



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, June 6, 2016

7:00 PM

Council Chambers

### 1. Call to Order

### 2. Invocation

### 3. Pledge of Allegiance

### 4. Citizen's Time

### 5. Public Hearings

- A. Zoning Text Amendments - Open Space Requirements
- B. Sign Ordinance Zoning Text Amendments
- C. Fiscal Year 2017 Budget & Proposed Tax Rates

### 6. Planning Commission

### 7. Minutes Acceptance

- A. Committee - Finance - Committee - Feb 17, 2016 2:00 PM
- B. Committee - Finance - Committee - Mar 16, 2016 2:00 PM
- C. Committee - Finance - Committee - Apr 20, 2016 2:00 PM
- D. Mayor and Council - Regular Meeting - Apr 25, 2016 5:00 PM
- E. Mayor and Council - Special Meeting - May 12, 2016 7:00 PM
- F. Committee - Finance - Committee - May 18, 2016 2:00 PM
- G. Committee - Public Facilities - Committee - May 23, 2016 7:00 AM

### 8. Department Reports

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

### 9. Agenda Items

- A. Zoning Text Amendments - Open Space Requirements
- B. Sign Ordinance - Marchant Schneider
- C. Hazardous Duty Enhanced Retirement Benefit
- D. Resolution of Appreciation - VDOT Employees
- E. Fiscal Year 2017 Budget - Brian Henshaw
- F. VRE Update
- G. Dominion VA Power 230 kV Transmission Line & Substation
- H. Planning Commission Appointment - Caudle
- I. Planning Commission Appointment - Cathy Pasanello
- J. Bond Release - Southern Railway Caboose Enhancement Project - Holly Montague
- K. Business Investment Strategic Zone

### 10. Councilmember Time

- A. Kurt Woods
- B. Matt Caudle

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

## **11. Adjournment**



# FINANCE COMMITTEE

## COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Wednesday, February 17, 2016

2:00 PM

Town Hall Conference Room

A Committee of the Committee - Finance of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 2:00 PM

Councilman Joe Pasanello called the meeting to order.

### 1. Call to Order

Vice Mayor Steve Aitken: Present, Councilman Joe Pasanello: Present, Treasurer Sherrie Wilson: Present, Chief of Police Eric Noble: Present, Town Manager Brian Henshaw: Absent.

### 2. Agenda Items

#### a. Finance Agenda

Treasurer updates the Committee on the Current Budget. Committee goes over some line items that exceed where they should be in the budget. Explanations are given, and that the Treasurer is continually watching the expenses and Staff is cutting back where the can and when they can.

There are also some Revenue items that have exceeded the Budget as well. Such as Sales Tax and Utility Tax. All other Revenues are on track according to the Budget numbers.

With Chick-fil-A getting ready to build, Pasanello believes we could possibly budget for that additional Revenue. Asks the Treasurer to network to Purcellville, since they just had one built there, to possibly see whether their Revenue was affected. Aitken says although this will bring additional revenue from Chick-fil-A, it could also impact negatively revenue from McDonalds and Sheets.

Pasanello asks that for the Legal line item, for next Budget season, perhaps try to find out any major initiatives that we are forecasting. He would also like a better explanation of what the Transfer of Cash Reserves entails, and how it works in the budget.

Landscaping line item is high. What are the expectations for the rest of the budget season? Treasurer explains that has been a long landscaping season. Warmer weather produced a longer mowing season. Also more was expected from the Public Works company than originally contracted for. Spring season is coming which will add more to that line item as well. This may call for a budget amendment.

Snow removal high expense was unexpected.

There is 37,000 in Public Works under Capital that hasn't been used. This could potentially be moved in a budget amendment to cover other costs that are over.

Chief Noble also discusses parts of his Budget and where the Police Dept is at within the Budget.

Minutes Acceptance: Minutes of Feb 17, 2016 2:00 PM (Minutes Acceptance)



# FINANCE COMMITTEE

## COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Wednesday, March 16, 2016

2:00 PM

Town Hall Conference Room

A Committee of the Committee - Finance of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 2:00 PM

Councilman Joe Pasanello called the meeting to order.

### 1. Call to Order

Vice Mayor Steve Aitken: Present, Councilman Joe Pasanello: Present.

### 2. Agenda Items

#### a. Finance Agenda

##### A. Budget Update/ Budget Amendments:

- Ms. Wilson provided the committee with an update on the current Profit and Loss statement with the current Fiscal Budget.
- Overall the Town is doing well and only a few select categories were running high.
- With minimal questions, Ms. Wilson transitioned into discussing the only needed Budget amendment for the upcoming regular Council meeting for April.
- Staff explained that the other line items that were over are tracking to be able to be absorbed through other line items within the same budget category; therefore amendments seem unnecessary at this time.
- Ms. Wilson recommended that we transfer \$30,000 from the General Reserve to the Legal Services Category under Administration.
- The committee agreed and the Treasurer will prepare the Budget Amendment for the April meeting.

##### B. Draft Fiscal '17 Budget:

- Mr. Henshaw presented the draft line item portion of the Fiscal 2016-2017 Budget.
- Staff presented a budget that does not factor any tax increases into the budget, with the exception taking the bump from increased real estate tax assessments, but keeping the real tax rate the same.
- Staff shows a positive gain in revenue, however the gain in revenues do not all the Council to move forward with the desired Capital Improvements.
- Staff presented the Finance Committee with some facts and figures to demonstrate where the Town has been able to keep our tax rates low, we have fallen severely lower than many surrounding jurisdictions and do not have consistent funding source for major capital improvements.
- Therefore, through the budgeting process, the Manager has come up with several questions and scenarios for the Council consider as they begin the process of deliberating over the proposed budget.
- Mr. Henshaw also reached out to VML/VACO Finance to come provide Finance Advisement to the Council in a similar fashion as a report from 2010 that provided financial forecasting and needs analysis.
- The committee after the review of the draft budget and VML/VACO Finance proposal decided to schedule another work session on Monday, March 28<sup>th</sup> at 3pm to finalize their review and the VML/VACO Proposal prior to the April Council meeting, where the Manager will present the draft budget to the Council.

Minutes Acceptance: Minutes of Mar 16, 2016 2:00 PM (Minutes Acceptance)



# FINANCE COMMITTEE

## COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Wednesday, April 20, 2016

2:00 PM

Town Hall Conference Room

A Committee of the Committee - Finance of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 2:00 PM

Councilman Joe Pasanello called the meeting to order.

### 1. Call to Order

Vice Mayor Steve Aitken: Present, Councilman Joe Pasanello: Present, Town Manager Brian Henshaw: Present, Treasurer Sherrie Wilson: Present, Chief of Police Eric Noble: Present.

### 2. Agenda Items

#### a. Agenda

##### A. Proposal from VML/VACO Finance:

- Mr. Henshaw introduced Mr. Bob Lauterberg and Mr. Steve Mulroy of VML/VACO Finance to discuss their consulting proposal with the Town.
- Mr. Lauterberg started by briefly discussing the VIP performance of the investment pool and answered some brief questions about the Virginia Investment Pool and the growth trends we are seeing take place in its production and performance.
- Vice Mayor Aitken inquired about how to interpret the annualized rate for the VIP. Mr. Lauterberg and Mr. Mulroy explained the performance and guided the attendees through the report.
- Mr. Lauterberg transitioned into discussing the VML/VACO Finance proposal to advise and assist the Town with a Credit Benchmark Report. Mr. Lauterberg presented the committee with a brief synopsis of what the Credit Benchmark Report would include and what it would produce.
- Mr. Lauterberg explained the difference between the Credit Benchmark Report and the Plan of Finance.
- The committee inquired about where or how the cost was determined by VML/VACO Finance to assist the jurisdiction. Mr. Lauterberg explained that VML/ VACO Finance are striving to cover associated costs and that they just recently got recognized as a Registered Municipal Advisor.
- The committee determined that the Plan of Finance report would not be needed at this time and we would move forward with the Credit Benchmark Report. Committee asked Mr. Henshaw to include the synopsis provided to the Committee from Mr. Lauterberg and revise the Staff report.
- Mr. Henshaw asked Mr. Lauterberg and Mr. Mulroy to briefly describe how VML/ VACO Finance's Commercial Paper loans work for Virginia jurisdictions for the committee's benefit, should this be a direction the Council may eventually be interested in.

##### B. Fiscal 2017- Budget Questions for Council:

- Mr. Henshaw discussed the first Budget work session and the need to schedule the next work session at the next Council meeting.
- Mr. Henshaw stated that staff would be preparing two different documents prior to the next budget worksession,
  - o A detailed assessment of estimated project costs, costs to dates and remaining balances.
  - o Secondly, staff will provide an assessment of the proposed expenditures to identify enhancements, shifting of line items and the associated costs needed to operate.

##### C. Fiscal 2016 Financial Report:

- Ms. Wilson updated the committee on the current profit and loss report. Currently the budget should be at 81% and in general the budget is steady.
- The committee discussed concerns with the Legal line item under Administration. Staff

Minutes Acceptance: Minutes of Apr 20, 2016 2:00 PM (Minutes Acceptance)

addressed some of the reasons that the legal line item is high or continues to be high. Chairman Pasanello inquired about the possibilities of looking into searching for new services. Vice Mayor Aitken offered how the Council got to hiring the current law firm originally and the distinct differences between sole law providers versus a large firm.

- Mr. Henshaw suggested that a good first step might be to reach out to our current firm and determine mutually if there are ways to save.
- The committee tasked Mr. Henshaw with starting that process.

**D. FFE Budget for New PD:**

- Chief Noble presented the proposed FFE (Furniture, Fixtures and Equipment) Budget for the new PD.
- The committee briefly discussed it and recommended the Chief presenting it to the Council.



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, April 25, 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: Late, Mayor David Leake: Present.

### 2. Invocation - Rev. Billy Tatum - Antioch Baptist Church

### 3. Pledge of Allegiance

### 4. Minutes Acceptance

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

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

### 5. Department Reports

- A. Treasurer's Report - Sherrie Wilson  
Budget work session is set for May 16, 2016 @ 5pm
- B. Engineer's Report - Holly Montague
- C. Planner's Report - Marchant Schneider
- D. Building Official's Report - Joe Barbeau, Jr.
- E. Police Report - Chief Eric Noble
- F. Town Manager's Report - Brian Henshaw

### 6. Break 6:30 PM

### 7. Citizen's Time

*No public comment*

### 8. Public Hearing

A. Special Use Permit 2016-001  
Mayor Leake opens up the Town Council public hearing regarding Special Use Permit #2016-001. Mayor Leake turns the meeting over to the Planning Commission

### 9. Planning Commission Hearing & Special Meeting

Councilman Caudle calls to order the Planning Commission public hearing and special meeting. He asks for anyone who would like to comment in favor or opposed to Special Use Permit #2016-001.

Jim Carroll moves that the Planning Commission recommend approval of SUP# 2016-001, Time Crunch Fit, LLC, for an in-home occupation at **6861 Jockey Club Lane** as described on the special use permit application and narrative dated February 22, 2016, pursuant to Section 58-53 (6) of the Zoning

Minutes Acceptance: Minutes of Apr 25, 2016 5:00 PM (Minutes Acceptance)

Ordinance, and subject to the development standards of Section 58-16, Home occupations, Connor Leake seconds

C. Leake-Yes, C. Pasanello-Yes, M. Carroll-Yes, J. Carroll-Yes, Caudle-Yes

Maureen Carroll moves to adjourn, Connor Leake seconds;

Ayes: 5

Nays: 0

## 10. Agenda Items

### A. Special Use Permit SUP 2016-001

Move that the Town Council approve SUP# 2016-001, Time Crunch Fit, LLC for an in-home occupation at **6861 Jockey Club Lane** as described on the special use permit application dated February 22, 2016, pursuant to Section 58-53 (6) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations;

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

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

### B. Planning Commission Appointment

Move to appoint Madhu Panthi to the Haymarket Planning Commission to the unexpired term ending June 30, 2017

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

### C. Amend Certificate of Take - Parcel 002

Move that the Town Council adopt Resolution RES2016-005 to amend the Certificate of Take on Parcel 002, 14900 Washington Street, to include use restrictions for the Permanent Utility Easement;

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Vice Mayor
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

### D. Enhanced Retirement Benefit for Law Enforcement Officers

Councilman Pasanello has asked that this matter be deferred at this time

### E. Chapter 58 Article XVII Business Investment Strategic Zone - Brian Henshaw

The Town Council asks that staff to consider other areas of the Town Code that this may be more appropriately placed other than the zoning ordinance

### F. Dominion VA Power 230 kV Transmission Line & Substation

Mayor reminds that the last and final, local hearing is Monday, May 2, 2016 @ 7:00 PM. A Hearing Examiner will be present, however they are hoping that a Commissioner will attend the meeting. Councilman Pasanello reminded that the County has pulled out as a respondent however, they have allocated \$35,000 toward a study to help determine the cost of placing the transmission lines underground. Councilwoman Edwards did speak with The Journey Through Hallowed Ground and they will attend the hearing. Pasanello suggests that if you cannot attend



the meeting, that you draft a letter or email to submit.

#### G. VRE Update

VRE is holding a Community Meeting on Wednesday, April 27, 2016 @ Gainesville Middle School.

#### H. VML/VACO Municipal Advisory Services

Move to authorize the Town Manager to enter into an agreement with VML/VACO Finance for financial advisement and the creation of a Credit Benchmarks Report.

**Discussion:** *Councilman Pasanello comments that the Finance Committee supports this 100%*

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

## 11. Councilmember Time

#### A. Matt Caudle

- *Councilman Caudle thanks everyone who has made the Harrover work possible and he hopes that the Town Council keep the momentum going.*

#### B. Susan Edwards

- *Councilwoman Edwards briefs the Council on the ARB's actions with regard to the Town Hall façade and the Hulfish House shutters*

#### C. Steve Aitken

- *Vice Mayor Aitken wishes everyone good luck in the elections next week*

#### D. Chris Morris

- *Councilman Morris thanks the staff for helping with Earth Day during Denise's absence*

#### E. Joe Pasanello

- *Councilman Pasanello is keeping Denise and her family in his prayers*

#### F. Kurt Woods

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

#### G. David Leake

- *Mayor Leake reminds that the polls open at 6:00 am on May 3 for Town elections*

## 12. Closed Session

#### A. Closed Session

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

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

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken, Leake

#### B. Certification of Closed Session

Move to certify pursuant to VA §2.2-3712 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.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken, Leake

### 13. Adjournment

#### A. Motion to Adjourn

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

Submitted:

Approved:

\_\_\_\_\_  
Jennifer Preli, Town Clerk

\_\_\_\_\_  
David Leake, Mayor

Minutes Acceptance: Minutes of Apr 25, 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

Thursday, May 12, 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: Absent, Councilman Joe Pasanello: Present, Councilwoman Susan Edwards: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

### 2. Agenda Items

#### A. Enter into Closed Session

Move to enter into closed session pursuant to 2.2-3711 A (1) Discussion of assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; specifically employees of Town Administration Department

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Councilwoman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Caudle, Morris, Pasanello, Edwards, Aitken, Leake
<b>ABSENT:</b>	Kurt Woods

#### B. Certification of the Closed Session

Move to Certify pursuant to VA §2.2-3712 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.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Vice Mayor
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Caudle, Morris, Pasanello, Edwards, Aitken, Leake
<b>ABSENT:</b>	Kurt Woods

#### C. Directive

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

Minutes Acceptance: Minutes of May 12, 2016 7:00 PM (Minutes Acceptance)

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

### 3. Adjournment

#### A. Motion to Adjourn

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

Submitted:

Approved:

\_\_\_\_\_  
Jennifer Preli, Town Clerk

\_\_\_\_\_  
David Leake, Mayor

Minutes Acceptance: Minutes of May 12, 2016 7:00 PM (Minutes Acceptance)



# FINANCE COMMITTEE

## COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Wednesday, May 18, 2016

2:00 PM

Town Hall Conference Room

A Committee of the Committee - Finance of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 2:00 PM

Councilman Joe Pasanello called the meeting to order.

### 1. Call to Order

Vice Mayor Steve Aitken: Present, Councilman Joe Pasanello: Present, Treasurer Sherrie Wilson: Present, Town Manager Brian Henshaw: Present, Chief of Police Eric Noble: Present.

### 2. Agenda Items

#### A. Fiscal 2016 Financial Report:

- Ms. Wilson provided the committee with an update to the current Fiscal 2016 Profit and Loss Statement.
- The committee briefly discussed the predicted overage on legal expenses. A portion of the current legal expenses in expenses aside from the Town Attorney legal services.
- The committee decided that if there was an overage, the Administration line item should be able to absorb the additional expenses.

#### B. Discussion- Reserve Percentage and Monthly Expenses:

- Staff provided the committee with analysis of how much would be required to meet our current fiscal policies if the Council decided to lower the currently planned 30% of total budget in reserves. Staff provided the amounts for 15%-30%.
- Staff also provided a couple of different statistics and ways of demonstrating the Town's average monthly expenses and revenues.
- The committee discussed the various possibilities and seemingly came to the conclusion of requiring 25% of the annual budget in the adopted budget.
- The committee decided not to make any specific change as of yet to the Fiscal Policy, as they would like to discuss the possibility with the Council as a whole.
- The committee decided to review the Fiscal Policy at their next scheduled Finance Committee meeting.

#### C. Capital Fund Balance Report:

- Staff provided the committee with a detailed analysis of the current funds budget and what the next Fiscal Year Capital Budget will be.
- Mr. Henshaw raised some thoughts about how to approach the next year and what is slated to be funded in next year's CIP and how much would be left to invest into the community.
- The committee agreed in general that they would like to get the report back from VML/VACO Finance and the Credit Benchmark report prior to moving forward with any distinctive recommendations for next fiscal year.
- The committee agreed to move forward with the adoption of the CIP and the Capital Fund Budget as it will be presented.

#### D. Final Draft Fiscal 2017 Budget:

- The committee went over the Draft Fiscal 2017 Budget and recommended approval as presented for the Council.
- The Public Hearing will be held on Monday, June 6<sup>th</sup> at 7pm.
- The Council will plan on adopting the budget on Tuesday, June 14<sup>th</sup> at 7pm.

Minutes Acceptance: Minutes of May 18, 2016 2:00 PM (Minutes Acceptance)

**E. Update on Fiscal 2017 Budget Packet:**

- Mr. Henshaw briefed the committee on the plans for the actual budget packet. The creation is taking quite a bit of time, but intended outcome is planned to be a version of the budget not seen or utilized here at the Town before.
- Committee seems content with the direction of the budget packet.

**F. Personnel Request (Town Engineer)**

- The committee discussed the request made by Town Engineer, Holly Montague in reaction to no raises being factored into the upcoming fiscal budget.
- The committee discussed her letter she drafted to the committee asking for the consideration of hourly wage adjustment or bonus.
- The committee after discussion, asked the Town Manager to craft a recommendation prior to the next regularly scheduled Council meeting for the committee to present in a scheduled closed session during the Council meeting.



# PUBLIC FACILITIES COMMITTEE

## COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Monday, May 23, 2016

7:00 AM

Council Chambers

A Committee of the Committee - Public Facilities of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:00 AM

Councilman Chris Morris called the meeting to order.

### 1. Call to Order

Councilman Chris Morris: Present, Town Manager Brian Henshaw: Present, Mayor David Leake: Late (8:00 AM).

### 2. Agenda Items

#### A. Public Facilities Meeting Agenda

##### A. DRAFT- Landscaping RFB

- Committee reviewed and discussed the DRAFT Landscaping Services RFB and made a couple of additions and minor edits.
- Committee directed the Manager to advertise the RFB as quickly as possible. Manager stated that he would make the prescribed changes and have the advertisement up on the Town's website this afternoon.

##### B. Action Plan for other Contracting Services

- The committee discussed the other needed services from various contractors.
- The committee decided to solicit bids for the following services:
  - o Banners and Flags (Installation and Removal)
  - o Electrical Contractor (Focus on Streetlights)
  - o Maintenance (Routine) - Focus would be on Monthly inspection report, changing of HVAC filters, small repairs and scoping of work.
  - o On Call Contractors (HVAC, Plumbing and General Contractors)

##### C. Lease at Current PD- Copper Cricket

- Mr. Henshaw advised the committee of where the Town is with regard to negotiations with the prospective tenants.
- The draft lease has been revised to include common area for access to the second floor.
- Mr. Henshaw advised the committee that he has approached the prospective tenants about the possibilities of renting the second floor or portions thereof. He is awaiting an answer or general response from the future tenants.

##### D. Common Area Town Center- Freshen up the Paint

- Mr. Henshaw advised the committee that he is having the common hallway and public restrooms cleaned up by having the floors cleaned and waxed and will authorize the hallway and restrooms to be repainted.
- The committee agreed and authorized for him to proceed with the work order.

##### E. Discussion- Masonry Stone at Harrover (Storage Options)/ Grading and Seeding

- Committee discussed what to do with the Masonry Stones that are left from the movement of 14710 Washington Street.

Minutes Acceptance: Minutes of May 23, 2016 7:00 AM (Minutes Acceptance)

- Committee tasked Mr. Henshaw with getting a price for the relocating the masonry stones on the property. Mr. Henshaw suggested that he would get with Hazel at the Blight Drive housing project about potentially moving the stones to the back of the property.
- The committee agreed to wait until August to grade, seed and straw.

**F. OTHER**

**Food Pantry** - Chairman Morris provided a general update that the Food pantry is looking for a new location and to date have only found a few potential locations.

**Trash Removal Contract** - Chairman Morris raised the possibility of dropping the trash removal service in the Town to once a week. After informally reaching out to fellow Council members it was determined that this was not desired to lower the collection one opposed to two. The committee agreed that with the trash services contract getting ready to expire next year (2017), now is the time to begin negotiations of revising the terms of the contract.

**New PD** - Committee took a look next door in the Town Office at the new PD. There were some questions that were asked and brought up that the committee ask be addressed. The Manager and The Chief would mention these items during the final walk through this afternoon.

Having no other business, Chairman Morris adjourned the meeting at 6:01 p.m.





TO: Town of Haymarket Town Council  
 SUBJECT: Main Street Coordinator's Report  
 DATE: 06/06/16

### **A Salute to Law Enforcement & First Responders**

May 14<sup>th</sup> - June 26<sup>th</sup> The Haymarket Museum will have its first "A Salute to Law Enforcement & First Responders" exhibit. The exhibit will explore the history of the law enforcement in Prince William County and the Town of Haymarket. Explain the various roles and positions in law enforcement and first responders. On display are pictorially dedications to those officers slain in the line of duty as well as other photographs and informational documents.

Chief Eric Noble and the Haymarket Police Department has graciously loaned the Museum 2 uniforms for display.

For the entire month of May, the Museum will be lit in the color blue in honor of National Law Enforcement Week.

### **Coffee & Conversation**

The next Town business social is scheduled for Monday, June 13<sup>th</sup> at 4:30 pm.

Topics for next month's meeting are TBD.

### **Haymarket Health & Fitness Fair 2016**

The Health & Fitness Fair will be held on Saturday, June 25<sup>th</sup> from 8 am until 2 pm.

