



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, July 5, 2016

7:00 PM

Council Chambers

1. Call to Order

2. Invocation

3. Pledge of Allegiance

4. Citizen's Time

5. Public Hearings - Joint with Planning Commission

- A. 6680 Fayette Street Rezoning
- B. Town Center Property Preliminary Site Plan Waivers

6. Minutes Acceptance

- A. Mayor and Council - Regular Meeting - Apr 4, 2016 5:00 PM
- B. Mayor and Council - Special Meeting - Jun 14, 2016 7:00 PM

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
- B. Town Center Property Preliminary Site Plan Waivers - Marchant Schneider
- C. Appropriation Request - Mayor Leake
- D. Appointment of Interim Town Manager
- E. Town Manager Job Description
- F. Town Council Code of Ethics & Standards of Conduct - Mayor Leake
- G. Dominion VA Power 230 kV Transmission Line & Substation
- H. VRE - Haymarket Extension
- I. Enter into Closed Session
- J. Certification of the Closed Session

9. Councilmember Time

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

10. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, April 4, 2016

5:00 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 5:00 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. Department Reports

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

3. Break 6:30 PM

4. Invocation - 7:00 PM - Rev. Sean Rousseau

Reverend Sean Rousseau is here this evening to offer the invocation.

5. Pledge of Allegiance

6. Citizen's Time

A. Child Abuse Prevention Awareness Month

A Proclamation to Observe Child Abuse Awareness Month

WHEREAS, the problem of child abuse and neglect effects many of our children and reached epidemic proportions; and

WHEREAS, our state faces a continuing need to support innovative programs to prevent child abuse and assist parents and family members when child abuse occurs; and

WHEREAS, preventing child abuse and neglect is the responsibility of all citizens; and

WHEREAS, every child is entitled to be loved, cared for, nurtured, and to feel secure; and

WHEREAS, community action is needed to help families break the cycle of abuse and improve family life;

NOW, THEREFORE, be it proclaimed that the Town Council of Haymarket, Virginia does hereby recognize the month of April 2016 as Child Abuse Prevention Awareness Month and urge all citizens and institutions, both public and private, to support services to prevent child abuse, thereby strengthening the communities in which we live.

7. Minutes Acceptance

A. Mayor and Council - Regular Meeting - Mar 7, 2016 5:00 PM

Minutes Acceptance: Minutes of Apr 4, 2016 5:00 PM (Minutes Acceptance)

Councilman Pasanello has asked that discussion be included in the minutes with regard to the I-66 HOT Lanes presentation by VDOT. The minutes will be considered at the next regularly scheduled Council meeting.

8. Agenda Items

A. Budget Amendment - Resolution # 2016-004

Move to adopt Resolution 2016-004 Amending the Fiscal Year 2016 Adopted Budget, as amended.

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

B. Draft Fiscal Year 2016-2017 Budget Presentation

The Town Manager presents the draft Fiscal Year 2017 Budget to the Town Council

C. Sale of 14710 Washington Street Structure

Move to approve the sale of 14710 Washington Street (dwelling only) and authorize the Town Manager and Town Attorney to finalize the sale and begin the commencement of the removal through contract with the approved buyer.

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

D. Condition of Premises Ordinance

Councilman Morris asks if this ordinance has any authority over HOA guidelines. The Town Attorney responds that it is concurrent authority between the Town and HOAs. The Town Attorney reminds that this ordinance is in place to obtain compliance. Councilwoman Edwards feels this ordinance creates a slippery slope with regard to potential demolition. Councilman Woods reminds that he doesn't want our historic buildings in a state of disrepair. Councilman Caudle feels something has to be done. Councilman Pasanello reminds that we do have a problem with blight and feels we have to move forward with something. The Town does have some checks in place for any process that may circumvent compliance. Councilwoman Edwards knows that there are folks waiting for the opportunity to demolish the historic buildings. Vice Mayor Aitken reminds that those who want to demolish have that option today without adopting this ordinance. This ordinance gives a set of tools to help toward preservation. Should a property owner not comply with enforcement, the Town then has the ability to cure and place a lien on the property. If any lien remains unsatisfied for longer than two years, the Town can force a sale.

Move to adopt Ordinance 2016-003 by adding sections 22-3 through 22-5 and amend Section 22-2.

Discussion: Councilman Pasanello asks for clarification on 22-4, the Manager or his or her assigned has the authority to make determinations but in 22-5 who makes that determination and they can appeal it to the Council? 22-5 is dealing with dangerous structures/conditions, 22-4 is more minor or general in nature.

RESULT:	ADOPTED [5 TO 1]
MOVER:	Steve Aitken, Vice Mayor
SECONDER:	Kurt Woods, Councilman
AYES:	Caudle, Morris, Woods, Pasanello, Aitken
NAYS:	Susan Edwards

E. VML Vaco Finance Proposal

VML/VACO has submitted a proposal for professional services to the Town. The proposal is two parts, a financial analysis and credit benchmarks. Finance committee members

Minutes Acceptance: Minutes of Apr 4, 2016 5:00 PM (Minutes Acceptance)

Councilman Pasanello and Vice Mayor Aitken would like to have VML/VACO attend the next Finance meeting so that they can better understand the totality of the proposal. This matter will be deferred until the Finance Committee makes a recommendation on how to proceed.

F. Harrover Property - Next Steps

Move to authorize the Town staff, under the direction of the Town Manager to advertise immediately the site design of the Harrover property, purchase eight (8) picnic tables, and to commence a park naming contest for the residents. All three directives should be accomplished within 45 days.

Discussion: *Vice Mayor Aitken asks if 45 days is enough to research what we need and their placement. The Town Manager believes ordering the items can be accomplished within 45 days. Councilman Morris suggests we seek young men seeking Eagle Scout badges.*

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

G. VRE Update

Councilman Pasanello announces that there will be a series of committee meetings coming up.

H. Dominion VA Power 230 kV Transmission Line & Substation

The Board of County Supervisors have voted to withdraw as a Respondent in this case (PUE-2015-00107). Councilman Pasanello wishes to express his concern to the County on behalf of the Town, if there are no objections. The May 2, 2016 hearing needs a large turn-out. The hearing is at 7:00 PM at Battlefield High School. The plan is to fill the auditorium to overflow. Please get as many folks as possible to attend this meeting.

I. Police Department Construction Change Order

Move to fund the phase I police department build out construction and administration services with Rinker Design Associations from the Town Center line item

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

9. Councilmember Time

A. Kurt Woods

- *Councilman Woods has nothing to add this evening*

B. Joe Pasanello

- *Councilman Pasanello has nothing additional to add this evening*

C. Chris Morris

- *Councilman Morris feels better prepared now going into the budget season this year than last year, he thanks the Town Manager and the staff for the preparation*

D. Susan Edwards

- *Councilwoman Edwards would like to gently say that it is a little discouraging that Council picks and chooses when they want to use the historic designation for their gain*

E. Matt Caudle

- *Councilman Caudle has nothing additional to add this evening*

F. Steve Aitken

- *Vice Mayor Aitken has nothing additional to add this evening*

G. David Leake

10. Closed Session

A. Closed Session

Move to enter into closed session pursuant to 2.2-3711

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

A. 7. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter, specifically the Finley Asphalt & Sealing contract and Haymarket 1, LC condemnation matter.

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

B. Certification of Closed Session

Move to certify that to the best of each member's knowledge 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: Chris Morris, Councilman
SECONDER: Kurt Woods, Councilman
AYES: Caudle, Morris, Woods, Pasanello, Edwards, Aitken, Leake

C. Sale of Structure at 14710 Washington Street

Move to authorize the Town Manager to complete the contract for the sale of 14710 Washington Street, structure only to Haymarket Properties, LLC based on the contract and authorize the Town Manager to spend up to the amount discussed in closed session for the filling and regrading of the vacated foundation at 14710 Washington Street

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

11. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

Minutes Acceptance: Minutes of Apr 4, 2016 5:00 PM (Minutes Acceptance)

Jennifer Preli, Town Clerk

David Leake, Mayor

Minutes Acceptance: Minutes of Apr 4, 2016 5:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, June 14, 2016

7:00 PM

Council Chambers

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

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. Swearing In Ceremony

A. 2016-2018 Town Council

Mr. Bob Fitzsimmonds, Prince William County, Deputy Clerk of the Circuit Court is here this evening to swear in Council Members taking office on July 1, 2016. The 2016-2018 Town Council is:

Mayor David Leake, Susan Edwards, Joe Pasanello, John Cole, Chris Morris, Connor Leake, & Steve Aitken

3. Agenda Items

A. Presentation VML/VACO

The Town contracted with VML/VACO Finance to perform a financial analysis of the Town. They are here this evening to present their report.

B. Fiscal Year 2017 Budget & Tax Rates

Move to adopt Resolution 2016-008, a resolution to adopt the Fiscal Year 2017 General Fund Budget, Capital Fund Budget and the proposed Tax Rates in support of the Budget

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

C. Capital Improvements Plan

Move to adopt the 2016-2021 Capital Improvements Plan as recommended by the Haymarket Planning Commission

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

D. Town Facilities

E. Payable, Receivables & Check Signing Policy

Move to adopt Resolution # 2016-009 Payables/Receivables/Check Signing Policy as presented

Minutes Acceptance: Minutes of Jun 14, 2016 7:00 PM (Minutes Acceptance)

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

F. Dominion VA Power 230 kV Transmission Line & Substation

WHEREAS, Virginia Electric and Power Company d/b/a Dominion Virginia Power (“DVP”), filed an application with the Virginia State Corporation Commission (“SCC”), case no. PUE-2015-00107 (“Application”), for approval and issuance of a certificate of public convenience and necessity to construct and operate electric facilities for a 115 kV transmission line conversion, a new Haymarket 230 kV Double Circuit Transmission Line, and a new 230-34.5kV Haymarket Substation (“Haymarket Project”); and

WHEREAS, the Town of Haymarket (“Town”) previously expressed concern that the Haymarket Project does not serve a public need, but instead serves the need of a single customer, and accordingly, the Town requested the SCC to obtain an independent assessment of the Application;

WHEREAS, the SCC retained the services of Mid Atlantic Environmental LLC (“MAE”), an environmental engineering firm, to review and evaluate the DVP proposed routes and alternatives in the Application; and

WHEREAS, both MAE’s independent report and the Commission’s own Staff Report find that the Haymarket Project does not serve a public need, and instead is needed to provide service to a single customer;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Haymarket, meeting in special session this 14th day of June, 2016, that the council hereby supports the findings and conclusions of the independent consultant and the Commission Staff that the Haymarket Project does not serve a public need and instead is needed to provide service to a single customer; that in such a case, the cost allocation rules would require such a customer to have sole responsibility for the costs associated with a line extension to service its needs; and further that the I-66 Hybrid Alternative Route has the least negative impact and is the preferred route, all more specifically as follows:

1. Supports the findings and conclusions in the prefiled testimony of June 2, 2016 on behalf of the SCC staff, by Neil Joshipura, Utilities Engineer in the Division of Energy Regulation (employed by the SCC), sponsoring the Commission Staff Report on the Application, which states that, “[T]he Project is needed to provide service to a new customer, rather than to enhance overall system reliability, and the Staff notes that without the request for service to the Haymarket Campus, the project would not be needed.” (Page 22, lines 19-21.)
2. Supports the further finding and conclusion in the Commission Staff Report that, “If the Commission determines that the Project is essentially a line extension to service the Customer and subject to Section XXII, then cost allocation and recovery for the Project would follow in accordance with Section XXII” whereby the new customer would have sole responsibility for the costs associated with the line extension to the Haymarket campus.
3. Supports the finding and conclusion in the testimony of Wayne D. McCoy, President of MAE, prefiled on June 2, 2016, summarizing MAE’s findings and conclusions in its report entitled, “Report to the Virginia State Corporation Commission on the Environmental Aspects of the Proposed Dominion Virginia Power Haymarket 230 kV Double Circuit Transmission Line and 230-34.5 kV Haymarket Substation,” which states, “We find that the I-66 Hybrid Alternative Route offers the least impact to the project area,” and, further, that it is consistent with testimony provided to the SCC by concerned residents and elected officials during local hearings.
4. Supports the further finding and conclusion in the independent assessment by MAE that states, “Based upon MAE’s analysis, in order to mitigate the visual and natural resource impact of the

transmission line, recommend the I-66 Hybrid Alternative as the preferred route.”

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

G. Town Manager Job Description

Move to adopt the Town Manager job description as presented this evening.

Discussion: *Vice Mayor Aitken thanks Councilman Pasanello for his time put into revising the job description*

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

H. ARB Appointment

Move to appoint Bond Cavazos to the Architectural Review Board to the unexpired term ending June 30, 2019

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

I. Enter into Closed Session

Move to enter into closed session pursuant to 2.2-3711

A (7) 7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter, specifically Blue Sky Events vs. Town of Haymarket

A (1) Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; specifically the candidates for the Town Manager position

A (29) Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body., specifically bids received for landscaping services.

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

J. 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

4. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

 Jennifer Preli, Town Clerk

 David Leake, Mayor

Minutes Acceptance: Minutes of Jun 14, 2016 7:00 PM (Minutes Acceptance)



TO: Town of Haymarket Town Council
 SUBJECT: Main Street Coordinator's Report
 DATE: 07/05/16

Coffee & Conversation

On Monday, June 13th the Town held its quarterly Town Business Social. There were 22 businesses in attendance including 7 first time business owners.

Topics that were discussed:

- Health & Fitness Fair
- Haymarket Day
- Sign Ordinance
- Blight Ordinance
- New businesses coming to Haymarket

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

Haymarket Health & Fitness Fair 2016

The Health & Fitness Fair was held on Saturday, June 25th from 8 am until 2 pm.

The goal of this event was to provide the community with: information, demonstrations, and education on the various disciplines of health, fitness & wellness.

NOVANT Health/UVA was here with their mammography mobile coach.

The Lions Club conducted "free" vision screenings and there were over 40 Remarkably YOU screenings done by NOVANT Health/UVA inside Town Hall.

The day's events included:

- Live fitness demonstrations were performed by: Next Level Fitness, Transform Power Yoga, Bull Run Academy, and Black Dragon Martial Arts
- Shenandoah Water & Coffee was our official water sponsor and they served free water during the event
- PWC Fire Station #4 (Gainesville) brought 2 fire trucks and a rescue pickup truck. They discussed fire safety, and brought gear for the kids to try on.
- The Very Thing for... Her sponsored the 4 hula hoop contest
- Imagine Entertainers (our face painter) painted over 60 faces.
- Safari Bingo hula hooped with the kids and blew "beach ball" sized bubbles
- Patient First of Gainesville is sponsoring "misting tent"
- Attendance estimated between 225 - 300 people with 53 participating vendors

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. Exact layout TBD.

- This year we will pay tribute to our Country with an “Americana” theme.
- Staff is reaching out to 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 “cooling” station as well as nursing and restroom facility.
- Foster’s Grille will have either an eating (burger or hot dog) contest or a burger stacking contest.
- To date we have received 80 applications not including those who will do “store front” booths



TO: Town of Haymarket Town Council
SUBJECT: Treasurer's Report
DATE: 07/05/16

- The current year Profit & Loss report is attached. As this Fiscal Budget year comes to an end on June 30th, we will still be receiving revenue and expenses pertaining to June throughout the month of July. These will be entered with a June date to reflect the month that services were provided and obtained.
- In Revenues we have exceeded the budgeted line items in most categories. The exception being Rental Income. This was due in part to The Very Thing being budgeted for, prior to the business closing. Also 6630 Jefferson Street (The Very Thing for Her) had some lease negotiations that lowered the monthly rent.
- Expenses appear to be on target, with a few categories even being well under budget. Public Safety is over budget due in part to payroll being over, as the full time Chief position was filled during the course of the budget year. Also the Part Time Employee worked more than budgeted. These items are corrected in the upcoming Fiscal Year budget.
- The Budget is a guideline and most often reflects the overall health of the local Economy. Staff does everything they can to abide by and not exceed those guidelines. There will always be exceptions and unforeseen circumstances that will cause categories and line items to exceed in Expenses, or be under budget in Revenue.
- The Town's contracted CPA, Mary Earhart, will be coming on August 16th to help prepare for the upcoming Audit, which should take place in September. Ms. Earhart was here on June 8th to go over the books, and help with some payroll questions, Journal Entries and "clean up" some items in Quick Books. Her returning in August is due to items mentioned above that will be received in July that encompass the month of June. She will work in conjunction with the Auditors to get the Town's books ready for the upcoming Audit.
- A budget amendment will be forthcoming in August to budget in the Transfer of Cash Reserves for Capital Expenses. The Transfer of Cash Reserves was left blank intentionally so that we could provide a more accurate figure reflective of the actual cash on hand on June 30th.

