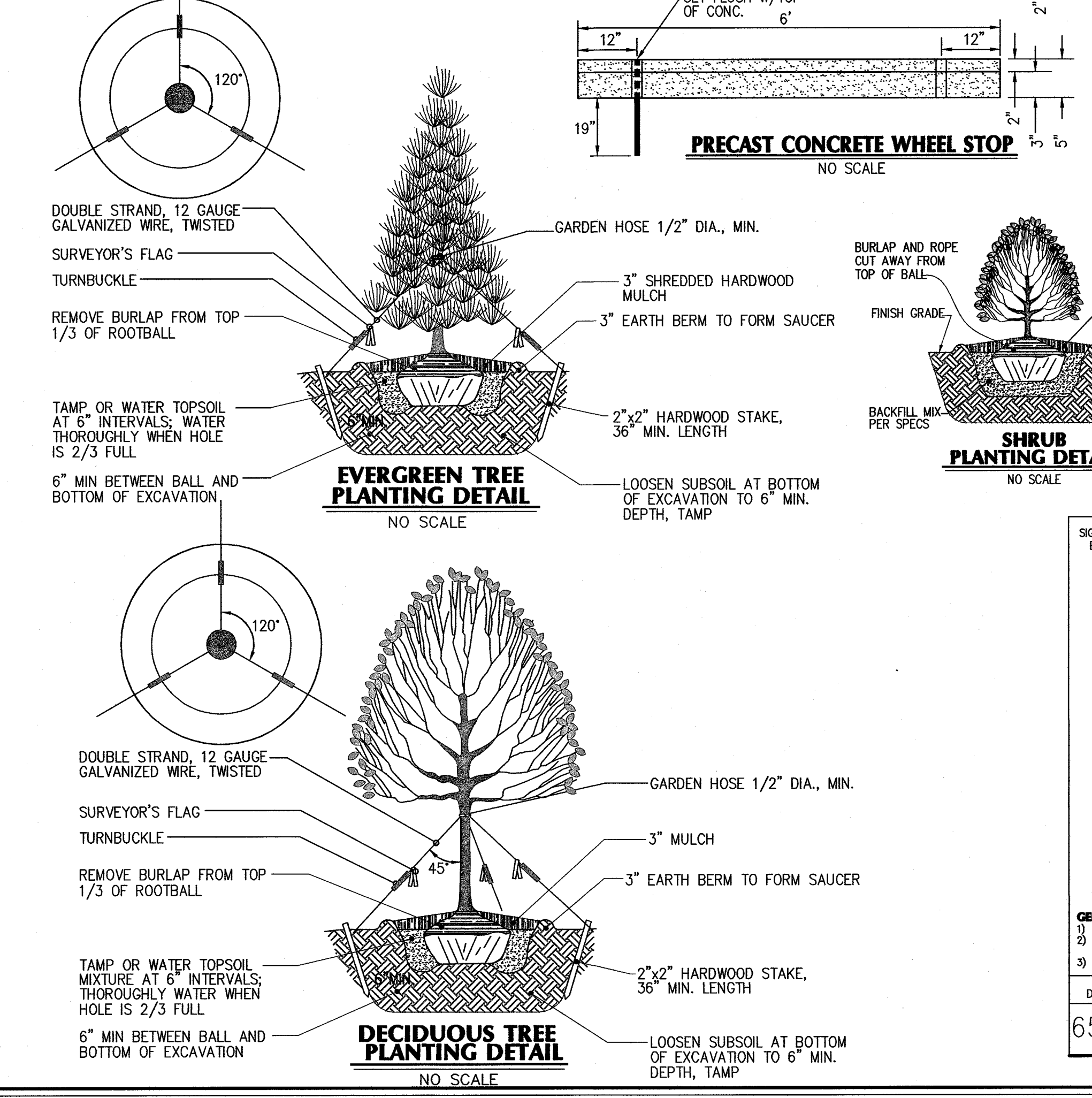
SCREENING AND BUFFER YARD MATRIX:

SITE ZONE R-1
*THE NORTHERN PART OF THE SITE IS R-1 ZONE AND ADJOINING LAND ZONED R-2, A 10 FOOT BUFFER YARD WITH A TRANSPARENT SCREENING IS REQUIRED. THE PLAN PROPOSED A 25 FOOT WIDE BUFFER YARD WITH A TRANSPARENT SCREENING. AN ADDITIONAL 15 FOOT WIDE BUFFER YARD IS PROPOSED THROUGHOUT THE NORTHERN SIDE TO HELP AREAS WHERE THE STANDARD CANNOT BE MET.

****THE NORTHWESTERN PART OF THE SITE PROPOSED R-1 ZONE (EXISTING ZONE B-1) AND ADJOINING LAND USE ZONED B-1, A 25 FOOT WIDE BUFFER YARD WITH AN OPAQUE SCREENING IS REQUIRED. HOWEVER THE UNDERGROUND STORMWATER MANAGEMENT IS PROVIDED 5 FEET OUTSIDE THE PERIMETER OF ADJOINING AREA AND A 6 FOOT BOARD ON BOARD FENCE HAS BEEN PROPOSED AS AN ALTERNATIVE SCREENING.**

*****THE SOUTHWESTERN PART OF THE SITE EXISTING ZONED R-1, AND ADJOINING LAND USE ZONED B-1, A 25 FOOT WIDE BUFFER YARD WITH AN OPAQUE SCREENING IS REQUIRED. HOWEVER THERE IS NO IMPROVEMENT IN THIS AREA AND AN EXISTING 6 FOOT BOARD ON BOARD FENCE HAS BEEN PROVIDED AS AN ALTERNATIVE SCREENING METHOD. NO ADDITIONAL METHOD IS APPLIED.**

THE EASTERN PART OF THE SITE ZONED R-1, AND ADJOINING LAND USE ZONED R-1, NO BUFFER IS REQUIRED



HAYMARKET BAPTIST CHURCH
TOWN OF HAYMARKET
PRINCE WILLIAM COUNTY, VIRGINIA

SITE PLAN

CHECKED BY: []
DESIGNED BY: []
DRAWN BY: []
DATE: []

REVISION: []

DATE: []

CONTOUR INTERVAL = 2'
SCALE: 1"=30'

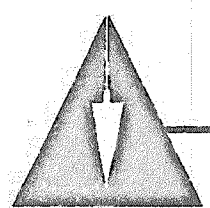
DECEMBER 14, 2015

Minutes Acceptance: Minutes of Sep 8, 2016 7:00 PM (Minutes Acceptance)

Ross, France & Ratliff, Ltd.
CIVIL ENGINEERING - LAND SURVEYING
8802 SUDLEY ROAD
MANASSAS, VIRGINIA 20110
(703) 361-4188 FAX (703) 361-6353

CIVIL ENGINEER
MICHAEL MASSEY
No. 23856
9.17.10
PROFESSIONAL ENGINEER

SHEET 3 OF 6
FILE NO.: SP # 1592'B'
Packet Pg. 56



Ross, France & Ratliff, Ltd.

8802 SUDLEY ROAD • MANASSAS, VIRGINIA 20110-4731 • 703-361-4188 • FAX 703-361-6353

Thomas A. Dougher
President

Charles E. Ross
Joe H. France

R. Michael Massey II
Vice President, Secretary

Larry J. Ratliff
Vice President, Treasurer

February 6, 2013

Via Courier

R. Marchant Schneider
Town Planner
Town of Haymarket
P.O. Box 1230
Haymarket, VA 20168

Re: Haymarket Baptist Church
Alternative Screens and Modifications Request

Dear Marchant:

As a follow-up to our recent meeting and on behalf of Haymarket Baptist Church (the "Church"), attached please find an 11x17 copy of the Landscape Plan, dated May 15, 2007, last revised January 25, 2013, which is sheet 6 of 10 of the site plan.

Pursuant to Section 58-699(c) and Section 58-703(f) of the Town Code, and on behalf of the Church, we formally request approval of the alternative screen provided along the Church's western property line, and approval of a waiver of any perimeter parking lot landscaping requirement along a portion of the property's eastern property line. The specific requests are as follows:

- 1. Modification to Section 58-701 and -702, Buffer Yard. Zoning Ordinance § 58-702 requires a 25' opaque screen between B-1 and R-1 zoned properties. As depicted on the Landscape Plan, the Church is proposing a 6' tall wooden fence along the entirety of its western property line to satisfy the buffer yard requirement, which will provide a completely opaque screen in this location. Currently, there is a 6' tall fence along the boundary with GPIN 7397-09-0555, and a new 6' tall fence is proposed along the boundary with GPIN 7397-09-1178. The Church's request is justifiable because i) the use of the property is compatible with the B-1 zoning of the commercial properties, i.e. it is dissimilar from a traditional residential use, ii) there is insufficient room to provide a 25' buffer considering the location of the existing Church structure and the location of the proposed stormwater management facility and tot lot, and iii) additional buffer area is

SPECIALIZING IN SITE DEVELOPMENT, PLANNING, WATER AND SEWER, DRAINAGE, UTILITIES, ROADS, AND ALL TYPES OF LAND SURVEYS
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being installed adjacent to the R-2 zoning district along the northern property boundary. The additional buffer is shown on attached sheet 6.

- 2. Modification to Section 58-703(b),(c) or (d), Perimeter Parking Lot Landscaping. It is questionable whether perimeter parking lot landscaping is even required for the Church's eastern property line, since there is not a public street adjacent to this property line (per § 58-703(c)), or another parking lot (per § 58-703(d)). Nonetheless, the Church requests a waiver of the perimeter parking lot landscaping requirement, to the extent one is determined to exist, so that no landscaping is required along that portion of the eastern property line where the Town's new storm drainage pipe will be located. There is insufficient room to accommodate both the storm drain pipe and perimeter landscaping. Additionally, the Church permits parking in its lot during Haymarket Day, and perimeter parking lot landscaping would frustrate passage to the Town's adjacent property. Please note that landscaping is provided along the eastern property line where it can be installed.

Please do not hesitate to let me know if you should have any questions or need additional information. I appreciate your assistance in this regard.

Very truly yours,

R. Michael Massey II, P.E., L.S.

Enclosure

cc: Mrs. Otelia Frazier, People of Hope Committee, Haymarket Baptist Church
Michael J. Coughlin, Esq.
Jessica Sacksteder

WHEREAS, the proposed boundary line adjustment would eliminate the cost of duplicative development review and permitting by both jurisdictions and would expedite QBE Global's effort to re-purpose the Pace West School building and property for benefit of the community; and

WHEREAS, a proposed agreement in the form attached hereto as Exhibit A has been drafted by staff for the Town of Haymarket, addressing the parcel lying partially in the Town and partially within the County; and

WHEREAS, the Haymarket Town Council held a public hearing on the boundary line adjustment and draft agreement on June 27, 2013.

NOW, THEREFORE, BE IT RESOLVED that the Haymarket Town Council does hereby request that the Board of County Supervisors, authorize a public hearing to consider an agreement between Prince William County and the Town of Haymarket for a boundary line adjustment in the general form of Exhibit A.

RESULT: ADOPTED [5 TO 1]
MOVER: Steve Aitken, Councilman
SECONDER: Katherine Harnest, Councilwoman
AYES: Aitken, Bare, Harnest, Scarbrough, Kerworthy
NAYS: Jay Tobias

G. Haymarket Baptist Church - Final Site Plan
Motion that the Town Council approve final site plan FSP#20130628, Haymarket Baptist Church - Building Addition and Parking Expansion, prepared by Ross, France, and Ratliff, LTD, dated May 15, 2007, sealed May 16, 2013, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING:

- 1. Recordation of a Stormwater Management Facilities Maintenance Agreement providing for maintenance of all such facilities without cost to the Town for all on-site (and off-site, if applicable) stormwater facilities to be installed in conjunction with the development of the subject property; and,

2. Payment of all costs, fees and expenses due the Town. and

It is further moved that the Town Council, pursuant to Sections 58-699(c) and 58-703(f) of the Town Code, approve the alternative buffer yards and waiver of perimeter parking lot landscaping as depicted on Sheet 6 of FSP#20130628;

It is also further moved that the Town Council approve the record plat titled "Record Plat Showing Consolidation and Various Easements the Property of Trustees of Haymarket Baptist Church, prepared by Ross, France, Ratliff, LTD, dated July 7, 2008, and its associated Deed of Consolidation and Easement, subject to, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING:

- 1. Recordation of all plats and documentation in a form and substance as approved by the Town Attorney; and
- 2. Payment of all costs, fees and expenses due the Town; and
- 3. The foregoing two conditions to be completed and satisfied within 180 days of the date of Town Council approval, otherwise the approval to be void and of no further effect.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Katherine Harnest, Councilwoman
SECONDER: Rebecca Bare, Councilwoman
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

H. Haymarket Quilters



August 6, 2012

Haymarket Baptist Church
c/o Michael J. Coughlin
Walsh Colucci Labeley Emrich and Walsh PC
4310 Prince William Parkway, Suite 300
Woodbridge, Virginia 22192

Via E-Mail and First Class Mail

RE: Zoning Determination - Haymarket Baptist Church
14780 Washington Street, G.P.I.N. 7397-09-3544
14800 Washington Street, G.P.I.N. 7397-09-1945
14820 Washington Street, G.P.I.N. 7397-09-2472

Dear Mr. Coughlin,

This correspondence is in response to your letter dated July 16, 2012, in which you request, on behalf of the Haymarket Baptist Church ("Owner"), a determination regarding the applicability of certain Town of Haymarket Zoning Ordinance ("Ordinance") requirements in reference to an approved Preliminary Site Plan and pending Final Site Plan for the above-mentioned properties. The Town Council, in its capacity as zoning administrator, having reserved such authority unto itself, offers the following information in response to your request:

- 1. The Church's sanctuary addition as shown on the approved Preliminary Site Plan and the pending Final Site Plan is vested and compliance with the R-1 setback of 35' for this structure is not required.

Response: A Preliminary Site Plan entitled "Preliminary Site Plan, Haymarket Baptist Church" was approved by the Town Council on February 19, 2008. The accompanying motion references Preliminary Site Plan #PRE20071221, submitted by Ross France and Ratliff, dated 12/20/07. While zoning district references on the Preliminary Site Plan are inconsistent, the structure identified as "Proposed Sanctuary Addition" is in the R-1 zoning district. The requisite building setback for the sanctuary addition is neither referenced nor identified on the Preliminary Site Plan as otherwise required by Section 58-506(2)(c) of the Ordinance. Compliance with Section 58-55 of the Ordinance is required; however, in so far as the Certificate of Take for right-of-way associated with the Washington Street Improvement Plan Phase 1A precludes the Owner from meeting the building setback requirement, the Town will render the sanctuary addition a lawfully non-conforming structure at such time a

¹ The Prince William County Geographic Parcel Identification Number (GPIN) does not correspond to those GPINs identified on the preliminary site plan subject to this zoning determination request. It is recommended that the Owner resolve this inconsistency.

P.O. Box 1230 • Haymarket, VA 20168 • (703) 753-2600 • Fax: (703) 753-2800

Final Site Plan is approved and the sanctuary addition is constructed as depicted on the Preliminary Site Plan. The Owner may alternatively amend the Final Site Plan to meet the building setback requirement.

- 2. The Church is not required to construct streetscape improvements depicted on the right-of-way plans recorded with the Certificate of Take affecting the Church's property.

Response: The Owner of the subject properties will not be required to construct those improvements specifically depicted on the right-of-way plans recorded with a Certificate of Take affecting the above-mentioned properties. The corresponding project, Washington Street Improvement Plan Phase 1A, is funded. However, with regard to those improvements required pursuant to Sections 58-713 through 58-726 of the Ordinance in conjunction with the development of the properties as depicted on the approved Preliminary Site Plan, the Town acknowledges the noted street improvement plan will meet said requirements.

- 3. The Church's lot coverage as depicted on its approved Preliminary Site Plan and pending site plan is vested, and compliance with the R-1 lot coverage requirement set out in the Zoning Ordinance § 58-63 is not required.

Response: Section 58-63 of the Zoning Ordinance was a zoning ordinance amendment adopted by the Town Council in 2009, subsequent to the Town Council's approval of the Preliminary Site Plan in 2008. As such, pursuant to § 15.2-2307 of the Code of Virginia, the approved Preliminary Site Plan and pending Final Site Plan is not subject to a maximum lot coverage requirement.

PLEASE NOTE: This opinion is valid only as of the date of this letter, and this opinion does not and shall not relieve the owner or any occupant of the property in question from the obligation to comply with all applicable Town of Haymarket Zoning Ordinance and other Town Ordinance requirements. This opinion is based upon the text of the Town of Haymarket Zoning Ordinance as it exists today, August 6, 2012, and such text is subject to change. This determination applies solely to the referenced properties and is not binding upon the Town, the Zoning Administrator or any other official with respect to any other properties. No person may rely upon this determination with respect to any property other than the referenced properties.

Please be advised that any person aggrieved, or any officer, department, board or bureau of the town affected by an order, requirement, decision or determination made by an administrative officer in the administration or enforcement of the provisions of the Zoning Ordinance may appeal said decision within thirty days to the Board of Zoning Appeals in strict accordance with Section 15.2-2311 of the Code of Virginia. This decision is final and unappealable if not appealed within 30 days. An application package for an appeal to the Board of Zoning Appeals may be obtained by visiting Haymarket Town Hall, 15000 Washington Street, Suite 100, Haymarket, VA. The completed application must be submitted to Town Hall with the fee payment of \$350.00 within 30 days from the date of this letter.

August 6, 2012
Page 3 of 3

Please feel free to contact Town Hall if you need further assistance.

Very Truly Yours,

David Leake
Mayor
Town of Haymarket

Cc: Haymarket Town Council
Members of the Haymarket Planning Commission
Jennifer Prell, Town Clerk

Table with 4 columns: Item, Quantity, Price, Cost. Includes sections for Landscaping Escrow (Deciduous, Evergreen, Shrubs, Ornamental, Perennial, Restoration), and Siltation and Erosion Control Escrows. Total Landscape Escrow Amount: \$18,720.00. Total Siltation and Erosion Control Escrow Amount: \$20,543.60.

MINIMUM ACCEPTABLE AMOUNT FOR SILTATION AND EROSION CONTROL ESCROW IS \$2000.00

I hereby certify that the above is my best estimate of the quantities and current cost of bondable improvements, landscaping items, and siltation & erosion control escrow and floodplain items in this subdivision or site plan.

PREPARED'S SIGNATURE

R. MICHAEL MASSEY, II
NAME (PRINT)

(703) 361-4188
TELEPHONE #

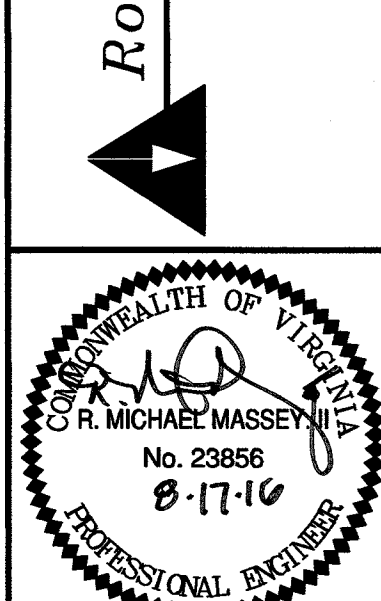
ROSS, FRANCE AND RATLIFF, LTD.
COMPANY OR FIRM

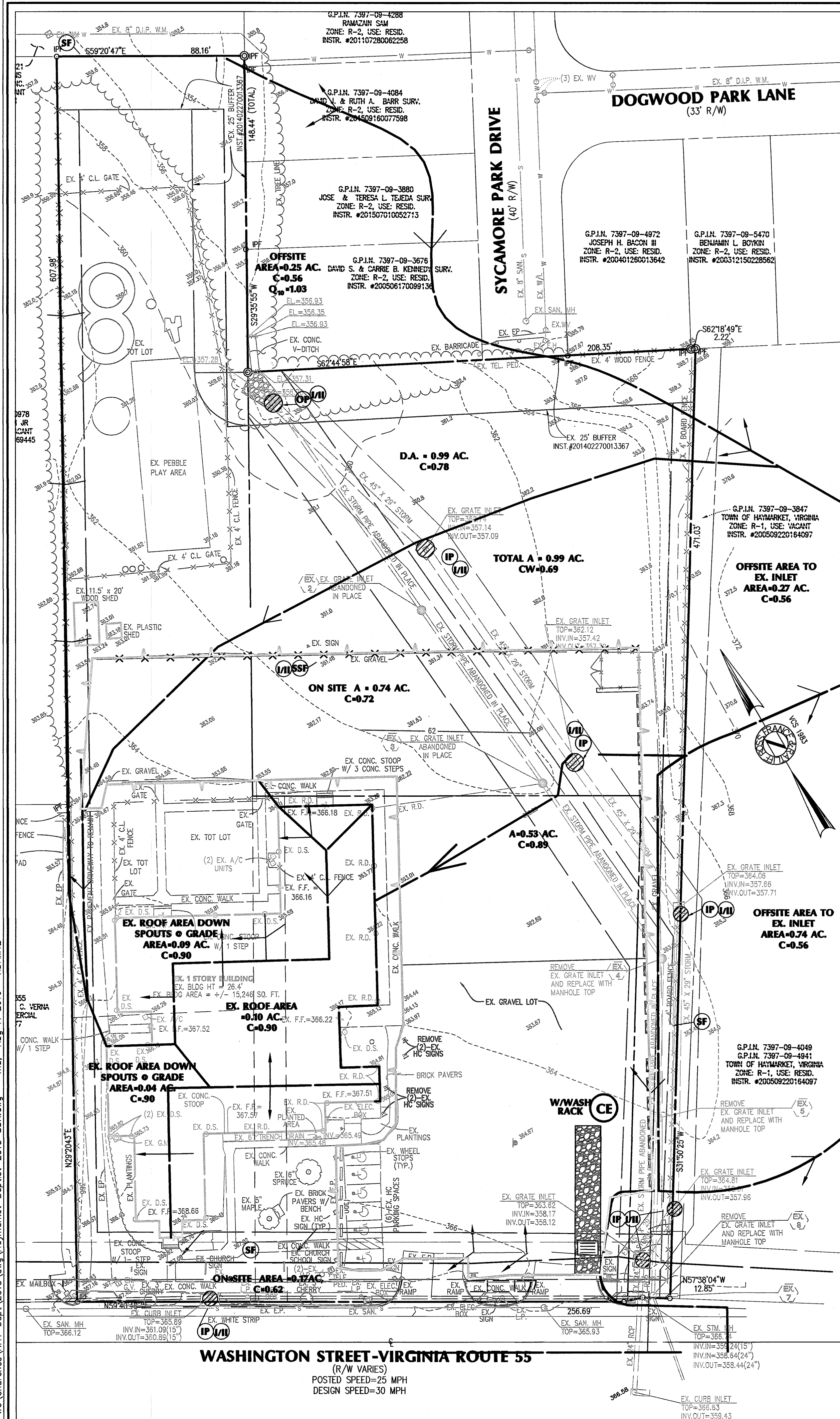
Table with 4 columns: CHK, DES, DWN, JRB. Includes a vertical scale bar from 0 to 60 feet and a note: SCALE: 1" = 30'

HAYMARKET BAPTIST CHURCH
TOWN OF HAYMARKET
PRINCE WILLIAM COUNTY, VIRGINIA
DECEMBER 14, 2015
SCALE: 1" = 30'
CONTOUR INTERVAL = 2'