Our goal is to provide the community information, demonstrations, and education on the various disciplines of Health, Fitness & Wellness. This year we will have the NOVANT Health mammogram van, to conduct "free" mammogram screenings, The Lions Club will have "free" vision checking for the children.

The planned events for that day are as follows:

- Live fitness demonstrations from various gyms and fitness instructors
- Shenandoah Water & Coffee is our "official" water sponsor and will be offering free water during the event
- PWC Fire Station #4 (Gainesville) will be bringing their fire truck, conduct a small obstacle course, discuss fire safety, and bringing gear for the kids to try on
- The Very Thing for... Her is sponsoring a fitness challenge for the kids
- Face Painter
- Remarkably YOU health screenings will be held in Town Hall
- Patient First of Gainesville is sponsoring "misting tent"

### **Haymarket Museum 2016 Season**

- April 16<sup>th</sup> Earth Day - Historical Haymarket Buildings
- May 14<sup>th</sup> - June 26<sup>th</sup> - Salute to Law enforcement & First Responders
- July 9<sup>th</sup> - August 14<sup>th</sup> - Riding the Rails... The Thoroughbred of Transportation
- August 20<sup>th</sup> - October 2<sup>nd</sup> - Haymarket... A Town in Transition
- October 8<sup>th</sup> - November 6<sup>th</sup> - Quilting Colorful Seasons with Love
- November 12<sup>th</sup> - December 3<sup>rd</sup> - Christmas in Haymarket... 1943



TO: Town of Haymarket Town Council  
SUBJECT: Treasurer's Report  
DATE: 06/06/16

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Attached please find a current statement of Revenues and Expenditures.

**ATTACHMENTS:**

- P&L (PDF)

**Town of Haymarket**  
**Statement of Revenue & Expenditures**  
 July 1, 2015 through May 25, 2016

	<u>Jul 1, '15 - May 25, 16</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
<b>GENERAL PROPERTY TAXES</b>		
Real Estate - Current	287,863.21	292,000.00
Public Service Corp RE Tax	10,080.19	9,000.00
Penalties - All Property Taxes	681.97	0.00
Interest - All Property Taxes	284.19	0.00
<b>Total GENERAL PROPERTY TAXES</b>	<u>298,909.56</u>	<u>301,000.00</u>
<b>OTHER LOCAL TAXES</b>		
Sales Tax Receipts	126,343.02	130,000.00
Meals Tax - Current	401,139.14	450,000.00
Consumer Utility Tax	128,303.48	120,000.00
Bank Stock Tax	32,121.75	25,000.00
Business License Tax	161,036.18	176,000.00
Penalties (Non-Property)	3,732.80	0.00
Cigarette Tax	183,962.25	220,000.00
<b>Total OTHER LOCAL TAXES</b>	<u>1,036,638.62</u>	<u>1,121,000.00</u>
<b>PERMITS,FEES &amp; LICENESES</b>		
Occupancy Permits	400.00	500.00
Inspection Fees	18,800.00	7,000.00
Other Planning & Permits	20,200.00	30,000.00
Application Fees	1,475.00	2,000.00
Motor Vehicle Licenses	1,643.00	1,000.00
<b>Total PERMITS,FEES &amp; LICENESES</b>	<u>42,518.00</u>	<u>40,500.00</u>
<b>FINES &amp; FORFEITURES</b>		
Fines	53,757.49	48,000.00
<b>Total FINES &amp; FORFEITURES</b>	<u>53,757.49</u>	<u>48,000.00</u>
<b>CHARGES FOR SERVICES</b>		
Public Safety		
Donation/Grants	500.00	0.00
<b>Total Public Safety</b>	<u>500.00</u>	<u>0.00</u>
<b>Total CHARGES FOR SERVICES</b>	500.00	0.00
<b>REVENUE - SPONSORED TOWN EVENTS</b>	47,473.17	65,000.00
<b>MISCELLANEOUS REVENUE</b>		
Miscellaneous	233.00	0.00
<b>Total MISCELLANEOUS REVENUE</b>	<u>233.00</u>	<u>0.00</u>
<b>MISCELLANEOUS</b>		
Earnings on VACO/VML Investment	3,250.45	0.00
Sale of Salvage & Surplus	5.00	0.00
Recovered Costs- Private Events	900.00	5,000.00
Interest on Bank Deposits	663.13	100.00
Interest (Non-Property)	37.31	0.00
Citations & Accident Reports	2,355.00	1,000.00
<b>Total MISCELLANEOUS</b>	<u>7,210.89</u>	<u>6,100.00</u>
<b>RENTAL (USE OF PROPERTY)</b>		
Suite 110 Rental Income	0.00	26,850.00
Suite 206 Rental Income	77,182.56	84,100.00
Suite 200 Rental Income	4,548.28	4,830.00
15020 Wash St Rental Income	39,158.13	42,735.00
6630 Jefferson St Rental Income	28,310.00	41,055.00
Town Hall Rental Income	700.00	1,200.00
<b>RENTAL (USE OF PROPERTY) - Other</b>	<u>3,811.50</u>	<u>0.00</u>
<b>Total RENTAL (USE OF PROPERTY)</b>	<u>153,710.47</u>	<u>200,770.00</u>
<b>INTEREST ON BANK DEPOSITS</b>	11,405.14	0.00

Attachment: P&amp;L (2807 : Treasurer's Report)

**Town of Haymarket**  
**Statement of Revenue & Expenditures**  
 July 1, 2015 through May 25, 2016

	Jul 1, '15 - May 25, 16	Budget
<b>REVENUE FROM COMMONWEALTH</b>		
Other	15.23	0.00
Communications Tax	112,384.65	120,000.00
Department of Fire Programs	38,200.00	41,200.00
599 Law Enforcement Grant	21,276.00	28,334.00
Personal Property Tax Reimburse	18,626.97	18,600.00
Car Rental Reimbursement	4,297.79	4,500.00
Railroad Rolling Stock	1,514.70	1,400.00
REVENUE FROM COMMONWEALTH - Other	2,137.78	0.00
<b>Total REVENUE FROM COMMONWEALTH</b>	<b>198,453.12</b>	<b>214,034.00</b>
<b>REVENUE FROM FEDERAL GOVERNMENT</b>		
DMV Grant - Federal	556.43	0.00
PEDESTRIAN IMPROVEMENT GRANT	59,906.00	250,000.00
CABOOSE ENHANCEMENT GRANT	24,147.00	38,500.00
<b>Total REVENUE FROM FEDERAL GOVERNMENT</b>	<b>84,609.43</b>	<b>288,500.00</b>
<b>TRANSFER OF CASH RESERVES</b>	<b>0.00</b>	<b>1,178,499.00</b>
<b>Total Income</b>	<b>1,935,418.89</b>	<b>3,463,403.00</b>
<b>Gross Profit</b>	<b>1,935,418.89</b>	<b>3,463,403.00</b>
<b>Expense</b>		
<b>01 · ADMINISTRATION</b>		
<b>11100 · TOWN COUNCIL</b>		
Salaries & Wages - Regular	18,700.00	32,100.00
FICA/Medicare	1,443.95	2,000.00
Unemployment Insurance	203.88	1,350.00
Mileage Allowance	699.09	750.00
Meals and Lodging	2,912.29	3,500.00
Convention & Education	3,730.00	4,000.00
Town Elections	989.15	0.00
<b>Total 11100 · TOWN COUNCIL</b>	<b>28,678.36</b>	<b>43,700.00</b>
<b>12110 · TOWN ADMINISTRATION</b>		
Salaries/Wages-Regular	231,551.14	243,600.00
Salaries/Wages - Overtime	6,803.98	8,000.00
Salaries/Wages - Part Time	58,097.15	92,700.00
FICA/Medicare	23,984.77	22,165.00
VRS	15,504.39	15,660.00
Health Insurance	45,718.63	46,772.00
Life Insurance	2,492.55	3,151.00
Disability Insurance	1,839.67	2,600.00
Unemployment Insurance	-1,133.11	2,550.00
Worker's Compensation	543.55	350.00
Liability Insurance	10,689.00	9,000.00
Accounting Services	6,250.11	8,000.00
Cigarette Tax Administration	4,863.12	4,000.00
Printing & Binding	10,292.76	13,000.00
Advertising	8,936.00	10,000.00
Computer, Internet & Website Svc	17,331.93	24,000.00
Postage	3,220.42	4,500.00
Telecommunications	5,476.01	4,500.00
Mileage Allowance	2,403.95	2,500.00
Meals & Lodging	3,339.53	5,000.00
Convention & Education	12,797.30	15,000.00
Discretionary Fund	2,319.51	2,000.00
Books, Dues & Subscriptions	6,937.33	3,000.00
Office Supplies	2,928.58	4,500.00
Capital Outlay-Machinery/Equip	9,997.00	25,000.00
66900 · Reconciliation Discrepancies	0.03	0.00
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>493,185.30</b>	<b>571,548.00</b>

Attachment: P&amp;L (2807 : Treasurer's Report)

**Town of Haymarket**  
**Statement of Revenue & Expenditures**  
July 1, 2015 through May 25, 2016

	<u>Jul 1, '15 - May 25, 16</u>	<u>Budget</u>
<b>12210 · LEGAL SERVICES</b>		
Legal Services	121,216.10	120,000.00
<b>Total 12210 · LEGAL SERVICES</b>	<u>121,216.10</u>	<u>120,000.00</u>
<b>12240 · INDEPENDENT AUDITOR</b>		
Auditing Services	16,150.00	16,000.00
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<u>16,150.00</u>	<u>16,000.00</u>
<b>Total 01 · ADMINISTRATION</b>	659,229.76	751,248.00
<b>03 · PUBLIC SAFETY</b>		
<b>31100 · POLICE DEPARTMENT</b>		
Salaries & Wages - Regular	356,175.80	359,000.00
Salaries & Wages - Overtime	10,371.66	12,000.00
Salaries & Wages - Part Time	12,122.33	10,500.00
FICA/MEDICARE	27,371.26	23,000.00
VRS	18,477.37	22,385.00
Health Insurance	65,900.54	81,700.00
Life Insurance	3,833.80	3,505.00
Disability Insurance	2,245.40	2,250.00
Unemployment Insurance	1,763.62	2,600.00
Workers' Compensation Insurance	9,937.45	6,900.00
Line of Duty Act Insurance	1,554.00	1,550.00
Legal Services	11,764.54	15,500.00
Repairs & Maintenance	6,344.80	8,000.00
Advertising	0.00	150.00
Electrical Services	3,091.98	5,500.00
Computer, Internet & Website	2,568.42	5,000.00
Postage	271.49	300.00
Telecommunications	12,402.89	12,000.00
General Prop Ins (Veh. & Bldg)	9,648.00	10,450.00
Mileage Allowance	98.33	300.00
Meals and Lodging	125.43	500.00
Convention & Education	1,722.00	1,000.00
Misc - Discretionary Fund	334.82	1,500.00
Books Dues & Subscriptions	3,117.68	6,000.00
Office Supplies	2,358.75	4,000.00
Vehicle Fuels	11,919.71	17,000.00
Vehicle Maintenance/Supplies	18,452.41	23,500.00
Uniforms & Police Supplies	7,173.72	8,000.00
Mobile Data Computer Netwk Svc	0.00	10,000.00
Capital Outlay-Machinery/Equip	45,398.45	53,000.00
<b>Total 31100 · POLICE DEPARTMENT</b>	<u>646,546.65</u>	<u>707,090.00</u>
<b>34100 · BUILDING OFFICIAL</b>	51,590.00	50,000.00
<b>32100 · FIRE &amp; RESCUE</b>		
Contributions to other Govt Ent	38,801.46	40,200.00
<b>Total 32100 · FIRE &amp; RESCUE</b>	<u>38,801.46</u>	<u>40,200.00</u>
<b>Total 03 · PUBLIC SAFETY</b>	736,938.11	797,290.00
<b>04 · PUBLIC WORKS</b>		
<b>43200 · REFUSE COLLECTION</b>		
Trash Removal Contract	71,409.86	80,000.00
<b>Total 43200 · REFUSE COLLECTION</b>	<u>71,409.86</u>	<u>80,000.00</u>

Attachment: P&amp;L (2807 : Treasurer's Report)

**Town of Haymarket**  
**Statement of Revenue & Expenditures**  
July 1, 2015 through May 25, 2016

	Jul 1, '15 - May 25, 16	Budget
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>		
Repairs/Maintenance Services	49,740.97	65,200.00
Maint Svc Contract-Pest Control	1,880.00	2,000.00
Maint Svc Contract - Public Wks	82.82	0.00
Maint Svc Contract-Landscaping	32,180.25	30,000.00
Maint Svc Contract Snow Removal	22,502.50	4,000.00
Maint Svc Cont- Street Cleaning	10,361.50	10,000.00
Electric/Gas Services	11,844.90	10,000.00
Electrical Services-Streetlight	5,064.51	5,200.00
Water & Sewer Services	1,134.20	1,500.00
Janitorial Supplies	879.73	1,000.00
Capital Outlay-Machinery/Equip	0.00	37,000.00
Real Estate Taxes	2,274.40	2,500.00
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>137,945.78</b>	<b>168,400.00</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>209,355.64</b>	<b>248,400.00</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>		
<b>71110 · EVENTS</b>		
Contractural Services	45,877.00	65,000.00
<b>Total 71110 · EVENTS</b>	<b>45,877.00</b>	<b>65,000.00</b>
<b>72200 · MUSEUM</b>		
Advertising	454.50	2,000.00
Postage	0.00	100.00
Telecommunications	1,743.60	1,500.00
Convention & Education	0.00	500.00
Mileage Allowance	169.65	200.00
Books, Dues & Subscriptions	0.00	500.00
Office Supplies	91.73	800.00
Exhibits & Programs	1,032.38	3,000.00
Capital Outlay-Furn/Fixtures	0.00	10,000.00
<b>Total 72200 · MUSEUM</b>	<b>3,491.86</b>	<b>18,600.00</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>49,368.86</b>	<b>83,600.00</b>
<b>08 · COMMUNITY DEVELOPMENT</b>		
<b>81100 · PLANNING COMMISSION</b>		
Salaries & Wages - Regular	4,198.20	6,000.00
FICA/Medicare	151.47	850.00
Consultants	35,573.00	60,000.00
Mileage Allowance	486.45	500.00
Meals & Lodging	258.31	1,000.00
Convention/Education	1,692.48	2,500.00
Books/Dues/Subscriptions	0.00	300.00
<b>Total 81100 · PLANNING COMMISSION</b>	<b>42,359.91</b>	<b>71,150.00</b>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>		
Salaries & Wages - Regular	2,875.00	5,500.00
FICA/Medicare	112.45	850.00
Mileage Allowance	0.00	500.00
Meals & Lodging	0.00	1,000.00
Convention & Education	0.00	1,000.00
Books/Dues/Subscriptions	0.00	300.00
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>2,987.45</b>	<b>9,150.00</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>45,347.36</b>	<b>80,300.00</b>
<b>09 · NON-DEPARTMENTAL</b>		
<b>95100 · DEBT SERVICE</b>		
General Obligation Bond	189,065.02	189,065.00
<b>Total 95100 · DEBT SERVICE</b>	<b>189,065.02</b>	<b>189,065.00</b>
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>189,065.02</b>	<b>189,065.00</b>

Attachment: P&amp;L (2807 : Treasurer's Report)

**Town of Haymarket**  
**Statement of Revenue & Expenditures**  
July 1, 2015 through May 25, 2016

	<u>Jul 1, '15 - May 25, 16</u>	<u>Budget</u>
<b>94100 · WASH ST. ENHANCEMENT PROJECT</b>		
Maintenance/Beautification	4,057.64	10,000.00
Street Scape Construction	207,922.84	247,797.84
<b>Total 94100 · WASH ST. ENHANCEMENT PROJECT</b>	<u>211,980.48</u>	<u>257,797.84</u>
<b>94101 · CABOOSE ENHANCEMENT PROJECT</b>		
Construction	24,634.50	38,500.00
<b>Total 94101 · CABOOSE ENHANCEMENT PROJECT</b>	<u>24,634.50</u>	<u>38,500.00</u>
<b>TOWN CENTER MASTER PLAN</b>		
Construction	240,545.46	435,000.00
Architectural/Engineering Fees	67,274.20	0.00
<b>Total TOWN CENTER MASTER PLAN</b>	<u>307,819.66</u>	<u>435,000.00</u>
<b>HARROVER MASTER PLAN</b>		
Construction	27,263.65	235,000.00
Architecture/Engineering Fees	7,912.50	75,000.00
<b>Total HARROVER MASTER PLAN</b>	<u>35,176.15</u>	<u>310,000.00</u>
<b>PEDESTRIAN IMPROVEMENT PROJECT</b>		
Architectural/Engineering Fees	58,351.00	250,000.00
<b>Total PEDESTRIAN IMPROVEMENT PROJECT</b>	<u>58,351.00</u>	<u>250,000.00</u>
General Reserve	0.00	22,202.16
<b>Total Expense</b>	<u>2,527,266.54</u>	<u>3,463,403.00</u>
<b>Net Ordinary Income</b>	<u>-591,847.65</u>	<u>0.00</u>
<b>Net Income</b>	<u><u>-591,847.65</u></u>	<u><u>0.00</u></u>

Attachment: P&amp;L (2807 : Treasurer's Report)



TO: Town of Haymarket Town Council  
SUBJECT: Planner's Report  
DATE: 06/06/16

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### Ongoing Projects

- Village of Haymarket Phase II. Work continues on lot Lot 51 and 52 (corner of Washington Street and Bleight Drive).
- Chick-fil-A. Construction underway.
- Ice Rink Expansion. Construction underway.

### Development Review

- Other Plans. Staff continues to review site plans submitted by Haymarket Masonic Lodge, Haymarket Baptist Church, Haymarket Fairgrounds (Rezoning / Special use Permit), Signature Companies, and Haymarket Self Storage. Staff will provide an update at the meeting.





TO: Town of Haymarket Town Council  
 SUBJECT: Building Official's Report  
 DATE: 06/06/16

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**Permits Issued:**

April 19:

- 15000 Washington St., Amended plans for HPD approved reflecting change order for steel beam installation.

May 24:

- 6748 Bleight Drive, Permit issued for Electrical installations at the SFD being constructed at.

**Certificates of Occupancy Issued:**

May 23:

- 15000 Washington St., Permanent Certificate of Occupancy issued to Haymarket Police Department for the new station.

**Inspections:**

April 15:

- Inspection for Deck Final at the Museum; was completed and the work approved. A subsequent inspection was conducted to inspect changes made to provide Caboose accommodation.
- Chick-fil-A, 15250 Washington St, Electrical rough inspection was performed and the work approved.

April 20:

- 14600 Washington St., Footing Inspection for new foundation was approved.

May 9:

- 6536 Wallasey Ct., footer inspection for rear porch was conducted and work approved.

May 12:

- Chick-fil-A, 15250 Washington St., insulation inspection was conducted and the work approved.

May 13:

- 14920 Green Hill Crossing Dr., deck footing inspection was conducted and approved.

May 16:

- 6823 Jefferson St., Electrical and Final Building inspections conducted for installation of French Drain system and pumps was approved.

May 17:

- 14719 Alexandra's Keep Ln., Deck footer inspection was approved on re-inspection due to rainy conditions that has to be mitigated, once complete the work was approved.
- 6762 Sycamore Park Dr., deck footing inspection was approved.

May 19:

- 15000 Washington St., Final Inspections performed at the new Haymarket Police Station, all work conforms to plans and codes and this work is approved, the permits are closed.
- Chick-fil-A, 15250 Washington St, Duct seal inspection was performed for the Mechanical permit. Work was approved.
- 6536 Wallasey Ct., Final inspection on staircase and platform for SFD was approved.

May 23:

- 14600 Washington St., site visit Inspection regarding the foundation work being performed at the Pace West site to complete the relocation of the old 'old police station'. The structure now sits upon a new foundation, which is being parged, waterproofed, drained, and backfilled in accordance with all applicable codes; and under regular supervision.

**Document Review:**

- No documents are currently under review.

**Actions:**

- A constituent complaint was received regarding the construction at 14600 Washington St., Pace West /QBE site, an immediate phone conversation was had with the property owner Dr. Landry to insure that safety concerns were being addressed. A follow up visit was conducted in the afternoon to ensure this was being done. Until such time as the foundation work is complete and the area has been properly graded, a member of his staff will act as a safety manager during loading/ unloading times for the school when the site is active. When the site is inactive safety fencing will circumnavigate the work area. These conditions were ordered and later observed at this site.

**Recommendations:**

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

**Other:**

- I would be remiss if I did not inform this council of the distinct pleasure it has been serving this community with our outgoing Town Manager Brian Henshaw. His support and kindness have made the execution of my duties a pleasure, and I will miss working with this dedicated public servant. I pray that this council continues to provide us with such a high level of professionalism and expertise.



TO: Town of Haymarket Town Council  
SUBJECT: Engineer's Report  
DATE: 06/06/16

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### **Caboose**

- Substantial construction was complete on April 15.
- On April 13 it was brought to my attention that there was no access provided between the deck and the caboose platform and the deck railing blocks this access.
  - The plans allude to this access but it is not clear or specifically called out.
  - I have told Genesis we want access and they agreed that it was an easy fix.
  - Genesis ultimately agreed to provide the access between the deck and the caboose at no additional charge. This work was completed 5/16/16. The building inspector inspected the connection and had no issues.
- We have received the Waiver of Lien/Release of Contractor and I have approved the Final Invoice.
- There is a separate agenda item for the Genesis Bond Release.

### **Enhancement Project - VDOT Construction & Engineering Inspections/Oversight**

- The Town made an agreement with VDOT to provide the daily Construction & Engineering Inspections and oversight on the Enhancement Project.
- VDOT came in approximately \$40,000 under budget on the agreed upon amount to provide these services.
- The day to day inspections, oversight and Daily Work Records were done by Scott Burdick and Patrick Pritt.
- Scott Burdick always made himself available, even on weekends and days off, to answer my calls/emails and answer calls from property owners.
- Patrick Pritt made sure Finley only invoiced for items actually placed and worked with them on a daily basis to address any issues that came up.
- I have created a separate agenda item for the Council to consider passing a Resolution of Appreciation for VDOT and specifically Scott Burdick and Patrick Pritt for the work and assistance they gave during this project.