ATTACHMENTS:

- 2 - Treasurer Profit and Loss Report (PDF)

12:13 PM
06/28/16
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through June 2016

Ordinary Income/Expense	Jul '15 - Jun 16	Budget	% of Budget
Income			
3110 - GENERAL PROPERTY TAXES			
Real Estate - Current	287,862.44	292,000.00	98.6%
Public Service Corp RE Tax	10,080.19	9,000.00	112.0%
Interest - All Property Taxes	304.79		
Penalties - All Property Taxes	681.97		
Total 3110 - GENERAL PROPERTY TAXES	298,929.39	301,000.00	99.3%
3120 - OTHER LOCAL TAXES			
Bank Stock Tax	39,338.75	25,000.00	157.4%
Business License Tax	174,919.19	176,000.00	99.4%
Cigarette Tax	199,345.50	220,000.00	90.6%
Consumer Utility Tax	139,124.93	120,000.00	115.9%
Meals Tax - Current	472,859.63	450,000.00	105.1%
Sales Tax Receipts	151,659.86	130,000.00	116.7%
Penalties (Non-Property)	5,424.74		
Interest (Non-Property)	37.31		
Total 3120 - OTHER LOCAL TAXES	1,182,709.91	1,121,000.00	105.5%
3130 - PERMITS,FEES & LICENESES			
Application Fees	1,800.00	2,000.00	90.0%
Inspection Fees	20,380.00	7,000.00	291.1%
Motor Vehicle Licenses	2,183.00	1,000.00	218.3%
Occupancy Permits	550.00	500.00	110.0%
Other Planning & Permits	26,264.70	30,000.00	87.5%
Total 3130 - PERMITS,FEES & LICENESES	51,177.70	40,500.00	126.4%
3140 - FINES & FORFEITURES			
Fines	61,740.53	48,000.00	128.6%
Total 3140 - FINES & FORFEITURES	61,740.53	48,000.00	128.6%
3150 - REVENUE - USE OF MONEY			
Earnings on VACO/VML Investment	3,057.34		
Interest on Bank Deposit	719.15	100.00	719.2%
Interest on Bank Deposits	12,314.92		
Total 3150 - REVENUE - USE OF MONEY	16,091.41	100.00	16,091.4%
3151 - RENTAL (USE OF PROPERTY)			
Suite 110 Rental Income	0.00	26,850.00	0.0%
315110 - Suite 200 Rental Income	4,970.91	4,830.00	102.9%
315120 - Suite 202 Rental Income	3,811.50		
315130 - Suite 206 Rental Income	84,196.12	84,100.00	100.1%
315150 - 15020 Wash St Rental Income	42,717.96	42,735.00	100.0%
315160 - 6630 Jefferson St Rental Income	30,470.00	41,055.00	74.2%
315190 - Town Hall Rental Income	800.00	1,200.00	66.7%
3151 - RENTAL (USE OF PROPERTY) - Other	0.00		
Total 3151 - RENTAL (USE OF PROPERTY)	166,966.49	200,770.00	83.2%
3160 - CHARGES FOR SERVICES			
Public Safety			
Donation/Grants	500.00		
Total Public Safety	500.00		
Total 3160 - CHARGES FOR SERVICES	500.00		
3165 - REVENUE - TOWN EVENTS			
Revenue - Town Events	47,088.17	65,000.00	72.4%
Total 3165 - REVENUE - TOWN EVENTS	47,088.17	65,000.00	72.4%
3180 - MISCELLANEOUS			
Citations & Accident Reports	2,525.00	1,000.00	252.5%
Miscellaneous	233.48		
Recovered Costs- Private Events	900.00	5,000.00	18.0%
Sale of Salvage & Surplus	5.00	0.00	100.0%
Total 3180 - MISCELLANEOUS	3,663.48	6,000.00	61.1%

Attachment: 2 - Treasurer Profit and Loss Report (2846 : Treasurer's Report)

12:13 PM
06/28/16
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through June 2016

	Jul '15 - Jun 16	Budget	% of Budget
32 - REVENUE FROM COMMONWEALTH			
599 Law Enforcement Grant	28,368.00	28,334.00	100.1%
Car Rental Reimbursement	4,988.55	4,500.00	110.9%
Communications Tax	122,416.99	120,000.00	102.0%
Department of Fire Programs	39,200.00	41,200.00	95.1%
Other	571.66		
Personal Property Tax Reimburse	18,626.97	18,600.00	100.1%
Railroad Rolling Stock	1,514.70	1,400.00	108.2%
32 - REVENUE FROM COMMONWEALTH - Other	2,137.78		
Total 32 - REVENUE FROM COMMONWEALTH	217,824.65	214,034.00	101.8%
33 - REVENUE FROM FEDERAL GOVERNMENT			
CABOOSE ENHANCEMENT GRANT	18,246.90	38,500.00	47.4%
PEDESTRIAN IMPROVEMENT GRANT	65,564.00	250,000.00	26.2%
Total 33 - REVENUE FROM FEDERAL GOVERNMENT	83,810.90	288,500.00	29.1%
35 - TRANSFER OF CASH RESERVES	0.00	1,178,499.00	0.0%
Total Income	2,130,502.63	3,463,403.00	61.5%
Gross Profit	2,130,502.63	3,463,403.00	61.5%
Expense			
01 - ADMINISTRATION			
11100 - TOWN COUNCIL			
Convention & Education	3,924.40	4,000.00	98.1%
FICA/Medicare	1,822.62	2,000.00	91.1%
Meals and Lodging	2,912.29	3,500.00	83.2%
Mileage Allowance	699.09	750.00	93.2%
Salaries & Wages - Regular	22,725.00	32,100.00	70.8%
Town Elections	989.15		
Unemployment Insurance	207.36	1,350.00	15.4%
Total 11100 - TOWN COUNCIL	33,279.91	43,700.00	76.2%
12110 - TOWN ADMINISTRATION			
Salaries/Wages-Regular	264,147.31	243,600.00	108.4%
Salaries/Wages - Overtime	8,300.38	8,000.00	103.8%
Salaries/Wages - Part Time	65,791.25	92,700.00	71.0%
FICA/Medicare	25,817.04	22,165.00	116.5%
VRS	15,859.88	15,660.00	101.3%
Health Insurance	51,651.06	46,772.00	110.4%
Life Insurance	2,749.63	3,151.00	87.3%
Disability Insurance	2,258.29	2,600.00	86.9%
Unemployment Insurance	-1,051.89	2,550.00	-41.3%
Worker's Compensation	543.55	350.00	155.3%
Gen Property/Liability Ins.	10,689.00	9,000.00	118.8%
Accounting Services	10,178.15	8,000.00	127.2%
Cigarette Tax Administration	5,250.09	4,000.00	131.3%
Printing & Binding	14,742.27	13,000.00	113.4%
Advertising	10,125.00	10,000.00	101.3%
Computer, Internet & Website Svc	18,819.88	24,000.00	78.4%
Postage	3,799.56	4,500.00	84.4%
Telecommunications	6,179.54	4,500.00	137.3%
Mileage Allowance	2,417.75	2,500.00	96.7%
Meals & Lodging	3,432.94	5,000.00	68.7%
Convention & Education	12,797.30	15,000.00	85.3%
Miscellaneous	15.23		
Discretionary Fund	1,419.51	2,000.00	71.0%
Books, Dues & Subscriptions	6,000.45	3,000.00	200.0%
Office Supplies	3,401.33	4,500.00	75.6%
Capital Outlay-Machinery/Equip	9,997.00	25,000.00	40.0%
66900 - Reconciliation Discrepancies	0.03		
Total 12110 - TOWN ADMINISTRATION	555,331.53	571,548.00	97.2%
12210 - LEGAL SERVICES			
Legal Services	127,777.06	120,000.00	106.5%
Total 12210 - LEGAL SERVICES	127,777.06	120,000.00	106.5%

Attachment: 2 - Treasurer Profit and Loss Report (2846 : Treasurer's Report)

12:13 PM
06/28/16
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through June 2016

	Jul '15 - Jun 16	Budget	% of Budget
12240 · INDEPENDENT AUDITOR			
Auditing Services	16,150.00	16,000.00	100.9%
Total 12240 · INDEPENDENT AUDITOR	16,150.00	16,000.00	100.9%
Total 01 · ADMINISTRATION	732,538.50	751,248.00	97.5%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
Salaries & Wages - Regular	401,598.01	359,000.00	111.9%
Salaries & Wages - OT Regular	11,893.46	12,000.00	99.1%
Salaries & Wages - Part Time	13,008.43	10,500.00	123.9%
FICA/MEDICARE	32,180.87	23,000.00	139.9%
VRS	21,338.74	22,385.00	95.3%
Health Insurance	74,231.48	81,700.00	90.9%
Life Insurance	4,231.40	3,505.00	120.7%
Disability Insurance	2,524.40	2,250.00	112.2%
Unemployment Insurance	1,763.62	2,600.00	67.8%
Workers' Compensation Insurance	9,937.45	6,900.00	144.0%
Line of Duty Act Insurance	1,554.00	1,550.00	100.3%
Legal Services	12,604.54	15,500.00	81.3%
Repairs & Maintenance	6,921.60	8,000.00	86.5%
Advertising	0.00	150.00	0.0%
Electrical Services	3,317.26	5,500.00	60.3%
Computer, Internet & Website	2,568.42	5,000.00	51.4%
Postage	318.49	300.00	106.2%
Telecommunications	14,474.41	12,000.00	120.6%
General Prop Ins (Vehicles)	9,648.00	10,450.00	92.3%
Mileage Allowance	98.33	300.00	32.8%
Meals and Lodging	203.53	500.00	40.7%
Convention & Education	2,537.00	1,000.00	253.7%
Misc - Discretionary Fund	752.82	1,500.00	50.2%
Books Dues & Subscriptions	3,117.68	6,000.00	52.0%
Office Supplies	2,650.03	4,000.00	66.3%
Vehicle Fuels	13,198.65	17,000.00	77.6%
Vehicle Maintenance/Supplies	19,054.13	23,500.00	81.1%
Uniforms & Police Supplies	7,813.63	8,000.00	97.7%
Mobile Data Computer Netwk Svc	0.00	10,000.00	0.0%
Capital Outlay-Machinery/Equip	45,398.45	53,000.00	85.7%
Total 31100 · POLICE DEPARTMENT	718,938.83	707,090.00	101.7%
32100 · FIRE & RESCUE			
Contributions to other Govt Ent	38,801.46	40,200.00	96.5%
Total 32100 · FIRE & RESCUE	38,801.46	40,200.00	96.5%
34100 · BUILDING OFFICIAL	58,487.50	50,000.00	117.0%
Total 03 · PUBLIC SAFETY	816,227.79	797,290.00	102.4%
04 · PUBLIC WORKS			
43200 · REFUSE COLLECTION			
Trash Removal Contract	77,780.64	80,000.00	97.2%
Total 43200 · REFUSE COLLECTION	77,780.64	80,000.00	97.2%
43100 · MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	45,934.43	65,200.00	70.5%
Maint Svc Contract-Pest Control	2,100.00	2,000.00	105.0%
Maint Svc Contract-Landscaping	32,841.48	30,000.00	109.5%
Maint Svc Contract Snow Removal	22,502.50	4,000.00	562.6%
Maint Svc Cont- Street Cleaning	10,761.50	10,000.00	107.6%
Electric/Gas Services	12,784.17	10,000.00	127.8%
Electrical Services-Streetlight	5,424.48	5,200.00	104.3%
Water & Sewer Services	1,191.55	1,500.00	79.4%
Janitorial Supplies	920.23	1,000.00	92.0%

Attachment: 2 - Treasurer Profit and Loss Report (2846 : Treasurer's Report)

12:13 PM
06/28/16
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through June 2016

	Jul '15 - Jun 16	Budget	% of Budget
Real Estate Taxes	2,274.40	2,500.00	91.0%
Capital Outlay-Machinery/Equip	15,074.00	37,000.00	40.7%
Total 43100 · MAINT OF 15000 Wash St./Grounds	151,808.74	168,400.00	90.1%
Total 04 · PUBLIC WORKS	229,589.38	248,400.00	92.4%
07 · PARKS, REC & CULTURAL			
71110 · EVENTS			
Contractural Services	52,296.85	65,000.00	80.5%
Total 71110 · EVENTS	52,296.85	65,000.00	80.5%
72200 · MUSEUM			
Salaries & Wages - Part Time	0.00		
Advertising	606.00	2,000.00	30.3%
Postage	0.00	100.00	0.0%
Telecommunications	1,920.40	1,500.00	128.0%
Convention & Education	0.00	500.00	0.0%
Mileage Allowance	169.65	200.00	84.8%
Books, Dues & Subscriptions	0.00	500.00	0.0%
Office Supplies	271.79	800.00	34.0%
Exhibits & Programs	1,032.38	3,000.00	34.4%
Capital Outlay-Furn/Fixtures	0.00	10,000.00	0.0%
Total 72200 · MUSEUM	4,000.22	18,600.00	21.5%
Total 07 · PARKS, REC & CULTURAL	56,297.07	83,600.00	67.3%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
Salaries & Wages - Regular	4,838.20	6,000.00	80.6%
FICA/Medicare	224.91	850.00	26.5%
Consultants	51,093.00	60,000.00	85.2%
Mileage Allowance	486.45	500.00	97.3%
Meals & Lodging	258.31	1,000.00	25.8%
Convention/Education	1,692.48	2,500.00	67.7%
Books/Dues/Subscriptions	0.00	300.00	0.0%
Total 81100 · PLANNING COMMISSION	58,593.35	71,150.00	82.4%
81110 · ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	3,445.00	5,500.00	62.6%
FICA/Medicare	150.32	850.00	17.7%
Mileage Allowance	0.00	500.00	0.0%
Meals & Lodging	0.00	1,000.00	0.0%
Convention & Education	0.00	1,000.00	0.0%
Books/Dues/Subscriptions	0.00	300.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	3,595.32	9,150.00	39.3%
Total 08 · COMMUNITY DEVELOPMENT	62,188.67	80,300.00	77.4%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
General Obligation Bond	189,065.02	189,065.00	100.0%
Total 95100 · DEBT SERVICE	189,065.02	189,065.00	100.0%
Total 09 · NON-DEPARTMENTAL	189,065.02	189,065.00	100.0%
94100 · WASH ST. ENHANCEMENT PROJECT			
Maintenance/Beautification	4,057.64	10,000.00	40.6%
Street Scape Construction	207,922.84	247,797.84	83.9%
Total 94100 · WASH ST. ENHANCEMENT PROJECT	211,980.48	257,797.84	82.2%
94101 · CABOOSE ENHANCEMENT PROJECT			
Construction	24,684.50	38,500.00	64.1%
Total 94101 · CABOOSE ENHANCEMENT PROJECT	24,684.50	38,500.00	64.1%

Attachment: 2 - Treasurer Profit and Loss Report (2846 : Treasurer's Report)

12:13 PM
06/28/16
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through June 2016

	Jul '15 - Jun 16	Budget	% of Budget
94102 · HARROVER MASTER PLAN			
Architecture/Engineering Fees	7,912.50	75,000.00	10.6%
Construction	29,480.51	235,000.00	12.5%
Drafting of Plan	0.00	0.00	0.0%
Total 94102 · HARROVER MASTER PLAN	37,393.01	310,000.00	12.1%
94103 · PEDESTRIAN IMPROVEMENT PROJECT			
Architectural/Engineering Fees	64,009.00	250,000.00	25.6%
Total 94103 · PEDESTRIAN IMPROVEMENT PROJECT	64,009.00	250,000.00	25.6%
94106 · TOWN CENTER MASTER PLAN			
Architectural/Engineering Fees	67,274.20		
Construction	271,715.86	435,000.00	62.5%
Total 94106 · TOWN CENTER MASTER PLAN	338,990.06	435,000.00	77.9%
9610 · General Reserve	0.00	22,202.16	0.0%
Total Expense	2,762,963.48	3,463,403.00	79.8%
Net Ordinary Income	-632,460.85	0.00	100.0%
Net Income	-632,460.85	0.00	100.0%

Attachment: 2 - Treasurer Profit and Loss Report (2846 : Treasurer's Report)



TO: Town of Haymarket Town Council
 SUBJECT: Town Engineer's Report
 DATE: 07/05/16

Transform 66 - Outside the Beltway Haymarket Park-n-Ride

- VDOT, in coordination with DRPT, the Town and Prince William County staff, has selected a preferred site for the Park-n-Ride in the northeast corner of I-66 and Rte 15. See attached drawing.
- VDOT already purchased the land in this location as part of the I-66/Rte 15 Interchange project so it will have a low cost impact vs other site locations.
- VDOT will be planting landscaping along Rte 15 as part of the I-66/Rte 15 Interchange project.
- Access to the Park-n-Ride lot will be from Heathcote Boulevard.
- VDOT has asked for initial support from the Town to develop the design at this location to a point that it is ready to present to the public.
- There will be an opportunity for public review and comment once the design has progressed to a point that it is presentable and impacts are known. After this public review and comment, VDOT requests the Town formally support (or does not support) the location and design.
- I request a directive from the Town Council for me to notify VDOT that the Town supports developing the Park-n-Ride design at the northeast corner of I-66 and Rte 15 to point where the design is ready for public review and comment.

Rte 15 Railroad Overpass

- I participated in a conference call to discuss projects that Prince William County is planning on applying for funding in the next round of "Smart Scale" funding (the new name for HB2 funding).
- Prince William County stated they will submit a funding request for this round of "Smart Scale" funding.
- Prince William County stated they are also actively looking and applying for any type of funding they can find for this project.
- I will keep the Town Council posted on any progress.

