



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Thursday, September 8, 2016

7:00 PM

Council Chambers

1. Call to Order

2. Invocation

3. Pledge of Allegiance

4. Citizen's Time

A. Citizen Time Comments

5. Consent Agenda

A. Minutes Acceptance

- i. Mayor and Council - Work Session - Jul 22, 2016 11:00 AM
- 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
D. Planning Consultants - Jerry Schiro, Interim Town Manager

6. Agenda Items

- A. Blood Cancer Awareness - Lymphoma Awareness Day
- B. Business Appreciation Month - September - Denise Andrews
- C. Haymarket Baptist Church Amended Site Plan - Holly Montague
- D. Appointments - Mayor David Leake

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
- B. Certification of the Closed Session
- C. Directive

9. Adjournment



TO: Town of Haymarket Town Council
SUBJECT: Citizen Time Comments
DATE: 09/08/16

The attached were received by the Town and asked to be read into the minutes of the September 8, 2016 meeting.

ATTACHMENTS:

- Citizen Time Comments 09-2016 (PDF)

Date: Monday, September 5, 2016

To: Haymarket Town Council

From: Matt Caudle/Planning Commission Chair/Former Town Council Member 2014-2016

14725 Dogwood Park Lane, Haymarket, VA 20169

Re: Haymarket Food Pantry

Dear Town Council,

First of all, I want to say "thank you" for allowing me to submit my comments via letter. I am away on business this evening or would have been here in person. I am writing you to voice my thoughts on the Haymarket Food Pantry. I was a member of the previous Town Council that voted to have the Food Pantry move their location at the end of this calendar year based upon the citizen's wishes. The decision was made to allow the food pantry to stay in its current location for one year and during that time to seek a different location. The folks who were in attendance the night the decision was made were grateful for the extended time in which to seek an alternative location. The citizens of Haymarket have made it abundantly clear that they want the "Harrover Property" turned into a park for all the town's citizens to enjoy. That process has been started and continues to be developed. There were multiple citizen's meetings to support this fact.

The food pantry does not fit the scope of the town in regards to the park and needs to be moved as has been previously expressed by the citizens of Haymarket and voted upon by the Town Council of whom the citizens have elected to carry-out their wishes. I am puzzled by the recent comments of some food pantry supporters who appear to have forgotten the generosity of the town during the time we have hosted the food pantry. The fact the citizens of Haymarket carry a mortgage on the "Harrover Property" of \$250,000 per year and we charge the food pantry a \$1.00 per year, seems to have been lost on some folks. It is amazing to me that the food pantry until just recently was three years behind in their rent payment of a dollar per year. It should not have been up to Mayor Leake to pay this rent out of his own pocket. Some may say that it is no big deal that he did this since it was \$3.00, but I would say the same in reverse as to why the food pantry did not take care of this since it was only \$3.00. The attacks on our mayor by some who do not live in the community and trying to paint Mayor Leake in a "bad light" is both appalling and down-right-wrong. This man has devoted more time than any citizen in this town over the last multiple years and deserves our respect and appreciation for his public service.

The citizens of the Town of Haymarket have made it abundantly clear that they want their tax dollars to go towards a park and not a food pantry. This does not mean the food pantry is not a valuable outreach of the town, but in my opinion should not be subsidized by the citizen's taxes of Haymarket. It is my belief and others, that a food pantry should not be a part of "local government", but be funded by private charitable organizations.

In conclusion, the food pantry should be grateful for all the years that the town's residents have provided for them a place to minister to the less fortunate and footed the bill for a building for the Haymarket Food Pantry. As a local government, the governed should say how they want their tax dollars allocated and it is readily apparent they want their tax dollars to go towards a park for their families to enjoy on the "Harrover Property". Frankly, the park being developed is not the appropriate place for a food pantry. It is time the food pantry moves and was grateful for the times the citizens

funded housing for their charitable endeavors. My sincere prayer is that they can find a suitable location in the area to continue their good work.

Sincerely,



Matt Caudle/Citizen of Haymarket.

Haymarket Town Council Members,

As a resident of Haymarket residing at 6817 Jefferson Street, I find it alarming that a town business, former mayor and a resident of the town could not secure a time for the food pantry on your agenda for tonight's meeting.

The pantry has diligently searched for new locations in Vint Hill, Wellington Road and other areas with no success in finding an existing building for the pantry.

We have secured two locations one in Haymarket and one on Rte 15 (which needs a zoning variance) unfortunately neither place can be built from the ground up in 3 months. The Haymarket property will take 6-9 months and the Rte 15 property up to two years.

We can secure a rental property in Haymarket but with the \$4000 monthly rent we will be forced to either pay rent or purchase food.

I ask every one of you to imagine going to bed and waking up hungry and not know when or where your next meal will come from. Think about that when you go to bed tonight or out to dinner or prepare your own or order in...

The food pantry fills a vast need in our community not only to feed the hungry but we have an army of volunteers doing community service. The town council should be working diligently to keep this resource in the town.

Mary Lou Scarbrough
Town Resident
HRFP Board Member
6817 Jefferson St., Haymarket, VA 20169

Members of the Haymarket Town Council,

Nearly 1 in 5 children live in households that struggle to put food on the table, 1 in 5. Many of those children live right here in your own back yard, although you may not even notice. These families work to provide for their families and are active members of the community just as you and I. They do however, sometimes need additional resources, such as supplemental food. The Haymarket Regional Food Pantry will not solve world hunger regardless of their location, however they are one of the resources available to help those in need in this area.

The Haymarket Regional Food Pantry, with the help of Michael and Sons, Home Depot and numerous volunteers, turned a dilapidated property with no running water, heat or air conditioning into a sign of hope. Hope for those without the resources we all enjoy, enough food on the table every day to support our families. These property improvements came at no cost to the town or its residents. Once the HRFP is able to find a new location, I would think the town would be able to utilize this property and its improvements. One would think that the very least the council could do, would be to allow the members of the community time on the agenda to share their thoughts and concerns.

Ed Robinson

6817 Jefferson St.

Haymarket, Va. 20169



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 Jul 22, 2016 11:00 AM (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 Jul 23, 2016 7:30 AM (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 Aug 1, 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.

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| 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.

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|------------------|---|
| 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

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 Aug 1, 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 an error in the original Resolution number provided at the August 1, 2016 Town Council meeting.

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|------------------|---|
| 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 Aug 8, 2016 6:00 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

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| 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 Aug 8, 2016 6:00 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 Aug 8, 2016 6:00 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

Minutes Acceptance: Minutes of Aug 22, 2016 6:30 PM (Minutes Acceptance)

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

Minutes Acceptance: Minutes of Aug 22, 2016 6:30 PM (Minutes Acceptance)



TO: Town of Haymarket Town Council
SUBJECT: Treasurer's Report
DATE: 09/08/16

- The current year Profit & Loss report is attached. You will see one report that shows the General Fund Budget, and a separate report showing the Capital Budget.
- There are several expenses that are “front loaded” at the beginning of the year, such as insurance payments, Dues and Subscriptions, and the General Obligation bond payment. This is why Expenditures are exceeded at this time.
- Other than normal monthly revenues such as Meals Tax, Cigarette Tax, Sales Tax, etc, this is generally not a high revenue time of year. Real Estate Tax bills will be generated near the end of September and mailed out. As this tax is not due until December 5th, it will appear on the Profit and Loss as revenue received as the Town’s finances are on an Accrual basis as opposed to Cash. On Accrual basis, receivables are counted when the invoice is entered or recorded as opposed to when the funds are actually received. Also, the Business License tax Revenue will be received during the month of April, as they are due by April 30th.
- The Town’s contracted CPA, Mary Earhart did arrive on August 16th and helped prepare for the upcoming Audit, which start on August 30th. Once the Auditors complete their field work, we should receive the Audit report by the end of September for the Fiscal Year ending June 30, 2016 and will be forwarded to Town Council and staff for review.
- The Budget is a guideline and most often reflects the overall health of the local Economy. Staff does everything in their power to abide by and not exceed those guidelines. There will always be exceptions and unforeseen circumstances that will cause categories and line items to exceed in Expenses or be under budget in Revenue. Those circumstances will be reported as they become known.

ATTACHMENTS:

- 2 - Treasurers Report - General Fund Budget (PDF)
- 3 - Treasurers Report Capital Budget (PDF)

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% |

Attachment: 2 - Treasurers Report - General Fund Budget (2014 : Treasurer's Report)

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% |

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 | | | |

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% |

Attachment: 2 - Treasurers Report - General Fund Budget (2914 : Treasurer's Report)

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 | | | |

Attachment: 2 - Treasurers Report - General Fund Budget (2914 : Treasurer's Report)

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% |

Attachment: 2 - Treasurers Report - General Fund Budget (2914 : Treasurer's Report)



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 | |



TO: Town of Haymarket Town Council
SUBJECT: Engineer's Report
DATE: 09/08/16

Eagle Scout Project

- Coordination with the Eagle Scout to determine an acceptable stencil or decal is on-going.

Pedestrian Improvement Project (Connelly Money or Jefferson St Shared Use Path)

- We have closed with all parcels on Right of Way purchases.
- Next phase is preparing final Construction Plans and Bid Documents.
- After submitting final Construction Plans and Bid Documents to VDOT, it can take up to four months to get through the final VDOT Approval for Construction.
- We are on track for a late winter/early spring 2017 Advertisement for Construction with construction beginning late spring/early summer 2017.
- Construction will take approximately 4-6 months.

I-66 Widening Project

- Project completion is the end of August, 2016.
- There will be no further I-66 through lane closures for this project but there will still be I-66 lane closures at Rte 15 for the I-66/Rte 15 Interchange Project.

I-66/Rte 15 Interchange Project

- Utility relocation work on Washington Street has begun.
- Widening work on Washington Street is due to start anytime between now and sometime in September.
- I will coordinate with VDOT in early September to minimize/cease work on Haymarket Day (they ceased work last year).
- Construction for the entire project is scheduled to end Fall 2017.



TO: Town of Haymarket Town Council
SUBJECT: Planner's Report
DATE: 09/08/16

Ongoing Projects

- Ice Rink Expansion. Construction of the second rink is underway.
- Village of Haymarket Phase II. Work continues on lot Lots 51 and 52 (corner of Washington Street and Bleight Drive). No time table has been given for construction of the remaining lots. Street lights are pending.

Development Review

- Zoning Permits. Approved zoning permits for commercial / residential signage, residential decks and sheds.
- Special Use Permits. Two SUP applications for in-home occupations have been received and will be scheduled for public hearing.
- Other Plans. Please see the attached site plan status summary.

ATTACHMENTS:

- 09-2016 Planner Report Attachment - Site Plan Update (PDF)

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. |



TO: Town of Haymarket Town Council
SUBJECT: Building Official's Report
DATE: 09/08/16

Permits Issued:

- No permits have been issued during this month

Certificates of Occupancy Issued:

- No Certificates of Occupancy have been grant this month.

Inspections:

- July 25: 14929 Southern Crossing Street, Deck Footer Inspection approved.
- July 26: 6852 Jockey Club Lane, Inspection of relocated power supply equipment installation was approved.
- July 27: 6853 Jockey Club Lane, deck footing inspection was approved.
- August 4: 6852 Jockey Club Lane, wall inspection was approved.

Document Review:

- No documents are under review at this time

Actions:

- No actions are currently under way.

Recommendations:

- This office has no recommendations for the council at this time.

Other:

- Nothing at this time.