TO: Town of Haymarket Town Council  
SUBJECT: Police Report  
DATE: 06/06/16

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**ATTACHMENTS:**

- 06-2016 Police Report (PDF)



**Haymarket Police Department**  
**Monthly Town Council Report**  
**June, 2016**



### Significant Incidents

NATURE	DATE	TIME	LOCATION (BLOCK)	DETAILS
Fraud	04/22/2016	7:08 pm	15000 Block Washington St.	Reported that client had removed vehicle from premise without paying repair bill. Case closed exceptionally after TA's office declined prosecution
Threats	04/27/2016	9:00 pm	6700 Block Lea Berry Way	Reported that male adult subject made threatening remarks to group of juveniles. Case closed unfounded.
Larceny	04/30/2016	1:00 pm	6800 Block Track Court	Reported that unknown subject removed multiple signs from complainants' yards sometime between 4/30 and 5/2/16.
Possess Marijuana	04/20/2016	1:40 am	166 & Rt. 15	Traffic stop made for Speeding resulted in 1 Adult male arrest for Possession of Marijuana.
Possess Marijuana	04/13/2016	3:31 am	Washington and Costello Way	Traffic stop made for no headlights on resulted in 1 Adult male arrest for Possession of Marijuana.
Possess Marijuana	04/11/2016	4:41 pm	15120 Washington Street	Traffic stop made for evasion of traffic light resulted in 1 Adult male arrest for Possession of Marijuana.
Possess Marijuana	04/06/2016	9:17 pm	Washington & Jefferson Street	Traffic stop made for defective equipment resulted in 1 Adult male arrest for Possession of Marijuana.
DUI	04/12/2016	12:30 pm	Washington Street	Traffic stop for defective exhaust resulted in 1 Adult male arrest for DUI.

Attachment: 06-2016 Police Report (2805 : Police Report)



# Haymarket Police Department



DUI	04/11/2016	8:07 pm	Fayette and Jefferson	Traffic stop made for failing to stop at Stop sign resulted in 1 Adult female arrest for DUI.
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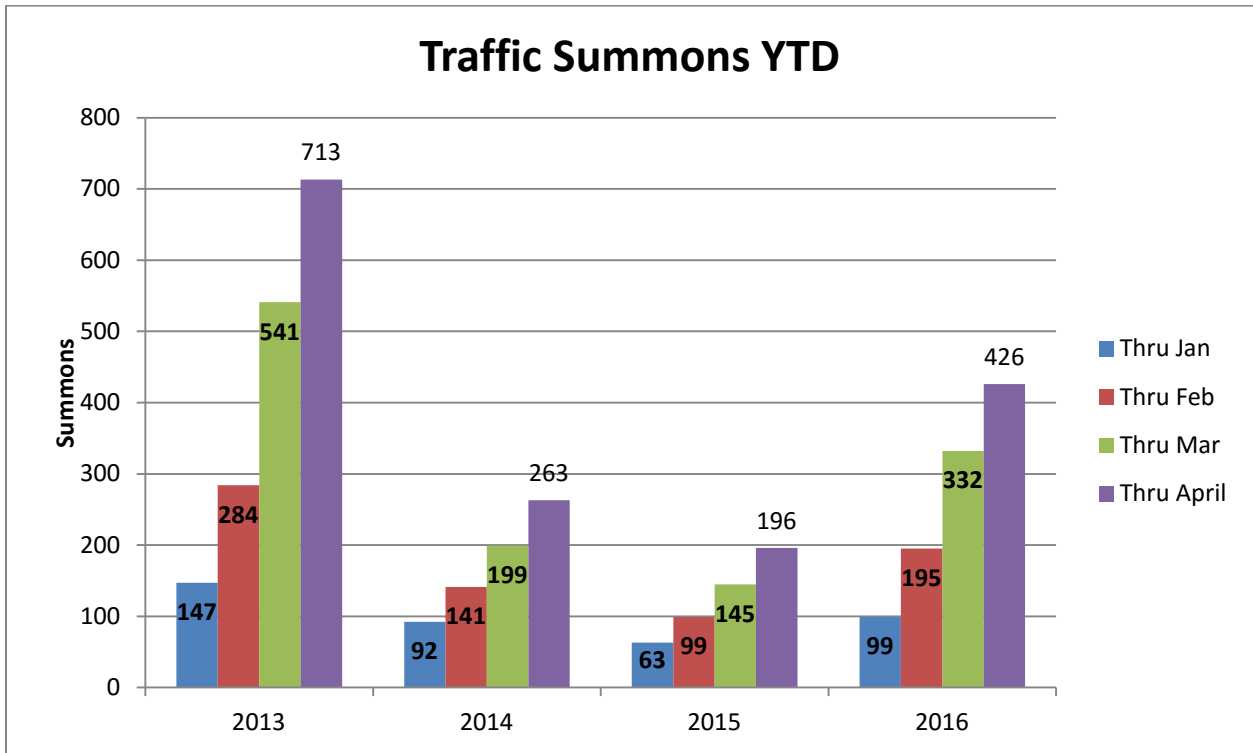
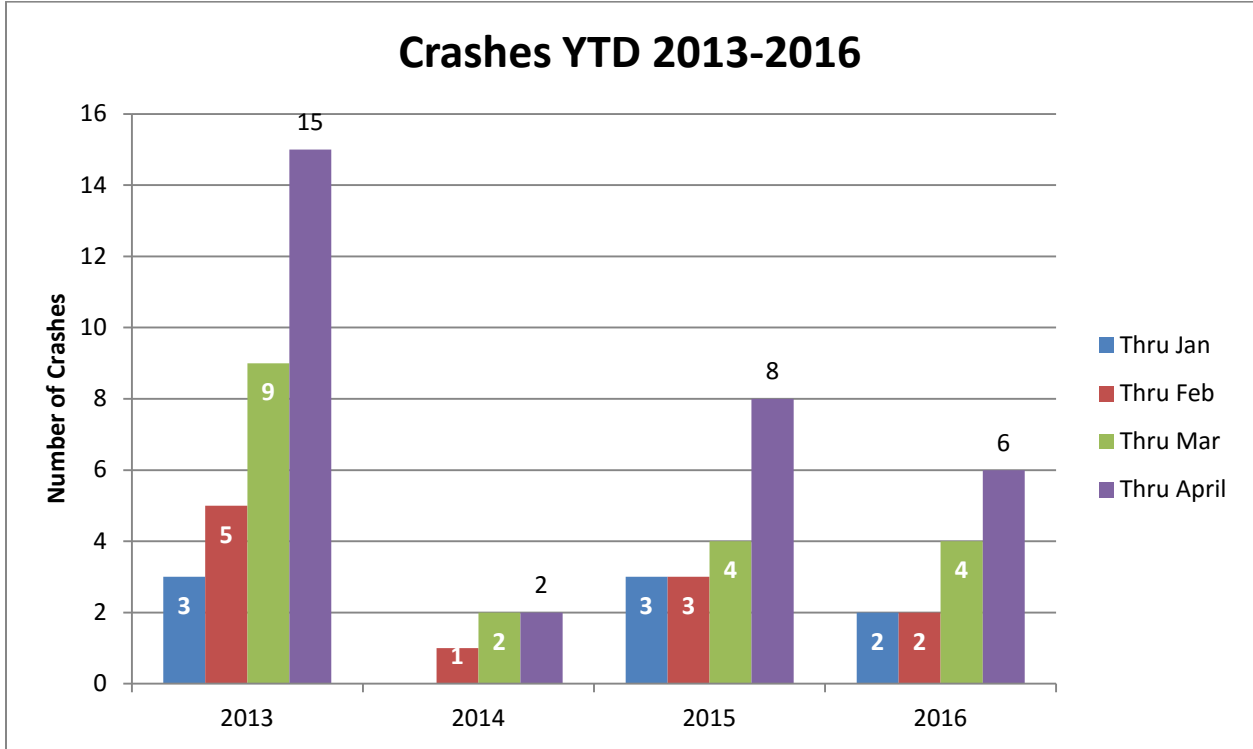
Attachment: 06-2016 Police Report (2805 : Police Report)



# Haymarket Police Department



## Crash/Enforcement YTD

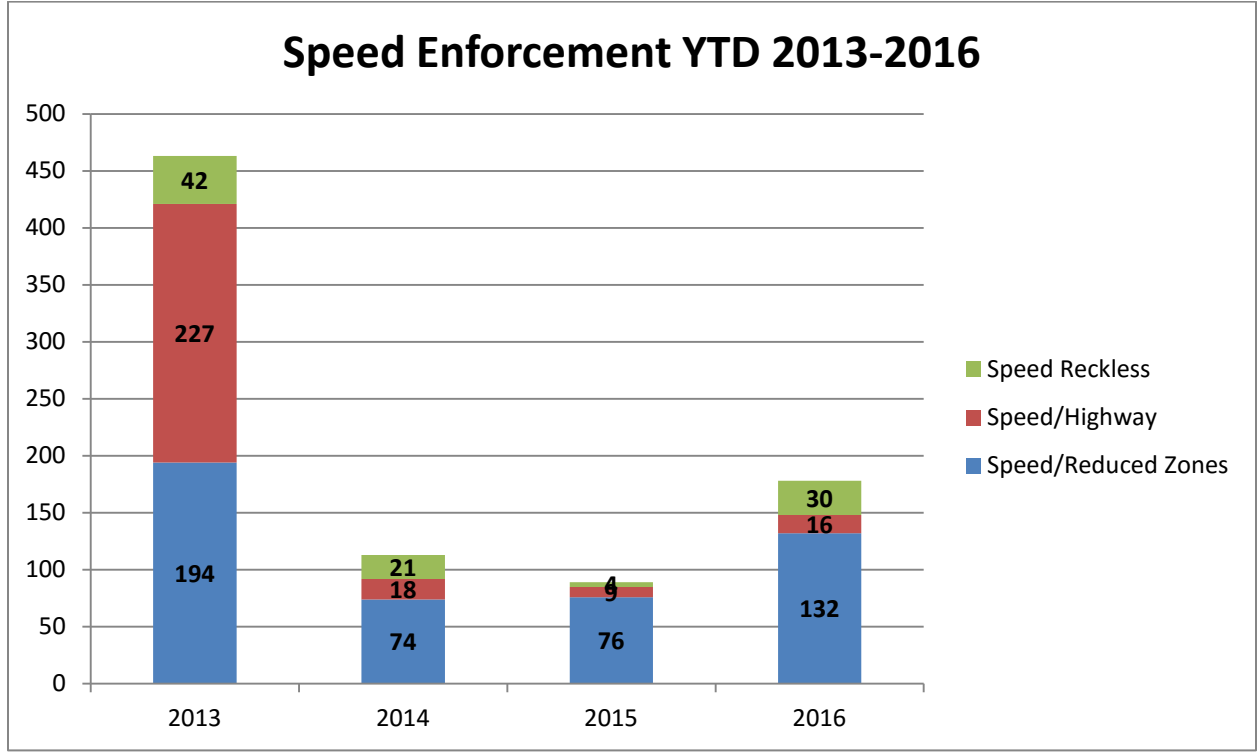


Attachment: 06-2016 Police Report (2805 : Police Report)



# Haymarket Police Department

## Crash/Enforcement YTD



Attachment: 06-2016 Police Report (2805 : Police Report)





## Haymarket Police Department



### Other Issues of Note

#### Budget

• Select object codes	<u>YTD(79%)</u>	<u>Budgeted</u>	
<b>Salaries &amp; Wages – Regular</b>	\$325,829	\$359,000	90.80%
<b>Salaries &amp; Wages – Overtime</b>	\$9747.87	\$12,000.00	81.20%
<b>Salaries &amp; Wages – Part Time</b>	\$11,300.18	\$13,700.00	82.40%
<b>Total 31100</b>	<b>\$588,883</b>	<b>\$707,090</b>	<b>83.30%</b>

#### Community Relations

- Officer Shaver coordinated with the Explorer Post to serve as role-players in Active Threat training
- Chief Noble, Officer JT Davis and Officer O’Neal instructed a Woman’s Self-Defense workshop. The event was co-sponsored by Rise Up Prince William.
- Police Department personnel participated in the Town’s Earth Day celebration

#### Current Initiatives

- The police department had significant focus on preparing the current facility and contents for the move to the new headquarters building.



TO: Town of Haymarket Town Council  
 SUBJECT: Town Manager's Report  
 DATE: 06/06/16

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**Action Items:**

- Fiscal Budget 2016-2017 Public Hearing
- Creation of a Business Investment Area Zone, referral to Planning Commission.

**Updates:**

**Budget Presentation- Fiscal '16-'17:**

- Staff will prepare the final draft budget and it will be presented at a public hearing at the June 6<sup>th</sup> regular Council meeting.
- The June Budget presentation will include both the General Fund Budget and the Capital Budget for 2016-2017.

**Town Center Project:**

- Construction is complete and the PD is moved into the new space.
- It has been conveyed to me by Mayor Leake, that Council may want to transition to completing that project next to give the building an improved and finished look.
- **Please be advised, at this time, moving to Phase II or the outside façade, will require the council to consider or look for additional funding options.**

**Harrover Property Update:**

- The park benches have arrived and the table should be arriving anytime.
- They will be stored in the garage until they can be assembled and distributed around the Harrover Grounds.
- RFPs for Engineering Services have been received and reviewed. Staff is reviewing the proposals and will proceed through the process of selecting a firm for recommendation to proceed to the Council at the July regular meeting.
- We have received the first draft of the interpretive sign for the Harrover Park. It is being reviewed and will proceed to the next step of having a sign created.

**VML/VACO Proposal:**

- VML/VACO is wrapping up the Town's Credit Benchmark Report and will be at the special meeting called on Tuesday, June 14<sup>th</sup> at 7pm to present their findings.

**Conditions of Premises Ordinance:**

- Staff is in the process of developing forms and working with the City of Manassas (the jurisdiction that we borrowed the language from) to address the enforcement of the Ordinance.
- The goal will be to have letters and notification out to property owners within the next week or two notifying them of the ordinance and creating an opportunity for our Building Official to inspect the structures to make a determination on the ability rehabilitate or condemn.

**Committee Meetings:**

- Finance committee continues to meet monthly on the Third Wednesday of the month. Minutes should be included in your agenda packet.
- Public Facilities Committee met on Monday, May 23<sup>rd</sup> at 7am and minutes should be included in your agenda packet.

**Farmer's Market:**

- Due to the continued soggy conditions at the Harrover property and the general support of the Farmer's Market Vendors, we will be moving the Farmer's Market back to the Town Center for the immediate future.
- There will be a time, once construction begins at the Town Center that the market would need to permanently move and the market will also not be in operation during Special Town events such as the Health and Fitness Fair and Haymarket Day.



TO: Town of Haymarket Town Council  
 SUBJECT: Zoning Text Amendments - Open Space Requirements  
 DATE: 06/06/16

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### **BACKGROUND**

The preliminary site plan for the Town Center Master Plan requires the modification of required buffer yards adjacent to surrounding residential properties and required perimeter parking lot landscaping. Recent site plan approvals by the Council have requested similar consideration. Per the zoning ordinance, such modifications can be granted Planning Commission, Architecture Review Board (ARB), and the Town Council should the alternative standard proposed by the site plan achieve the same objective of the requirement. Given the number of requests received, Staff has proposed to amend the current standards as part of the rewrite of the zoning ordinance; however, the Town Attorney has noted that recent state legislation removed the Planning Commission's authority to grant such modifications. As such, Staff proposes the attached Ordinance as a temporary solution until the revised zoning ordinance is adopted. The proposed amendment transfers the authority to grant modifications to zoning administrator.

### **RECOMMENDATION**

Staff supports the attached text amendment / ordinance and recommends that the Planning Commission and Town Council adopt the following motions, in their respective order.

### **SUGGESTED MOTIONS:**

#### **MOTION:**

#### Planning Commission

1. I move that the Planning Commission forward Ordinance ORD#2016-004 amending Haymarket Town Code Sections 58-599 and 58-703 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 adopt Ordinance ORD#2016-004 amending Haymarket Town Code Sections 58-599 and 58-703

OR

2. I move that the Town Council forward the proposed zoning text amendment to the Planning Commission for further discussion;

OR

3. I move an alternate motion.

#### **ATTACHMENTS:**

- ORD 2016-004 Amend 58-699 Alternative Landscaping Screening Requirements--ATTY rev (PDF)

Ordinance 2016-004

ORDINANCE TO AMEND THE CODE OF ORDINANCES, TOWN OF HAYMARKET, VIRGINIA (2004)  
SECTIONS 58-699 AND 58-703 RELATING TO ~~ALTERNATIVE~~ LANDSCAPING AND SCREENING  
REQUIREMENTS

Sec. 58-699. - Screening.

- (a) Definition. This article defines three screens as identified in the matrix in section 58-702. Four separate types of plants are required: large- or medium-scale canopy shade trees, evergreen trees, ornamental trees, evergreen and ornamental shrubs. All plant varieties and alternatives shall be approved by the town council as suitable screen plants.
- (b) Number of plants. Plant materials are shown as required per square foot of buffer area. For example, if the matrix in section 58-702 requires a 15-foot buffer along a 100-foot property boundary, a resulting 1,500 square feet of buffer space is required.
- (c) Alternative screens and modifications. 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~~ Zoning Administrator may grant a modification to 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 and the architectural review board~~ Zoning Administrator may, with or without approving an alternative screen, grant a modification to 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. Any such modification may be granted only if the Zoning Administrator gives the notice and makes the written findings required by Virginia Code § 15.2-2286 A. (4) before granting the modification.

Sec. 58-703. - Parking lot landscaping. Modified

- (a) Generally. All parking areas, parking lots and service stations must be landscaped as described in this section unless otherwise explicitly exempted.
- (b) Perimeter parking lot landscaping. All areas outside the perimeter of the paved area of the parking lot shall be landscaped if they are adjacent to a public or a private street. The requirements of this section shall apply to the enlargement or construction of any parking lot with ten or more parking spaces.
- (c) Parking lots adjacent to public streets.
  - (1) Landscape area requirements. A continuous landscape strip ten feet in width not inclusive of the sidewalk shall be located between the property line and the parking lot. If road improvements are necessary across the front of the property, a continuous landscape strip with an average width of ten feet may be provided to meet the requirements of this section. If a parking lot is built adjacent to an existing parking lot which has a landscape strip narrower than ten feet in width, the width of the existing landscape area may be continued provided that it is a minimum five feet wide.
  - (2) Number of trees. There will be one tree for each 30 feet of frontage and shall be planted in the landscape strip.

- (3) Screening adjacent to the public street. A screen through the use of the planting of shrubs, hedges or the creation of berms of a combination of such uses shall be used to screen the parking lots to any public street for the full length of the street frontage. No berm or plant material shall obstruct the sight distance of a motorist entering or leaving the site.
- (4) Species of vegetation. All trees and shrubs planted shall meet the requirements of sections 58-723 and 58-727.
- (d) Parking lots adjacent to other parking lots.
- (1) Landscape area requirements. A continuous landscape strip at least five feet in width shall be located between the property owner's parking lot and the property line.
- (2) Number of trees and shrubs. There will be two trees and six shrubs for every 30 linear feet of landscape parking strip.
- (3) Species of vegetation. All trees and shrubs planted to meet the requirements of this section shall be identified in sections 58-723 and 58-727.
- (e) Interior parking lot landscaping.
- (1) Application. Interior parking lot landscaping shall apply to the enlargement or construction of any parking area or lot with ten or more parking spaces. This will be in addition to the perimeter parking lot landscaping, street tree planting and screening.
- (2) Landscape area requirements. The minimum landscape for the interior parking lot shall be five percent of the gross area, which shall include all paved areas within the lot, including ingress and egress. For paved storage areas, a subtraction from the figure for land use such as lumberyards and warehouses may be applied.
- (3) Minimum landscape area. The total minimum landscape area for interior parking lots shall be 25 square feet. Each landscape area shall have at least one canopy tree.
- (4) Number of trees. There will be one tree for every ten parking spaces.
- (5) Number of shrubs. There will be three shrubs for every ten parking spaces.
- (6) Species of vegetation. All trees and shrubs planted shall meet the requirements of canopy shade trees as identified in sections 58-723 and 58-727.
- (f) Perimeter parking lot landscaping. 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.
- (g) Modification of parking lot landscaping requirements for a landscaped area adjacent to a public street. The ~~town council~~ Zoning Administrator may grant a modification to eliminate ~~waive~~ or reduce the requirement for a landscape area as described in subsection (c)(1) of this section ~~when they find that the required ten-foot area would serve no useful purpose and has created a hardship to the property owner and that a suitable screening alternative has been provided. Alternative screenings such as architectural walls and plantings may be permitted when approved by the architectural review board. if the Zoning Administrator gives the notice and makes the written findings required by Virginia Code § 15.2-2286 A. (4) before granting the modification.~~
- (h) Relation of perimeter and interior parking lot landscaping. If additional area and plant materials are provided that exceed the requirements for interior or perimeter parking lot landscaping, the

town council may modify the numerical requirements for the amount of space and the amount of plant materials as required in subsections (e) and (f).

THIS ORDINANCE IS EFFECTIVE UPON ADOPTION.

Done this 6<sup>th</sup> Day of June, 2016.  
TOWN OF HAYMARKET, VIRGINIA

ATTEST:

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Jennifer Preli, Town Clerk

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



TO: Town of Haymarket Town Council  
 SUBJECT: Sign Ordinance  
 DATE: 06/06/16

## BACKGROUND

In November 2014, the Town Council initiated a comprehensive review of the Sign Ordinance. The consultant contracted to facilitate the review presented the Planning Commission a draft sign ordinance in November 2015. The draft was further amended based on comments from the public, the planning commission, town attorney, and town planner.

The attached sign ordinance comprehensively changes the sign provisions of the zoning ordinance, adopting new definitions and new regulations regarding sign height, size, materials, illumination, and location. The proposed text amendments also eliminate content-based regulations in order to comply with recent court cases. A Sign Area Map proposed in connection with the new sign ordinance divides the Town into a Gateway Sign Area, a Core Sign Area, and a Residential Sign Area.

Staff will provide additional background at the public hearing.

## RECOMMENDATION

Staff supports the attached text amendment / ordinance and recommends that the Planning Commission and Town Council adopt the following motions, in their respective order.

## SUGGESTED MOTIONS:

### MOTION:

#### Planning Commission

1. I move that the Planning Commission forward Ordinance ORD#2016-0005 amending Haymarket Town Code Chapter 58, Article IX, Signs, to the Town Council with a recommendation of approval.

OR

2. I move an alternate motion.

#### Town Council

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

OR

2. I move that the Town Council forward the proposed zoning text amendment to the Planning Commission for further discussion;

OR

3. I move an alternate motion.

## ATTACHMENTS:

- ORD 2016-005 Sign Ordinance Rewrite (PDF)



Ordinance 2016-005ORDINANCE TO AMEND THE CODE OF ORDINANCES, TOWN OF HAYMARKET, VIRGINIA (2004)  
CHAPTER 58 ARTICLE IX. SIGNS 58-336 THROUGH 58-348**Town of Haymarket Sign Ordinance Rewrite**

*Prepared by the Team of EPR, PC; Herd Planning & Design, Ltd.; and Sympoetica  
Revisions and Comments by Planning Commission, Town Attorney, Town Planner*

**Article IX. Signs**

- Sec. 58-336. Purpose.
- Sec. 58-337. Applicability
- Sec. 58-338. Permit Required
- Sec. 58-339. Exemptions.
- Sec. 58-340. Prohibited signs.
- Sec. 58-341. Temporary signs
- Sec. 58-342. Process for permitting
- Sec. 58-343. Enforcement
- Sec. 58-344. General requirements for all signs
  - (1) Sign area computations.
  - (2) Placement of signs.
  - (3) Materials, colors, and styles.
  - (4) Lighting.
  - (5) Substitution.
- Sec. 58-345. Permanent sign standards - Type, Number, Area, and Height of signs
- Sec. 58-346. Structural and maintenance requirements.
- Sec. 58-347. Nonconforming signs.
- Sec. 58-348. Definitions.
- Sec. 58-349-380. Reserved.