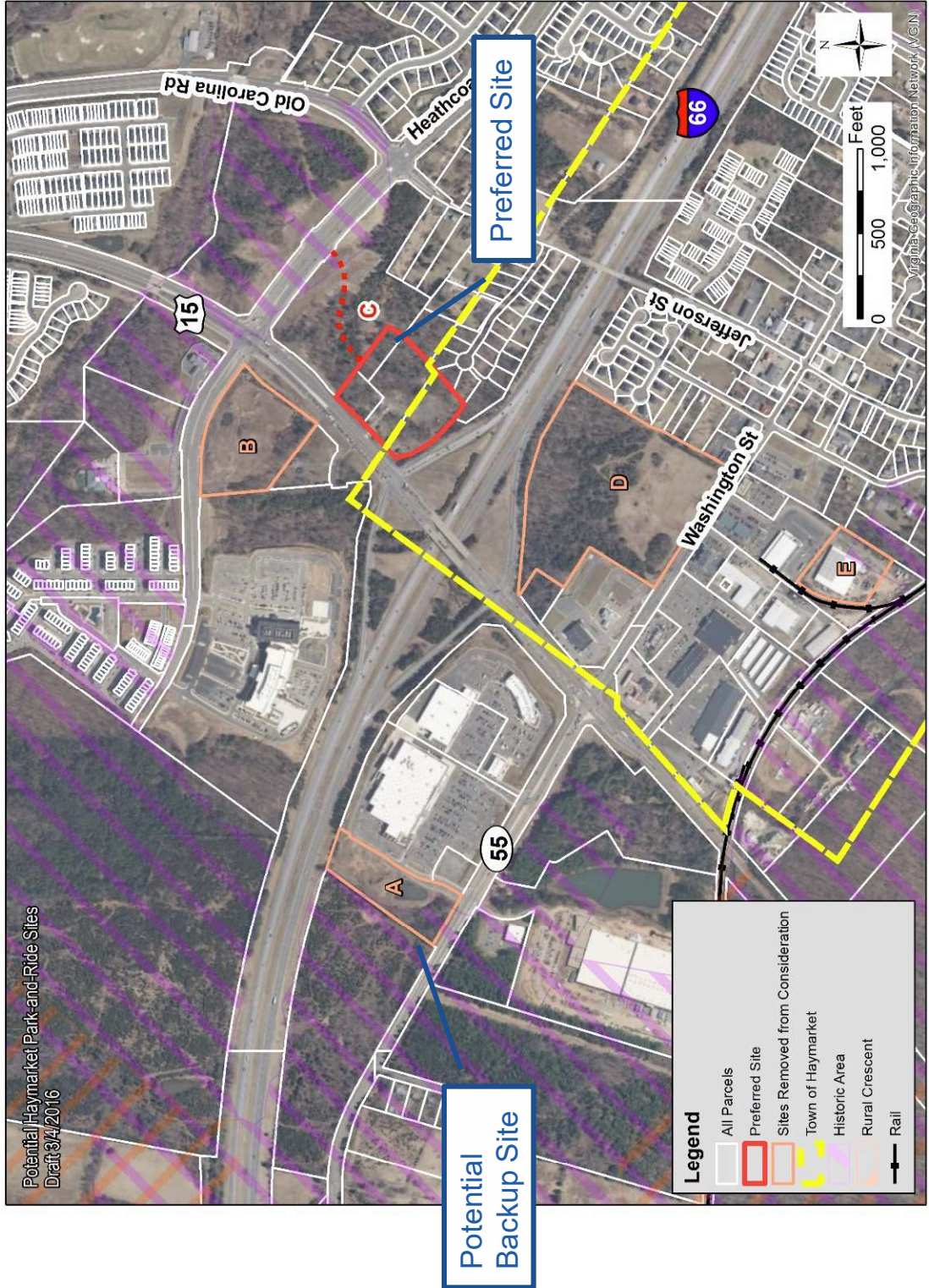
ATTACHMENTS:

- 07-2016 -2 Engineers Report (PDF)



March 2016

Multimodal Solutions - 495 to Haymarket





TO: Town of Haymarket Town Council
 SUBJECT: Building Official's Report
 DATE: 07/05/16

Permits Issued:

May 25:

- 15250 Washington St., Mechanical Permit to install a wet chemical fire suppression system.

June 2:

- 6744 Bleight Dr., Electrical Permit for SFD.
- 6770 Sycamore Park Dr., Covert existing open deck to a covered deck on SFD.
- 6744 Bleight Dr., Electrical Permit for SFD.

Certificates of Occupancy Issued:

May 23:

- Issued the Certificate of Occupancy for the Haymarket Police Department, 15000 Washington Street, Suite 110

June 17:

- Cookies and Cream, 14650 Washington St., to operate and Ice Cream Parlor.

Inspections:

May 23:

- Power Facilities Inspection at Chick-fil-A, 15250 Washington St., inspections of service connections for water and sewer, also completed. All work approved.

June 2:

- Final Sewer tie in for Cookies and Cream, 14650 Washington St., work was approved.
- 6762 Sycamore Park, deck footing inspection, approved.

June 6:

- Ceiling Close-in inspections for Chick-fil-A, 15250 Washington St., work approved.

June 7:

- Final Gas Inspection at Chick-fil-A, 15250 Washington St., work has been approved.
- Power Facilities Inspection at Cookies and Cream, 14650 Washington St., work has been approved.

June 9:

- Inspection of preparations to place concrete light pole bases, Chick-fil-A, 15250 Washington St., work was approved.

June 13:

- All trades Rough Inspections for 6748 Bleight Drive, SFD, all work approved.

June 14:

- All trade Rough Inspections for 6744 Bleight Drive, al work approved.

June 16:

- Lot 2, Bleight Drive, Insulation Inspection, work was approved.

June 20:

- Site visit to 14650 Washington St., Cookies and Cream, to resolve temporary access issues during landscaping activities.

June 23:

- Deck Footing Inspection at 14833 Caboose Trail, work was accepted.

Document Review:

- Review of plans regarding the roof replacement at Century Stair, this work is under the review of a design professional with all submitted plans bearing the appropriate stamps. These plans have been accepted.

Actions:**June 2;**

- Investigated the report of an above ground pool installed without proper protective fencing. The pool structure itself can act as this barrier, requiring only gates and other protections at the egress deck or ladder. In this instance it appears that this pool is not tall enough for this to be true. Ms. Wilson composed a letter stated the requirements to the homeowner.

Recommendations:

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

Other:

- No other matters at this time.



TO: Town of Haymarket Town Council
SUBJECT: Planner's Report
DATE: 07/05/16

Ongoing Projects

- Harrover Property - Town Park RFP. Two firms have been short-listed for engineering services. Interviews are scheduled for July 11, 2016.
- 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).
- Chick-fil-A. The Town Planner and Engineer reviewed and approved field revisions to add a sidewalk bordering the drive-thru and relocate landscaping.
- 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:

- July Planner Report - 2 Site Plan Update (PDF)

Site Plan Update 7/5/16

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 - 6/21/16 (Completeness review finished)
Notes:	Also sent to VDOT, PWCSA, PWC, 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:	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:	HAM - 5/12/16
Notes:	Waiting for applicant to resubmit. Applicant wants to construct this summer.

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 - 6/27/16
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:	Comments returned
Building Official Status:	N/A
Time Needed to Complete:	Complete
Last Contact with Applicant/Engineer:	RMS - 6/26/16
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.



TO: Town of Haymarket Town Council
SUBJECT: Police Report
DATE: 07/05/16

ATTACHMENTS:

- 07-2016 Police Report (PDF)



Haymarket Police Department
Monthly Town Council Report
July, 2016



Significant Incidents

NATURE	DATE	TIME	LOCATION (BLOCK)	DETAILS
Fraud	05/01/2016	1:00 – 1:15 AM	14800 Blk Rising Sun	Reported that someone used victim's credit card to make online purchases.
Assault	04/29 – 05/06/16	Various times	15401 Kapp Valley Way (Pickle Bob's)	Reported that unknown male suspect used inappropriate language and touched victim's arm in manner that made victim uncomfortable. Suspect was later identified and barred from property
Possess Marijuana	05/09/2016	1:10 AM	Washington St. @ Fayette	Traffic stop made for speeding resulted in 1 Adult female arrest for Possession of Marijuana.
Possess Marijuana	05/14/2016	1:30 AM	Jefferson Street	Traffic stop made for failing to dim lights resulted in 1 Adult female arrest for Possession of Marijuana.
Weapons Violation	05/21/2016	7:42 PM	Washington St. @ Jefferson	Traffic stop for state inspection violation resulted in 1 Adult male arrest for Violation of Protective Order by Possession of Handgun.

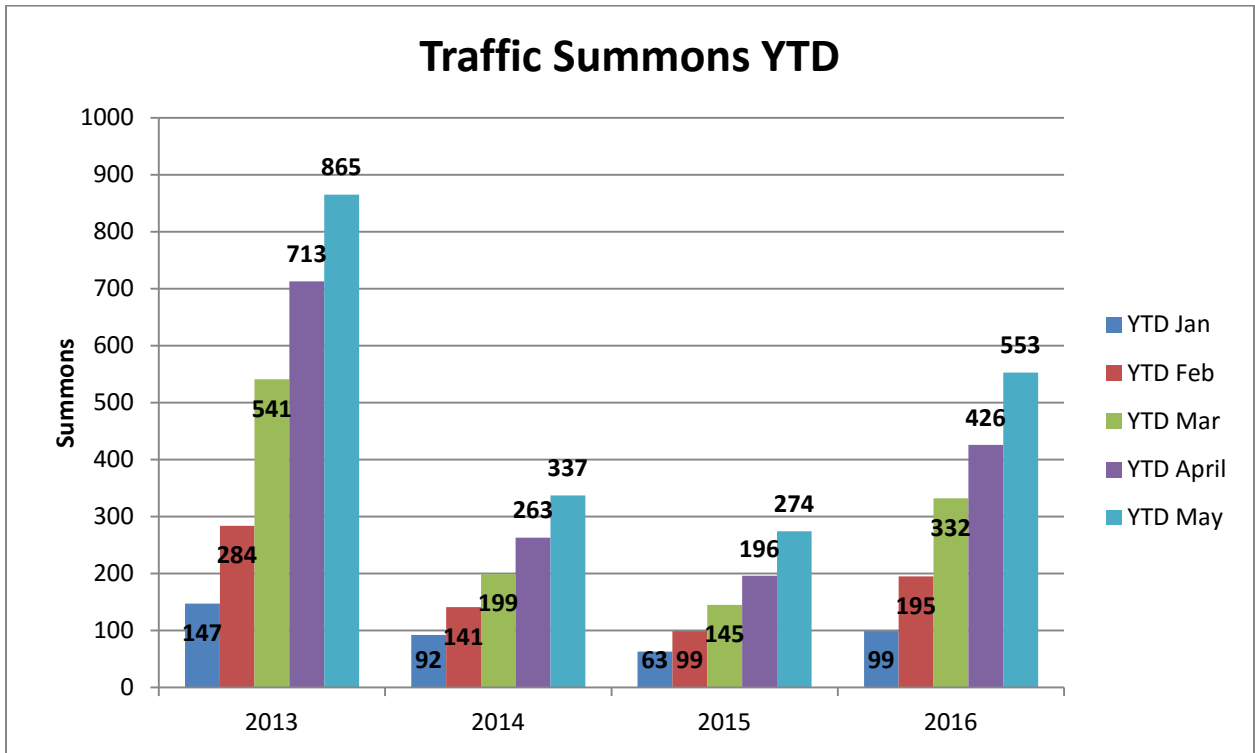
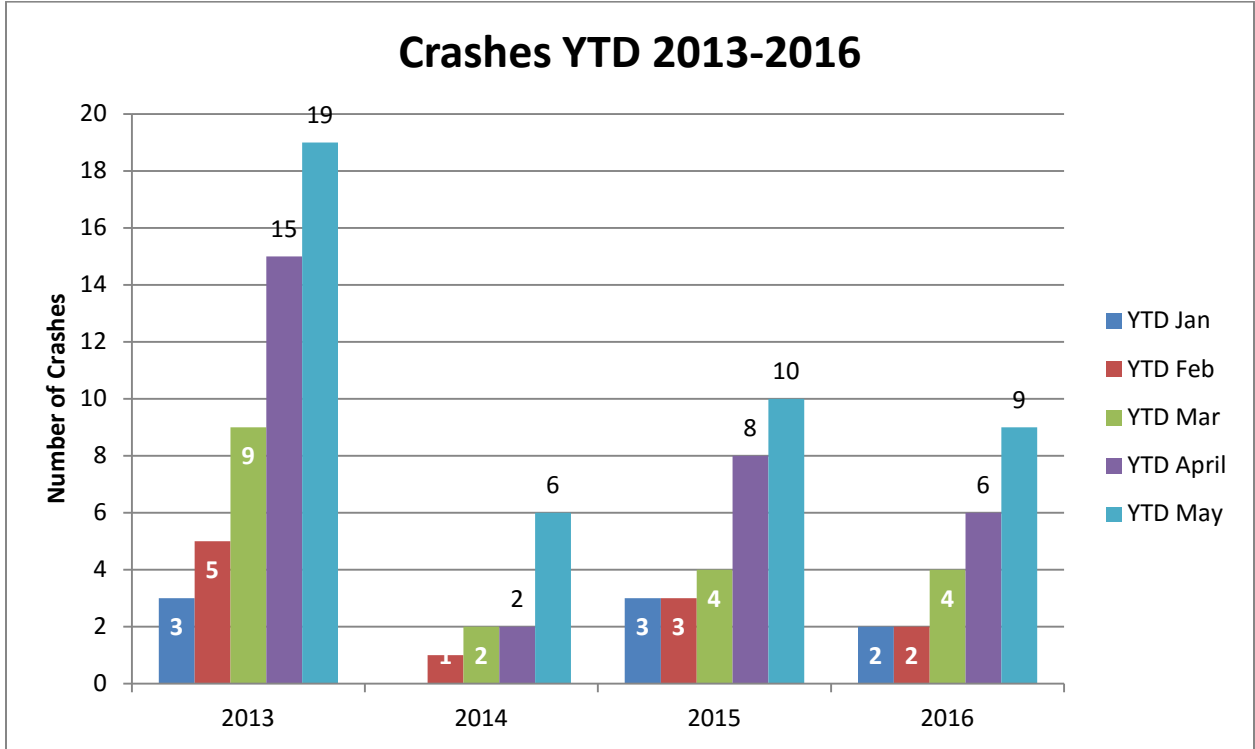
Attachment: 07-2016 Police Report (2844 : Police Report)



Haymarket Police Department



Crash/Enforcement YTD



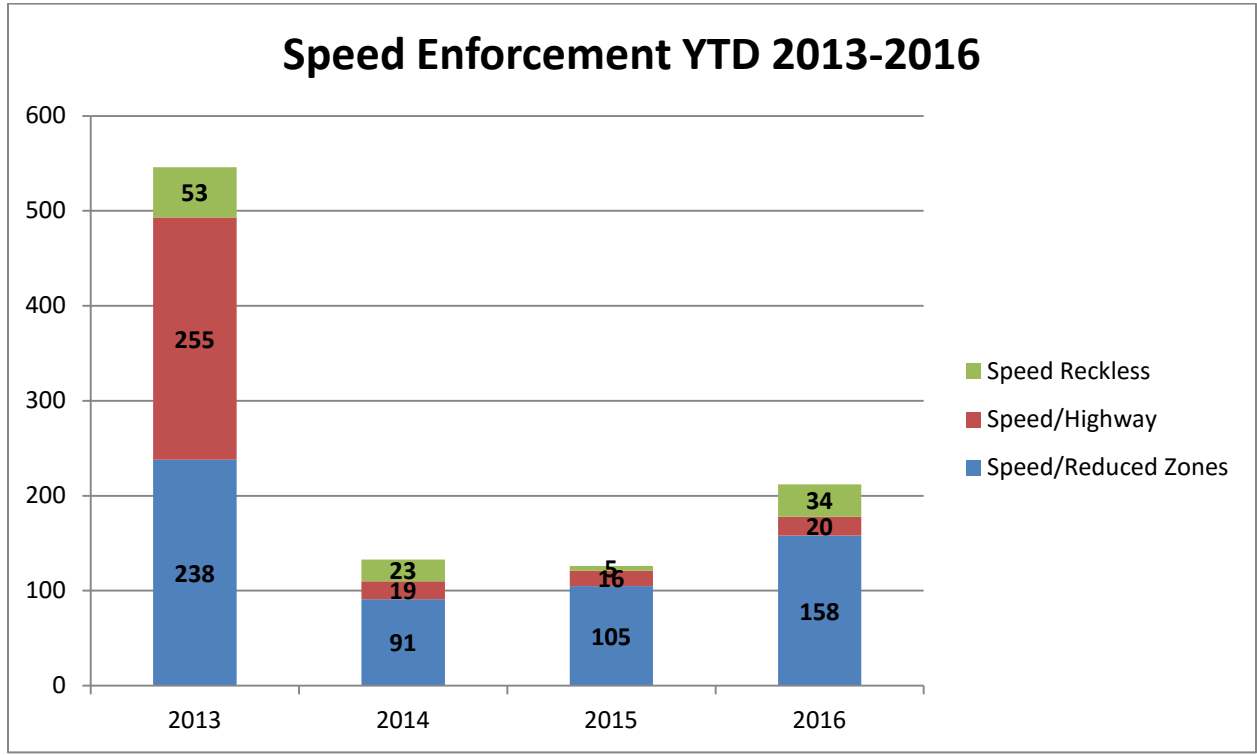
Attachment: 07-2016 Police Report (2844 : Police Report)



Haymarket Police Department



Crash/Enforcement YTD



Attachment: 07-2016 Police Report (2844 : Police Report)



Haymarket Police Department



Other Issues of Note

Community Relations

- Officer JM Davis completed a safety talk to the Brownies
- Chief Noble participated in the Prince William County Police Department's Officer Down Memorial service
- Officer Breeden participated in the Rappahannock Regional Criminal Justice Training Academy's Officer Down Memorial service
- The agency donated a full truckload of furniture to Habitat for Humanity

Current Initiatives

- The police department had significant focus on preparing the current facility and contents for the move to the new headquarters building. By the end of the month, the move had been accomplished.
- Work on accrediting the department continues to move forward. Slightly over 53% of existing General Orders have been edited to address accreditation standards. A significant number of general orders relating to human relations are awaiting completion of the Town's new Employee Handbook.



TO: Town of Haymarket Town Council
 SUBJECT: 6680 Fayette Street Rezoning
 DATE: 07/05/16

Andrea and Jim Payne have submitted an application to rezone .97 acres from the Residential R-1 zoning district to the Town Center District B-1 zoning district. The property is located at 6680 Fayette Street (bordering the rear property line of Remax / Giuseppe's). The Applicant intends to develop a "Dog Beauty Salon" (see attached narrative and rezoning plat).

Section 58-429 of the Zoning Ordinance states amendments shall be considered with reasonable consideration of matters such as existing uses and the character of the area, suitability of the property for various uses, trends of growth or change, and consistency with the Comprehensive Plan.

The subject property is designated by the Comprehensive Plan as Transitional Commercial. The Comprehensive Plan's guidance regarding the development of these planned areas is as follows (*excerpt from Chapter 3.4, Land Use Plan*):

"Continued scattered commercial development in the Town, with resultant problems such as parking, traffic congestion and noise, should be discouraged. To accommodate future commercial development the plan recommends that major commercial growth be limited to those areas designated as the Neighborhood/Town Center, Transitional Commercial and the Planned Interchange Park. These areas are located primarily along Washington Street which should be promoted as the Town's "main street". Consideration should be given to the addition of a restricted commercial district zone along Washington Street east of the Town Center to create a more cohesive mix of low intensity commercial uses either in existing historic structures or new structures consistent with styles that reflect a post-Civil War era.