TO: Town of Haymarket Town Council
SUBJECT: Police Report
DATE: 09/08/16

ATTACHMENTS:

- 09-2016 Police Report (PDF)



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 |

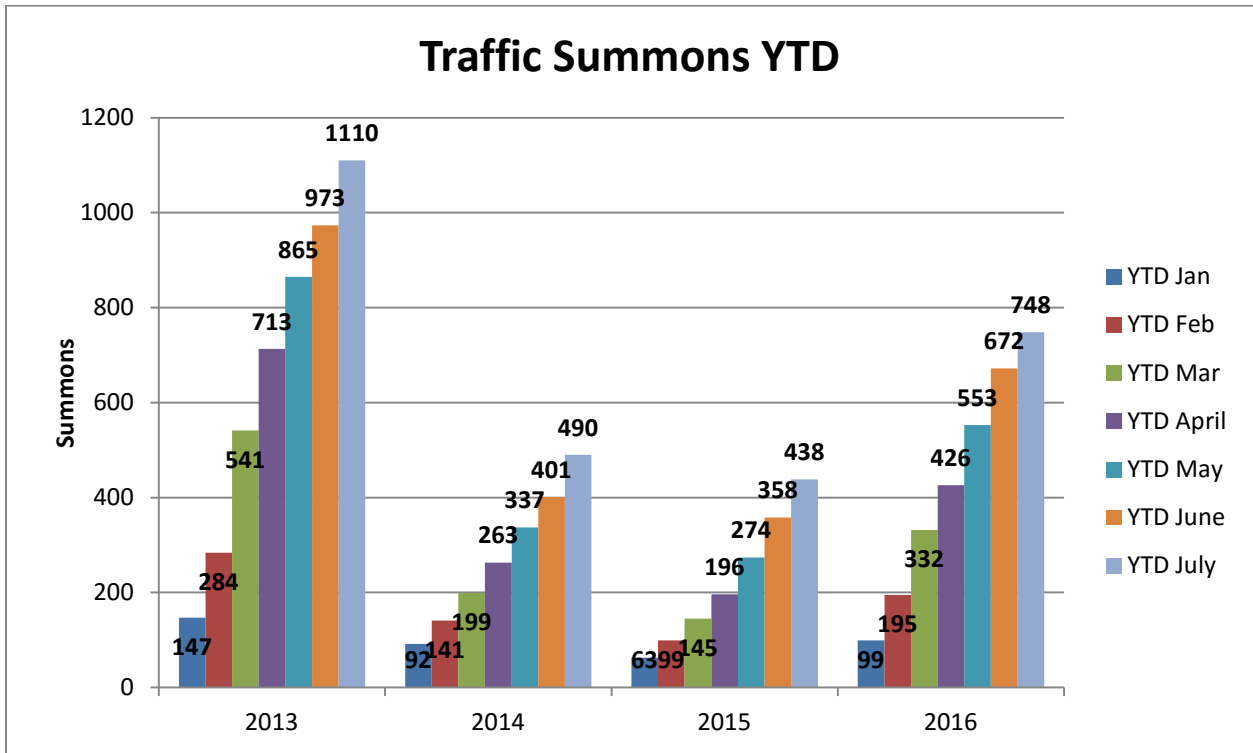
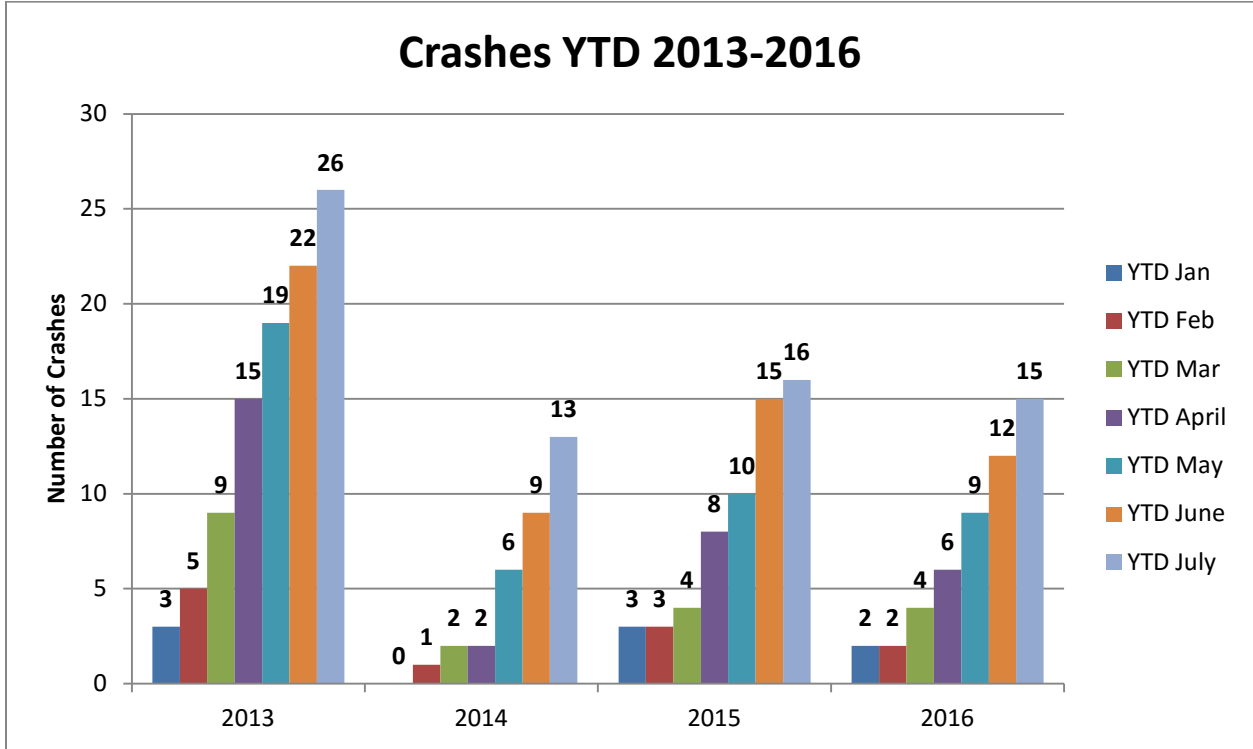
Attachment: 09-2016 Police Report (2910 : Police Report)



Haymarket Police Department



Crash/Enforcement YTD

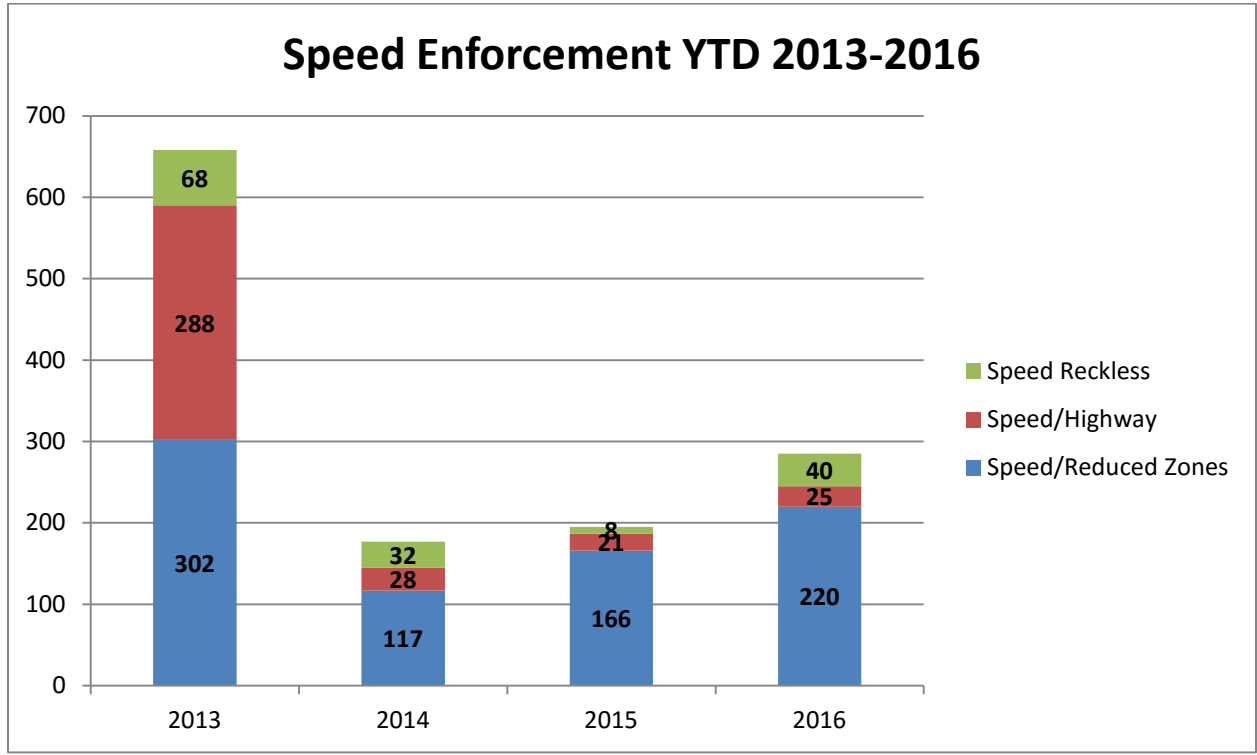


Attachment: 09-2016 Police Report (2910 : Police Report)



Haymarket Police Department

Crash/Enforcement YTD



Attachment: 09-2016 Police Report (2910 : Police Report)



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.



TO: Town of Haymarket Town Council
 SUBJECT: Director of Business & Community Relations Report
 DATE: 09/08/16

Naming Our Community Park Contest

On Monday, August 22nd the "Naming Our Community Park" contest went live. You can participate by going to our website, Facebook, Twitter, and push-to-text. The survey will also be available during Haymarket Day at our Town's information booth.

Museum Lighting Ceremony

On Tuesday, September 6th to commemorate National Blood Cancer Awareness Month and World Lymphoma Awareness Day (September 15) the Haymarket Museum will be lit "Red" for the entire month of September. In partnership with the Lymphoma Research Foundation we are encouraging individuals, buildings, landmarks and business to shed a light on lymphoma and to raise awareness about this type of blood cancer.

Business Appreciation Month

During the month of September, we will be honoring our local businesses with recognition of years of service in the Town.

- Feature a Meal Tax Free weekend over Haymarket Day weekend
- Special recognition to Mr. Acie Watts for 55 years business service in the Town

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 product and feature goods such as:

- French pastries
- Locally grown beef, poultry, and eggs
- Homemade pies and cakes
- Locally grown fruits and vegetables
- Virginia grown plants and flowers

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 (update)

Our 2016 Haymarket Day will be held on Saturday, September 17th from 9 am until 4 pm.

- The foot print for Haymarket Day will run along Washington Street, starting at the corner of Washington and Fayette Streets and ending at the corner of Bleight and Washington Streets.

- The parade route will run east to west. Starting at the QBE building and ending at the Costello building.
- Parking for parade participants will be available at: Tyler Elementary, Pace West School, and QBE
- Parking for vendors will be available at: behind the old Haymarket-Gainesville Firehouse, and the Payne Lane Property, and the open lot on Jefferson Street.
- Parking for spectators will be available at: the front end of the Food Lion parking lot and the Fairgrounds property.
- The Haymarket Pub will be sponsored by Dominion Women's Club and located on the newly built deck at the museum.
- Marine Sergeant Marcus Dandrea as the Grand Marshal for this year's parade.
- The main stage performances will be organized by Contemporary Music Center of Haymarket. Performing bands will range from: Country, R&B, Classic Rock, and Reggae.
- Haymarket Church will open their doors as a "Hospitality Station."
- Foster's Grille will have a burger eating contest.
- The Very Thing for Her will do complimentary caricatures.
- The Copper Cricket will have a balloon twister.
- To date we have received 190 applications.



