



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, August 1, 2016

7:00 PM

Council Chambers

1. Call to Order

2. Invocation - Mr. Tim MacGowan, Living Hope

3. Pledge of Allegiance - Scouts Joseph and Johnathan Brookshire

4. Citizen's Time

5. Public Hearing

- A. FY 2017 Budget Amedment #1

6. Minutes Acceptance

- A. Mayor and Council - Regular Meeting - Jun 6, 2016 7:00 PM
- B. Mayor and Council - Regular Meeting - Jul 5, 2016 7:00 PM
- C. Mayor and Council - Special Meeting - Jul 21, 2016 5:00 PM
- D. Mayor and Council - Work Session - Jul 21, 2016 6:00 PM

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
- B. Recognition of Public Safety Services - Chief Noble
- C. Town Center Engineering Contract- Holly Montague
- D. Town Center Preliminary Site Plan - Marchant Schneider
- E. Additional Improvements to the Southern Railway Caboose Deck
- F. Capital Improvements Plan
- G. Dominion Virginia Power
- H. VRE - Haymarket/Gainesville Extension

9. Councilmember Time

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

10. Closed Session

- A. Enter into Closed Session
- B. Certification of the Closed Session

11. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, June 6, 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 Matt Caudle: Present, Councilman Chris Morris: Present, Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Councilwoman Susan Edwards: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

2. Invocation

Reverend David Monroe, St. Michaels Anglican Church, is here this evening to offer the invocation

3. Pledge of Allegiance

4. Citizen's Time

Diana Meiser - Gainesville District Supervisor Pete Candland's Office

Ms. Meiser is here this evening representing Prince William County Gainesville District. She provides updates to the Council about the overlay district that was created to allow Data Centers. If a data center wishes to locate in an area that is zoned properly, but not within an overlay district, they must obtain a special use permit. The Board of County Supervisors have voted to initiate a Comprehensive Plan Amendment for John Marshall Commons. This amendment will allow those properties to be rezoned from Residential to Village District. The Logmill project should be done next week, well ahead of schedule.

Larry Zilliox - Serve Our Willing Warriors

Mr. Zilliox is on the Board of Directors for the Retreat at Bull Run. He is also the lead on the Visiting Chef Program. The Retreat is an 11,000 square foot home on 37 acres about 3 years ago with the idea that they would just paint it and invite wounded soldiers to rehab. The home turned into a much more elaborate retreat. They welcome volunteers. They have 13 Eagle Scout Projects on site, with 3 under way right now. Their guests are wounded, ill, or injured active duty service members that come from Walter Reed or Ft. Belvoir Hospital.

Frances Robin - Owner, Carried to Full Term a new maternity home in Town

This home provides an opportunity for a second chance, whether they are in need of housing as a result of divorce, job loss, relocation. The women are allowed to stay up to 24 months and may perhaps have one other child. The women are coming to work. They will be placed into a program called Pathways. She invites the community to come speak to the ladies, offer expertise. She invites men to come to house. These women will need to see healthy relationships. They are located on Fayette Street in the Meade House.

Maria Turner - Fayette Street

(1) For many years the house on the corner of Fayette & Payne Lane has been in disrepair. (2) Ms. Turner has heard that the maternity home is going in there, she is concerned about the zoning and number of unrelated individuals living in one home. (3) She is concerned about mosquitoes, the water at the North Fork is stagnant (4) She remains concerned about the speeding and cut through on Fayette Street. She feels it is very dangerous for her grandchildren & her neighbor's children.

5. Public Hearings

Mayor Leake opens the three public hearings and invites the Planning Commission to take seat for the two joint hearings

Minutes Acceptance: Minutes of Jun 6, 2016 7:00 PM (Minutes Acceptance)

Chairman Caudle opens the Planning Commission hearings and asks for a roll call:

Present: Panthi, C. Leake, C. Pasanello, M. Carroll, Caudle, J. Carroll

A. Zoning Text Amendments - Open Space Requirements

The Town's Zoning Ordinance requires buffering and screening between residential and commercial uses. The Town Center Master Plan requires a waiver of a 25' setback or buffer yard. The Ordinance does allow alternative standards if the intent can be met. What the proposed preliminary site plan calls for is an alternative screen, fence and some dense evergreen landscaping to give the effect of what would otherwise be a 25' yard area. A lot of the projects the Planning Commission has reviewed over the last year and half had similar requirements/requests.

No public comment

RESULT:	ADJOURNED [UNANIMOUS]
AYES:	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

B. Sign Ordinance Zoning Text Amendments

Marchant Schneider, Town Planner informs that this is a total rewrite of the Ordinance. The Town hired a consultant to perform the review and rewrite through outreach to businesses and property owners.

No public comment

RESULT:	ADJOURNED [UNANIMOUS]
AYES:	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

C. Fiscal Year 2017 Budget & Proposed Tax Rates

RESULT:	ADJOURNED [UNANIMOUS]
AYES:	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

6. Planning Commission

A. Zoning Text Amendment Ordinance

James Carroll moves that the Planning Commission forward Ordinance ORD#2016-004 amending Haymarket Town Code Sections 58-699 and 58-703 to the Town Council with a recommendation of approval, Cathy Pasanello seconds

Ayes: Panthi, C. Leake, C. Pasanello, Caudle, M. Carroll, J. Carroll

Nays: 0

B. Sign Ordinance

Connor Leake moves that the Planning Commission forward Ordinance ORD#2016-0005 amending Haymarket Town Code Chapter 58, Article IX, Signs, to the Town Council with a recommendation of approval, Maureen Carroll seconds;

Ayes: Panthi, C. Leake, C. Pasanello, Caudle, M. Carroll, J. Carroll

Nays: 0

C. Adjourn the Planning Commission Special Meeting

Connor Leake moves to adjourn the special meeting of the Haymarket Planning Commission, Jim Carroll seconds;

Ayes: Panthi, C. Leake, C. Pasanello, Caudle, M. Carroll, J. Carroll

Nays: 0

7. Minutes Acceptance

A. Committee - Finance - Committee - Mar 16, 2016 2:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Matt Caudle, Councilman
AYES:	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

1. Committee - Finance - Committee - Feb 17, 2016 2:00 PM

Minutes Acceptance: Minutes of Jun 6, 2016 7:00 PM (Minutes Acceptance)

RESULT: **ACCEPTED [UNANIMOUS]**
AYES: Caudle, Morris, Woods, Pasanello, Edwards, Aitken

B. Committee - Finance - Committee - Apr 20, 2016 2:00 PM

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: Steve Aitken, Vice Mayor
SECONDER: Matt Caudle, Councilman
AYES: Caudle, Morris, Woods, Pasanello, Edwards, Aitken

C. Mayor and Council - Regular Meeting - Apr 25, 2016 5:00 PM

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: Susan Edwards, Councilwoman
SECONDER: Matt Caudle, Councilman
AYES: Caudle, Morris, Woods, Pasanello, Edwards, Aitken

D. Mayor and Council - Special Meeting - May 12, 2016 7:00 PM

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: Susan Edwards, Councilwoman
SECONDER: Matt Caudle, Councilman
AYES: Caudle, Morris, Woods, Pasanello, Edwards, Aitken

E. Committee - Finance - Committee - May 18, 2016 2:00 PM

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: Susan Edwards, Councilwoman
SECONDER: Matt Caudle, Councilman
AYES: Caudle, Morris, Woods, Pasanello, Edwards, Aitken

F. Committee - Public Facilities - Committee - May 23, 2016 7:00 AM

RESULT: **ACCEPTED [UNANIMOUS]**
MOVER: Susan Edwards, Councilwoman
SECONDER: Matt Caudle, Councilman
AYES: Caudle, Morris, Woods, Pasanello, Edwards, Aitken

8. Department Reports

A. Main Street Coordinator's Report - Denise Andrews

B. Treasurer's Report - Sherrie Wilson

C. Planner's Report - Marchant Schneider

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

E. Engineer's Report - Holly Montague

F. Police Report - Eric Noble, Chief of Police

G. Town Manager's Report - Brian Henshaw

Brian Henshaw, Town Manager offers his resignation this evening.

9. Agenda Items

A. Zoning Text Amendments - Open Space Requirements

Move that the Town Council adopt Ordinance ORD#2016-004 amending Haymarket Town Code Sections 58-699 and 58-703

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Kurt Woods, Councilman
SECONDER: Susan Edwards, Councilwoman
AYES: Caudle, Morris, Woods, Pasanello, Edwards, Aitken

B. Sign Ordinance - Marchant Schneider

Minutes Acceptance: Minutes of Jun 6, 2016 7:00 PM (Minutes Acceptance)

Move that the Town Council adopt Ordinance ORD#2016-005 amending Haymarket Town Code Chapter 58, Article IX, Signs.

Discussion: Councilman Pasanello asks if Section 58-336 D, he asks if that can be bulleted? Mr. Crim suggests numbering there, in addition the codifier should be asked to place the definitions in alphabetical order. Mayor Leake asks about parked vehicle signs, should vehicle be defined. Mr. Schneider informs that it is defined in the back.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Susan Edwards, Councilwoman
SECONDER: Kurt Woods, Councilman
AYES: Caudle, Morris, Woods, Pasanello, Edwards, Aitken

C. Hazardous Duty Enhanced Retirement Benefit

Move to adopt Resolution #2016-006 authorizing staff to establish Enhanced Retirement Benefits for law enforcement personnel at the 1.70% multiplier rate.

Discussion: Councilman Pasanello asks if staff can amend the sentence that references Brian Henshaw, since his resignation is in. Mr. Crim suggests changing to Town Manager & Clerk are authorized

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kurt Woods, Councilman
SECONDER: Susan Edwards, Councilwoman
AYES: Caudle, Morris, Woods, Pasanello, Edwards, Aitken

D. Resolution of Appreciation - VDOT Employees

Move that the Town Council pass resolution RES 2016-007, a Resolution of Appreciation for the Virginia Department of Transportation's Construction and Engineering Inspection services on the Washington Street Phase 1A Enhancement Project EN96-233-128, C502.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kurt Woods, Councilman
SECONDER: Joe Pasanello, Councilman
AYES: Caudle, Morris, Woods, Pasanello, Edwards, Aitken

E. Fiscal Year 2017 Budget - Brian Henshaw

This evening was the public hearing on the Fiscal Year 2017 Budget. There is a special meeting scheduled for June 14, 2016 for Budget adoption.

F. VRE Update

Councilman Pasanello comments that he reached out to Doug Allen @ VRE. In general the feedback is positive. VRE was at the Rail Festival in Manassas this past weekend.

G. Dominion VA Power 230 kV Transmission Line & Substation

Councilman Pasanello comments that the State Corporation Commission hired an independent consultant to perform an assessment of the need and the under-grounding and the environmental issues. They found that the I-66 Hybrid Route presents the least impact to the project area. However, there is a caveat, that if it is if the Commission finds that the cost differential disqualifies the I-66 Hybrid Route they would suggest that the I-66 Overhead Route with the addition of the Wal Mart & Jordan Lane additions be considered. He reminds that we have until June 17 to turn in comments, that the docket is still open at this time.

H. Planning Commission Appointment - Caudle

Move to appoint Matt Caudle to the Town of Haymarket Planning Commission. His term is effective July 1, 2016 through June 30, 2018.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kurt Woods, Councilman
SECONDER: Joe Pasanello, Councilman
AYES: Caudle, Morris, Woods, Pasanello, Edwards, Aitken

I. Planning Commission Appointment - Cathy Pasanello

Move to appoint Cathy Pasanello to the Town of Haymarket Planning Commission. Her term is effective July 1, 2016 through June 30, 2019.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Matt Caudle, Councilman
AYES:	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

J. Bond Release - Southern Railway Caboose Enhancement Project - Holly Montague

Move the Town Council release the Genesis Contracting and Consulting \$24,407.00 Performance and Payment Bond, Bond Number 71733952, held for the construction of the Access Improvements to the Southern Railway Caboose Enhancement Project

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kurt Woods, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

K. Business Investment Strategic Zone

The Town Manager would like a decision from Council if they would like to refer this to the Planning Commission to be part of the Zoning Ordinance, or would Council like this to be a stand alone Ordinance. The Town Council would like the Planning Commission to take a look at it.

L. Enter into Closed Session

Move to convene into closed session pursuant to 2.2-3711

A7 Consultation with legal counsel or briefings by staff and consultants regarding the pending case of Blue Sky Events, LLC vs. Town of Haymarket, and

A7 A matter requiring advise of legal counsel, specifically the Dominion Virginia Power Transmission Line, and

A1 A personnel matter regarding a Town employee

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kurt Woods, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Caudle, Morris, Woods, Pasanello, Edwards, Aitken, Leake

M. 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:	Kurt Woods, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Caudle, Morris, Woods, Pasanello, Edwards, Aitken, Leake

N. Directive

Move to direct the Mayor & Councilman Pasanello to proceed as discussed in closed session

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kurt Woods, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

10. Councilmember Time

A. Kurt Woods

- As his last regularly scheduled meeting, he thanks everyone for their help and the opportunity to serve the Town. He encourages the Council to follow through on the Strategic Plan

B. Matt Caudle

- Councilman Caudle thanks the citizens for allowing him to serve. Thanks the Council for allowing him to serve. Overall he's learned a lot, a lot about government. He has also learned a greater appreciation for the staff. He challenges the Council to finish the Harrover Project.

C. Susan Edwards

- Councilwoman Edwards announces that Nicole Zimnoch is moving and no longer serve on the ARB. She has met with Bond Cavazos, a new resident, who is interested in serving on the ARB.

D. Chris Morris

- Councilman Morris thanks Mr. Woods & Mr. Caudle for the service. He reminds about Sgt. Dandrea's dinner this Friday at QBE.

E. Joe Pasanello

- Councilman Pasanello wishes Brian Henshaw nothing but the best going forward. He thanks him for creating a team among the Council. He thanks Councilmen Woods & Caudle for their service. He welcomes Council elect Connor Leake & John Cole.

F. Steve Aitken

- Vice Mayor Aitken thanks both Councilmen Woods & Caudle. He thanks Brian for his time and wishes him the best.

G. David Leake

- This weekend is a Taste of Haymarket on Friday night. This event will benefit Sgt. Dandrea a disabled veteran who will be living in Haymarket in a home from Homes for Our Troops. The dinner will be from 5pm-7pm at QBE. On Saturday there will be a Volunteer Day at the sight of Sgt. Dandrea's new home. They will bus volunteers from Mountain View Elementary to the home on Lightner Road. Mayor Leake thanks Brian Henshaw for his service to the Town.

11. Adjournment

aitken motions

A. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Vice Mayor
SECONDER:	Matt Caudle, Councilman
AYES:	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

Submitted:

Approved:

Minutes Acceptance: Minutes of Jun 6, 2016 7:00 PM (Minutes Acceptance)

Jennifer Preli, Town Clerk

David Leake, Mayor

Minutes Acceptance: Minutes of Jun 6, 2016 7:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, July 5, 2016

7:00 PM

Council Chambers

A Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:00 PM

Mayor David Leake called the meeting to order.

1. Call to Order

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

2. Invocation

Pastor Mark Brady with Park Valley Church is here this evening to offer the invocation

3. Pledge of Allegiance

4. Citizen's Time

Natalie - 15064 Gaffney Circle

She is here this evening to express her support of the Train Horn Quiet Zone. She was not aware of the train when she moved here and didn't realize a train could blow their horn so loud and all night long

Bob Weir - 6853 Saint Paul Drive

He stood here over a year ago stating that the FY 16 revenue forecast was flawed and spending unsustainable. The figures are in and he was right. The Town has never been in the red, but the last two years that has been the case. He feels the Town is headed down the same road for the FY 17 budget. There is an agenda item that calls to appoint the Mayor as the Town Manager. His interpretation of the Virginia Constitution and the State Code does not permit anyone on the Town Council to hold another office.

5. Public Hearings - Joint with Planning Commission

A. 6680 Fayette Street Rezoning

The applicants and contract purchasers, Jim & Andrea Payne, are here this evening to present their application. They have applied to rezone 6880 Fayette Street from R-1 to B-1. Their proposed use is for a Dog Day Care facility.

Vice Chairman Jim Carroll opens up the public hearing on the rezoning application. He asks for anyone wishing to speak in favor or opposed to the application to come forward if they would like to address the Planning Commission and Town Council.

Steve Shannon - 14983 Keavy Place

He is all about having a kennel in the area, however, he is concerned about the location. First, traffic is an issue on Fayette Street (north). Second, he does not believe they are providing enough parking. There is no road parking. He is already concerned that there are no sidewalks on Fayette.