Transitional Commercial - The Plan calls for low-intensity commercial uses to serve as a distinct transition between low and moderate density residential areas and high intensity commercial uses within the neighborhood/Town Center and Planned Interchange Park. Conversions of existing residential structures to commercial uses are encouraged and should continue the open, small town atmosphere and sense of place. New structures or additions to existing structures should be permitted under the guidance of the Architectural Review Board and should take into account the impact of parking, lighting, and screening requirements of commercial uses when adjacent to planned residential areas..."

RECOMMENDATION

Staff supports the proposal based on the above criteria and recommends that the Planning Commission and Town Council adopt the following motions, in their respective order.

SUGGESTED MOTIONS

Planning Commission

1. I move that the Planning Commission forward ZTA# 20160602, Application to Amend the Zoning Map - 6680 Fayette Street / A Dog's Day Out, to the Town Council with a recommendation of approval.

OR,

2. I move an alternate motion.

Town Council

1. I move that the Town Council approve ZTA# 20160602, Application to Amend the Zoning Map - 6680 Fayette Street / A Dog's Day Out.

OR,

2. I move an alternate motion

ATTACHMENTS:

- 2 - 6680 Fayette St Rezoning_for July TC Packet (PDF)
- Citizen Shannon - Rezoning of 6680 Fayette Street, Haymarket, VA 20169 (PDF)
- Ito Comments on Rezoning (PDF)

JUSTIFICATION FOR REZONING

A DOG'S DAY OUT

Record Owner: Melissa P. Otwell

Applicant: Andrea Payne and Jim Payne

Prince William County GPIN 7298-80-6954 ("Property")

(Approximately 0.9797 acres)

May 25, 2016

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

The Property is zoned R-1, Residential District. The Applicant is requesting a rezoning to B-1, Town Center District. The adjoining Parcels GPIN 7298-80-6635 and GPIN 7298-80-5444 are zoned B-1. According to the Town of Haymarket Comprehensive Plan this site is zoned Transitional Commercial which is compatible with our request.

The applicant is requesting this rezoning because a Dog Beauty Salon is permitted by-right in B-1. With this rezoning a landscaping buffer (10' width) will be provided to mitigate any negative impacts.

In summary, the Applicant is requesting this rezoning to consistently zone the Dog Beauty Salon to B1 zone.

Attachment: 2 - 6680 Fayette St Rezoning for July TC Packet (2852 : 6680 Fayette Street Rezoning)

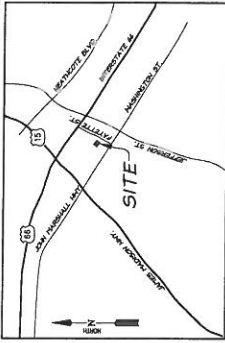
christopher consultants
 engineering - surveying - land planning
 703 393 9987 • fax 703 393 1975
 9417 Innovation Drive (Hwy 101) 10



REZONING
 PLAT

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

PROJECT NUMBER: 0102
SCALE: 1"=20'
DATE: 04/20/16
DRAWN BY: JES
CHECKED BY: JES
SHEET NO. 1 of 2

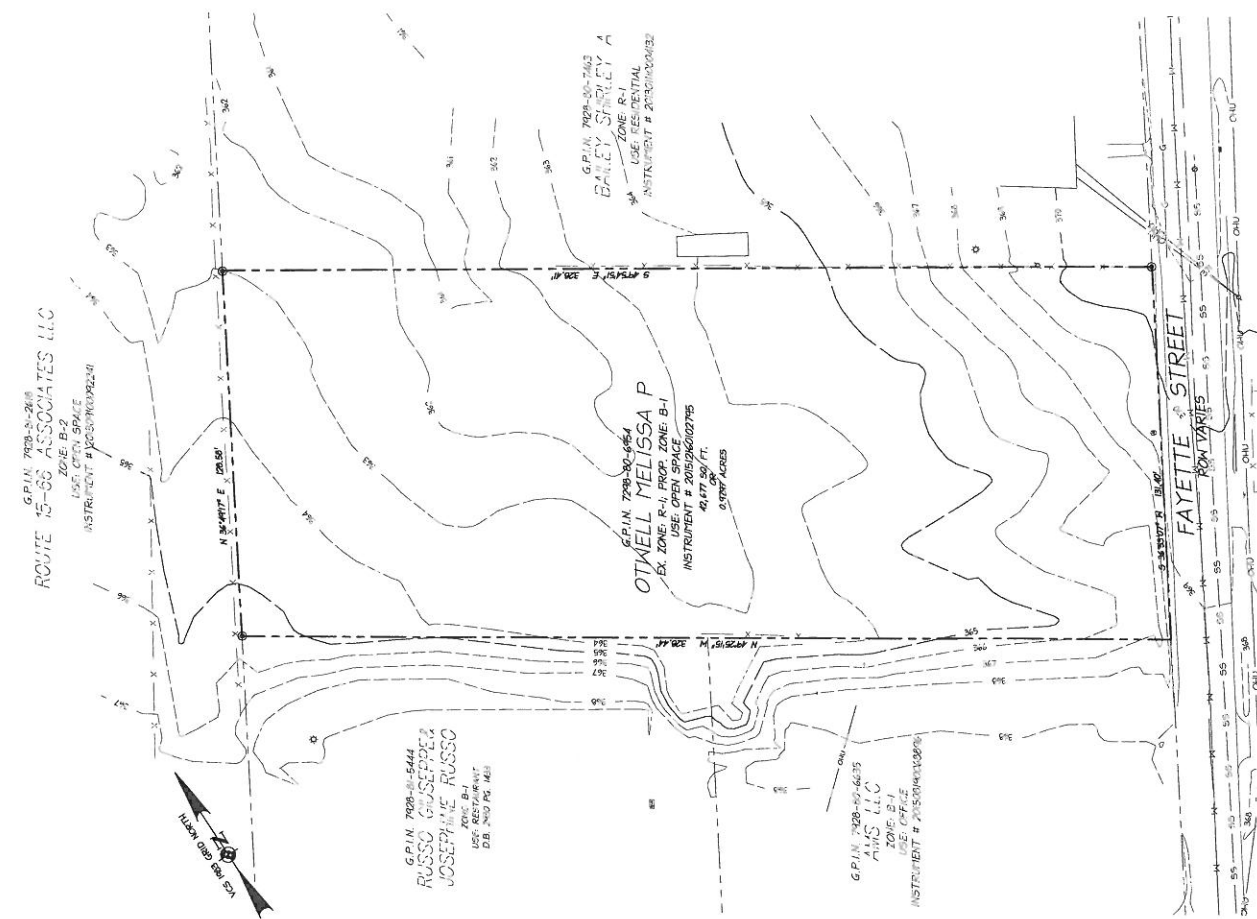


LEGEND

- - - EX. STREET CENTER LINE
- EX. BOUNDARY
- - - EX. SANITARY SEWER
- - - EX. WATER LINE
- - - EX. ELECTRIC LINE
- EX. WATER PETER
- × EX. FENCE

GENERAL NOTES:

1. THE PURPOSE OF THIS PLAT IS FOR REZONING THE SUBJECT PROPERTY FROM ZONING R-1 TO ZONING B-1.
2. THIS PROPERTY IS ON THE PRINCE WILLIAM COUNTY GEOGRAPHIC IDENTIFICATION PARCEL NUMBER (G.P.N.) 702-00-664.
3. PROPERTY ADDRESS: 6680 FAYETTE STREET, HAYMARKET, VIRGINIA 20149.
4. OWNER: MELISSA P. OTWELL, HAZZ LACHTNER, HAYMARKET, VIRGINIA 20149.
5. APPLICANT: JET 4 ANDREA PATYNE, HAYMARKET, VIRGINIA 20149.
6. THE BOUNDARY AND PHYSICAL IMPROVEMENTS SHOWN HEREON ARE BASED UPON A SURVEY DONE BY CHRISTOPHER CONSULTANTS BETWEEN THE DATES OF MAY 4 AND MAY 6, 2016 (MAY 03) - NORTH AS ESTABLISHED FROM A CURRENT GPS SURVEY.
- A.) HORIZONTAL DATUM SHOWN HEREON IS REFERENCED TO THE NORTH AMERICAN DATUM OF 1983 (NAD 83).
- B.) THE VERTICAL DATUM SHOWN HEREON IS REFERENCED TO THE NORTH AMERICAN DATUM OF 1983 (NAD 83) AS ESTABLISHED FROM A CURRENT GPS SURVEY.
7. THE AREA SHOWN HEREON IS LOCATED ON THE FLOOD INSURANCE RATE MAPS (FIRM), BY SHEET PANEL NO. 2200001D, WITH AN EFFECTIVE DATE OF JANUARY 5, 1995, BY GENUINE COMMERCIAL INSURANCE COMPANY, INC. (OTHER AREAS) DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE FLOODPLAIN.



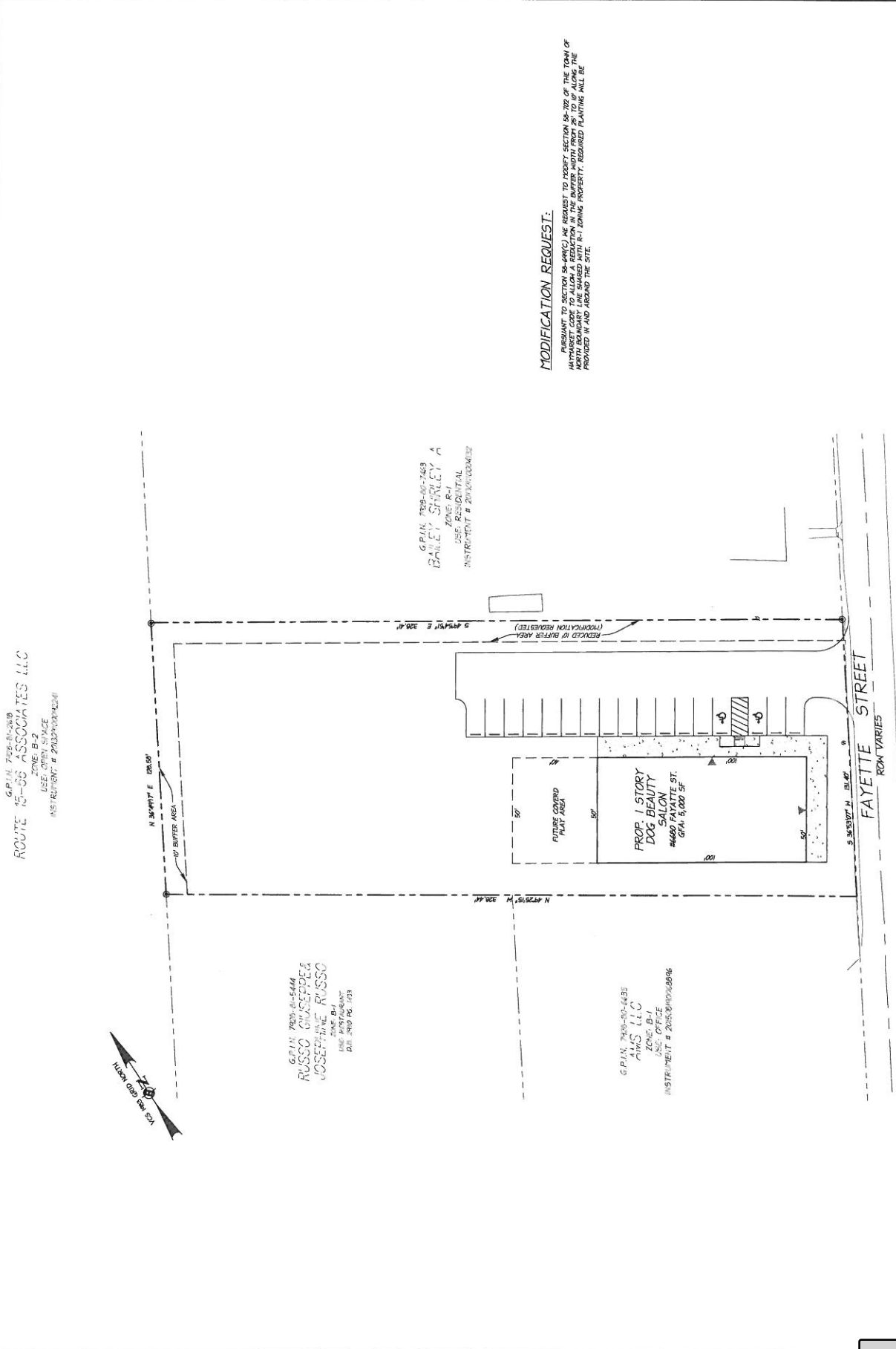
christopher consultants
engineering - surveying - land planning
703 998 9887 • fax 703 281 9078
8617 HENRIKOVEN DRIVE, RICHMOND, VA 23110



CONCEPTUAL
LAYOUT

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

PROJECT NO: 2015-001-001
SCALE: 1"=20'
DATE: 04/20/16
DESIGN: P.C.
CHECKED: E.S.
SHEET NO. 2 OF 2



MODIFICATION REQUEST:
 PURSUANT TO SECTION 54-414(C) HE REQUEST TO MODIFY SECTION 54-702 OF THE TOWN OF HAYMARKET CODE TO ALLOW A REDUCTION IN THE BUFFER WIDTH FROM 25' TO 10' ALONG THE WEST AND SOUTH BOUNDARIES OF THE PROPERTY. THE ZONING PROPERTY, REQUIRED PLANNING WILL BE PROVIDED IN AND AROUND THE SITE.



THIS SHEET IS FOR ILLUSTRATIVE PURPOSES ONLY

Attachment: 2 - 6680 Fayette St Rezoning_for July TC Packet (2852 : 6680 Fayette Street Rezoning)




Fairfax County Times • Loudoun Times-Mirror
 Fauquier Times-Democrat & Fauquier Times-Democrat Weekend
 Gainesville Times • Culpeper Times • Rappahannock News

I authorize this advertisement to appear in the products on the scheduled dates listed herein. X _____ Date _____

TOWN OF HAYMARKET 15000 WASHINGTON ST STE 100 HAYMARKET VA 20169 (703)753-2600 jpreli@townofhaymarket.org		Account: 309099 Ad Number: 4574700 Size: 3 X 4.5 Sales Rep: JCLG Words: 219 Lines: 120
Cost of Ad 226.00	Payments 0.00	Total Due 226.00
Class: LGS LEGALS	SubClass: 492	PUBLIC NOTICES
Description: zoning 1 acr		
GVTC and PWTC Class	Jun 22,29	
Web Ads Class	Jun 22,29	
Market Place Classified	Jun 22,29	

AD MAKEUP NOTES



**NOTICE OF PUBLIC HEARING
 AND INTENT TO ADOPT
 ORDINANCE CHANGES TO THE
 ZONING MAP TO REZONE
 1.0 ACRE FROM THE RESIDENTIAL
 DISTRICT R-1 TO THE TOWN
 CENTER DISTRICT B-1**

KINDLY TAKE NOTICE that the Town Council & Planning Commission of Haymarket, Virginia, will hold a public hearing on Tuesday, July 5, 2016, 7:00 p.m. at the Town Hall of Haymarket, 15000 Washington Street, Suite 100, Haymarket, Virginia to receive public input on a rezoning application filed by Jim & Andrea Payne as contract purchasers of 6680 Fayette Street, Haymarket, Virginia to rezone 1.0 acre identified as GPIN 7298-80-6954, from the Residential District R-1 to the Town Center District B-1.

A complete copy of the application for rezoning is available for public inspection during normal business hours at the Clerk's Office of the Town of Haymarket, 15000 Washington Street, Suite 100, Haymarket, Virginia 20169 immediately upon the advertising of this notice. All are invited to attend the public hearing at the time and place aforesaid and present their views. The hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility to the facility should contact the Town Clerk at the above address or by telephone at (703) 753-2600.

TOWN COUNCIL & PLANNING COMMISSION,
 TOWN OF HAYMARKET, VIRGINIA

Attachment: 2 - 6680 Fayette St Rezoning_for July TC Packet (2852 : 6680 Fayette Street Rezoning)

From: [Shannon Castaneda](#)
To: [Jennifer Preli](#); [Joseph Castaneda](#)
Subject: Rezoning of 6680 Fayette Street, Haymarket, VA 20169
Date: Friday, June 24, 2016 5:28:00 PM

To whom it may concern,

Thank you for giving us the opportunity to comment on the rezoning of 6680 Fayette Street from Residential 1 to Business 1. We would like to take this opportunity to raise two concerns about this rezoning. First, Fayette Street intersects Washington at a stop sign. It is my understanding that no additional traffic control can occur at the Fayette Street intersection because of its proximity to the traffic signal at Washington and Jefferson. Washington Street has periods of significant traffic where entering from Fayette Street is already quite difficult. Has attention been given to any additional traffic the new commercial area will bring to this intersection? Additionally, while 6680 is adjacent to business property to its South, it is adjacent to residential properties to the North. Will the rezoning impact how much noise can emanate from the property? Thank you for your time and attention to these considerations.

Shannon & Joseph Castañeda
15001 Gossom Manor Place

Tuesday, June 28, 2016

Satoshi Eto
 6610 Fayette St
 Haymarket, VA 20169
 (703) 489-9471
seto@vt.edu

Haymarket Town Hall
 Attn: Ms. Jennifer Preli, Town Clerk
 15000 Washington St, Ste 100
 Haymarket, VA 20169

RE: Notice of Public Hearing, Rezoning Application, 6680 Fayette St

Ms. Preli,

Thank you for sending the Notification of Rezoning letter in regards to the application received for the proposed rezoning of 6680 Fayette St. My current work schedule will not permit me to attend the public hearing on July 5th, however I appreciate the opportunity to provide you my written comments and questions.