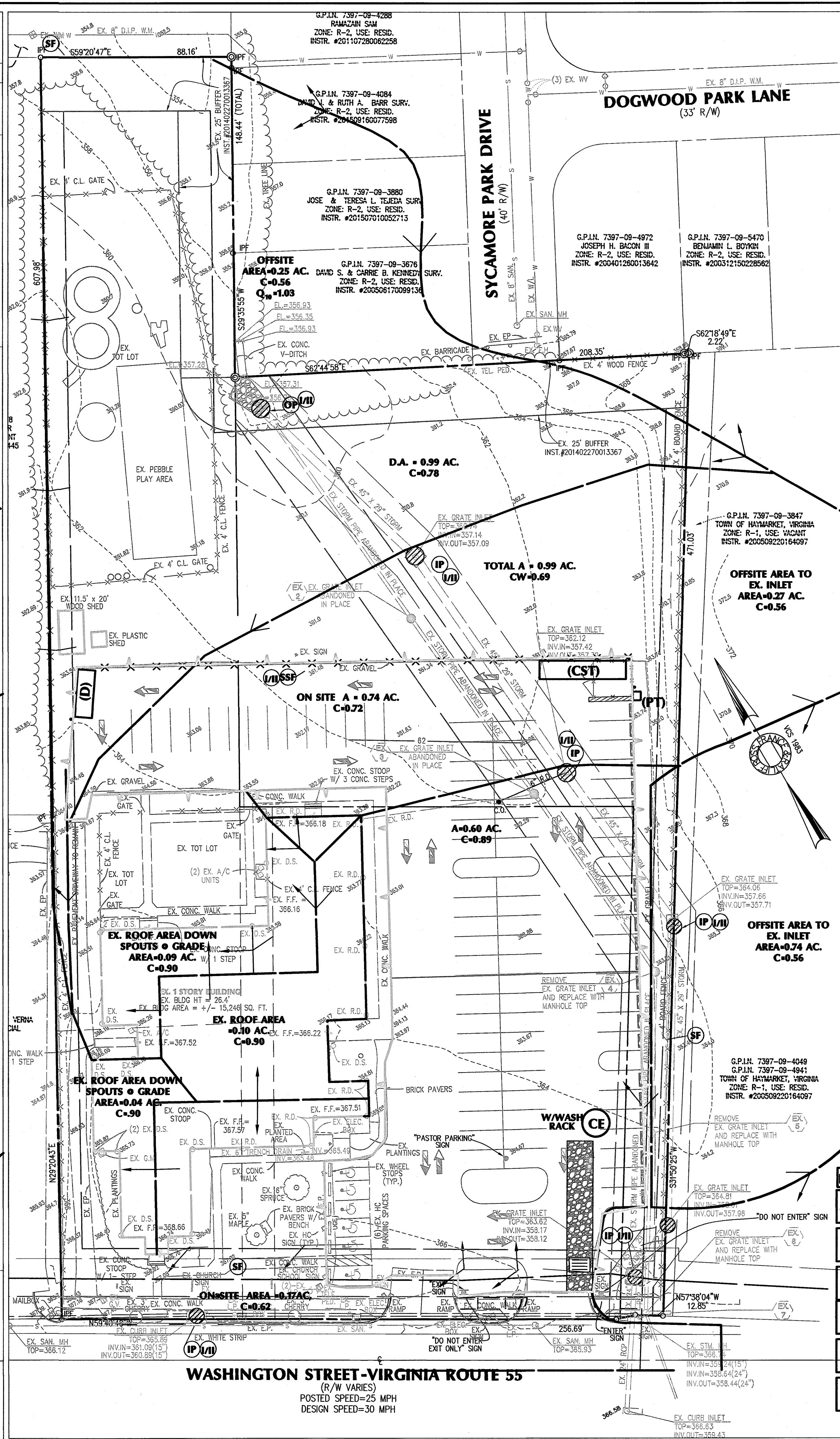
APPROVED WAIVER,
ZONING DETERMINATION
LETTER & UNIT PRICE LIST

Ross, France & Ratliff, Ltd.
CIVIL ENGINEERING - LAND SURVEYING
8802 SUDLEY ROAD
MANASSAS, VIRGINIA 20110
(703) 361-4188 FAX (703) 361-6353





**PHASE I
EROSION & SEDIMENT CONTROL PLAN**



**PHASE II
EROSION & SEDIMENT CONTROL PLAN**

EROSION CONTROL NARRATIVE

PROPERTY DESCRIPTION: THIS SITE CONSISTS OF 3.207 ACRES FOR AN EXISTING CHURCH, WHICH 0.88 ACRES WILL BE DISTURBED TO CONVERT THE EXISTING GRAVEL PARKING AREA TO PAVEMENT PARKING. THE SITE IS LOCATED ON THE NORTHERN SIDE OF WASHINGTON STREET IN HAYMARKET, VIRGINIA.

EXISTING SITE CONDITIONS: THE SITE IS MODERATELY SLOPED. ALL CLEARING AND GRADING SHALL BE LIMITED TO THE AREAS OUTLINED ON THE SITE AND EROSION CONTROL PLAN. SLOPES RANGE FROM 2 TO 33 PERCENT. THE SITE DRAINS INTO EXISTING CHANNELS NEAR THE NORTHERN AND SOUTHERN PROPERTY LINE.

ADJACENT PROPERTY: THE PROPOSED PROJECT IS BORDORED BY WASHINGTON STREET TO THE SOUTH, RIGHT OF WAY TO THE EAST, AND EXISTING SINGLE FAMILY HOMES TO THE NORTH AND WEST.

OFFSITE AREAS: NO OFFSITE AREA WILL BE LOCATED ON THIS PROJECT.

SOILS: SEE THE SOILS MAP LOCATED ON THE COVER SHEET.

CRITICAL EROSION AREAS: THE SITE INSPECTOR SHALL HAVE THE AUTHORITY TO ADJUST OR REQUIRE ADDITIONAL EROSION MEASURES IF REQUIRED TO PREVENT SEDIMENT FROM LEAVING THE DISTURBED AREAS.

UNLESS OTHERWISE INDICATED, ALL VEGETATIVE AND STRUCTURAL EROSION AND SEDIMENT CONTROL PRACTICES SHALL BE CONSTRUCTED AND MAINTAINED ACCORDING TO THE MINIMUM STANDARDS AND REQUIREMENTS OF PRINCE WILLIAM COUNTY AND THE THIRD EDITION OF THE VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK.

THE SPECIFIC AREA TO BE CLEARED SHALL BE IDENTIFIED PRIOR TO BEGINNING CONSTRUCTION. REFER TO THE PLAN FOR THE PROPOSED LIMITS OF CLEARING AND GRADING.

STRUCTURAL PRACTICES:

- CONSTRUCTION ENTRANCE - 3.02 A STABILIZED STONE PAD WITH A FILTER FABRIC UNDERLAYER LOCATED AT POINTS OF VEHICULAR INGRESS AND EGRESS ON A CONSTRUCTION SITE (TO INCLUDE WASH-RACK).
- SUPER SILT FENCE - 3.05 SILT FENCE SEDIMENT BARRIERS WILL BE INSTALLED DOWN SLOPE OF DISTURBED AREAS TO FILTER SEDIMENT AND PREVENT FLOW FROM SHEET FLOW ON THE PLAN.
- STORM DRAIN INLET PROTECTION - 3.07 A SEDIMENT FILTER OR AN EXCAVATED IMPOUNDING AREA AROUND A STORM DRAIN OR INLET TO PREVENT SEDIMENT FROM ENTERING THE STORM DRAINAGE SYSTEMS PRIOR TO PERMANENT STABILIZATION OF THE DISTURBED AREA.
- CULVERT INLET PROTECTION - 3.08 A SEDIMENT FILTER LOCATED AT THE INLET TO STORM SEWER CULVERTS WHICH PREVENTS ENTIREMENT FROM ENTERING AND BEING TRANSFERRED BY THE CULVERT. IT ALSO PROVIDES EROSION CONTROL AT CULVERTS DURING THE PHASE OF A PROJECT WHERE ELEVATIONS AND DRAINAGE PATTERNS ARE CHANGING AND ORIGINAL CONSTRUCTION MEASURES TO BE INEFFECTIVE.
- TREE PRESERVATION AND PROTECTION - 3.38 PROTECTING EXISTING TREES FROM MECHANICAL AND OTHER INJURY DURING THE RESTORING AND CONSTRUCTION ACTIVITY TO ENSURE THE SURVIVAL OF TREES WHERE THEY WILL BE EFFECTIVE FOR EROSION AND SEDIMENT CONTROL AND PROVIDE OTHER ENVIRONMENTAL AND AESTHETIC BENEFITS.

PERMANENT STABILIZATION: PERMANENT OR TEMPORARY SOIL STABILIZATION BY SEEDING AND MULCHING SHALL BE APPLIED TO THE DENIED AREAS WITHIN 7 CALENDAR DAYS OF COMPLETING ROUGH GRADING, ROADS, TRAVELWAYS AND PARKING FACILITIES. FERTILIZER SHALL BE INCORPORATED INTO THE TOP 2 TO 4 INCHES OF THE SOIL IF POSSIBLE. SEEDING SHALL BE APPLIED WITHIN 7 CALENDAR DAYS TO DENIED AREAS THAT MAY NOT BE AT FINAL GRADE, BUT WILL REMAIN DORMANT FOR LONGER THAN 14 DAYS. PERMANENT SOIL STABILIZATION SHALL BE APPLIED TO AREAS THAT ARE TO BE LEFT DORMANT FOR MORE THAN 8 MONTHS. IMMEDIATELY AFTER FINAL GRADING HAS BEEN COMPLETED, SEEDING/SOIL WILL BE APPLIED TO ALL DENIED AREAS AS PERMANENT STABILIZATION. THESE AREAS INCLUDE BUT ARE NOT LIMITED TO YARDS, PARKING ISLANDS, AND UTILITY EASEMENTS. FOR WINTER STABILIZATION, ANY AREA DENIED FOR LONGER THAN 14 DAYS AFTER NOVEMBER 1 TO MARCH 1 SHALL BE MULCHED AND SEEDING APPROPRIATE TO THE SEASON AND SITE CONDITIONS.

SEDIMENT CONTROL PHASE I: THE PHASE I MEASURES SHALL BE INSTALLED AS THE FIRST STEP AND PRIOR TO BEGINNING ANY LAND DISTURBING ACTIVITIES. THE PHASE I EROSION AND SEDIMENT CONTROL MEASURES INCLUDE THE FOLLOWING: SUPER SILT FENCE, TREE PROTECTION, INLET PROTECTION, AND CONSTRUCTION ENTRANCE WITH WASH RACK.

INSTALLATION SCHEDULE:

- OBTAIN AN EROSION CONTROL PERMIT FROM TOWN OF HAYMARKET.
- OBTAIN TEMPORARY CONSTRUCTION ENTRANCE PERMIT FROM VIRGINIA DEPARTMENT OF TRANSPORTATION, (IF APPLICABLE).
- INSTALL THE TEMPORARY CONSTRUCTION ENTRANCE AND WASHRACK. THE CONTRACTOR SHALL EITHER BY MEANS OF ON-SITE FACILITIES OR TEMPORARY STORAGE, PROVIDE WASH WATER TO WASH MUD FROM VEHICLES AND CONSTRUCTION EQUIPMENT PRIOR TO THEM ENTERING THE RIGHT-OF-WAY.
- STAKE-OUT THE LIMITS OF CLEARING/AND OR GRADING.
- STAKE-OUT THE LOCATION OF PERMITS ON SITE. THE STRUCTURES SHALL BE INSPECTED AND APPROVED BY TOWN OF HAYMARKET.
- INSTALL THE PERMITS CONTROLS AS INDICATED ON THE PHASE I EROSION AND SEDIMENT CONTROL PLAN.
- PROVIDE TEMPORARY SEEDING AS REQUIRED FOR ANY AREAS IN ACCORDANCE WITH YEASOUL.
- CLEAR AND GRAD ANY AREAS SHOWN TO BE CLEARED ON THE SITE PLAN.
- NO BURRING OF STUMPS, OR ANY OTHER TRASH, JUNK, OR DEBRIS WILL BE ALLOWED ON THE SITE.
- REMOVE ALL CLEARING DEBRIS, TRASH, CONCRETE, AND DEBRIS FROM THE SITE.
- MAINTAIN SILTATION AND EROSION CONTROL MEASURES IN AN OPERATIVE CONDITION THROUGHOUT THE ENTIRE PERIOD OF THE CONSTRUCTION PROJECT.
- THE TOWN INSPECTOR SHALL HAVE THE AUTHORITY TO MAKE ADJUSTMENTS IN THE FIELD TO THE EROSION AND SEDIMENT CONTROL MEASURES IF HE FEELS CORRECTIVE ACTION IS REQUIRED TO PREVENT SEDIMENT FROM LEAVING THE SITE.

SEDIMENT CONTROL PHASE II:

- ONCE THE PHASE I ITEMS HAVE BEEN CONSTRUCTED, PHASE II LAND DISTURBING ACTIVITIES MAY BEGIN. MAINTAIN PHASE I EROSION CONTROL IN AN OPERATIVE CONDITION.
- UPON COMPLETION OF ALL CONSTRUCTION AND LAND DISTURBING ACTIVITIES, AND WHEN THE DISTURBED AREAS HAVE BEEN STABILIZED, THE SEDIMENT CONTROL MEASURES MAY BE REMOVED, WITH THE APPROVAL OF THE INSPECTOR.

STORMWATER RUNOFF: NO INCREASE RUN-OFF PER THIS PROJECT

MAINTENANCE: ALL MEASURES ARE TO BE INSPECTED DAILY BY THE SITE SUPERINTENDENT AND INSPECTOR. ANY DAMAGED DEVICES WILL BE REPAIRED BY THE CLOSE OF THE DAY. ALL TRAPS SHALL BE CLEANED OUT MONTHLY AND AFTER ANY RAINFALL OF 1 INCH OR MORE. IN ADDITION, THE FOLLOWING MAINTENANCE SCHEDULE SHALL BE EMPLOYED:

- SUPER SILT FENCE SHALL BE CLEANED WHEN SEDIMENT REACHES ONE HALF THE HEIGHT OF THE FENCE.
- THE SEEDED AREAS WILL BE CHECKED REGULARLY TO INSURE THAT A GOOD STAND IS MAINTAINED.

TEMPORARY SEEDING: SEEDING SHALL BE APPLIED TO AREAS THAT ARE TO BE LEFT DORMANT FOR MORE THAN 14 DAYS. PERMANENT SOIL STABILIZATION SHALL BE APPLIED TO AREAS THAT ARE TO BE LEFT DORMANT FOR MORE THAN 8 MONTHS. IMMEDIATELY AFTER FINAL GRADING HAS BEEN COMPLETED, SEEDING/SOIL WILL BE APPLIED TO ALL DENIED AREAS AS PERMANENT STABILIZATION. THESE AREAS INCLUDE BUT ARE NOT LIMITED TO YARDS, PARKING ISLANDS, AND UTILITY EASEMENTS. FOR WINTER STABILIZATION, ANY AREA DENIED FOR LONGER THAN 14 DAYS AFTER NOVEMBER 1 TO MARCH 1 SHALL BE MULCHED AND SEEDING APPROPRIATE TO THE SEASON AND SITE CONDITIONS.

PLANT SELECTION: SELECT PLANTS APPROPRIATE TO THE SEASON AND SITE CONDITIONS FROM TABLES 3.31-B.

SEEDING PREPARATION: TO CONTROL EROSION ON BARE SOIL SURFACES, PLANTS MUST BE ABLE TO GERMINATE AND GROW. SEEDING PREPARATION IS ESSENTIAL.

- FERTILIZER SHALL BE APPLIED AT 600 LBS./ACRE OF 10-20-10 (14 LBS./1,000 SQ.FT.) OR EQUIVALENT NUTRIENTS.
- SEEDING SHALL BE INCORPORATED INTO THE TOP 2 TO 4 INCHES OF THE SOIL IF POSSIBLE.
- SURFACE ROUGHENING: IF THE AREA HAS BEEN RECENTLY LOOSENEED OR DISTURBED, NO FURTHER ROUGHENING IS REQUIRED. WHEN THE AREA IS COMPACTED, CRUSTED, OR HARDENED, THE SOIL SURFACE SHALL BE LOOSENEED BY DISCING, RAKING, HARROWING, OR OTHER ACCEPTABLE MEANS.
- TRACKING: TRACKING WITH BULLDOZER CLEATS IS MOST EFFECTIVE ON SANDY SOILS. THIS PRACTICE OFTEN CAUSES UNLIE COMPACTON OF THE SOIL SURFACE, ESPECIALLY IN CLAYEY SOILS, AND DOES NOT AID PLANT GROWTH AS EFFECTIVELY AS OTHER METHODS OF SURFACE ROUGHENING.

SEEDING: SEED SHALL BE EVENLY APPLIED WITH A BROADCAST SEEDER, DRILL, CULTIPACKER SEEDER OR HYDROSEEDER. SMALL GRAINS SHALL BE PLANTED NO MORE THAN ONE INCH DEEP. GRASSES AND LEGUMES SHALL BE PLANTED WITH NO LESS THAN 1/4" SOIL COVER.

MULCHING:

- TEMPORARY SEEDINGS MADE UNDER FAVORABLE SOIL AND SITE CONDITIONS DURING OPTIMUM SPRING AND FALL SEEDING DATES MAY NOT REQUIRE MULCH.
- SEEDINGS MADE IN FALL FOR WINTER COVER AND DURING HOT AND DRY SUMMER MONTHS SHALL BE MULCHED AT THE RATE OF 1-1/2 TO 2 TONS PER ACRE. APPLICATION SHALL BE AS FOLLOWS:

APPLICATION: MULCH MATERIAL SHALL BE SPREAD UNIFORMLY, BY HAND OR MACHINE.

WHEN SPREADING STRAW MULCH BY HAND, DIVIDE THE AREA TO BE MULCHED INTO APPROXIMATELY 1,000 SQ.FT. SECTIONS AND PLACE 70-90 LBS. (1-1/2 TO 2 BALES) OF STRAW IN EACH SECTION TO FACILITATE UNIFORM DISTRIBUTION.

MULCH ANCHORING: STRAW MULCH MUST BE ANCHORED IMMEDIATELY AFTER SPREADING TO PREVENT DISPLACEMENT. THE FOLLOWING METHODS OF ANCHORING STRAW MAY BE USED:

- MULCH ANCHORING TOOL (OFTEN REFERRED TO AS A KRUMPER OR KRUMPER TOOL). THIS IS A TRACTOR-DRAWN IMPLEMENT DESIGNED TO PUNCH MULCH INTO THE SOIL SURFACE. THIS METHOD PROVIDES GOOD EROSION CONTROL WITH STRAW. IT IS LIMITED TO USE ON SLOPES STEEPER THAN 3:1. WHERE EQUIPMENT CAN OPERATE SAFELY, MACHINERY SHALL BE OPERATED ON THE CONTOUR.
- FIBER MULCH: A VERY COMMON PRACTICE WITH WIDESPREAD USE TODAY. APPLY FIBER MULCH BY MEANS OF A HYDROSEEDER AT A RATE OF 750 LBS./ACRE OVER TOP OF STRAW MULCH OR HAY. IT HAS AN ADDED BENEFIT OF PROVIDING ADDITIONAL MULCH TO THE NEWLY SEEDD AREA.
- LIQUID MULCH BINDERS: LIQUID MULCH BINDERS AND TACKERS SHOULD BE HEAVEST AT EDGES OF AREAS AND AT CRESTS OF RIDGES AND BANKS, TO PREVENT DISPLACEMENT. THE REMAINDER OF THE AREA SHOULD HAVE BINDER APPLIED UNIFORMLY. BINDERS MAY BE APPLIED AFTER MULCH IS SPREAD OR MAY BE SPRAYED INTO THE MULCH AS IT IS BEING BLOWN ONTO THE SOIL.

RE-SEEDING: AREAS WHICH FAIL TO ESTABLISH VEGETATIVE COVER ADEQUATE TO PREVENT RILL EROSION WILL BE RE-SEEDD AS SOON AS SUCH AREAS ARE IDENTIFIED.

EROSION CONTROL LEGEND

NO.	TITLE	KEY	SYMBOL
3.02	TEMPORARY STONE CONSTRUCTION ENTRANCE	CE	
3.05	SUPER SILT FENCE	SSF	
3.07	STORM DRAIN INLET PROTECTION	IP	
3.31	TEMPORARY SEEDING	TS	
3.32	PERMANENT SEEDING	PS	
3.38	TREE PRESERVATION AND PROTECTION	TP	
	LIMITS OF CLEARING AND/OR GRADING		
	DRAINAGE DIVIDES		

POLLUTION PREVENTION PLAN LEGEND

SYMBOL	DESCRIPTION
(CST)	CONSTRUCTION STORAGE TRAILER
(PT)	PORTABLE TOILET
(D)	30 CY DUMPSITER

NOTE: PHASE I EROSION & SEDIMENT CONTROL MEASURES TO REMAIN FOR PHASE II AS NOTED.

HAYMARKET BAPTIST CHURCH
TOWN OF HAYMARKET
PRINCE WILLIAM COUNTY, VIRGINIA

**PHASE I & II
EROSION & SEDIMENT
CONTROL PLAN**

Civil Engineering - Land Surveying
8802 SUDLEY ROAD
MANASSAS, VIRGINIA 20110
(703) 361-4188

Ross, France & Ratliff, Ltd.