Shannon Castaneda - 15001 Gossom Manor Place

She is particularly concerned about the noise from the dogs. Her other concern is that once this property is rezoned, it can be any B-1 use in the future. Parking is also a concern of hers, there is no room for on-street parking.

Tracey Pater

She does not see this parcel as an ideal location for a business.

Minutes Acceptance: Minutes of Jul 5, 2016 7:00 PM (Minutes Acceptance)

Irvin Williams - 15009 Gossom Manor Place

He has a concern with the type of dogs that may be there. He is also concerned with potential disease.

Vice Chair Jim Carroll closes the public hearing and opens up dialog between the Planning Commissioners. Maureen Carroll does not believe the PC is ready to make a recommendation at this time. She believes they need more discussion. Connor Leake is also not ready to make a decision at this time, his main concern being noise. He totally supports the business concept and small business ownership. He is concerned about the location. Cathy Pasanello believes the application requires more deliberation. Her main concern is that there are no sidewalks. Madu Panthi is mostly concerned about noise and traffic.

Connor Leake moves that the Planning Commission table REZ 20160602 to tomorrow, July 6, 2016, Panthi seconds;

Ayes: 5

Nays: 0

Absent: Caudle

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

B. Town Center Property Preliminary Site Plan Waivers

This matter is regarding the preliminary site plan for the Town Center. The Town Council adopted the Town Center master plan several years ago. The project went out for bid for engineering services and the Town hired Rinker Design Associates. They incorporated many of the elements from that plan into the preliminary design. The design is meant to increase pedestrian connectivity, increase the available parking, reduce cut through traffic through the site, provide a more defined community space, and also deal with storm water management.

Vice Chairman Jim Carroll opens up the public hearing and asks for anyone wishing to speak on the matter, please come forward.

No public comment

Connor Leake moves that the Planning Commission forward Preliminary Site Plan PRE#20150504, Haymarket Town Center Redevelopment, to a future Planning Commission meeting for further discussion, Cathy Pasanello seconds;

Ayes: 5

Nays: 0

Absent: Caudle

Connor Leake motions to adjourn the special meeting of the Planning Commission, Cathy Pasanello seconds

Ayes: 5

Nays: 0

Absent: Caudle

6. Minutes Acceptance

A. Mayor and Council - Regular Meeting - Apr 4, 2016 5:00 PM

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

B. Mayor and Council - Special Meeting - Jun 14, 2016 7:00 PM

Minutes Acceptance: Minutes of Jul 5, 2016 7:00 PM (Minutes Acceptance)

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Joe Pasanello, Vice Mayor
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. Town Engineer's Report - Holly Montague
- D. Building Official's Report - Joe Barbeau, Jr.
- E. Planner's Report - Marchant Schneider
- F. Police Report - Eric Noble. Chief of Police

8. Agenda Items

A. 6680 Fayette Street Rezoning - Marchant Schneider

The Planning Commission will be addressing this matter at their next regularly scheduled meeting of July 6, 2016

B. Town Center Property Preliminary Site Plan Waivers - Marchant Schneider

C. Appropriation Request - Mayor Leake

Move that the Town Council (1) waive the requirement that the Town obtain three bids per the adopted spending policy, POL20140707, with regard to the siding replacement of 15026 Washington Street, and (2) authorize the Treasurer to issue half payment in the amount of \$7,537 prior to work commencing then final payment to Peak Roofing in an amount not to exceed \$7,537, once the project is complete.

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

D. Budget Appropriation

Move to adopt Resolution #2016-012 Appropriating the General Fund Expenditures for the Fiscal Year 2017 Adopted Budget and the Capital Expenditure of \$274,824 Pedestrian Improvement Project.

GENERAL FUND EXPENDITURES

Administration	\$712,350.00
Police & Public Safety	\$775,900.00
Public Works (Includes buildings & grounds)	\$212,000.00
Community Development	\$64,600.00
Museum/Parks, Rec & Cultural	\$70,650.00
Debt Service	\$186,440.00
General Reserves	\$30,000.00
TOTAL EXPENDITURES	\$2,051,940.00

CAPITAL EXPENDITURES

Pedestrian Improvement	\$274,824.00
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RESULT: ADOPTED [UNANIMOUS]
MOVER: Joe Pasanello, Vice Mayor
SECONDER: Chris Morris, Councilman
AYES: Cole, Morris, Pasanello, Edwards, Leake, Aitken

E. Appointment of Interim Town Manager

The Town Attorney informs that the purpose of the Resolution is to ensure that business management duties are performed until the Council appoints a new Manager. The Town Attorney did review the Resolution Article VII, Section 6 of the Constitution of Virginia provides no person at the same time shall hold more than one office mentioned in this Article. Town Manager is not mentioned. The Town is not required to have a Town Manager. Pursuant to Virginia Code §15.2-1536 a Chief Administrative Officer is a discretionary position the Town may have. Section 119 of the Town Charter permits Council to appoint a business manager for the Town. An interim acting business manager is not holding an office and therefore does not violate Article VII, Section 6 of the Virginia Constitution or its derivative statute VA §15.2-1535.

Move to adopt Resolution #2016-11

WHEREAS, Section 1 (19) of the Town Charter permits the Town Council in its discretion to appoint a "business manager" for the town, and Virginia Code § 15.2-1536 permits each locality in its discretion to appoint a "chief administrative officer"; and

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

WHEREAS, there is a vacancy in the office of Town Manager that the Town Council expects to fill on a permanent basis after advertising the position and interviewing candidates, but there is an immediate need for a Town Manager to perform the duties set out in the Town Code and the job description for the Town Manager;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Haymarket, meeting in regular session this 5th day of July, 2016, that the Council does hereby appoint David Leake as its Acting Town Manager until further action of the council.

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

F. Town Manager Job Description

Move that the Town Council adopt the revised Town Manager description incorporating the recommended amendments by the Town Attorney.

Discussion: Councilwoman Edwards asks about the section Employer Overview, page 57 the correct term is The Journey Through Hallowed Ground National Heritage Area. The Town Attorney offers typographical corrections. Councilwoman Edwards wanted to know why the drivers license requirement was struck. The Mayor is unsure of Mr. Crim's recommendation on that. Councilman Pasanello refers to Section 13, the word "visiting" he is concerned with that term. He was hoping the Town Manager would inspect, be the eyes and ears, then pass on to staff to follow up. The Town Attorney believes that inspect connotes action. Councilman Cole asks "what a regular basis means".

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

G. Town Council Code of Ethics & Standards of Conduct - Mayor Leake

Minutes Acceptance: Minutes of Jul 5, 2016 7:00 PM (Minutes Acceptance)

The Mayor asked that this item be placed on the agenda for the Council Member to review and sign

H. Planning Commission Appointment

Move to appoint Steven Shannon to the Town of Haymarket Planning Commission. His term is effective July 5, 2016 through June 30, 2019.

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

I. Vice Mayor Nominations

Mayor Leake opens the floor for nominations for Vice Mayor:

Councilwoman Edwards moves to nominate Joe Pasanello as Vice Mayor

Councilman Aitken moves to nominate Chris Morris as Vice Mayor

Mayor calls for a vote for the nomination of Joe Pasanello as Vice Mayor

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

J. Appointment of ARB Liaison

Move to appoint Susan Edwards as the Town Council Architectural Review Board liaison to a term running concurrent with their Council term, ending June 30, 2018

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

K. Appointment of PC Liaison

Move to appoint Connor Leake as the Town Council liaison to the Planning Commission to a term running concurrent with their Council term, ending June 30, 2018

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

L. Dominion VA Power 230 kV Transmission Line & Substation

The SCC hearing was held in June. There were two days of testimony. The transcripts of the hearing will be posted and the Council will need to review those. Councilwoman Edwards asks if in the hearings it was confirmed that this extension is for one customer. Pasanello says we really need to review the transcripts to see that. The Mayor informs that it appears Dominion had the support of some legislative bodies.

M. VRE - Haymarket Extension

Vice Mayor Pasanello has reached out to Christine Hoeffner, Project Manager for the Haymarket/Gainesville Extension of VRE. VRE has reached out to Fauquier County about a storage facility. They received considerable push back, so they are back to looking at Prince William County. The Town has been invited to attend a VRE Operations Board meeting on July 15, 2016. They are doing a work session on this project. He will try to attend.

N. Enter into Closed Session

Move to enter into closed session pursuant to the Virginia Freedom of Information Act §2.2-3711

A7. Consultation with legal counsel and staff briefings pertaining to the pending case of Blue Sky Events, LLC vs. Town of Haymarket as consultation or briefing in open meeting would adversely affect the Town's negotiating posture, and

A1. Discuss or consider personnel matters namely the consideration or interviews of prospective candidates for the Town Manager position, and appointment performance or salaries of specific officers, appointees, or employees of the Town, and

A3. Discussion or the consideration of the disposition of publicly held real property, specifically leases held at 15026 Washington Street and 15000 Washington Street, where discussion in an open meeting would adversely affect the negotiating strategy of the Town, and

A29. Discussion of the award of a public contract involving the expenditure of public funds, specifically the Town's landscaping contract, including discussion of the terms and scope of such contract where discussion in an open session would adversely affect the negotiating posture of the Town

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

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

P. Landscaping Contract

Move to award the Town's Landscaping contract to Premier Landscaping

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

Q. Blue Sky Events, LLC

Move to proceed as discussed in the closed session

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

R. Personnel Matters

Move to proceed as discussed in the closed session with regard to personnel matters

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

S. Lease Negotiations

Move to proceed as discussed in closed session with regard to lease negotiations regarding the property at 15000 Washington Street to insert the amount owed and due date in the Memorandum of Understanding

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

9. Councilmember Time

A. Connor Leake

- Councilman Leake thanks Joe, Steve, the Mayor, and Chris for helping take down the sheds at the Harrover property
- He thanks the Mayor & Joe for getting the shrubs out in front of Copper Cricket
- Thoughts and prayers are with Thomas Richards and his family
- Thanks the Town staff for the Health & Fitness Fair
- Washington Street Realty is looking to partner with the Town to sponsor a 5K run in September or October

B. John Cole

- He thanks the Council for their patience and he is excited to be working with everyone

C. Steve Aitken

- He offers some words of wisdom to Vice Mayor Pasanello, good luck, he knows its in good hands. Good luck keeping the Mayor on the straight and narrow

D. Susan Edwards

- Councilwoman Edwards thanks the Mayor & the staff for all the hard work at the end of the Fiscal Year

E. Chris Morris

- Councilman Morris notes that it has been a great past two years and is looking forward to the next two

F. Joe Pasanello

- He congratulates Steve Shannon and welcomes him to the Planning Commission
- He welcomes John and Connor to the Town Council
- He thanks Steve for his service as Vice Mayor
- He reminds that the Council is not always going to agree, but we need to build the team. He is looking forward to the retreat on the 21st
- He would like to have a serious discussion about traffic calming in Town

G. David Leake

- Mayor Leake reminds that there is an event this Saturday at QBE. There will be an escort for Sergeant. Dandrea to his new home where there will be a key dedication ceremony. There were over 100 modifications made to this home to accommodate his specific disability.
- Grace Church of Gainesville has offered the Town a service project to put together our park benches and picnic tables
- Mayor Leake thanks staff for keeping his head above water during this transition with the Town Manager
- The Mayor recognizes Cathy & Joe Pasanello for all their volunteer work with the planters
- Two new businesses have opened, Cookies & Cream Ice Cream Parlor & Copper Cricket

10. 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 Jul 5, 2016 7:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Thursday, July 21, 2016

5:00 PM

Council Chambers

A Special Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 5:00 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. Enter into Closed Session

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

1. Discussion of assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body;

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	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 public body.

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

C. Meeting for the purposes of interviewing

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

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

D. 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.

Minutes Acceptance: Minutes of Jul 21, 2016 5:00 PM (Minutes Acceptance)

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 Jul 21, 2016 5:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Thursday, July 21, 2016

6:00 PM

Greenhill Crossing Club House

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 6:00 PM

Mayor David Leake called the meeting to order.

1. Call to Order

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

2. Discussion Items

Mr. Mike Chandler is here this evening to facilitate the 2016-2018 Town Council vision work session.

- A. Retreat Discussion Items
- B. 2014-2016 Adopted Strategic Plan Update
- C. 2016-2018 Council Survey

3. Adjournment

Minutes Acceptance: Minutes of Jul 21, 2016 6:00 PM (Minutes Acceptance)



TO: Town of Haymarket Town Council
 SUBJECT: Main Street Coordinator's Report
 DATE: 08/01/16

Historical Herb & Flower Garden

The Haymarket Garden Club has partnered with the Haymarket Museum to plant a historical herb and flower garden from the late 1800's. This garden will in the future will serve as part of an exhibit depicting the various uses of herbs and flowers during that time period.

Coffee & Conversation

On Monday, August 8th at 8:30 am to 9:30 am the Town will hold a special Town Business "Round Table." This meeting will be in preparation for Haymarket Day and solely dedicated to that day's events.

Topics that will be discussed are:

- Haymarket Day layout
- Police/Security
- Sponsorship opportunities
- Parade layout
- Road closure

Riding the Rail... The Thoroughbred of Transportation

The Haymarket Museum will host its third annual train exhibit July 9th - August 14th. This year's focus is on technology and its role in advancing the rail system over the past 100 years; from coal burning engines to diesel, electric and the future of Maglev (Magnetic Levitation).

Display featuring:

- Model train display by The Regency Model Railroad Club
- Written & pictorial display of some of the great train robberies
- Train memorabilia
- Tour the Caboose

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 will 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.
- This year we will pay tribute to our Country with an "Americana" theme.
- 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 120 applications not including those who will do "store front" booths.



TO: Town of Haymarket Town Council
SUBJECT: Treasurer's Report
DATE: 08/01/16

9:31 AM
08/01/16
Accrual Basis

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

	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	18.31		
Total 3110 - GENERAL PROPERTY TAXES	18.31	302,000.00	0.0%
3120 - OTHER LOCAL TAXES			
Bank Stock Tax	0.00	50,000.00	0.0%
Business License Tax	3,652.25	175,000.00	2.1%
Cigarette Tax	17,460.00	220,000.00	7.9%
Consumer Utility Tax	12,133.48	130,000.00	9.3%
Meals Tax - Current	43,173.41	550,000.00	7.8%
Sales Tax Receipts	0.00	150,000.00	0.0%
Penalties (Non-Property)	145.42		
Interest (Non-Property)	1.75		
Total 3120 - OTHER LOCAL TAXES	76,566.31	1,275,000.00	6.0%
3130 - PERMITS,FEES & LICENESES			
Application Fees	175.00	1,200.00	14.6%
Inspection Fees	1,050.00	15,000.00	7.0%
Motor Vehicle Licenses	75.00	1,900.00	3.9%
Occupancy Permits	0.00	600.00	0.0%
Other Planning & Permits	100.00	30,000.00	0.3%
Total 3130 - PERMITS,FEES & LICENESES	1,400.00	48,700.00	2.9%
3140 - FINES & FORFEITURES			
Fines	0.00	50,000.00	0.0%
Total 3140 - FINES & FORFEITURES	0.00	50,000.00	0.0%
3150 - REVENUE - USE OF MONEY			
Interest on Bank Deposit	0.00	10,000.00	0.0%
Total 3150 - REVENUE - USE OF MONEY	0.00	10,000.00	0.0%
3151 - RENTAL (USE OF PROPERTY)			
315110 - Suite 200 Rental Income	422.63	5,200.00	8.1%
315120 - Suite 202 Rental Income	0.00	4,000.00	0.0%
315130 - Suite 206 Rental Income	7,364.24	88,000.00	8.4%
315150 - 15020 Wash St Rental Income	3,559.83	45,000.00	7.9%
315155 - 15026 Washington Street	1,373.84	20,000.00	6.9%
315160 - 6630 Jefferson St Rental Income	2,160.00	27,000.00	8.0%
315190 - Town Hall Rental Income	75.00		
Total 3151 - RENTAL (USE OF PROPERTY)	14,955.54	189,200.00	7.9%
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	49,725.00	40,000.00	124.3%
Total 3165 - REVENUE - TOWN EVENTS	49,725.00	40,000.00	124.3%
3180 - MISCELLANEOUS			
Citations & Accident Reports	55.00	1,900.00	2.9%
Recovered Costs- Private Events	-200.00		
Total 3180 - MISCELLANEOUS	-145.00	1,900.00	-7.6%

Attachment: P and L 8-1-2016 (2874 : Treasurer's Report)