TO: Town of Haymarket Town Council
SUBJECT: Meal's Tax Free Weekend - September 17 & 18, 2016
DATE: 09/08/16

ATTACHMENTS:

- ORD 2016-006 Meals Tax Free Weekend, Sept 2016 (PDF)



**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:

Attachment: ORD 2016-006 Meals Tax Free Weekend, Sept 2016 (2925 : Meal's Tax Free Weekend - September 17 & 18, 2016)



TO: Town of Haymarket Town Council
 SUBJECT: Planning Consultants
 DATE: 09/08/16

Background

The part-time Planner utilized by the Town of Haymarket is leaving. A proposal was secured from The Berkley Group to provide assistance with these services on an outsourced contractual basis. The Berkley Group (Berkley) is a multifaceted consulting firm specializing in providing government services on an outsourced contractual basis. Comprehensive Land Use Planning, Zoning and Development Review are large components of the services they provide. Virginia Local Government clients include the City of Manassas, Buckingham County, George Washington Regional Commission, Central Shenandoah Planning District, Town of Dumfries, City of Manassas Park, Town of Vinton, Highland County, Rockingham County, Town of Culpeper and the City of Lexington. Berkley submitted a proposal and a scope of services on December 2, 2014 covering comprehensive Development Services. A subsequent contract was executed December 17 2014. This is referred to as the "Master Agreement."

Current Status

I met with Berkley's Principal, Darren Coffey, on August 12, 2016 to discuss the proposal. It was important to understand the level of services such a current contract will provide, the validity of the pricing and scope outlined December 2014 documents and the possibility of including some revisions to our current Land Use forms and applications. I found Mr. Coffey to have a good understanding of our needs and a good comprehensive knowledge of the processes and review requirements.

Based on that meeting a subsequent proposal was submitted by Mr. Coffey which includes the revision of land use application forms at no additional cost and further defines the scope of the onsite services. The rate structure is not changed from the 2014 Master Agreement and the Fees for onsite services are computed at an 0.4 Full Time Employee (FTE). This buys the Town an onsite person two (2) days a week and the other tasks as outlined. That person will staff the Planning Commission, Architectural Review Board, and the Board of Zoning Appeals. The Town Council meetings will be attended on an as need basis. Staff reports will be provided to the Council and related Commissions and Boards. It does not include packet preparation for these meetings. However, in discussing this with office staff, it appears that can be accommodated by regular staff.

Budget Impact

At a 0.4 FTE Berkley's fee is \$46,800 for one calendar year. The Haymarket FYE 2017 Administrative Budget includes \$65,000 for part time staffing. This line item covers the Town Planner and Town Engineer. Year-to-date (report 8/2016) shows \$6,901 has been expended. I note that \$44, 672.00 is the projected expenditure in the budget details for The Town Planner (including FICA, Unemployment and Workers Comp). I have not been able to determine what portion of the aforementioned year-to-date expenditure went to the Town Planner vs. the Town Engineer. I have however asked for that information. There is also a line item under the Planning Commission for Consulting Services with \$50,000 allocated. I assume this line item could be utilized for some of this service cost, unless it is otherwise encumbered.

Comments

My impression is that the Berkley Group would be an efficient and fiscally prudent option to provide these services. My discussion with Mr. Coffey suggested that Haymarket would be sharing this position with the Town of Warrenton VA and that there could be some flexibility in the event Haymarket sees the need to expand the services. Berkley will be bringing on a new staff member to provide these services and the ability to justify the new position requires a commitment from both Warrenton and Haymarket. Warrenton is a "go" according to Mr. Coffey, therefore, our response is somewhat time sensitive.

ATTACHMENTS:

- Berkley Group Proposal - Staff Followup (PDF)



**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.

5.D.1

Attachment: Berkeley Group Proposal - Staff Followup (2920 : Planning Consultants)

Packet Pg. 47

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 | \$ 38,160 | |
| 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 |

5.D.1

Attachment: Berkeley Group Proposal - Staff Followup (2920 : Planning Consultants)

Packet Pg. 51

FEE SCHEDULE
CONTRACT STAFF SERVICES

The Berkeley 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 | 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 | |
| 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 | \$ 145,000 | \$ 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 Berkeley 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 |

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

Auxiliary Town Hall Agreement

AUX 14-003: TOH

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.

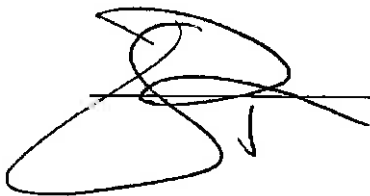
- D. Hold Harmless. The Berkley Group hereby indemnifies and holds harmless the Client, its subsidiaries, and affiliates, and their officers and employees, from any damages, claims, liabilities, and costs, including reasonable attorney's fees, or losses of any kind or nature whatsoever ("Loss") which 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

Andrew D. Selman

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 |



TO: Town of Haymarket Town Council
SUBJECT: Blood Cancer Awareness - Lymphoma Awareness Day
DATE: 09/08/16

ATTACHMENTS:

- Haymarket BCAM 2016 (PDF)



**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



TO: Town of Haymarket Town Council
SUBJECT: Business Appreciation Month - September
DATE: 09/08/16

ATTACHMENTS:

- RES 2016-014 Business Appreciation Month (PDF)



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



TO: Town of Haymarket Town Council
 SUBJECT: Haymarket Baptist Church Amended Site Plan
 DATE: 09/08/16

BACKGROUND

On July 1, 2013, Town Council approved FSP#20130628 Haymarket Baptist Church Final Site Plan - Building Addition and Parking Expansion. This site plan included expanding the sanctuary, expanding and paving the parking lot, curb & gutter, drainage, underground storm water management facility and landscaping. As part of this plan, perimeter landscape and buffer yard waivers were approved.

The Haymarket Baptist Church, at this time, is unable to construct the approved final site plan. They submitted AFSP#2016-001 Haymarket Baptist Church Final Site Plan Revision - Parking Lot Renovation to scale back the plan to only pave the existing gravel areas, make minor drainage corrections and provide the landscaping that was part of the approved plan.

The perimeter parking lot landscaping and buffer yard waiver and the minutes of approval are contained on page 3A of Final Site Plan Revision.

Fire Marshal, VDOT, PWCSA and staff comments have been addressed.

The Haymarket Baptist Church would like to construct the revised plan before this year's paving season ends. Due to the fact that it takes two months to get Planning Commission and then Town Council approval, staff asked the Town Council at the 8/29/16 Agenda Meeting if they wanted to speed up the approval process. The Town Council requested the Planning Commission consider this application at the 8/31/16 Planning Commission Work Session and if the Planning Commission has no objections, to recommend approval so that the Town Council can consider the application at the 9/8/16 Town Council Meeting.

RECOMMENDATION

The Planning Commission has forwarded a recommendation for approval at their special meeting of August 31, 2016.

It is recommended that the Town Council approve the Haymarket Baptist Church Final Site Plan Revision - Parking Lot Renovation to the Town Council with a recommendation of approval.

MOTIONS:

1. Move that the Town Council approve AFSP#2016-001, Haymarket Baptist Church Final Site Plan Revision - Parking Lot Renovation

OR

2. I move an alternate motion.

ATTACHMENTS:

- 02 - 082916 HBC Amended FSP - Parking Renovations - Planner Approval (PDF)
- 03 - 082616 HBC Amended FSP - Parking Renovations - Engineer Approval(PDF)
- 04 - HAYMARKET BAPTIST CHURCH - PARKING RENOVATION (PDF)



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.



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

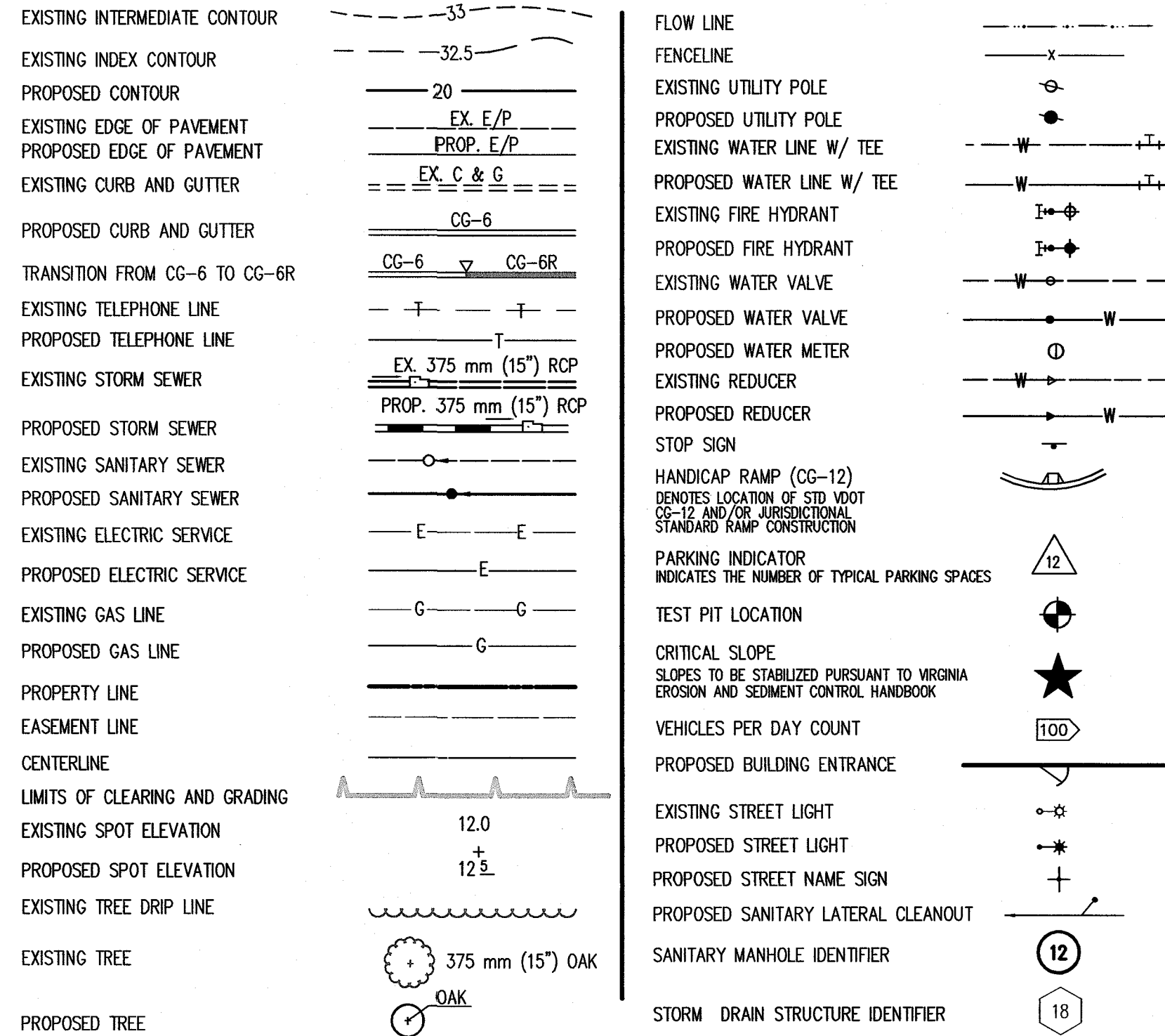
Per your request, I have reviewed the .pdf submission for the Haymarket Baptist Church Final Site Plan Revision – Parking Lot Renovation received via dropbox 8/17/16. I used the Haymarket Ordinances, Final Site Plan Requirements, Haymarket Code Section 58-506(3), Prince William County standards and VDOT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