I see that 6680 Fayette St is shown on the Town's *Planned Use Map* as a Transitional Commercial parcel; however the application is proposing rezoning to Business 1. I read the general intent of the Transitional Commercial District to serve as a low-impact buffer between residential districts and commercial districts (58-136) and the permitted uses and interior floor space restrictions for this district (58-137 & 138) support this intent.

I have some concerns with the proposed rezoning of this parcel to Business 1;

Unlike the Transitional Commercial District, Business 1 districts allow for private clubs/lodges/meeting halls, restaurants, and service stations with fewer restrictions on floor place (58-177). I am concerned that if the parcel is rezoned to allow for these uses that they could bring increased noise, disruption, odors (ex; food preparation, food waste, etc) and pedestrian/vehicular traffic within proximity of my residence as to become a nuisance, affecting quality of life and property value.

I feel that the Giuseppe's and El Vaquero West restaurants are excellent businesses and I am glad they operate in town, however I feel that their placement along Washington St frontage is necessary to provide residents with a buffer from the disruptions associated with these businesses. Giuseppe's occasionally hosts live music on a semi-open patio with a bar area. I have never experienced any disruptions from this business but I am concerned that if a similar establishment were to open at 6680 Fayette St that I would be negatively impacted.

I would like to ask Town representatives to consider the reasons that this parcel was designated as a Transitional Commercial District during development of the *Planned Use Map* and further consider that any rezoning of this parcel be made consistent with that plan.

Has the Town received a proposed plan of development from the applicant? If so what are the intents and may I view a copy?

Thank you for taking the time to read my comments,
 Sincerely,



Attachment: Ito Comments on Rezoning (2852 : 6680 Fayette Street Rezoning)



TO: Town of Haymarket Town Council
 SUBJECT: Town Center Property Preliminary Site Plan Waivers
 DATE: 07/05/16

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. *Staff will provide the Council additional background regarding the design of the site plan at the public hearing.*

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 public hearing is also required. A narrative describing the modifications and justification is attached.

RECOMMENDATION

Staff supports an approval of the applications; however, it is recommended the preliminary site plan be forwarded to the Commission for additional consideration and recommends that the Planning Commission adopt the below motion. A recommended action by the Town Council is also provided.

SUGGESTED MOTIONS:

MOTION:

Planning Commission

1. I move that the Planning Commission forward Preliminary Site Plan PRE#20150504, Haymarket

Town Center Redevelopment, to a future Planning Commission meeting for further discussion.

OR

2. I move an alternate motion.

Town Council

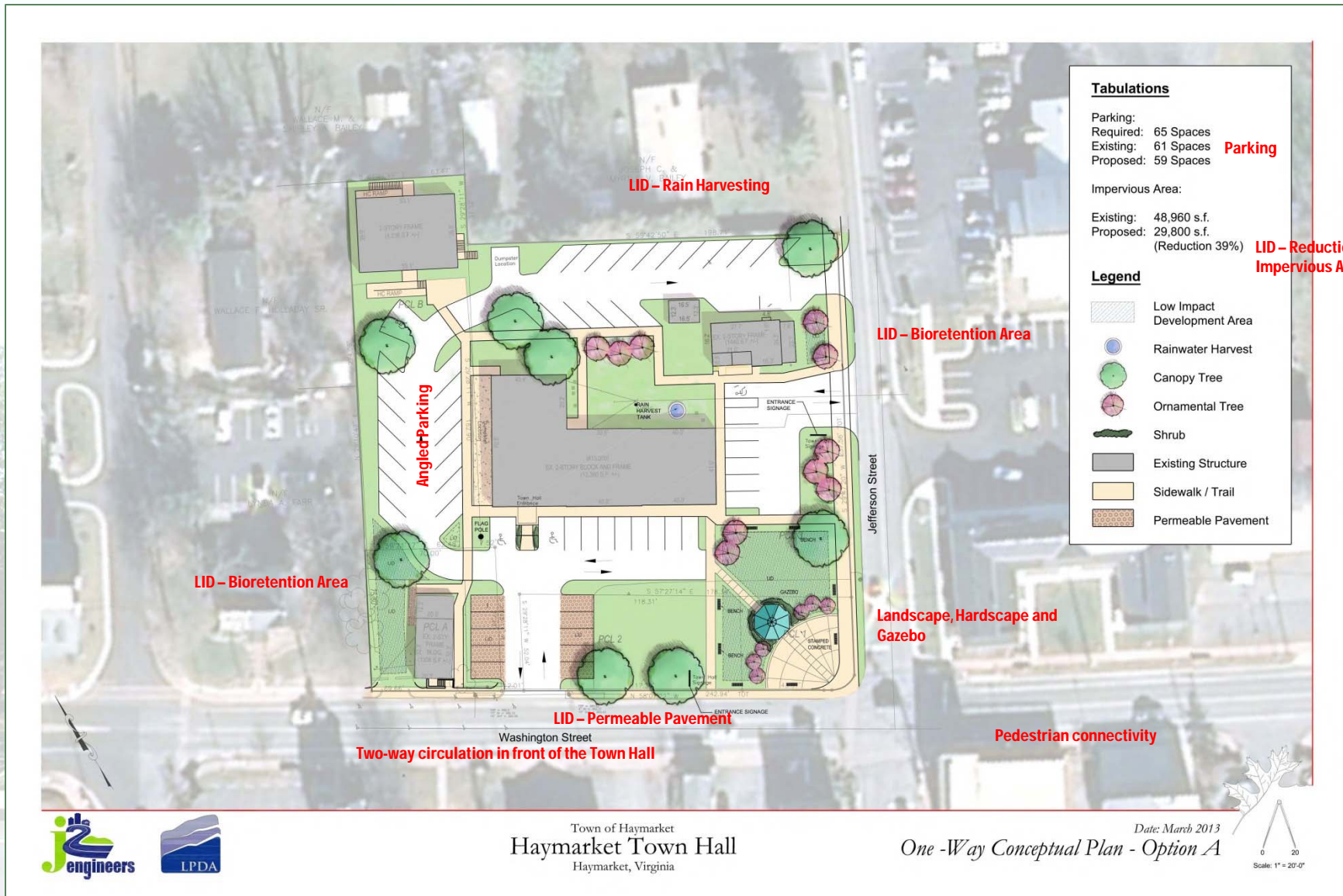
Once the public hearing is closed, the Town Council can defer action on the preliminary site plan until receipt of the Planning Commission recommendation.

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

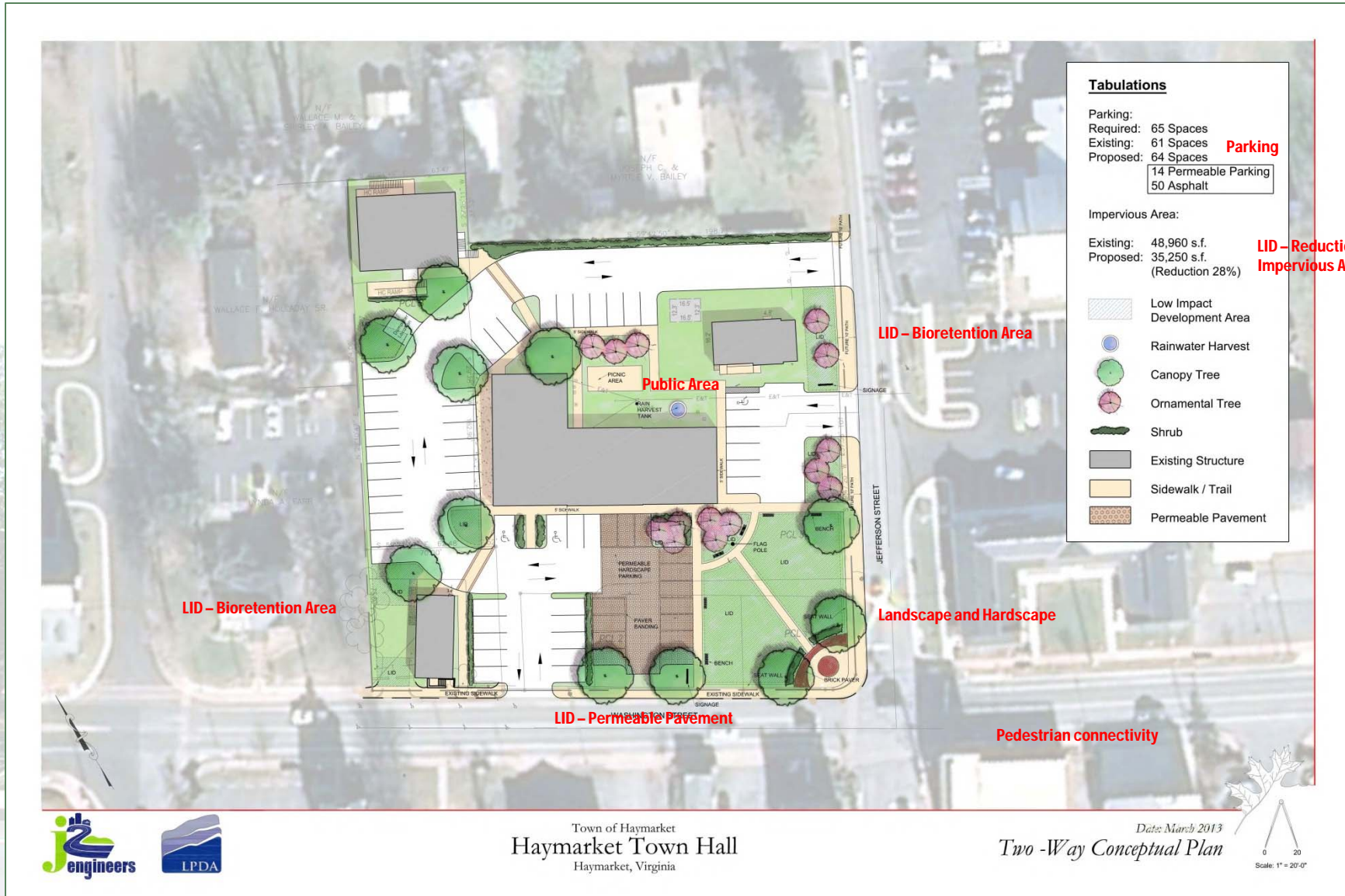
- Low Impact Development Area
- Rainwater Harvest
- Canopy Tree
- Ornamental Tree
- Shrub
- Existing Structure
- Sidewalk / Trail
- Permeable Pavement

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

Site Circulation - One-way (Opt. B)

Town Hall Master Plan

Town of Haymarket





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

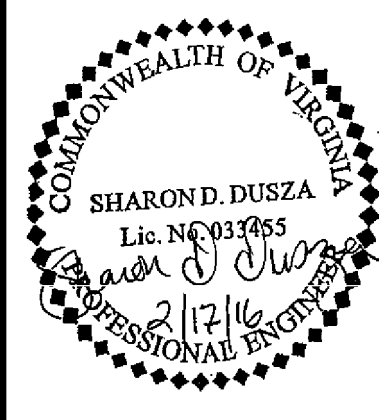
any additional interior landscape islands while still meeting the parking requirement. The plan currently provides 6 interior trees out of the 7 that are required for a lot with 74 spaces. We are also unable to meet requirement 4 listed above along Jefferson Street. Using the minimums for sidewalk, parking 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.



Rinker Design Associates, P.C.
 9385 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

14-096-01

SITE TABULATIONS

G.P.I.N. 7298-90-0216, 7298-90-9226, 7298-90-8614, 7298-90-9407 & 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) = 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

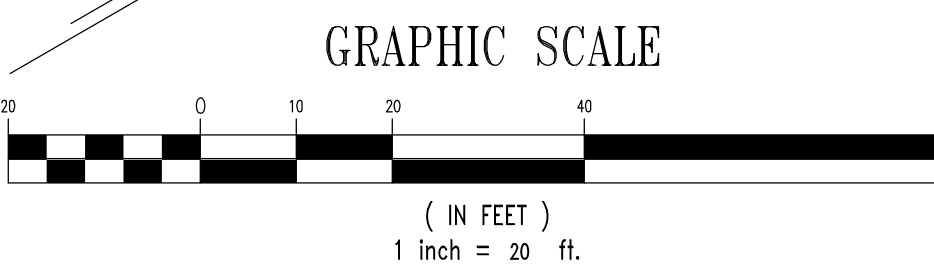
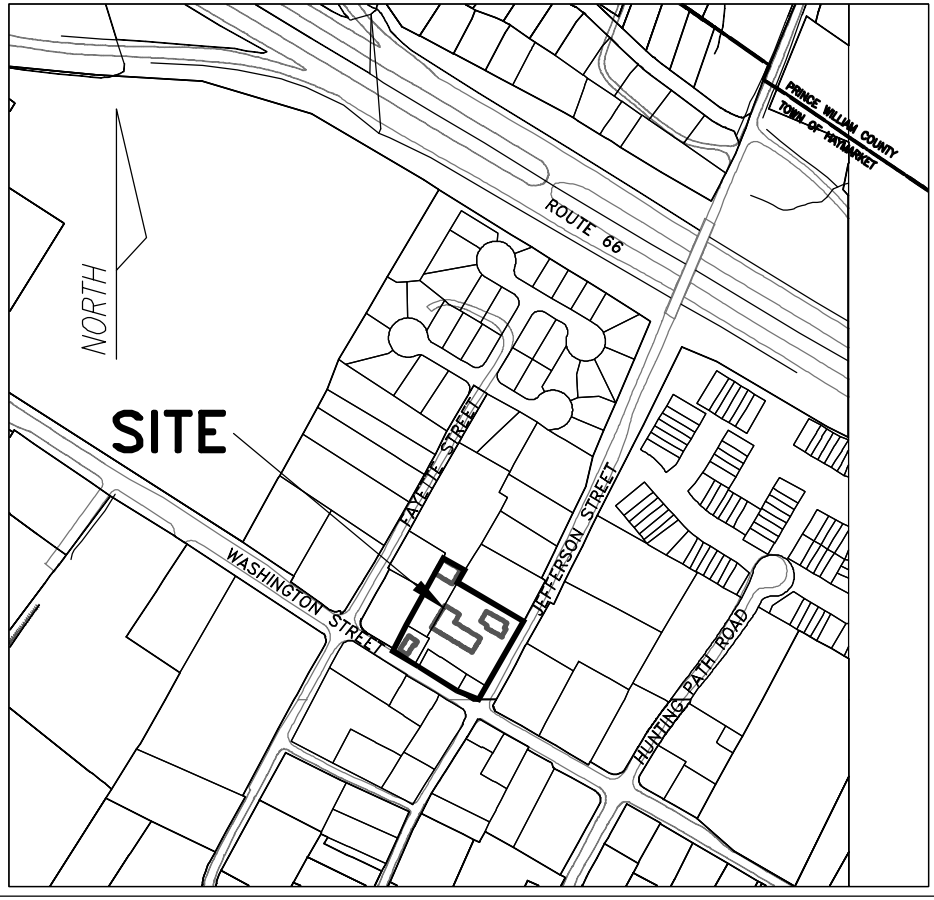
GENERAL NOTES:

- TO OUR KNOWLEDGE NO MAPPED RPA, 100 YEAR FLOOD BOUNDARY, CEMETERIES OR HISTORICAL SITES ARE LOCATED ON THE SITE.
- SIDEWALK PROPOSED ALONG JEFFERSON STREET TO BE STAMPED CONCRETE TO RESEMBLE BRICK.
- SIDEWALK PROPOSED ALONG WASHINGTON STREET TO BE BRICK SIDEWALK.
- THE SUBJECT PARCELS ARE LOCATED WITHIN THE OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY.
- 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.
- THE HORIZONTAL AND VERTICAL CONTROL SURVEYS WERE PERFORMED BY RINKER DESIGN ASSOCIATES IN SEPTEMBER 2014.
- 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.
- BOUNDARY SURVEY WAS PERFORMED BY RINKER DESIGN ASSOCIATES, DATED SEPTEMBER 2014.