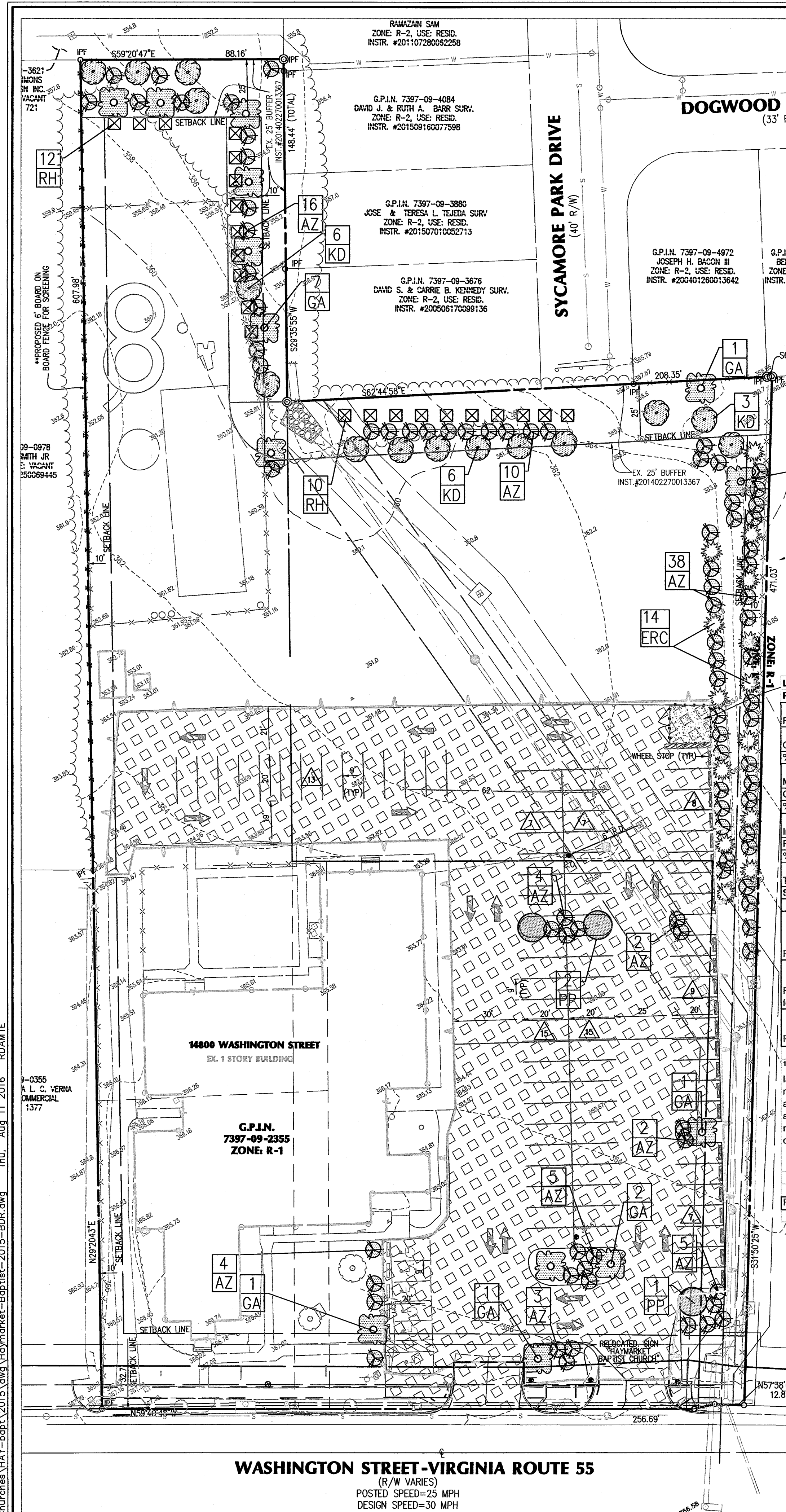
PROFESSIONAL ENGINEER
No. 23856
8-17-16

SHEET 4 OF 6
FILE NO.: SP #1592'B

CONTOUR INTERVAL = 2'
SCALE: 1"=30'

DECEMBER 14, 2015

Minutes Acceptance: Minutes of Sep 8, 2016 7:00 PM (Minutes Acceptance)



BMP FACILITY DESIGN CALCULATIONS

DENOTES AREA RE-DEVELOPED (0.98 AC., C=0.89)

Virginia Runoff Reduction Method ReDevelopment Worksheet v2.7 Revised April 2013

Site Data

Project Name: Haymarket Baptist Church
 Date: _____

data input cells	
calculation cells	
constant values	

Post-ReDevelopment Project & Land Cover Information

Post-ReDevelopment Project & Land Cover Information	Total Disturbed Acreage	0.98
---	-------------------------	------

Constants

Annual Rainfall (inches)	43
Target Rainfall Event (inches)	1.00
Phosphorus EMC (mg/L)	0.26
Target Phosphorus Target Load (lb/acre/yr)	0.41
Pj	0.90
Nitrogen EMC (mg/L)	1.86

Pre-Development Land Cover (acres)

	A soils	B Soils	C Soils	D Soils	Totals
Forest/Open Space (acres) – undisturbed, protected forest/open space or reforested land	0.00	0.00	0.00	0.00	0.00
Managed Turf (acres) – disturbed, graded for yards or other turf to be mowed/managed	0.00	0.00	0.00	0.00	0.00
Impervious Cover (acres)	0.00	0.00	0.98	0.00	0.98
Total					0.98

Post-ReDevelopment Land Cover (acres)

	A soils	B Soils	C Soils	D Soils	Totals
Forest/Open Space (acres) – undisturbed, protected forest/open space or reforested land	0.00	0.00	0.00	0.00	0.00
Managed Turf (acres) – disturbed, graded for yards or other turf to be mowed/managed	0.00	0.00	0.00	0.00	0.00
Impervious Cover (acres)	0.00	0.00	0.98	0.00	0.98
Total					0.98

Area Check

Area Check	Okay	Okay	Okay	Okay
------------	------	------	------	------

Rv Coefficients

	A soils	B Soils	C Soils	D Soils
Forest/Open Space	0.02	0.03	0.04	0.05
Managed Turf	0.15	0.20	0.22	0.25
Impervious Cover	0.95	0.95	0.95	0.95

Land Cover Summary	Listed	Adjusted ¹	Land Cover Summary	Land Cover Summary
Pre-Development			Post-ReDevelopment	Post-ReDevelopment New Impervious
Forest/Open Space Cover (acres)		0.00	Forest/Open Space Cover (acres)	0.00
Composite Rv(forest)	0.00	0.00	Composite Rv(forest)	0.00
% Forest	0%	0%	% Forest	0%
Managed Turf Cover (acres)	0.00	0.00	Managed Turf Cover (acres)	0.00
Composite Rv(turf)	0.00	0.00	Composite Rv(turf)	0.00
% Managed Turf	0%	0%	% Managed Turf	0%
Impervious Cover (acres)	0.98	0.98	ReDev. Impervious Cover (acres)	0.98
Rv(impervious)	0.95	0.95	Rv(impervious)	0.95
% Impervious	100%	100%	% Impervious	100%
Total Site Area (acres)	0.98	0.98	Total ReDev. Site Area (acres)	0.98
Site Rv	0.95	0.95	ReDev. Site Rv	0.95
Pre-Development Treatment Volume (acre-ft)	0.0776	0.0776	Post-Development Treatment Volume (acre-ft)	0.0776
Pre-Development Treatment Volume (cubic feet)	3,380	3,380	Post-Development Treatment Volume (cubic feet)	0
Pre-Development Load (TP) (lb/yr)	2.12	2.12	Post-Development Load (TP) (lb/yr)	0.00
Pre-Development Load (TN) (lb/yr)	15.19	15.19	Post-Development Load (TN) (lb/yr)	15.19

¹Adjusted Land Cover Summary reflects the pre re-development land cover minus the pervious land cover (forest/open space or managed turf) acreage proposed for new impervious cover. The adjusted total acreage is consistent with the Post ReDevelopment acreage (minus the acreage of new impervious cover). The load reduction requirement for the new impervious cover to meet the new development load limit is computed in Column I.

Maximum % Reduction Required Below Pre-Development Load	10%
TP Load Reduction Required for Redeveloped Area (lb/yr)	0.21
Total Load Reduction Required (lb/yr)	0.21
TP Load Reduction Required for New Impervious Area (lb/yr)	0.00

SWM / BMP Narrative

This project involves the re-development of an existing parking lot and travelways for Haymarket Baptist Church. Approximately 0.98 Acres of the 3.207 acres parcel will be disturbed for the project.

This plan revision is considered re-development under one acre and therefore is required to provide a reduction of at least 10% in phosphorus removal for the disturbed area. Through the purchase of nutrient credits the required phosphorus reduction has been met.

- Name of the Broker from which offset will be acquired: **Cara Conder**
- Geographic location (county or city and Hydrologic Unit Code) of the broker's offset generating facility: **Fauquier County, HUC Code: 02070010**
- Number of nutrient offset to be acquired (lbs. per acre per year): 0.21lbs/ year
- Nutrient reduction to be achieved on site (lbs. per acre per year): 0lbs/ year



Date: November 25, 2015

To: Tsigereda Dame
 Ross, France & Ratliff, Ltd.
 8802 Sudley Road
 Manassas, VA 20110

From: Cara Conder
 Credit Sales Coordinator
 Resource Environmental Solutions

Subject: Potomac Watershed – Nutrient Credit Availability

Project Reference: Haymarket Baptist Church; 0.21 Credits Requested; HUC 02070010

This letter is to confirm the availability of 0.21 authorized nutrient credits (“Nutrient Credits”) as of today’s date from one or more of Resource Environmental Solutions (“RES”) Potomac nutrient bank facilities for use by permit applicants within the Potomac watershed, including HUC 02070010, to compensate for nutrient loadings in excess of state or local regulations, as per Virginia Code § 62.1-44.15:35 and § 62.1-44.19:14 and Virginia Administrative Code 9 VAC 25-820-10 et seq. These Nutrient Credits are generated and managed under the terms of the Banking Instruments known as the Elk Run Nutrient Reduction Implementation Plan (“NRIP”), the Revised Holy Cross Abbey NRIP and/or the Midland NRIP.

Please feel free to contact me if you have any questions.

Sincerely,
Cara S. Conder
Cara S. Conder
 Resource Environmental Solutions
 919-209-1052



Date: November 25, 2015

To: Tsigereda Dame
 Ross, France & Ratliff, Ltd.
 8802 Sudley Road
 Manassas, VA 20110

From: Cara Conder
 Credit Sales Coordinator
 Resource Environmental Solutions

Subject: Potomac Watershed – Nutrient Credit Pricing

Project Reference: Haymarket Baptist Church, Haymarket, HUC 02070010

This letter is to confirm the pricing of Nutrient Credits to be sold and debited from one or more of Resource Environmental Solutions, LLC’s nutrient bank facilities within the above-referenced watershed. Upon approval and release by DEQ, all such Nutrient Credits may be used by permit applicants within these watersheds to compensate for nutrient loadings in excess of state or local regulations, as per Virginia Code § 62.1-44.15:35 and § 62.1-44.19:14 and Virginia Administrative Code 9 VAC 25-820-10 et seq. We appreciate the opportunity to assist you with your project. Currently our Nutrient Credit price for your project is as follows:

- **0.21 pounds of Phosphorus Credits = \$5,250.00**

This pricing is good for 60 days as of the date of this correspondence.

Please feel free to contact me if you have any questions.

Sincerely,
Cara S. Conder
Cara S. Conder
 Resource Environmental Solutions
 919-209-1052

NOTE: DOCUMENTATION OF THE PURCHASE OF THE REQUIRED NUTRIENT CREDITS WILL BE PROVIDED WHEN POSTING BONDS

CHK:	RAM	DES:	RAM	DWN:	JEB
REVISION	DATE	BY			

SCALE: 1" = 30'
 CONTAINED INTERVAL = 2'
 DECEMBER 14 2015

HAYMARKET BAPTIST CHURCH
 TOWN OF HAYMARKET
 PRINCE WILLIAM COUNTY, VIRGINIA

BMP PLAN & VRRM WORK SHEET

Minutes Acceptance: Minutes of Sep 8, 2016 7:00 PM (Minutes Acceptance)

Ross, France & Ratliff, Ltd.
 CIVIL ENGINEERING – LAND SURVEYING
 8802 SUDLEY ROAD
 MANASSAS, VIRGINIA 20110
 (703) 361-4188 FAX (703) 361-6353

PROFESSIONAL ENGINEER
 R. MICHAEL MASSEY, II
 No. 23856
 8-17-16

SHEET 5 OF 6
 FILE NO.: SP # 15921B

Packet Pg. 59

PURPOSE

4VAC50-60-54 of the Virginia Stormwater Management Program (VSMPP) Permit Regulations requires that Stormwater Pollution Prevention Plan (SWPPP) be developed for all regulated land disturbing activities.

The plan for implementing pollution prevention measures during construction activities developed on this sheet must be implemented and updated as necessary.

OTHER REFERENCED PLANS

SWPPP requirements may be fulfilled by incorporating, by reference, other plans. All plans incorporated by reference become enforceable under the VSMPP Permit Regulations and General Permit VAR10 for Discharges of Stormwater from Construction Activities.

Table with 2 columns: Independent Plans Incorporated by Reference, Date Approved. Rows include Stormwater Management Plans, Spill Prevention, Control, and Countermeasure Plans, Off-Site Stockpile, and Off-Site Borrow Area.

POTENTIAL POLLUTANT SOURCES

The following sources of potential pollutants must be addressed in the Pollution Prevention Plan. Various controls and/or measures designed to prevent and/or minimize pollutants in stormwater discharges from the project site must be applied to the sources found on the site.

LEAKS, SPILLS, AND OTHER RELEASES

- The operator(s) shall ensure procedures are in place to prevent and respond to all leaks, spills and other releases of pollutants.
The operator(s) shall ensure all leaks, spills and other releases of pollutant are contained and cleaned immediately upon discovery.
The operator(s) shall ensure spill containment kits containing appropriate materials are to be disposed in accordance with federal, state, and/or local requirements.

Table with 4 columns: Date, Shown on Plan Sheet #, Location, Operator(s) Initials. Includes AT CONSTRUCTION OFFICE TRAILER and CONSTRUCTION DUMPSTER.

- The operator(s) shall notify the Department of Environmental Quality (DEQ) of leaks, spills, and other releases that discharge to or have the potential to discharge to surface waters immediately upon discovery of the discharge but in no case later than 24 after the discovery.

Contact information for Virginia Department of Environmental Quality and PW County Department of Public Works.

EQUIPMENT / VEHICLE WASHING

- Washing must be conducted in a dedicated area that is located to maximize the distance from storm drain inlets, ditches, waterbodies or wetlands but no less than 50 feet from those features.
All wash water used in vehicle wheel washing must be directed to a sediment basin/trap.
All vehicle washing activities other than wheel washing must have secondary containment.

Table with 4 columns: Activity, Location of Dedicated Area(s), Shown on Plan Sheet #, Water Source Location. Includes Wheel Wash and Other Wash Areas.

VEHICLE FUELING AND MAINTENANCE

- Conduct regular maintenance in a dedicated area that is located to maximize the distance from storm drain inlets, ditches, waterbodies or wetlands but no less than 50 feet from those features.
If fueling is conducted at a dedicated area, the location must be located to maximize the distance from storm drain inlets, ditches, waterbodies or wetlands but no less than 50 feet from those features.

Table with 4 columns: Date, Shown on Plan Sheet #, Location of Dedicated Area(s), Operator's Initials. Includes REVISIONS TO LOCATIONS.

- If mobile fueling will be used, the fueling must be done in an area that located to maximize the distance from storm drain inlets, ditches, waterbodies or wetlands but no less than 50 feet from those features.
Spill kits must be readily available at all mobile fueling locations.
On-site storage tanks must have a means of secondary containment (spill berms, decks, spill containment pallets, etc.) and must be covered where appropriate.

DISCHARGE FROM STORAGE, HANDLING, AND DISPOSAL OF CONSTRUCTION PRODUCTS, MATERIALS, AND WASTE

- Storage of construction products, materials, and waste is to be conducted in dedicated areas.
The dedicated area must be located to maximize the distance from storm drain inlets, ditches, waterbodies or wetlands but no less than 50 feet from those features.
The dedicated areas must be designed to minimize the discharge of pollutants from storage, handling, and disposal of construction products, materials and wastes including (i) building products such as asphalt sealants, copper flashing, roofing materials, adhesives, concrete admixtures; (ii) pesticides, herbicides, insecticides, fertilizers, and landscape materials; and (iii) construction and domestic wastes such as packaging materials, scrap construction materials, masonry products, timber, pipe and electrical cuttings, plastics, Styrofoam, concrete and other trash or building products.

Table with 4 columns: Date, Shown on Plan Sheet #, Location(s) of Dedicated Area(s) for storage of construction products and materials, Operator(s) Initials. Includes CONSTRUCTION STORAGE TRAILER.

Table with 4 columns: Date, Shown on Plan Sheet #, Location(s) of Dedicated Area(s) for waste from construction products and materials, Operator(s) Initials. Includes CONSTRUCTION DUMPSTER.

- Follow all federal, state, and local requirements that apply to the use, handling and disposal of pesticides, herbicides, and fertilizers.
Keep chemicals on-site in small quantities and in closed, well marked containers.
Clean up solid waste, including building materials, garbage, and debris on a daily basis and deposit into covered dumpsters that are periodically emptied.

DISCHARGES FROM OTHER POTENTIAL POLLUTANT SOURCES

- Discharges from other pollutant sources (e.g., water line flushing, storm sewer flushing, above ground storage tanks, etc.) not mentioned elsewhere must be addressed.

Table with 2 columns: Other Potential Pollutant Sources, Location(s) of Potential Pollutant Sources.

- Above ground oil storage tanks with a storage capacity exceeding 1,320 gallons and have a reasonable expectation of a discharge into or upon Waters of the United States are required to have a Spill Prevention Control and Countermeasure (SPCC) Plan.
The discharge of contaminated flush water and material removed during flushing operations must be collected and disposed of in accordance with appropriate federal, state, and local requirements.

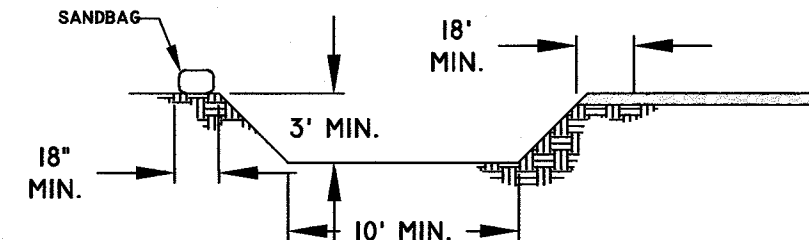
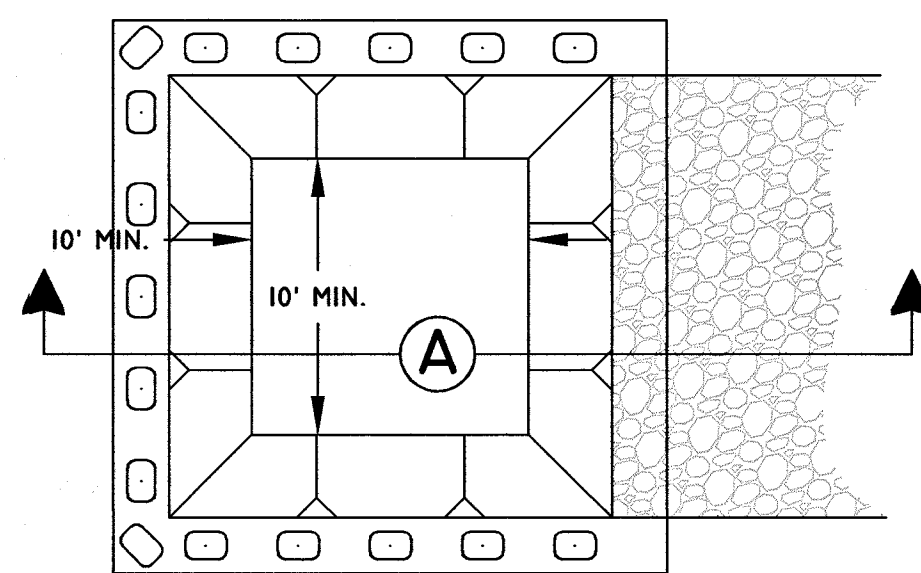
DISCHARGES FROM CONCRETE RELATED WASH ACTIVITIES

- Concrete trucks are not allowed to wash out or discharge surplus concrete or drum wash water on site except in a dedicated area(s) that is located to prevent discharge to storm drain inlets, ditches, waterbodies or wetlands but no less than 50 feet from those features.
Each facility must have a stabilized access to prevent mud tracking into the street.
Each facility must have appropriate signage to inform users where the dedicated area(s) are located.

Table with 4 columns: Date, Shown on Plan Sheet #, Location of Dedicated Area(s), Operator's Initials. Includes CONCRETE WASH OUT and REVISIONS TO LOCATIONS.

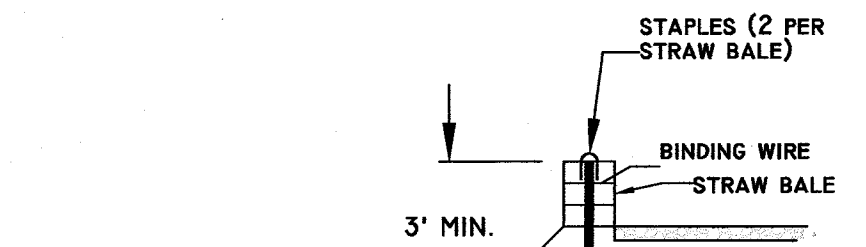
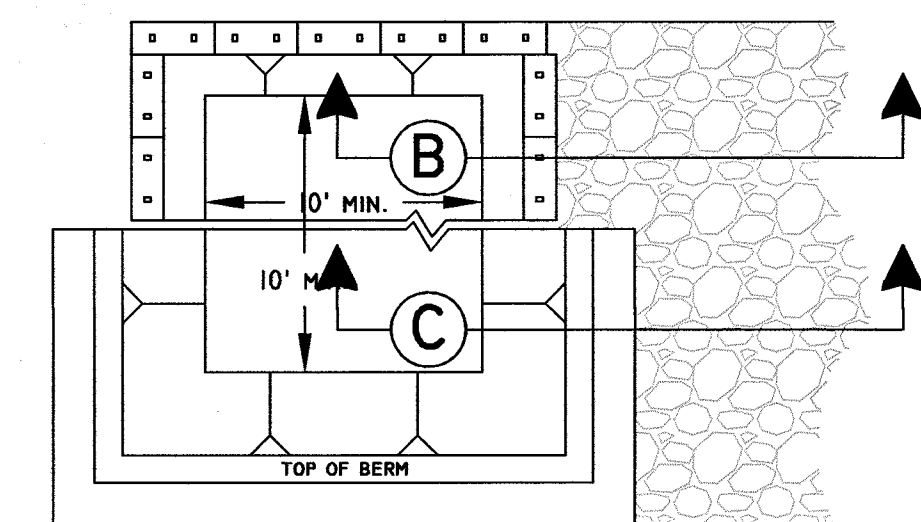
- Facilities must be cleaned, or new facilities constructed, once the washout area is two-thirds (2/3) full.

BELOW GRADE CONCRETE WASHOUT AREA

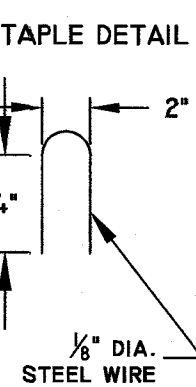


SECTION A

ABOVE GRADE CONCRETE WASHOUT AREA



SECTION B



SECTION C

CONCRETE WASHOUT AREA NOTES

- The facility must be lined with 10 mil plastic lining that is free from holes, tears, or other defects that might compromise the material's impermeability.
The lining must be anchored with staples (2' spacing) or sandbags.
Side slopes must be 1:1 (horizontal:vertical) or flatter.
Stone access must be provided between the street and the concrete washout area.
A "Concrete Washout" sign must be installed within 30 feet of the washout facility. The sign must be no smaller than 2' tall by 4' wide.

DISCHARGES OF SOAPS, DETERGENTS, SOLVENTS, AND WASH WATER FROM CONSTRUCTION ACTIVITIES SUCH AS CLEANUP OF STUCCO, PAINT, FORM RELEASE OILS, AND CURING COMPOUNDS

- Washing activities associated with construction activities other than vehicle and equipment washing, such as clean up of stucco, paint, form release oils, and curing compounds are to be conducted in a dedicated area.
The dedicated area must be located to maximize the distance from storm drain inlets, ditches, waterbodies or wetlands but no less than 50 feet from those features. Separations of less than 50 feet may be approved by the Environmental Inspector.
The dedicated areas must be designed to prevent the discharge of soaps, detergents, solvents, and wash water.

Table with 4 columns: Date, Shown on Plan Sheet #, Location(s) of Dedicated Area(s), Operator(s) Initials. Includes CHEMICAL WASH OUT and REVISIONS TO LOCATIONS.

- The dedicated area must be covered (e.g., plastic sheeting, temporary roof, etc.) to prevent contact with stormwater.
The contaminated wastewater from the dedicated area must be collected for disposal by a waste hauler or discharged to the sanitary sewer.

DISCHARGES OF HAZARDOUS, TOXIC AND SANITARY WASTE

- Storage and disposal of hazardous, toxic and sanitary wastes are to be conducted in dedicated areas.
The dedicated areas must be located to maximize the distance from storm drain inlets, ditches, waterbodies or wetlands but no less than 50 feet from those features. Separations of less than 50 feet may be approved by the Environmental Inspector.
The dedicated areas must be designed to prevent the discharge of hazardous, toxic and sanitary waste by avoiding contact with precipitation.
Each facility must have appropriate signage to inform users where the dedicated area(s) are located.

Table with 4 columns: Date, Shown on Plan Sheet #, Location(s) of Dedicated Area(s) for storage and disposal of hazardous and toxic wastes, Operator(s) Initials. Includes TOXIC OR HAZARDOUS WASTES.

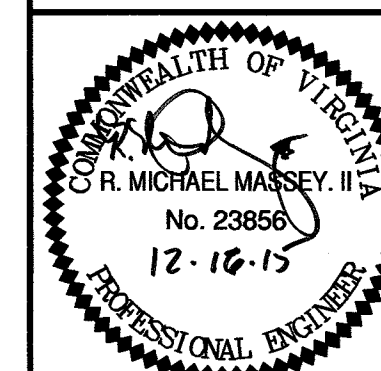
Table with 4 columns: Date, Shown on Plan Sheet #, Location(s) of Dedicated Area(s) for portable toilets, Operator(s) Initials. Includes SANITARY WASTE TO BE DISPOSED OF IN PORTABLE TOILETS.