GENERAL NOTES

- 1. This site has been addressed by the Prince William County Mapping Office as: 14800 WASHINGTON STREET
2. Addresses assigned are for the layout of individual businesses or dwelling units and are for exterior doors as shown on this plan only.
3. 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.
4. 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
5. 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.
6. 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.
7. Approval of this plan does not guarantee issuance of an entrance permit by VDOT when such permit is required under State law.
8. The exact location of all guard rails will be determined by VDOT personnel.
9. An approved set of plans and all applicable permits must be available at the construction site.
10. Warning signs, markers, barricades or flagmen should be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).
11. All unsuitable material shall be removed from the construction limits of the roadway before placing embankment.
12. All pavement sections on the approved plans are based on a minimum CBR value of 10.
13. 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.
14. All springs shall be capped and piped to the nearest storm sewer manholes or curb inlet.
15. All standard street name signs, traffic control devices, and street lights shall be installed by the developer when the first building unit is occupied.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. The location of existing utilities shown in these plans are taken from existing records. It shall be the contractor's responsibility to verify the exact horizontal and vertical location of all existing utilities as needed prior to construction.
23. The developer will be responsible for any damage to the existing streets and utilities which occurs as a result of his construction project within or contiguous to the existing right-of-way.
24. All utilities placed under existing streets shall be bored or jacked.
25. When grading is proposed within easements of utilities, letters of permission from all involved companies must be provided to Town of Haymarket prior to issuance of grading and/or site development permits.
26. The developer will be responsible for the relocation of any utilities which is required as a result of his project.
27. Before burning, blasting, transportation or storage of explosives in Prince William County, a permit shall be obtained from the Fire Marshal's Office, 792-6360.
28. Fire and Rescue Services must be notified immediately (792-6810) in the event that unusual items such as tanks, cylinders, unidentified containers, etc. which could contain potentially hazardous materials are discovered or observed.
29. Sidewalk underdrains shall be installed per Section 650 of the Design and Construction Standards Manual.
30. All walkways outside of the right-of-way limits will be maintained by the homeowners association.
31. Maintenance of the Storm Drainage or Storm Water Management facilities located therein shall be pursuant to Section 700 of the Prince William County Design and Construction Standards Manual.
32. If units shown on this plan will be occupied in phases, a phasing plan must be approved by the engineering inspection branch prior to the issuance of any occupancy permits.
33. These plans identify the location of all known gravesites. Gravesites shown on this plan will be protected in accordance with state law.
34. Roof top mechanical equipment, if any, must be enclosed within a wall or similar screening barrier, designed in harmony with the building.
35. Individual sign permits will be required from the Zoning Office for all free standing and facade signs prior to erecting the signs.
36. All buffer areas shall be screened according to the The Town of Haymarket Ordinances.
37. For proffers statement and proffers analysis, see sheet(s) N/A of _____.
38. For waivers see sheet(s) 3A of _____.
39. Anticipated sewage flows: CHURCH: 400 SEATS @ 5GPD/SEAT=2,000 GPD PRESCHOOL: 120 STUDENT @ 10 GPD / STUDENT = 1,200 GPD
40. Anticipated fire flows: 4,340 GPM @ 20psi
41. Distance to nearest existing school or proposed school site: 500' PACE WEST

LEGEND



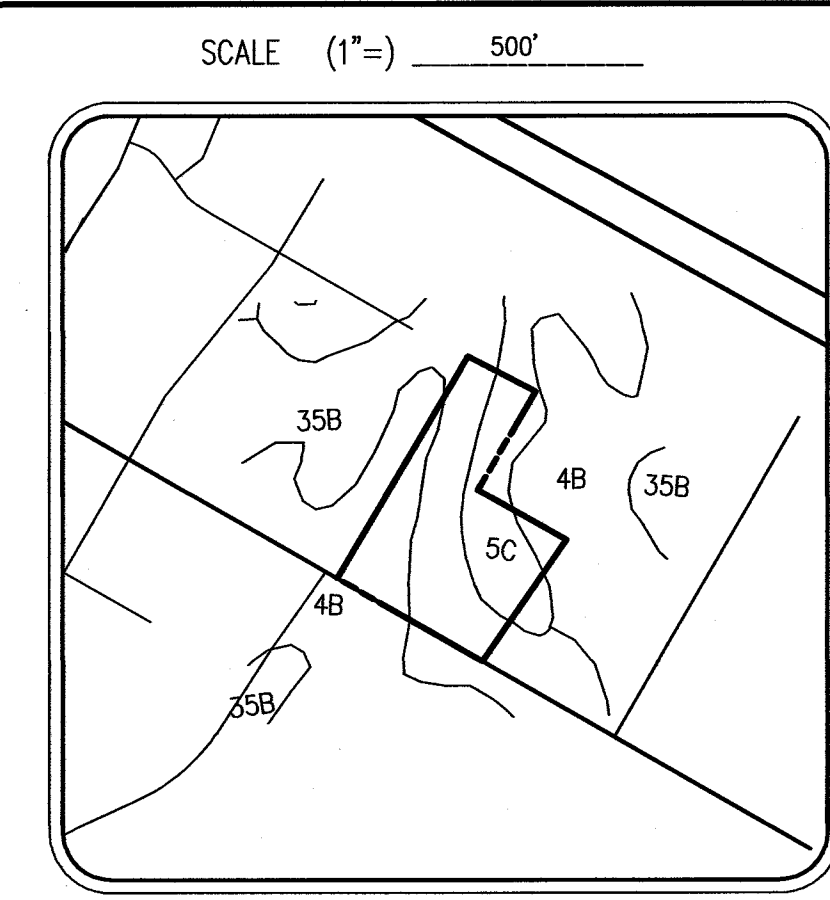
SURVEY AND TOPOGRAPHIC INFORMATION

- 1. Horizontal and vertical control surveys were performed by ROSS, FRANCE & RATLIFF, LTD. in 2006 (Year)
2. All elevations must be referenced to the National Geodetic Vertical Datum of 1988 (NGVD).
3. Source of topographic mapping is ROSS, FRANCE & RATLIFF, LTD. dated 2006
4. Boundary survey was performed by ROSS, FRANCE & RATLIFF, LTD. dated 2006
5. 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.

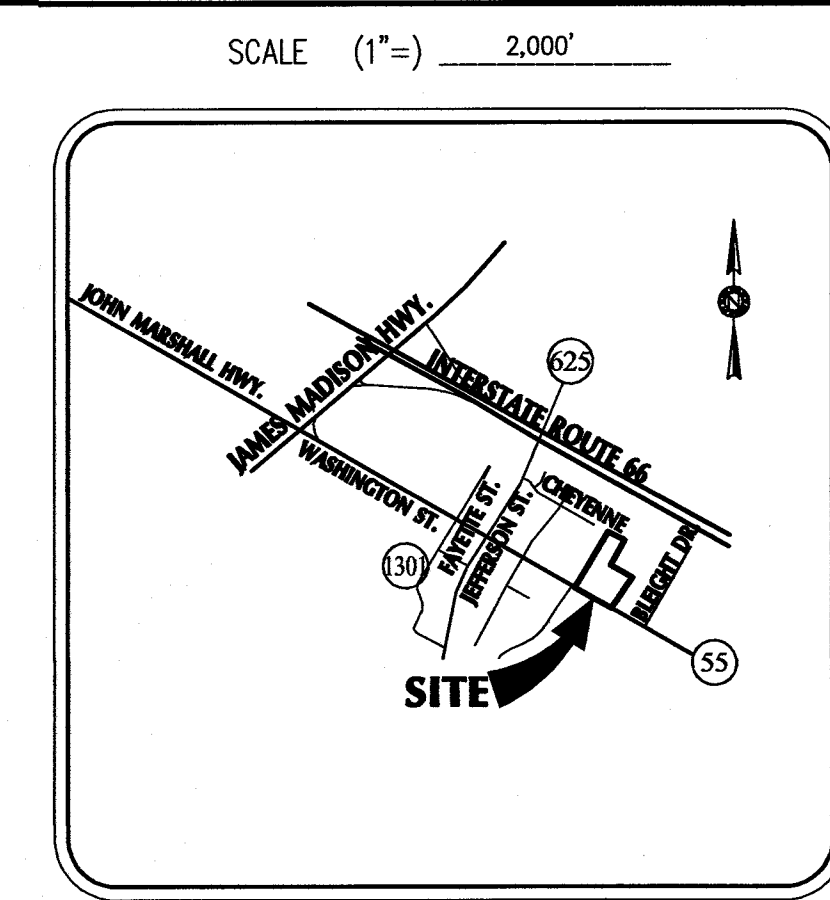
REVIEWED BY: _____ APPROVED BY: _____

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

Table with columns: SOIL #, SOIL NAME, SURFACE RUNOFF, EROSION HAZARD, DEPTH TO BEDROCK, SHRINK-SWELL, FLOODING, SLOPES, CATEGORY. Rows include ARCOLA SILT LOAM, RAPID SILT LOAM, NESTORIA COMPLEX, MANASSAS SILT LOAM.

SHEET INDEX

- 1 COVER SHEET
2 STANDARD EROSION CONTROL DETAILS/NOTES
3 SITE PLAN & GENERAL NOTES
3A APPROVED WAIVER, ZONING DETERMINATION LETTER & UNIT PRICE LIST
4 PHASE I & II EROSION & SEDIMENT CONTROL PLAN
5 BMP PLAN & VRRM WORK SHEET
6 POLLUTION PREVENTION PLAN DETAIL SHEET

DESIGNATED PLANS EXAMINER CERTIFICATE

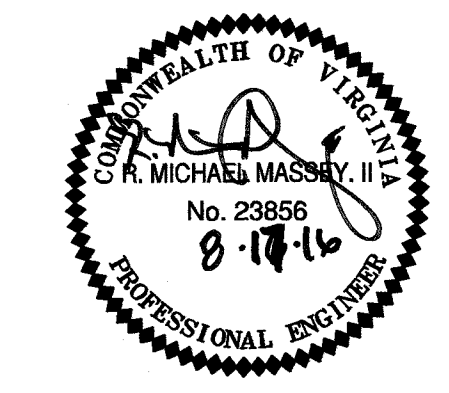
Form for Designated Plans Examiner Certificate with fields for 1st and 2nd submission reviewed and recommended for submission, including designated plans examiner, reg. number, and date.

REVISIONS

Table for Revisions with columns: DATE, DESIGNER, NO., DESCRIPTION. Includes entry for 12/14/15 TD 1 PARKING RENOVATION.

BOND ESTIMATE

Table for Bond Estimate with columns: ITEM, TOWN BOND, VDOT BOND. Rows include TOTAL CONSTRUCTION COST, ADMINISTRATIVE COST (15%) (50,000 MAX), INFLATION COST (3%), TOTAL PERFORMANCE BOND AMOUNT, TOTAL SILTATION AND EROSION CONTROL ESCROWS, TOTAL LANDSCAPE ESCROW.