**Sign Areas Map****Sec. 58-336. Findings, purpose and intent; interpretation.**

- (a) Signs obstruct views, distract motorists, displace alternative uses for land, and pose other problems that legitimately call for regulation. The purpose of this article is to regulate the size, color, illumination, movement, materials, location, height and condition of all signs placed on private property for exterior observation, thus ensuring the protection of property values, the character of the various neighborhoods, the creation of a convenient, attractive and harmonious community, protection against destruction of or encroachment upon historic areas, and the safety and welfare of pedestrians and wheeled traffic, while providing convenience to citizens and encouraging economic development. This article does not entirely eliminate all of the harms that may be created by the installation and display of signs, but allows adequate communication through signage while

*Town of Haymarket, Virginia*

encouraging aesthetic quality in the design, location, and size of all signs. This article shall be interpreted in a manner consistent with the First Amendment guarantee of free speech and in a manner consistent with the Town's Comprehensive Plan. If any provision of this article is found by a court of competent jurisdiction to be invalid, such finding shall not affect the validity of other provisions of this article, which can be given effect without the invalid provision.

- (b) Signs not expressly permitted as being allowed by right or by special use permit under this article, by specific requirements in another portion of this chapter, or otherwise expressly allowed by the Town Council are forbidden.
- (c) A sign placed on land or on a building for the purpose of identification, protection or directing persons to a use conducted therein shall be deemed to be an integral but accessory and subordinate part of the principal use of land or building. Therefore, the intent of this article is to establish limitations on signs in order to ensure they are appropriate to the land, building or use to which they are appurtenant and are adequate for their intended purpose while balancing the individual and community interests identified in subsection (a) of this section.
- (d) These regulations are intended to promote signs that are compatible with the use of the property to which they are appurtenant, landscape and architecture of surrounding buildings, are legible and appropriate to the activity to which they pertain, are not distracting to motorists, and are constructed and maintained in a structurally sound and attractive condition.
- (e) These regulations distinguish between portions of the Town designed for primarily vehicular access and portions of the Town designed for primarily pedestrian access.
- (f) These regulations do not regulate every form and instance of visual speech that may be displayed anywhere within the jurisdictional limits of the Town. Rather, they are intended to regulate those forms and instances that are most likely to meaningfully affect one or more of the purposes set forth above.

**Sec. 58-337. Applicability**

The provisions of this article apply to all property within the corporate limits of the town.

**Sec. 58-338. Permit Required.**

Except when otherwise exempted by this article, no sign shall be erected, constructed, posted, painted, altered, or relocated, unless and until a zoning permit has been issued by the zoning administrator and where provided for in this article, subsequent to an approval of a certificate of appropriateness by the architectural review board (ARB).

**Sec. 58-339. Exemptions.**

Sign permits shall not be required for the following signs; however, all applicable regulations of this chapter shall apply.

- (a) Government signs or signs required by law, including official traffic signs or sign structures, provisional warning signs or sign structures, and temporary signs indicating danger.
- (b) Minor Signs not exceeding three (3) total signs per separate road frontage per lot, and not less than 30 feet apart.
- (c) Change of message or content of an approved Sign.
- (d) Flags, provided, however, that no single flag shall exceed twenty-four (24) square feet in area and no single lot shall display more than three flags in commercial or industrial zoning districts. (e) Temporary Signs as set forth in 58-341(1).
- (f) Signs applied directly and entirely to and flush with any horizontal paved surface.

**Sec. 58-340. Prohibited signs.**

The following signs are prohibited:

- (a) Flashing Signs
- (b) Moving or Rotating Signs.
- (c) Portable Signs with the exception of A-frame Signs.
- (d) Off-premises signs, except as specifically authorized in Sec. 58-345 (a).
- (e) Inflatable signs.
- (f) Roof Signs
- (g) Signs illuminated with sodium halide lights; and any illuminated sign that emits lighting levels in excess of the limitation set forth in Sec. 58-344 (4)
- (i) Abandoned sign structures.
- (j) Changeable copy signs, except in the B-1, B-2, and I-1 zoning districts or accessory to a by-right non-residential use in the R-1 zoning district. Changeable copy signs may not exceed 25% of the total maximum square footage of all signs permitted for the business.
- (k) Any signs, including posters and handbills, affixed to any structures, trees or other natural vegetation, rocks or poles.
- (l) Any sign that may be confused with or obstruct the view of any authorized traffic sign or signal, or obstruct the sight-distance triangle at any road intersection, or otherwise create a distraction for drivers.
- (n) Signs that prevent free ingress or egress from any door, window, fire escape, or that prevent free access from one part of a roof to any other part or otherwise adversely affect safety or are in violation of any building code or other applicable law.
- (o) Signs that emit smoke, visible vapors, particles, normally detectable sound or odor shall not be permitted, including open flames used to attract public attention.
- (p) Mirrors or mirror devices on, in, or as part of a sign.
- (q) Parked vehicle signs.
- (r) Signs erected on public land other than those approved by an authorized City/County/Town official in writing, required by law without such approval, or permitted under Virginia Code § 24.2-310 E. Any sign not so authorized is subject to immediate removal and disposal by any authorized official. Removal of the sign under this provision does not preclude prosecution of the person responsible for the sign.
- (s) Bench signs.

**Sec. 58-341. Temporary signs**

- (1) *Permit not required.* Temporary signs may be erected or constructed without a permit in all zoning district as provided in this section; however, all applicable code requirements in this chapter shall apply.
- (2) *Temporary Signs in Commercial Zoning Districts.* These signs shall be either Freestanding Signs, Wall Signs, Window Signs, Banner Signs, or A-Frame Signs, and may be displayed for up to 45 consecutive days. The date of first display shall be marked on the reverse of the sign in indelible ink. The zoning administrator may extend the time limit by up to 45 days upon application by the owner at the end of the initial 45-day period, if the applicant shows that the sign is maintained in sound condition and the purpose for it still pertains. Temporary Freestanding Signs, Wall Signs, Banner Signs, shall not exceed one sign per location, nor eight (8) square feet in area and six (6) feet in height. Temporary Window Signs shall

*Town of Haymarket, Virginia*

not obstruct more than twenty (20) percent of the area of the window on which the sign is located. A-Frame Signs must not be more than an aggregate of twelve (12) square feet or less in a sandwich board design as defined herein. A-Frame signs and other signs not affixed to a building or the ground may only be displayed during business hours. The placement of the sign shall not impede pedestrian, wheelchair, or vehicular traffic flow. Only one such sign is permitted per business.

- (3) *Temporary Signs in Residential Zoning Districts.* These signs shall be either Freestanding Signs, Wall Signs, Window Signs or Banner Signs. Freestanding and Wall Signs shall not exceed sixteen (16) square feet in area per property. No sign shall exceed six (6) feet in height, except Window Signs. Window signs shall not obstruct more than twenty-five (25) percent of the total area of all windows on each building façade on the property.
- (4) *Temporary Signs in Industrial Zoning Districts.* These signs shall be either Freestanding Signs, Wall Signs, Window Signs or Banner Signs, subject to the same standards and limitations as temporary signs for the commercial districts (Sec. 58-341 (2)).
- (5) *Temporary Signs required to be posted by law.* Any such sign shall be removed the day after the last day for which it is permitted to be displayed. The administrator may require proof of legal requirement for the posting of the sign. These signs are permitted in all zoning districts.

**Sec. 58-342. Process for permitting.**

- (a) *Permit required.* Except when otherwise exempted by this article, no sign shall be erected, posted, painted, altered, or relocated, unless and until a zoning permit has been issued by the zoning administrator. Except for signs allowed without a permit under § 58-339, any new or enlarged sign, and any sign with changed colors, materials or style, requires a certificate of appropriateness by the architectural review board (ARB).
- (b) *Permit process.* Before any zoning permit is issued, the applicant shall submit to the administrator a sign permit application and an application for certificate of appropriateness when applicable provided by the administrator, together with drawings and/or specifications depicting the proposed signs and providing such other information as may be necessary to fully advise and acquaint the administrator with the location, construction, materials, manner of illuminating and/or securing or fastening, and number of the proposed signs. .
- (c) *Approval of permit.* For signs not requiring architectural review, the zoning administrator shall act on the permit application within 14 days of acceptance of the application. For signs requiring action by the architectural review board, the board shall act on the application within sixty (60) days after acceptance of the application by the zoning administrator, in accordance with Secs. 58-554 – 58-562 of this chapter, and the Historic District Design Guidelines adopted by the Town Council, as amended, unless such timeline is extended by the applicant in writing. The zoning administrator shall issue a zoning permit within three (3) business days following approval by the ARB.
- (d) *Building codes; inspections.* All signs shall be constructed and mounted in compliance with the Virginia Uniform Statewide Building Code.
- (e) *General permit application requirements.* Submission requirements for ARB sign guidelines as set forth in the Historic District Design Guidelines adopted by the Town Council, as amended, shall be followed for selecting the type of sign, location, colors, lettering style, materials and type of illumination (if applicable). Sign permit application(s) also require:
  - (i) An application for a certificate of appropriateness, as applicable.
  - (ii) A plat showing location of existing and proposed sign(s) on building façade(s) or grounds and exterior dimensions of buildings subject to the sign permit.
  - (iii) Scaled drawings showing dimensions, scale, and elevation of proposed sign(s) to include specific materials, hardware, and methods of mounting and illumination.

*Town of Haymarket, Virginia*

- (f) Except with signs approved through a comprehensive sign plan as a part of an approved site plan or as otherwise provided in this Chapter, all signs shall be erected within one year from the date of approval of the sign permit; otherwise, the permit shall become null and void and a new permit shall be required. The zoning administrator may grant one extension of the permit for a period of six (6) months, but in no case shall a permit be valid for more than a total of eighteen (18) months. Extensions may be granted only when the proposed sign is in compliance with all current applicable regulations.

**Sec. 58-343. Enforcement**

Violations of this Article constitute violations of the zoning code and the Town may obtain compliance through any of the methods available for other zoning violations.

**Sec. 58-344. General requirements for all signs**

- (1) Sign area computations.
- (a) The surface area of any sign permitted under this article is determined by measuring the entire face of the sign including any wall work incidental to its decoration, but excluding support elements whose sole purpose and function is to support the sign, except as noted below:
  - (b) The surface area of any sign made up only of individual letters or figures shall include the space between such letters or figures.
  - (c) Whenever one sign contains information on both sides, one side only shall be used in computing the surface area of the sign.
- (2) Placement of signs
- Signs shall be placed so they do not obstruct vehicles, pedestrians, or the signs of adjacent businesses. Unless otherwise provided for in this chapter, permanent signs shall be located:
- (a) At least ten (10) feet from any lot line within the Gateway Sign Area, or no closer than the building façade is to the lot line, whichever is less.
  - (b) At least five (5) feet to any lot line within the Core Sign Area, or no closer than the building façade is to the lot line, whichever is less.
  - (c) At least ten (10) feet to any lot line within the Residential Sign Area, or no closer than the building façade is to the lot line, whichever is less.
- (3) Materials, colors, and styles
- All materials, colors, and styles of non-temporary signs are subject to approval by the architectural review board in accordance with the Historic District Design Guidelines adopted by the Town Council, as amended.
- (4) Lighting.
- No sign shall be permitted to have an illumination spread of more than 0.05 foot candle at the lot line, shine into on-coming traffic, affect highway safety, or shine directly into a residential dwelling unit. Internal illumination is not permitted except that in the B-1 and B-2 districts, a single neon window sign is permitted not more than 15” high by 24” wide, and in the I-1 district, freestanding signs may be internally illuminated. Permitted neon signs shall not flash and shall be “on” only during posted hours of business.
- (5) Substitution.
- Wherever this Article permits a sign with commercial content, non-commercial content is also permitted subject to the same requirements of size, color, illumination, movement, materials, location, height and construction.

Town of Haymarket, Virginia

(6) Total Maximum Signage.

On properties used for commercial purposes, the total maximum signage of window, freestanding, projecting, wall, individual letter, directory, canopy, A-frame, and painted signs shall not exceed 120 square feet per business or 2.5 square feet per linear foot of road frontage, whichever is greater.

**Sec. 58-345. Permanent sign standards - type, number, area, and height of signs**

(a) Signs in Commercial and Industrial Zoning Districts

Table (a)(i) Maximum Limits on Sign Dimensions for Lots in B-1 Zoning District						
Sign Type	B-1 Zoning in Core and Residential Sign Map Areas as shown on Zoning Map			B-1 Zoning in Gateway Sign Map Area as shown on Zoning Map		
	Number	Area (Sq. Ft.)	Height (Ft.)	Number	Area (Sq. Ft.)	Height (Ft.)
Window <sup>5</sup>	Not limited	Lesser of 20% of window area or 6 Sq. Ft.	Not limited	Not limited	Lesser of 20% of window area or 6 Sq. Ft.	Not limited
Freestanding	1 per road front; 2 maximum per lot	18 per sign; 24 Total	8	1 per road front; 2 maximum	24 Sq Ft per sign; 36 Total	10
Projecting <sup>1</sup>	1 per business	9	No less than 9	1 per business	9 Sq Ft	No less than 9
Wall <sup>2</sup>	1 per business per road frontage	12	15 ft. above floor level but not above roof line	1 per business per road front.	12 Sq Ft per business for front façade; 36 Sq Ft per building on rear or side facades only	15 ft. above floor level, except no limit for rear or side façades, but not above the roofline
Individual Letter	1 per business per road frontage	1.5 Ft. letter height. 18 Sq Ft. total area.	15 ft. above floor level	1 per business per road frontage	1.5 ft. letter height; 18 S. F. total area. If setback 100 ft. or >, 2 Ft. Ht., 20 S. F. total area.	15 ft. above floor level
Multiple tenant sign	1 wall or freestanding sign per multi-tenant building or site, in addition to other permitted signs	32 if less than 100 Ft road frontage. 48 if 100 Ft. or more lot width on any side.	8	1 wall or freestanding sign per multi-tenant building or site, in addition to other permitted signs	32 if less than 100 Ft road frontage. 56 if 100 Ft or more lot width on any side.	10
Canopy <sup>3</sup>	Permitted	Letters not more than 12 inches high.	Not limited	Permitted	Letters not more than 12 inches high.	Not limited
Minor signs (see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))
Internally Illuminated	Not permitted except one neon window-sign not more than 15" high by 24" wide <sup>4</sup>	n/a	n/a	Not permitted except one neon window sign not more than 15" high by 24" wide <sup>4</sup>	n/a	n/a
A-Frame (see in Sec. 58-341(1)(a))	1 per 30 feet of frontage	12	5 feet	1 per 30 feet of frontage	12	5
Off premises	Not permitted	n/a	n/a	Not permitted	n/a	n/a
Painted	Not permitted	n/a	n/a	1 on side or rear wall	Shall not exceed 15% of that wall area	As per other standards

Attachment: ORD 2016-005 Sign Ordinance Rewrite (2811 : Sign Ordinance)

<sup>1</sup>Shall be mounted perpendicular to principal building façade; shall project no greater than four (4) feet from building and no closer than one foot to back of curb.

<sup>2</sup>Shall be mounted flat on building façade; letters shall not extend more than six inches from surface of building. Signs shall be no higher than 15 feet above the floor level on which the sign is placed.

<sup>3</sup>To be placed only in valance of the building with a margin of a minimum of one inch above and below the letters.



Town of Haymarket, Virginia

Table (a)(ii) Maximum Limits on Sign Dimensions for Lots in B-2 and I-1 Zoning Districts						
Sign Type	B-2 Zoning as shown on Zoning Map			I-1 Zoning as shown on Zoning Map		
	Number	Area in square feet (S. F.)	Height In feet (Ft.)	Number	Area in square feet (S. F.)	Height In feet (Ft.)
Window <sup>8</sup>	Not limited	Lesser of 20% of window area or 6 S. F.	Not limited	Not limited	Lesser of 20% of window area or 10 S. F.	Not < 5 Ft.
Freestanding	1 per road front; 2 maximum per lot	24 per sign; 36 total	10	1 per road front; 2 maximum per lot	36 total	15
Projecting <sup>1</sup>	1 per business	12	No less than 9	1 per business	12	No less than 9
Wall <sup>2</sup>	1 per business, plus 1 for end units	9	15 above floor level	1 per tenant	12 ; 1 SF per linear foot of property width <sup>4</sup>	15 above floor level
Individual Letter	1 per business per road frontage	1.5 Ft. letter height. 18 Sq Ft. total area. If setback 100 ft or >, 2 ft. ht. 20 S. F. area.	15 above floor level	1 per business per road frontage	1.5 ft. letter height per 10 ft bldg. height. w/ maximum 2 ft. letter ht. and 20 S. F. area.	15 above floor level
Directory (Wall or Freestanding) (In addition to other permitted Freestanding or Wall signs)	1 per multi-tenant building or site	32 if less than 100 Ft road frontage. 48 if 100 Ft. or more lot width on any side.	10	1 per multi-tenant building	4.5 Sq. Ft. per tenant;	15
Canopy <sup>3</sup>	Permitted	letters not > 12 inches high	Not limited	Permitted	letters not more than 12 inches high	Not limited
Minor signs (see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))
Internally Illuminated	Not permitted except one neon sign window not more than 15" high by 24" wide <sup>7</sup>	n/a	n/a	Permitted for freestanding signs	As per other standards in this article	As per other standards
A-Frame (see Sec. 58-341(2))	1 per 30 feet of frontage	12	5	Not permitted	n/a	n/a
Off premises	Not permitted	n/a	n/a	1 freestanding sign on contiguous lot <sup>6</sup>	As per other standards	As per other standards
Painted	1 on side or rear wall	Shall not exceed 15% of that wall area	As per other standards	Not permitted	n/a	n/a
Temporary (freestanding, banner sign or wall only)	1 per lot	8	4	1 per lot	8	4
Address numbers	One set per building	n/a	Letters not > 12"	One set per building	n/a	Letters not > 12"

<sup>1</sup> Shall be mounted perpendicular to principal building façade; shall project no greater than four (4) feet from building and no closer than one foot to back of curb.

<sup>2</sup> Shall be mounted flat on building façade; letters shall not extend more than six inches from surface of building. Signs shall be no higher than 15 feet above the floor level on which the sign is placed, or to the top of the ceiling height of that floor. For industrial zoning, a maximum 3 SF sign is allowed for each tenant if a common entrance, or maximum 8 SF per tenant for each multiple entrance. For shopping centers in B-2, all property signage must be located in the sign band provided above the building canopy. The sign shall occupy a maximum sign area not taller than 18 inches and not longer than 65 percent of the tenant's unit width. Such signs will not exceed 48 square feet in area. Any store in excess of 10,000 sq ft shall have a maximum sign area not taller than 24 inches and not longer than 40% of tenant's unit width.

<sup>3</sup> To be placed only in valance of the building with a margin of a minimum of one inch above and below the letters.

<sup>4</sup> Applies to retail shopping space constructed in excess of 75 feet from edge of public right of way and not within 500 feet of residential property. If the tenant is located in an end unit, it is permitted to install an additional sign. Total area of second sign may not exceed the result of one and one half times the width of the store. All property signage must be located in the sign band provided above the building canopy. The sign shall occupy a maximum sign area not taller than two feet and not longer than 80 percent of the tenant's unit width. Such signs will not exceed 48 square feet in area. Any store in excess of 40,000 square feet may have a maximum sign area not taller than 3.5 feet and not longer than 80 percent of the tenant's unit width.

<sup>5</sup> Such signs shall be no closer than 10 feet to any street line, travel lane or access road.

<sup>6</sup> Off premise sign is contingent on permission from owner of property on which the sign is located. No such sign may be located within 30 feet of any other sign.

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(b) Signs in Residential Zoning Districts

Table (b) Maximum Limits on Sign Dimensions for Lots in Residential Zoning Districts (R-1 and R-2)									
	Residential Uses			Residential Projects <sup>1</sup>			Non-Residential Uses		
Sign Type	Number	Area (Sq. Ft.)	Height (Ft.)	Number	Area (Sq. Ft.)	Height (Ft.)	Number	Area (Sq. Ft.)	Height (Ft.)
Minor signs (see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))
Freestanding Signs	1 per lot	6 sq. ft.	Not more than 4 feet from existing grade	1 per site entrance	24 Sq. Ft.	5 feet	1 per separate road frontage	24 Sq. Ft.	5 feet
Wall Signs	1 per lot	6 sq. ft.	n/a	n/a	n/a	n/a	1 per separate road frontage	12 Sq. Ft.	12 ft.

<sup>1</sup>Includes subdivisions and other types of residential projects built as a unified development.

**Sec. 58-346. Structural and maintenance requirements.**

- (a) All signs shall be maintained in good condition and remain structurally safe. Any sign that has deteriorated to a state of peeling, cracking, splitting, fading or rusting, is in violation of this ordinance and subject to enforcement.
- (b) The owner of any advertising sign located on commercial property where the use or business has ceased operating shall, within 60 days of the cessation of use or business operation, replace the sign face with a blank face until such time as a use or business has resumed operating on the property.

**Sec. 58-347. Nonconforming signs.**

- (a) Any nonconforming sign may be maintained even though it does not conform with the provisions of this article except as provided in this section or section 58-381 (c). The burden of establishing nonconforming status of signs and of the physical characteristics/location of such signs shall be that of the owner of the property. Upon notice from the zoning administrator, a property owner shall submit verification that sign(s) were lawfully existing at time of erection. Failure to provide such verification shall be cause for order to remove sign(s) or bring sign(s) into compliance with the current ordinance.
- (b) No nonconforming sign may be enlarged or altered in such a manner as to expand the nonconformity, nor may illumination be added to any nonconforming sign, except as provided in Sec. 58-347 (h).
- (c) A nonconforming sign may not be moved or replaced except to bring the sign into complete conformity with this article.
- (d) A nonconforming sign that is destroyed or damaged by any casualty to an extent not exceeding fifty (50) percent of the sign structure may be restored within two (2) years after such destruction or

Attachment: ORD 2016-005 Sign Ordinance Rewrite (2811 : Sign Ordinance)



*Town of Haymarket, Virginia*

damage but shall not be enlarged in any manner. If such sign is so destroyed or damaged to an extent exceeding fifty (50) percent, it shall not be reconstructed but may be replaced with a sign that is in full accordance with the provisions of this article.

- (e) The sign face of a nonconforming sign may be changed so long as this does not create any new nonconformities and so long as a new certificate of appropriateness is not required under § 58-342 (a).
- (f) Existing signs on an industrially zoned lot may be reconfigured so as to increase the number of signs, the mix of sign types, and the location of signs, as long as the total area of all signs on the lot is not increased, that existing maximum sign heights are maintained, and as long as all other requirements of this article are met.
- (g) A nonconforming sign structure shall be removed if the use to which it is accessory has not been in operation for a period of two years or more. Such structure sign shall be removed by the owner or lessee of the property. If the owner or lessee fails to remove the sign structure, the zoning administrator or designee shall give the owner fifteen (15) days' written notice to remove it. Upon failure to comply with this notice, the zoning administrator or designee may enter the property upon which the sign is located and remove any such sign or may initiate such action as may be necessary to gain compliance with this provision. The cost of such removal shall be chargeable to the owner of the property.