9:31 AM
08/01/16
Accrual Basis

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

	Jul '16 - Jun 17	Budget	% of Budget
32 - REVENUE FROM COMMONWEALTH			
599 Law Enforcement Grant	0.00	28,000.00	0.0%
Car Rental Reimbursement	807.81	5,500.00	14.7%
Communications Tax	10,053.60	120,000.00	8.4%
Department of Fire Programs	0.00	10,000.00	0.0%
Personal Property Tax Reimburse	0.00	18,500.00	0.0%
Railroad Rolling Stock	0.00	1,500.00	0.0%
Total 32 - REVENUE FROM COMMONWEALTH	10,861.41	183,500.00	5.9%
33 - REVENUE FROM FEDERAL GOVERNMENT			
PEDESTRIAN IMPROVEMENT GRANT	4,080.00		
Total 33 - REVENUE FROM FEDERAL GOVERNMENT	4,080.00		
Total Income	160,061.57	2,100,300.00	7.6%
Gross Profit	160,061.57	2,100,300.00	7.6%
Expense			
01 - ADMINISTRATION			
11100 - TOWN COUNCIL			
Convention & Education	175.00	4,000.00	4.4%
FICA/Medicare	-2,753.01	2,000.00	-137.7%
Meals and Lodging	409.69	2,500.00	16.4%
Mileage Allowance	609.36	750.00	81.2%
Salaries & Wages - Regular	725.00	32,100.00	2.3%
Unemployment Insurance	0.00	1,200.00	0.0%
Total 11100 - TOWN COUNCIL	-833.96	42,550.00	-2.0%
12110 - TOWN ADMINISTRATION			
Salaries/Wages-Regular	20,630.01	260,500.00	7.9%
Salaries/Wages - Overtime	530.08	10,000.00	5.3%
Salaries/Wages - Part Time	4,635.00	65,000.00	7.1%
FICA/Medicare	4,769.89	28,500.00	16.7%
VRS	2,346.98	14,000.00	16.8%
Health Insurance	4,690.58	57,000.00	8.2%
Life Insurance	284.42	3,500.00	8.1%
Disability Insurance	179.90	2,600.00	6.9%
Unemployment Insurance	8.15	2,800.00	0.3%
Worker's Compensation	400.00	400.00	100.0%
Gen Property/Liability Ins.	15,491.00	16,000.00	96.8%
Accounting Services	232.00	8,000.00	2.9%
Cigarette Tax Administration	534.61	5,500.00	9.7%
Printing & Binding	0.00	15,000.00	0.0%
Advertising	0.00	12,000.00	0.0%
Computer, Internet & Website Svc	2,393.76	15,000.00	16.0%
Postage	0.00	4,000.00	0.0%
Telecommunications	0.00	6,000.00	0.0%
Mileage Allowance	83.96	2,500.00	3.4%
Meals & Lodging	0.00	4,000.00	0.0%
Convention & Education	40.00	10,000.00	0.4%
Discretionary Fund	0.00	2,000.00	0.0%
Books, Dues & Subscriptions	3,218.00	15,000.00	21.5%
Office Supplies	187.29	4,000.00	4.7%
Total 12110 - TOWN ADMINISTRATION	60,655.63	563,300.00	10.8%
12210 - LEGAL SERVICES			
Legal Services	0.00	90,000.00	0.0%
Total 12210 - LEGAL SERVICES	0.00	90,000.00	0.0%
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	59,821.67	712,350.00	8.4%

Attachment: P and L 8-1-2016 (2874 : Treasurer's Report)

9:31 AM
08/01/16
Accrual Basis

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

	Jul '16 - Jun 17	Budget	% of Budget
03 - PUBLIC SAFETY			
31100 - POLICE DEPARTMENT			
Salaries & Wages - Regular	31,044.46	398,000.00	7.8%
Salaries & Wages - OT Regular	671.94	9,000.00	7.5%
Salaries & Wages - OT Premium	0.00	4,100.00	0.0%
Salaries & Wages - Holiday Pay	0.00	11,000.00	0.0%
Salaries & Wages - Part Time	538.97	14,000.00	3.8%
FICA/MEDICARE	2,753.01	34,000.00	8.1%
VRS	3,320.10	41,000.00	8.1%
Health Insurance	5,721.96	74,000.00	7.7%
Life Insurance	413.46	5,200.00	8.0%
Disability Insurance	239.20	2,300.00	10.4%
Unemployment Insurance	0.00	2,000.00	0.0%
Workers' Compensation Insurance	2,131.25	12,000.00	17.8%
Line of Duty Act Insurance	1,590.00	1,600.00	99.4%
Legal Services	0.00	12,000.00	0.0%
Advertising	40.00	100.00	40.0%
Electrical Services	96.58		
Computer, Internet & Website	0.00	4,700.00	0.0%
Postage	0.00	300.00	0.0%
Telecommunications	0.00	17,000.00	0.0%
General Prop Ins (Vehicles)	4,648.00	5,000.00	93.0%
Mileage Allowance	0.00	200.00	0.0%
Meals and Lodging	0.00	500.00	0.0%
Convention & Education	0.00	3,500.00	0.0%
Misc - Discretionary Fund	111.95	500.00	22.4%
Books Dues & Subscriptions	3,020.00	6,800.00	44.4%
Office Supplies	18.79	3,100.00	0.6%
Vehicle Fuels	0.00	16,000.00	0.0%
Vehicle Maintenance/Supplies	2,916.71	15,000.00	19.4%
Uniforms & Police Supplies	1,120.00	12,000.00	9.3%
Community Events	1,030.47	1,000.00	103.0%
Mobile Data Computer Netwk Svc	0.00	10,000.00	0.0%
Total 31100 - POLICE DEPARTMENT	61,426.85	715,900.00	8.6%
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	61,426.85	775,900.00	7.9%
04 - PUBLIC WORKS			
43200 - REFUSE COLLECTION			
Trash Removal Contract	7,045.96	85,000.00	8.3%
Total 43200 - REFUSE COLLECTION	7,045.96	85,000.00	8.3%
43100 - MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	2,788.95	55,000.00	5.1%
Maint Svc Contract-Pest Control	220.00	2,000.00	11.0%
Maint Svc Contract-Landscaping	2,390.00	30,000.00	8.0%
Maint Svc Contract Snow Removal	0.00	4,000.00	0.0%
Maint Svc Cont- Street Cleaning	0.00	10,000.00	0.0%
Electric/Gas Services	887.64	15,000.00	5.9%
Electrical Services-Streetlight	297.15	5,500.00	5.4%
Water & Sewer Services	57.35	2,000.00	2.9%
Janitorial Supplies	0.00	1,000.00	0.0%
Real Estate Taxes	412.88	2,500.00	16.5%
Total 43100 - MAINT OF 15000 Wash St./Grounds	7,053.97	127,000.00	5.6%
Total 04 - PUBLIC WORKS	14,099.93	212,000.00	6.7%
07 - PARKS, REC & CULTURAL			
71110 - EVENTS			
Contractural Services	334.50	65,000.00	0.5%
Total 71110 - EVENTS	334.50	65,000.00	0.5%

Attachment: P and L 8-1-2016 (2874 : Treasurer's Report)

9:31 AM
08/01/16
Accrual Basis

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

	Jul '16 - Jun 17	Budget	% of Budget
72200 - MUSEUM			
Advertising	151.50	750.00	20.2%
Telecommunications	0.00	2,200.00	0.0%
Convention & Education	0.00	500.00	0.0%
Mileage Allowance	0.00	200.00	0.0%
Books, Dues & Subscriptions	143.40	250.00	57.4%
Office Supplies	0.00	250.00	0.0%
Exhibits & Programs	0.00	1,500.00	0.0%
Total 72200 - MUSEUM	<u>294.90</u>	<u>5,650.00</u>	<u>5.2%</u>
Total 07 - PARKS, REC & CULTURAL	629.40	70,650.00	0.9%
08 - COMMUNITY DEVELOPMENT			
81100 - PLANNING COMMISSION			
Salaries & Wages - Regular	595.00	5,000.00	11.9%
FICA/Medicare	0.00	500.00	0.0%
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	<u>1,095.00</u>	<u>58,750.00</u>	<u>1.9%</u>
81110 - ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	0.00	4,000.00	0.0%
FICA/Medicare	0.00	850.00	0.0%
Mileage Allowance	0.00	200.00	0.0%
Meals & Lodging	0.00	300.00	0.0%
Convention & Education	0.00	500.00	0.0%
Total 81110 - ARCHITECTURAL REVIEW BOARD	<u>0.00</u>	<u>5,850.00</u>	<u>0.0%</u>
Total 08 - COMMUNITY DEVELOPMENT	1,095.00	64,600.00	1.7%
09 - NON-DEPARTMENTAL			
95100 - DEBT SERVICE			
General Obligation Bond	171,654.17	186,440.00	92.1%
Total 95100 - DEBT SERVICE	<u>171,654.17</u>	<u>186,440.00</u>	<u>92.1%</u>
Total 09 - NON-DEPARTMENTAL	171,654.17	186,440.00	92.1%
9610 - General Reserve	0.00	30,000.00	0.0%
Total Expense	<u>308,727.02</u>	<u>2,051,940.00</u>	<u>15.0%</u>
Net Ordinary Income	<u>-148,665.45</u>	<u>48,360.00</u>	<u>-307.4%</u>
Net Income	<u><u>-148,665.45</u></u>	<u><u>48,360.00</u></u>	<u><u>-307.4%</u></u>

Attachment: P and L 8-1-2016 (2874 : Treasurer's Report)



TO: Town of Haymarket Town Council
 SUBJECT: Engineer's Report
 DATE: 08/01/16

Eagle Scout Project

- An Eagle Scout in the outlying Haymarket Community, Ethan Marsh, has approached me about doing an Eagle Scout Project within the Town.
- He wants to stencil all of our storm sewer inlets with a message along the line of "No Dumping. Drains to Bay".
- Since VDOT maintains our storm drainage, it requires a VDOT Permit. I have already contacted the Prince William County VDOT Permit Manager and he said that he has approved this type of project for Eagle Scouts in the past and will waive permit fees. I also provided Ethan the Permit Manager's contact information and permit requirements.
- I request the Town Council issue me a directive to coordinate with Ethan Marsh in order to facilitate this project (sign the Town Approval in his project notebook, provide him with 24"x36" copies of the Town layout, coordinate with VDOT Permit Manager as needed, etc).
- Draft Directive: The Town Council directs the Town Engineer to coordinate with Ethan Marsh in order to facilitate the completion of his Eagle Scout project to stencil the storm sewers within the Town.

Harrover Property/Town Park Engineering Services

- The Shortlist Community held short list interviews and picked a top ranked firm.
- I have notified the firms and directed the top ranked firm to prepare a fee proposal for review.
- I anticipate bringing the top ranked firm's fee proposal to the September Town Council meeting for approval to award.
- In order to keep the project moving forward, the top ranked firm suggested having a monthly Steering Committee meeting with representative from the Town Council, Planning Commission and Architectural Review Board. The intent of this committee would be to discuss the project, items being selected for implementation (ie: what kind of picnic table), etc. The members of the Steering Committee would have approval from their respective boards to make decisions regarding the project.
 - The Town Council, Planning Commission and ARB will still have a chance to see the project, but the intent is to avoid going through complete design and then have to re-design at the end because there was no involvement from any of the Council/Boards.
- I request the Town Council issue a directive to themselves, Planning Commission and ARB to assign a member to the Harrover Property/Town Park Steering Committee with the ability to make decisions on behalf of their board.
- Draft Directive: The Town Council directs the Town Council, the Planning Commission and the ARB to assign a member to the Harrover Property/Town Park Steering Committee. This committee member is to be given decision making authority.



TO: Town of Haymarket Town Council
 SUBJECT: Building Official's Report
 DATE: 08/01/16

Permits Issued

- July 6
 - Mechanical Permit to replace HVAC devices at 6860 St. Paul Drive has been issued.
- July 21
 - Building and Electrical permits have been issued to construct an addition to the home at 6852 Jockey Club Lane.

Certificates of Occupancy Issued

- July 18
 - Temporary CO has been issued to Chick-fil-A, 15250 Washington Street, to allow staffing, stocking, and other pre-opening issues to be concluded. No customer service is allowed under this TCO.
- July 21
 - Permanent Certificate of Occupancy has been granted to Chic-fil-A, 15250 Washington Street.

Inspections

- June 29
 - Inspection of Deck Footing excavations at 14833 Caboose Trail was approved.
- July 12
 - Testing of Fire Suppression Systems was observed and approved for Chick-fil-A, located at 15250 Washington Street.
- July 14
 - Final Inspections were conducted at 15250 Washington Street, Chick-fil-A, for Fire Suppression systems, Electrical Installations, and Mechanical installations, all were approved. Mechanical Inspection approved the installation of the walk-in cooler and freezer.
- July 18
 - Building Final Inspection was conducted at 15250 Washington Street, Chic-fil-A, and the issuance of a temporary CO has been approved, to allow for PWC Health Department inspection. Co will be withheld until the installation of the water meter has been completed and inspected.
- July 20
 - Deck Footing inspection was approved at 6770 Sycamore Park Drive.
- July 21
 - A report of a gas leak at Sheet's prompted a visit, through which it was determined that the leak had been on the utility side of the gas meter and was repaired by Columbia Gas. No permit is required from us for a utility company working beyond the meter.
- July 25
 - Deck Footer inspection has been completed and approved at 14929 Southern Crossing Street.
- July 26
 - Installation of new Meter and Service connections for the addition at 6852 Jockey Club Lane was completed and approved.

Document Review:

- Plans for the addition at 6852 Jockey Club Lane were approved on July 1.

Actions:

- An inspection was requested on June 30, to determine if the rear ramp at the old police station was ADA compliant, so that the front ramp might be removed. Two matters arise by this request, first is that Virginia does not enforce ADA, rather it relies upon the Code Section regarding Accessibility. Secondly the nature of such construction must present the disabled with equal consideration, as such the placement of a ramp at the rear only would violate the spirit of this regulation, and thus it is recommended that the current configuration remain in primary use.
- The property located at 14893 Greenhill Crossing Drive was found to be replacing the roof. A non-permitted repair must concern less than 100 square feet of material, as this is the entire roof, it needs to be permitted. The contractor agreed to go to Town Hall and submit his application, however this was not done, further action is now pending.

Recommendations:

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

Other:

- A complaint was received regarding improper use and occupancy for the property located at 6796 Fayette Street. The caller, purported to be a resident at this property, but left no contact information by which to contact him. As such no right of entry upon the property has been granted. An investigation from the street does not reveal any new issues at this property, and no further information can be gained without a site visit, however, currently we do not have sufficient grounds to cite any violations.
- Per the Mayor's request, a report has been generated regarding violations of the newly adopted Blight Ordinance. This report is specifically related to those issues covered by the ordinance and the VSBC Part 3 (Property Maintenance Code). To rectify the issues presented, permits will need to be applied for and granted; this will allow both lawful access to the property, and the identification and addressing of the remaining issues.