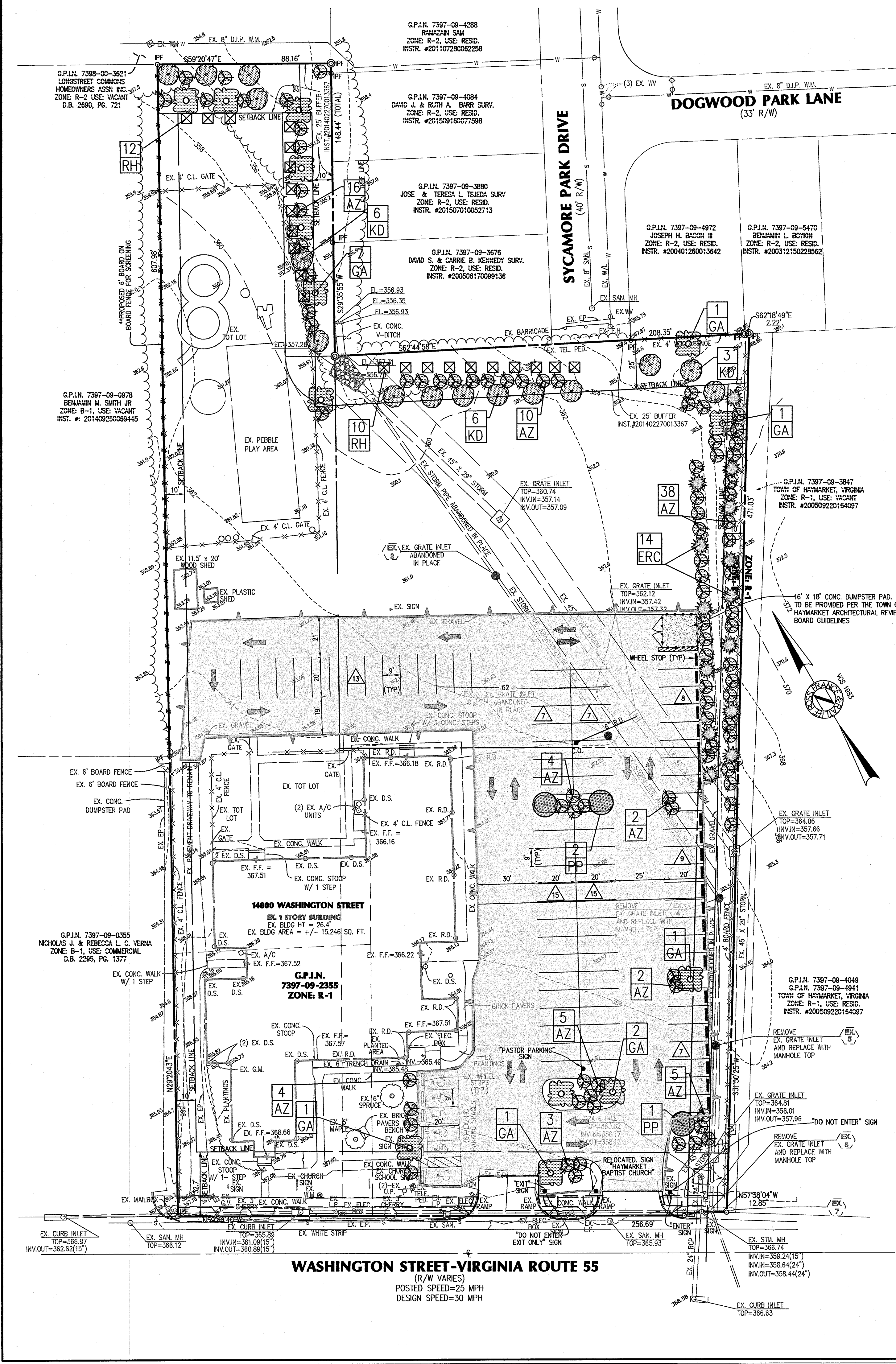


PROFESSIONAL SEAL & SIGNATURE
THESE PLANS ARE IN CONFORMANCE WITH TOWN OF HAYMARKET STANDARDS AND ORDINANCES. ANY DEVIATION OR CHANGE IN THESE PLANS SHALL BE APPROVED BY THE DIRECTOR OF THE PLANNING DEPARTMENT PRIOR TO CONSTRUCTION.

PRINCE WILLIAM COUNTY/TOWN OF HAYMARKET

COVER SHEET

Form for Cover Sheet containing project information: Project Name (HAYMARKET BAPTIST CHURCH), Subdivision/Site Plan Name (HAYMARKET BAPTIST CHURCH - PARKING RENOVATION), Magisterial District (TOWN OF HAYMARKET), Owner (TRUSTEES HAYMARKET BAPTIST CHURCH), Developer (TRUSTEES HAYMARKET BAPTIST CHURCH), Name, Address & Telephone No. of Engineer (ROSS, FRANCE & RATLIFF, LTD.), 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).



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

1) AREA OF PARKING: 45,126 SQ. FT.
2) 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.

1) LENGTH OF LANDSCAPE PARKING STRIP: 234 FT.
2) NUMBER OF PLANTS REQUIRED: 234 FT./30 FT.=7.8 = 8 (16 TREES & 48 SHRUBS)
*LENGTH OF LANDSCAPE STRIP PROVIDED = 220' *
3) 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 (SA)

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 | REQUIRED | PROVIDED |
|---------------------------------------|------------------------|--------------------|----------|
| 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 (SC) 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 (SC) G.P.I.N. 7397-09-0355

REQUIRED BUFFER WIDTH: 25'

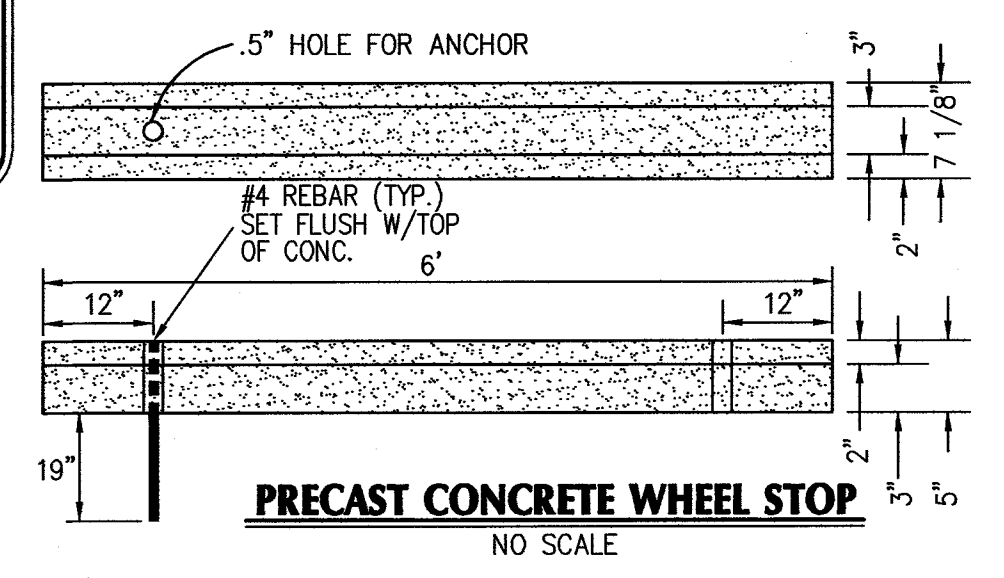
***THE STANDARD BUFFER CANNOT BE MET PURSUANT TO SECTION 58-702, PER SECTION 58-699(C), AN ALTERNATE SCREEN IS PROVIDED BY AN EXISTING 6 FOOT BOARD ON BOARD FENCE ADJACENT TO G.P.I.N. 7397-09-0355 AND ADDITIONAL BUFFER AREAS ADJACENT TO THE R-2 ZONING DISTRICTS ALONG THE NORTHERN PROPERTY BOUNDARY.

SEE BUFFER NARRATIVE THIS SHEET.

NOTE:

1. THE OWNER OF FEE TITLE TO ANY PROPERTY ON WHICH PLANT MATERIAL HAS BEEN ESTABLISHED IN ACCORDANCE WITH AN APPROVED LANDSCAPE PLANTING PLAN SHALL BE RESPONSIBLE FOR THE MAINTENANCE, REPAIR AND REPLACEMENT OF THE APPROVED PLANT MATERIAL, AS REQUIRED BY THE ORDINANCE.

2. 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# 5115300211 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.