- Consult with local waste management authorities or private firms about the requirements for disposing of hazardous materials and/or soils that may be contaminated with hazardous materials.
Never remove the original product label from the container. Follow the manufacturer's recommended method of disposal.
Schedule periodic pumping of portable toilets and dispose of waste.
Dispose of all solid waste at an authorized disposal site.

HAYMARKET BAPTIST CHURCH
TOWN OF HAYMARKET
PRINCE WILLIAM COUNTY, VIRGINIA
DECEMBER 14, 2015

POLLUTION PREVENTION PLAN DETAIL SHEET

Ross, France & Ratliff, Ltd.
CIVIL ENGINEERING - LAND SURVEYING
8802 SUDLEY ROAD
MANASSAS, VIRGINIA 20110
(703) 361-4188 FAX (703) 361-6353





TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, October 3, 2016

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

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.

2. Invocation

No invocation was given.

3. Pledge Allegiance

4. Citizen's Time

Theresa Freeman - 6660 Fayette Street

Concern with traffic on the corner of Fayette Street; does not want a new business to there as the area cannot handle any more business traffic.

Sandy Freeman - 6660 Fayette Street

Concerned with the same site; waste, traffic already as a result of the new Chick Fil-A - and does not want business and business traffic to interfere with town residents' quality of life.

Rebecca Bare - 14977 Cheyenne Way

Raises concerns about particular planned park expenditures, about the increased traffic that A Dog's Day Out will cause; suggests that the Council table the planned re-zoning.

Matt Caudle - 14725 Dogwood Park Lane

Speaks in support of A Dog's Day Out, and thanks the Council members for their service. On the subject of the Haymarket Regional Food Pantry, asks the Council to uphold eviction at the end of its current lease.

5. Minutes Acceptance

A. Mayor & Council - Continuation Meeting - Sept 22, 2016 7:00 PM

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

6. Department Reports

A. Building Official's Report - Joe Barbeau, Jr.

B. Engineer's Report - Holly Montague

Vice Mayor Pasanello requests that the Town Engineer add estimated completion dates to her collation document of ongoing jobs.

Council member Morris wonders what range of scale is covered by the documents - how small is too small to be counted?

Minutes Acceptance: Minutes of Oct 3, 2016 7:00 PM (Minutes Acceptance)

C. Business & Community Relations Report - Denise Andrews**D. Town Planner's Report - Marchant Schneider**

Marchant Schneider introduces Susannah Smith as the new Town Planner, shares concerns over timing of construction on Bleight Drive, updates on the ongoing development of the Harrover property and Tobaccology.

Ms. Smith introduces herself to the Council and gives a short summary of her background and experience.

E. Breast Cancer Awareness Month

Dr. Wilson of the Novant Health/UVA Health System Breast Center: speaks in support of Town's Breast Cancer Awareness Month, especially the lighting of the Museum.

Councilman Morris reads the following Proclamation:

Whereas, October 2016 marks more than twenty-nine years that National Breast Awareness has educated women about early breast cancer detection; and

Whereas, National Breast Cancer Awareness Month is dedicated to increasing public knowledge and the importance of early detection of breast cancer by collaborating with several public service organizations, professional associations, and government agencies, who work together to ensure that the National Breast Cancer Awareness Month message is heard by thousands of women and their families; and

Whereas, the American Cancer Society estimates in the United States more than 247,000 new cases of invasive breast cancer will be diagnosed in women this year; and

Whereas, the American Cancer Society estimates in the United States more than 2,500 new cases of invasive breast cancer will be diagnosed in men this year; and

Whereas, through research and advocacy, significant advances have been made in the fight against breast cancer, including significant decreases in mortality; and

Whereas, the three million breast cancer survivors living in the United States today are a testament to courage, as well a to the importance of promoting awareness about breast cancer, providing information, funding research, following recommended screening guidelines and offering treatment to those who are affected;

NOW, THEREFORE, BE IT PROCLAIMED that the Town Council of Haymarket, Virginia, does hereby recognize the month of October, 2016, as Breast Cancer Awareness Month and ask all citizens to join in this worthy cause to celebrate successes and memorialize lost battles, in witness, therefore, this third day of October, 2016.

F. Farms and Acreage, Inc. - Fairgrounds Property

Guy Gravett, resident of Warrenton: speaks in capacity as a real estate broker for 1566 Associates, regarding the 20 -acre parcel of land between Chick Fil-A and Giuseppe's known as the "Fairgrounds." Mr. Gravett had previously submitted a zoning permit application for the 20 acres for homes and a commercial use. Mr. Gravett would now like to resubmit for part of the original application for the German grocery store "Lidl."

Joining Mr. Gravett tonight is Kevin Locas, Northern Virginia Development Manager for Lidl.

Council members Pasanello and Morris express concern about Lidl taking business from Food Lion and drawing more traffic to the other side of the street with the CVS and Chick-Fil-A.

Council members Edwards and Cole express concerns about how Lidl's European design would fit into the town's aesthetics.

G. Special Use Permit - 14830 Jordan Lane, SUP# 2016-002**H. Police Report - Chief Eric Noble**

Councilman Morris encourages Chief Noble to pursue the leasing option and continue

communication with Ford.

7. Agenda Items

A. Special Use Permit - 14830 Jordan Lane, SUP#2016-002

Move that the Town Council approve SUP #2016-002, Zeuppy, LLC, the Special Use permit for an in-home occupation at 14830 Jordan Lane, as described on the Special Use Permit application dated June 17th, 2016 and subject to Conditions of Approval dated October 3, 2016.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Connor Leake, Councilman
SECONDER: Chris Morris, Councilman
AYES: Cole, Morris, Pasanello, Edwards, Leake, Aitken

B. A Dog's Day Out Haymarket LLC. - Rezoning Application Marchant Schneider - Town Planner

Move that the Town Council approve ZTA#2016-0602, application to Amend the Zoning Map - 6680 Fayette Street, subject to the proffer statement dated October 3, 2016.

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

C. E&S and Landscaping Bond Release - Sherwood Forest Holly Montague PE Town Engineer

Move that the Town Council release the J.P. Morgan Chase Bank Letter of Credit issued on behalf of D.R. Horton for the benefit of the Town of Haymarket for Erosion and Sediment Control required by Sherwood Forest Final Site Plan in the amount of \$30,711.00 and further move to release the J.P. Morgan Chase Bank Letter of Credit issued on behalf of D.R. Horton for the benefit of the Town of Haymarket for Landscaping improvements required by Sherwood Forest Final Site Plan in the amount of \$17,290.00

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

8. Council Member Time

A. **Susan Edwards:** No comments.

B. **John Cole:**

- a. Ask Vice Mayor Pasanello about power line developments. (Pasanello responds: nothing new yet.)
- b. Recommends a meeting for the purpose of clarifying and discussing the use of the Harrover property within the park.

C. **Steve Aitken:**

- a. Thanks Marchant for his service; Council decides to recognize Marchant at its next meeting.

D. **Joe Pasanello:**

- a. Brings up matter of crooked road sign at the intersection of 15 and Washington Street, concern over Bleight Street property (Blue House).

E. **Chris Morris:**

- a. Brings up development regarding the Food Pantry - they are in the process of moving to a Ruritan building, but may need a short while as they are hoping to move before the Christmas rush. They did not want to push for extension, but Councilman Morris would have been willing to do so.

- b. Request invocation in spite of Pastor's Matchette's absence.

F. Connor Leake:

- a. No updates from the Planning Commission and the Architectural Review Board; thanks staff for their hard work during transition and Haymarket Day.
- b. Would be open to extending time for food pantry if they have an actual lease already signed in their new site.

G. Jerry Schiro:

- a. Discusses staff realignments, revision of language in existing leases, revision of financial reports for Finance Committee.
- b. Says that he continues to work on maximizing efficiency with cash flow and the various bank accounts, ahead of Council's wish to explore capital programs. Recommends Council meet to start going over resumes for recruitment of Town Manager and Clerk/Treasurer positions.
- c. Raises question about relationship between Town and County regarding Fire Marshal and Fire Code.

H. David Leake:

- a. Shares that Towns of Dumfries and Middleburg will be lending their Town Clerks for a day to mentor new employee once her or she is chosen. (Or perhaps the interim employee, depending on timing)
- b. Recommends support for Blood Drive that took place the following Saturday.
- c. Reminds Council Members of the upcoming VML Conference.
- d. Council decides to meet for a Work Session on Monday, October 24th at 5:30 pm.

Interview Candidates for the Position of Town Manager

Motion that the Council meet in the next fifteen days at an undisclosed time and location for the sole purpose of interviewing candidates for the position of Town Manager.

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

9. Motion to Adjourn

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

Submitted:

Approved:

Denise Andrews, Interim Town Clerk

David Leake, Mayor

Minutes Acceptance: Minutes of Oct 3, 2016 7:00 PM (Minutes Acceptance)

Permits Issued

- Permits have been issued for sub-contracting work supporting the construction of an addition at 6852 Jockey Club Lane.

Certificates of Occupancy Issued

- Certificates of Occupancy for the Single Family Homes located at lots 51 and 52 respectively have been issued.

Inspections

- August 29:
 - Completed Final Inspections at Lots 51 and 52 of Blight Avenue, this work was approved.
 - Performed the Final Deck Inspection at 14984 Cheyenne Way, this work was approved.
- September 2:
 - Performed Final Deck Inspection at 6762 Sycamore Drive, the work was approved.
- September 7:
 - Performed Framing Inspection for 6852 Jockey Club Lane, work approved.
 - Performed inspection of the location and use of a smoker bbq device exterior of Frontier Kitchen facility at 14604 Washington Street; it was determined that this use would be located far enough from both combustibles and paths of egress to not present a hazardous condition.
- September 8:
 - Performed Footing Inspection at the 15175 Washington Street, Century Stair facility to place reinforced concrete footings to support structural steel installations; this work was approved.
 - Performed Insulation Inspection for floor assembly at 6852 Jockey Club Lane, work approved.
- September 15:
 - Performed Framing Inspection at 15175 Washington Street, Century Stair facility, this work was approved.
 - Performed Final Deck Inspection at 14920 Greenhill Crossing Drive, this work was approved.

Document Review

- Document review concerning issues that were raised regarding Fire Prevention systems (by PWC Fire Marshall's Office) at the IcePlex have been submitted from our Third Party Reviewer without additional comments or additional compliance requirements.

Actions

- No actions are underway at this time; though we are attempting to work cooperatively with the owner of Payne' Lane, to avoid having to take an Official Action against this property. The Council will be kept informed.
- An investigation into a complaint regarding a dangerous situation at the IcePlex was conducted on 9/13/2016, after a complaint from a citizen regarding the contractor working above the locker rooms was received. An inspection of the site conditions determined that the concrete sub-contractor was a fault for this. I have spoken with the Site Super-intendant, the Manager of the IcePlex, and the Sub-Contractor to ensure no such instances will occur in the future. Unfortunately the Sub-Contractor was unaware of the active use of this space below their work area (locker rooms) at that time. I have insisted upon better communications by all parties to prevent a re-occurrence of such a condition. The locker room area is now protected by the installation of the second level concrete decking, removing this hazard.

Recommendations

Currently we lack a solid relationship with the County regarding Fire Services. While they handle the calls in our town, the Permit Review and Inspections processes are a mixed bag of Third Party, County, and

myself stepping in to cover the missing elements. We are meeting with Chief Smalsky the PWC Fire Marshall to determine if this can be improved. I recommend that as we move forward the Council gives consideration to drafting new or improved MOU's to allow PWC to handle all Plan Reviews, Hot Work and Fire Systems Permitting, and Fire Prevention Installation and Periodic Inspections. This is not only their function, but I fear that without such cooperation some element of this essential work might fall through the cracks, allowing for a potential danger to our citizens. We need to look at this as an inter-operability issue, where the functions of the town and the county work cooperatively for the greater good. The Council's support in this effort, along with that of the County Supervisor's is essential to the well-being of our community.

Other

I realize the Council would appreciate a different format for my reports. I have not had the time to generate this format as yet, although I did promise to do so for this month. I apologize for this, and will try to get this accomplished prior to my next month's submission.



INTEROFFICE MEMORANDUM

TO: TOWN COUNCIL
FROM: DENISE ANDREWS
SUBJECT: BUSINESS & COMMUNITY RELATIONS REPORT – OCTOBER 2016
DATE: 09/21/2016

Please see the October 2016 Business & Community Relations Report attached.

Minutes Acceptance: Minutes of Oct 3, 2016 7:00 PM (Minutes Acceptance)

Museum Lighting Ceremony

On Monday, October 3rd to commemorate Breast Cancer Awareness Month the Haymarket Museum will be lit “Pink” for the entire month of October. In partnership with Novant Health UVA Health System we are encouraging individuals to take the steps to have a plan to detect the disease in its early stages and encourage others to do the same. This month we are asking to raise awareness of breast cancer by lighting the outside of your homes and businesses “pink”.

Town of Haymarket Farmers’ Market

Every Saturday from 8 am until 2 pm you can visit the Haymarket's Farmers' Market. All of our vendors are required to sell Virginia Grown products.

Due to an overwhelming response by visitors, the Farmer’s Market would like to extend their market until the end of December. Vendors that sell the following would continue are:

- French pastries
- Locally grown beef, poultry, and eggs
- Homemade pies and cakes
- Virginia grown plants and flowers including holiday wreaths in November and December

Haymarket... A Town In Transition

Starting August 27th through October 2nd, the Haymarket Museum will tell the story of our Town. Haymarket’s history spans more than two hundred and twenty years. The exhibit will take you to different time periods in that history through a pictorial and artifact display. Rotating within this 6 week exhibit we’ll explore:

- The history of buildings and homes
- Specific people and families who have contributed to the life of the Haymarket community through the years
- Haymarket today

2016 Haymarket Day

Our 2016 Haymarket Day was held on Saturday, September 17th. The event kicked off with our Haymarket Day Parade and ended with a great performance by Zale And The ZDubs.

- It is estimated that there was over 25,000 in attendance.
- 256 vendors
- \$35,655 collected in vendor booth fees
- \$23,000 in sponsorship funds
- \$23,469 in expenditures (plus Law Enforcement and Staff overtime)

2016 Haymarket Day comments include:

ImagiNation Learning Center – Gina Davis, Director of Operations

I just want to thank you for inviting us (at an HGBA meeting) to participate in the 2016 Haymarket Day. It was an extraordinary event. Great communication and very well organized. We had a great time, and are already planning for our involvement next year.

Freeze Bullying for Payton – Kim Freeze

It was a fantastic day for Payton's Project. We were very excited to have talked with over 1000 people and touched so many with our cause! Thank you so much for fitting us in at the last minute!

Three Ways Beautiful Salon and Spa – Mercedes Jacobs

This was our first time participating since we are a new. It was so well organized and everything went so smoothly! You have some wonderful volunteers that were very helpful! Thank you so much for having us! We were able to raise money for Childhood Cancer Awareness and for that we thank you!

Classics by Cindy – Cindy Shafer

This was my first year participating and I have to say it was fabulous! What a wonderful, warm community. We had a blast and will definitely be back next year!

Classic Baby Victoria – Victoria Higdon

What a fantastic parade, with the memorable Marshal and his family and the two international dancing groups from Nepal and Peru! What an inspiration!!! I loved my space (211) and the people were awesome. I will definitely be back for my 4th year of participating in your town's celebration next September.

Really Awesome Toys – Larry Robertson

Thank you for having us at Haymarket Day. We always enjoy the residents and visitors. This year was significantly busier! I am particularly appreciative of your quick response after we realized what a major reorganization of the vendors spaces had occurred.

Group Therapy Associates, LLC – Esther Boykin, CEO

Thank you both for an amazing event. I haven't done Haymarket Day since the town took it over a few years ago and I just want you to know how much I enjoyed it again. You and all the volunteers did a wonderful job.

Professional Touch – Florencio Patino

I would like to sign up for next year and if possible get the same spot we were assigned this year. Also, I would like to know if there is any discount for signing up earlier.

Haymarket Church - Marian Ludlow, Volunteer

Ladies, I am glad I had the chance to volunteer representing the Haymarket UMC. It was very well organized and just several comments from those at the Old Pace Building: "I sure like the way it is organized this year for drop off"; many were impressed with the helpful large map so they could find their specific group. I believe this also helped with the load of questions for Jennifer and the other volunteers in the Parade Staging area.

Pizzarama – Eli Bawab

Haymarket Day was awesome! I have been in business here for over 9 years. I think the Town should consider something similar to Haymarket Day on a much smaller scale once a month!

Staff – lunch at El Vaquero

I had lunch today (9/20/16) at El Vaquero and Baldo, the mgr, was praising HM Day, they were so very busy and he liked the layout of the vendors. He stated the customers came in praising the event and the town as well and were happy with the mixture of vendors. He stated quite a few comments was that "Haymarket" is improving. Baldo also stated a personal comment how happy he was that the parade dance the ethical group Tinkus San Simon attended and it makes the town diversified.



TO: MAYOR AND TOWN COUNCIL
FROM: MARCHANT SCHNEIDER, TOWN PLANNER / ZONING ADMINISTRATOR
SUBJECT: PLANNER REPORT
DATE: 09-27-16
CC: STAFF

Ongoing Projects

- Village of Haymarket Phase II. Installation of landscaping along the southern and eastern boundaries of the Harrover property is to begin within the month. No time table has been given for construction of the remaining lots. Street lights are pending. Lot 51 and 52 have not yet sold.

Development Review

- Zoning Permits. Approved zoning permits for residential decks, fences, and sheds.

Transition Plan

- The new planner (Susannah Smith) started September 26th. I will be transitioning the position through the end of October / early November as necessary.



Haymarket Police Department

Monthly Town Council Report

October, 2016



Significant Incidents

Suspicious Event – On August 9 at 4:40 AM, officers were dispatched to a suspicious event on Track Court. On arrival, it was reported to officers that three males, 15 to 17 years of age, were acting suspiciously. While a search of the area proved negative, the investigation is on-going.

Sobriety Checkpoint – On August 12 from 10:00 PM to 2:00 AM, members of the Haymarket Police Department, Prince William County Sheriff's Office and the Virginia State Police conducted a sobriety checkpoint in the area of Washington Street and Greenhill Crossing Drive. 451 vehicles were stopped with 13 of those flagged for further screening. Of the 13 screened, 1 was subsequently arrested for DUI while an additional 4 summons were issued.

Abduction | Domestic Assault | Strangulation. On Tuesday, August 23, 2016 at 2:15 AM, officers from the Haymarket and Prince William police departments responded to the 6000 block of Madison Street in Haymarket for a report of a domestic assault. Prior to arriving at the scene, officers met with the victim at the Haymarket Sheetz and determined that she had been assaulted, strangled and held against her will by her cohabitating boyfriend, Trevor Davidson.

On arriving at the scene, units established a perimeter and attempted to make contact with Mr. Davidson. After multiple attempts proved unsuccessful, warrants were obtained from the Magistrates Office and officers from both agencies again responded during the late afternoon. Once a perimeter was re-established, a brief standoff occurred during which time Mr. Davidson audibly manipulated a firearm. As officers reassessed, several family members were contacted and they ultimately convinced Mr. Davidson to exit the residence and surrender. He was subsequently taken into custody, transported to the Adult Detention Center and charged with **Abduction, Strangulation and Domestic Assault and Battery**. A .40 caliber Smith & Wesson pistol was recovered at the scene.

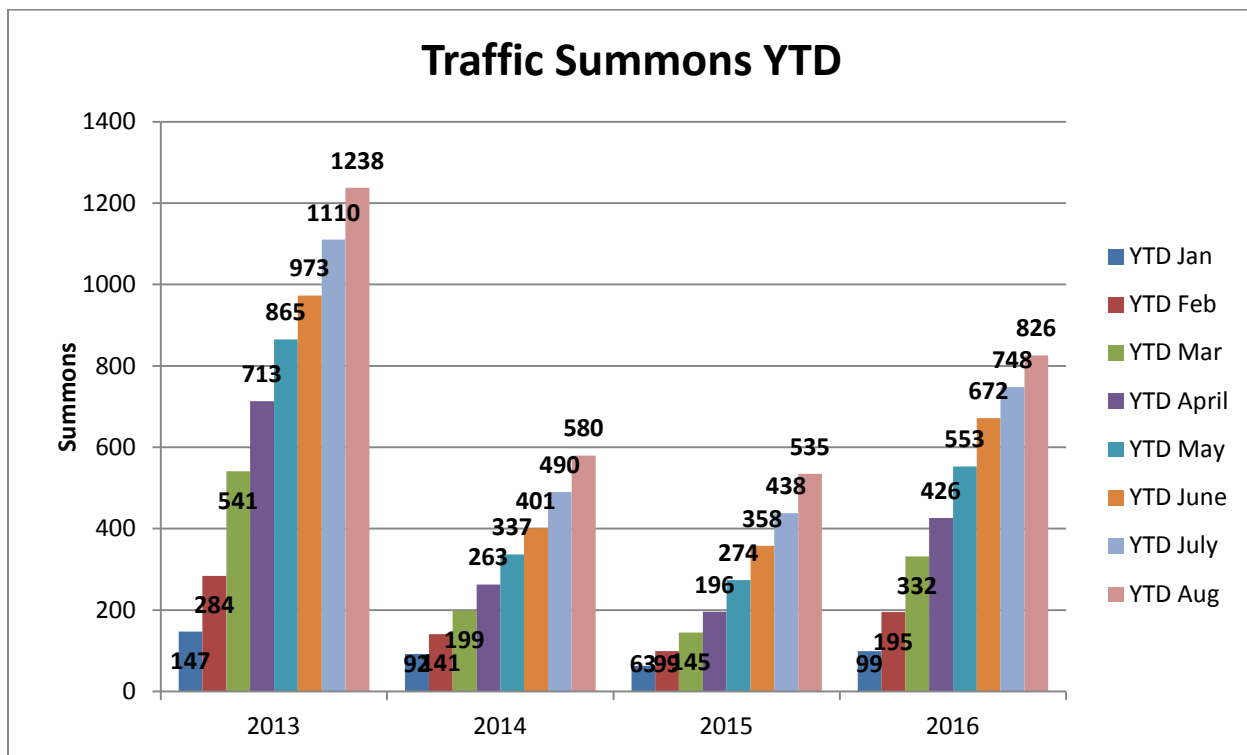
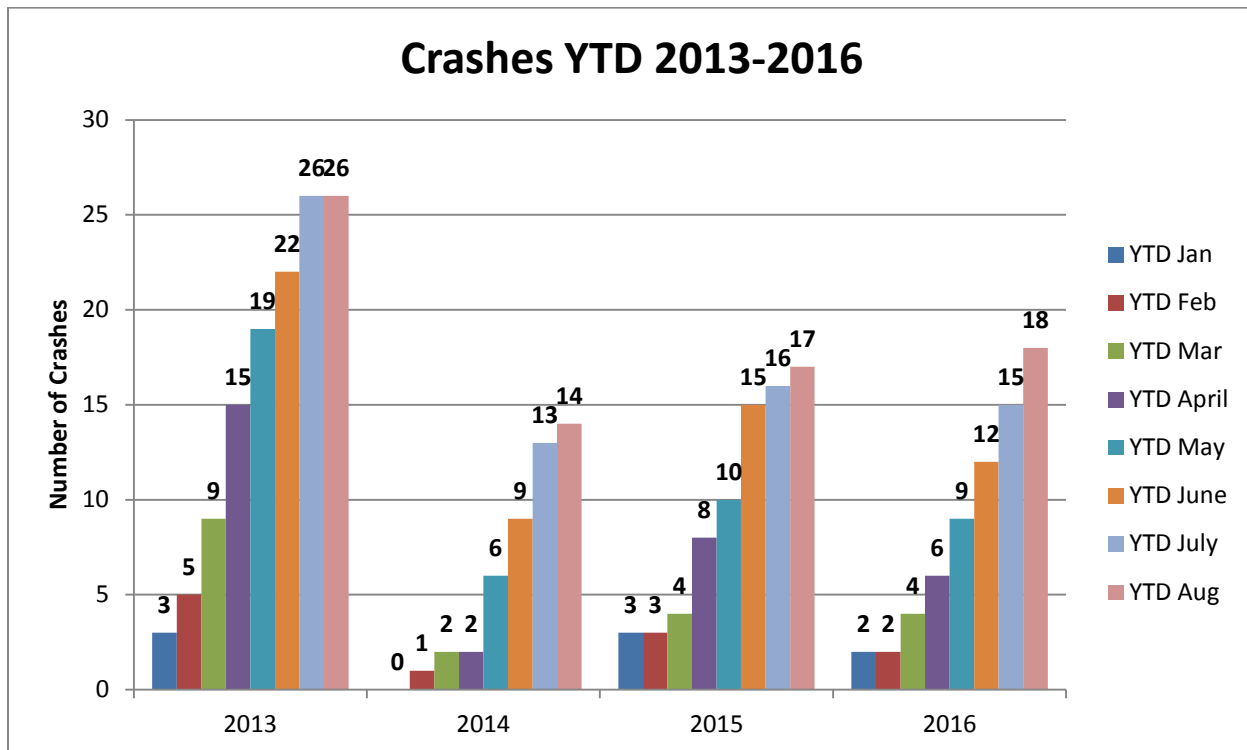
Possess Marijuana. On Sunday, August 28, 2016 at 3:17 AM, officers stopped a vehicle traveling at 90 mph on I-66. On approach to the vehicle, the officer detected a strong odor of marijuana. A subsequent search located a small baggie of marijuana and the driver was released on a summons for possession of marijuana.