TO: Town of Haymarket Town Council
SUBJECT: Police Report
DATE: 08/01/16

ATTACHMENTS:

- 08-2016 Police Chief's Report (PDF)



Haymarket Police Department
Monthly Town Council Report
August, 2016



Significant Incidents

NATURE	DATE	LOCATION (BLOCK)	DETAILS
Embezzlement	06/18/16	15000 Blk Washington	A former employee of the business was arrested for one felony count of embezzling over \$200 from the business
Motor Vehicle Theft	06/20/16	14000 Blk Greenhill Crossing	Reported that victim's vehicle had been stolen. Investigation determined it had been taken by juvenile son and crashed in Woodbridge
Possess Marijuana Possess Alcohol Underage	06/07/16	Washington @Coach	Traffic stop resulted in 19 yoa female charged with possessing marijuana and alcohol
Possess Marijuana	06/15/16	Washington @ Jefferson	Traffic stop resulted in 22 yoa male charged with possessing marijuana
Possess Marijuana	06/23/16	Costello Way	Traffic stop resulted in 19 yoa female charged with possessing marijuana
Drive While Intoxicated	06/11/16	Route 15 and I-66	After almost striking an officer working a traffic detail, the operator was charged with driving under the influence

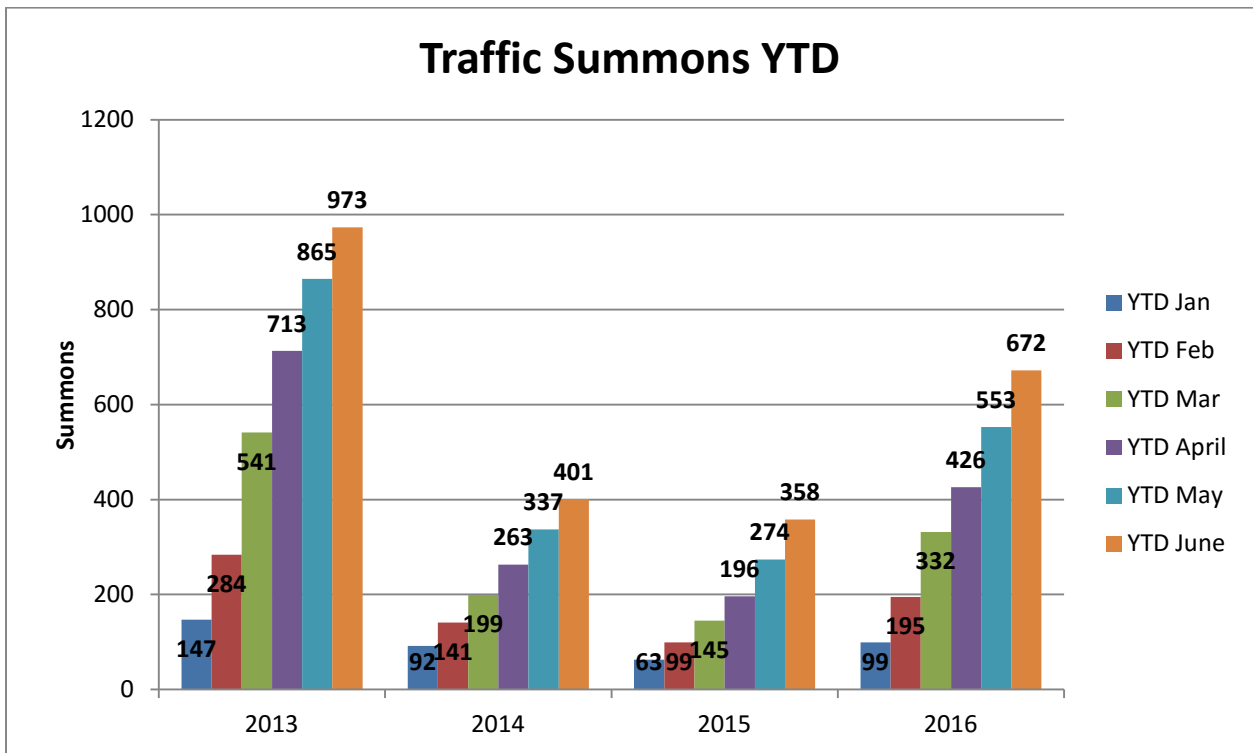
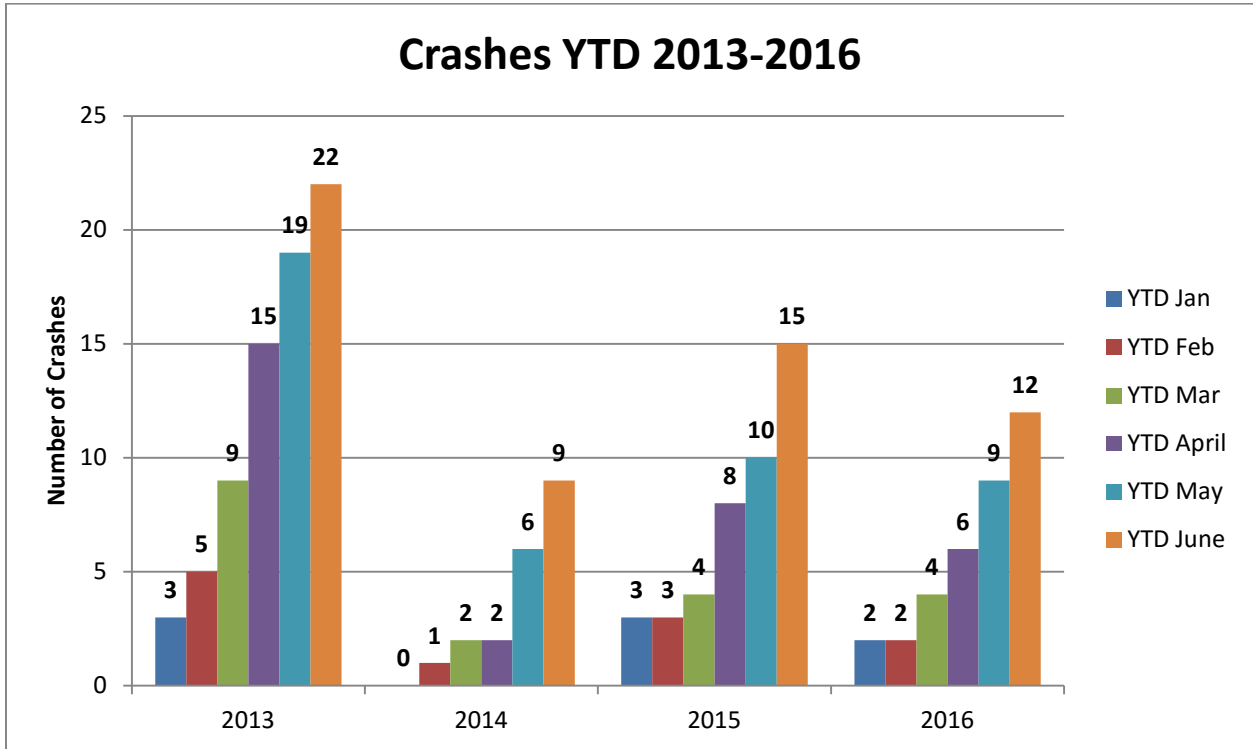
Attachment: 08-2016 Police Chief's Report (2873 : Police Report)



Haymarket Police Department



Crash/Enforcement YTD

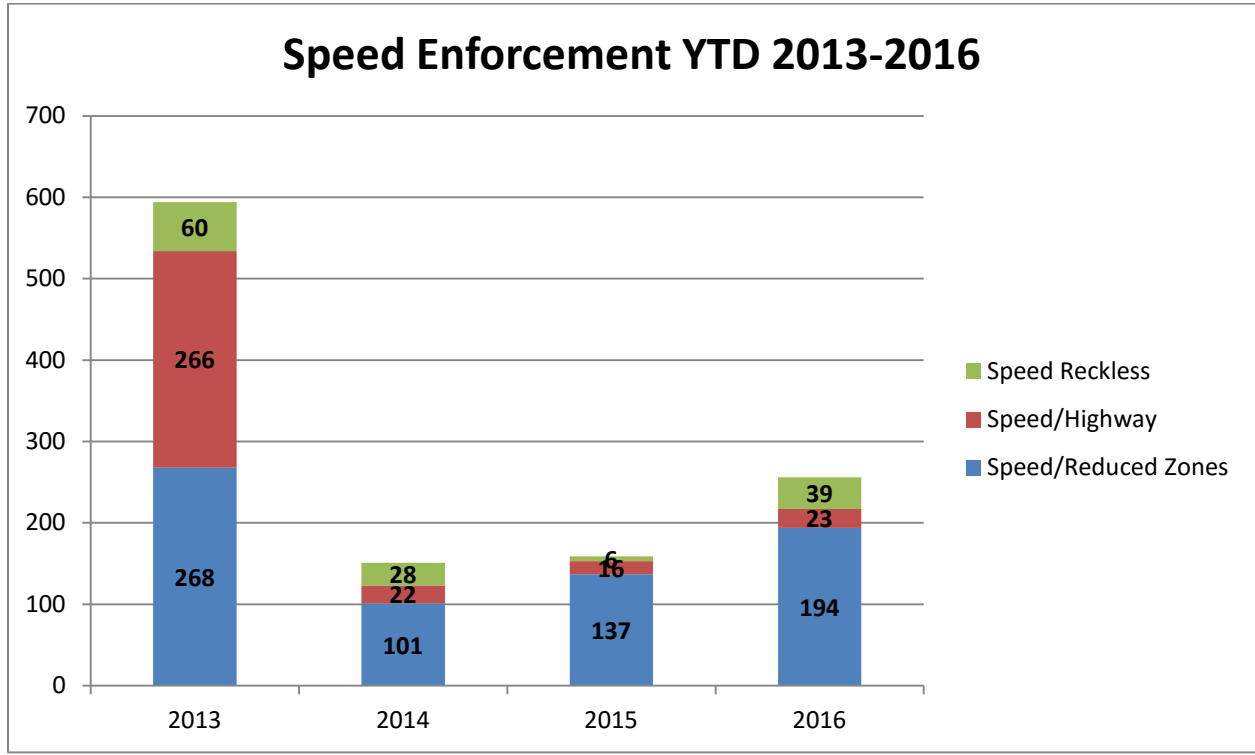


Attachment: 08-2016 Police Chief's Report (2873 : Police Report)



Haymarket Police Department

Crash/Enforcement YTD



Attachment: 08-2016 Police Chief's Report (2873 : Police Report)



Haymarket Police Department



Other Issues of Note

Community Relations

- Officer JT Davis assisted with a dedication ceremony for Corporal Marcus Dandrea at QBE
- Officer O'Neal assisted with a second ceremony for Cpl. Dandrea at his new home
- The agency received a \$2000 grant from Norfolk Southern Railroad
- The agency participated in the Health and Fitness Fair

Current Initiatives

- Completing and reviewing end of year evaluations with employees
- Final preparations for National Night Out on August 2nd
- Ramping up planning for Haymarket Day



TO: Town of Haymarket Town Council
SUBJECT: Planner's Report
DATE: 08/01/16

Ongoing Projects

- Village of Haymarket Phase II. Curb and gutter installation along Bleight Drive complete. Work continues on lot Lot 51 and 52 (corner of Washington Street and Bleight Drive).
- Ice Rink Expansion. Footers are being poured to begin construction of the second rink.

Development Review

- Other Plans. Please see the attached site plan status summary.

ATTACHMENTS:

- 08-2016 Planner Report Site Plan Update (1) (PDF)

Site Plan Update 8/1/16

Project:	Sheetz Final Site Plan
Received Plans:	6/15/2016
Engineer Review Status:	In Review
Planner Review Status:	In Review
Building Official Status:	N/A
Time Needed to Complete:	Up to 60 Days
Last Contact with Applicant/Engineer:	HAM - 7/27/16
Notes:	Also sent to VDOT (comments rec'd), PWCSA (comments rec'd), PWC (Transportation approved, Planning Comments rec'd), Fire Marshal for review and comments

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:	July
Last Contact with Applicant/Engineer:	HAM -6/22/16
Notes:	Waiting for public hearing for landscape waivers at Joint Public Hearing/Meeting in July then site plan approval in Sept

Project:	6710 Madison St (Haymarket Charitable Lodge) Preliminary/Final Site Plan
Received Plans:	5/10/2016
Engineer Review Status:	2nd Submission Comments returned
Planner Review Status:	In Review - Comments expected
Building Official Status:	N/A
Time Needed to Complete:	Depends on when applicant resubmits
Last Contact with Applicant/Engineer:	HAM 6/22/16
Notes:	VDOT comments returned and need to be addressed.

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:	7/14/2016
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 - 7/20/16
Notes:	Applicant wants to construct this summer.

Attachment: 08-2016 Planner Report Site Plan Update (1) (2883 : Planner's Report)

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 - 7/12/16
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

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 - 6/22/2016
Notes:	In R/W Acquisition stage. Hope to be completed soon. Then will begin Final Construction Plans/Bid Documents Phase.

Attachment: 08-2016 Planner Report Site Plan Update (1) (2883 : Planner's Report)



TO: Town of Haymarket Town Council
 SUBJECT: FY 2017 Budget Amendment #1
 DATE: 08/01/16

RESOLUTION 2016-012
 FISCAL YEAR 2017 BUDGET AMENDMENT #1

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

WHEREAS, Fiscal Year 2017 Budget did not fund all of its Capital Improvement Projects and is now desirous of funding, in part, some of the proposed Capital Projects;

WHEREAS, the Town has advertised and held a public hearing, as required by Virginia §15.2-2507

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council authorizes the Town Treasurer to amend the Fiscal Year 2017 Budget as reflected below:

	Adopted Budget	Proposed Amendment
Operating Revenue		
Transfer in of Cash Reserves	0	225,000
Total Operating Revenue	2,100,300	2,325,300
Operating Expenditures		
Transfer out Cash Reserves to Capital Budget	0	225,000
Total Operating Expenditures	2,100,300	2,325,300
Capital Revenue		
Capital Grants	390,000	365,000
Transfer in from Operating	48,360	273,360
Total Capital Revenue	438,360	638,360
Capital Expenditures		
Town Center Master Plan	113,116	123,360
Community Park Master Plan	275,000	150,000
Pedestrian Improvement Project	375,000	350,000
Caboose Enhancement Project	15,000	15,000
Total Capital Expenditures	778,116	638,360



TO: Town of Haymarket Town Council
SUBJECT: Recognition of Public Safety Services - Gabby the Bloodhound
DATE: 08/01/16

ATTACHMENTS:

- RES 2016-014 Recognition of Bloodhound Gabby for law enforcement contribuitons (PDF)

RESOLUTION 2016-014

**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.

Motioned By:
Seconded By:
Ayes:
Nays:

BY:

David Leake, Mayor

ATTEST:

Jennifer Preli, Town Clerk



Attachment: RES 2016-014 Recognition of Bloodhound Gabby for law enforcement contributors (2886 : Recognition of Public Safety Services -



TO: Town of Haymarket Town Council
 SUBJECT: Town Center Engineering Contract
 DATE: 08/01/16

BACKGROUND

- The Town entered into contract with Rinker Design Associates (RDA) at the end of 2014 to prepare engineered Preliminary Plan, Final Site Plan and bid documents for the Town Center Project. In 2015 the Town added to the scope to provide architectural plans for the interior build out for the Police Department/Town Offices.
- The total agreed upon fee for the above services is \$268,890.57
- The Preliminary Plan has been waiting to be approved by Planning Commission and Town Council since April but has been delayed to revise ordinances for who can approve landscape waivers and then getting those waivers approved.
- Phase One of the interior build out has been designed and constructed. Phase Two is in design.
- The total fees incurred to date are \$119,333.41 (44.38%) leaving a remainder of \$149,557.20 (55.62%) remaining to be designed and billed.

ISSUE

- Does the Town want to stop the design process and associated fees?

OPTIONS

- Option One - Terminate the entire remaining Contract
 - Pro's:
 - The Contract allows for the Town to Terminate the Contract at the convenience of the Town.
 - The Town only needs to pay for services rendered to the time of terminating the contract.
 - The Town will not have to expend the \$149,557.20 for the design at this time.
 - Con's:
 - In order to start up the design of the Town Center again, the Town would need to re-advertise the design project.
 - Since we are under contract with RDA they have agreed to provide the services at 2014 and 2015 rates (provided the Town does not significantly delay the project). A new contract at a future date means the rates will be based on the year the contract is entered into.
 - The Preliminary Plan needs approving and the Final Site Plan has not been started. While this is a logical "break" or "end" point, a new Engineer will need to be caught up to speed on someone else's work which will add a time and cost to the project.
 - The Phase Two Build Out Design is in the middle of design. Due to the complexity of this work, the already determined phasing and the fact that the Phase Two Build Out Design is not at a logical "break" point, a new Engineer could possibly have to start over from the beginning of Phase Two design. This will add time and cost to the project.

- Option Two - Terminate the Site Plan Design portion of the remaining Contract and allow the Build Out Portion of the Contract to continue.
 - Pro's:
 - The Contract allows for the Town to Terminate the Contract at the convenience of the Town.
 - The Town only needs to pay for services rendered to the time of terminating the contract.
 - The Town will not have to expend the \$84,840.23 for the Final Site Plan design at this time.
 - Con's:
 - In order to start up the Final Site Plan again, the Town would need to re-advertise the design

- project.
 - Since we are under contract with RDA they have agreed to provide the services at 2014 rates (provided the Town does not significantly delay the project). A new contract at a future date means the rates will be based on the year the contract is entered into.
 - The Preliminary Plan needs approving and the Final Site Plan has not been started. While this is a logical “break” or “end” point, a new Engineer will need to be caught up to speed on someone else’s work which will add a time and cost to the project.
 - The Town would still need to expend \$64,716.93 to finish the interior Build Out design at this time.
- Option Three - Ask RDA if they will put the Site Plan Design portion of the remaining Contract on hold and allow the Build Out Portion of the Contract to continue.
 - Pro’s:
 - In order to start up the Final Site Plan again, the Town would NOT need to re-advertise the design project.
 - There will not be a time and expense associated with a new Engineering getting caught up to speed on the design.
 - The Town will not have to expend the \$84,840.23 for the Final Site Plan design at this time.
 - Con’s:
 - Should we ask RDA to put the project on hold, they would be well within their rights to ask for additional money to complete the Final Site Plan not at the 2014 rates, but at the rates of the year they are asked to start up again.
 - The Town would still need to expend \$64,716.93 to finish the interior Build Out design at this time.
- Option Four - Continue with both the Site Plan Design portion and Build Out Portion of the remaining Contract until completion.
 - Pro’s:
 - The Town would NOT need to re-advertise any portion of project.
 - There will not be a time and expense associated with a new Engineering getting caught up to speed on the design.
 - The Town will pay for the design completion at the 2014 and 2015 rates.
 - Con’s:
 - The Town would still need to expend \$149,557.20 to finish the Final Site Plan and Build Out design at this time.
 - Should the Town complete the design but postpone construction, the Town will need to pay additional money to check the design against the standards that are current at the time of construction and update the design as needed. While this will be at the rates for that year, it is not as intensive or involved as doing the entire design.