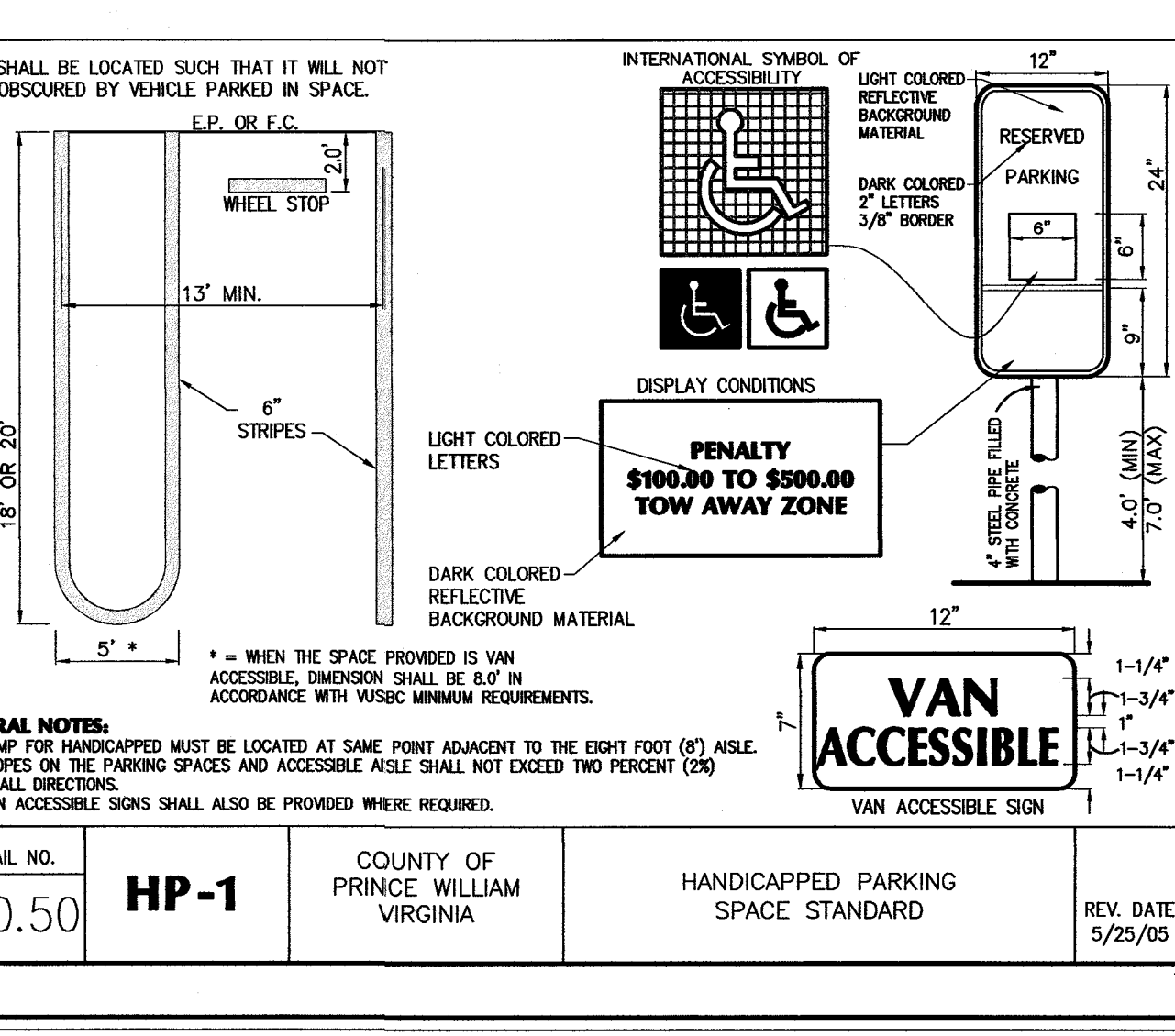
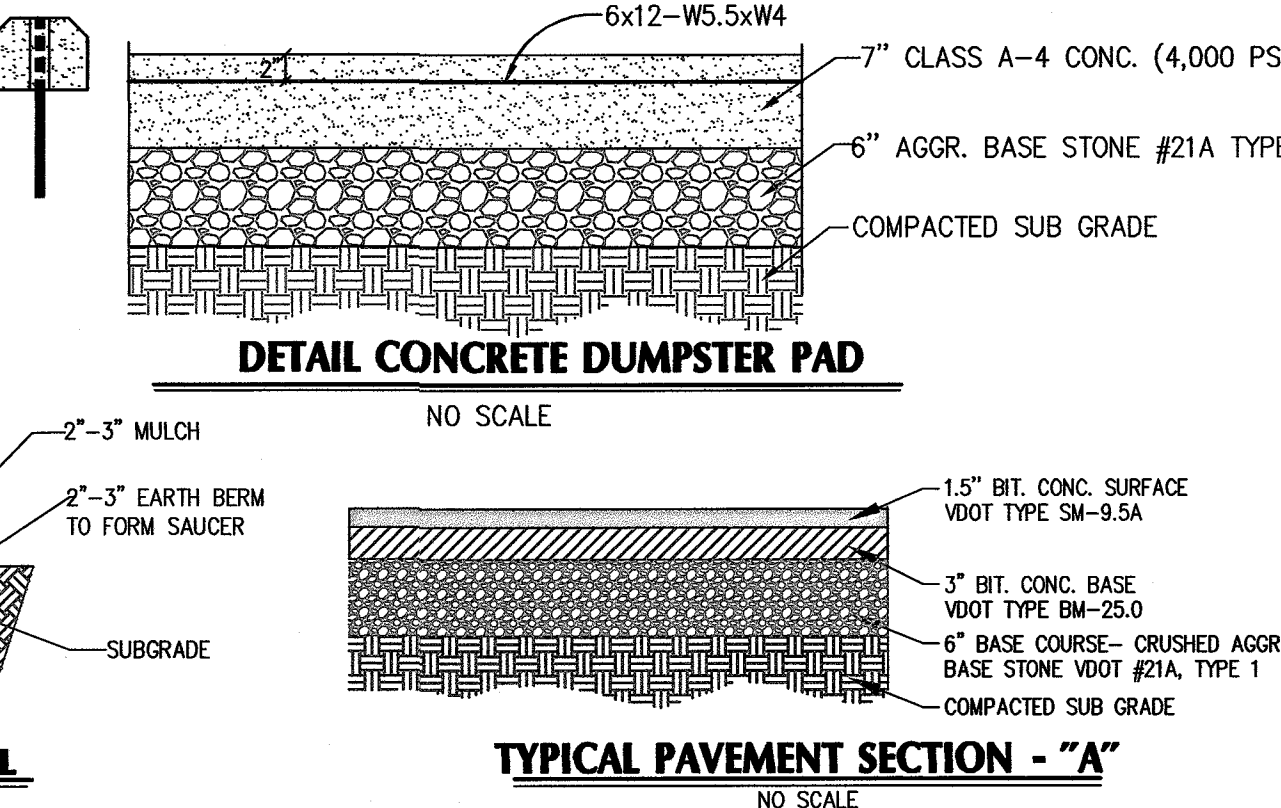
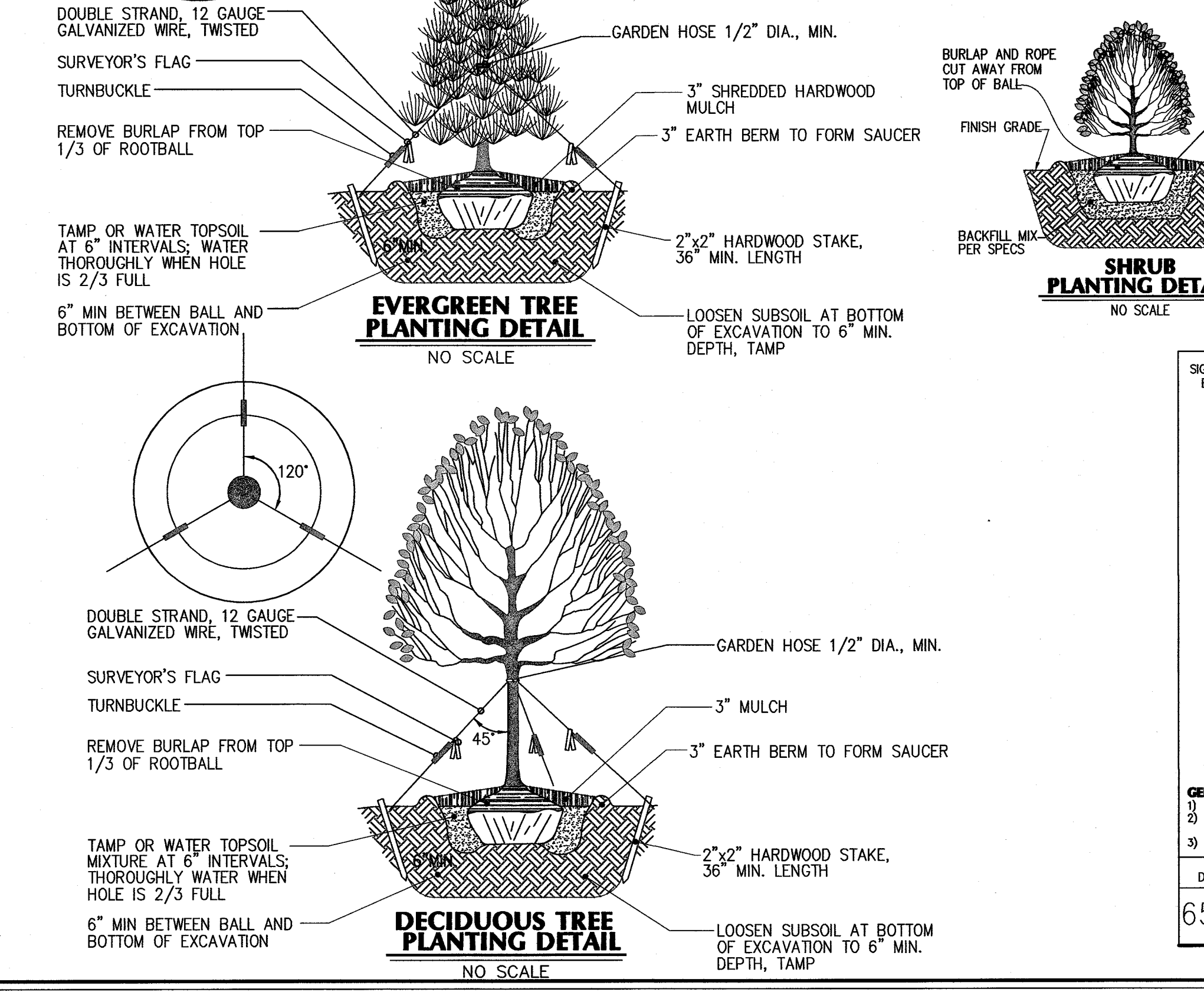
SCREENING AND BUFFER YARD MATRIX:

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

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

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

REVISION: []

DATE: []

SCALE: 1" = 30'

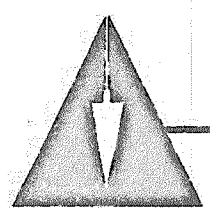
CONTOUR INTERVAL = 2'

DECEMBER 14, 2015

Attachment: 04 - HAYMARKET BAPTIST CHURCH - PARKING RENOVATION (AGI-2016-103) - Haymarket Baptist Church Amended Site Plan

CIVIL ENGINEER
MICHAEL MASSEY
No. 23856
9.17.10
PROFESSIONAL ENGINEER

SHEET 3 OF 6
FILE NO.: SP # 15927B
Packet Pg. 68



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

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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

7. Landscaping Escrow

| Item | Quantity | Price | Cost |
|---|-----------------|--|--------------------|
| A. Deciduous Trees | | | |
| 5'-6" | @ | \$165.00 EA. | \$0.00 |
| 1'-1 1/2" OR 1 1/2"-2" | @ | \$165.00 EA. | \$0.00 |
| 2'-2 1/2" OR 2 1/2"-3" | @ | \$250.00 EA. | \$0.00 |
| 3'-3 1/2" OR 3 1/2"-4" | @ | \$450.00 EA. | \$7,650.00 |
| | 17 | | |
| | | Subtotal for Deciduous Trees | \$7,650.00 |
| B. Evergreen Trees | | | |
| 5'-6" | 15 | \$125.00 EA. | \$1,875.00 |
| 6'-7" | | \$175.00 EA. | \$0.00 |
| 7'-8" | 14 | \$300.00 EA. | \$4,200.00 |
| 8'-10" | | \$400.00 EA. | \$0.00 |
| | | Subtotal for Evergreen Trees | \$6,075.00 |
| C. Shrubs | | | |
| 18"-24" | 111 | \$45.00 EA. | \$4,995.00 |
| 24"-30" | | \$55.00 EA. | \$0.00 |
| | | Subtotal for Shrubs | \$4,995.00 |
| D. Ornamental | | | |
| 1 Gallon (#1) | | \$10.00 EA. | \$0.00 |
| 2 Gallon (#2) | | \$22.00 EA. | \$0.00 |
| 3 Gallon (#3) | | \$30.00 EA. | \$0.00 |
| | | Subtotal for Ornamental | \$0.00 |
| E. Perennial | | | |
| 18"-24" | | \$9.00 EA. | \$0.00 |
| | | Subtotal for Perennial | \$0.00 |
| F. Reforestation | | | |
| # of Acres | | \$11,700.00 AC. | \$0.00 |
| | | Subtotal for Reforestation | \$0.00 |
| 8. Siltation and Erosion Control Escrows | | | |
| Item | Quantity | Price | Cost |
| Diversions Dike | @ | \$6.00 LF | \$0.00 |
| Cleaning out SWM Facilities, Silt Traps, and Silt Basins (Min. \$20,000 or actual estimate provided by engineer to the satisfaction of the plan reviewer) | @ | \$600.00 Hr. Lump Sum | \$0.00 |
| Silt Fence | @ | \$8.00 LF | \$0.00 |
| Super Silt Fence | 257 | \$20.00 LF | \$5,140.00 |
| Sod | @ | \$8.00 SY | \$0.00 |
| Seed, Fertilizer & Mulch (\$200 mi) | 4,743 | \$2.00 SY | \$9,486.00 |
| Steep Slopes (Grading and Stabilization with jute mesh, netting, blankets, etc.) | @ | \$15.00 SY | \$0.00 |
| Coarse Aggregates (#1 or #57) | @ | \$25.00 TON | \$0.00 |
| Inlet Protection | 6 | \$150.00 EA. | \$900.00 |
| Check Dam | @ | \$165.00 EA. | \$0.00 |
| Temp. Construction Entrance | 1 | \$1,000.00 EA. | \$1,000.00 |
| Wash Rack | 1 | \$2,000.00 EA. | \$2,000.00 |
| Temp. Sediment Trap (up to 1 Ac.) (1-2 Ac.) (2-3 Ac.) | @ | \$1,000.00 | \$0.00 |
| | @ | \$2,000.00 | \$0.00 |
| | @ | \$1,500.00 | \$0.00 |
| Temporary Sediment Basin | @ | Itemized Cost | \$0.00 |
| Channel Diversions | @ | Itemized Cost | \$0.00 |
| 6' Chain-link Safety Fence | @ | \$20.00 LF | \$0.00 |
| 4' Plastic Orange Safety Fence | @ | \$3.00 LF | \$0.00 |
| Yard utility refurbishment | @ | \$750.00 | \$0.00 |
| Stockpile Removal (quantity based on policy) | @ | per Single Family Lot | \$0.00 |
| Removal of Erosion Control Measures (min. \$500) | @ | AC. | \$0.00 |
| Level Spreader | @ | Itemized Cost | \$0.00 |
| Outlet Protection | 1 | \$150.00 | \$150.00 |
| Culvert Inlet Protection | @ | \$150.00 | \$0.00 |
| Tree Protection | @ | \$2.50 | \$0.00 |
| | | Total Cost | \$18,676.00 |
| | | Administrative Cost (10% of Total Cost) | \$1,867.60 |
| | | 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.