SITE BOUNDARY, OWNER AND SETBACK INFORMATION

SITE PROPERTY OWNER INFORMATION:		SITE BOUNDARY LINE AND CURVE TABLE			
1.	G.P.I.N. 7298-80-8616 15020 WASHINGTON STREET OWNER: TOWN OF HAYMARKET ZONE: B-1 (AREA=0.123 AC)	LINE #/CURVE #	LENGTH	BEARING/DELTA	CURVE RADIUS
2.	G.P.I.N. 7298-80-9226 15026 WASHINGTON STREET OWNER: TOWN OF HAYMARKET ZONE: B-1 (AREA=0.288 AC)	C1	15.35	65.64	13.40'
3.	G.P.I.N. 7298-90-0216 15000 WASHINGTON STREET OWNER: TOWN OF HAYMARKET ZONE: B-1 (AREA=0.882 AC)	L1	75.80'	N29° 10' 28.62"E	
4.	G.P.I.N. 7298-80-0407 15010 WASHINGTON STREET OWNER: TOWN OF HAYMARKET ZONE: B-1 (AREA=0.139 AC)	L2	69.67'	N58° 07' 40.38"W	
5.	G.P.I.N. 7298-90-0102 15004 WASHINGTON STREET OWNER: TOWN OF HAYMARKET ZONE: B-1 (AREA=0.068 AC)	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"W	
		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	

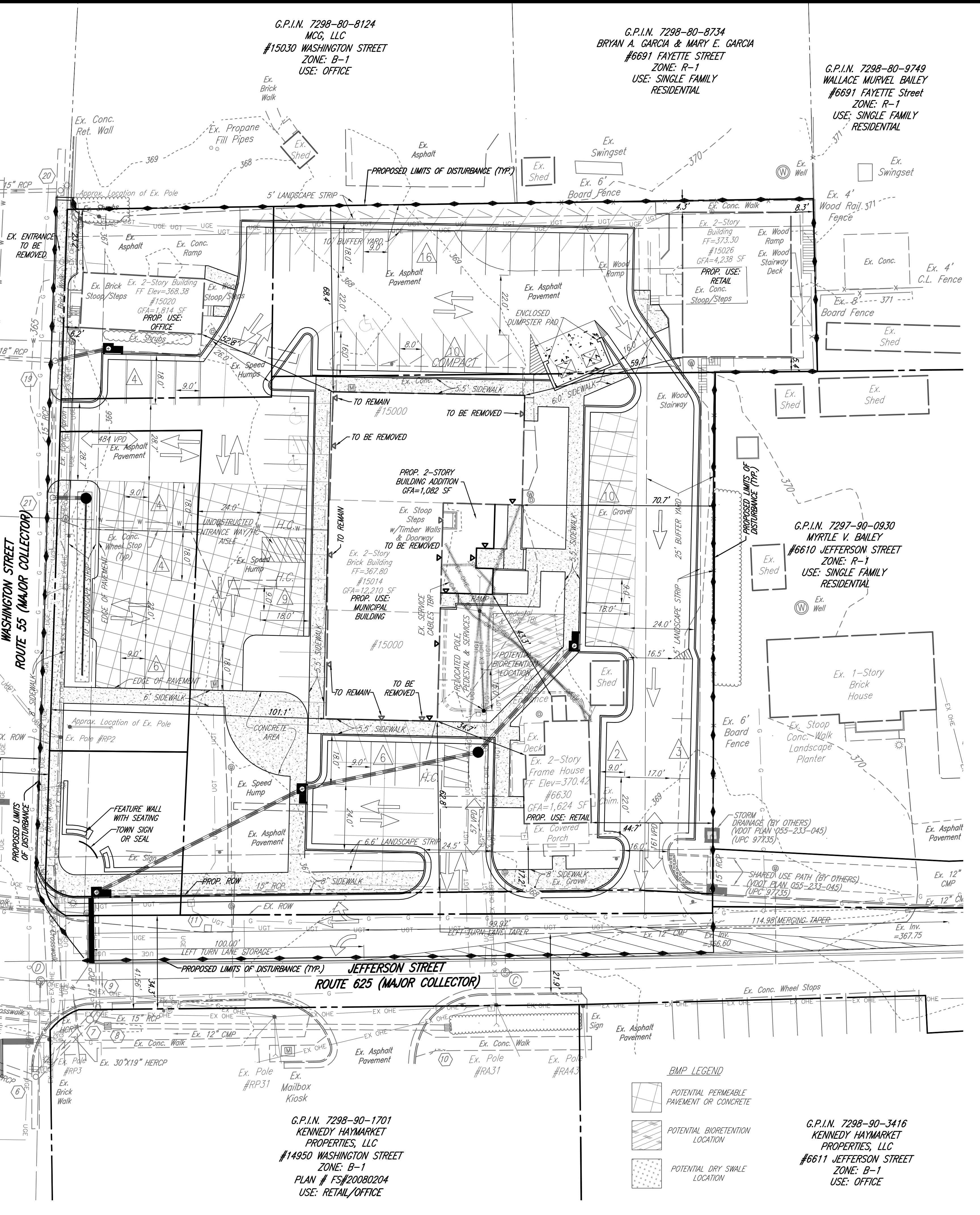
VICINITY MAP
 SCALE: 1"=500'



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



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
PROVIDED ADJACENT TO R-1 ZONE: 5' LANDSCAPE STRIP WITH EXISTING 6' BOARD FENCE ALONG THE PROPERTY LINE...

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, EVENLY SPACED WHEREVER POSSIBLE
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))

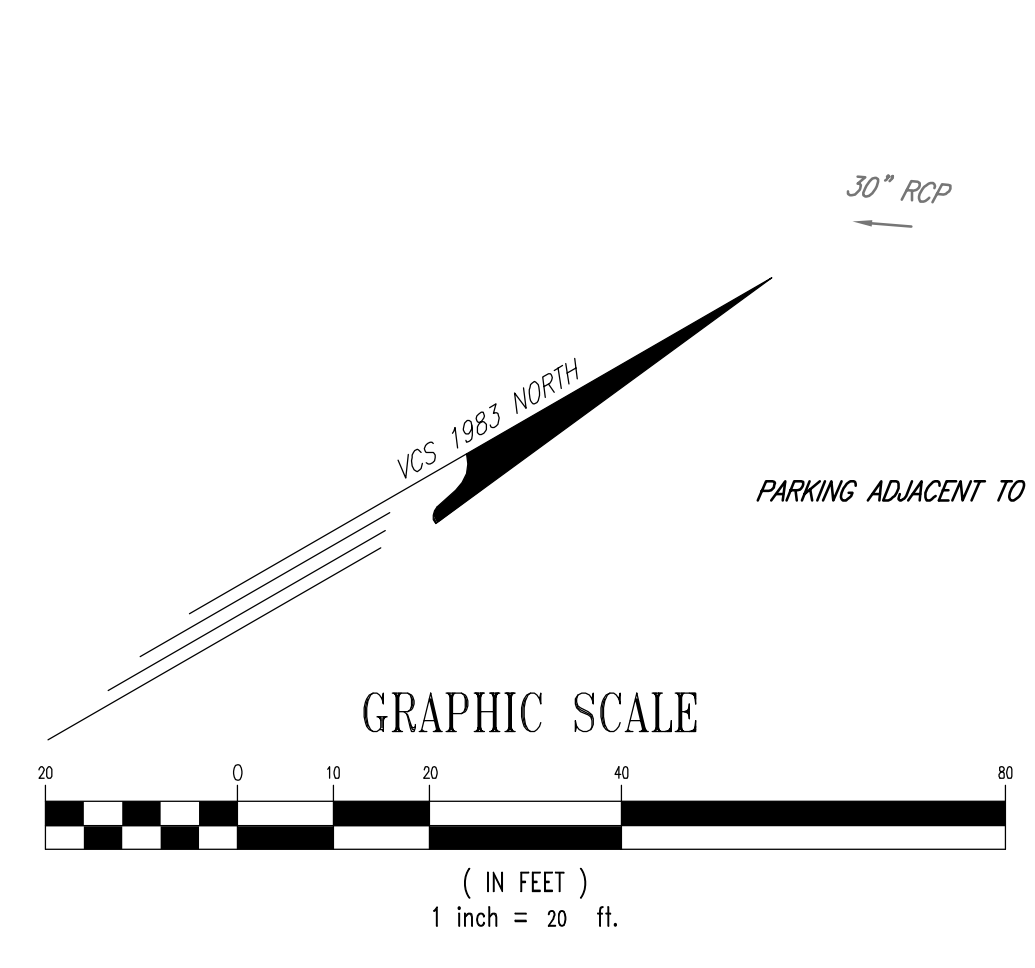
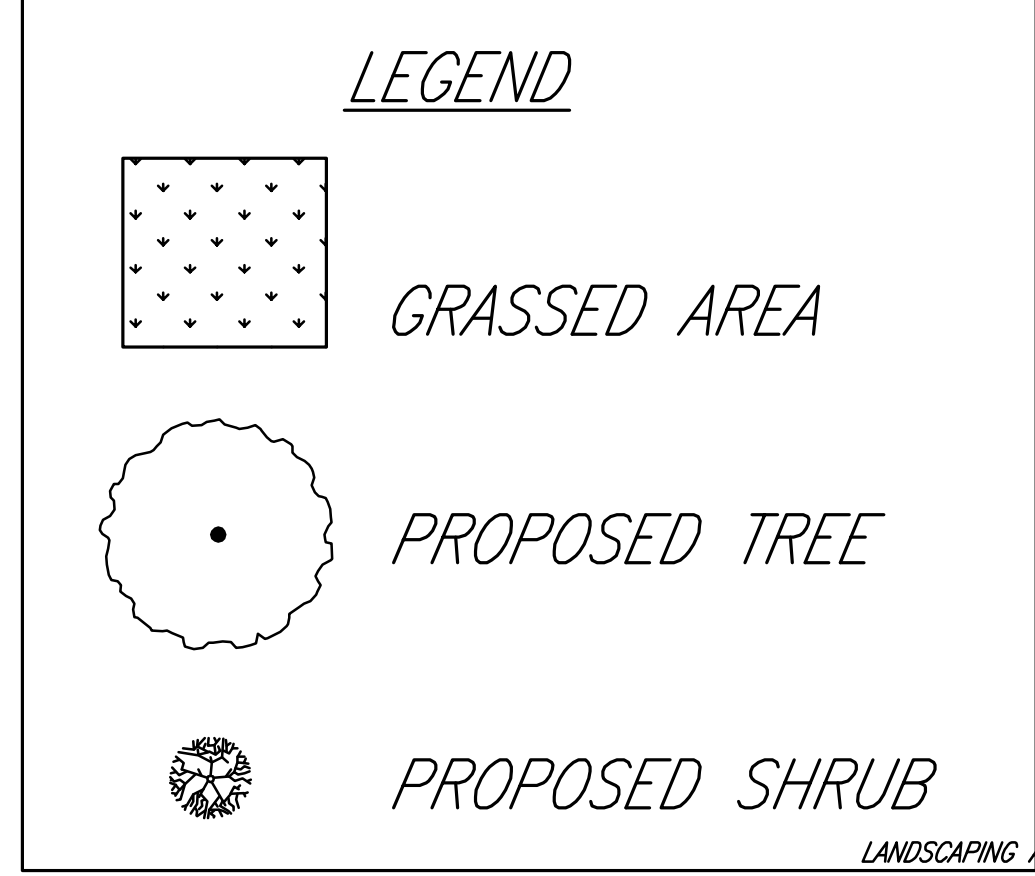
LANDSCAPED AREA TO BE 5% OF PARKING LOT AREA
1 TREE FOR EVERY 10 PARKING SPACES
3 SHRUBS FOR EVERY 10 PARKING SPACES
AREA OF PARKING LOT=27,655 SF
5% OF PARKING LOT=1,383 SF

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:

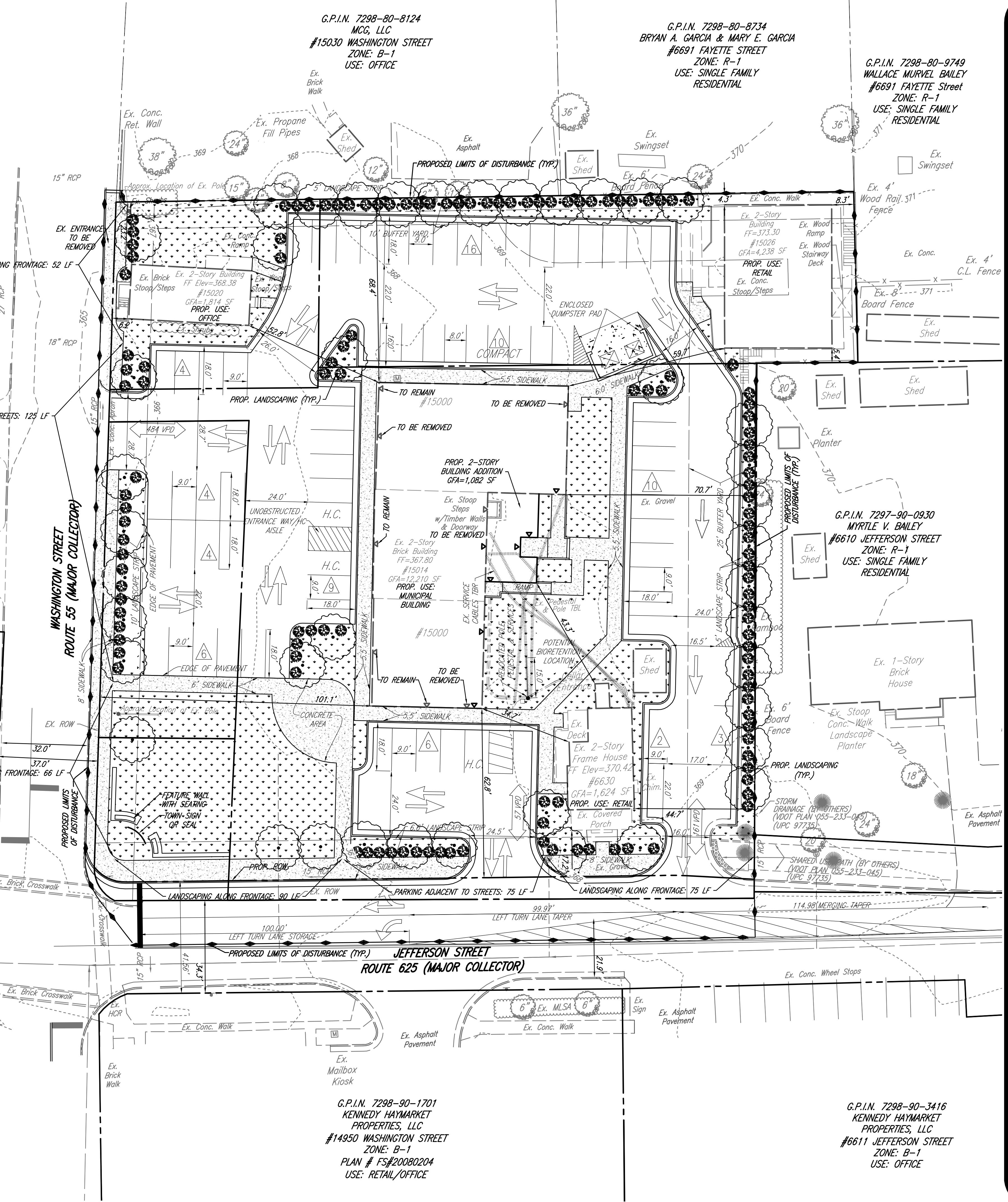
PWCSA USM, TABLE 1-4
AVERAGE DAILY WASTEWATER FLOWS:
OFFICE/COMMERCIAL = 2,000 GPD PER ACRE
AVERAGE DAILY FLOW = 1.50 AC * 2,000 GPD/AC = 3,000 GPD
TOTAL = 3,000 GPD



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

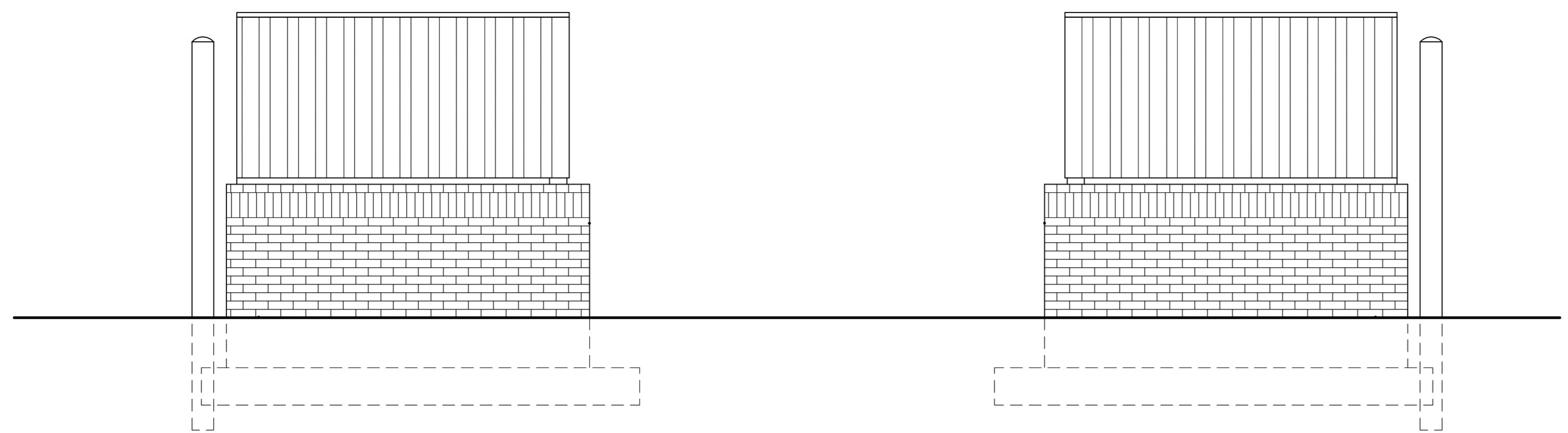
G.P.I.N. 7297-89-0590
OLD BANK, L.C.
#14951 WASHINGTON STREET
ZONE: B-1
USE: RETAIL/OFFICE



Rinker Design Associates, P.C.
Engineering * Surveying * Land Planning * Transportation * Environmental Services
PRELIMINARY LANDSCAPE PLAN
HAYMARKET TOWN CENTER REDEVELOPMENT
TOWN OF HAYMARKET, VIRGINIA
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

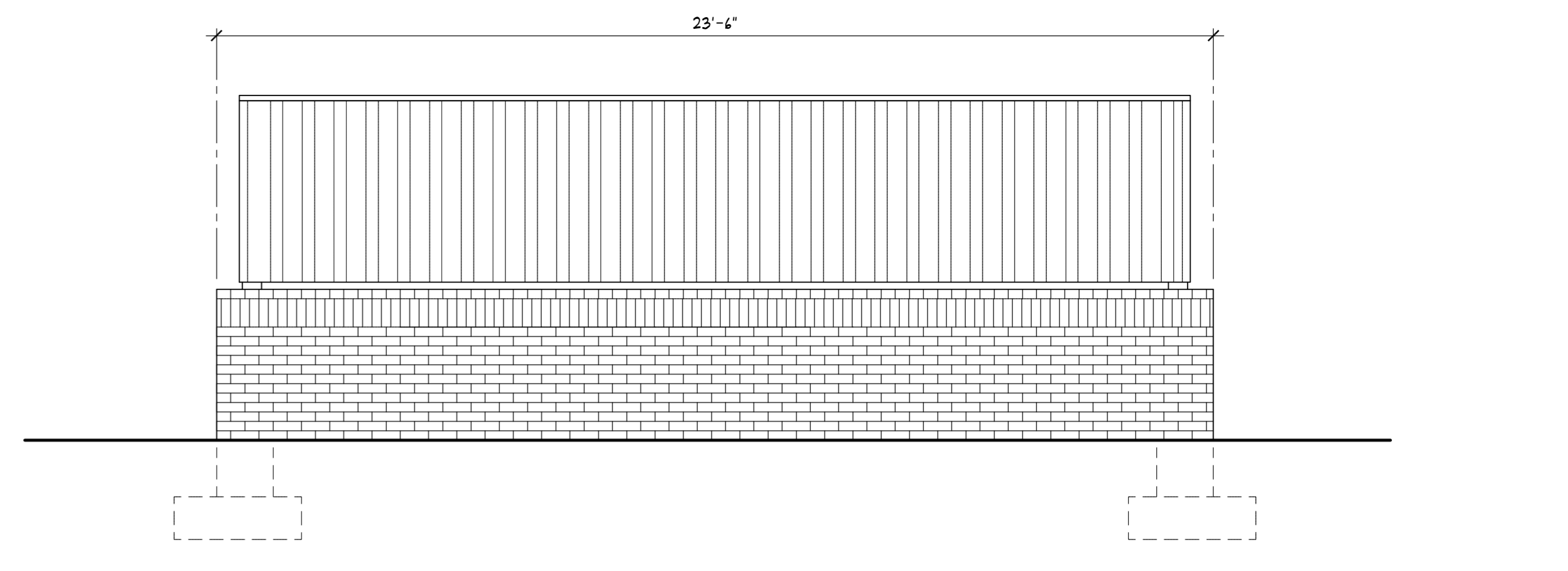
DRAWING NAME: m:\work\14096\14096-001\siteplan\planset\prelim\plan.dwg PLOTTED: 2/18/2016 2:41:00 PM BY: sharon_dusza