STAFF RECOMMENDATION

- Staff recommends the Town Council proceed with Option Four, Continue with both the Site Plan Design portion and Build Out Portion of the remaining Contract until completion due to the potential overall cost and time savings.

DRAFT MOTIONS

Option One

1. I move that the Town Council terminate the entire remaining Town Center Design Contract with Rinker Design Associates.

OR

Option Two

2. I move that the Town Council terminate the Final Site Plan Design portion of the remaining Town Center Design Contract and continue with the Build Out Portion until completion with Rinker Design

Associates (RDA).

OR

Option Three

3. I move that the Town Council ask Rinker Design Associates (RDA) if they will put the Final Site Plan Design portion of the remaining Town Center Design Contract on hold and continue with the Build Out Portion until completion.

OR

Option Four

4. I move that the Town Council continue with the Final Site Plan Design portion and the Build Out Portion of the remaining Town Center Design Contract until completion with Rinker Design Associates (RDA).

OR

5. I move.....



TO: Town of Haymarket Town Council
 SUBJECT: Town Center Preliminary Site Plan
 DATE: 08/01/16

The Town Council and Planning Commission held a joint public hearing on July 5, 2016. No members of the public commented on the proposal. The Planning Commission further discussed the plan at their regularly scheduled meeting on July 6, 2016 and motioned to forward the plan to the Town Council with a recommendation of approval. The preliminary site plan is ready for action by the Council.

BACKGROUND

RDA (Rinker Design Associates) has submitted a preliminary site plan implementing the Haymarket Town Hall Master Plan ("Master Plan"). The Master Plan was adopted by the Town Council on July 1, 2013. The Master Plan provides three conceptual layouts (attached) to provide the Town various options and flexibility to accomplish the following goals:

- Improve vehicular circulation focusing on limiting or significantly inhibiting cut through traffic.
- Define and improve pedestrian circulation both in and around the site.
- Enhance the Town Square with landscape and site furnishings.
- Mitigate stormwater management through a series of Best Management Practices (BMP) measures allowing for the site runoff to be collected on-site and discharged to existing outfalls offsite.
- Maintain or increase available site parking.
- Enhance the landscape concept to complement the stormwater solution and provide a primary and secondary landscape to the public spaces.
- Suggest and identify potential Low Impact Development measures to treat on-site runoff.
- Provide guidance for architectural improvements to break up the building façade and to provide definition between tenants and uses.
- Identify potential funding sources for follow-on phases of development of the Town Hall Master Plan.

The preliminary site plan includes elements of all three layouts.

The preliminary site plan also requires the modification of required buffer yards adjacent to surrounding residential properties and required perimeter parking lot landscaping. As approved by the Council in June 2016, such modifications can be granted by the Zoning Administrator should the modified standard achieve the same objective of the requirement. A narrative describing the modifications and justification is attached.

RECOMMENDATION

Staff supports an approval of the preliminary site plan and the associated waivers.

SUGGESTED MOTIONS:

Town Council

1. I 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,

OR

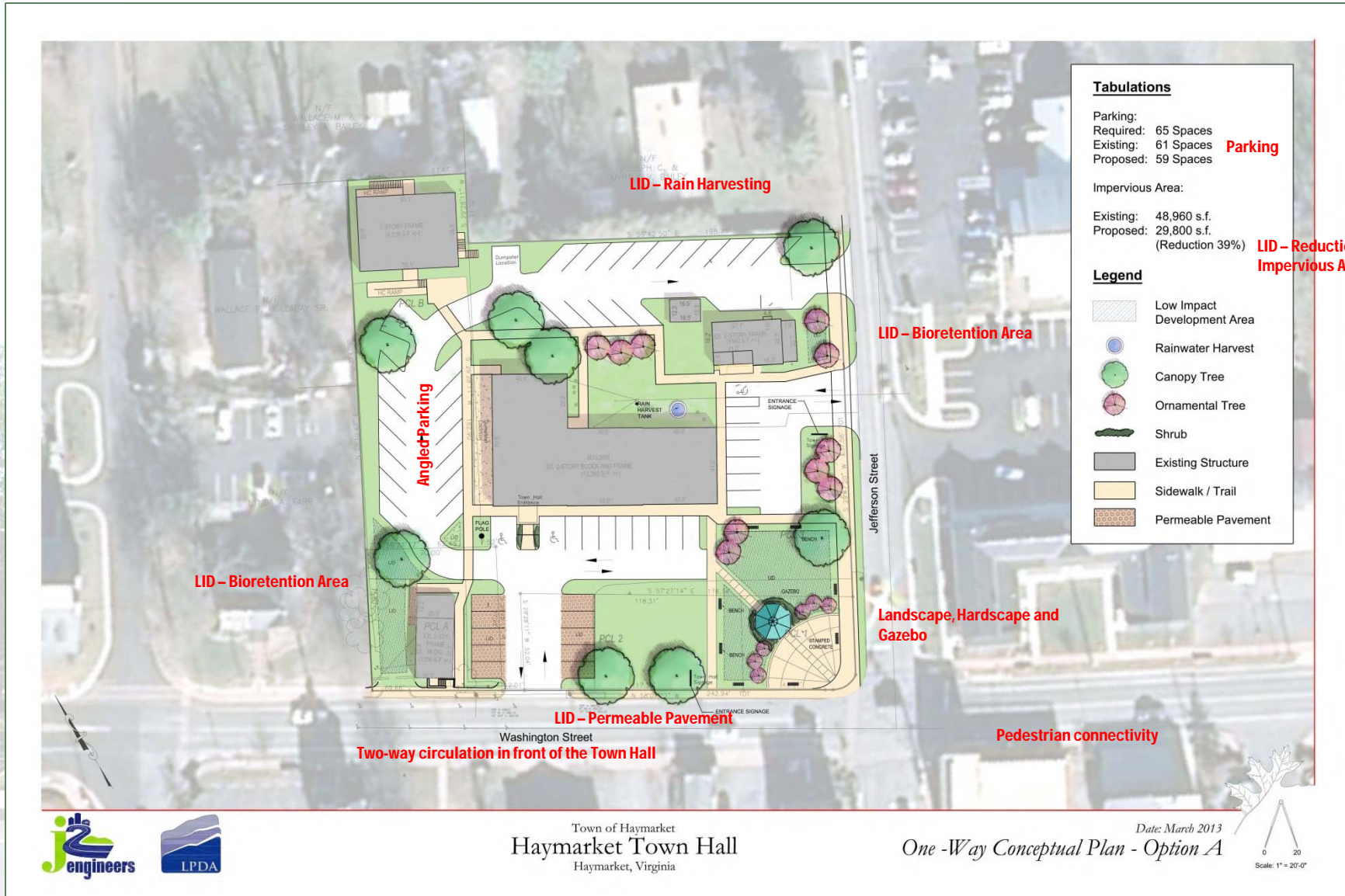
2. I move an alternate motion.

ATTACHMENTS:

- 2 - Town Hall Master Plan Excerpts(PDF)
- 3 - Applicant Waiver_Request -Haymarket Town Center 02-19-16 (PDF)
- 4 - 2016-02-17 2nd Submission Prelim Plan Haymarket Town Center (PDF)

Town Hall Master Plan

Town of Haymarket



Site Circulation - One-way (Opt. A)

Town Hall Master Plan

Town of Haymarket



Tabulations

Parking:
 Required: 65 Spaces
 Existing: 61 Spaces
 Proposed: 67 Spaces

Parking

14 Permeable Parking
 53 Asphalt

Impervious Area:
 Existing: 48,960 s.f.
 Proposed: 27,850 s.f.
 (Reduction 43%)

LID - Reduction of Impervious Area

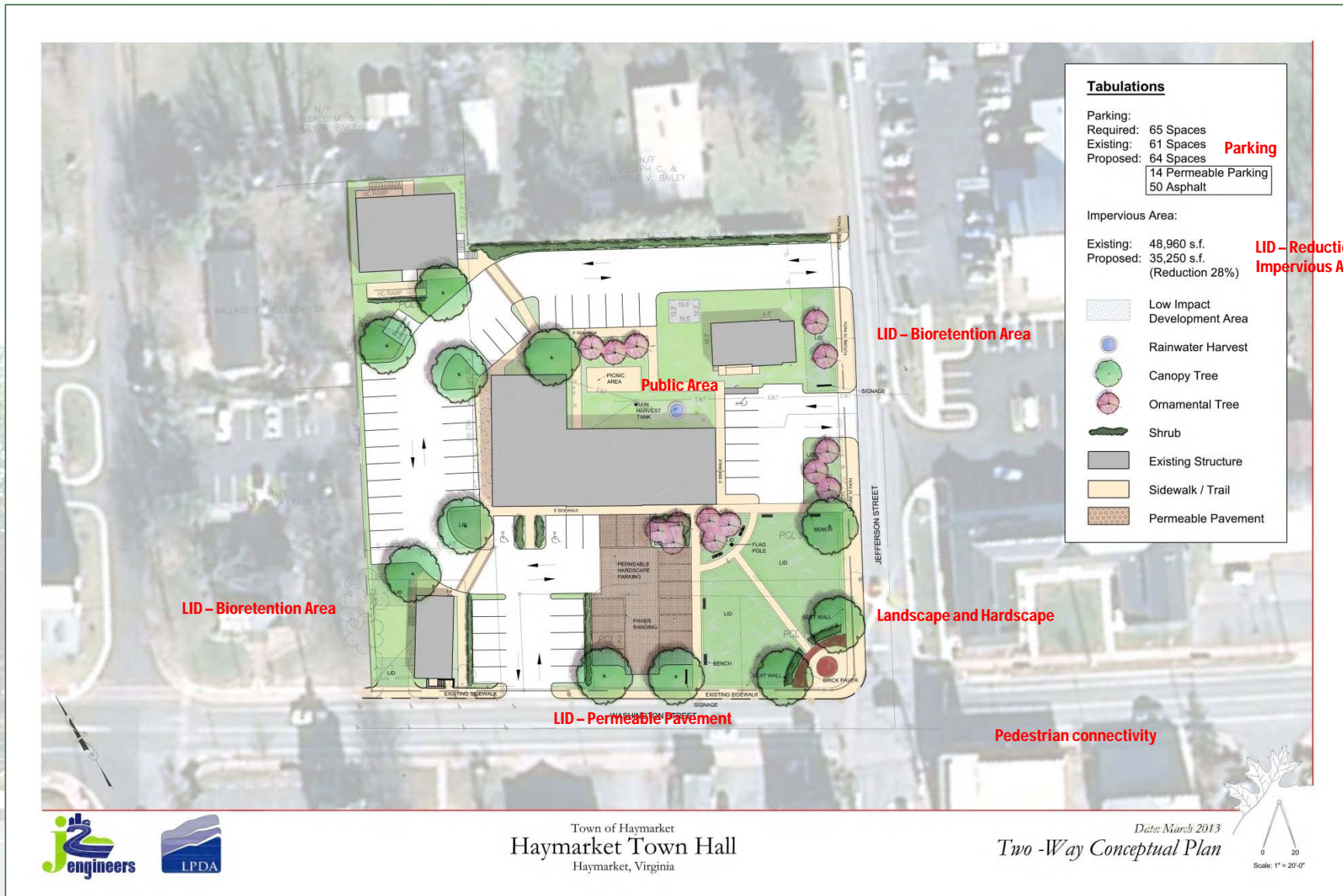
- Low Impact Development Area
- Rainwater Harvest
- Canopy Tree
- Ornamental Tree
- Shrub
- Existing Structure
- Sidewalk / Trail
- Permeable Pavement

Washington Street **LID - Permeable Pavement** **Pedestrian connectivity**

Site Circulation - One-way (Opt. B)

Town Hall Master Plan

Town of Haymarket



Site Circulation - Two-way



RINKER DESIGN ASSOCIATES, P.C.

Engineering • Surveying • Transportation • Traffic • Structures & Bridge
Right of Way • CEI • Land Planning • Environmental

TOWN OF HAYMARKET WAIVER REQUEST

Date: February 19, 2016
Project Name: Haymarket Town Center
Site Location: 15000 Washington Street
Applicant: Town of Haymarket

Requirements to be waived:

1. **Zoning Ordinance Section 58-700 to 58-702:** B-1 zoning adjacent to R-1 requires a 25 foot buffer with opaque screening.
2. **Zoning Ordinance Section 58-701 & 58-702:** B-1 zoning adjacent to B-1 requires a 10 foot buffer with no screening.
3. **Zoning Ordinance Section 58-703(e)(4):** There will be one interior parking lot tree for every 10 parking spaces.
4. **Zoning Ordinance Section 58-703(c)(1):** For parking adjacent to a public street a continuous strip at least 10 feet in width not inclusive of sidewalk shall be located between the property owner's parking lot and the property line.
5. **Zoning Ordinance Section 58-723(b):** There will be one street tree for every 25 feet of street frontage and plantings should be at even intervals wherever possible.
6. **VDOT Road Design Manual Buffer Strip:** A Design Waiver shall be submitted for buffer strips less than 3 feet for Posted Speeds 25 mph or less.

This plan is for improvements to the existing Haymarket Town Hall property. The purpose of the project is to improve the aesthetic appeal of the property by adding parking, curb & gutter, sidewalks and landscaping throughout the site as well as to address drainage issues.

We are hereby requesting that the Town will consider an alternative landscape screening and buffer yard design in accordance with Zoning Ordinance Section 58-699(c) which states, "Alternative planting programs achieving the objectives of the required screens shall be permitted to allow flexibility in landscape design. The planning commission and the architectural review board may approve any of the alternative screens or a combination of the alternatives if the applicant proves that the objective of the screen or screenings has been met. The planning commission or architectural review board may reduce or eliminate the requirements for a screen if a landscape plan proposes the use of hedges, shrubs, walls, berms or combination that achieve the same objective of the required screen." In addition Section 58-703(f) allows for flexibility in landscape design. This section states, "The town council may waive or reduce the requirement for perimeter parking lot landscaping as described in this section when a suitable screening alternative has been provided and is acceptable to the town council." We are unable to meet requirements 1 and 2 listed above while still satisfying the parking requirements for the proposed building uses on site. We are able to provide a 5 foot landscape strip with trees and shrubs along the entire length of the parking lot adjacent to the neighboring R-1 and B-1 zoned properties to the north of the site. In addition there is an existing 6 foot board fence separating our site from the residential properties. Since the plan will improve the screening between the site and neighboring properties by adding trees, shrubs and a 5 foot landscape strip that does not currently exist, a waiver should be justified.

We are also requesting that the Town consider an alternative landscaping design for the interior parking lot and along the frontage of Washington and Jefferson Street. We are unable to meet requirement 3 listed above due to the parking demands for the various building uses on the site. There is no room to provide

any additional interior landscape islands while still meeting the parking requirement. The plan currently provides 6 interior trees out of the 7 that are required for a lot with 74 spaces. We are also unable to meet requirement 4 listed above along Jefferson Street. Using the minimums for sidewalk, parking stalls and travelways, the landscape strip provided is approximately 6.6 feet along the frontage except where the VDOT shared use plan connects to the property. Zoning requirement 5 above cannot be satisfied due to obstructions along the frontage that prevent trees from being placed. Along Washington St. 3 trees (not adjacent to parking) are provided along the frontage out of the 5 required. There is no more space for trees along the street due to the existing building (#15020), the existing utility pole and guy wires, and feature wall around the town sign. An extra tree has been provided in the landscape strip adjacent to the parking lot to make up for one of the trees that the Washington Street frontage needs. Along Jefferson Street, 4 trees (not adjacent to parking) are provided along the frontage of the 7 required. The feature wall around the town sign, the walkway and porch of the existing house (#6630), and the shared use path at the corner of the site prevent any other trees from being placed along the frontage of Jefferson St. Although these requirements are not being met, the landscaping shown on this plan is a great improvement from the existing conditions of the site which provide little to no trees in the interior of the parking lot and along Jefferson and Washington Street frontage. A "Town Green" area is also provided as open space for Town functions. While not landscaped with trees and shrubs, this grassy area will be a benefit to the site.