Haymarket Police Department



Crash/Enforcement YTD

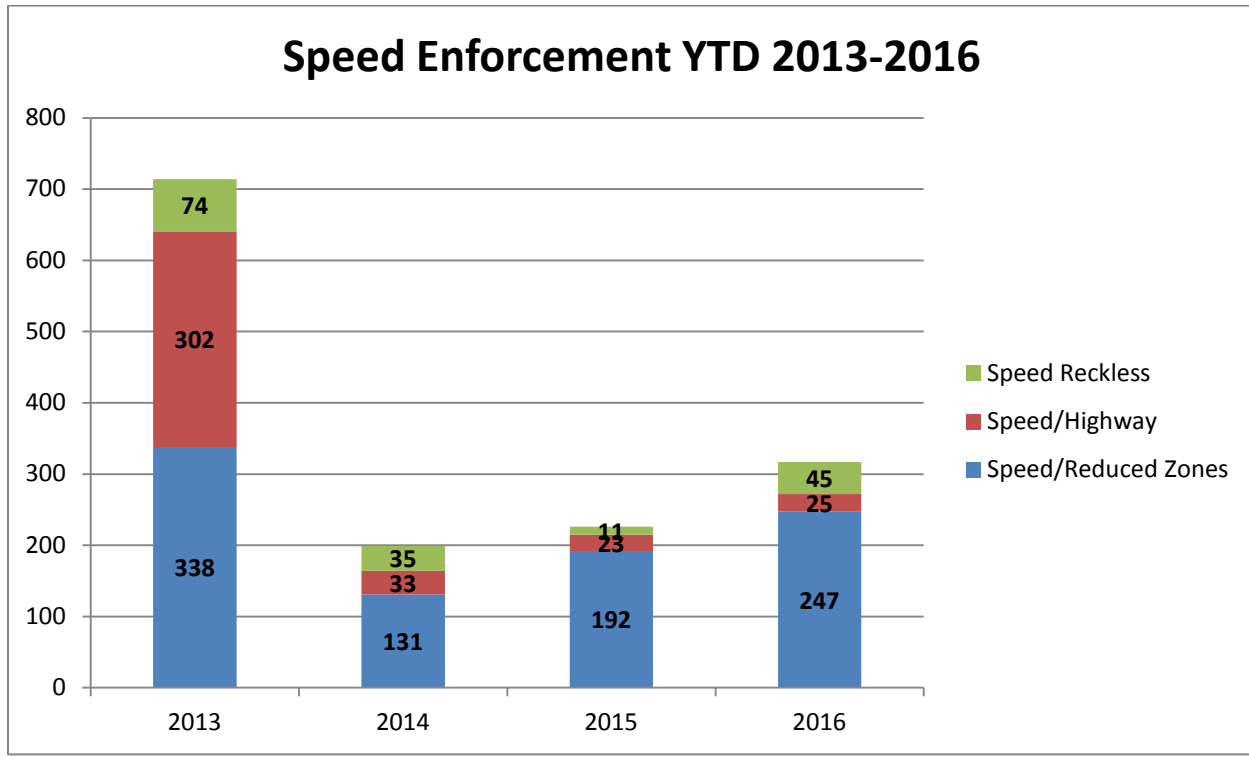


Minutes Acceptance: Minutes of Oct 3, 2016 7:00 PM (Minutes Acceptance)



Haymarket Police Department

Crash/Enforcement YTD



Minutes Acceptance: Minutes of Oct 3, 2016 7:00 PM (Minutes Acceptance)



Haymarket Police Department



Other Issues of Note

Community Relations

- National Night Out was held August 2nd with a tremendous turn-out of citizens and public safety personnel.
- A Sobriety Checkpoint was conducted on August 12th as noted previously.
- The agency received two awards for occupant restraint safety during DMV's Grant Workshop on August 23rd.
- The agency participated in the Grand Opening of Chick fil A on August 4th.
- The Chief participated in a listening tour with the Department of Criminal Justice Services and Secretary Moran on August 29th.

Current Initiatives

- Spoke with Ford and we are in the process of analyzing the costs associated with leasing as opposed to purchasing cruisers. Options typically include a period of three to five years with no balloon at the end of the lease.

TO: Haymarket Town Council

SUBJECT: Public Hearing, SUP# 2016-002, Home Occupation, 14830 Jordan Lane

A request for a special use permit (home occupation) at 14830 Jordan Lane.

BACKGROUND:

Mr. and Mrs. Kholi have applied to the Town for a special use permit, #SUP 2016-002, for permission to operate an in-home occupation within a residence located at the above mentioned address. The subject property is zoned R-1 and is designated Low Density Residential by the Town's Comprehensive Plan. Home occupations are permitted as a special use in the R-1 district; "Sec. 58-53 (6) Home occupations, in the main building of the lot". Home occupations are also subject to the development standards of Section 58-16 of the Zoning Ordinance.

RECOMMENDATION: It is recommended that the Town Council receive public input on this application. It is further recommended that the Town Council approve this application for special use for an in-home business to be located at 14830 Jordan Lane.

DRAFT MOTION(S):

1.a. I move that the Town Council approve SUP# 2016-001, Zeuppy, LLC for an in-home occupation at 14830 Jordan Lane as described on the special use permit application dated June 17, 2016, pursuant to Section 58-53 (6) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations;

AND

1.b. I further move that the SUP shall remain in effect for a period of one year, to renew automatically for additional periods of one year, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING: Council may require, upon a majority vote, after notice to the applicant, for the applicant (or present property owner) to submit a new application for an SUP, which shall be treated in all respects as a new and different application, subject to approval or disapproval, in accordance with general principles of law for a new application. If such notice is given to the applicant or present property owner, this SUP shall terminate automatically and without further notice or action by the Council 60 days from the giving of such notice.

OR,

2. I move an alternate motion.



RECEIVED

JUN 17 2016

SUP# 2016-002

SPECIAL USE PERMIT APPLICATION

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

NAME OF BUSINESS/APPLICANT: Zeuppy LLC

SITE ADDRESS: 14830 Jordan Lane

ZONING DISTRICT: [X] R-1 [] R-2 [] B-1 [] B-2 [] I-1 [] C-1 SITE PLAN PROPOSED: [] Yes [X] No

PROPOSED USE(S): In-home business CODE SECTION(S) #:

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

Manufacture dog treats.

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

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

TYPE OF STRUCTURE: [X] SFD [] TH TOTAL FLOOR AREA OF MAIN STRUCTURE: 2600 (sq. ft.)

FLOOR AREA DEVOTED TO HOME OCCUPATION: 2150 450 (sq. ft.)

NUMBER / TYPE OF VEHICLES: 0

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

Freezer & a dehydrator.

OFF-STREET PARKING SPACES PROVIDED: 3 NO. OF EMPLOYEES WORKING FROM SITE: 0

FEE: [] \$500 Residential [X] \$200 Residential In-Home Business [] \$350 Commercial (no land disturbance) [] \$1,500 Commercial (land disturbance) PAID JUN 17 2016

Table with 2 columns: APPLICANT/PERMIT HOLDER INFORMATION and PROPERTY OWNER INFORMATION. Includes fields for Name, Address, City, State, Zip, and Phone#(s).



TOWN OF HAYMARKET
SPECIAL USE PERMIT APPLICATION

SUP# 2016-002

APPLICANT / PROPERTY OWNER CONSENT

*****REQUIRED*****

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

[Signature]

Applicant Signature

[Signature]

Property Owner Signature

6-17-16

Date

6-17-16

Date

OFFICE USE ONLY

DATE FILED: 6-17-16 FEE AMOUNT: 200 DATE PAID: 6-17-16

DATE TO ZONING ADMINISTRATOR: 6/17/16 STAFF REVIEW COMPLETE: _____

APPLICABLE ZONING ORDINANCE SECTION(S) / RECOMMENDED CONDITIONS:

CONTINGENT UPON PC AND TC APPROVAL AND SUBJECT TO STANDARDS OF 58-16 AND ATTACHED NARRATIVE

[Signature]

ZONING ADMINISTRATOR

8/17/16

DATE

DATE TO PLANNING COMMISSION: _____ PUBLIC HEARING DATE: _____

RECOMMEND APPROVAL RECOMMEND DENIAL NO RECOMMENDATION

RECOMMENDED CONDITIONS:

CHAIRMAN

DATE

DATE TO TOWN COUNCIL: _____ PUBLIC HEARING DATE: _____

APPROVED DENIED

CONDITIONS:

Zeuppy L.L.C.

14830 Jordan Lane, Haymarket, VA 20169

Business Plan & Narrative in Support of Business License Request

This business plan and narrative is composed and provided to the Town of Haymarket in support of our request for a business license to operate our small business, Zeuppy L.L.C., out of our house located at 14830 Jordan Lane, Haymarket, VA 20169

Business Plan

Nature of Business

Zeuppy L.L.C. is a disabled veteran-owned small business planned to start out of our residence (14830 Jordan Lane, Haymarket, VA 20169) and moved to a dedicated business location at a later date.

Products

At the beginning stages, Zeuppy will make all natural and healthy dog treats and dog treats only. All the products will be in full compliance with FDA, VA Department of Agriculture, AAFCO, and all other relevant laws and regulations. We have identified 6 products Zeuppy will make during the initial stages and throughout the entire time the business is operating out of our residence:

- **Chicken Jerky:** This product is made from human-grade chicken, cooked (at 167 degrees for 4 hours) in a small home dehydrator, and packed in small bags (8 Oz and 12 Oz.)
- **Beef Jerky:** This product is made from human-grade beef, cooked (at 167 degrees for 4 hours) in a small home dehydrator, and packed in small bags (8 Oz and 12 Oz.)
- **Venison Jerky:** This product is made from human-grade venison, cooked (at 167 degrees for 4 hours) in a small home dehydrator, and packed in small bags (8 Oz and 12 Oz.)
- **Pumpkin Cookies:** This product is made from human-grade ingredients, cooked in our home oven, and packed in small bags (8 Oz and 12 Oz.)
- **Mint Cookies:** This product is made from human-grade ingredients, cooked in our home oven, and packed in small bags (8 Oz and 12 Oz.)
- **Chia Cookies:** This product is made from human-grade ingredients, cooked in our home oven, and packed in small bags (8 Oz and 12 Oz.)

Advertisement

At the beginning stages, and until Zeuppy is relocated to a dedicated business facility, NO business signs will be posted at the residence.

Employees

At the beginning stages, and until Zeuppy is relocated to a dedicated business facility, NO employees will be working at the current address except for the owners.

Storage & Deliveries

At the beginning stages, and until Zeuppy is relocated to a dedicated business facility, Zeuppy will NOT have any outside storage on the property. Additionally, NO more than one delivery and/or pick-ups, per day, of supplies associated with the business will take place. All deliveries and pick-ups of supplies associated with the business will be conducted within town-approved business hours.

Operational Area

The entire area devoted to the business will be 450 sf out of a total of 2600 sf available gross floor area (less than 25%.)

Usage

The use of will be conducted as an accessory use entirely within the single-family detached dwelling unit and will not change the character of the dwelling unit nor have any exterior evidence of its use.

Hours of Operations

Zeuppy's hours of operations will be limited to between 7:00 a.m. and 7:00 p.m. Monday through Friday, 9:00 a.m. to 7:00 p.m. Saturday and Sunday.

Point of Sale (PoS)

At the beginning stages, and until Zeuppy is relocated to a dedicated business facility, all Zeuppy's products will be sold online. NO retail sales will be conducted at the residence at any time.

Beginning of Operations

The business will not begin operating until business license is secured, an application for a home employment, and certificate of occupancy are obtained.

Acknowledgement

We hereby acknowledge that the business license is subject to revocation should the boards not approve the special use permit application for a home employment, and certificate of occupancy.

Signature

Musaad Kholi

TO: Haymarket Town Council

SUBJECT: Application to Amend the Zoning Map – 6680 Fayette Street

Andrea and Jim Payne / A Dog's Day Out Haymarket, LLC have submitted an application to rezone .97 acres from the Residential R-1 zoning district to the Town Center District B-1 zoning district. The property is located at 6680 Fayette Street (bordering the rear property line of Remax / Giuseppe's). A detailed description of the proposal is included in the enclosed attachments.

BACKGROUND:

The Town Council and Planning Commission held a joint public hearing regarding the Applicant's proposal on July 5, 2016. On August 31, 2016, the Planning Commission forwarded the application to the Town Council with a recommendation of approval.

The subject property is currently zoned R-1 and designated Transition Commercial by the Town's Comprehensive Plan. Section 58-429 of the Zoning Ordinance states amendments shall be considered with reasonable consideration of matters such as existing uses and the character of the area, suitability of the property for various uses, trends of growth or change, and consistency with the Comprehensive Plan.

The Applicant intends to develop the property as a Dog Beauty Salon, a permitted use in the B-1 zoning district. As noted in the attached narrative and proffer statement, the Applicant has proffered to limit uses on the property and to a conceptual layout to address citizen comment on the application as well as meet the intent of the Transitional Commercial land use designation.

DRAFT MOTION(S):

1.a. I move that the Town Council approve ZTA# 20160602, Application to Amend the Zoning Map – 6680 Fayette Street, subject to the proffer statement dated September 25, 2016.

OR,

2. I move an alternate motion.

September 28, 2016

Haymarket Town Council
15000 Washington Street
Haymarket, VA 20169

RE: Rezoning Application Narrative for the 6680 Fayette Street, Haymarket, VA

The Property subject to this rezoning application consists of GPIN 7298-80-6954, having an area of approximately 0.9782 acres, as shown on the rezoning plat submitted with this application. The Property is located at 6680 Fayette Street.

The Property is currently zoned R-1, Residential District. We are requesting a rezoning to B-1, Town Center District. The adjoining Parcels GPIN 7298-80-6635 and GPIN 7298-80-5444 are zoned B-1. According to the Town of Haymarket Comprehensive Plan this site is zoned Transitional Commercial which is compatible with our request. We are requesting this rezoning because a Dog Beauty Salon is permitted by-right in B1.

Applicants Jim and Andrea Payne would like to include the following remarks to a revised Narrative on the rezoning application dated June 2016.

The Rezoning Public Hearing was held Tuesday, July 5, 2016 and a number of residents from Fayette Street and Sherwood Forrest were present to have the opportunity to voice their comments regarding the rezoning of the subject property from R1 (Future use Commercial B-1) to B-1. The following concerns were heard during the Public Hearing and the applicants presented at the follow up meeting July 6, 2016 to address the concerns raised during the Public Hearing.

Traffic: The concern was that traffic backs up at Fayette Street & Washington Street at the Stop Sign several cars deep and ADDO would only add to that backup in the morning rush. ADDO has a brief rush hour in the early AM and late PM. Creating a circular drive on property to allow for traffic pattern to circle building and exit without further use past 6680 Fayette Street. Morning traffic patterns would suggest majority of customers would be heading towards 15/66 to commute to work. Evening traffic patterns would be post rush hour pick up. Discussions will occur with adjacent property developer do determine if there is an opportunity for an exit throughway from the back side of the property.

A Dog's Day out is busiest when kids are out of school and parents take vacations. That is good in that ADDO is not in conflict with school busses. Summer months are the busiest months. In addition, Spring break, Memorial Day, July 4, Labor Day, Columbus Day, Thanksgiving and Christmas. Daily busiest hours are when dogs are dropped off morning (7:00 to 9:30 am); and picked up in afternoon (3:30 to 7:00 pm). Owners drop off dogs enroute to work and pick them up on their way home.

Noise: *Indoors:* K-13 (Sound Insulation) would be applied to the indoor facility. Excessive noise is reduced with the application of K-13 while greatly improving ambient sound quality in a wide

variety of building projects including auditoriums, sports facilities, detention facilities, television and sound studios, convention centers and parking garages.

Outdoors: ADDO has modified its plan to accommodate suggestions of the Planning Commission to place the covered and partially enclosed outdoor area to be located along the property buffer to JBL III and Giuseppe's. This allows for a greater separation to the neighboring residents. Our building materials will include weather resistant acoustic panels to aid in outdoor noise mitigation. ADDO would limit the dogs in the Outdoor covered area to fifteen at a time during the hours of 9AM to 4PM.

Sidewalks: ADDO Haymarket will comply with Site Plan regulations and will provide funding for sidewalks now or in the future should the town or other future businesses fund this feature.

Parking: We have allotted for 12+ parking spaces for our approximately 6,000 sq. ft. planned facility. There will not be a need for street parking to support the customer base. Applicants have provided video of the largest ADDO facility located in Vienna VA to show parking lot and drop off/pick up scenarios.

Families with children walking on Fayette Street: The dogs are contained and do not run free. There is a leash policy and the turnover of the dog to our facility is done inside building. Drop off is proposed on the front of the building to further mitigate contact with pedestrian traffic.

Views from Adjacent Properties: A substantial buffer will be put in place so the residents will see Trees/landscaping versus Dogs. The lot is abutted on the south by parking lots and on the east by a future retail/residential complex. The part of this retail/residential project abutting the site is planned for parking. ADDO, as a low density commercial development, will help buffer the residences at the end of Fayette from these more intensive commercial uses.

Allergens: We will comply with all VA State Health and Safety Regulations. We will have an Air Handler with appropriate filters that are cleaned/replaced on a continuous basis. This facility is 100% Air Conditioned.

B1 Rezoning Future Use Concern: Allowing for R-1 to B-1 to occur and what if the business fails? It's been rezoned for any other B-1 Business to come in afterwards without Public Hearing.

Mitigation: Willing to present proffers to limit other in the future for the following items as the location is not suitable for any of these uses, and is unlikely to become so in the future. In addition to any business requiring a drive thru (Pharmacy, Fast Food Restaurant, Bank)

- Items 6 (dry cleaners)
- Item 14 (shoe repair shops)
- Item 15 (service stations)
- Item 16 (appliances and repair)
- Item 22 (Farmers Markets).

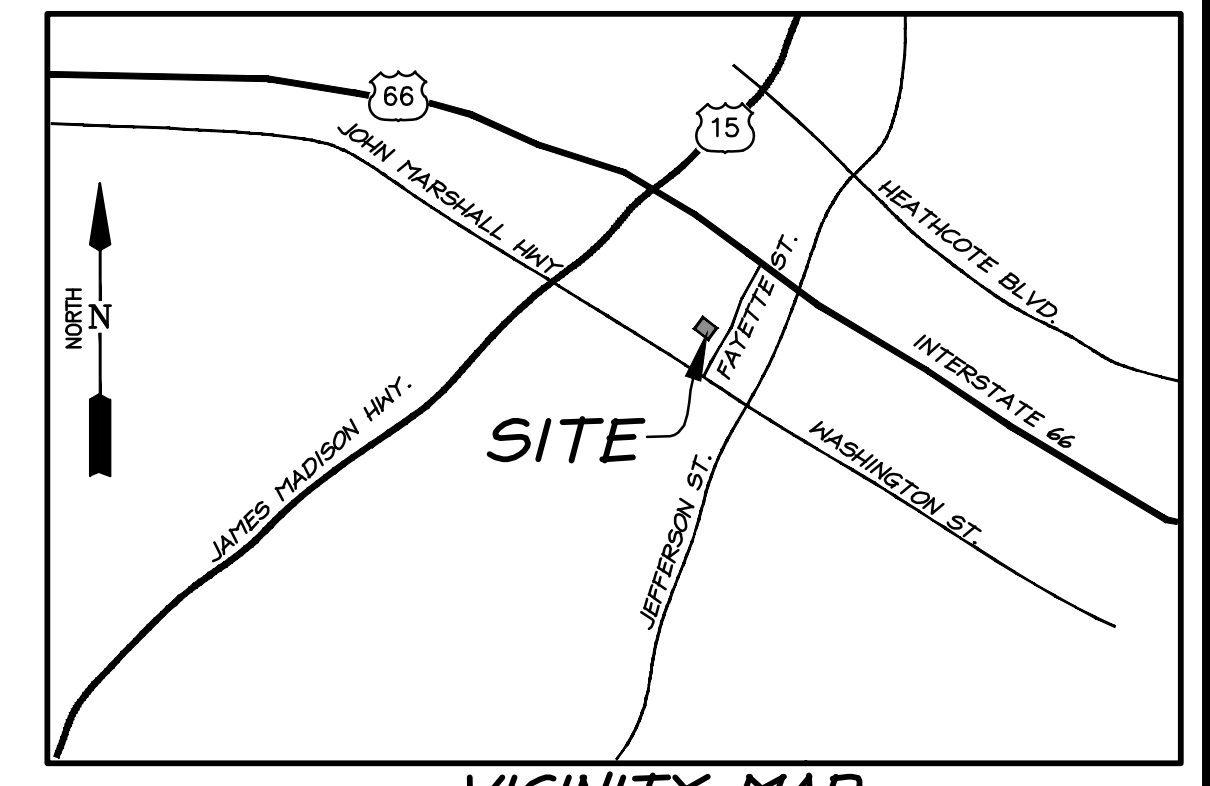
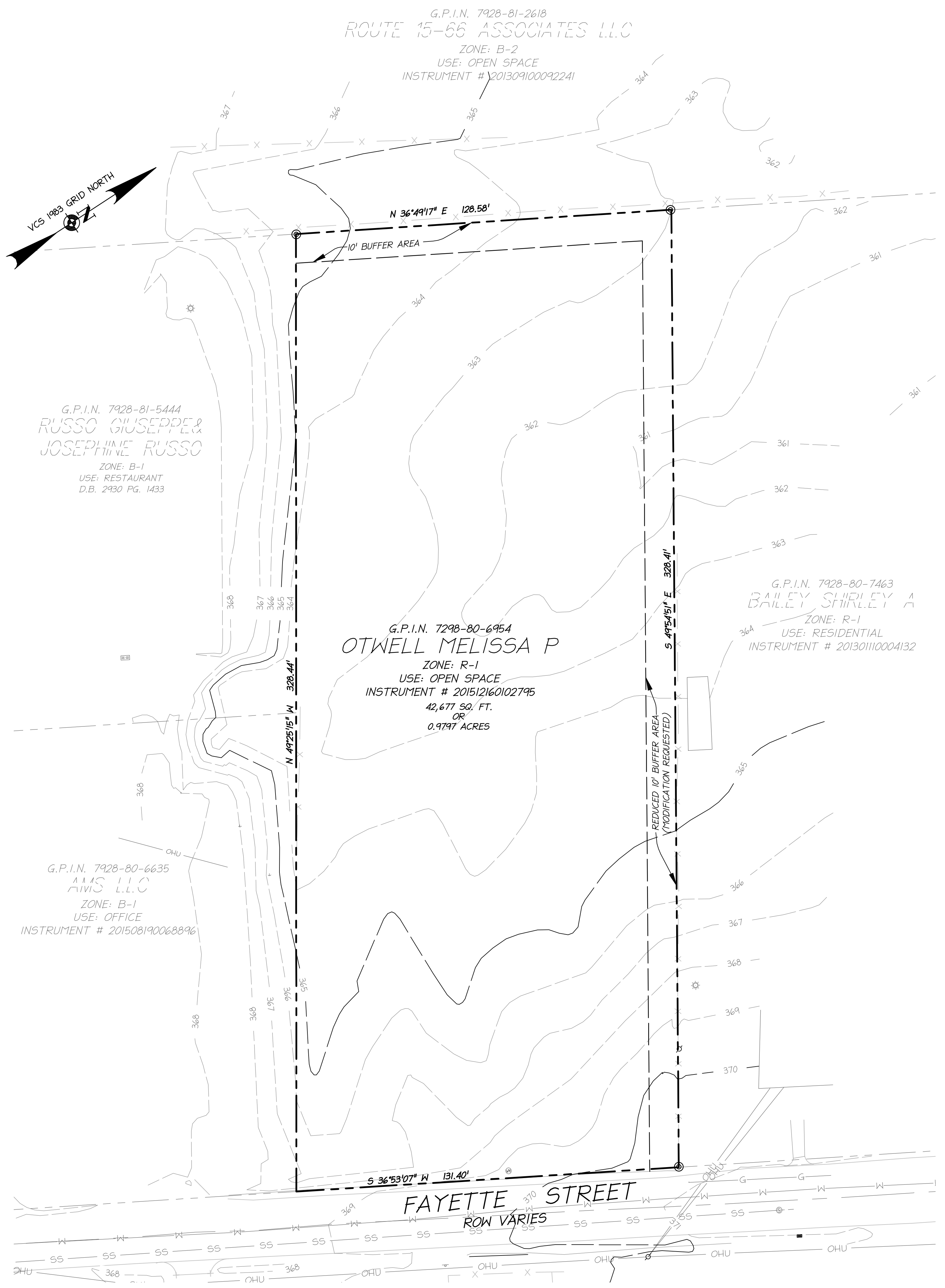
NOTE: Typical Development project for a 1 acre parcel of land would build a facility more than or two or three times the size that we are planning. It would require more parking, traffic, etc.