**Sec. 58-348. Definitions.**

Illustrations show only the form of defined signs. Dimensional standards are shown only in the text of this article.

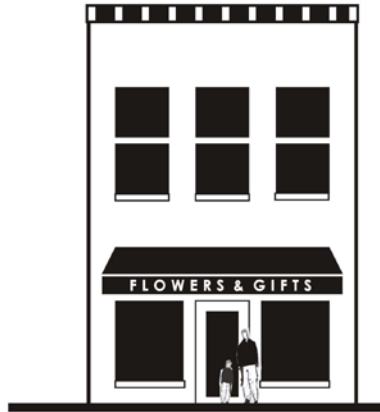
- (1) *A-Frame sign.* A temporary, portable sign used at a place of business to provide information to pedestrians and slow moving vehicles. The sign may be one or two sided.



- (2) *Awning sign.* See canopy sign.
- (3) *Banner sign.* A temporary sign made of cloth, paper, vinyl or like material attached to a wall so as to remain in a generally stationary position.

Town of Haymarket, Virginia

- (4) *Bench sign.* A sign painted, located on, or attached to any part of the surface of a bench, seat or chair placed on or adjacent to a public place or roadway.
- (5) *Billboard sign.* (see off-premises sign)
- (6) *Canopy sign.* A sign placed directly on or attached to the surface of an awning or canopy.



Canopy/Awning Sign



Canopy/Awning Sign

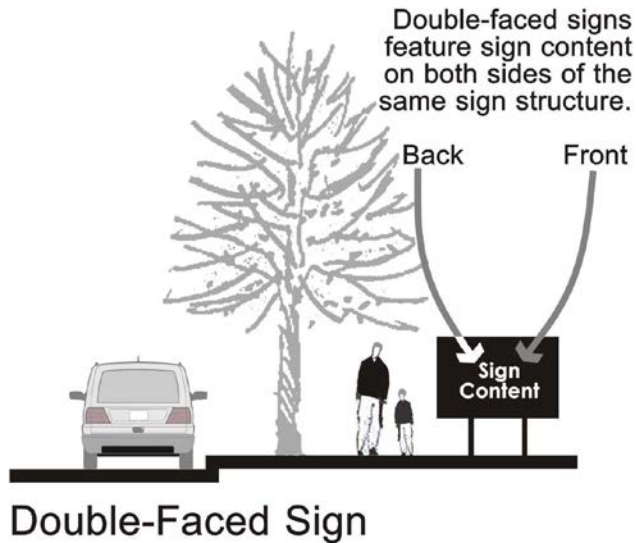
- (7) *Changeable copy sign.* A sign or part of a sign that is designed so that characters, letters or illustrations can be mechanically, physically, or electronically changed or rearranged without altering the face or surface of the sign. This does not include a flashing sign or a moving or rotating sign.
- (8) *Multi-tenant sign, Wall.* A wall sign at a building or group of buildings with multiple commercial tenants, controlled by the landlord thereof.
- (9) *Multi-tenant sign, Freestanding.* A freestanding sign at a building or group of buildings with multiple commercial tenants, controlled by the landlord thereof.



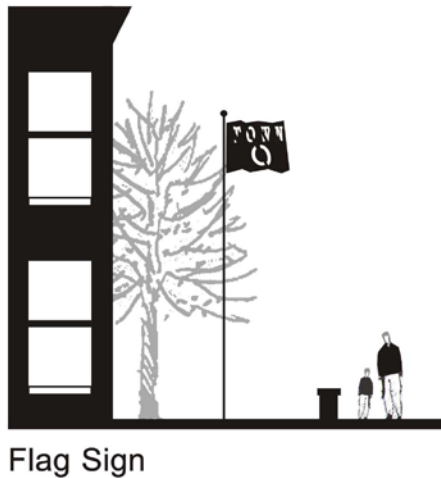
Directory Sign

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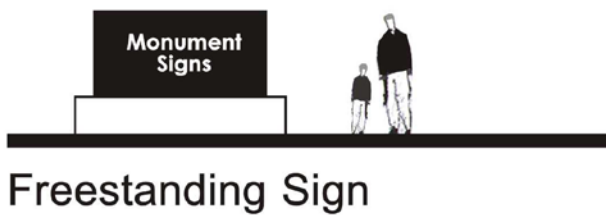
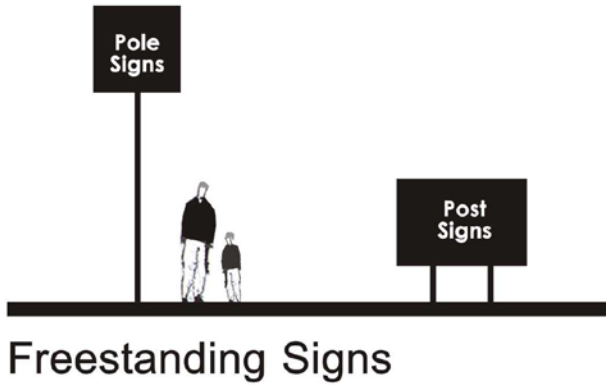
- (10) *Double-faced sign.* A sign with two parallel or nearly parallel faces, back to back, upon which advertising is displayed. For purposes of this definition, “nearly parallel” means having an internal angle between its two faces of no more than 45 degrees.



- (11) *Flags.* Cloth or similar flexible fabric attached to a pole at one end such that the material can bend or flutter from the point (s) of attachment.



- (12) *Flashing sign.* Any illuminated sign on which there is light which is not stationary or constant in intensity or color at all times when such sign is in use. For the purposes of this article, a sign that has a change rate or dwell time of four (4) seconds or longer is not a flashing sign.
- (13) *Freestanding sign.* Sign supported by one or more upright poles, columns, or braces placed in or on the ground and not attached to any building or structure, or a monument form without separate supporting elements.

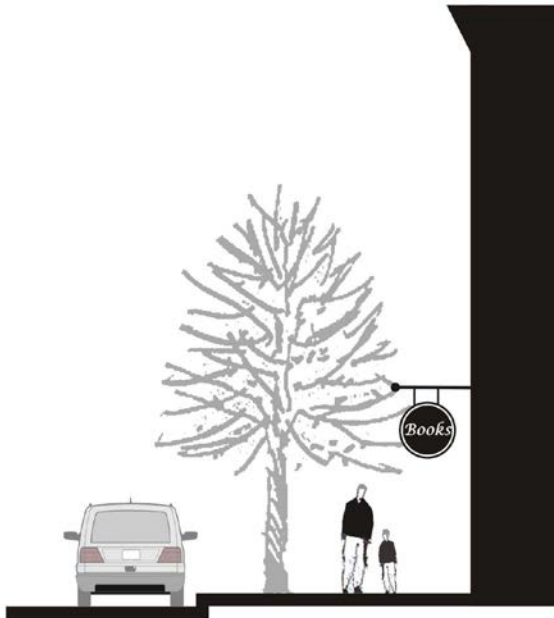


- (14) *Government sign.* Government signs that are approved by the town council or installed for the public benefit by a branch, department, or authority of a local, state, or federal government..
- (15) *Hanging house or address numbers.* House numbers hanging from a lamppost or similar structure.
- (16) *Hanging sign.* (see Projecting sign)
- (17) *Illuminated sign.* A sign illuminated in any manner by a light source, whether internally or externally lit. Externally illuminated signs are those that have a light source projecting onto the face of the sign either by downlighting or indirectly with fluorescent, halogen or a source that gives off light. Internally illuminated signs are those that have a light source inside or behind the sign structure or sign face which projects lights through or from the sign face.
- (18) *Individual letter sign.* A sign made up of letters only that are attached directly to the building.



Individual Letter Sign

- (19) *Inflatable sign.* Any display capable of being expanded by air or other gas and used on a temporary or permanent basis.
- (20) *Location.* A lot, parcel, building site or tenant space.
- (21) *Marquee sign.* See canopy sign.
- (22) *Menu sign.* (see directory sign)
- (23) *Minor sign.* A wall or freestanding sign with a sign face not exceeding one (1) square foot in area, not exceeding four feet in height, and not illuminated.
- (24) *Moving or Rotating Sign* - An environmentally activated sign or other display with mechanical motion or the appearance of motion powered by natural, manual, mechanical, electrical or other means, including but not limited to pennant strings, streamers, spinners, propellers, and search lights. It does not include a flag or a hand held sign; see Portable Sign.
- (25) *Neon sign.* A sign that uses light-emitting gas to convey a message in a form such as letters, numbers, and figures.
- (26) *Off-premise sign.* A sign which directs attention to a commercial business, product, service or establishment conducted, sold or offered at a location other than the premises on which the sign is erected.
- (27) *Painted sign.* Any sign painted on the exterior surface of a building; includes a mural sign.
- (28) *Political sign.* A temporary sign announcing or supporting political candidates or issues in connection with any national, state or local election. Political signs are regulated the same as other temporary signs.
- (29) *Portable sign.* Any temporary sign not affixed to a building, structure or the ground. It does not include a flag or banner sign.
- (30) *Projecting sign.* (Also Hanging Sign) A sign attached to a building, approximately perpendicular to the building wall.



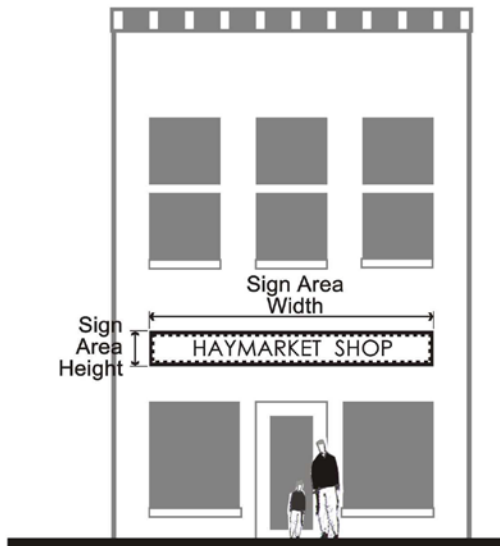
### Projecting/Hanging Sign

- (31) *Real estate sign.* A temporary sign that advertises the property on which it is located, for sale, rent, or lease, regulated the same as other temporary signs.
- (32) *Roof sign.* Any sign which extends above the lower edge of the roof of the building to which it is attached.



### Roof Sign (Not Permitted)

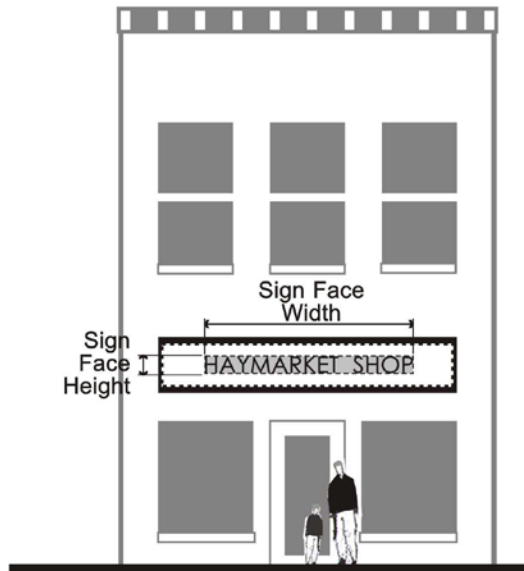
- (33) *Sign.* Any device (writing, letter work or numeral, pictorial presentation, illustration or decoration, emblem, symbol or trademark, flag, banner or pennant or any other device, figure or character) visible to and designed to communicate information to persons in a public place, public right-of-way, or parking area or travel area open to the general public. The term “sign” also does not include the display of merchandise for sale on the site of the display.
- (34) *Sign area.* The entire face of a sign, including the advertising surface and any framing, trim or molding, but not including the supporting structure. Sign area is calculated by standard mathematical formulas such as height times width for rectilinear signs,  $\Pi r^2$  for circular signs, and the applicable standard mathematical formula for other geometrical shapes.



**Sign Area**

For area calculation, see definition in ordinance.

- (35) *Sign face*. The area or display surface used for the message, not including any framing, trim or molding, or the support structure. Face area is calculated using the same mathematical formulas as for sign areas.

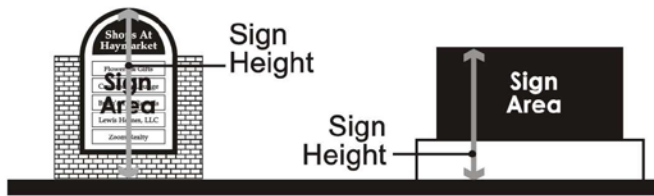
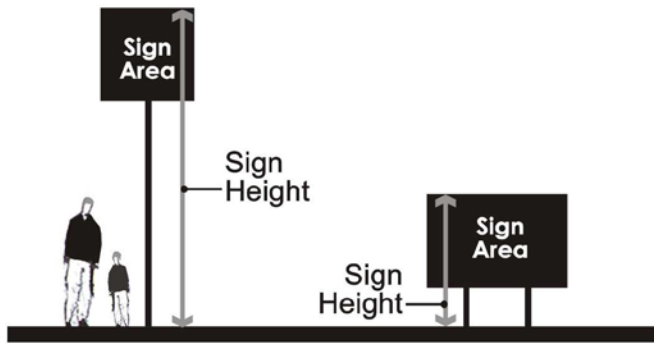


**Sign Face**

For area calculation, see definition in ordinance.

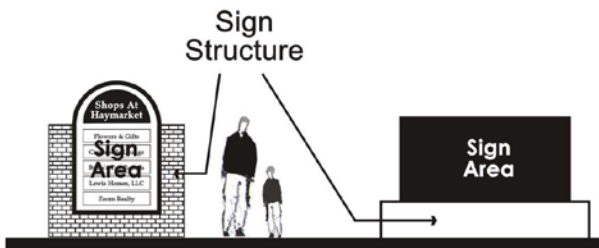
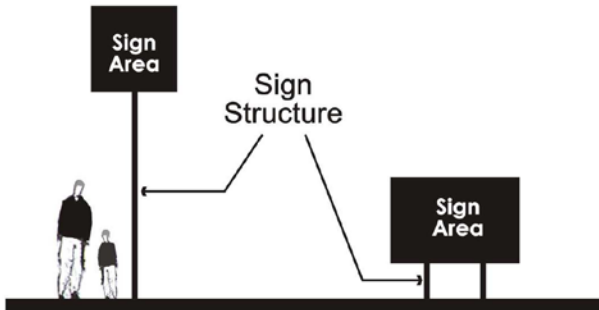
- (36) *Sign height*. Distance measured in feet and inches from the ground below the sign to highest point of sign to include sign structure, or in the case of wall signs on upper floors, from the floor level immediately below the sign to the highest point of the sign. Artificially increasing the height of the sign by berming or mounding dirt or other material at the sign base is prohibited.

Attachment: ORD 2016-005 Sign Ordinance Rewrite (2811 : Sign Ordinance)



## Sign Height

- (37) *Sign structure.* Sign structure includes the supports, uprights, bracing, and framework of any structure, be it single-faced, double-faced, V-type, or otherwise exhibiting sign.



## Sign Structure

- (38) *Temporary sign.* A sign constructed of cloth, canvas, vinyl, paper, plywood, fabric, or other lightweight material not well suited to provide a durable substrate or, if made of some other material, is neither permanently installed in the ground nor permanently affixed to a building or structure which is permanently installed in the ground



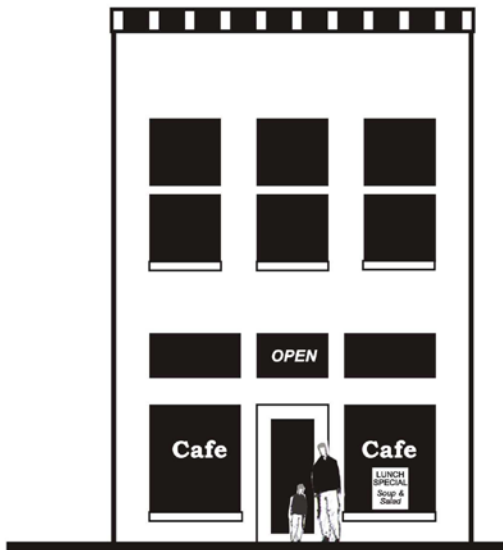
Town of Haymarket, Virginia

- (39) *Vehicle sign, parked.* A sign placed, affixed or painted on a motor vehicle or trailer parked with the primary purpose of providing signage not otherwise allowed by this article. Any such vehicle or trailer shall, without limitation, be considered to be used for the primary purpose of advertising if it fails to display current license plates, inspection sticker, or municipal decal, if the vehicle is inoperable, if evidence of paid-to-date local taxes cannot be made available, or if the sign alters the standard design of such vehicle or trailer.
- (40) *Wall sign.* Any signs or lettering, projecting not more than eight inches, which are placed against or attached to the front, rear, or side wall of a building, but shall not include painted or mural signs, or roof signs as defined herein.



Wall Sign

- (41) *Window sign.* A sign visible outside the building and attached to or within 18 inches in front of or behind the surface of a window or door



Window Sign

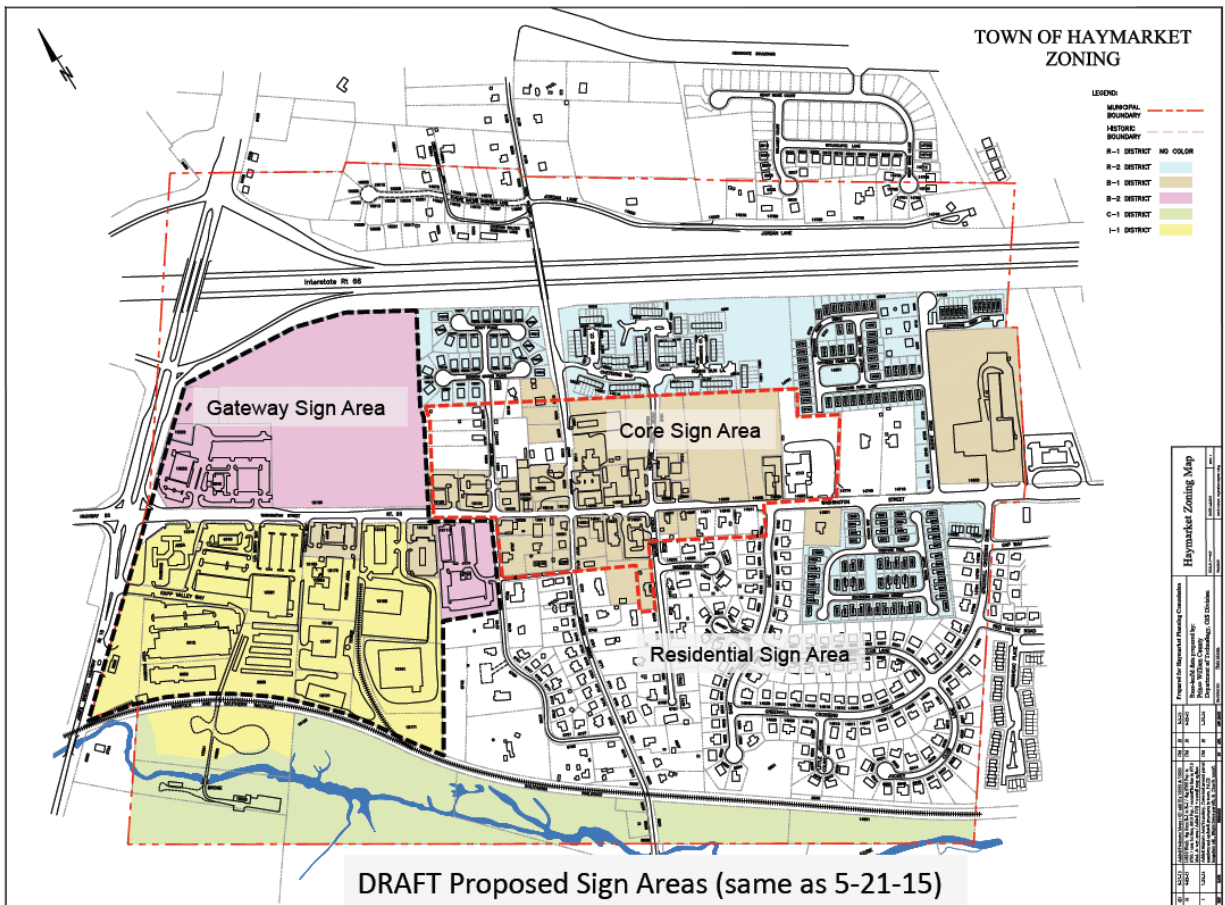
- (42) *Yard sale sign.* A temporary sign advertising private sales of personal property (such as garage sales or rummage sales), regulated the same as other temporary signs.
- (43) *Advertise* means to call attention to a commercial product, service, or activity.

Attachment: ORD 2016-005 Sign Ordinance Rewrite (2811 : Sign Ordinance)

Town of Haymarket, Virginia

- (44) *Nonconforming sign* means any sign which was lawfully erected in compliance with applicable regulations of the Town and maintained prior to the effective date of this ordinance and which fails to conform to current standards and restrictions of the zoning ordinance.
- (45) *Parked vehicle sign*: see Vehicle sign, parked.
- (46) *Sign Style*. With regard to wall and freestanding signs, this term refers to one of the following historical/coloni types: Classic banner, classic tablet, contemporary oval, contemporary tablet, Hyde Park, and the traditional circular and rectangular type signs.

**Sign Area Map**



Attachment: ORD 2016-005 Sign Ordinance Rewrite (2811 : Sign Ordinance)

*Town of Haymarket, Virginia*

THIS ORDINANCE IS EFFECTIVE UPON ADOPTION.

Done this 6<sup>th</sup> Day of June, 2016.