VDOT requires a minimum of a 3 foot wide buffer strip between the back of curb and the sidewalk to place all lateral obstructions and to ensure that the pedestrian access route is free of obstacles. Along Jefferson Street, the sidewalk will be constructed immediately behind the curb in a similar manner to Washington Street. An 8' wide sidewalk will be provided as a continuation of the shared use path from VDOT plan #055-233-045 UPC 97735. There are no lateral obstructions in this vicinity and any that may be required in the future will be placed behind the sidewalk. A buffer strip is not provided due to the limited space on site and the Town's desire to provide a wide pedestrian access path across the Town Hall property on both Washington and Jefferson Streets.

SITE TABULATIONS
 G.P.N. 7298-90-0216, 7298-80-9226, 7298-80-8614, 7298-80-9407 & 7298-90-0102
 OWNER: TOWN OF HAYMARKET, VIRGINIA
 15000 WASHINGTON STREET, #100
 HAYMARKET, VA 20169
 ZONE: B-1 (TOWN CENTER DISTRICT)
 SITE ADDRESS: 15000, 15026, 15020, 15010 & 15004 WASHINGTON ST.
 TOTAL SITE AREA: 1.50 ACRES (65,365 SF)
 AREA OF PROPOSED ROW: 1,892 SF
 SETBACKS (NOTE, ONE BUILDING ADDITION IS PROPOSED):
 FRONT: 10' FEET FROM ROW
 SIDE & REAR: 10' FROM ROW, 25' FROM RESIDENTIAL, 0' FROM COMMERCIAL
 MAXIMUM LOT COVERAGE:
 ALLOWED: 85% (55,560 SF)
 PROVIDED: 79% (51,550 SF)
 OPEN SPACE:
 REQUIRED: 15% (9,805 SF)
 PROVIDED: 21% (13,815 SF)
 BUFFER REQUIREMENTS:
 25' WIDE BUFFER WITH AN OPAQUE SCREENING (ADJACENT TO RESIDENTIAL)
 - SEE LANDSCAPING TABULATIONS & PLAN ON SHEET 2
 10' WIDE BUFFER WITH NO SCREENING (ADJACENT TO COMMERCIAL)
 - SEE LANDSCAPING TABULATIONS & PLAN ON SHEET 2
 BUILDING HEIGHT:
 ALLOWED (PER ZONING): 35 FEET
 NEW ADDITION TO MUNICIPAL BUILDING: APPROX. 32'
 BUILDING AREA:
 APPROXIMATE SQUARE FOOTAGE OF EXISTING USES TO REMAIN: 19,886 SF (ASSUME 2 STORIES PER BUILDING)
 PROPOSED SQUARE FOOTAGE OF BUILDING ADDITION: 1,082 SF (2 STORY)
 TOTAL PROPOSED SQUARE FOOTAGE: 20,968 SF
 BUILDING USES: MUNICIPAL BUILDING, OFFICE, AND RETAIL
 MUNICIPAL BUILDING (#15014 & #15000): EX. 2-STORY BUILDING & PROP. 2-STORY ADDITION
 FIRST FLOOR = 6,105 SF (EX. BLDG) + 629 SF (PROP. ADDITION) = 6,734 SF
 SECOND FLOOR = 6,105 SF (EX. BLDG) + 453 SF (PROP. ADDITION) = 6,558 SF
 TOTAL = 13,292 SF
 OFFICE (#15020): EX. 2-STORY BUILDING
 TOTAL = 1,814 SF
 RETAIL (#6630 & #15026): EX. 2-STORY POLICE BUILDING & EX. 2-STORY HOUSE
 TOTAL = 4,238 SF (EX. POLICE BLDG) + 1,624 SF (EX. HOUSE)
 TOTAL = 5,862 SF

PARKING TABULATION
 EXISTING PARKING: 53 SPACES
 49 STANDARD SPACES
 4 ADA ACCESSIBLE SPACES
 REQUIRED PARKING:
 MUNICIPAL BUILDING (#15014 & #15000): 1 SPACE/300 SF = (13,292 SF) / 300 = 44.3 SPACES
 OFFICE (#15020): 1 SPACE/300 SF = (1,814 SF) / 300 = 6 SPACES
 RETAIL (#6630): 1 SPACE/250 SF = (1,624 SF) / 250 = 6.5 SPACES
 RETAIL (#15026): 1 SPACE/250 SF = (4,238 SF) / 250 = 17 SPACES
 TOTAL REQUIRED = 73.8 SPACES (PROVIDE 74)
 PROPOSED PARKING: 74 SPACES (TOTAL)
 71 STANDARD SPACES
 3 ADA ACCESSIBLE SPACES (3 HC SPACES REQUIRED FOR PARKING LOTS WITH 51-75 SPACES)
 COMPACT PARKING SPACES:
 10 COMPACT SPACES ARE INCLUDED IN THE PROPOSED LAYOUT.
 13.5% OF PARKING SPACES ARE COMPACT.

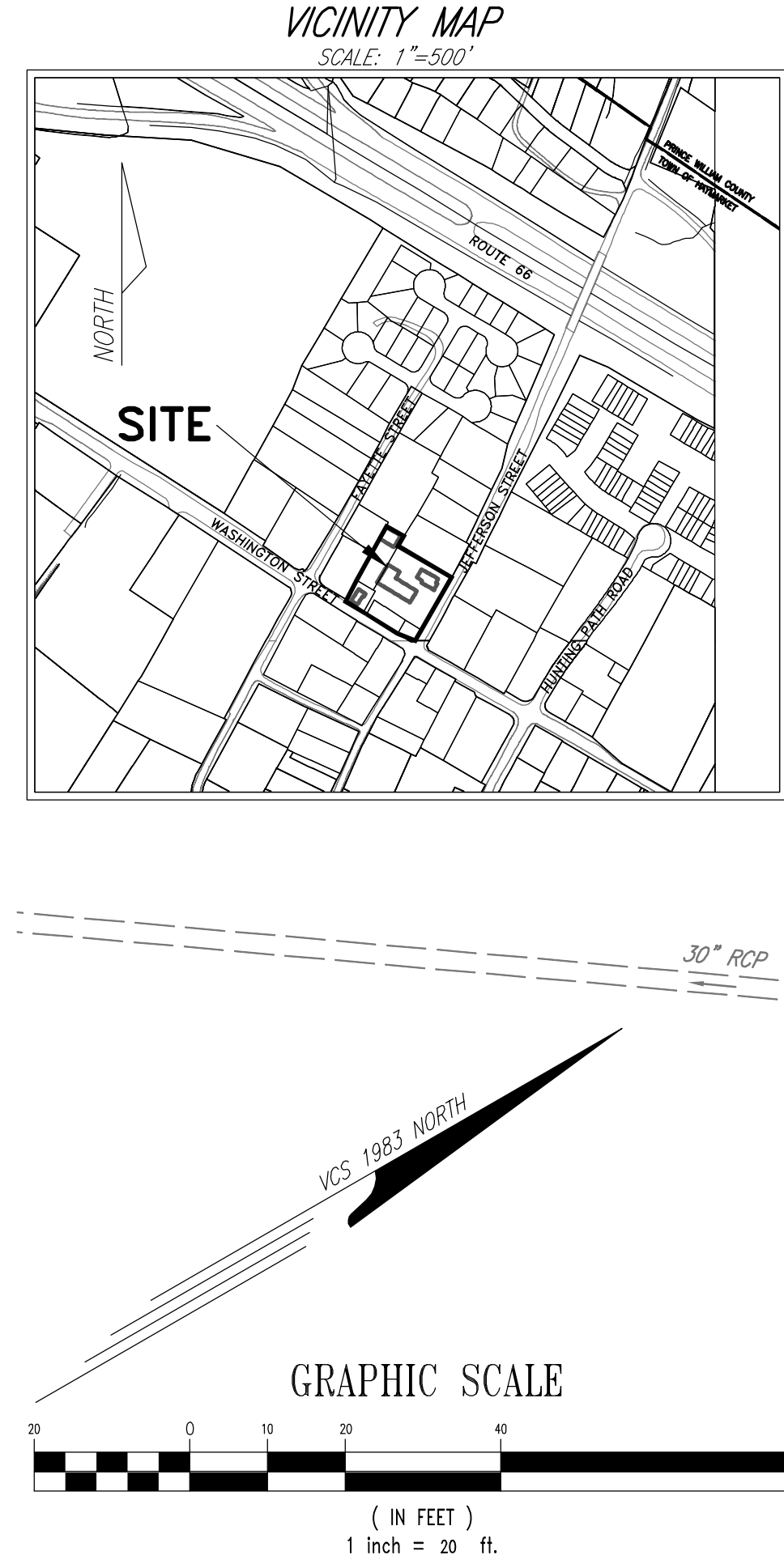
ESTIMATED TRAFFIC VOLUME:
 TRIPS GENERATED BY A SITE CONSISTING OF OFFICE AND RETAIL USE ARE COMPUTED USING "GENERAL OFFICE BUILDING (710)" AND "APPAREL STORE (876)" TRIP GENERATION RATES:
 WEEKDAY TRIPS PER 1,000 SF GFA (710): $LN(TRIPS) = 0.77 \times LN(15,106 SF/1,000 SF) + 3.65$
 TRIPS = 312 VPD
 WEEKDAY TRIPS PER 1,000 SF GFA (876): $TRIPS = 66.40 VPD \times (5,862 SF/1,000 SF)$
 TRIPS = 390 VPD
 TOTAL SITE TRIPS: 312 VPD + 390 VPD = 702 VPD

GENERAL NOTES:
 1. TO OUR KNOWLEDGE NO MAPPED RPA, 100 YEAR FLOOD BOUNDARY, CEMETERIES OR HISTORICAL SITES ARE LOCATED ON THE SITE.
 2. SIDEWALK PROPOSED ALONG JEFFERSON STREET TO BE STAMPED CONCRETE TO RESEMBLE BRICK.
 3. SIDEWALK PROPOSED ALONG WASHINGTON STREET TO BE BRICK SIDEWALK.
 4. THE SUBJECT PARCELS ARE LOCATED WITHIN THE OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY.
 5. A PHOTOMETRIC ANALYSIS WILL BE PERFORMED FOR THE EXISTING SITE LIGHTING TO DETERMINE WHETHER ADDITIONAL LIGHTING IS REQUIRED. PHOTOMETRIC ANALYSIS WILL BE PROVIDED WITH THE FINAL SITE PLAN.
 6. THE HORIZONTAL AND VERTICAL CONTROL SURVEYS WERE PERFORMED BY RINKER DESIGN ASSOCIATES IN SEPTEMBER 2014.
 7. SOURCE OF TOPOGRAPHIC MAPPING IS A FIELD RUN SURVEY BY RINKER DESIGN ASSOCIATES, DATED SEPTEMBER 2014. CONTOUR INTERVAL-ONE FOOT. THE HORIZONTAL DATUM USED FOR THIS SURVEY IS NAD 1983. ALL ELEVATIONS ARE BASED ON THE NAVD 1988.
 8. BOUNDARY SURVEY WAS PERFORMED BY RINKER DESIGN ASSOCIATES, DATED SEPTEMBER 2014.

SITE BOUNDARY, OWNER AND SETBACK INFORMATION

LINE #/CURVE #	LENGTH	BEARING/DELTA	CURVE RADIUS
C1	15.35	65.64	13.40'
L1	75.80'	N29° 10' 28.62"E	
L2	69.67'	N58° 07' 40.38"W	
L3	77.29'	N29° 27' 52.62"E	
L4	62.47'	S59° 21' 35.38"E	
L5	7.53'	S59° 21' 35.38"E	
L6	198.24'	N29° 10' 28.62"E	
L7	63.47'	N61° 23' 18.38"W	
L8	37.52'	N29° 27' 52.62"E	
L9	162.95'	N29° 27' 52.62"E	
L10	198.71'	S59° 43' 08.38"E	
L11	52.04'	S29° 27' 52.62"W	
L12	12.01'	N58° 07' 40.38"W	
L13	117.30'	N58° 07' 40.38"W	
L14	118.31'	S57° 27' 31.38"E	
L15	50.62'	S30° 32' 00.62"W	
L16	43.97'	N58° 07' 40.38"W	
L17	60.03'	S57° 27' 31.38"E	
L18	41.96'	S29° 47' 01.62"W	
L19	195.60'	S29° 47' 01.62"W	

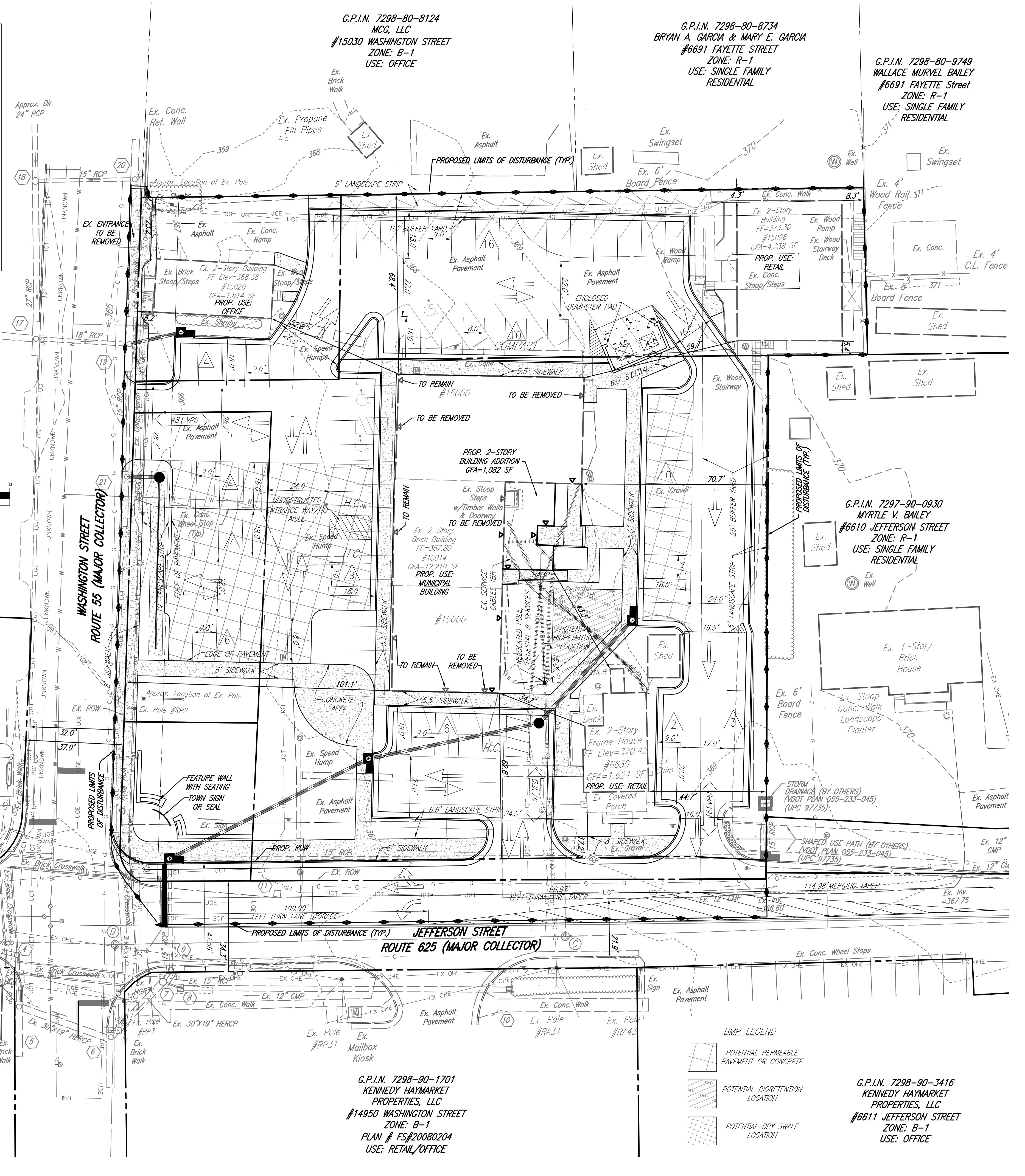
SITE PROPERTY OWNER INFORMATION:
 1. G.P.N. 7298-80-8616
 15020 WASHINGTON STREET
 OWNER: TOWN OF HAYMARKET
 ZONE: B-1 (AREA=0.123 AC)
 2. G.P.N. 7298-80-9226
 15026 WASHINGTON STREET
 OWNER: TOWN OF HAYMARKET
 ZONE: B-1 (AREA=0.288 AC)
 3. G.P.N. 7298-90-0216
 15000 WASHINGTON STREET
 OWNER: TOWN OF HAYMARKET
 ZONE: B-1 (AREA=0.882 AC)
 4. G.P.N. 7298-80-0407
 15010 WASHINGTON STREET
 OWNER: TOWN OF HAYMARKET
 ZONE: B-1 (AREA=0.139 AC)
 5. G.P.N. 7298-90-0102
 15004 WASHINGTON STREET
 OWNER: TOWN OF HAYMARKET
 ZONE: B-1 (AREA=0.068 AC)