Attachment: 4 - 2016-02-17 2nd Submission Prelim Haymarket Town Center (2855) - Town Center Property Preliminary Site Plan (Waivers)

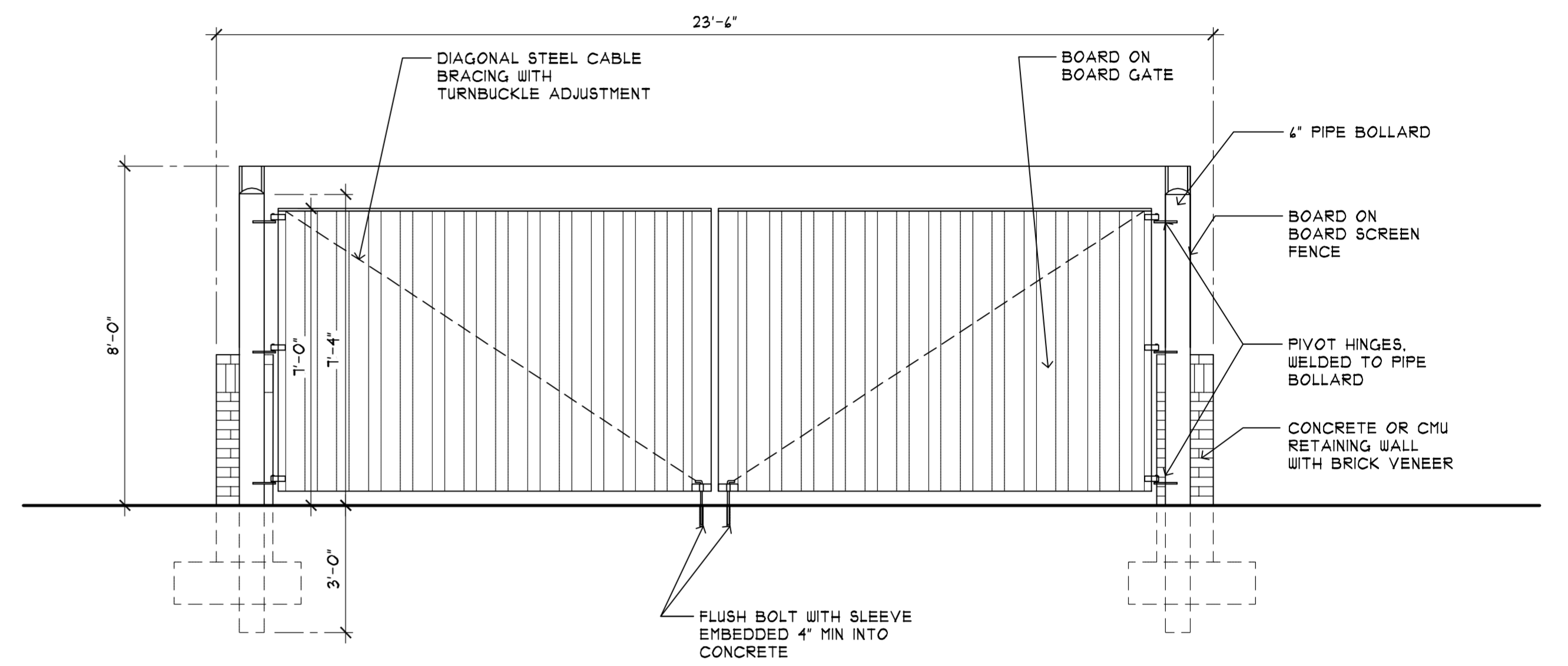


G ENCLOSURE RIGHT SIDE ELEVATION
Scale: 3/8" = 1'-0"

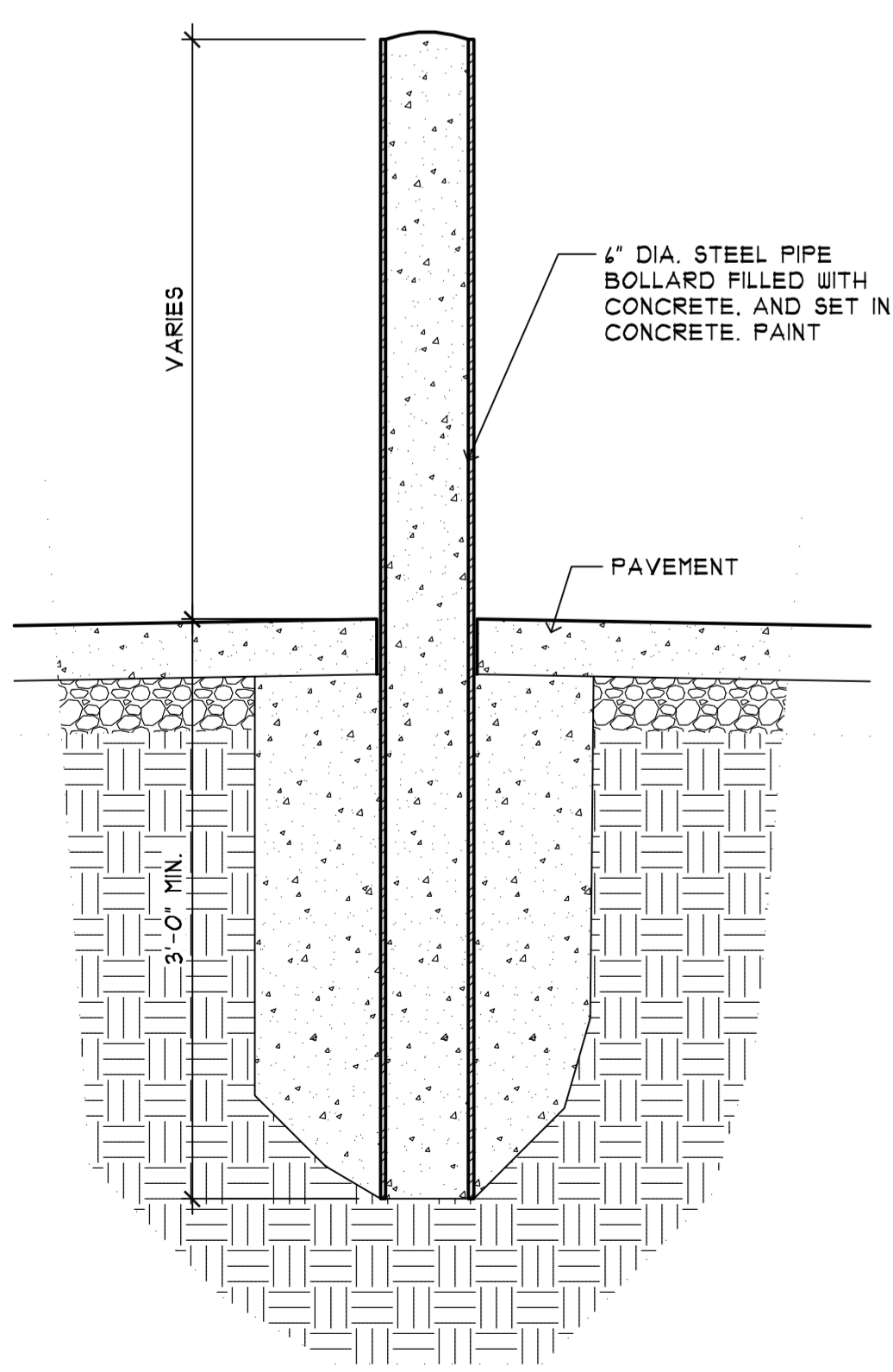
F ENCLOSURE LEFT SIDE ELEVATION
Scale: 3/8" = 1'-0"



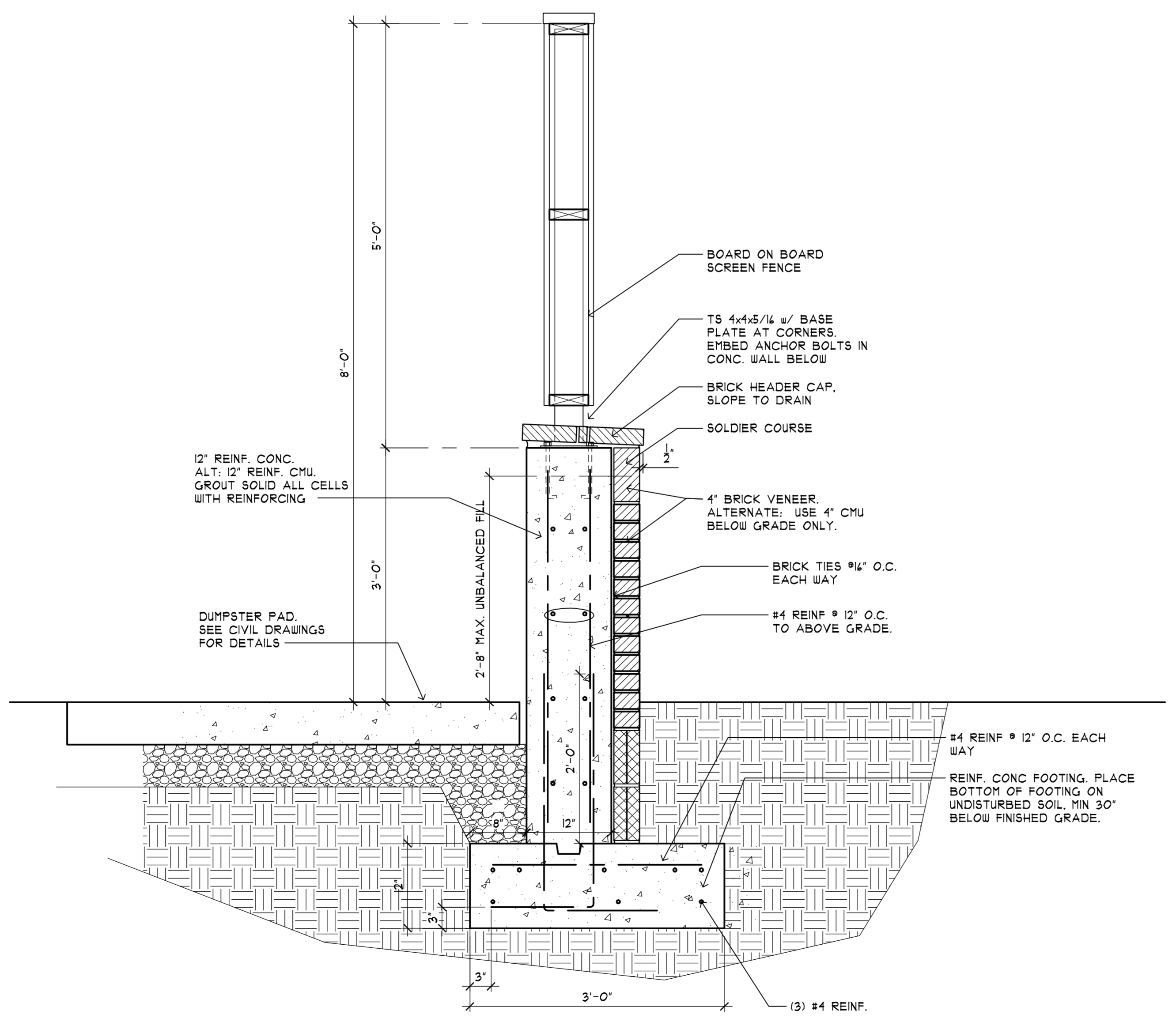
E ENCLOSURE REAR ELEVATION
Scale: 3/8" = 1'-0"



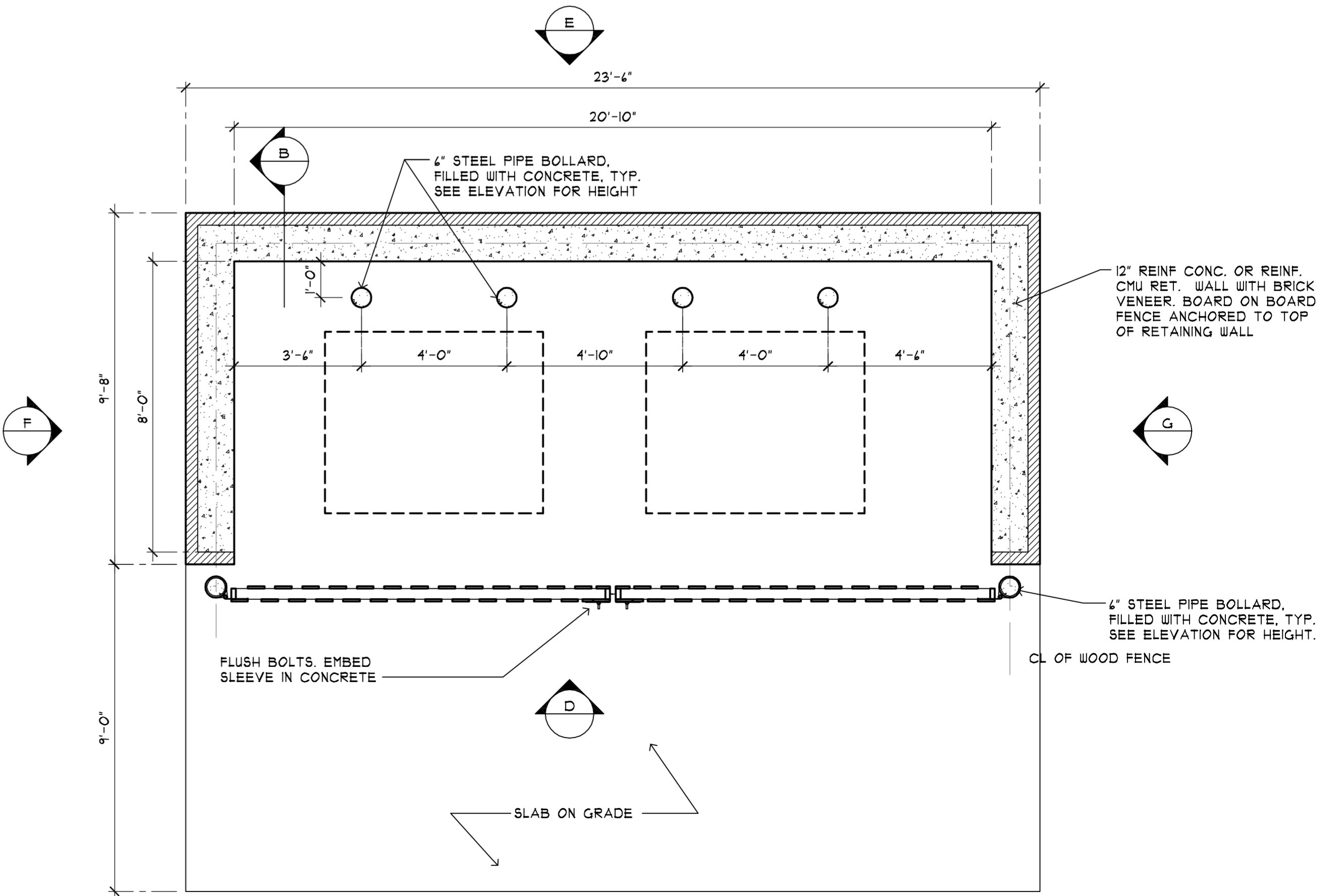
D ENCLOSURE FRONT ELEVATION
Scale: 3/8" = 1'-0"



B BOLLARD DETAIL
Scale: 1" = 1'-0"



A DUMPSTER ENCLOSURE SECTION
Scale: 1" = 1'-0"



A DUMPSTER ENCLOSURE PLAN
Scale: 3/8" = 1'-0"



TO: Town of Haymarket Town Council
 SUBJECT: Appropriation Request
 DATE: 07/05/16

BACKGROUND

- The Town has entered into a lease agreement with Copper Cricket for 15026 Washington Street
- The exterior of the building was in extreme disrepair from multiple signs of previous tenants and half painting of the aluminum siding. It was in immediate need of beautification
- The Town Manager solicited bids and received only two. One bid did not include insulation behind the siding. Peak Roofing was responsive and able to perform the install in a timely manner.

ISSUE

- The Town's adopted spending policy (attached) requires that any expenditure in excess of \$10,000 receive Council approval and be submitted with a minimum of three bids.

STAFF RECOMMENDATION

- Staff recommends the Town Council waive the requirements of the adopted spending policy for this expenditure only and approve the \$15,074 for siding replacement and insulation.

DRAFT MOTION(S)

1. 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.