TOWN OF HAYMARKET, VIRGINIA

ATTEST:

\_\_\_\_\_  
Jennifer Preli, Town Clerk

Motion to approve:

Second:

Voting Aye:

Voting Nay:

Absent:

Abstaining:

Attachment: ORD 2016-005 Sign Ordinance Rewrite (2811 : Sign Ordinance)



TO: Town of Haymarket Town Council  
 SUBJECT: Hazardous Duty Enhanced Retirement Benefit  
 DATE: 06/06/16

## **BACKGROUND**

Political subdivisions participating in the Virginia Retirement System (VRS) may elect to provide benefits equivalent to those of the State Police Officers Retirement System for those of the subdivision's employees who are employed in law enforcement positions comparably hazardous to that of a State Police Officer. This includes any sworn law enforcement officer who has the duty and obligation to enforce the penal, traffic, and highway laws of this State as directed by his superior officer, if so certified by his appointing authority. The primary differences between the "enhanced" benefits and the regular VRS benefits are:

- The normal retirement age under the enhanced provisions is 60 rather than 65. Early retirement is permitted at any time between ages 50 and 60 as long as the employee has at least five years of VRS service credit.
- For retirement between age 50 and 60, the actuarial reduction for early retirement is computed from the earlier of (i) age 60, or (ii) the first date on or after his fiftieth birthday on which the member would have completed 25 years of creditable service. No reduction is applied if the member has 25 years of credit.
- From date of retirement until the later of age 65 or the age a member is eligible for unreduced social security benefits, an additional \$1,129 per month is payable as a supplement. To be eligible for the supplement, the member must have been employed on or after July 1, 1974, and have 20 or more years of credited service rendered in a hazardous position. If employed before July 1, 1974, the additional allowance is payable regardless of the years of credited service rendered in a hazardous position.
- The vested termination benefit available after 5 years of service may begin at age 50 or later; however, the additional monthly supplement is payable only if the member had 20 or more years of credited service. If employed on or after July 1, 1974, the member must have 20 or more years in a hazardous position.
- The additional allowance is not payable in the case of a disability retirement or to an individual receiving a survivor benefit.
- Employees who are eligible for the enhanced hazardous duty benefit are ineligible to participate in the Hybrid Plan. Once VRS programs the new elected benefit, employees that are currently participating in the Hybrid Plan prior to the benefit election will be transferred into Plan

The Town requested VRS to perform an actuarial study to determine the new Employer contribution rate, should the Town Council elect this enhanced benefit. Please find the actuarial study attached.

## Recommendation

It is recommended that the Town Council adopt Resolution #2016-006

## Motion

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

**ATTACHMENTS:**

- RES 2016-006 LEOS 1.70% Multiplier (PDF)
- ST2016TownOfHaymarket\_LEOBenefits Revised (PDF)

**RESOLUTION 2016-006**  
**Election of Law Enforcement Officers Enhanced Retirement Benefits with a retirement multiplier of 1.70%**

Be it hereby resolved that the Town of Haymarket, Virginia, a political subdivision currently participating in the Virginia Retirement System under Title 51.1, Chapter 1, Article 5 of the Code of Virginia, as amended, acting by and through its Town Council does hereby elect to have such employees of the Town of Haymarket Police Department who are employed in positions as full time salaried Law Enforcement Officers and whose tenure is not restricted as to temporary or provisional appointment, to become eligible, effective July 1, 2016, to be provided benefits in the Virginia Retirement System equivalent to those provided for State police officers of the Department of State Police, as set out in Section 51.1-138 of the Code of Virginia including the retirement multiplier of 1.70%, in lieu of the benefits that would otherwise be provided as such code has been or may be amended from time to time, and the Town agrees to pay the employer cost for providing such employees such benefits.

Be it further resolved that Brian Henshaw, Town Manager and Jennifer Preli, Clerk, are hereby authorized and directed in the name of the Town of Haymarket to execute any required contract in order that the above described employees of the Town of Haymarket may become entitled to retirement benefits equivalent to those provided for State police officers of the Department of State Police. In execution of any contract which may be required the seal of the Town shall be affixed and attested by the Clerk and, said officers of the Town of Haymarket are hereby authorized and directed to do any other thing, or things, incident and necessary in the lawful conclusion of this matter. The Treasurer of the Town of Haymarket and is hereby authorized and directed and pay over to the Treasurer of Virginia from time to time such sums as are to be paid by the Town and its employees for this purpose.

Done this 6<sup>th</sup> Day of June 2016

Motion By:  
Seconded By:  
Ayes:  
Nays:  
Absent:



ATTEST:

BY:

\_\_\_\_\_  
Jennifer Preli, Town Clerk

\_\_\_\_\_  
David Leake, Mayor

Attachment: RES 2016-006 LEOS 1.70% Multiplier (2823 : Hazardous Duty Enhanced Retirement Benefit)

CERTIFICATE

I, Jennifer Preli, Clerk of the Town of Haymarket, Virginia, certify that the foregoing is a true and correct copy of the resolution passed at a lawfully organized meeting of the Haymarket Town Council held at 15000 Washington Street, Haymarket, Virginia, at 7:00 p.m. on June 6, 2016.

Given under my hand and seal of the Clerk of the Town of Haymarket, Virginia this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Clerk

Attachment: RES 2016-006 LEOS 1.70% Multiplier (2823 : Hazardous Duty Enhanced Retirement Benefit)



LEO

# Cavanaugh Macdonald

CONSULTING, LLC

*The experience and dedication you deserve*

March 22, 2016

Mr. Brian Henshaw  
Town Manager  
Town of Haymarket  
15000 Washington Street, Suite 100  
Haymarket, VA 20169

**Town of Haymarket (55260) - Cost Study for Enhanced Benefits for Hazardous Duty Positions with 1.70% or 1.85%**

Dear Mr. Henshaw:

As requested, we have evaluated the impact of providing benefits to full-time law enforcement officers of the Town of Haymarket participating in the Virginia Retirement System under the enhanced hazardous duty benefit provisions for law enforcement officers (LEO) of Subsection B of § 51.1-138 of the Code of Virginia with 1.70% and 1.85% benefit multipliers.

In the attached exhibit, we present a summary comparing the current benefits. Members hired prior to July 1, 2010 and vested prior to January 1, 2013 are in Plan 1, while members hired after July 1, 2010 or not vested as of January 1, 2013 are in Plan 2. Members with non-hazardous duty benefits employed on or after January 1, 2014 are in the Hybrid Plan.

Our study is based on the data and actuarial assumptions and methods used in the June 30, 2015 actuarial valuation for Town of Haymarket. VRS provided us with data identifying 6 employees eligible for the proposed benefits. One of these employees was not in the June 30, 2015 actuarial valuation but was included in the study based on the study data provided by VRS. In the table below, we present a summary of the data used to estimate the impact of providing enhanced hazardous duty benefits:





Mr. Brian Henshaw  
 March 22, 2016  
 Page 2

LEO

	Data Summary 6/30/2015 Valuation	Data Summary with Study Data
Active Members		
Plan 1 General Members	4	1
Plan 2 General Members	6	4
Hybrid General Members	1	1
Plan 1 LEO Members	0	4
Plan 2 LEO Members	0	2
<b>Total Active Members</b>	<b>11</b>	<b>12</b>

In the table below we present the estimated cost to provide the proposed benefits outlined on the previous page for all eligible employees. The Estimated First Year Employer Cost in columns (2), (3) and (4) represents the total cost of adding one new employee as a Plan 1 general employee, the total cost of granting enhanced benefits to the 6 eligible employees with a 1.70% benefit multiplier, and the total cost of granting enhanced benefits to the 6 eligible employees with a 1.85% benefit multiplier, respectively. The increases in contribution rates and estimated dollar contribution amounts in columns (3) and (4) are in comparison to the cost in column (2) of the current plan, including the one additional member.



Mr. Brian Henshaw  
 March 22, 2016  
 Page 3

LEO

	(1) 6/30/2015 Valuation Results	(2) Estimated 6/30/2015 Valuation Results Adding One Plan 1 General Employee	(3) Estimated 6/30/2015 Valuation Results with 1.70% LEO Benefits for Hazardous Duty Employees	(4) Estimated 6/30/2015 Valuation Results with 1.85% LEO Benefits for Hazardous Duty Employees
Number of Actives	11	12	12	12
Total Payroll	\$519,016	\$599,016	\$599,016	\$599,016
Actuarial Accrued Liability	\$198,991	\$198,991	\$275,691	\$287,307
Actuarial Value of Assets	\$293,301	\$293,301	\$293,301	\$293,301
Unfunded Actuarial Accrued Liability	(\$94,310)	(\$94,310)	(\$17,610)	(\$5,994)
Gross Normal Cost	\$56,132	\$72,306	\$92,937	\$96,587
Gross Normal Cost Rate	11.03%	12.30%	15.81%	16.43%
Less Member Contribution Rate	(4.93%)	(4.94%)	(4.94%)	(4.94%)
Unfunded Accrued Liability Rate	(1.24%)	(1.08%)	(0.16%)	(0.02%)
Administrative Expenses	0.03%	0.03%	0.03%	0.03%
DC Match for Hybrid Members	<u>0.08%</u>	<u>0.07%</u>	<u>0.07%</u>	<u>0.07%</u>
Employer Estimated Cost Rate	4.97%	6.38%	10.81%	11.57%
Employer Estimated Cost Rate <i>Change</i>		1.41%	4.43%	5.19%
Estimated First Year Employer Cost <i>Increase</i> Based on Total Payroll		\$12,422	\$26,536	\$31,089
Funded Status	147.39%	147.39%	106.39%	102.09%

The contribution rates presented in the table above are a percentage of the total payroll for active members in the plan.

The estimated costs shown above are based on the Town of Haymarket plan census data and estimated financial position as of July 1, 2015. Please note that the costs will fluctuate in the future as the plan's data and financial conditions change. If the calculation is redone in the future with different data, plan assets and/or measurement date, the results will change. It is important to keep in mind that future plan experience (e.g., pay increases, turnover and retirement patterns, and the addition of new members) will not match the actuarial assumptions exactly. The deviations of actual from expected plan experience will produce actuarial experience gains and losses which will impact the total employer contribution rate and the cost estimate presented above.



Mr. Brian Henshaw  
March 22, 2016  
Page 4

LEO

The undersigned is a member of the American Academy of Actuaries and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Please let us know if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jose I. Fernandez', with a long horizontal flourish extending to the right.

Jose I. Fernandez ASA, FCA, MAAA, EA  
Principal and Consulting Actuary

Copies to:     ZaeAnne Allen (VRS)  
                  Rory Badura (VRS)  
                  Cynthia Wilkinson (VRS)  
                  Andrew Feagans (VRS)

S:\2016\Virginia Retirement Systems\Studies - Locals\Town of Haymarket - LEOs 170 & 185\ST2016TownOfHaymarket\_LEOBenefits Revised.doc

**VIRGINIA RETIREMENT SYSTEM**  
**SUMMARY OF BENEFIT PROVISIONS**



	Non-Hazardous Duty Employees (Non LEO, Fire and/or EMT)			Hazardous Duty Employees (LEO, Fire and/or EMT)	
	Plan 1 (Vested as of 1/1/2013)	Plan 2 (Non-Vested as of 1/1/2013 and new members after that date until 1/1/2014)	Hybrid (Hired on or after 1/1/2014 or by member election)	Plan 1 (Vested as of 1/1/2013)	Plan 2 (Non-Vested as of 1/1/2013 and new members after that date)
Normal retirement eligibility	Age 65 with at least 5 years of service	Normal Social Security Retirement Age with at least 5 years of service	Normal Social Security Retirement Age with at least 5 years of service	Age 60 with at least 5 years of service	Age 60 with at least 5 years of service
Early retirement eligibility	Age 50 with at least 10 years of service, or age 55 with at least 5 years of service	Age 60 with at least 5 years of service	Age 60 with at least 5 years of service	Age 50 with at least 5 years of service	Age 50 with at least 5 years of service
Early retirement reduction	Benefit reduced for each year retirement age is before age 65 or for each year service at retirement is less than 30, whichever provides greater benefit	Benefit reduced for each year retirement age is before Normal Social Security Retirement Age	Benefit reduced for each year retirement age is before Normal Social Security Retirement Age	Benefit reduced for each year retirement age is before age 60 or for each year service at retirement is less than 25, whichever provides greater benefit	Benefit reduced for each year retirement age is before age 60 or for each year service at retirement is less than 25, whichever provides greater benefit
Unreduced Early Retirement	Age 50 with at least 30 years of service	Age plus service equals 90 points	Age plus service equals 90 points	Age 50 with at least 25 years of service	Age 50 with at least 25 years of service
Final Average Compensation	Average of the employee's 36 highest consecutive months of creditable compensation	Average of the employee's 60 highest consecutive months of creditable compensation	Average of the employee's 60 highest consecutive months of creditable compensation	Average of the employee's 36 highest consecutive months of creditable compensation	Average of the employee's 60 highest consecutive months of creditable compensation
Benefit Multiplier	1.70%	1.65% (1.70% for service before 1/1/2013)	1.00%	1.70% or 1.85%	1.70% or 1.85%
Cost-of-Living-Adjustment (COLA)	COLA increase on July 1 of the second calendar year after retirement. Automatic COLA increase is calculated as the first 3% of the CPI plus half of each percent from 3% to 7%, maximum COLA of 5%	COLA increase on July 1 of the second calendar year after retirement. Automatic COLA increase is calculated as the first 2% of the CPI plus half of each percent from 2% to 10%, maximum COLA of 6%	COLA increase on July 1 of the second calendar year after retirement. Automatic COLA increase is calculated as the first 2% of the CPI plus half of each percent from 2% to 10%, maximum COLA of 6%	COLA increase on July 1 of the second calendar year after retirement. Automatic COLA increase is calculated as the first 3% of the CPI plus half of each percent from 3% to 7%, maximum COLA of 5%	COLA increase on July 1 of the second calendar year after retirement. Automatic COLA increase is calculated as the first 2% of the CPI plus half of each percent from 2% to 10%, maximum COLA of 6%
Employee Contributions	5% to DB plan	5% to DB plan	4% to DB plan and 1% to DC plan. Can contribute up to 5% to DC plan.	5% to DB plan	5% to DB plan
Annual supplement from date of retirement to Social Security normal retirement age	No	No	No	Yes	Yes



TO: Town of Haymarket Town Council  
 SUBJECT: Resolution of Appreciation - VDOT Employees  
 DATE: 06/06/16

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#### BACKGROUND

- The Town entered into agreement with VDOT for them to provide the Construction Engineering and Inspection Services and daily construction oversight for the Washington Street Enhancement Project for the budgeted amount of \$331,862.27.
- The total VDOT charges during construction were \$290,051.21, \$41,811.06 below the budgeted amount.
- Scott Burdick, the Construction Manager on the project, went above and beyond the call of duty by answering the Town Engineer's phone calls and emails on his days off. In addition, he responded to the Veterinary Clinic's phone call on a Saturday day off and came to the project to alleviate their concerns.
- Patrick Pritt, the day-to-day inspector on the project, kept excellent Daily Work Records which helped facilitate the claim dispute with the Contractor. He also kept diligent records of the material and work provided which made the invoicing process undisputable by the Contractor and quickly reimbursed from VDOT.
- Both Scott and Patrick coordinated internally within VDOT to get all submittals approved, issues resolved and reached out for expert internal VDOT experts when needed.
- Both Scott and Patrick reached out to the property owners on a regular basis to let them know what was going on, what to expect and to alleviate their concerns.

#### ISSUE

- It would be considerate and appropriate for the Town to show appreciation to VDOT and specifically Scott Burdick and Patrick Pritt for their efforts on the project.

#### STAFF RECOMMENDATION

- Staff recommends the Town Council pass resolution RES 2016-007, a resolution of appreciation for VDOT's work on the Enhancement Project.

#### DRAFT MOTION(S)

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

#### ATTACHMENTS:

- 02 RES 2016-007 VDOT Appreciation (PDF)

RESOLUTION 2016-007

RESOLUTION OF APPRECIATION FOR THE VIRGINIA DEPARTMENT OF TRANSPORTATION'S CONSTRUCTION ENGINEERING AND INSPECTION SERVICES ON THE WASHINGTON STREET PHASE 1A ENHANCEMENT PROJECT, EN96-233-125, 502

WHEREAS, The Town entered into agreement to have the Virginia Department of Transportation provide Construction Engineering and Inspection services and day-to-day construction oversight; and

WHEREAS, The Virginia Department of Transportation provided the Construction Engineering and Inspection services for \$41,811.06 below the agreed upon amount; and

WHEREAS, Scott Burdick, VDOT Construction Manager, and Patrick Pritt, VDOT Inspector, went above and beyond expectations in handling construction issues on behalf of the Town;

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council expresses appreciation to the Virginia Department of Transportation and specifically to Scott Burdick and Patrick Pritt for their Construction Engineering and Inspection services on the Washington Street Phase 1A Enhancement Project.

Done this 6th Day of June 2016

Motion By:  
Seconded By:  
Ayes:  
Nays:  
Absent:

ATTEST:

\_\_\_\_\_  
Jennifer Preli, Town Clerk



Attachment: 02 RES 2016-007 VDOT Appreciation (2825 : Resolution of Appreciation - VDOT Employees)



TO: Town of Haymarket Town Council  
SUBJECT: Fiscal Year 2017 Budget  
DATE: 06/06/16

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**ATTACHMENTS:**

- Draft FY 2017 (May 26, 2016) No Notes Budget (PDF)
- Capital Forecast (PDF)

**Town of Haymarket**  
**2016-2017**  
**DRAFT BUDGET**

**REVENUE**

	Actual FY 2016 (As of 5/26/16)	End of Year Projections	FY 2016 Budget	Proposed FY 2017 Budget	Percent Change Increase in Red Decrease in Black
<b>GENERAL PROPERTY TAXES</b>					
Real Estate - Current	\$287,863.21		\$292,000.00	292,000.00	-1
Public Service Corp RE Tax	\$10,080.19		\$9,000.00	10,000.00	1
<b>Total GENERAL PROPERTY TAXES</b>	<b>\$297,943.40</b>		<b>\$301,000.00</b>	<b>302,000.00</b>	
<b>OTHER LOCAL TAXES</b>					
Sales Tax Receipts	\$126,343.00	\$140,125.87	\$130,000.00	150,000.00	1
Meals Tax - Current	\$401,139.00	\$444,899.62	\$450,000.00	550,000.00	2
Consumer Utility Tax	\$128,303.00	\$142,299.69	\$120,000.00	130,000.00	-
Bank Stock Tax	\$32,121.00	\$35,625.11	\$25,000.00	50,000.00	10
Business License Tax	\$161,036.00	\$178,603.56	\$176,000.00	175,000.00	-
Cigarette Tax	\$183,962.00	\$204,030.58	\$220,000.00	220,000.00	-
<b>Total OTHER LOCAL TAXES</b>	<b>\$1,032,904.00</b>	<b>\$1,482,521.04</b>	<b>\$1,121,000.00</b>	<b>1,275,000.00</b>	<b>1</b>
<b>PERMITS,FEES &amp; LICENESES</b>					
Occupancy Permits	\$400.00	\$443.64	\$500.00	600.00	2
Inspection Fees	\$18,800.00	\$20,850.91	\$7,000.00	15,000.00	11
Other Planning & Permits	\$20,200.00	\$22,403.64	\$30,000.00	30,000.00	-
Application Fees	\$1,475.00	\$1,635.91	\$2,000.00	1,200.00	-4
Motor Vehicle Licenses	\$1,643.00	\$1,822.24	\$1,000.00	1,900.00	9
<b>Total PERMITS,FEES &amp; LICENESES</b>	<b>\$42,518.00</b>		<b>\$40,500.00</b>	<b>48,700.00</b>	<b>2</b>
<b>FINES &amp; FORFEITURES</b>					
Fines	\$53,757.00	\$59,621.40	\$48,000.00	50,000.00	-
<b>Total FINES &amp; FORFEITURES</b>	<b>\$53,757.00</b>	<b>\$59,621.40</b>	<b>\$48,000.00</b>	<b>50,000.00</b>	
<b>REVENUE FROM SPONSORSHIPS FOR TOWN EVENTS</b>					
Sponsorships	\$47,473.00	\$52,651.87	\$65,000.00	40,000.00	-3
<b>Total Sponsorship for Town Events</b>	<b>\$47,473.00</b>	<b>\$52,651.87</b>	<b>\$65,000.00</b>	<b>40,000.00</b>	<b>-3</b>
<b>REVENUE FROM COMMONWEALTH</b>					
Communications Tax	\$112,384.00	\$124,644.07	\$120,000.00	120,000.00	-
Department of Fire Programs	\$38,200.00	\$42,367.27	\$41,200.00	10,000.00	-7
599 Law Enforcement Grant	\$21,276.00	\$23,597.02	\$28,334.00	28,000.00	-
Personal Property Tax Reimburse	\$18,626.00	\$20,657.93	\$18,600.00	18,500.00	-
Car Rental Reimbursement	\$4,297.00	\$4,765.76	\$4,500.00	5,500.00	2
Railroad Rolling Stock	\$1,514.00	\$1,679.16	\$1,400.00	1,500.00	-
<b>Total REVENUE FROM COMMONWEALTH</b>	<b>\$196,297.00</b>	<b>\$217,711.22</b>	<b>\$214,034.00</b>	<b>183,500.00</b>	<b>-1</b>
<b>MISCELLANEOUS</b>					
Earnings on VACO/VML Investment	\$3,250.00	\$3,604.55	\$0.00	0.00	-
Recovered Costs - Events	\$0.00	\$0.00	\$5,000.00	0.00	-10
Interest on Bank Deposits	\$663.00	\$735.33	\$100.00	0.00	-10
Citations & Accident Reports	\$2,355.00	\$2,611.91	\$1,000.00	1,900.00	9
<b>Total MISCELLANEOUS</b>	<b>\$6,268.00</b>	<b>\$6,951.78</b>	<b>\$6,100.00</b>	<b>1,900.00</b>	<b>-6</b>
<b>RENTAL (USE OF PROPERTY)</b>					
Suite 110 Rental Income	\$0.00	\$0.00	\$26,850.00	0.00	-10
Suite 200 Rental Income	\$4,548.00	\$5,044.15	\$4,830.00	5,200.00	-
Suite 202 - Metis	\$3,811.00	\$4,226.75	\$0.00	4,000.00	10
Suite 206 Rental Income	\$77,182.00	\$85,601.85	\$84,100.00	88,000.00	-
15020 Wash St Rental Income	\$39,158.00	\$43,429.78	\$42,735.00	45,000.00	-
15026 Washington Street	\$0.00	\$0.00	\$0.00	20,000.00	10
6630 Jefferson St Rental Income	\$28,310.00	\$31,398.36	\$41,055.00	27,000.00	-3
Town Hall Rental Income	\$700.00	\$776.36	\$1,200.00	0.00	-10
<b>Total RENTAL (USE OF PROPERTY)</b>	<b>\$153,709.00</b>	<b>\$170,477.25</b>	<b>\$200,770.00</b>	<b>189,200.00</b>	<b>-</b>
<b>INTEREST ON BANK DEPOSITS</b>					
	\$11,405.00	\$12,649.18	\$0.00	10,000.00	-
<b>Total INTEREST ON BANK DEPOSITS</b>	<b>\$11,405.00</b>	<b>\$12,649.18</b>	<b>\$0.00</b>	<b>10,000.00</b>	
<b>Transfer of Cash Reserves</b>					
	\$0.00	\$0.00	\$1,178,499.00	0.00	-
	\$0.00	\$0.00		0.00	-
<b>Total Revenue</b>	<b>\$1,842,274.40</b>	<b>\$2,043,249.79</b>	<b>\$3,174,903.00</b>	<b>2,100,300.00</b>	<b>-3</b>

Attachment: Draft FY 2017 (May 26, 2016) No Notes Budget (2014 : Fiscal Year 2017 Budget)