G.P.I.N. 7297-89-8699
 PAYNE DEVELOPMENT, LLC
 #15011 WASHINGTON STREET
 ZONE: B-1
 USE: AUTO REPAIR

G.P.I.N. 7297-89-9391
 PAYNE DEVELOPMENT, LLC
 #15001 WASHINGTON STREET
 ZONE: B-1
 USE: OFFICE

G.P.I.N. 7297-99-0590
 OLD BANK, L.C.
 #14951 WASHINGTON STREET
 ZONE: B-1
 USE: RETAIL/OFFICE



G.P.I.N. 7298-80-8124
 MCG, LLC
 #15030 WASHINGTON STREET
 ZONE: B-1
 USE: OFFICE

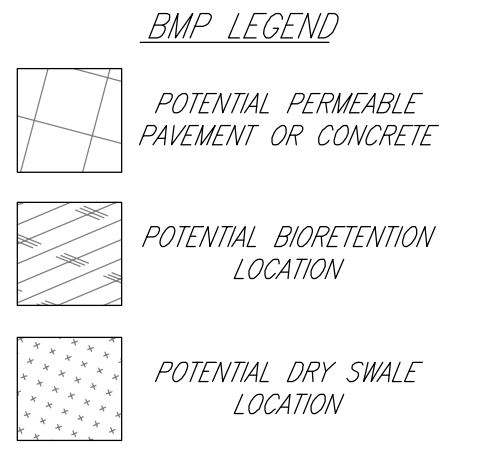
G.P.I.N. 7298-80-8734
 BRYAN A. GARCIA & MARY E. GARCIA
 #6691 FAYETTE STREET
 ZONE: R-1
 USE: SINGLE FAMILY RESIDENTIAL

G.P.I.N. 7298-80-9749
 WALLACE MURVEL BAILEY
 #6691 FAYETTE STREET
 ZONE: R-1
 USE: SINGLE FAMILY RESIDENTIAL

G.P.I.N. 7297-90-0930
 MYRTLE V. BAILEY
 #6610 JEFFERSON STREET
 ZONE: R-1
 USE: SINGLE FAMILY RESIDENTIAL

G.P.I.N. 7298-90-1701
 KENNEDY HAYMARKET PROPERTIES, LLC
 #14950 WASHINGTON STREET
 ZONE: B-1
 PLAN # FS#20080204
 USE: RETAIL/OFFICE

G.P.I.N. 7298-90-3416
 KENNEDY HAYMARKET PROPERTIES, LLC
 #6611 JEFFERSON STREET
 ZONE: B-1
 USE: OFFICE



Rinker Design Associates, P.C.
 9885 Discovery Boulevard, Suite 200, Manassas, VA 20108 Telephone: (703) 368-7373 Fax: (703) 257-5443
 on the web @ www.rdaenv.com
 Engineering * Surveying * Land Planning * Transportation * Environmental Services
 "Turning Challenges into Opportunities"



PRELIMINARY SITE PLAN
HAYMARKET TOWN CENTER REDEVELOPMENT
 TOWN OF HAYMARKET, VIRGINIA

REVISIONS:

DATE:	MAY 2015
SCALE:	1"=20'
DESIGN:	MMS, SDD
DRAFT:	MMS
CHECKED BY:	SDD
ARCH:	N/A
JOB NUMBER:	14-096-01
SHEET:	1 OF 3

LANDSCAPING TABULATIONS:

LANDSCAPE SCREENING REQUIREMENTS (PER Z.O. SEC. 58-689 THROUGH 58-702):

REQUIRED ADJACENT TO R-1 ZONE: 25' OPAQUE SCREEN (SC) TYPE BUFFER... REQUIRED ADJACENT TO B-1 ZONE: 10' BUFFER YARD, NO SCREENING REQUIRED...

PARKING LOT LANDSCAPING REQUIREMENTS (PER Z.O. SEC. 58-703):

REQUIRED LANDSCAPING: FRONTAGE TO PUBLIC STREETS (SEC. 58-723) ONE STREET TREE FOR EVERY 25' OF STREET FRONTAGE... REQUIRED LANDSCAPING: FRONTAGE TO PUBLIC STREETS (SEC. 58-723) WASHINGTON STREET REQUIRED: (66' + 52') FRONTAGE/25' = 5 TREES...

REQUIRED LANDSCAPING: PARKING ADJACENT TO PUBLIC STREETS (SEC. 58-703(c))

CONTINUOUS 10' LANDSCAPE STRIP NOT INCLUSIVE OF THE SIDEWALK SHALL BE LOCATED BETWEEN THE PROPERTY LINE AND PARKING LOT WITH ONE TREE FOR EACH 30 FEET OF STREET FRONTAGE... PROVIDED LANDSCAPING: PARKING ADJACENT TO PUBLIC STREETS (SEC. 58-703(c)) THE WIDTH OF LANDSCAPE STRIP ADJACENT TO PUBLIC STREETS IS LESS THAN 10' ALONG JEFFERSON STREET...

REQUIRED LANDSCAPING: ADJACENT TO PARKING (SEC. 58-703(d))

ADJACENT TO PARKING: 2 TREES & 6 SHRUBS PER 30' OF LANDSCAPE STRIP... PROVIDED LANDSCAPING: ADJACENT TO PARKING (SEC. 58-703(d)) PARKING LANDSCAPE STRIP REQUIRED: (150' + 160') STRIP/30' = 21 TREES AND 62 SHRUBS...

REQUIRED LANDSCAPING: INTERIOR PARKING (SEC. 58-703(e))

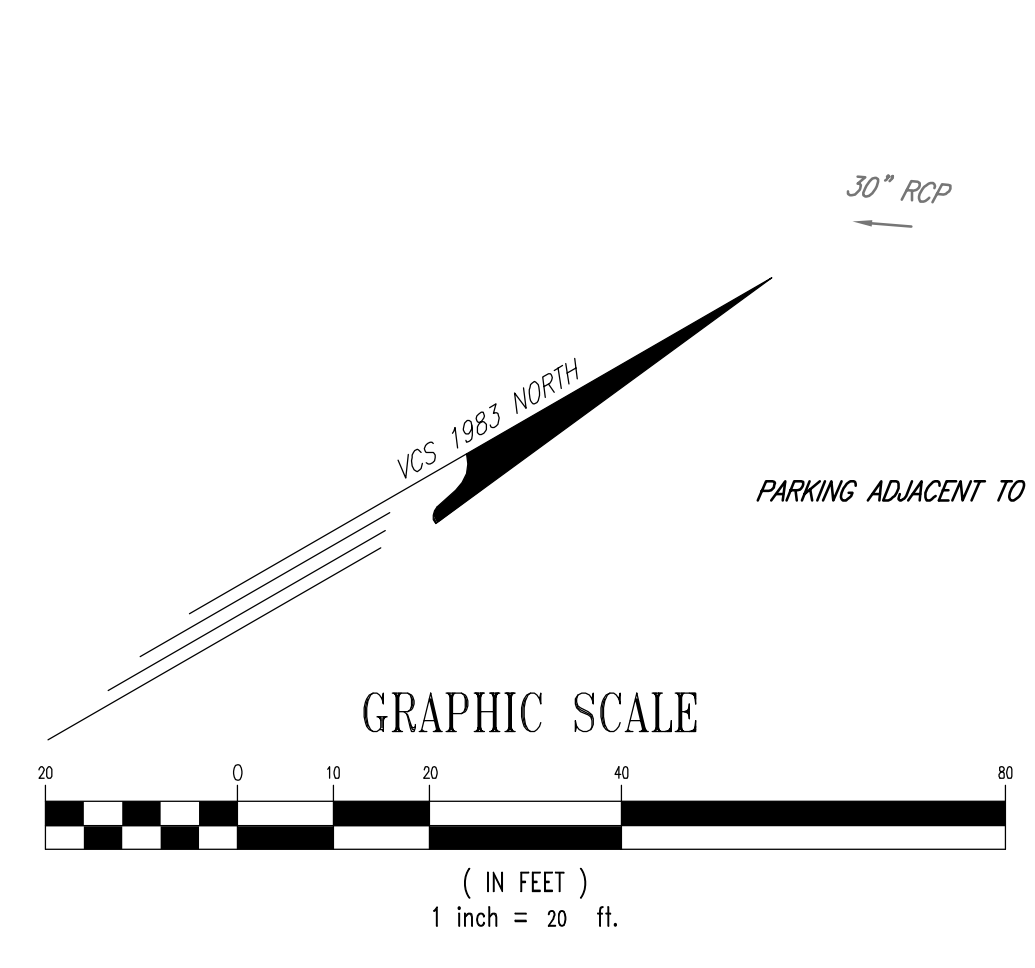
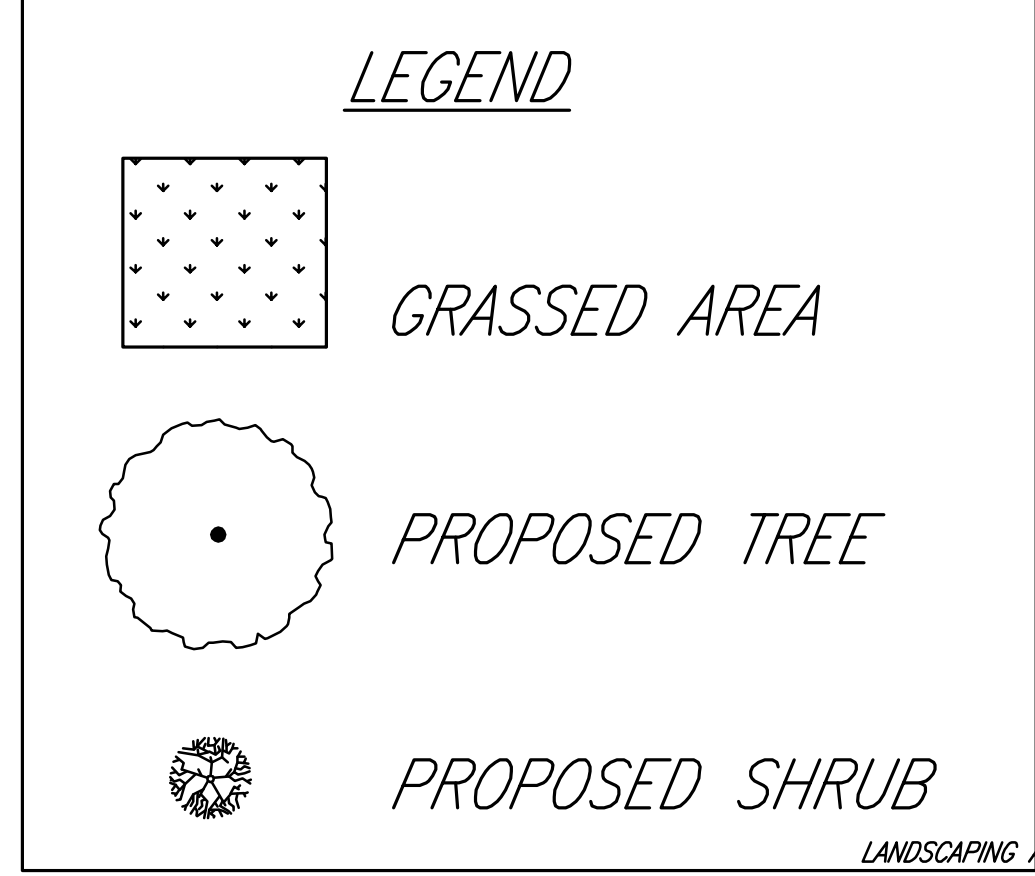
LANDSCAPED AREA TO BE 5% OF PARKING LOT AREA... PROVIDED LANDSCAPING: INTERIOR PARKING (SEC. 58-703(e)) LANDSCAPED AREAS PROVIDED (5% OF PARKING LOT REQUIREMENT)=1,432 SF (5.2%)...

PROVIDED LANDSCAPING: INTERIOR PARKING (SEC. 58-703(e))

LANDSCAPED AREAS PROVIDED (5% OF PARKING LOT REQUIREMENT)=1,432 SF (5.2%)... PROVIDED INTERIOR PARKING LOT LANDSCAPING TREES=6 TREES... PROVIDED INTERIOR PARKING LOT LANDSCAPING SHRUBS=23 SHRUBS...

SANITARY SEWER FLOW CALCULATIONS:

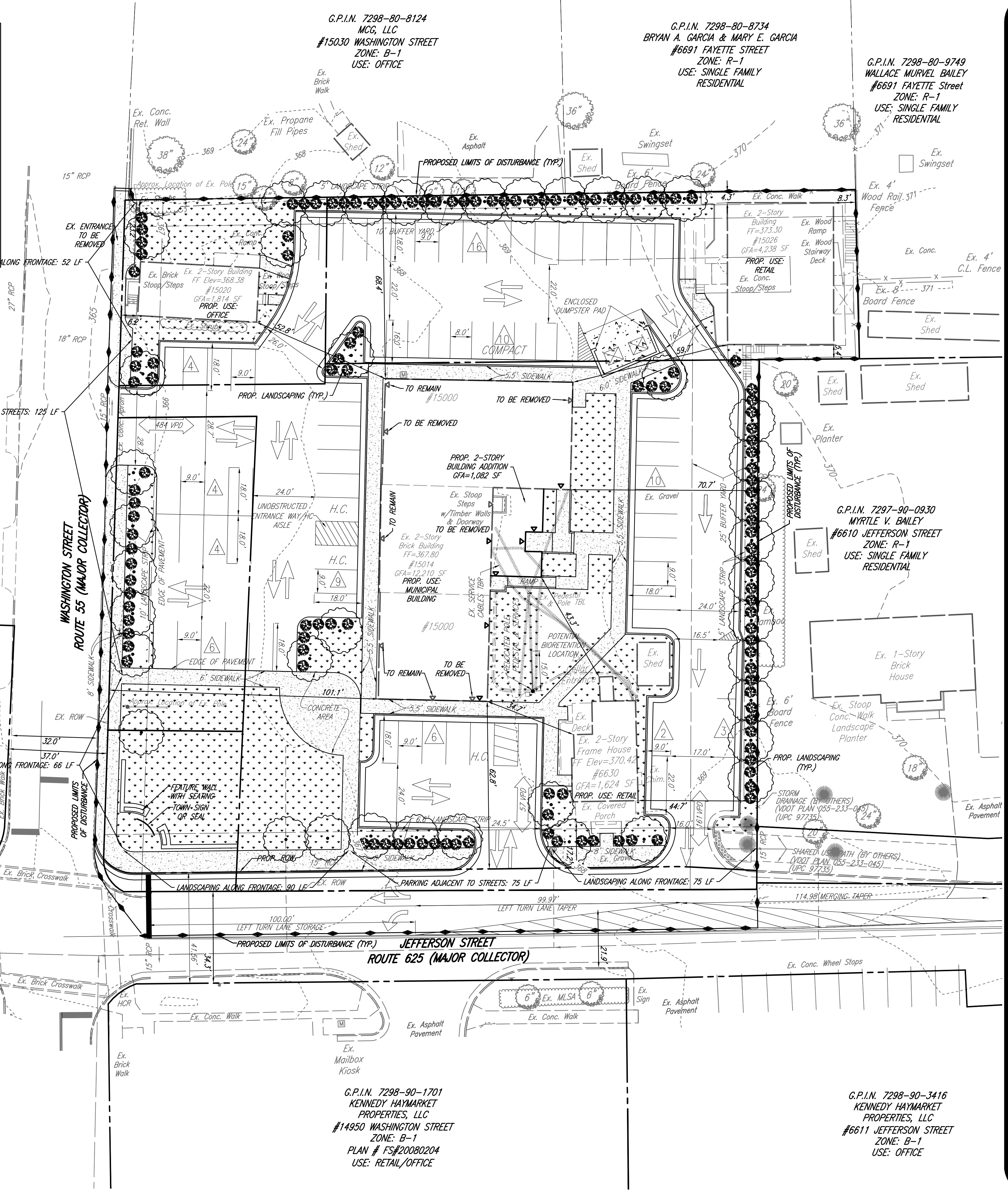
PWCSA USM, TABLE 1-4 AVERAGE DAILY WASTEWATER FLOWS: OFFICE/COMMERCIAL = 2,000 GPD PER ACRE... AVERAGE DAILY FLOW = 1.50 AC * 2,000 GPD/AC = 3,000 GPD... TOTAL = 3,000 GPD



G.P.I.N. 7297-89-8699 PAYNE DEVELOPMENT, LLC #15011 WASHINGTON STREET ZONE: B-1 USE: AUTO REPAIR

G.P.I.N. 7297-89-9391 PAYNE DEVELOPMENT, LLC #15001 WASHINGTON STREET ZONE: B-1 USE: OFFICE

G.P.I.N. 7297-89-0590 OLD BANK, L.C. #14951 WASHINGTON STREET ZONE: B-1 USE: RETAIL/OFFICE



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

COMMONWEALTH OF VIRGINIA SHARON D. DUSZA Lic. No. 039585 Professional Engineer

PRELIMINARY LANDSCAPE PLAN HAYMARKET TOWN CENTER REDEVELOPMENT TOWN OF HAYMARKET, VIRGINIA

REVISIONS: DATE: MAY 2015 SCALE: 1"=20' DESIGN: MMS, SDD DRAFT: MMS CHECKED BY: SDD ARCH: N/A JOB NUMBER: 14-096-01 SHEET 2 OF 3



TO: Town of Haymarket Town Council
 SUBJECT: Additional Improvements to the Southern Railway Caboose Deck
 DATE: 08/01/16

ISSUE: Adding additional access to the existing deck from the courtyard area.