OBSERVATIONS:

On the afternoon of Sunday, July 10, 2016: Applicants traveled down Fayette Street to observe street conditions and any on street parking. It was observed at that time, there were 2 vehicles on the street parked. The first was a commercial White Pick-up truck with an attached trailer and personal vehicle. This was on the left hand side of the road and right before Sherwood Forrest and was the only instance that this notion was observed.

On the afternoon of Wednesday, July 13, 2016: Applicants met their Engineering team and Architect at the subject property to discuss potential changes to the proposed building location. At that time we observed a large trash truck coming down Fayette Street to perform trash collection. A car driving towards Washington Street was able to pass the trash truck which provides evidence that the road is wide enough to accommodate two-way traffic.

On the morning of Friday, July 29, 2016: Applicants had their car parked in JBL III Parking lot to observe traffic patterns that were mentioned during the July 5th Public Hearing. The time of observance was 6:55AM to 7:25AM. During that time, there was no vehicular traffic observed.



LEGEND

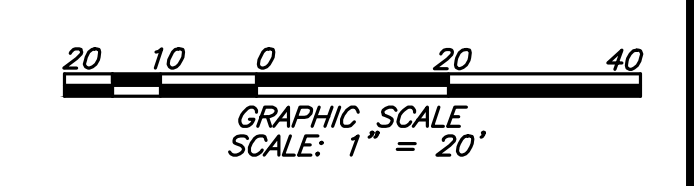
- EX. STREET CENTER LINE
- - - EX. BOUNDARY
- - - SS EX. SANITARY SEWER
- W - EX. WATER LINE
- OHE - EX. ELECTRIC LINE
- ⊗ EX. WATER METER
- X - EX. FENCE

MODIFICATION REQUEST:

PURSUANT TO SECTION 58-699(C) WE REQUEST TO MODIFY SECTION 58-702 OF THE TOWN OF HAYMARKET CODE TO ALLOW A REDUCTION IN THE BUFFER WIDTH FROM 25' TO 10' ALONG THE NORTH BOUNDARY LINE SHARED WITH R-1 ZONING PROPERTY. REQUIRED PLANTING WILL BE PROVIDED IN AND AROUND THE SITE.

GENERAL NOTES:

1. THE PURPOSE OF THIS PLAT IS FOR REZONING THE SUBJECT PROPERTY FROM ZONING R-1 TO ZONING B-1.
2. THIS PROPERTY IS ON THE PRINCE WILLIAM COUNTY GEOGRAPHIC IDENTIFICATION PARCEL NUMBER (G.P.I.N.) 7298-80-695A.
3. PROPERTY ADDRESS: 6680 FAYETTE STREET, HAYMARKET, VIRGINIA 20169.
4. OWNER: MELISSA P. OTWELL
14422 LIGHTNER RD
HAYMARKET, VIRGINIA 20169
5. APPLICANT: JIM & ANDREA PAYNE
15073 VALHALLA CT.
HAYMARKET, VIRGINIA 20169
6. THE BOUNDARY AND PHYSICAL IMPROVEMENTS SHOWN HEREON ARE BASED UPON A FIELD SURVEY DONE BY CHRISTOPHER CONSULTANTS BETWEEN THE DATES OF MAY 4 AND MAY 6, 2016.
 - A.) HORIZONTAL DATUM SHOWN HEREON IS REFERENCED TO THE NORTH AMERICAN DATUM OF 1983 (NAD 83) - NORTH AS ESTABLISHED FROM A CURRENT GPS SURVEY.
 - B.) THE VERTICAL DATUM SHOWN HEREON IS REFERENCED TO THE NORTH AMERICAN DATUM OF 1988 (NAD 88) AS ESTABLISHED FROM A CURRENT GPS SURVEY.
7. THE AREA SHOWN HEREON IS LOCATED ON THE FLOOD INSURANCE RATE MAPS (FIRM), COMMUNITY PANEL No. 51153C0059 D, WITH AN EFFECTIVE DATE OF JANUARY 5, 1995. BY GRAPHICAL DEPICTION ONLY, THE PROPERTY SHOWN HEREON AS SHOWN IN FLOOD ZONE "X" (OTHER AREAS) DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE FLOODPLAIN.



christopher consultants
 engineering · surveying · land planning
 9417 innovation drive manassas va. 20110
 703.393.9887 · fax 703.393.9076

REZONING PLAT

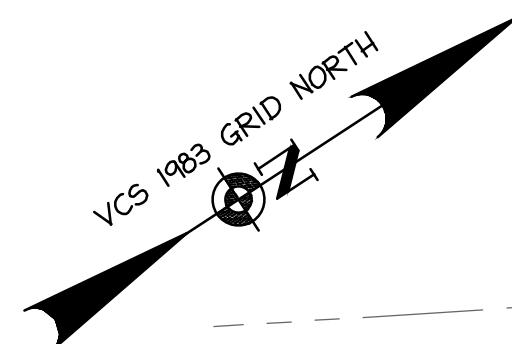
REZONING PLAT

REZONING PLAT
A DOG'S DAY OUT
 TOWN OF HAYMARKET
 PRINCE WILLIAM COUNTY, VA

PROJECT NO: 16045.001.00
SCALE: 1" = 20'
DATE: 04/20/16
DESIGN: MC
DRAWN: MC
CHECKED: ES
SHEET No. 1 OF 2

Minutes Acceptance: Minutes of Oct 3, 2016 7:00 PM (Minutes Acceptance)

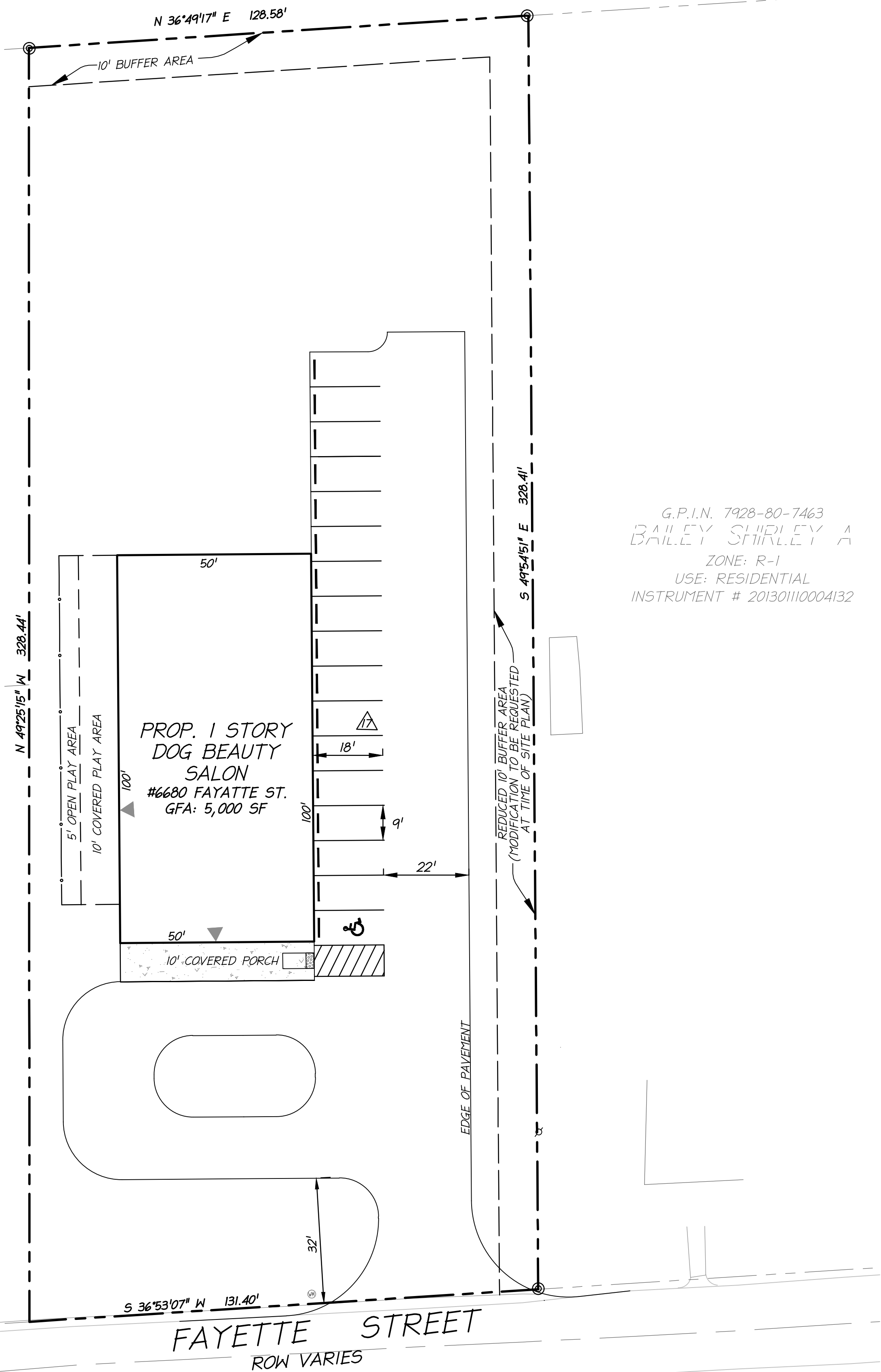
G.P.I.N. 7928-81-2618
ROUTE 15-66 ASSOCIATES L.L.C.
ZONE: B-2
USE: OPEN SPACE
INSTRUMENT # 201309100092241



G.P.I.N. 7928-81-5444
RUSSO GIUSEPPE &
JOSEPHINE RUSSO
ZONE: B-1
USE: RESTAURANT
D.B. 2930 Pg. 1433

G.P.I.N. 7928-80-7463
BAILEY SHIRLEY A
ZONE: R-1
USE: RESIDENTIAL
INSTRUMENT # 201301110004132

G.P.I.N. 7928-80-6635
AMS L.L.C.
ZONE: B-1
USE: OFFICE
INSTRUMENT # 201508190068896



MODIFICATION TO BE REQUESTED AT TIME OF SITE PLAN:

PURSUANT TO SECTION 58-699(C) WE REQUEST TO MODIFY SECTION 58-702 OF THE TOWN OF HAYMARKET CODE TO ALLOW A REDUCTION IN THE BUFFER WIDTH FROM 25' TO 10' ALONG THE NORTH BOUNDARY LINE SHARED WITH R-1 ZONING PROPERTY. REQUIRED PLANTING WILL BE PROVIDED IN AND AROUND THE SITE.

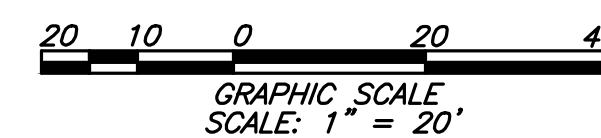
christopher consultants
engineering · surveying · land planning
9417 innovation drive manassas va. 20110
703.393.9887 · fax 703.393.9076

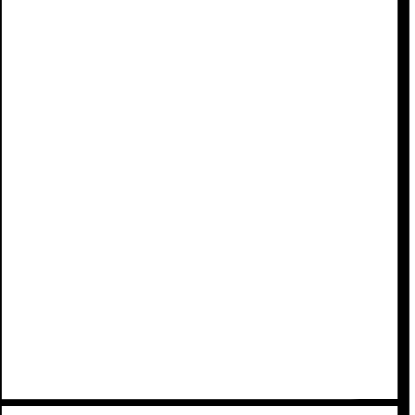
CONCEPTUAL LAYOUT

REZONING PLAN
A DOG'S DAY OUT
TOWN OF HAYMARKET
PRINCE WILLIAM COUNTY, VA

PROJECT NO: 16045.001.00
SCALE: 1" = 20'
DATE: 04/20/16
DESIGN: MC
DRAWN: MC
CHECKED: ES
SHEET No.

THIS SHEET IS FOR ILLUSTRATIVE PURPOSES ONLY

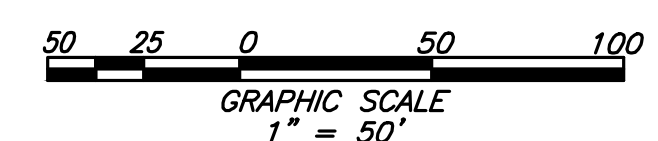




EXHIBIT

A DOG'S DAY OUT
 TOWN OF HAMMARKET
 PRINCE WILLIAM COUNTY, VA

PROJECT NO: 16045.001.00
 SCALE: 1"=50'
 DATE: 08/02/16
 DESIGN: MC
 DRAWN: MC
 CHECKED: TET
 SHEET No.



THIS SHEET IS FOR ILLUSTRATIVE PURPOSES ONLY

AUG 29 2016

TOWN OF HAYMARKET

Planning Commission, Town of Haymarket

RE: Proposed Rezoning of 6680 Fayette Street by Andrea and Jim Payne

FROM: Melissa Otwell, owner of 6680 Fayette Street

Date: 8/26/2016

My name is Melissa Otwell, and I have owned 6680 Fayette since my husband purchased this lot back in 2004. My husband was a civil engineer, who was involved in land development in Northern Virginia since the late 80's, and he held onto this land for many years, understanding its potential use that is consistent with the Town Plan. After his passing in November of 2015, I was approached by the Payne's to sell it to them. Concurrently, I had the property appraised for probate purposes, and the Town's plan for Transitional Commercial Use helped support my decision in selling this property to the Payne's, placing its value and offer in line with this Transitional Commercial Use plan. I was also approached with the idea of a school or church, which *BY RIGHT* would work with the current R-1 zoning. I chose to go with the Payne's rezoning efforts for multiple reasons, but primarily because I felt their proposed use would have LESS impact on the traffic flow for Fayette Street than a school, even though I knew there would be some hurdles in place to get the rezoning approved. But as a resident of Haymarket for 15 years, I liked the idea of bringing this type of small, locally owned business into the Town and I accepted their offer.

I know the Payne's have gone above and beyond normal efforts to get this use recommended in order to address the concerns of those living on Fayette Street and the Sherwood Forrest Community. A good number of these items are above any actions for a rezoning application approval.

- 1) Noise: They've addressed the noise with sound insulation and limited outdoor times and quantity of dogs out at one time. They've accommodated building design by spending engineering and architecture monies to redesign the structure and relocate the outdoor area for their clients.)
- 2) Allergens: There will be AC and a suitable filtration system installed for indoor use and a well maintained property in lieu of an empty field of grass has a far less impact on allergens.
- 3) Traffic: They've done their own traffic count which produced a minimal increase of 60 cars per day, scattered over 2 "rush" hours for their business. I'd like to note that after the interchange at 15/55 finishes up, the flow through town should improve dramatically. They've changed their ingress/egress to address parking /traffic flow by adding more parking, and doing a more expensive traffic circle- all in effort to minimize the impact of the homes on Fayette.
- 4) Future Use Business: They've offered up proffers to remove business types that generate high traffic patterns.

And although I understand the concerns of the neighbors for change on the street, the Town's plan has had Transitional Commercial use in place for this lot and other lots on Fayette since 2008- and those that came in after 2008, had the opportunity to do their due diligence to understand the area where they chose to live. Fighting business to come into areas where the Town realizes business should be, and

is currently approved to be, discourages potential future business owners from approaching the Town of Haymarket to open a business. *Not in My Backyard* has been clearly heard by the Commission for this project, but I'd like the Commission to understand ONLY listening to that and basing their decision on that idea alone devalues my property and keeps business from wanting to make the effort to invest in the Town.

I would like the Planning Commission to consider this project in a bigger light- The Town of Haymarket NEEDS BUSINESS. It is healthy for a small town to have some cars coming to it as a destination, not a pass through. I assume the Town could benefit from the tax revenue coming to it from this light use project, as well as the incidental revenue of those dropping off in the Town, and stopping off to get breakfast, lunch, groceries, gas etc. as a result of coming into the Town to visit this business.

I appreciate the Payne's' efforts to accommodate all the concerns that the neighbors have had with their use, and feel they have sufficiently done so. I hope the Planning Commission will see that this use is a perfect fit for the Town, and vote to approve the Payne's plan.

Sincerely,



Melissa P. Otwell

PROFFER STATEMENT

TO: Town of Haymarket

APPLICANT: A Dog's Day Out Haymarket, LLC.

RE: Zoning Map Amendment. Application to rezone property located at 6680 Fayette Street, Haymarket, VA 20169. Parcel ID#: G.P.I.N. 7928-80-6954 ("Property"), +/- 0.9797 acres, from Residential District R-1 to Commercial B-1

DATE: September 25, 2016

Pursuant to Sections 15.2-2297 and 15.2-2303 of the Code of Virginia, the undersigned hereby proffers that in the event the Application for rezoning the subject Property from Residential District R-1 to the Town Center District B-1 is granted by the Haymarket Town Council, Haymarket, Virginia, as requested, the use and development of the Property shall be in conformance with the below provisions. In the event the above referenced rezoning is not granted as applied for by the Applicant, the Town Council approval of the rezoning, this Proffer Statement and these proffers shall be automatically withdrawn and be null and void. The term "Applicant" as referenced herein shall include with its meaning all future owners and successors in interest.

1.0 USES

1.1 Conformance with Plan. The Property shall be developed in general conformance with attachments titled: Rezoning Plat, Page 1, dated 4/20/16 and Conceptual Layout, Page 2, dated 4/20/16; subject to reasonable adjustments at final engineering.

1.2 Prohibited Uses. Willing to present proffers to limit other uses in the future for the following items as the location is not suitable for any of these uses, and is unlikely to become in the foreseeable future. In addition to any business requiring a drive thru (Pharmacy, Fast Food Restaurant, Bank)

- Items 6 (dry cleaners)
- Item 14 (shoe repair shops)
- Item 15 (service stations)
- Item 16 (appliances and repair)
- Item 22 (Farmers Markets)

2.0 OPERATION

2.1 Exterior Materials. Our building materials will include weather resistant acoustic panels to aid in outdoor noise mitigation.

3.0 ARCHITECTURAL REVIEW BOARD

3.1 Architectural Review Board. All building and dwelling elevations will be submitted to and approved by the Architectural Review Board prior to issuance of any associated building permit.

Proffer Statement
6680 Fayette Street
September 25, 2016
Page 2 of 2

We hereby proffer on behalf of A Dog’s Day Out Haymarket, LLC that the development and/or use of the subject Property of this application shall be in strict accordance with the conditions set forth in this submission, unless an amendment thereto is mutually agreed upon by the Town Council and the Applicant.

By: _____
James E. Payne
Co-Owner A Dog’s Day Out Haymarket, LLC

By: _____
Andrea B. Payne
Co-Owner A Dog’s Day Out Haymarket, LLC

APPROVED:

Mayor David Leake, Town of Haymarket

Date

Minutes Acceptance: Minutes of Oct 3, 2016 7:00 PM (Minutes Acceptance)

TO: MAYOR AND TOWN COUNCIL
FROM: HOLLY MONTAGUE, PE TOWN ENGINEER
SUBJECT: E&S AND LANDSCAPING BOND RELEASE – SHERWOOD FOREST
DATE: 10-3-16
CC: STAFF

BACKGROUND

- D.R. Horton posted an Erosion and Sediment Control (E&S) bond in the amount of \$30,711.00 in November 2010 per the approved Sherwood Forest Final Site Plan.
- D.R. Horton posted Landscaping bond in the amount of \$17,290.00 in November 2010 per the approved Sherwood Forest Final Site Plan.
- They have requested the release of the E&S bond and the Landscaping bond.
- They will not request the release of the Construction Performance bond until it passes the VDOT inspection for Street Inspection.

BUDGET IMPACT

The bond releases would not have an impact on the Fiscal Year 2017 Adopted Budget.

STAFF RECOMMENDATION

Staff recommends that the Town Council release the \$30,711.00 Erosion and Sediment Control bond and the \$17,290.00 Landscaping bond, issued by JP Morgan Chase Bank, being held by the Town for the Sherwood Forest Final Site Plan.

DRAFT MOTIONS

1. I move to release the JP Morgan Chase Bank Letter of Credit issued on behalf of D.R. Horton for the benefit of the Town of Haymarket for Erosion and Sediment Control required by Sherwood Forest Final Site Plan in the amount of \$30,711.00. I further move to release the JP Morgan Chase Bank Letter of Credit issued on behalf of D.R. Horton for the benefit of the Town of Haymarket for Landscaping improvements required by Sherwood Forest Final Site Plan in the amount of \$17,290.00.

OR

2. I move to deny.....



CONSULTING ENGINEERS | BUILDING OFFICIALS
CONSTRUCTION PROFESSIONALS | SOIL SCIENTISTS & GEOLOGISTS

December 2, 2015

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

Attention: Ms. Holly Montigue, Town Engineer

Re: Final Report for Erosion and Sediment Control Inspections at
Sherwood Forest Subdivision
Town of Haymarket, Virginia

Dear Ms. Montigue;

With this letter, Soil Consultants Engineering (SCE) is pleased to report that a final Virginia Department of Environmental Quality (DEQ) Erosion and Sediment Control Inspection has been performed at Sherwood Forest Subdivision in the Town of Haymarket. The results of this inspection reveals that the contractor DR Horton has constructed in compliance all elements of the Storm Water Protection Plan approved by the Town of Haymarket.

We greatly appreciate the opportunity of this assignment and should you have any questions regarding the contents of this letter please do not hesitate to contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read "Douglas Smith", is written over the typed name.