**Town of Haymarket  
2016-2017  
DRAFT BUDGET**

**EXPENDITURES**

01 · ADMINISTRATION

11100 · TOWN COUNCIL

	Actual FY 2016 (As of 5/26/16)	End of Year Projections	FY 2016 Budget	Proposed FY 2017 Budget	Percent Change Increase in Red Decrease in Black
Salaries & Wages - Regular	\$18,700.00	\$20,740.00	\$32,100.00	\$32,100.00	
FICA/Medicare	\$1,443.00	\$1,600.42	\$2,000.00	\$2,000.00	
Unemployment Insurance	\$203.00	\$225.15	\$1,350.00	\$1,200.00	-1
Mileage Allowance	\$699.00	\$775.25	\$750.00	\$750.00	
Meals and Lodging	\$2,912.00	\$3,229.67	\$3,500.00	\$2,500.00	-2
Convention & Education	\$3,730.00	\$4,136.91	\$4,000.00	\$4,000.00	
Elections	\$989.00	\$1,096.89	\$0.00	\$0.00	
<b>Total 11100 · TOWN COUNCIL</b>	<b>\$28,676.00</b>	<b>\$31,804.29</b>	<b>\$43,700.00</b>	<b>\$42,550.00</b>	<b>-</b>

12110 · TOWN ADMINISTRATION

Salaries/Wages-Regular	\$231,551.00	\$256,811.11	\$243,600.00	\$260,500.00	
Salaries/Wages - Overtime	\$6,803.00	\$7,545.15	\$8,000.00	\$10,000.00	2
Salaries/Wages - Part Time	\$58,097.00	\$64,434.85	\$92,700.00	\$65,000.00	-3
FICA/Medicare	\$23,984.00	\$26,600.44	\$22,165.00	\$28,500.00	2
VRS	\$15,504.00	\$17,195.35	\$15,660.00	\$14,000.00	-1
Health Insurance	\$45,718.00	\$50,705.42	\$46,772.00	\$57,000.00	2
Life Insurance	\$2,492.00	\$2,763.85	\$3,151.00	\$3,500.00	1
Disability Insurance	\$1,839.00	\$2,039.62	\$2,600.00	\$2,600.00	
Unemployment Insurance	\$1,905.00	\$2,112.82	\$2,550.00	\$2,800.00	1
Worker's Compensation	\$543.00	\$602.24	\$350.00	\$400.00	1
General Property/Liability Insurance	\$10,689.00	\$11,855.07	\$9,000.00	\$16,000.00	7
Accounting Services	\$6,250.00	\$6,931.82	\$8,000.00	\$8,000.00	
Cigarette Tax Administration	\$4,863.00	\$5,393.51	\$4,000.00	\$5,500.00	3
Printing & Binding	\$10,292.00	\$11,414.76	\$13,000.00	\$15,000.00	1
Advertising	\$8,936.00	\$9,910.84	\$10,000.00	\$12,000.00	2
Computer, Internet & Website Svc	\$17,331.00	\$19,221.65	\$24,000.00	\$15,000.00	-3
Postage	\$3,220.00	\$3,571.27	\$4,500.00	\$4,000.00	-1
Telecommunications	\$5,476.00	\$6,073.38	\$4,500.00	\$6,000.00	3
Mileage Allowance	\$2,403.00	\$2,665.15	\$2,500.00	\$2,500.00	
Meals & Lodging	\$3,339.00	\$3,703.25	\$5,000.00	\$4,000.00	-2
Convention & Education	\$12,797.00	\$14,193.04	\$15,000.00	\$10,000.00	-3
Misc - Discretionary Fund	\$2,319.00	\$2,571.98	\$2,000.00	\$2,000.00	
Books, Dues & Subscriptions	\$6,937.00	\$7,693.76	\$3,000.00	\$15,000.00	40
Office Supplies	\$2,928.00	\$3,247.42	\$4,500.00	\$4,000.00	-1
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>\$486,216.00</b>	<b>\$539,257.75</b>	<b>\$546,548.00</b>	<b>\$563,300.00</b>	<b>-</b>

12210 · LEGAL SERVICES

Legal Services	\$121,216.00	\$134,439.56	\$120,000.00	\$90,000.00	-2
<b>Total 12210 · LEGAL SERVICES</b>	<b>\$121,216.00</b>	<b>\$134,439.56</b>	<b>\$120,000.00</b>	<b>\$90,000.00</b>	<b>-2</b>

12240 · INDEPENDENT AUDITOR

Auditing Services	\$16,150.00	\$17,911.82	\$16,000.00	\$16,500.00	
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>\$16,150.00</b>	<b>\$17,911.82</b>	<b>\$16,000.00</b>	<b>\$16,500.00</b>	<b>-</b>

**Total 01 · ADMINISTRATION**

<b>Total 01 · ADMINISTRATION</b>	<b>\$652,258.00</b>	<b>\$723,413.42</b>	<b>\$726,248.00</b>	<b>\$712,350.00</b>	<b>-</b>
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Attachment: Draft FY 2017 (May 26, 2016) No Notes Budget (2014 : Fiscal Year 2017 Budget)

**Town of Haymarket  
2016-2017  
DRAFT BUDGET**

	Actual FY 2016 (As of 5/26/16)	End of Year Projections	FY 2016 Budget	Proposed FY 2017 Budget	Percent Change Increase in Red Decrease in Black
03 · PUBLIC SAFETY		\$0.00			
31100 · POLICE DEPARTMENT		\$0.00			
Salaries & Wages - Regular	\$356,175.00	\$395,030.45	\$359,000.00	\$398,000.00	1
Salary/ Wages- Holiday Pay		\$0.00		\$11,000.00	
Salaries & Wages - OT Regular	\$10,371.00	\$11,502.38	\$12,000.00	\$9,000.00	-2
Salaries & Wages - OT Premium		\$0.00		\$4,100.00	
Salaries & Wages - Part Time	\$12,122.00	\$13,444.40	\$10,500.00	\$14,000.00	3
FICA/MEDICARE	\$27,371.00	\$30,356.93	\$23,000.00	\$34,000.00	4
VRS	\$18,477.00	\$20,492.67	\$22,385.00	\$41,000.00	8
Health Insurance	\$65,900.00	\$73,089.09	\$81,700.00	\$74,000.00	-
Life Insurance	\$3,833.00	\$4,251.15	\$3,505.00	\$5,200.00	4
Disability Insurance	\$2,245.00	\$2,489.91	\$2,250.00	\$2,300.00	
Unemployment Insurance	\$1,763.00	\$1,955.33	\$2,600.00	\$2,000.00	-2
Workers' Compensation Insurance	\$9,937.00	\$11,021.04	\$6,900.00	\$12,000.00	7
Line of Duty Act Insurance	\$1,554.00	\$1,723.53	\$1,550.00	\$1,600.00	
Legal Services	\$11,764.00	\$13,047.35	\$15,500.00	\$12,000.00	-2
Advertising	\$0.00	\$0.00	\$150.00	\$100.00	-3
Electrical Services	\$3,091.00	\$3,428.20	\$5,500.00	\$0.00	-10
Computer, Internet & Website	\$2,568.00	\$2,848.15	\$5,000.00	\$4,700.00	
Postage	\$271.00	\$300.56	\$300.00	\$300.00	
Telecommunications	\$12,402.00	\$13,754.95	\$12,000.00	\$17,000.00	4
General Prop Ins (Vehicles )	\$9,648.00	\$10,700.51	\$10,450.00	\$5,000.00	-5
Mileage Allowance	\$98.00	\$108.69	\$300.00	\$200.00	-3
Meals and Lodging	\$125.00	\$138.64	\$500.00	\$500.00	
Convention & Education	\$1,722.00	\$1,909.85	\$1,000.00	\$3,500.00	25
Misc - Discretionary Fund	\$6,678.00	\$7,406.51	\$1,500.00	\$500.00	-6
Community Events		\$0.00		\$1,000.00	
Books Dues & Subscriptions	\$3,117.00	\$3,457.04	\$6,000.00	\$6,800.00	1
Office Supplies	\$2,358.00	\$2,615.24	\$4,000.00	\$3,100.00	-2
Vehicle Fuels	\$11,919.00	\$13,219.25	\$17,000.00	\$16,000.00	-
Vehicle Maintenance/ Supplies	\$18,452.00	\$20,464.95	\$23,500.00	\$15,000.00	-3
Uniforms & Police Supplies	\$7,173.00	\$7,955.51	\$8,000.00	\$12,000.00	5
Grant Expenditures		\$0.00		\$0.00	
Mobile Data Computer Netwk Svc.	\$0.00	\$0.00	\$10,000.00	\$10,000.00	
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>\$601,134.00</b>	<b>\$666,712.25</b>	<b>\$646,090.00</b>	<b>\$715,900.00</b>	<b>1</b>
34100 · BUILDING OFFICIAL	\$51,590.00	\$57,218.00	\$50,000.00	\$50,000.00	
32100 · FIRE & RESCUE		\$0.00			
Contributions to other Govt Ent	\$38,801.00	\$43,033.84	\$40,200.00	\$10,000.00	-7
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>\$38,801.00</b>	<b>\$43,033.84</b>	<b>\$40,200.00</b>	<b>\$10,000.00</b>	<b>-7</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>\$691,525.00</b>	<b>\$766,964.09</b>	<b>\$736,290.00</b>	<b>\$775,900.00</b>	

Attachment: Draft FY 2017 (May 26, 2016) No Notes Budget (2014 : Fiscal Year 2017 Budget)

**Town of Haymarket  
2016-2017  
DRAFT BUDGET**

	Actual FY 2016 (As of 5/26/16)	End of Year Projections	FY 2016 Budget	Proposed FY 2017 Budget	Percent Change Increase in Red Decrease in Black
<b>04 · PUBLIC WORKS</b>		\$0.00			
43200 · REFUSE COLLECTION		\$0.00			
Trash Removal Contract	\$71,409.00	\$79,199.07	\$80,000.00	\$85,000.00	
<b>Total 43200 · REFUSE COLLECTION</b>	\$71,409.00	\$79,199.07	\$80,000.00	\$85,000.00	
43100 · MAINT OF 15000 Wash St./Grounds		\$0.00			
Repairs/Maintenance Services	\$49,740.00	\$55,166.18	\$65,200.00	\$55,000.00	-1
Maint Svc Contract-Pest Control	\$1,880.00	\$2,085.09	\$2,000.00	\$2,000.00	
Maint Svc Contract-Landscaping	\$32,180.00	\$35,690.55	\$30,000.00	\$30,000.00	
Maint Svc Contract Snow Removal	\$22,502.00	\$24,956.76	\$4,000.00	\$4,000.00	
Maint Svc Cont- Street Cleaning	\$10,361.00	\$11,491.29	\$10,000.00	\$10,000.00	
Electric Services	\$11,844.00	\$13,136.07	\$10,000.00	\$15,000.00	5
Electrical Services-Streetlight	\$5,064.00	\$5,616.44	\$5,200.00	\$5,500.00	
Water & Sewer Services	\$1,134.00	\$1,257.71	\$1,500.00	\$2,000.00	3
Janitorial Supplies	\$879.00	\$974.89	\$1,000.00	\$1,000.00	
Real Estate Taxes	\$2,274.00	\$2,522.07	\$2,500.00	\$2,500.00	
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	\$137,858.00	\$152,897.05	\$131,400.00	\$127,000.00	
<b>Total 04 · PUBLIC WORKS</b>	<b>\$209,267.00</b>	<b>\$232,096.13</b>	<b>\$211,400.00</b>	<b>\$212,000.00</b>	
<b>07 · PARKS, REC &amp; CULTURAL</b>		\$0.00			
71110 · EVENTS		\$0.00			
Contractual Services	\$45,877.00	\$50,881.76	\$65,000.00	\$65,000.00	
<b>Total 71110 · EVENTS</b>	\$45,877.00	\$50,881.76	\$65,000.00	\$65,000.00	
72200 · MUSEUM		\$0.00			
Advertising	\$454.00	\$503.53	\$2,000.00	\$750.00	-6
Postage	\$0.00	\$0.00	\$100.00	\$0.00	-10
Telecommunications	\$1,743.00	\$1,933.15	\$1,500.00	\$2,200.00	4
Convention & Education	\$0.00	\$0.00	\$500.00	\$500.00	
Mileage Allowance	\$169.00	\$187.44	\$200.00	\$200.00	
Books, Dues & Subscriptions	\$0.00	\$0.00	\$500.00	\$250.00	-5
Office Supplies	\$91.00	\$100.93	\$800.00	\$250.00	-6
Exhibits & Programs	\$1,032.00	\$1,144.58	\$3,000.00	\$1,500.00	-5
<b>Total 72200 · MUSEUM</b>	\$3,489.00	\$3,869.62	\$8,600.00	\$5,650.00	-3
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>\$49,366.00</b>	<b>\$54,751.38</b>	<b>\$73,600.00</b>	<b>\$70,650.00</b>	
<b>08 · COMMUNITY DEVELOPMENT</b>		\$0.00			
81100 · PLANNING COMMISSION		\$0.00			
Salaries & Wages - Regular	\$4,198.00	\$4,655.96	\$6,000.00	\$5,000.00	-1
FICA/Medicare/ Unemployment Ins.	\$151.00	\$167.47	\$850.00	\$500.00	-4
Consultants	\$35,573.00	\$39,453.69	\$60,000.00	\$50,000.00	-1
Mileage Allowance	\$486.00	\$539.02	\$500.00	\$500.00	
Meals & Lodging	\$258.00	\$286.15	\$1,000.00	\$750.00	-2
Convention/Education	\$1,692.00	\$1,876.58	\$2,500.00	\$2,000.00	-2
Books/Dues/Subscriptions	\$0.00	\$0.00	\$300.00	\$0.00	-10
<b>Total 81100 · PLANNING COMMISSION</b>	\$42,358.00	\$46,978.87	\$71,150.00	\$58,750.00	-1
81110 · ARCHITECTURAL REVIEW BOARD		\$0.00			
Salaries & Wages - Regular	\$2,875.00	\$3,188.64	\$5,500.00	\$4,000.00	-2
FICA/Medicare/ Unemployment Ins.	\$112.00	\$124.22	\$850.00	\$850.00	
Mileage Allowance	\$0.00	\$0.00	\$500.00	\$200.00	-6
Meals & Lodging	\$0.00	\$0.00	\$1,000.00	\$300.00	-7
Convention & Education	\$0.00	\$0.00	\$1,000.00	\$500.00	-5
Books/Dues/Subscriptions	\$0.00	\$0.00	\$300.00	\$0.00	-10
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	\$2,987.00	\$3,312.85	\$9,150.00	\$5,850.00	-3
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>\$45,345.00</b>	<b>\$50,291.73</b>	<b>\$80,300.00</b>	<b>\$64,600.00</b>	<b>-2</b>

Attachment: Draft FY 2017 (May 26, 2016) No Notes Budget (2014 : Fiscal Year 2017 Budget)

**Town of Haymarket**  
**2016-2017**  
**DRAFT BUDGET**

	Actual FY 2016 (As of 5/26/16)	End of Year Projections	FY 2016 Budget	Proposed FY 2017 Budget	Percent Change Increase in Red Decrease in Black
<b>09 · NON-DEPARTMENTAL</b>					
95100 · DEBT SERVICE					
General Obligation Bond	\$189,065.00	\$189,065.00	\$189,065.00	\$186,440.00	-
<b>Total 95100 · DEBT SERVICE</b>	\$189,065.00	\$189,065.00	\$189,065.00	\$186,440.00	-
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>\$189,065.00</b>	<b>\$189,065.00</b>	<b>\$189,065.00</b>	<b>\$186,440.00</b>	<b>-</b>
<b>10- General Reserve</b>					
General Reserve				\$30,000.00	
<b>Total General Reserve</b>				<b>\$30,000.00</b>	
<b>2016-2017 Capital Budget:</b>					
Transferred excess funds to Capital Budget			\$1,382,000.00	\$48,360.00	
<b>Total Expenditures</b>	\$1,882,703.00		\$2,016,903.00	\$2,100,300.00	
<b>Revenues</b>	\$1,842,274.40		\$3,174,903.00	\$2,100,300.00	-3
<b>Expenditures</b>	\$1,882,703.00		\$2,016,903.00	\$2,100,300.00	
	-\$40,428.60		\$1,158,000.00	\$0.00	-10

Attachment: Draft FY 2017 (May 26, 2016) No Notes Budget (2814 : Fiscal Year 2017 Budget)

As of 5-17-2016 per the Budget

	<u>Budget</u>	<u>Used</u>	<u>Balance</u>	<u>To Pay</u>	<u>Available Balance</u>
<b>Capital Line</b>					
Town Administration	25,000.00	9,997.00	15,003.00	0.00	15,003.00
Public Safety	53,000.00	45,398.45	7,601.55	0.00	7,601.55
Public Works	37,000.00	0.00	37,000.00	0.00	37,000.00
Museum	10,000.00	0.00	10,000.00	0.00	10,000.00
Washington St Enhancement	257,797.84	211,980.48	45,817.36	0.00	45,817.36
Caboose Enhancement	38,500.00	24,634.50	13,865.50	0.00	0.00
Town Center Master Plan	435,000.00	184,883.82	250,116.18	137,000.00	113,116.18
Harrover Master Plan	310,000.00	35,176.15	274,823.85	0.00	274,823.85
Pedestrian Improvement	250,000.00	58,351.00	191,649.00	Unknown/100% reimburseable	0.00
Caboose Enhancement	42,000.00	28,000.00	14,000.00		14,000.00
			<u>Possibilities from the CIP</u>		
<b>Cash on Hand 5/17/2016:</b>	<b>1,122,995.00</b>		275,000.00	Harrover	
<b>30% Reserve per Fiscal Policy:</b>	<b>336,898.50</b>		113,116.00	TC Master Plan	
<b>Balance:</b>	<b>786,096.50</b>		40,000.00	Cruiser	
			25,000.00	Gateway signs	
<b>Still to Pay for PD Construction</b>	<b>-137,000.00</b>		25,000.00	IT Upgrades	
<b>Capital Cash on Hand Balance:</b>	<b>649,096.50</b>				

Attachment: Capital Forecast (2814 : Fiscal Year 2017 Budget)



TO: Town of Haymarket Town Council  
SUBJECT: VRE Update  
DATE: 06/06/16

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TO: Town of Haymarket Town Council  
SUBJECT: Dominion VA Power 230 kV Transmission Line & Substation  
DATE: 06/06/16

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TO: Town of Haymarket Town Council  
 SUBJECT: Planning Commission Appointment - Matt Caudle  
 DATE: 06/06/16

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Mr. Matt Caudle has expressed interest in serving the Town Planning Commission to the unexpired term ending 06/30/2018.

The Planning Commission currently has two vacancies.

Vacant	07/01/2014 - 06/30/2018
Vacant 07/01/2016	07/01/2015 - 06/30/2019

#### Recommendation

It is recommended that the Town Council consider Mr. Caudle's appointment to one of the vacant terms.

#### Motion

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

#### ATTACHMENTS:

- Caudle PC Interest (PDF)



David Leake, Mayor  
Steve Aitken, Vice Mayor  
Council Members:  
Susan Edwards  
Joe Pasanello  
Kurt Woods  
Chris Morris  
Matt Caudle



15000 Washington Street  
Suite 100  
Haymarket, Virginia 20169  
703-753-2600  
703-753-2800 Fax  
Townofhaymarket.org

Appointed Boards, Committees & Commission Application for Appointment Consideration

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

- Architectural Review Board       Planning Commission       Board of Zoning Appeals
- Special Committee (please name committee) \_\_\_\_\_

Please use the space below or attach a letter describing your interest in being part of the Town's governmental process and how you feel you can contribute. For additional information, please contact the Town Clerk, Jennifer Preli, [jpreli@townofhaymarket.org](mailto:jpreli@townofhaymarket.org) or 703-753-2600.

Attachment: Caudle PC Interest (2812 : Planning Commission Appointment - Matt Caudle)



TO: Town of Haymarket Town Council  
 SUBJECT: Planning Commission Appointment - Cathy Pasanello  
 DATE: 06/06/16

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Mrs. Cathy Pasanello has expressed interest in serving the Town Planning Commission to the unexpired term ending 06/30/2019.

The Planning Commission currently has two vacancies.

Vacant	07/01/2014 - 06/30/2018
Vacant 07/01/2016	07/01/2015 - 06/30/2019

#### Recommendation

It is recommended that the Town Council consider Mrs. Pasanello's appointment to the term ending 06/30/2019

#### Motion

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

#### ATTACHMENTS:

- Pasanello PC Interest (PDF)

David Leake, Mayor  
 Steve Aitken, Vice Mayor  
 Council Members:  
 Susan Edwards  
 Joe Pasanello  
 Kurt Woods  
 Chris Morris  
 Matt Caudle



15000 Washington Street  
 Suite 100  
 Haymarket, Virginia 20169  
 703-753-2600  
 703-753-2800 Fax  
 Townofhaymarket.org

Appointed Boards, Committees & Commission Application for Appointment Consideration

Full Name: Cathy Sue Pasanello

Address: 6895 Track Ct., Haymarket, Va. 20169

Cell Phone: 914-224-4650

Email Address: cpasanello@gmail.com

- Architectural Review Board     Planning Commission     Board of Zoning Appeals  
 Special Committee (please name committee) \_\_\_\_\_

Please use the space below or attach a letter describing your interest in being part of the Town's governmental process and how you feel you can contribute. For additional information, please contact the Town Clerk, Jennifer Preli, [jpreli@townofhaymarket.org](mailto:jpreli@townofhaymarket.org) or 703-753-2600.

I would very much like to continue working on the Planning Commission. I enjoy being part of a team that is moving our town forward while embracing our past.

Cathy Sue Pasanello



Project

TO: Town of Haymarket Town Council  
 SUBJECT: Bond Release - Southern Railway Caboose Enhancement  
 DATE: 06/06/16

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#### BACKGROUND

- The construction of the Access Improvements to the Southern Railway Caboose Enhancement Project was awarded to Genesis Contracting and Consulting.
- A requirement of the award was to provide a Performance and Payment Bond in the bid amount for the project. Genesis Contracting and Consulting provided the Town a bond in the bid amount of \$24,407.00
- All work on this project has been completed and inspected by the Building Official, including the change to connect the deck to the Caboose Platform.
- Final Payment has been authorized and the Contractor has provided the signed and notarized Waiver of Lien/Release of Contractor form.

#### ISSUE

- The Contractor would like to have the Performance and Payment Bond released.

#### STAFF RECOMMENDATION

- Staff recommends the Town Council release the Genesis Performance and Payment Bond held for the construction of the Access Improvements to the Southern Railway Caboose Enhancement Project.

#### DRAFT MOTION(S)

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

OR

2. I move an alternate motion



TO: Town of Haymarket Town Council  
 SUBJECT: Business Investment Strategic Zone  
 DATE: 06/06/16

#### **BACKGROUND:**

- The Code of Virginia, Title 58.1 Taxation Chapter 38. Miscellaneous Taxes allows the Creation of local tourism zones.
- This language allows any city, county or town to establish, by ordinance, one or more tourism zones. Each locality may grant tax incentives and provide certain regulatory flexibility in a tourism zone.
- The tax incentives may be provided for up to 20 years and may include, but not be limited to (i) reduction of permit fees, (ii) reduction of users fees, and (iii) reduction of any type of gross receipts tax.
- The governing body may also provide for regulatory flexibility in such zone that may include, but not be limited to (i) special zoning for the district, (ii) permit process reform, (iii) exemption from ordinances, excluding ordinances or provisions of ordinances adopted pursuant to the requirements of the Chesapeake Bay Preservation Act, the Erosion and Sediment Control Law, or the Virginia Stormwater Management Act and any other incentive adopted by ordinance, which shall be binding upon the locality for a period of up to 10 years.