BACKGROUND:

- Staff along with Council met for an events meeting on July 18th to discuss preparations for Haymarket Day. During the meeting, the location of the “Haymarket Beer Garden” became a topic for discussion. During this discussion the idea of creating a second set of access stairs at the rear of the deck was brought forward.
- After further reviewing the access to the deck, it was determined that having an additional egress would be beneficial.
- The idea was discussed with the Town Engineer. Her recommendation was that if a staircase was added to the rear of the deck that a path should be created so that there was continuous pedestrian flow
- In addition, the idea was discussed with the Building Official and he saw no issue with adding this improvement.
- Please see the attached graphic for the conceptual layout.

Budget Impact

- It is unknown at this time how this improvement will impact the budget

Recommendation

It is recommended that the Town Council authorize the Main Street Coordinator, Denise Andrews, to proceed with 1) Obtaining quote(s) for the improvement 2) Once quotes are received, to coordinate with Mayor Leake on engaging a contractor to install the improvement 3) Obtain all necessary permits and work with the Building Official to insure the overall safety of the improvement

ATTACHMENTS:

- Image -Modification of Museum Deck (PDF)



Attachment: Image -Modification of Museum Deck (2888 : Additional Improvements to the Southern Railway Caboose Deck)



TO: Town of Haymarket Town Council
SUBJECT: Capital Improvements Plan
DATE: 08/01/16

BACKGROUND

- Each year the Planning Commission forwards a recommended 5-Year Capital Improvements Plan to the Town Council. That Plan is attached this evening.
- The Capital Budget was detached from the operating budget for Fiscal Year 2017; the Capital Budget has not yet been funded in full.
- The maximum amount of additional funds remaining that can be allocated to Capital Projects, at this time is \$352,410. That figure is
- The allocation of the \$352,410 for each of those projects is to be determined by the Town Council for FY 2017.

STAFF RECOMMENDATION

- It is recommended that the Town Council review the available Capital Funds and advise staff of its desired funding for each project for FY 2017. Once those amounts have been determined a budget amendment can be prepared for Council approval.

ATTACHMENTS:

- CIP Proposal 08-01-2016 (PDF)



Capital Improvements Plan

Fiscal Years 2016-2021

Attachment: CIP Proposal 08-01-2016 (2893 : Capital Improvements Plan)

Table of Contents

Introduction Page 3

The Capital Improvement Plan Page 3

Planned Projects for 2016-2017 Page 5

General Government: Page 6

- I. Streetscape
- II. Washington Street Beautification
- III. Streets, Sidewalks, and Parking
- IV. Town Center Property
- V. Harrover Property
- VI. Town Administration
- VII. Town Signage

Police Department: Page 8

Museum: Page 9

2016-17 CIP Budget Page 10

Attachment: CIP Proposal 08-01-2016 (2893 : Capital Improvements Plan)

INTRODUCTION

The initial Capital Improvements Plan (CIP) for Haymarket was adopted in the early 1980s.

Haymarket initiated the CIP in the early 1980s by including projects into the annual fiscal budget and conducting periodic reviews and recommendations by the Planning Commission, which are accepted and approved by the Town Council.

The Town has been successful in completing many projects over the years and has done well in meeting impending needs while still working towards completion of more long range projects.

Haymarket's 2010 Census showed that the Town's population had significantly increased from 879 individuals in 2000 to 1,782 within ten years later. It was anticipated that the Town would grow between the 2000 and 2010 Census, but it makes the importance of the Capital Improvement Plan even more apparent.

The Town strives to keep the Capital Improvements Plan up to date and current by an annual review and update by the Town's Planning Commission and Town Council. The Town is committed to continually make recommendations for new projects and to making every effort to provide funding for crucial future projects for the betterment and sustainability of the Town.

THE CAPITAL IMPROVEMENT PLAN

The Capital Improvement Plan, or CIP, is an optional component of the Comprehensive Plan. A CIP is a management tool that deals with the construction, purchase or acquisition of major public facilities such as public buildings or improvements, land, parks, streets and sidewalks, technology advancements and major equipment. These items, due to their high cost and long-life expectancy, are not easily included in the annual operating budget.

A CIP covers a five-year period and is updated annually. The CIP process involves identifying projects needed over the ensuing five years and ranking them by priority. The projects are tentatively scheduled during this five-year period and a program for financing them is established. The first year of the adopted CIP becomes the basis for the capital budget; the remaining four years is the longer-term capital program. Annually, another year of projects is added and integrated into the CIP so that it always covers a five-year span.

Adoption of a Capital Improvement Plan can benefit the Town of Haymarket in important ways such as:

- Anticipating future capital facility needs;
- Correlating projects to meet community goals, financial capabilities and anticipated growth;
- Eliminating duplication and poorly planned expenditures;
- Encouraging cooperation with other governmental units;
- Establishing work schedules and cost estimates, thereby aiding local officials in projecting future expenditures;

- Providing an opportunity for early selection and acquisition of needed land before it increases in value or is lost to other uses;
- Helping the town get ready to apply for state and federal assistance;
- Enabling developers and public utility companies to plan improvements in anticipation of future capital facilities; and
- Getting town residents interested and involved in capital planning.

Capital improvements are generally costs of equipment, machinery, tools and software exceeding \$5000.00 or cost of infrastructure, building and property acquisition.

Capital Improvements costs do not include personnel, operations and management (O&M), debt service or other overhead costs.

SUMMARY OF PROPOSED PROJECTS for 2016-2017

The Town is planning on starting and/or completing the following projects within 2016-2017 fiscal years. The following projects are not within in particular priority or order. Some proposed projects have been carried from previous years within the CIP and is indicated by the year it was proposed and acknowledged by stating that the project has been “carried” from year to year until funding became available or the priority is needed. Not all of the following projects will necessarily be completed, but is included as they are being initiated this fiscal year.

Category	Project Description	Estimated Cost	Year Proposed
General Government	Shared Use Path	\$250,000*	2013-2014 (Carried)
General Government	Town Center Master Plan Construction	\$	2014-2015 (Carried)
General Government	Harrover Architectural / Engineering	\$	2015-2016 (Carried)
Police Department	Patrol Car	\$35,000	2016-2017
Museum	Caboose Renovations	\$15,500**	2013-2014 (Carried)

Total Estimated Cost for 2016-2017: \$700,500

NOTES:

***Federally funded through the Connolly funds.**

****Funded through a VDOT Enhancement Grant**

The following narrative of CIP projects is not based on priorities of the projects, which are categorized in the CIP spread sheet on page.

GENERAL GOVERNMENT

I. Streetscape:

This Streetscape Project was started in the late 90’s that constructed brick sidewalks to both sides of Washington Street. Construction also included crosswalks, decorative street lights, street

Attachment: CIP Proposal 08-01-2016 (2893 : Capital Improvements Plan)

trees, landscaping and dedicated bicycle lanes on Washington Street. Phase 1b would be the conclusion of the Town portion of the Streetscape project and would include the design, engineering and construction across the Harrover property to Bleight Drive.

II. Washington Street Beautification:

The Washington Street Beautification initiative is a continuation of the Streetscape project. By creating funding for additional aesthetic treatments to Washington Street these improvements help to add to the creation of a community by adding amenities such as benches, trashcans and bike racks. This contributes to the overall goal of creating a walkable community. Furthermore, funds within this category are also budgeted to make crosswalk repairs and replacement where necessary.

III. Streets, Sidewalks, Parking:

In an effort to increase the use of multi-modal transportation the Town has secured ear marked funding through a federal grant source for pedestrian improvements along Jefferson Street in coordination with the Old Carolina bridge replacement project. These improvements will provide a shared use path from the reconstructed Old Carolina Bridge to the Washington Street intersection.

The Town will also look to improve the aesthetic treatment of the Town's streets by exploring a street striping project that would create a street striping plan for the majority of the streets. A Street striping plan would create traffic calming affect by creating "edge" lines, and on some streets create a defined center line. Aesthetically, having a striping plan on the Town's streets leads to the having a more defined and finished look.

IV. Town Center Property:

In 2010 the Town Council decided that it was going to make the property at 15000 Washington Street the Town Center and Administrative Offices. As a Town progressing to move forward with initiatives against blight of aging structures the Town sees that it is important for the integrity of the Town as well as the economic well being of the center of the Town for the Town to invest in the community by renovating the Town Center property. This process began with a

Conceptual Master Plan that was completed in May of 2013. This conceptual plan is now being engineered and construction is slated to begin in the spring of 2017, which will address the storm water drainage issues on the site, the aesthetic features to the buildings, and create a community focal point with a Town “green” application. In May of 2016 the Town completed the renovation and movement of the Town’s Police Department over to the Town Center main building, creating a permanent location of the Police Department. The Town intends to move forward with future façade improvements and site improvements within the coming years. As these improvements are made the Town will need to invest into installing a security surveillance system for the site in general.

V. Harrover Property:

Similar to the initiative at the Town Center property, the Town has completed the creation of a Master Plan for the identified public use property. The Town has designated the Harrover property for the development of a municipal park. Much like the Town Center property project, the Town will fund architecture and engineering this coming fiscal year and potentially some construction in this fiscal year or in subsequent years as funding allows for significant construction projects. The Town will also construct smaller fiscally feasible projects that are part of the Master Plan in the coming years.

VI. Town Administration:

One of the many areas that the Town prides itself on is the ability to keep up with modern technologies with regard to informing the public about the Town and offering the residents and public in general the ability to access their local government. In continuing these efforts it has been determined that as we have made significant upgrades to our audio system in the Council Chambers, there is still a need to enhance the visual equipment. As technologies continue to advance, it is the desire of the Town to become less dependent upon paper and will explore going to handheld devices for meetings. As technology of the facility improves, the need for additional security and reorientation of the administrative offices will also need to be addressed. As part of the Town Center Property project, the administrative offices are planned to be renovated and re-orientated to function more efficiently as a municipal government building. It is the goal to utilize the main building on the Town Center site as a “regional government center” and has begun the process by relocating the Town’s Police Department on the eastern side of the main

floor. The Town intends to continue the process of updating and renovating the Town Hall with façade and grounds improvements.

VII. Town Signage:

One of the more important characteristics within any community is its gateways. Gateway signage is the first impression any community has upon visitors. Understanding this, the Town will be creating gateway signage that is symbolic of the Town's values while at the same time honoring the Town's history. Town is also working with the Journey Through Hallowed Ground through the ARB to also compliment their endeavors as the Town is part of the Journey. Furthermore, the Town will also work with the Department of Historic Resources and the Department of Conservation and Recreation to place within the Town a National Historic Marker and to construct signage along Interstate 66 acknowledging our Historic District and museum.

POLICE DEPARTMENT

The Police Department within a Town provides its own unique needs, set of capital improvements and capital assets. The nature of the Town's Police Department provides a wide range of services and therefore requires additional equipment for the delivery of their services.

The Town will plan on purchasing another police cruiser that will replace the oldest current patrol car in the fleet. This improvement is considered a capital asset. With public safety in mind, the Police Department purchased and installed two RADAR speed indicator signs along Washington Street. The Police Department will explore purchasing two additional signs for the installation of RADAR Speed Indicator signs along Jefferson Street in both the north and south directions upon entering the Town. Finally, in addition the Town will explore the possibilities of purchasing an additional variable message board. In 2013, the Police Department was successful in obtaining a grant that covered the cost of purchasing one variable message board. Through this CIP the Town will look to provide additional message boards.

MUSEUM

The Town’s museum is one of the oldest buildings in the Town. The museum is open from the spring through the fall and only closed during the winter, although does open by appointment. As a matter of maintaining the building as a destination location and stop for out of town visitors, the Town will look into making landscaping improvements around the facility. In the upcoming fiscal year the Town will finalize a VDOT Enhancement Grant to construct a deck structure that will go from the rear museum exit to the Caboose and will feature two interpretive signs about the history of rail and transportation within the Town.

Adopted this ___day of August, 2016

TOWN OF HAYMARKET, VIRGINIA

ATTEST:

Jennifer Preli, Town Clerk

Motion to approve:
Second:
Voting Aye:
Voting Nay: 0
Absent: 0
Abstaining: 0

Attachment: CIP Proposal 08-01-2016 (2893 : Capital Improvements Plan)



Town of Haymarket
2016-2021 Capital Improvements Plan

	Town Contributions					Total Project Costs
	Current Year	Future Years				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	
GENERAL GOVERNMENT						
Streetscape						
Phase 1b		\$100,000	\$800,000			\$900,000
Washington Street Beautification						
Painting of Light Posts		\$20,000				\$20,000
Benches, Pads, Trashcans, Bike Racks		\$5,000	\$5,000	\$5,000	\$5,000	\$20,000
Crosswalk repair		\$50,000			\$20,000	\$70,000
Streets, Sidewalks, Parking						
Shared Use Path	\$350,000					\$350,000
Street Striping (Traffic Calming)			\$7,500		\$7,500	\$15,000
Sidewalk extension (Jefferson St./ Town Side Streets)			\$50,000	\$100,000		\$150,000
Town Center Property						
Master Plan Engineering		\$0				\$0
Master Plan Construction						
Security Surveillance System				\$10,000		\$10,000
Haymarket Community Park						
Master Plan Engineering						\$0
Master Plan Construction		\$2,000,000	\$2,000,000	\$2,000,000		\$6,000,000
Town Administration						
Information Technology Upgrades		\$25,000		\$25,000		\$50,000
Town Signage						
4 Gate Way Signs		\$25,000	\$25,000			\$50,000
National Historic Registry Marker				\$5,000		\$5,000
Historic Highway Markers				\$5,000		\$5,000
Quiet Zone						
Quiet Zone Implementation		\$150,000	\$150,000	\$250,000		\$550,000
POLICE DEPARTMENT						
Police Cruiser	\$35,000	\$35,000		\$35,500		\$105,500
RADAR Speed Indicator Signs		\$15,000				\$15,000
Scene/Event Lights						\$0
6x12 enclosed Trailer						\$0
Variable Message Boards			\$20,000			\$20,000
MUSEUM						
Caboose Renovations	\$15,000					\$15,000
Totals	\$400,000	\$2,425,000	\$3,057,500	\$2,435,500	\$32,500	\$7,450,500

Attachment: CIP Proposal 08-01-2016 (2893 : Capital Improvements Plan)



TO: Town of Haymarket Town Council
SUBJECT: Dominion Virginia Power
DATE: 08/01/16



TO: Town of Haymarket Town Council
SUBJECT: VRE - Haymarket/Gainesville Extension
DATE: 08/01/16



TO: Town of Haymarket Town Council
SUBJECT: Enter into Closed Session
DATE: 08/01/16

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: 08/01/16

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.