Douglas Smith
E&S Inspector
Certification # 6018

Minutes Acceptance: Minutes of Oct 3, 2016 7:00 PM (Minutes Acceptance)



CONSULTING ENGINEERS | BUILDING OFFICIALS
 CONSTRUCTION PROFESSIONALS | SOIL SCIENTISTS & GEOLOGISTS

December 2, 2015

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

Attention: Ms. Holly Montigue, Town Engineer

**Re: Final Report for Erosion and Sediment Control Inspections at
 Alexandra's Keep Subdivision
 Town of Haymarket, Virginia**

Dear Ms. Montigue;

With this letter, Soil Consultants Engineering (SCE) is pleased to report that a final Virginia Department of Environmental Quality (DEQ) Erosion and Sediment Control Inspection has been performed at Alexandra's Keep Subdivision in the Town of Haymarket. The results of this inspection reveals that the contractor DR Horton has constructed in compliance all elements of the Storm Water Protection Plan approved by the Town of Haymarket.

We greatly appreciate the opportunity of this assignment and should you have any questions regarding the contents of this letter please do not hesitate to contact us.

Sincerely,

Douglas Smith
 E&S Inspector
 Certification # 6018

Minutes Acceptance: Minutes of Oct 3, 2016 7:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Friday, October 28, 2016

6:30 PM

Council Chambers

A Special Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 6:30 PM

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: Absent, Mayor David Leake: Present.

2. Agenda Items

A. Enter into Closed Session

Move to enter into 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 Town Administration Department & the Police Department, and...

3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, and...

7. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel

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

B. Certification of the Closed Session

Move to Certify:

That to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

Minutes Acceptance: Minutes of Oct 28, 2016 6:30 PM (Minutes Acceptance)

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

3. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

Denise Andrews, Interim Town Clerk

David Leake, Mayor

Minutes Acceptance: Minutes of Oct 28, 2016 6:30 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, November 7, 2016

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

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.

2. Invocation - Pastor James Matchette, New Life Church

3. Pledge of Allegiance

4. Citizen's Time

Sidney King and Caitlin Lion - Tyler Elementary

As students in the STEM (Science, Technology, Engineering, & Mathematics) program, Sidney and Caitlin are here to share with Council their curriculum enhancement, and ask for monetary support from the Town of Haymarket.

Robert Weir - 6853 St. Paul Drive

Shares concerns about lack of Treasury Report from Town Council for second month in a row, as it is their responsibility toothier citizens.

Dottie Leonard - 14810 Washington Street

Thanks Town Council for the service and improvements with which they've provided the Town, comments upon lack of corruption in the present Council. Shares her concerns regarding the source of the Town's name, and paintings of the London race course for which it was named.

5. Minutes Acceptance

A. Mayor and Council - Continuation Meeting - Sep 22, 2016 7:00 PM

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

B. Mayor and Council - Work Session - Oct 24, 2016 5:30 PM

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

6. Agenda Items

A. Alzheimer's Awareness Month

Jane Priest of the Alzheimer's Association thanks the Town for its recognition of this disease and the effort it has taken to raise awareness so that a cure may be found.

Minutes Acceptance: Minutes of Nov 7, 2016 7:00 PM (Minutes Acceptance)

Councilman Morris reads the following Proclamation:

Whereas, Alzheimer’s Disease is a progressive degenerative disease of the brain causing deterioration in memory and thinking, as well as judgment and reasoning ability; it also affects behavior, emotions and the ability to perform day-to-day task; and

Whereas, according to the Center for Disease Control and Prevention, Alzheimer’s is the only disease among the top 10 causes of death in the United States that cannot be prevented, cured or even slowed.

Whereas, according to the Center for Disease Control and Prevention, Alzheimer’s is the 6th leading cause of death for older adults in the United States; and

Whereas, according to the Center for Disease Control and Prevention, every 67 seconds someone in the United States develops Alzheimer’s and there are more than 5.1 million men and women living with Alzheimer’s in the United States today.

Whereas, the state of Virginia recognizes individuals, families, friends and caregivers dealing with the devastating effects of Alzheimer’s disease, the researchers who are seeking a cause and cure, and the educational programs and support services provided by Virginia’s Alzheimer’s organizations;

Now, Therefore, be it proclaimed that the Town Council of Haymarket, Virginia does hereby recognize the month of November 2016 as Alzheimer’s Awareness Month and ask all citizens to join in observation of this disease that has or will impact each and every one of our lives.

B. VRE Gainesville-Haymarket Extension Study

Doug Allen of VRE and Jason Mumford of ACOM present to Council the VRE Gainesville - Haymarket Expansion Study.

At the present stage, VRE is considering the environmental consequences of final draft alternatives. (Broad Run, Prince William Innovation Station, Gainesville, and Haymarket terminus options). VRE has set up a number of meetings to inform the public about the various options involved in the project and solicit their feedback; the next such meeting will take place on December 7, 2016.

C. Change Order Proposal Rinker Design Associates - #14096

Move the Haymarket Town Council approve change order #3 with Rinker Design Associates, for water and sewer layout for the Town Center Redevelopment Project in the amount of \$4,970.82

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

D. Naming Community Park - Resolution #2016-16

Councilman Morris reads the following Resolution:

Resolution RES2016-016: Resolution of the Town of Haymarket Town Council to Name the Community Park within its Corporate Limits

Whereas, in January 2016 the Haymarket Town Council adopted a master plan for a community park to be located at the Town’s 5 acre parcel at the east end of Town on Washington Street; and

Whereas, that plan calls for the development of a pavilion, walking trails, amphitheater, parking, and open space for outdoor activities; and

Whereas, the Town solicited naming suggestions from such suggestions; and

Whereas, the Town Council finds and determines that the 5 acre parcel in the Town of

Minutes Acceptance: Minutes of Nov 7, 2016 7:00 PM (Minutes Acceptance)

Haymarket, should be formally named as hereby provided.

Now, Therefore, Be It Resolved by the Council of the Town of Haymarket, Virginia meeting in regular session this 7th day of November, 2016, hereby name the property, Haymarket Community Park

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

E. Designation of Zoning Administrator - Resolution #2016-015

Move the Haymarket Town Council approve Resolution #2016-015 Designation of Zoning Administrator

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

F. Contract Hearing

Richard Langford speaks to Council on behalf of Genesis Contracting, with which the Town has entered into a dispute of its contract. After the public hearing, the Council must respond within ten days.

7. Department Reports

A. Engineer's Report - Holly Montague

Councilman Morris requests that the Dominion Virginia Power pole in front of Giuseppe's be kept on the list ongoing projects.

B. Building Official's Report

Mayor Leake requests that the Town Building Official be present at the following month's Council meeting or periodically, as some members of the Council have never meet him.

C. Police Department Report - Chief Eric Noble

D. Planner's Report - Susannah Smith

E. Town Manager's Report - Jerry Schiro

F. Business & Community Relations Report - Denise Andrews

8. Councilmember Time

A. John Cole

No comments.

B. Susan Edwards

No comments.

C. Steve Aitken

Would like to thank the Chief for his many years of service, and for leaving the Department in such strong shape that the Town needed not rush in its search for the proper replacement.

D. Chris Morris

Reminds all present that if they don't vote, then they cannot complain; Election Day is tomorrow, and he encourages all to participate.

E. Joe Pasanello

Vice-Mayor Pasanello: agrees with Councilman Morris; if there was such a strong response to the voting for the Park name, perhaps the Council can explore new ways to get out the vote for Town elections.

F. Connor Leake

Reminds all present of the great opportunity that we have in this country to vote and choose our leadership, and he hopes that all will participate.

G. David Leake

No comment.

9. Closed Session

A. Enter Into Closed Session

The Town Attorney reads the following motion:

Move that the Council enter into closed session as permitted by Virginia Code Section 2.2-3711 A

For the purpose of discussing the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body regarding Police Chief, upcoming legal action involving Blue Sky Events and Genesis Contracting.

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

B. Certification of the Closed Session

The Town Attorney reads the following motion:

Council certifies that in closed session just concluded, nothing was discussed except the matter or matters specifically discussed in the motion to convene in closed session and lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

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

C. Directive

Council directs that the Town Attorney, the Mayor, and the Interim Town Manager proceed as directed for the Town Manager position and the Blue Sky and Genesis Contracting and Chief of Police.

Minutes Acceptance: Minutes of Nov 7, 2016 7:00 PM (Minutes Acceptance)

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

10. Adjournment

1. Motion to Adjourn

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

Submitted:

Approved:

Denise Andrews, Interim Clerk

David Leake, Mayor

Minutes Acceptance: Minutes of Nov 7, 2016 7:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Tuesday, November 22, 2016

7:00 PM

Council Chambers

A Special 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

called the meeting to order.

1. Call to Order

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

2. Agenda Items

A. Enter into Closed Session

Enter into closed session pursuant to 2.2-3711 A

1. A discussion, assignment, appointment, promotion, performance, demotion, salaries, discipline, or resignation of specific public officers, appointees, or public employees of any public body; specifically employees of the Police Department.

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

B. Certification of the Closed Session

Move to Certify:

That to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

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

C. Directive

Move to direct Mayor and the Town Manager to proceed as discussed in the closed session.

Pursuant to Virginia Code Section 2.237-12 B

Move for the Town Council to meet within 15 days from today's date to hold closed meetings solely for the purpose of interviewing candidates for Police Chief without further notice to the public as to the date, time, or location of those meetings and direct Town Manager, Kimberly

Minutes Acceptance: Minutes of Nov 22, 2016 7:00 PM (Minutes Acceptance)

Murray to promptly advertise in several online publications for the position Town of Haymarket Police Chief.

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

3. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

Denise Andrews, Interim Town Clerk

David Leake, Mayor

Minutes Acceptance: Minutes of Nov 22, 2016 7:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Friday, December 9, 2016

10:00 AM

Council Chambers

A Special Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 10:00 AM

called the meeting to order.

1. Call to Order

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

2. Agenda Items

A. Enter into Closed Session

Move to enter into 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 interviews for the Chief Police.

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

B. Certification of the Closed Session

Move to Certify:

That to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

Minutes Acceptance: Minutes of Dec 9, 2016 10:00 AM (Minutes Acceptance)

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

3. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

Denise Andrews, Interim Town Clerk

David Leake, Mayor

Minutes Acceptance: Minutes of Dec 9, 2016 10:00 AM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, December 12, 2016

2:00 PM

Council Chambers

A Special Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 2:00 PM

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: Absent, Mayor David Leake: Late.

2. Agenda Items

A. Enter into Closed Session

Move to enter into 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 interviews for the Chief of Police.

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

B. Certification of the Closed Session

Move to Certify:

That to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

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

C. Directive

Move that the Mayor and Town Manager proceed as directed in closed session.

Minutes Acceptance: Minutes of Dec 12, 2016 2:00 PM (Minutes Acceptance)

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

3. Adjournment

Town Council Special Meeting scheduled to continue on Thursday, December 16th at 7 pm.



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Thursday, December 15, 2016

7:00 PM

Council Chambers

A Special 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

called the meeting to order.

1. Call to Order

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

2. Agenda Items

A. Enter into Closed Session

Move to enter into 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; including interviews for the Chief Police.

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

B. Certification of the Closed Session

Move to Certify:

That to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

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

C. Directive

Move to direct the Town Mayor and Town Manager to proceed as directed in closed session.

Minutes Acceptance: Minutes of Dec 15, 2016 7:00 PM (Minutes Acceptance)

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

3. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

Denise Andrews, Interim Town Clerk

David Leake, Mayor

Minutes Acceptance: Minutes of Dec 15, 2016 7:00 PM (Minutes Acceptance)



Haymarket Police Department

Monthly Town Council Report

January, 2017



Significant Incidents

Possess Marijuana - On Saturday, November 5 at 7:00 PM, officers stopped a vehicle in the area of Washington Street and Greenhill Crossing for speeding. On approach, the officer smelled marijuana and a subsequent search located marijuana in the vehicle. The operator of the vehicle was released on a summons for possession of marijuana.

Vehicle Tampering – On Tuesday, November 1 at 3:39 PM, a citizen observed a juvenile male entering vehicles in the area of 15151 Washington Street. The reporting party continued to update law enforcement as he followed the fleeing teenager into a warehouse complex. Units from the Haymarket Police Department, Virginia State Police and Prince William County Police Department were able to secure a perimeter around the warehouse and a subsequent search located the juvenile hiding on the top shelf of a shelving unit. He was taken into custody on an outstanding detention order for violating probation and charges for trespassing and auto tampering were obtained and served.

Domestic Assault - On Friday, November 18, officers responded to 15111 Washington Street for a report of a domestic assault that had occurred earlier in the morning. On arrival, they met with the adult female victim who stated that her boyfriend had grabbed her leaving multiple marks and bruises. The victim was escorted to the Magistrates Office where a warrant for the assault was obtained.

Reckless Driving – On Sunday, November 20 at 6:19 AM, an officer had a vehicle come through RADAR on I-66 at 115 miles per hour. The officer initiated a traffic stop and the driver was subsequently charged with Reckless Driving.

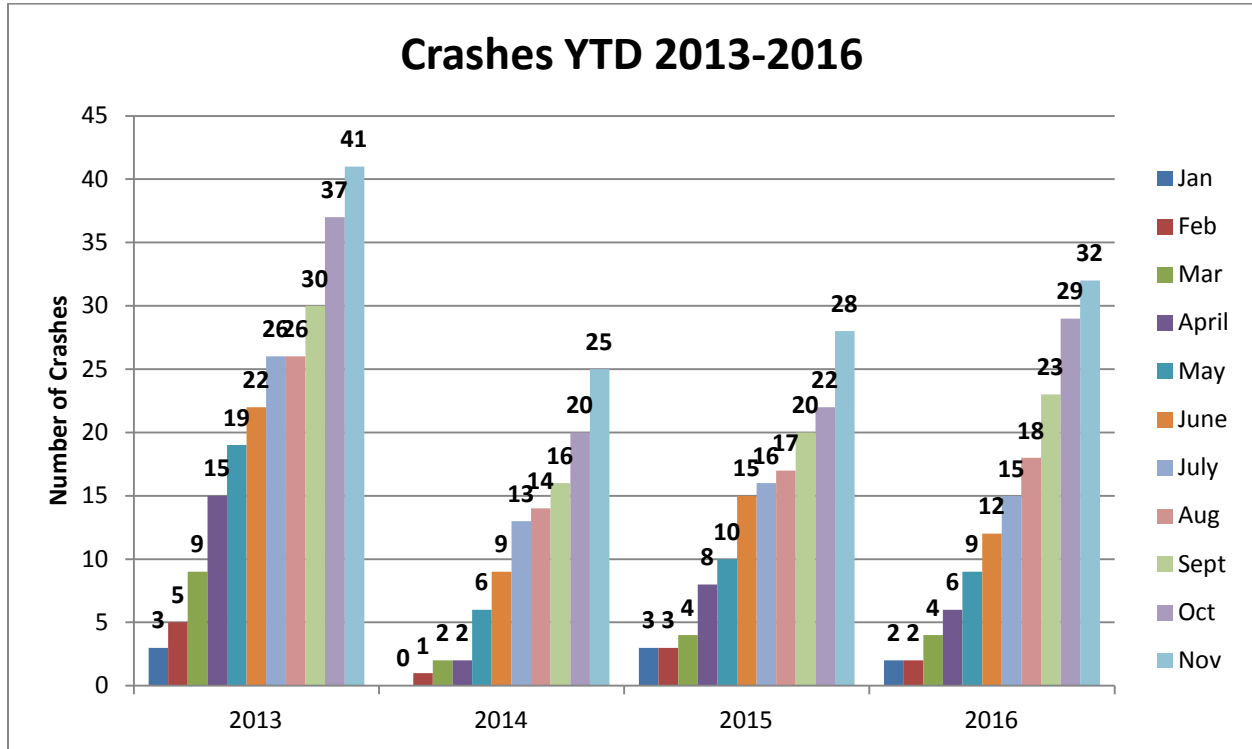
Domestic Dispute/Destruction of Property - On Saturday, November 26 at 10:00 PM, officers responded to the 14000 block of Caboose Trail for a report of a domestic dispute. On arrival, they met with the adult female victim who stated that she had argued with her son in law. After they had separated, the victim alleges that the son in law damaged/destroyed her property. At the conclusion of the investigation, he was arrested for felony destruction of property and later released on his own recognizance.



Haymarket Police Department



Crash/Enforcement YTD



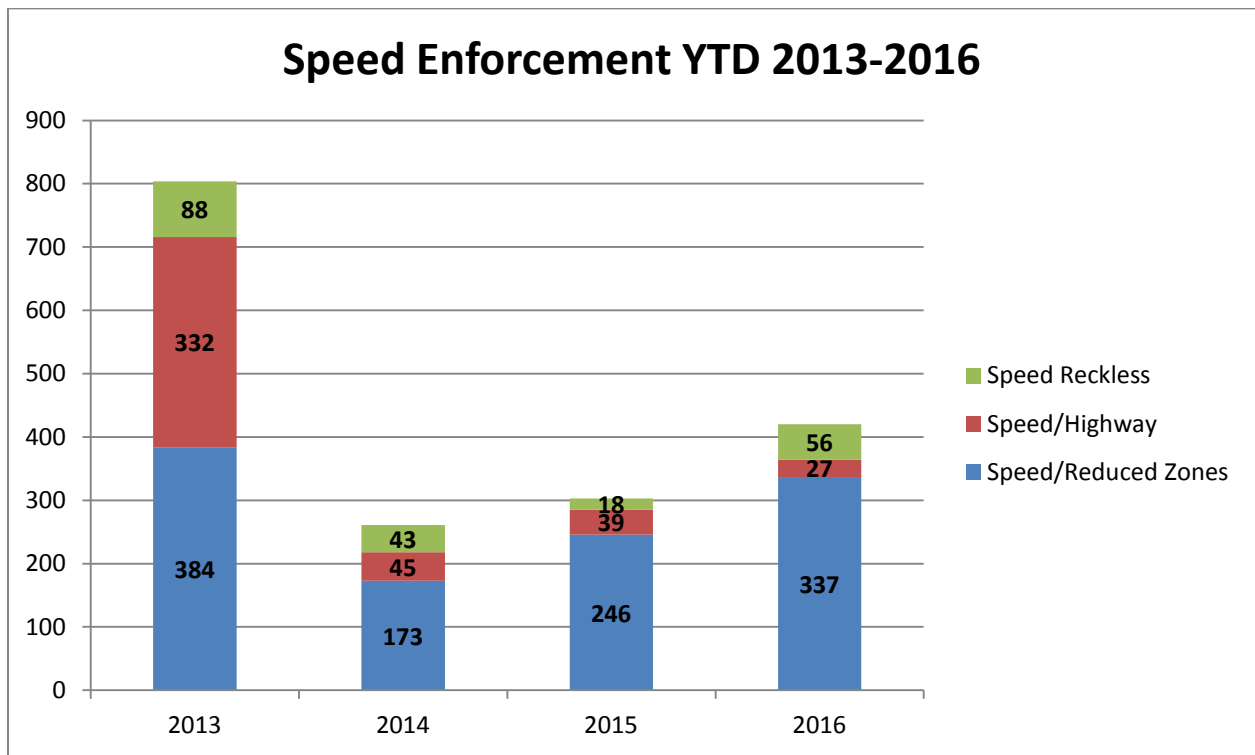
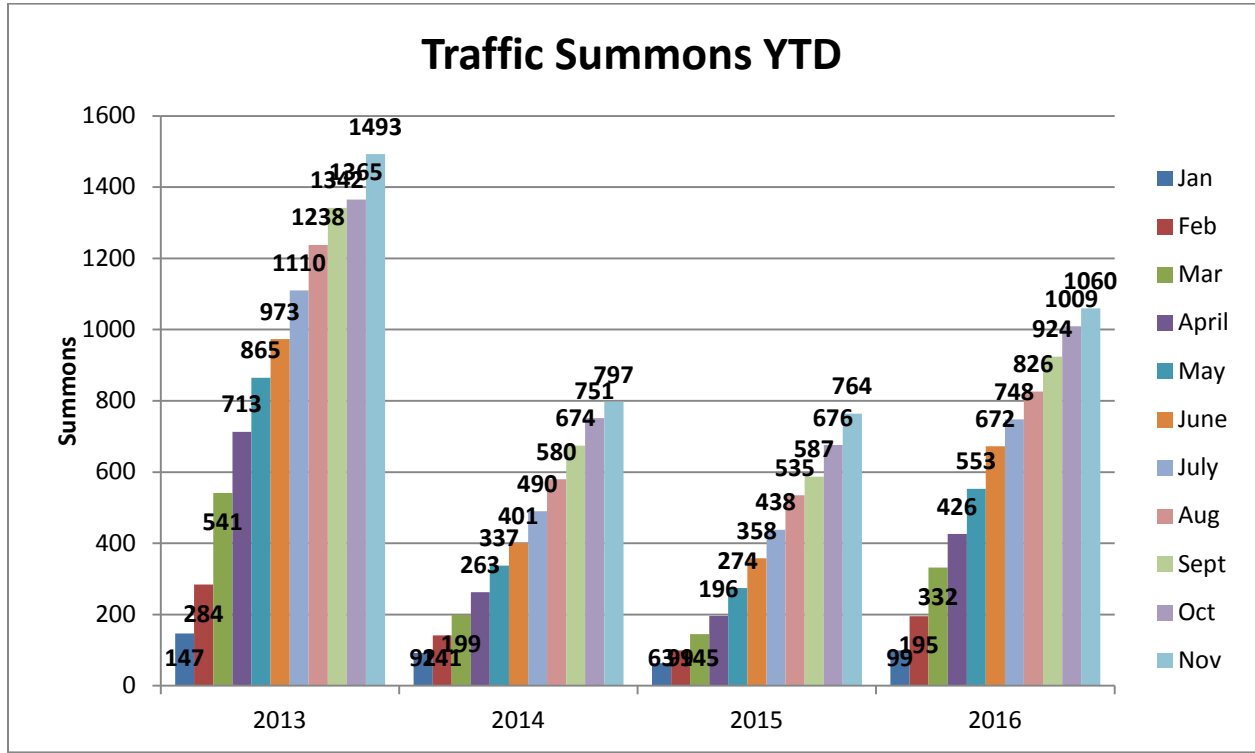
Attachment: January 2017- Police Department Report (3033 : Police Department Report - Chief Kevin Lands)



Haymarket Police Department



Crash/Enforcement YTD



Attachment: January 2017- Police Department Report (3033 : Police Department Report - Chief Kevin Lands)



Haymarket Police Department



Other Issues of Note

Community Relations

- Chief Noble participated in the November 21st Coffee and Conversation gathering

Current Initiatives

- Body worn camera training was completed and officers are now utilizing the equipment. Grant reimbursement will be submitted to DMV before the end of December.
- The agency completed bi-annual firearms training at Elite Shooting Sports in Gainesville on November 16th. It was the first time training in the venue and it was a superb experience.

Engineer's Report - 11/22/16 thru 12/28/2016

6.B.a

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Active Projects							
Sheetz Final Site Plan	Holly/Susannah	6/29/2016	12/19/2016	Applicant/Susannah	2/6/2016		1st Submission received complete 6/29/2016. All comments returned. 2nd Submission received (complete) 11/16/2016. Holly & VDOT reviews complete, no further comments. PWCSA & DEQ reviews complete, additional comments sent.
Dog's Day Out Preliminary Site Plan	Holly/Susannah	12/13/2016	12/21/2016	Holly/Susannah	3/6/2016		Needs Holly & Susannah review before Feb PC meeting.
Haymarket Town Center Final Site Plan	Holly/Susannah	9/8/2016	12/22/2016	Holly/RDA	4/30/2017		RDA working on Final Site Plan. Minor changes needed due to fire lane access.
Pedestrian Improvements Project	Holly	7/14/2014	12/13/2016	RDA/Utility Companies	6/30/2017		Holly verified utility relocations are within budget so utility relocations are authorized. RDA working on final construction plans.
Fairgrounds GDP	Susannah/Holly	N/A	6/6/2016	Applicant	N/A		1st and 2nd Submission comments returned. Awaiting next submittal by applicant.
Sherwood Forest Bond Release	Holly	N/A	12/2/2016	Applicant	N/A		Landscaping and E&S Bond released. Applicant must finish Street Acceptance Process with VDOT before Holly brings 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	Holly	N/A	12/14/2016	Applicant	N/A		Applicant must re-submit As-Built survey for review. Applicant must have Blieght Drive street lights put on meter to turn over to Town for ownership/maintenance.
Advantage Landscaping RPA Restoration Plan	Holly	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	Holly	6/22/2016	11/28/2016	Eagle Scout	N/A		Waiting for Eagle Scout to provide actual graphic with dimensions of proposed stencil. Eagle scout has put project on hold due to other commitments but plans on starting again soon.