R. MICHAEL MASSEY, II
NAME (PRINT)

(703) 361-4188
TELEPHONE #

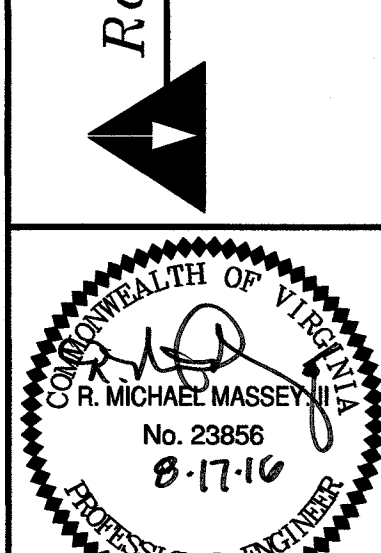
ROSS, FRANCE AND RATLIFF LTD.
COMPANY OR FIRM

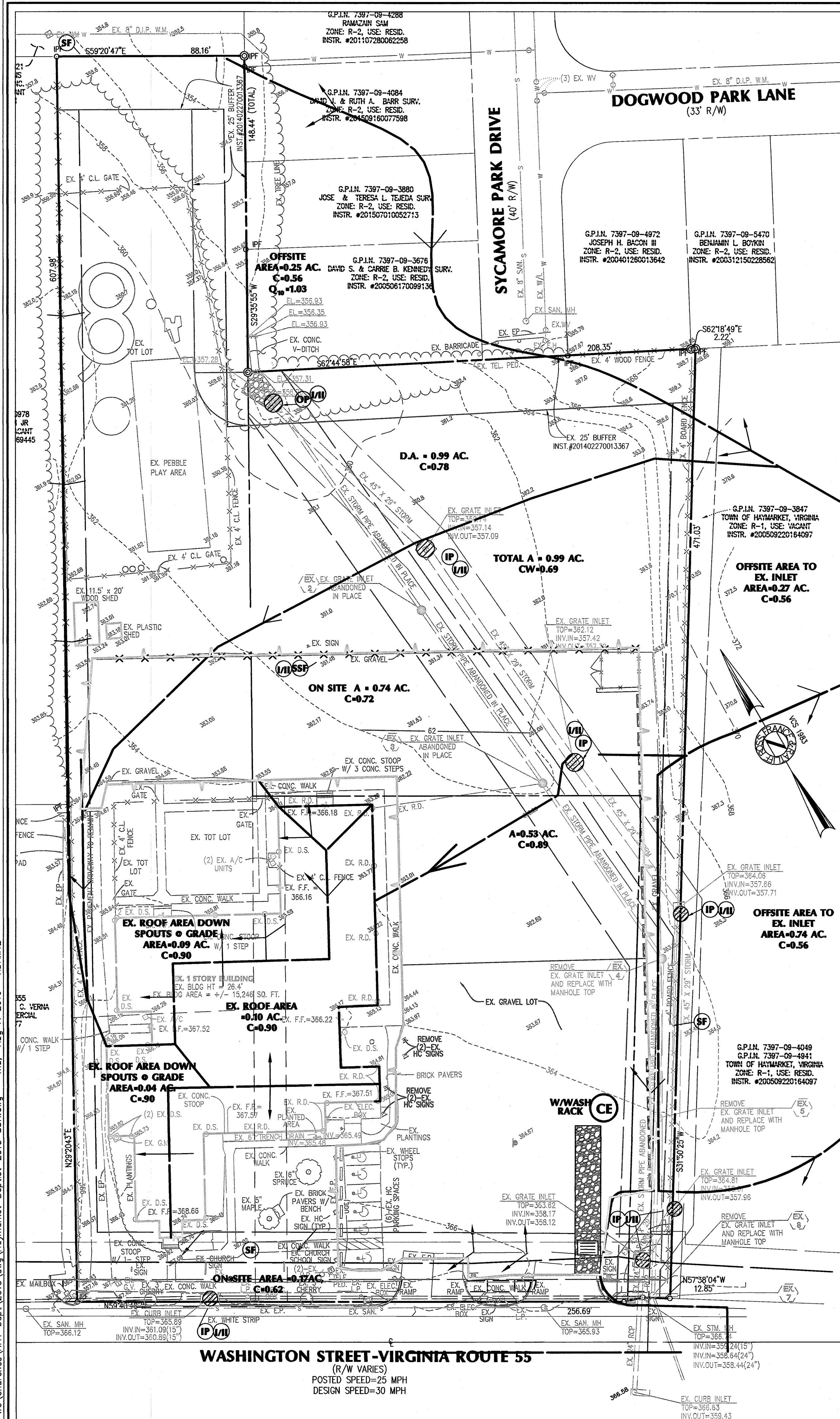
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REVISION
DATE
BY
SCALE: 1" = 30'
CONTOUR INTERVAL = 2'
DECEMBER 14, 2015

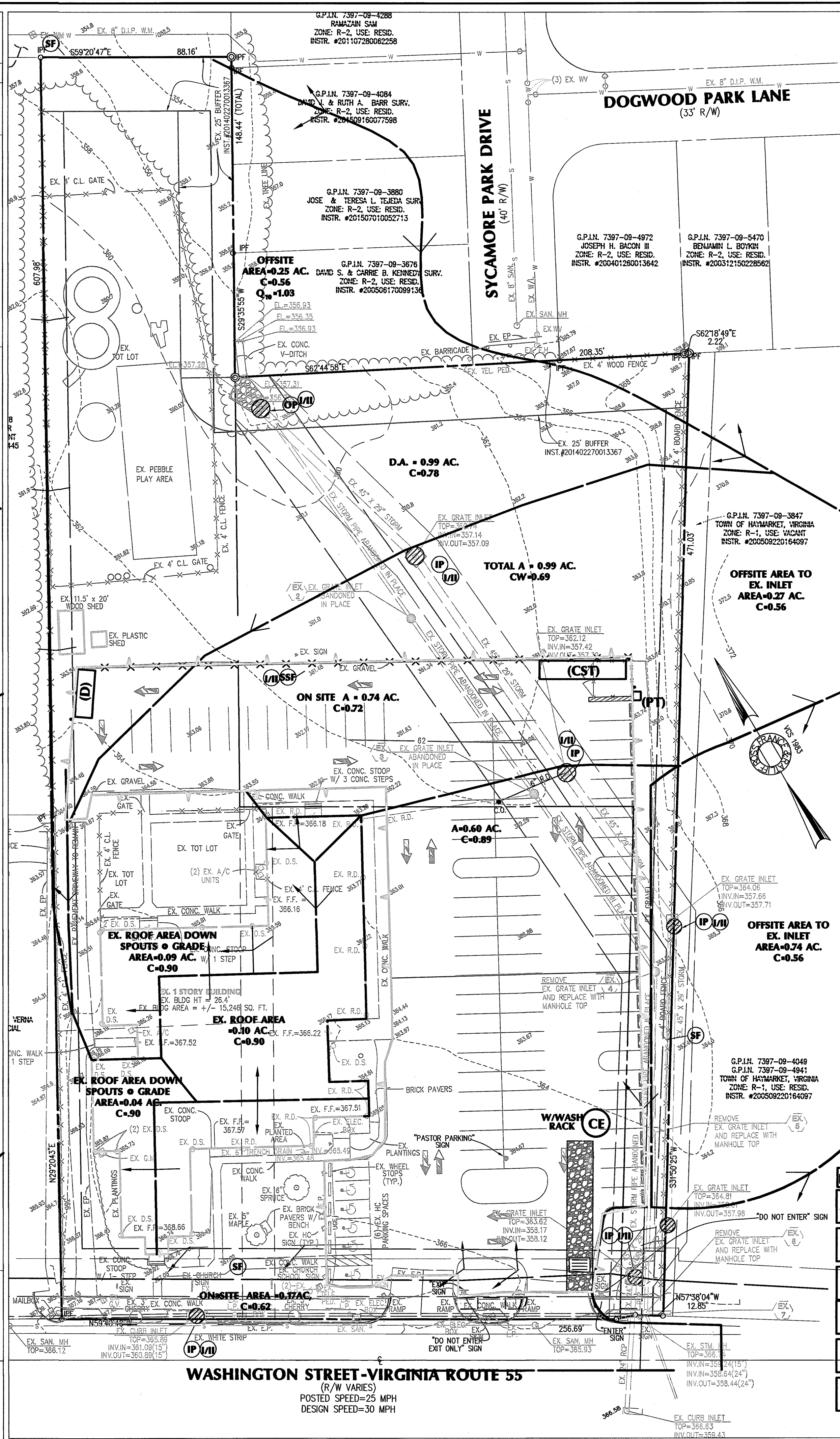
HAYMARKET BAPTIST CHURCH
TOWN OF HAYMARKET
PRINCE WILLIAM COUNTY, VIRGINIA
APPROVED WAIVER,
ZONING DETERMINATION
LETTER & UNIT PRICE LIST

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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.

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 BORDERS 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 FROM SHEET FLOW FROM THE PLAN.
- STORM DRAIN INLET PROTECTION - 3.07 A SEDIMENT FILTER OR AN EXCAVATED IMPOUNDING AREA AROUND A STORM DRAIN OPENING 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 ANY CHANGING OR ACCUMULATING IN 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 CONTROL 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 DENUDED AREAS WITHIN 7 CALENDAR DAYS OF COMPLETING ROUGH GRADING, ROADWAYS AND PARKING FACILITIES. SEEDING SHALL BE APPLIED WITHIN 7 DAYS AFTER FINAL GRADING. TEMPORARY SEEDING SHALL BE APPLIED WITHIN 7 CALENDAR DAYS TO DENUDED 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 DENUDED AREAS AS PERMANENT STABILIZATION. THESE AREAS INCLUDE BUT ARE NOT LIMITED TO YARDS, PARKING ISLANDS, AND UTILITY EASEMENTS. FOR WINTER STABILIZATION, ANY AREA DENUDED 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.
- CLEAR AND GRAD ANY AREAS SHOWN TO BE CLEARED ON THE SITE PLAN.
- PROVIDE TEMPORARY SEEDING AS REQUIRED FOR ANY AREAS IN ACCORDANCE WITH YEASOUL.
- INSPECT AND RESTORE ALL AREAS TO ORIGINAL OR BETTER CONDITION.
- REMOVE ALL CLEARING DEBRIS, TRASH, CONCRETE, AND DEBRIS FROM THE SITE.
- MAINTAIN SITUATION 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 RESTORING ACTIVITIES MAY BEGIN. MAINTAIN PHASE I EROSION CONTROL IN AN OPERATIVE CONDITION.
- UPON COMPLETION OF ALL CONSTRUCTION AND LAND RESTORING 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 DENUDED AREAS AS PERMANENT STABILIZATION. THESE AREAS INCLUDE BUT ARE NOT LIMITED TO YARDS, PARKING ISLANDS, AND UTILITY EASEMENTS. FOR WINTER STABILIZATION, ANY AREA DENUDED 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. FERTILIZER SHALL BE INCORPORATED INTO THE TOP 2 TO 4 INCHES OF THE SOIL IF POSSIBLE.
- SURFACE ROUGHENING: IF THE AREA HAS BEEN RECENTLY LOOSENED OR DISTURBED, NO FURTHER ROUGHENING IS REQUIRED. WHEN THE AREA IS COMPACTED, CRUSTED, OR HARDENED, THE SOIL SURFACE SHALL BE LOOSENED BY DISCING, RAKING, HARROWING, OR OTHER ACCEPTABLE MEANS.
- TRACKING: TRACKING WITH BULLDOZER CLEATS IS MOST EFFECTIVE ON SANDY SOILS. THIS PRACTICE OFTEN CAUSES UNIFORM COMPACTION 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 SEEDING AREA.
- LIQUID MULCH BINDERS: LIQUID MULCH BINDERS AND TACKIFIERS SHOULD BE HEAVIEST AT EDGES OF AREAS AND AT CRESTS OF RIDGES AND BANKS, TO PREVENT DISPLACEMENT. THE REMAINDER OF THE AREA SHOULD HAVE BINDER APPLIED UNIFORMLY. BINDER MAY BE APPLIED AFTER MULCH IS SPREAD OR MAY BE SPREAD 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-SEED 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 DUMPSTER |