#### **DISCUSSION:**

- The adoption of this ordinance allows the Town to incentivize economic development by encouraging new investment or re-development in return for tax incentives or business performance within the Town.
- At this time, the Council would refer to the Draft ordinance to the Town's Planning Commission to make a recommendation on its merits and use within the Town.
- The process would require a Zoning Ordinance Amendment and the overall district should be identified within the Comprehensive Plan and it the official Zoning Map.

#### **TOWN MANAGER'S COMMENTS: (April 19, 2016)**

- I would recommend that you forward the draft ordinance to the Town's PC for immediate review and recommendation.

#### **Additional Comments: (May 26, 2016)**

- I had the opportunity to speak with Charles Rapp, Director of Community Development for the Town of Culpeper and we discussed the program.
- To date they have only had three property owners take advantage of the program, but most property owners would be more interested if there was a low interest low program associated with the program.
- Through research, both of us agreed that seems the winning combination around the state.
- They have heard from small businesses that cannot meet the investment threshold and the program seemingly only benefits larger, more established businesses that have capital to invest in order to take advantage of the tax incentive program.
- Culpeper's tax incentives are based on the real estate tax assessment upon the improvements and they defer the value of the real estate assessed values as the incentive to the property owner. Essentially the improvements that the property owner makes increases the value of their property and the Town yields the gain in value of the tax assessment.
- Culpeper developed this program to also address blight as well.
- Mr. Rapp referred me also to the City of Fredericksburg's program which is similar, but has

- yielded more success in the program.
- In general, we should not associate this with zoning, but think of the locations in Town we wish to encourage economic re-development.

**POTENTIAL QUESTIONS:**

- Can we adopt this outside the Town's Zoning Ordinance?
- What is the next step?
- What is required of the Council at this time?
- How would the ordinance be applied?

**Budget Impact:**

The Town would be negotiating tax incentives or other incentives that could have a small impact on the fiscal General Fund Budget, however the more businesses created, the better and the benefit to the Town's overall fiscal health.

**RECOMMENDATION:**

Staff recommends the Council referring the Draft Ordinance to the Town's Planning Commission or if desired, have the Town Attorney to draft this as a separate ordinance for the Town Code.

**MOTION:****Motion of Approval:**

I move the following:

- A. to forward the Draft Business Investment Strategic Zone Ordinance to the Town's Planning Commission immediate review and recommendation

or

- B. Direct the Town Attorney to draft the Business Investment Strategic Zone as an ordinance within the Town Code.

**Motion of Denial:**

I move to ...

**ATTACHMENTS:**

- Chapter 58 Article XVII (PDF)

## ARTICLE XVII- Business Investment Strategic Zone

Sec. 58-750. – Purpose and creation of business investment strategic zone.

Code of Virginia, §58.1-3851, authorizes Virginia localities to establish, by ordinance, one (1) or more tourism zones for the purpose of granting tax incentives to qualified businesses. As part of its ongoing need to continue updating the Town’s Comprehensive Plan, the town has identified business areas that are showing signs of deterioration, underutilization, or in need of redevelopment. These areas along with the downtown area impact the town’s ability to attract tourists and visitors to the Town of Haymarket. The town hereby established a tourism zone entitled, “business investment strategic zone”, which consists of all the area designated as business investment zone on the map entitled “Town of Haymarket Business Investment Strategic Zone, “ attached hereto and incorporated herein. The purpose of this overlay district is to provide economic incentives for eligible business entities to encourage them to attract visitors to the Town of Haymarket, make substantial investment, and/or create new jobs within the town. The new and expanded businesses that participate in this zone will enhance the revitalization efforts in all of the Town of Haymarket including the downtown core of Haymarket and encourage tourism.

Sec. 58-751. – Administration.

The administrator of the Town of Haymarket Business Investment Strategic Zone shall be the town manager or designee. The administrator, in consultation with the Town Planner and Main Street Coordinator, shall determine and publish the criteria and procedures for obtaining the benefits created by this article and for the administration of this article.

The administrator shall be the single point-of-contact for qualified business owners to take advantage of the business investment strategic zone incentives. The administrator is authorized to negotiate performance agreements with potential new or expanding businesses. However, the Town Council shall have final approval authority for performance agreement that deviate from the established eligibility criteria.

Sec. 58-752 – Eligibility requirements.

- a.) Economic incentives may be made available to any new, expanded or significantly upgraded business which seeks to attract customers to the Town of Haymarket. The business must advance the town’s goals identified in the town’s comprehensive plan.
- b.) The business must commit to a performance agreement based upon investment, jobs, sales revenues, historic preservation, or other significant criteria. Eligible businesses include all uses permitted under the town’s zoning ordinance for the district in which the business is located.
- c.) An existing business must make a capital investment of at least fifty thousand dollars (\$50,000.00) or create and sustain at least two (2) new full time jobs in order to be eligible for economic incentives.

- d.) A new business must make a capital investment of at least one hundred thousand dollars (\$100,000.00) or create and sustain at least four (4) new full time jobs in order to be eligible for economic incentives.
- e.) A new or existing business that reinvests in a historic structure in the historic district and within the business investment strategic zone that saves it from demolition may be eligible for economic incentives as well.
- f.) Economic incentives may be provided for up to five (5) years through the performance agreement. In the case of multi-year incentives, the business shall establish its qualification for the incentives on an annual basis.



## Business Investment Strategic Zone Ordinance Incentive Guidelines Document

### **Purpose**

The purpose of the Business Investment Strategic Zone Ordinance is to provide economic incentives and regulatory flexibility for eligible business entities which will attract visitors to the Town of Haymarket, make a substantial investment and create new jobs within the Town. The Investment Areas eligible for incentives are generally defined as developed areas showing signs of deterioration, under utilization, or areas in need of redevelopment. These areas in need of reinvestment impact the Town's ability to attract tourist and visitors to the Town.

The implementation of the Business Investment Strategic Zone Ordinance will be guided by the following criteria and guidelines. This document is designed to give both the Town and perspective developers a sense of what will be required to apply and successfully participate in the incentive program. It includes:

- 1) Business Investment Area Zone Map
- 2) Eligibility Criteria
- 3) Incentive Options
- 4) Performance Agreement Application

The end product of negotiations garnered from following these guidelines will be a win/win Performance Agreement that stipulates the benefit to the Town, measured by dollar level of investment, number of jobs created and resulting tax revenues by the project improvement by incentives that are commensurate with the level of benefits to the Town.

### **Eligible Area**

The Investment Areas eligible for incentives are generally defined as developed areas showing signs of deterioration, under utilization, or areas in need of redevelopment. These areas in need of reinvestment impact the Town's ability to attract tourist and visitors to the Town of Haymarket.

### **Eligibility Criteria**

- a) Economic incentives and regulatory flexibility may be made available to any new, expanded or significantly upgraded business which seeks to attract customers to the Town of Haymarket. The businesses must advance the Town's goals identified in the Economic Development and Investment Areas Chapters of the Town's Comprehensive Plan or the redevelopment goals adopted in the Community Design Plan
- b) The business must commit to a performance agreement based upon investment, jobs, sales revenues, historic preservation, or other significant criteria. All permitted commercial uses allowed in the Zoning Ordinance are eligible. Examples of eligible businesses include but are not limited to retail trade establishments, gourmet restaurants and cafes, a farmer's market, bookstores and coffee shops, antique stores, galleries, a movie theater and a performance center, hotels, financial services, professional and personal services, museums, bed and breakfasts, cultural art centers, health clubs/fitness centers, conference centers, commercial parking garages, and commercial recreation facilities.
- c) An existing business must make a capital investment of a least \$50,000 or create and sustain at least two (2) new full jobs in order to be eligible for economic incentives or regulatory flexibility.

- d) A new business must make a capital investment of at least \$100,000 or create and sustain at least five (5) new full time jobs in order to be eligible for economic incentives or regulatory flexibility.
- e) A new or existing business that reinvests in an historic structure in the Historic District and within the Business Investment Area Zone that saves it from demolition may also be eligible for economic incentives and regulatory flexibility.
- f) Economic incentives may be provided for up to five years through the performance agreement. In the case of multi-year incentives, the business shall establish its qualification for the incentives on an annual basis.

### **Incentive Options**

The incentive are designed to provide inducements for developers and commercial property owners to reinvest in developed areas showing signs of deterioration, under utilization, or areas in need of redevelopment. The levels of incentives, while negotiable, are generally provided in proportion to the level of investment and long term benefit to the Town. The Performance Agreement for those businesses making a small investment of dollars, generating a minor increase in tax revenues and creating only a few jobs could be substantially different than a business making major renovations, generating significant new tax revenues and creating numerous jobs. Incentive terms also may vary from 1 to 5 years depending on the project and its benefit to the Town.

- a) **Percent reduction of Property Taxes** – A reduction in the increase in Property Taxes resulting from the investment is an option that can be negotiated in the Performance Agreement as long as not prohibited by any other action of the Town Council or State of Virginia. Tax reductions, from 30% up to 100% of the increase in taxes will be negotiated on a sliding scale depending on the projects overall benefit to the Town. For example, a project providing the minimum investment required would likely receive a 30% reduction in Property Taxes. (This incentive option would require Council to make an annual appropriation to the incentive program and reimburse eligible businesses from that fund)
- b) **Deferment of Reimbursement of Taxes on Increased Value of Real Estate due to Reinvestment** - One reason business owners give for not renovating or otherwise improving their commercial structure is the improvements result in higher real estate taxes. The option for relief from increased real estate taxes from 1 to 5 years can be negotiated in the Performance Agreement. Those providing the minimum required investment can expect a potential one year deferral while those investing substantially more may receive proportionately more years of relief. (This incentive option would require Council to make an annual appropriation to the incentive program and reimburse eligible business from that fund unless a deferment is used)

**Note:** A reinvestment project that saves a certified historic structure from demolition is also eligible for all of the above incentives.

### **Application Process**

Developers and Commercial Business owners interested in participation in the incentive program may make application by completing the required information on the Business Investment Strategic Zone Application from attached to and herein made part of this Incentives Guidelines Document. Applicants' property must be in the Business Investment Area Zone and the applicant must provide the minimum investment and or other required benefits criteria stated above.

Business Investment Strategic Zone  
Performance Agreement Application  
Town of Haymarket, Virginia

**Applicant/Company Information:**

Contact/Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Project Information**

Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Description of Business: \_\_\_\_\_  
\_\_\_\_\_

General Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Eligibility Criteria:**

In order to be eligible for Economic Investment, the Applicant is required to meet the minimum eligibility requirements as listed in the Business Incentive Area Zone Ordinance, Incentive Guidelines Document. Applicant shall describe the proposed improvements below demonstrating they will meet or exceed these requirements:

1. Complete interior and exterior renovations and improvements to the building in substantial compliance with the application for an economic incentive, at a cost of at least \$\_\_\_\_\_ by June 30, 20\_\_:
2. Employ the equivalent of \_\_\_\_\_ (\_\_\_\_) additional full-time employees throughout the year:
3. Generate increased annual combined local meals and sales tax revenues of at least \_\_\_\_\_ thousand dollars (\$\_\_\_\_\_) over calendar year \_\_\_\_\_.  
"Meals taxes" are those local taxes attribute to a Restaurant, paid on time to the Town of Haymarket. "Local sales taxes" are the 1% of the state sales tax revenue returned to the Town by the Commonwealth of Virginia, not including the ½% sales tax revenue for education. Penalty and interest paid on delinquent taxes are not counted in these terms:
4. Provide at least \_\_\_\_\_ square feet of wall space in the restaurant for year-round, rotating exhibits of local artists at no cost to the artist:

Attachment: Chapter 58 Article XVII (2826 : Business Investment Strategic Zone)

5. Provide a general description of improvements proposed as part of this program:

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Applicant agrees to file with the Town Manager an annual Performance Report containing sufficient documentation to establish compliance with incentive program criteria.

Applicant's Signature: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Business Investment Strategic Zone  
Performance Agreement  
Town of Haymarket, Virginia  
AND

THIS PERFORMANCE AGREEMENT (the "Agreement") is entered into on \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_

("\_\_\_\_\_") or "Company") the TOWN OF HAYMARKET, a Virginia municipal corporation (the  
"Town"), and the

RECITALS:

- A. Article XII of Chapter 23 of the Town Code created a Business Investment Area Zone (BIA Zone) in the Town for the promotion of tourism in Haymarket. The BIA Zone provides economic incentives for eligible business entities that agree to make substantial investment in the Town, and/or create new jobs within the Town.
- B. This Agreement serves the public interest by increasing tourism in the Town and thereby promoting commerce. The Economic Development and Investment Chapters of the Town's Comprehensive Plan as well as the Community Design Plan identify goals that include the redevelopment of the downtown and gateway areas of the Town and to preserve a sense of place, promote economic strength, and ensure the Town's continuing appeal to residents, business people, and visitors. The Comprehensive Plan includes a policy to encourage redevelopment and infill of the downtown area and other designated areas of the Town and to pursue innovative financing strategies to encourage and facilitate these goals including the establishment of a tourism zone called the Business Investment Areas.
- C. The map entitled "Town of Haymarket Business Investment Areas Zone" dated \_\_\_\_ identifies the Business Investment Areas Zone as an area for economic development incentives. A central goal of the Business Investment Areas is to increase retail presence and other businesses that will attract residents, business people, and visitors to the Town.
- D. (Describe Company and proposed plans)
- E. The Town Council authorized the Town Manager to enter into this Agreement at its regular meeting on \_\_\_\_\_, 20\_\_\_\_\_.

AGREEMENT

IN CONSIDERATION of mutual covenants, benefits and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties for themselves, their successors and assigns agree as follows:

- 1. **Recitals incorporated.** The foregoing Recitals are incorporated by reference.
- 2. **Eligibility criteria and performance monitoring.** In order to be eligible for the Economic Incentives described below, the Company shall (i) make a one-time capital investment of at least

Attachment: Chapter 58 Article XVII (2826 : Business Investment Strategic Zone)

\$100,000 or (ii) create and sustain at least four (4) new full time jobs. In addition, the Company shall:

- 2.1 (Provide at least \_\_\_\_ square feet of wall space in the restaurant for year round, rotating exhibits of local artists at no cost to the artist;)
  - 2.2 File with the Town Manager an annual Performance Report containing sufficient documentation to establish compliance with these criteria. Company shall submit the Performance Report annually on or before the anniversary of this Agreement's effective date. The Town will verify the Company's eligibility prior to approving an economic incentive.
  - 2.3 As evidenced by the signature below, Company agrees to the release by the Town of otherwise confidential tax information as required for the administration of this Agreement, including the amount of any performance grant paid hereunder and information sufficient to establish eligibility for the economic incentives. Company agrees that Town of Haymarket Town Treasurer may release to the Town Manager confidential gross receipts, real estate, property and sales tax information as required for the administration of this Agreement.
3. **(Economic Incentive – Sales Tax Reimbursement:** Beginning \_\_\_\_\_, if \_\_\_\_\_ meets the eligibility criteria, then the IDA shall make an annual performance grant of \_\_\_\_\_ percent (\_\_\_\_%) of the sales tax paid to the Town (over the course of the year 20\_\_\_\_) up to two hundred fifty dollars (\$250.00) per year for five years) (Note: The Town only receives 20% of the total sales tax paid by each business so the effective reimbursement is only \_\_\_\_%)
4. **(Economic Incentive – Real Estate and Property Tax Reimbursement:** In addition to the sales tax reduction, beginning July 1, 2016 through June 30, 2017, if \_\_\_\_\_ meets the eligibility criteria, then it shall receive an annual performance grant from the IDA in an amount of \_\_\_\_\_ percent (\_\_\_\_%) of the Property taxes and a 100% deferment of payment for increased property taxes (over 2014) generated by the improvement for a period of \_\_\_\_ Years(Five Year Maximum)
- 4.1 **(As a grant to the IDA to enhance the economic development of the Town,** the Town agrees to appropriate to the IDA and amount equal to the performance grant for each year in which \_\_\_\_\_ meets the eligibility criteria. **The Town's obligation under this subsection shall be subject to annual appropriation by the governing body and shall not be deemed to be a general obligation or debt of the Town. )**
- 4.2 (The IDA's obligation to pay \_\_\_\_\_ the annual performance grant shall be subject to the appropriation of the performance grant amount by the Town Council.)
5. **Maximum total incentive.** The maximum total incentive to be paid to Company is \_\_\_\_\_ dollars (\$\_\_\_\_\_) over the term of the Agreement.
6. **Term.** This is a \_\_\_\_\_ year agreement, beginning \_\_\_\_\_, 20\_\_\_\_. Its effective date is the date when the last party to sign executes it, which date shall also be entered in the header paragraph of this Agreement.

**7. Termination for non-performance.** If Company fails to fulfill its obligations under this Agreement, the Town may give notice to its default. Company may give the Town a plan to cure its default within a reasonable time not to exceed 60 days. The Town may, in its sole and absolute discretion, accept such cure plan, or the Company fails to perform as required by the cure plan, then the Town may give notice of termination, which shall be effective immediately. The Town will not make any incentives available after any default notice is given, unless and until the Town rescinds the default notice.

**8. Miscellaneous provisions.** The following provisions shall apply to this Agreement:

8.1 Complete Understanding. This Agreement represents the complete understanding between the parties hereto, and supersedes all prior negotiations, representations or agreements, whether written or oral, as to the matters described herein, and no prior or contemporaneous oral or written statement may be used to alter, vary or contradict its provisions.

8.2 Binding Agreement. This Agreement is binding upon and shall inure to the benefit of the parties and their respective heirs, devisees, legal and personal representatives, permitted assigns, and successors in interest.

8.3 Assignment. This Agreement may not be assigned without the prior, express consent of the other party. Any purported assignment without such consent shall terminate this Agreement.

8.4 No Waiver. The failure or delay of a party to insist upon the strict performance of any provisions of this Agreement, or the failure or delay of a party to exercise any right, option or remedy hereby reserved shall not be construed as a waiver of any such provision, right, option or remedy or as a waiver of a subsequent breach thereof. No provision of this Agreement shall be deemed to have been waived unless such waiver shall be in writing signed by both parties.

8.5 Governing Law. This Agreement shall be governed, controlled, enforced, interpreted and construed in accordance with the laws of the Commonwealth of Virginia without giving effect to any choice or conflict of law provisions or rule that would cause the application of the laws of any jurisdiction other than the Commonwealth of Virginia. The parties hereto hereby agree to submit to the jurisdiction and venue of the Circuit Court and/or General District Court of Prince William County, Virginia, in any action or proceeding arising out of, or relating to, this Agreement. The parties to this Agreement expressly consent to submit to the jurisdiction of such court and waive any personal jurisdiction or venue defenses concerning said forum.

8.6 Construction. The language of this Agreement shall be in all cases construed simply according to its fair meaning and not strictly against the party who drafted such language.

8.7 Headings. The headings, subheadings and captions are used in this Agreement for convenience and reference only, and shall not be used in interpreting, construing or enforcing any of the provisions of this Agreement. The neuter singular pronoun shall be deemed to include the masculine, the feminine, and the plural.

8.8 Corporate Party. The person executing this Agreement on behalf of the Company hereby covenant, represent and warrant that the party is a duly incorporated or a duly qualified (if a foreign corporation) corporation; is authorized to do business in Virginia; that the person or persons executing this Agreement on behalf of the Company is an officer or are officers of the Company; and that he/she or they as such officers were duly authorized to sign and execute this Agreement. Upon request, the Company shall deliver to the Town documentation satisfactorily to evidencing compliance with the provisions of this paragraph



8.9 Severability. It is the intention of the parties that the provisions of this Agreement shall be enforceable to the fullest extent permissible under law. If any clause or provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, then the remainder of this Agreement shall not be affected thereby, and in lieu of each clause or provision of this Agreement which is illegal, invalid or unenforceable, there shall be added, as a part of this Agreement, a clause or provision as similar in terms to such illegal, invalid or unenforceable clause or provision as may be possible and as may be legal, valid and enforceable.

8.10 Force Majeure. If, by reason of force majeure, either party hereto shall be rendered unable, in whole or in part, to carry out its obligations under this Agreement, and if such party shall give notice and full details in writing of such force majeure to the other party within a reasonable time after the occurrence of the event or cause relied on, then the obligations of the party giving such notice, so far as it is affected by such force majeure shall be suspended during the continuance of the inability then claimed, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term "force majeure", as employed herein, shall mean acts of public enemy, orders of any kind of the government of the United States or the Commonwealth of Virginia or any civil or military authority, insurrections, riots, arrests, civil disturbances, labor unrest or strikes, machinery failure, inability to obtain any necessary supplies, utilities or services, earthquakes, floods, fires, storms and any serious weather-related casualty.

8.11 Attorney's Fees and Costs. In the event of any litigation or preparation for or in response to threat of litigation relating to this Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs.

The signatures of the authorized representatives of the parties are set out below in acknowledgement of this Agreement.

\_\_\_\_\_

[Name of Company or Individual]

\_\_\_\_\_

President [or other title]

COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF \_\_\_\_\_, to wit:

I, \_\_\_\_\_, a Notary Public for the Commonwealth aforesaid, hereby certify that \_\_\_\_\_, whose name is signed to the writing above has acknowledged the same before me in my county or city aforesaid.

Given under my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

Attachment: Chapter 58 Article XVII (2826 : Business Investment Strategic Zone)



My commission expires: \_\_\_\_\_

My registration number: \_\_\_\_\_

TOWN OF HAYMARKET

By: \_\_\_\_\_(SEAL)

Town Manager

Attest:

\_\_\_\_\_

Town Clerk

Approved as to form:

\_\_\_\_\_

Town Attorney

**Review Process**

Each application will be reviewed by the Town Manager in consultation with the Town Planner and Main Street Coordinator, guided by the stated incentives guidelines, the Town representatives will meet with applicant and negotiate the level if any of incentives warranted and number of years those incentives will be in place as well as any regulatory flexibility that is warranted. If determined appropriate, a Performance Agreement will be drafted will be drafted and the resulting Performance Agreement will then be forwarded to the Town Attorney for review and then on to the applicant for their review and approval. The Performance Agreement will stipulate all of the investment commitments by the applicant, the incentives being provided by the Town and length incentives will be in place.

Once the agreement is approved by the Applicant, the Town Manager will execute the final agreement. However, Performance Agreements not in keeping with the Eligibility Requirements will require review and approval by the Town Council.

Note: In order to be eligible for the Economics Incentives described above, the Company shall meet these eligibility criteria for the term of the Performance Agreement. The company's failure to meet eligibility standards for one year of this Agreement does not terminate the Agreement. If Company fails to meet the eligibility standards for two years in a row, then the Town may terminate this Agreement on written notice to the Company.

Approved:

\_\_\_\_\_  
Town Manager

Date: \_\_\_\_\_