Attachment: Jan 2017 TC Engineer's Report (3041 : Engineer's Report - Holly Montague)

Engineer's Report - 11/22/16 thru 12/28/2016

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Stamped Asphalt Crosswalk Estimate and RFP	Holly	10/15/2016	12/28/2016	Holly	1/31/2016		Will have estimate by 12/31/2016 and RFP by 1/31/2016.
NOVA Hazard Mitigation Plan	Holly	6/28/2016	12/13/2016	State	3/31/2017		NOVA Hazard Mitigation Plan Update led by Fairfax County. Plan at FEMA for review. Early next year after review by FEMA (Jan or Feb), a resolution for adoption will be brought to Town Council for adoption
VDOT I-66/Rte 15 Coordination	Holly	N/A	12/27/2016	VDOT	8/31/2017		Web updates about lane closures for following week done every Monday.
Completed Projects							
Sight Distance at Jefferson St/Payne Lane	Holly	7/27/2016	11/23/2016	VDOT	N/A	11/23/2016	
6710 Madison St (Haymarket Charitable Lodge) Prelim & Final Site Plan	Holly	5/18/2015	11/9/2016	Town Council	12/5/2016	12/5/2016	PC recommended approval 11/9/16. TC approved 12/5/2016. Could be further engineer coordination during construction.
Inactive Projects							
Lincoln Court Grading Plan	Holly/Susannah	N/A	8/6/2015	Applicant	N/A		1st Submission comments returned. Applicant has chosen not to resubmit.
Robinson's Paradise Rezoning & Preliminary Plan	Holly/Susannah	N/A	7/18/2015	Applicant	N/A		Preliminary Plan recommended for approval by Holly & Marchant. PC did not approve and asked for changes. Applicant has chosen not to resubmit.
Haymarket Village Square (Payne Lane) Prelim Plan	Holly/Susannah	N/A	12/17/2014	Applicant	N/A		1st Submission comments returned. Applicant has chosen not to resubmit.

Rte 15 Bridge Over Railroad Tracks

- Letter of Support by the Town was signed by Mayor and provided to Prince William County
- I asked about possibly including Quiet Zone Funding in future grant applications. James Davenport replied that he would check around the office to see if there is support. He also said he would check with Freight at COG to see if there are any opportunities in this arena.

Attachment: Jan 2017 TC Engineer's Report (3041 : Engineer's Report - Holly Montague)

I-66/Rte 15 Interchange - Diverging Diamond

- Due to inclement weather the weekend of December 16 and the holidays, opening the Diverging Diamond configuration has been postponed to the weekend of Jan 7, 2017
- The work on Washington Street is scheduled to begin by the end of January. As part of this work, the trees between the curb and sidewalk in front of the Quarles Property (CVS/Fauquier Bank/Chick-fil-a) will be removed. The contractor reached out to us to see if we wanted to remove and replant the trees elsewhere in the Town at our expense (note: the trees were bought and paid for by the Quarles Center Developer). After consulting with a landscaping company, we turned down the opportunity because it would not be cost effective for the type/size of tree.
- In early design stages of the project, I coordinated with VDOT to include in the I-66/Rte 15 Interchange project for the contractor to relocate the streetlights in front of the Quarles Property to the backside of the reconstructed sidewalk. I also visually saw that relocating the streetlights was noted on the plans. I am verifying with VDOT and the contractor that nothing has changed since this was coordinated.

Transform 66 Outside the Beltway - Haymarket Park and Ride Lot

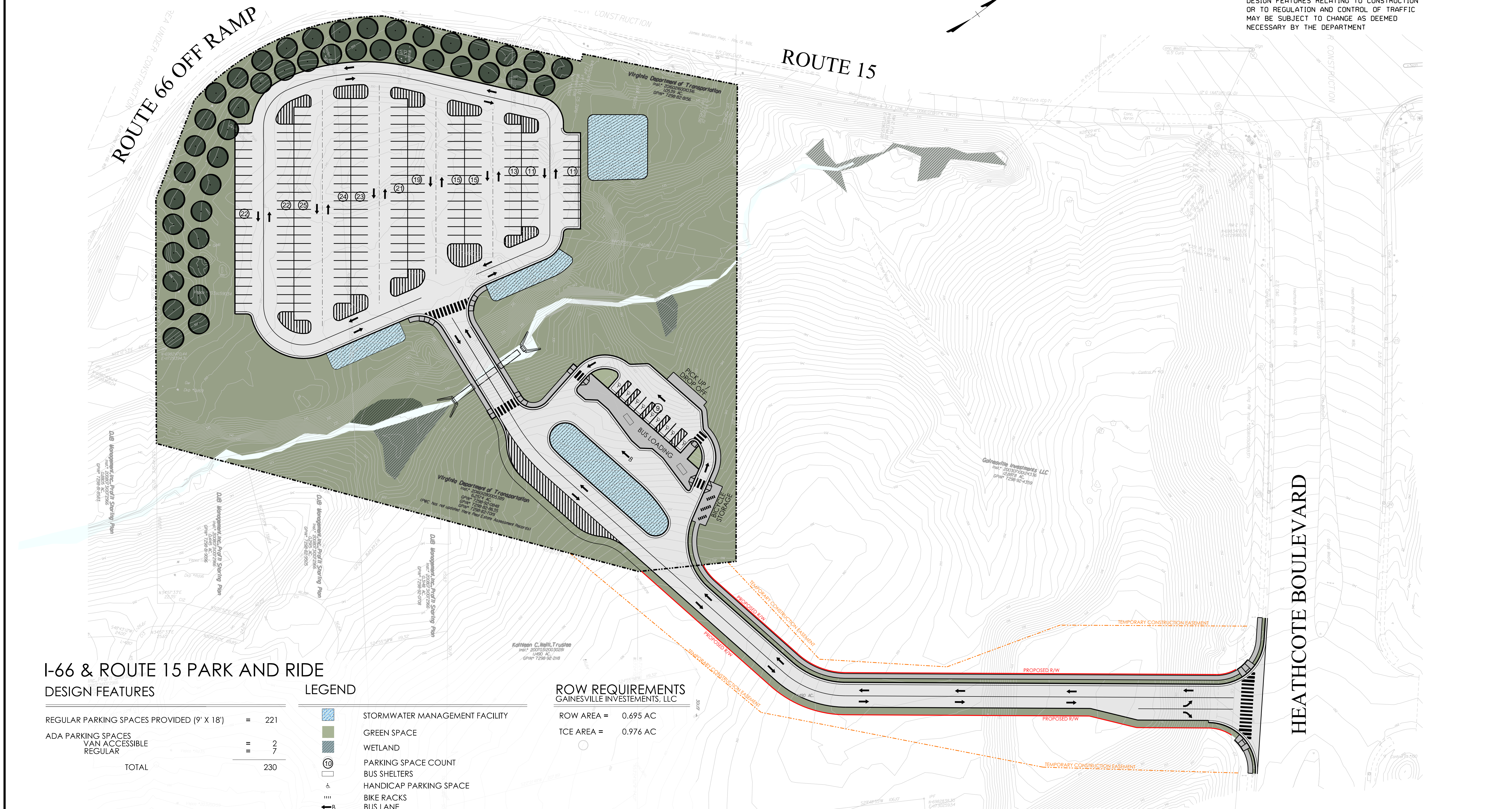
- VDOT has moved forward with the design of the Haymarket Park n Ride in the northeast corner of the I-66 Westbound Off-Ramp and north bound Rte 15.
- VDOT plans on initiating the Posting of Willingness (to hold a Public Hearing) process in January. This is where they do not schedule an actual Public Hearing but put notices in the paper asking if anyone would like for them to hold a Public Hearing. If they receive a response that someone wishes to have a Public Hearing, they will schedule one. It is a time savings measure if no one requests a Public Hearing and the Town used this same process on the Pedestrian Improvement Project to add the shared use path on Jefferson Street.
- Town Council requested to see the layout before it reached the public input process. See attached concept plan on the next page. This is the concept plan that has been shown to the property owner that the access to Heathcote Blvd goes through.
- Some of the features of this concept plan are:
 - approximately 230 commuter parking spaces (including ADA parking)
 - two bus bays and shelters
 - bike/pedestrian circulation (and bike racks)
 - efforts to limit environmental impacts (streams, wetlands)
 - site's topography, including stream location, influenced placement of bus circulation/ loading area vs. the bulk of commuter parking spaces
 - **open space toward the southern property line (adjacent to lots in Town of Haymarket)**

Attachment: Jan 2017 TC Engineer's Report (3041 : Engineer's Report - Holly Montague)

PROJECT MANAGER _____
 SURVEYED BY _____
 DESIGN SUPERVISED BY _____
 DESIGNED BY _____

REVISED	STATE	ROUTE	STATE PROJECT	SHEET NO.
	VA.	15	PR15-076-236 P101, R201, C501	

DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT



I-66 & ROUTE 15 PARK AND RIDE

DESIGN FEATURES

REGULAR PARKING SPACES PROVIDED (9' X 18')	=	221
ADA PARKING SPACES VAN ACCESSIBLE	=	2
REGULAR	=	7
TOTAL		230

LEGEND

	STORMWATER MANAGEMENT FACILITY
	GREEN SPACE
	WETLAND
	PARKING SPACE COUNT
	BUS SHELTERS
	HANDICAP PARKING SPACE
	BIKE RACKS
	BUS LANE

ROW REQUIREMENTS
 GAINESVILLE INVESTMENTS, LLC

ROW AREA =	0.695 AC
TCE AREA =	0.976 AC

SITE PLAN - ALTERNATE 2 MODIFIED

SCALE 0 50 100'	PROJECT PR15-076-236	SHEET NO.
--------------------	-------------------------	-----------

12/6/2016

T:\532200 - L&D Statewide New Design-Master\532208 - Rte.66-15-Park_and_Ride\07 Design\GN\Sheets\Roadway\opt02_mod_display_rend.dgn

Attachment: Jan 2017 TC Engineer's Report (3041 : Engineer's Report - Holly Montague)

TASK LIST - 11/30/2016 thru 12/19/2016

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Anticipated End Date	Actual End Date	Comments
Architectural Review Board							
#2016-033 (Foster's Grille) Signage and Lighting	ARB, Susannah	11/10/2016	11/28/2016	Applicant			Partially approved by ARB at special meeting 11/28/2016. Staff working with applicant on unapprovable portion.
#2016-034 (Signature Companies) Building façade	ARB, Susannah	11/1/2016	11/30/2016	ARB			Under review by Staff; ARB will need to re-review façade plans due to changes proposed
#2016-035 (Chris Dixon)	Incomplete	12/5/2016	12/19/2016	Applicant			Fence proposed on residential property.
#2016-036 (St Pauls Episcopal Church)	ARB, Susannah	11/8/2016	12/19/2016	ARB			Site improvements incl sidewalks, front porch, pkg lot lighting
#2016-037 (Z Companies)	Incomplete	12/19/2016	12/19/2016	Applicant			Demolition of two buildings in Town Core
Review of PC Bylaws	ARB	5/16/2016	10/11/2016	ARB			Under review to adopt bylaws for ARB. Vacancy.
Board of Zoning Appeals							
Active Board Recruitment	BZA, Susannah	11/1/2016	11/30/2016	BZA Members			BZA met for information items, but did not have quorum. New member needs to be sworn in. Need to elect officers and adopt 2017 calendar. Vacancy.
Planning Commission							
Update: Subdivision Ordinance	Consultant	9/26/2016	12/7/2016	Planning Commission			Under review by Planning Commission, Staff.
Update: Zoning Ordinance	Planning Commission	9/26/2016	12/19/2016	Planning Commission, Consultant			Under review by Planning Commission, Staff. Comments submitted to Consultant from Town Atty, Engr, Planner.
Prince William County							
One-Mile Review: Carter's Mill	Susannah, Holly	10/5/2016	10/19/2016	Staff	12/28/2016		Under review by Staff to provide comments to PWC planning.
One-Mile Review: John Marshall Commons	Holly, Susannah, Planning Commission	11/1/2016	11/30/2016	Staff	12/28/2016		Under review by Staff to provide comments to PWC planning.
Staff							
Process Review: Forms, Fees, Submittals	Susannah, Kimberly	9/26/2016	12/19/2016	Staff			In process.
Site Plan: A Dog's Day Out	Susannah	11/21/2016	11/21/2016	Applicant, Staff, Agencies, Planning Commission			Preliminary Site Plan received, under review by staff and agencies, Planning Commission 2/1/2017.
Site Plan: Sheetz	Holly, Susannah, Planning Commission	11/16/2016	12/21/2016	Applicant, Staff, Agencies, Planning Commission			Final Site Plan 2nd submittal. Under final review by staff and agencies; Planning Commission 2/1/2017.
Applications: Modifications to Cell Tower @ 15175 Washington St	Holly, Susannah, Joe	12/2/2016	12/19/2016	Staff			In process.
Training: MinuteTraq	Susannah, Denise	10/24/2016	12/21/2016	Staff			Software that compiles agendas, packets, and minutes for Town meetings (ARB, PC, BZA)
Violations: 15001 Washington St properties	Susannah, Joe, Martin	9/26/2016	12/19/2016	Applicant	1/7/2017		NOV sent week of 12/5/2016. Applicant requested mtg; awaiting dates. Deadline for appeal 1/7/2017.

Attachment: Task Log - Town Planner (3042 : Town Planner's Report - Susannah Smith)

Business & Community Relations Report 12/01/2016 – 12/28/2016

Town of Haymarket Farmers' Market

Every Saturday from 8 am until 2 pm you can visit the Haymarket's Farmers' Market. All of our vendors are required to sell Virginia Grown products.

- French pastries
- Locally grown beef, poultry, and eggs
- Homemade pies and cakes
- Virginia grown plants and flowers including holiday wreaths in November and December

December 31st will be the last day for the Farmer's Market

Christmas in Haymarket

Set in the year 1943, Museum visitors will enjoy a glimpse in the past on what a middle-class family during WWII how they dined and decorated their homes during the holidays. The "faux" dinner display will feature accurate replicas of dishes and table settings that would have been used during that time.

Last week to tour the exhibit

Town Manager - Open House

On Wednesday, January 18th, will be a day for residents and business owners to meet Kimberly Murray our new Town Manager. **Location TBD**

TANV Meeting

Tentatively scheduled for Wednesday, February 15th, the Town of Haymarket will host the local Town Association of Northern Virginia quarterly meeting. **Location TBD**

December - .Town Merchandise Sales

- 6 Town books
- 6 Town Ornaments
- 9 T-shirts/sweat shirts

Total sales = \$272.00

Media Coverage

- 12/21/2016 Gainesville Times – VRE Extension to Gainesville, Haymarket



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

Kimberly L. Murray, AICP, CEcD
TOWN MANAGER

TOWN MANAGER'S REPORT
COUNCIL REGULAR MEETING
JANUARY 3, 2017

Below is a summary of activities and updates for Council as of December 29, 2016.

Project Updates:

Virginia Railway Express

- I sent a letter dated December 13, 2016 to the VRE Operations Board and copied the County Board of Supervisors on expressing the Town's support of continuing the Gainesville-Haymarket Extension Study and supporting the full analysis of the increased service alternative that includes expansion of the storage facility to increase capacity and relocation of the Broad Run Station.

Other Updates:

- We will host the next quarterly Town Association of Northern Virginia (TANV) meeting on February 15, 2017. We are coordinating with the Town of Leesburg. On the agenda will be a discussion of legislative and budget matters.
- Attended the December Planning Commission meeting and met with the The Berkeley Group consultant, Darren Coffey beforehand to discuss the planner/zoning administrator contract and discuss the draft zoning ordinance. I plan to review the entire document and provide comments.
- Additionally, on the Planning Commission agenda was a presentation on the John Marshall Commons residential project proposing approximately 208 housing units in Prince William County adjacent to the Town boundary and a five minute walk from the location of the new planned Haymarket Community Park. This Park will be an asset to the future residents of John Marshall Commons and therefore consideration should be given to the source of funds towards its development if both Town and County residents will be using it.
- VML Day at the Capitol is scheduled for January 25, 2017 at the Library of Virginia in downtown Richmond.
- No FOIA requests received this month.

Administration and Personnel:

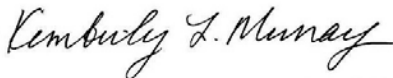
- Met with all Police officers to review several human resource questions and policies and discuss future communications between the new Police Chief and the Town Manager.
- Facilitated and participated in interviews for the Chief of Police and followed up with candidates.

- Interviewed several candidates for the Clerk/Treasurer position.
- Worked to secure a new financial assistant temp to begin January 4, 2017.
- Continuing to work with our IT contractor to make needed upgrades.
- With winter weather approaching, we are coordinating with our contractor Premier Landscaping, to discuss our winter needs and appropriate treatments for the Town Hall parking and sidewalks based on weather conditions.
- Continuing to work with staff on improving office efficiencies and best practices.

Finance:

- Tax payments were due December 5, 2016. Outstanding taxes are estimated at less than \$6,000. Our Interim Treasurer will be contacting property owners to collect payment.
- One restaurant, Hidden Jewels is behind on meal tax submission to the Town and we are working with them to get current by mid-January 2017.
- We will begin the Manager's FY2018 budget planning in the next couple of weeks and will inform the Finance Committee at the January and February meetings.
- Met with Finance Committee December 28, 2016. Steve Mulroy from VML/VACo Finance Fixed Rate Loan Program will attend the next meeting on January 18, 2017 to review in more detail their program and meet with staff. The Committee will conduct a mid-year review and make any mid-year recommendations to Council at the February meeting. Steve Mulroy can update the Credit Benchmark Report they prepared in June for Town Council with the recently completed FY2016 Financial Statement.
- Attached are draft monthly financial reports ending November 30, 2016.

Respectfully Submitted,



Kimberly L. Murray, AICP, CEcD
Town Manager

Town of Haymarket
Statement of Net Position
As of November 30, 2016

	Nov 30, 16
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	732,856.02
11000 · CD's & Money Market Funds	325,585.78
11010 · Virginia Investment Pool	304,556.93
Total Checking/Savings	1,362,998.73
Accounts Receivable	
12000 · Accounts Receivable	118,826.49
12010 · A/R Permits	1,044.59
12020 · Delinquent Real Estate	3,204.90
12021 · Taxes Receivable - RE 2016	207,374.21
Total Accounts Receivable	330,450.19
Other Current Assets	
11499 · Undeposited Funds	23,389.49
12012 · Local Accounts Receivable-Other	340.59
12099 · Allowance for Doubtful Accounts	-97,931.22
Total Other Current Assets	-74,201.14
Total Current Assets	1,619,247.78
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	7,582,031.65
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	41,676.98
Total Accounts Payable	41,676.98
Credit Cards	
20040 · Town Credit Card	-76.47
Total Credit Cards	-76.47
Other Current Liabilities	
20030 · VA Dept of Housing & Comm. Dev.	150.20
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	18.72
21000 · Payroll Liabilities	2,719.08
22000 · Security Deposits	18,540.25
22010 · Escrow Deposits	278,371.73
Total Other Current Liabilities	309,799.98
Total Current Liabilities	351,400.49
Long Term Liabilities	
20080 · Accrued Interest Payable	13,878.48
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	1,801,862.12

Town of Haymarket
Statement of Net Position
As of November 30, 2016

	Nov 30, 16
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	-51,783.94
Total Equity	5,780,169.53
TOTAL LIABILITIES & EQUITY	7,582,031.65

Town of Haymarket
Statement of Revenue & Expenditures for Month
November 2016

	Nov 16
Ordinary Income/Expense	
Income	
3110 · GENERAL PROPERTY TAXES	9,469.04
3120 · OTHER LOCAL TAXES	89,557.37
3130 · PERMITS, FEES & LICENSES	-61.40
3140 · FINES & FORFEITURES	114.00
3151 · RENTAL (USE OF PROPERTY)	11,869.33
3180 · MISCELLANEOUS	2,023.72
32 · REVENUE FROM COMMONWEALTH	11,918.66
Total Income	124,890.72
Gross Profit	124,890.72
Expense	
01 · ADMINISTRATION	71,987.88
03 · PUBLIC SAFETY	56,803.85
04 · PUBLIC WORKS	16,119.55
07 · PARKS, REC & CULTURAL	6,520.54
08 · COMMUNITY DEVELOPMENT	6,213.10
94105 · PERSONNEL	73.06
Total Expense	157,717.98
Net Ordinary Income	-32,827.26
Net Income	-32,827.26

Attachment: 1-3-17 TM rpt packet (3046 : Town Manager's Report - Kimberly Murray)

12/27/16

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

	Jul - Nov 16	Budget	% of Budget
Ordinary Income/Expense			
Income			
3110 · GENERAL PROPERTY TAXES	297,258.13	302,000.00	98.4%
3120 · OTHER LOCAL TAXES	374,193.28	1,275,000.00	29.3%
3130 · PERMITS,FEES & LICENESES	6,293.60	48,700.00	12.9%
3140 · FINES & FORFEITURES	24,918.82	50,000.00	49.8%
3150 · REVENUE - USE OF MONEY	2,266.59	10,000.00	22.7%
3151 · RENTAL (USE OF PROPERTY)	62,428.50	189,200.00	33.0%
3160 · CHARGES FOR SERVICES	2,600.00		
3165 · REVENUE - TOWN EVENTS	68,547.82	40,000.00	171.4%
3180 · MISCELLANEOUS	2,441.24	1,900.00	128.5%
32 · REVENUE FROM COMMONWEALTH	87,180.46	183,500.00	47.5%
33 · REVENUE FROM FEDERAL GOVERNMENT	60,760.43	365,000.00	16.6%
35 · TRANSFER FROM GENERAL FUND	0.00	273,360.00	0.0%
Total Income	988,888.87	2,738,660.00	36.1%
Gross Profit	988,888.87	2,738,660.00	36.1%
Expense			
01 · ADMINISTRATION	333,055.39	712,350.00	46.8%
03 · PUBLIC SAFETY	305,548.48	775,900.00	39.4%
04 · PUBLIC WORKS	87,988.70	212,000.00	41.5%
07 · PARKS, REC & CULTURAL	31,259.64	70,650.00	44.2%
08 · COMMUNITY DEVELOPMENT	12,262.54	64,600.00	19.0%
09 · NON-DEPARTMENTAL	171,654.17	186,440.00	92.1%
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	15,000.00	0.0%
94102 · HARROVER MASTER PLAN	750.00	150,000.00	0.5%
94103 · PEDESTRIAN IMPROVEMENT PROJECT	58,620.00	350,000.00	16.7%
94105 · PERSONNEL	515.88		
94106 · TOWN CENTER MASTER PLAN	39,048.01	123,360.00	31.7%
9610 · General Reserve	0.00	30,000.00	0.0%
94201 · Transfer to Capital Imp. Proj.	0.00	273,360.00	0.0%
Total Expense	1,040,702.81	2,963,660.00	35.1%
Net Ordinary Income	-51,813.94	-225,000.00	23.0%
Other Income/Expense			
Other Income			
99000 · Use of Carry-over surplus	0.00	225,000.00	0.0%
Total Other Income	0.00	225,000.00	0.0%
Net Other Income	0.00	225,000.00	0.0%
Net Income	-51,813.94	0.00	100.0%

Attachment: 1-3-17 TM rpt packet (3046 : Town Manager's Report - Kimberly Murray)