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**

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

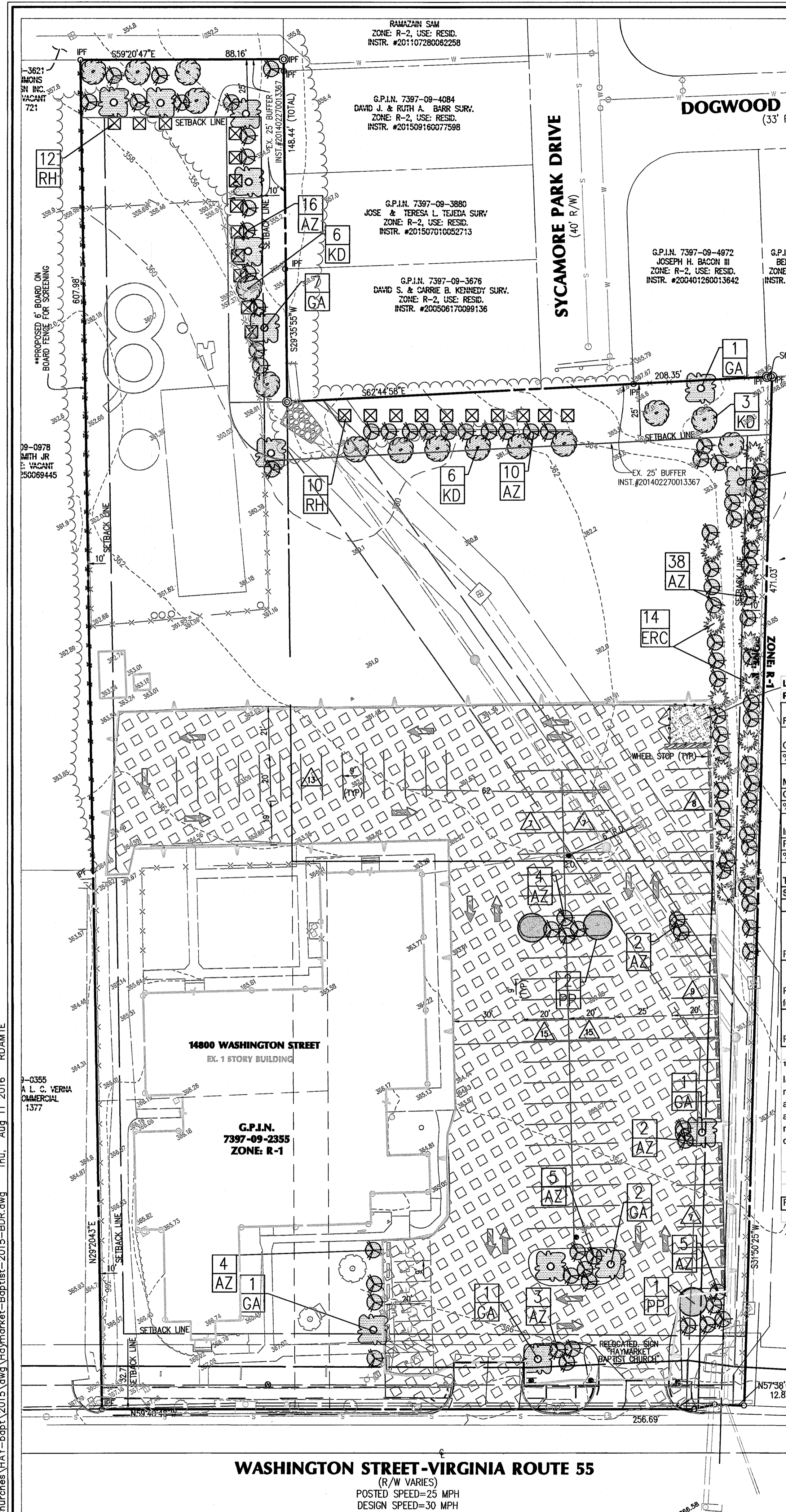
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REVISION: [Date]

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

Attachment 04 - HAYMARKET BAPTIST CHURCH - PARKING RENOVATION (AGI-2016-103 - Haymarket Baptist Church Amended Site Plan)

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

Packet Pg. 70



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 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 | 0.00 | 0.00 | 0.98 | 0.00 | 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 | 0.00 | 0.00 | 0.98 | 0.00 | 0.98 |

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-Development | Post-Development 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) | 0.0000 |
| 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 |
| Adjusted Land Cover Summary reflects the pre redevelopment 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 |
| Pre-Development Load (TN) (lb/yr) | 15.19 | | Post-Development Load (TN) (lb/yr) | 15.19 |
| | | | 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 Damte
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 Damte
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 | | |

HAYMARKET BAPTIST CHURCH
TOWN OF HAYMARKET
PRINCE WILLIAM COUNTY, VIRGINIA

BMP PLAN & VRRM WORK SHEET

Ross, France & Ratliff, Ltd.
CIVIL ENGINEERING - LAND SURVEYING
10000 SUDLEY ROAD
MANASSAS, VIRGINIA 20110
(703) 361-4188 FAX (703) 361-6353

Attachment: 04 - HAYMARKET BAPTIST CHURCH - PARKING RENOVATION (AGI-2016-103 - Haymarket Baptist Church Amended Site Plan)

SCALE: 1"=50'
CONTAINED INTERVAL = 2'
DECEMBER 14 2015

SHEET 5 OF 6
FILE NO.: SP # 1592B

Packet Pg. 71

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, 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.

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

- 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.

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.

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.

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.

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 and CONSTRUCTION DUMPSTER.

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.

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.

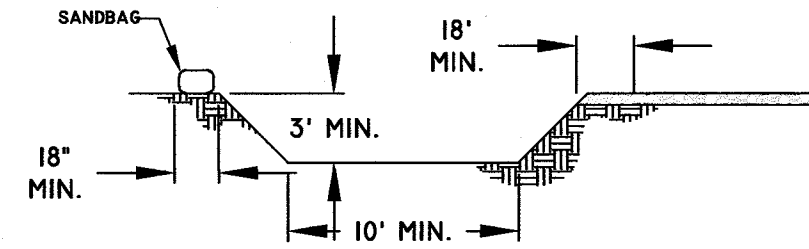
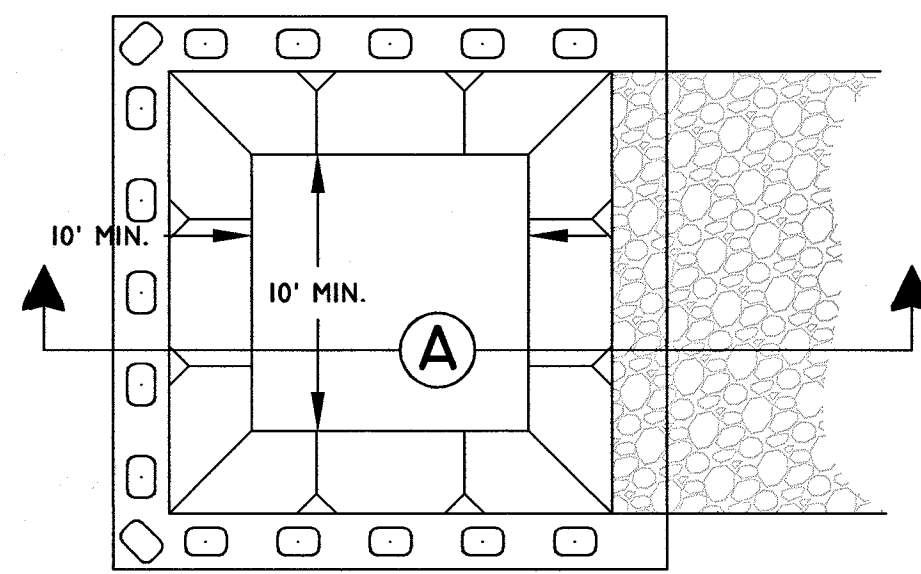
DISCHARGES FROM CONCRETE RELATED WASH ACTIVITIES

- 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.

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.

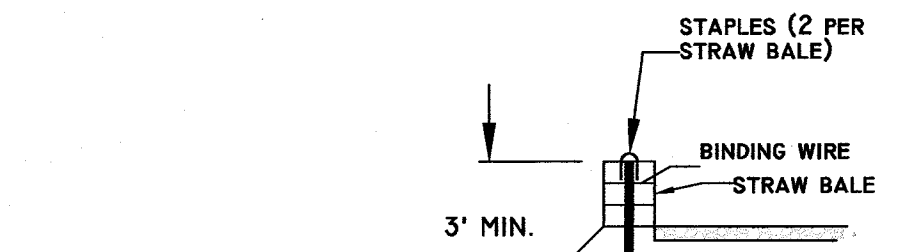
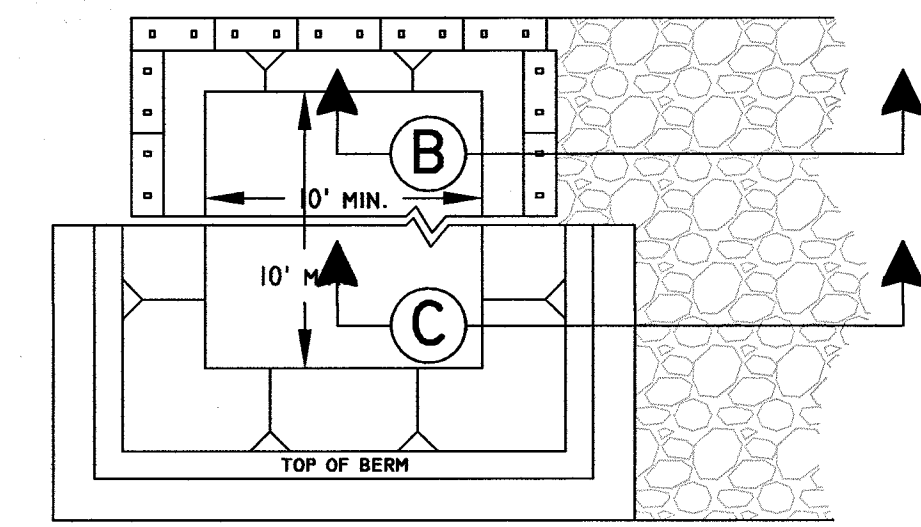
- Facilities must be cleaned, or new facilities constructed, once the washout area is two-thirds (2/3) full.

BELOW GRADE CONCRETE WASHOUT AREA

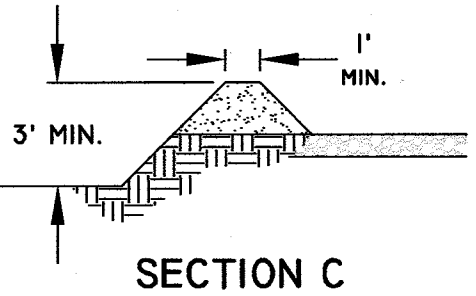


SECTION A

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.

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.

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.

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.

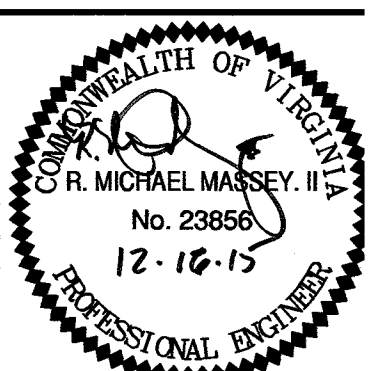
- Consult with local waste management authorities or private firms about the requirements for disposing of hazardous materials and/or soils that may be contaminated with hazardous materials. Never remove the original product label from the container.

Revision table with columns: REVISION, DATE, BY. Includes checkboxes for CHG, RMD, DES, RMA, DWN, JRB.

HAYMARKET BAPTIST CHURCH
TOWN OF HAYMARKET, VIRGINIA
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





TO: Town of Haymarket Town Council
SUBJECT: Appointments
DATE: 09/08/16

Committee

Council



TO: Town of Haymarket Town Council
SUBJECT: Enter into Closed Session
DATE: 09/08/16

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;



TO: Town of Haymarket Town Council
SUBJECT: Certification of the Closed Session
DATE: 09/08/16

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.



TO: Town of Haymarket Town Council
SUBJECT: Directive
DATE: 09/08/16

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