OR

2. I move an alternate motion

ATTACHMENTS:

- POL20140707 Spending Policy (PDF)



Policies Regarding the Expenditure of Town Funds POL20140707

- **Budgeted Expenditures**

The Town Manager and Police Chief may spend up to the limits described in the attached Budget Appropriations policy. Generally, the Town Manager and Police Chief may spend up to the amount appropriated by the Town Council for the Town and Police Department Budgets.

- **For purchase of equipment, repairs and other budgeted capital items the following guidelines apply:**

Purchases of up to \$10,000, including Public Safety purchases, may be authorized and approved by the Town Manager with at least one acceptable estimate. Any purchase over \$3,000 will be reported back to the appropriate sub-committee of Town Council as well as the Town Council for informational purposes.

Purchases of over \$10,000 require a formal bid package approved by the Town Manager, advertisement for bids, and submission to the Town Manager for selection and approval of the winning bid. The winning bid means the bid from the lowest responsive and responsible bidder. The Town Manager will report to the Town's appropriate sub-committee who will forward a recommendation Town Council for final approval prior to awarding contract.

The Town Manager may establish maintenance agreements with vendors for the maintenance and general repair of certain systems such as HVAC or electrical. However, the spending guidelines above apply to expenditures above \$10,000.

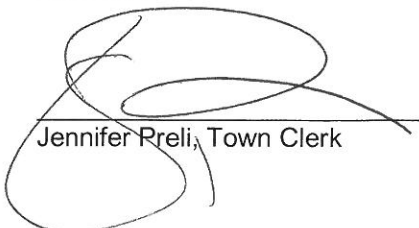
- **Exceptions to the spending policy:**

In instances of failure of equipment or damage to town-owned property which may lead to further damage or may create a hazardous situation, the Town Manager, with the knowledge and approval of the Mayor, may spend up to \$25,000 for needed repairs and may exceed the budgeted or appropriated line item amounts if necessary. Town-owned property includes buildings, grounds and vehicles. The expenditure must be reported to the Town Council for their approval after the fact.

Adopted this 7th Day of July 2014

Motioned by: Aitken
 Seconded by: Morris
 Ayes: Morris, Swinford, Woods, Caudle, Pasanello, Aitken
 Nays: 0

ATTEST:


 Jennifer Preli, Town Clerk



TO: Town of Haymarket Town Council
SUBJECT: Appointment of Interim Town Manager
DATE: 07/05/16

ATTACHMENTS:

- Acting Town Manager resolution Final (PDF)

RESOLUTION 2016-011

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

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.

Done this 5th day of July, 2016.

ORDER OF THE COUNCIL

David Leake, Mayor
On Behalf of the Town Council of
Haymarket, Virginia

ATTEST:

Jennifer Preli, Town Clerk

MOTION:
SECOND:
AYES:
NAYS:

Attachment: Acting Town Manager resolution Final (2858 : Appointment of Interim Town Manager)



TO: Town of Haymarket Town Council
SUBJECT: Town Manager Job Description
DATE: 07/05/16

BACKGROUND

- The Town Council revised the Town Manager job description and adopted the revision on June 14, 2016

ISSUE

- The Town Attorney has subsequently reviewed the job description and has recommended various amendments. Please find the Attorney's revision attached.

DRAFT MOTION(S)

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

OR

2. I move an alternate motion

ATTACHMENTS:

- Town Manager Job Description 06-2016--atty rev (PDF)

Town of Haymarket, Virginia
Town Manager Job Description – Adopted by Council on ~~June 14~~ _____, 2016



The Town Manager is responsible for the efficient management and operation of the town's affairs in accordance with all applicable state laws, town ordinances, and such directives, regulations, and policies as the Town Council may, from time-to-time, adopt. Specifically, the Town Manager shall have the powers and duties enumerated by the Town Council. The Town Manager shall be appointed by the Town Council and shall be subject to its direction and supervision in all matters. Additionally, the Town Manager shall serve at the will of the Town Council.

As the lead administrative officer, the Town Manager is responsible for overseeing day-to-day operations, supervising all town administrative and contract employees, communicating with residents, ~~and~~ businesses and the news media, and working closely with the Mayor and Town Council to implement its vision for the town. Under the Charter, the Town Council appoints the Clerk, Treasurer, Chief of Police, and Attorney.

Key Responsibilities:

- 1) Manages day-to-day operations of the town under the direction of the Council and performs all duties assigned to the office of the Town Manager. Holds regular staff meetings and records action items. Develops work plans to manage and track action items, daily operations, and project progress. Oversees the preparation and dissemination of all administrative reports and correspondence - correspondence by mail, telephone, email and text, as well as performs other duties, as assigned. Makes certain that files and records are maintained and updated on a timely basis. Manages time wisely and efficiently ensuring an optimum level of performance;
- 2) Attends and participates in all regular and special meetings of the Town Council and committees. Directs the preparation of council and committee meeting agendas, including all relevant analyses, reports, and informational items. Ensures the timely and accurate preparation of minutes and distributes copies to committee participants and councilmembers;
- 3) Reports to and communicates with the Mayor on a weekly basis, at a minimum, or more frequently as conditions and situations warrant via phone, text, email, or any means available to ensure timely communication and notification;
- 4) Advises and recommends to the Town Council on town needs, policies, programs, and related tactical and strategic actions;
- 5) Develops a long-term strategic plan to implement the Vision, Mission, and Values of the Town Council to assist town government to meet the challenges imposed by the impact of the region's rapid growth, as well as to leverage and maximize opportunities as a result of that growth;
- 6) Prepares an annual budget with the treasurer, police chief, other staff, and the Finance Committee. Submits the budget to the Town Council for review, edit, and approval. Implements, manages, and maintains the town's finances, with the town treasurer. Assesses budget performance on a monthly basis and reports to the Town Council, as needed;
- 7) Hires administrative personnel and other employees; advises the Town Council with regard to the hiring of the Clerk, Treasurer, and Chief of Police. Develops measurable employee goals and objectives and conducts employee performance reviews in accordance with the Town's Personnel Policies semi-annually. Ensures the clear delineation of employee roles and responsibilities. ~~Takes the lead in~~ is responsible for evaluating, promoting, and disciplining of employees under his or her direct control;

- 8) Directs the work of the administrative personnel, as well as several third party contractors that perform town services and programs. Evaluates the effectiveness of units reporting to the Town Manager and takes actions necessary to achieve optimum performance levels. Develops, distributes, and posts employee work schedules a minimum two weeks in advance;
- 9) Acts as purchasing agent for all departments. Solicit bids from contractors and selects or recommends, with staff, the appropriate individuals or organizations to perform the work. Oversees the bid process on major purchases;
- 10) Ensures that proper internal controls and processes are developed and in place to guarantee the integrity and transparency of government and compliance with local, state and federal law;
- 11) Investigates citizen complaints and problems in the Town of Haymarket and makes recommendations for action(s) to the Town Council. Conducts any investigations deemed necessary (except investigations of the Town Manager) and performs other such duties as directed by the Town Council consistent with the office of Town Manager;
- 12) Develops a communications plan that connects and interacts with internal and external stakeholders. Maintains a sound public relations posture between the town and its citizens and businesses, the press, and other state and local governmental agencies. Prepares press releases;
- 13) ~~Walks the town o~~On a regular basis, visits to speak with town facilities, businesses, and residents, and meets with visitors to assess customer service effectiveness and to ascertain the status and condition of public and private assets;
- 14) Prepares an Annual Report of the previous calendar year's activities for presentation to the Town Council, citizens, and businesses of the Town of Haymarket.

Combined Skills and Qualifications:

Required:

- Graduation from an accredited four-year college or university with major course work in Business, or Public Administration, or related field;
- Practice of at least 3 years of progressively responsible management experience in local government;
- Broad and diversified managerial experience in planning or directing major programs of local public services; or any equivalent combination of education and experience;
- Excellent work history ~~and attendance record~~;
- ~~Valid Virginia Driver's License.~~

Preferred:

- Master's Degree in Public Administration or closely-related management field, more than 3 years of experience in a managerial position within Public Administration;
- Membership in ICMA;
- Strong experience in managing municipal services in a growing environment;
- Managing financial resources and long-term capital improvement projects;

Knowledge:

- Principles and practices of modern public administration and local government methods;
- Thorough knowledge of federal, state, and local laws, regulations, and policies applicable to structure, functions, programs, and practices in conducting public services through town government;
- Thorough knowledge of modern principles, practices, methods, and techniques in evaluating program and facility needs of a small-sized town.

Skills and Abilities:

- Ability to manage a budget and day-to day activities;
- Ability to evaluate socioeconomic and physical problems of smaller town populations;
- Ability to plan, organize, coordinate, prioritize, assign, and evaluate work of staff;
- Ability to supervise, coach, mentor, and motivate others;
- Ability to devise cost effective approaches for satisfying community needs and aspirations;
- Ability to deal courteously and effectively with the public, public officials, and representatives of other faculties including businesses, vendors, contractors, and other state, regional, and local jurisdictions;
- Ability to effectively articulate and communicate goals, vision, and strategy; communicate complex ideas effectively, both orally and in writing; actively listen to residents and staff to ensure their point of view is included in deliberations;
- Ability to be creative, ~~think outside the box~~, and apply a solution-oriented approach to decision-making;
- Ability to collaborate and coordinate with internal and external stakeholders;
- Ability to make sound decisions and exercise good judgment;
- Ability to develop and promote up-to-date and effective electronic communication between the Town Council and townspeople.

Physical Requirements:

- Tasks involve the ability to exert very light physical effort ~~involving some combination of sitting, walking, stooping, kneeling;~~ and may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight;
- Subject to working hours significantly beyond regularly scheduled hours.
- Noise levels are typically those of an office environment but may include periods of high noise levels such as supervision of active construction sites.

Employer Overview:

Located in Prince William County at the Crossroads of Routes 15 and 55, the Town of Haymarket is a historic town of approximately 1,900 residents and possessing a deep history that is part of the national *Journey Through the Hallowed Ground* ~~regional~~ tourist attraction. The value and beauty of this area is no longer a secret, and ~~so it attracts~~ new businesses and residents move to this area each day, enriching the community with economic opportunities and diversity of character. There are many opportunities and a range of choices in recreation, education, business, and community development opportunities. It is also a commercial corridor that prides itself on citizen service and maintaining a small-town feel amongst a rapidly growing suburban environment. We value our historic elements and recognize the need to balance growth while maintaining and rehabilitating those historic elements.

The town is governed by a seven member Council ~~that is a seven-member elected body~~ composed of a Mayor and six members elected at large to serve ~~a two year terms~~. The administrative staff is small yet efficient. There is six-member police department managed by a Chief of Police, including an administrate assistant.

Supervision:

Policy direction is provided by the Town Council to the Town Manager. The Town Manager in turn provides administrative policy and ~~managerial direction to~~ coordination with all department heads, appointed officials, and through them all town employees.

Furthermore, the position requires significant contact with elected officials, community agencies and organizations, county officials, the media, local, state, and other town staff.



TO: Town of Haymarket Town Council
SUBJECT: Town Council Code of Ethics & Standards of Conduct
DATE: 07/05/16

ATTACHMENTS:

- Adopted Code of Ethics & Standards of Conduct (PDF)

**TOWN OF HAYMARKET
TOWN COUNCIL AND APPOINTED OFFICIALS
CODE OF ETHICS AND STANDARDS OF CONDUCT**



Preamble

The citizens and businesses of the Town Haymarket, Virginia, are entitled to have fair, ethical, and accountable local government, which has earned the public's full confidence for integrity. The effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Town of Haymarket Town Council has adopted this Code of Ethics and Standards of Conduct for the members of the Town Council, Planning Commission (PC) and Architectural Review Board (ARB) and recommends adoption by the Board of Zoning Appeals (BZA) to assure public confidence in the integrity of local government and its effective and fair operation.

CODE OF ETHICS

1. Uphold the Constitution, laws and regulations of the United States and of all governments therein and never knowingly be a party to their evasion.
2. Place loyalty to the highest moral principles and to the people of the Town of Haymarket, as a whole, above loyalty to individuals, districts, or particular groups.
3. Expose through appropriate means and channels: corruption, misconduct or neglect of duty when discovered.
4. Give a full measure of effort and service to the positions of trust for which stewardship has been granted; giving earnest effort and best thought to the performance of duties.
5. Seek to find and use the most equitable, efficient, effective and economical means for getting tasks accomplished.
6. Adopt policies and programs that are in accordance with the Town's EEO policy, and that support the rights and recognize the needs of all citizens regardless of gender, race, age, religion, creed, country of origin or disability.
7. Ensure the integrity of the actions of the Mayor, Town Council, PC, and ARB by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member should never accept for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties. Per Section 2.2-3104.2 of the Virginia State Code, any member of the governing body may accept a gift that does not influence the performance of governmental duties of monetary value not

- to exceed \$25 per occurrence, provided they acknowledge the gift. The gift may include but not be limited to a meal, award, etc.
8. Make no private promises of any kind binding upon the duties of any office, because a public servant has no private word which can be binding on public duty.
 9. A member should identify any associations with an organization or interest group that presents in any manner to the Council for a decision.
 10. At all times, meet the requirements of the State and Local Government Conflict of Interest Act and the Public Procurement Act.
 11. Adhere to the principle that the public's business should be conducted in the public view by observing and following the the Freedom of Information Act.
 12. Recognize that interaction with the media is a vital link in maintaining good communication with the public. Town Council comments to the media should be in a courteous, statesmanlike manner and should maintain the propriety of the Council when speaking to public issues, or to opinions of colleagues and individuals.
 13. Make sure that a clear distinction is made between personal opinion or belief and a decision made by the Mayor, Town Council, PC, or ARB.
 14. No member may disclose or use confidential information without the consent of Town Council. Confidential information includes discussions during executive or closed sessions, attorney-client communications and certain economic development information.
 15. Members shall not use public resources that are not available to the public in general, such as the Town staff time, equipment, supplies or facilities, for private gain or personal purposes.
 16. The Town Council determines the policies of the Town with the advice, information, and analysis provided by the public, council, commissions, boards, and committees and Town staff. The Town Council delegates authority for the administration of the Town to the Town Manager

Members, therefore, shall not interfere with the administrative functions of the Town or the professional duties of the Town staff; nor shall they impair the ability of staff to implement Town policy decisions. Inquiries to staff shall be made through the Town Manager for all administrative issues, unless the matter in question is clearly a police matter and should be addressed to the Chief of Police.
 17. Members shall support the maintenance of a positive and constructive workplace environment for Town employees and for citizens and businesses dealing with the Town. Members shall recognize their special role in dealings with Town employees and in no way create the perception of inappropriate direction to staff.
 18. Review orally and in public session at the annual organizational meeting each of these principles.
 19. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

STANDARDS OF CONDUCT

Recognizing that persons holding a position of public trust are under constant observation by the media and interested Town of Haymarket residents, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government, the Mayor and every member of the Town Council, PC and ARB should adhere to the following Standards of Conduct. It is recommended by Council that the BZA also adhere to the following these Standards of Conduct.

1. Avoid, during either public or private meetings and during the predominance of public duties, the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens or personnel.
2. Pay all taxes due to the Town, county, state or national government.
3. Attend all regularly scheduled meetings of the Town Council, PC and ARB to which he or she has been assigned, resigning whenever personal circumstances preclude regular attendance.
4. Make a conscientious effort to be prepared for each meeting.
5. Members should not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.
6. Respect the rights of colleagues to have different opinions. Enter into constructive and factual discussions when attempting to resolve issues or reach a consensus, refraining from disparaging remarks.
7. Work to create a positive environment in public and private meetings, so that the environment is conducive to a productive dialogue between all parties and so that citizens will feel comfortable as observers or participants.
8. Maintain an attitude of courtesy and consideration toward all citizens, colleagues and staff during all discussions and deliberations.
9. Be open minded and patient. Allow citizens, employees, or colleagues sufficient opportunity to present their views.
10. Be concise. Avoid the practice of taking more time to address an issue before the body than is necessary and essential for an adequate consideration of those matters being discussed.

IMPLEMENTATION

As an expression of the standards of conduct for members expected by the Town, the Town of Haymarket CODE OF ETHICS and STANDARDS OF CONDUCT are intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for the Town of Haymarket, applicants to commissions, committees and newly elected and appointed officials. Members entering office shall be provided with the Town of Haymarket Code of Ethics and Standards of Conduct. In addition, the Town Council, PC and ARB annually review the Code of Ethics and Standards of Conduct and the Town Council shall consider recommendations from

commissions and committees to update it as necessary. The BZA is encouraged by Council to also adopt and uphold the Code of Ethics and Standards of Conduct as presented.

COMPLIANCE and ENFORCEMENT

The Town of Haymarket Code of Ethics and Standards of Conduct expresses standards of ethical conduct expected of members of the Town of Haymarket Town Council, PC and ARB and recommended for the Town's BZA. Member themselves have the primary responsibility to assure that these ethical standards and that the code of conduct is understood and practiced during all times while serving the Town in order to ensure the public can continue to have full confidence in the integrity of government.

Citizens may bring complaints about the conduct of elected or appointed officials to the mayor, any member of council, or the chair of the commission, board or committee on which the appointed official serves.

The Town Council may impose sanctions on members whose conduct does not comply with the Town's ethical standards, such as public or private reprimand, formal censure, loss of seniority or committee assignment, or budget restriction. Where allowed by law, the Town Council also may remove members of Council, PC, ARB, and committees from office. The Town Council acknowledges that it does not have such authority over the BZA for the Town.

A violation of this Code of Ethics and Standards of Conduct shall not be considered a basis for challenging the validity of a Town Council, board, commission or committee decision.

Signed

Date



TO: Town of Haymarket Town Council
SUBJECT: Dominion VA Power 230 kV Transmission Line & Substation
DATE: 07/05/16



TO: Town of Haymarket Town Council
SUBJECT: VRE - Haymarket Extension
DATE: 07/05/16



TO: Town of Haymarket Town Council
SUBJECT: Enter into Closed Session
DATE: 07/05/16

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;

7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.



TO: Town of Haymarket Town Council
SUBJECT: Certification of the Closed Session
DATE: 07/05/16

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.