



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

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Monday, February 23, 2015

5:00 PM

Council Chambers

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### 1. Call to Order

### 2. Agenda Items

- A. VDOT - I-66 Update
- B. Draft Town Council Agenda

### 3. Adjournment



TO: Town of Haymarket Town Council  
SUBJECT: VDOT - I-66 Update  
DATE: 02/23/15

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TO: Town of Haymarket Town Council  
SUBJECT: Draft Town Council Agenda  
DATE: 02/23/15

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**ATTACHMENTS:**

- 03-02-2015 TC Agenda (PDF)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, March 2, 2015

7:00 PM

Council Chambers

### 1. Call to Order

### 2. Invocation

### 3. Pledge of Allegiance

### 4. Citizen's Time

### 5. Minutes Acceptance

- A. Mayor and Council - Regular Meeting - Jan 5, 2015 7:00 PM
- B. Committee - Public Facilities - Committee - Jan 20, 2015 5:15 PM
- C. Committee - Finance - Committee - Jan 20, 2015 2:00 PM
- D. Mayor and Council - Special Meeting - Jan 22, 2015 7:00 PM
- E. Mayor and Council - Regular Meeting - Feb 2, 2015 7:00 PM

### 6. Agenda Items

- A. Zoning Administrator Zonning Text Amendments
- B. Zoning Text Amendments - Marchant Schneider**
- C. Board of Zoning Appeals**
- D. Fiscal Policy**
- E. "If I Were Mayor" Essay Contest - Mayor David Leake

### 7. Department Reports

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

### 8. Councilmember Time

- A. Pam Swinford
- B. Kurt Woods
- C. Joe Pasanello
- D. Steve Aitken
- E. Chris Morris
- F. Matt Caudle
- G. David Leake

### 9. Adjournment

Attachment: 03-02-2015 TC Agenda (2258 : Draft Town Council Agenda)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, January 5, 2015

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

### 1. Call to Order

Councilwoman Pam Swinford: Absent, Councilman Matt Caudle: Present, Councilman Chris Morris: Present, Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

### 2. Invocation

This evening's invocation is offered by Mr. Rizwan Jaka from The Adams Center

### 3. Pledge of Allegiance

This evening Pledge of Allegiance is led by Troops #786 & #1576

### 4. Citizen's Time

#### Dottie Leonard - 14801 Washington Street

*She is concerned about the new sign located on the Old Post Office building. The Town established a design guideline for a reason. The Old Post Office being a Town owned property, should follow the ARB Guidelines.*

*She will be out of Town. She asks that the Town Council not look at anything that may come from the Planning Commission while she is out of Town.*

### 5. Presentation

#### A. Police Department - Interim Chief Greg Smith

Interim Police Chief, Greg Smith presents to the Council and to the public the Department's new uniform. In addition each officer present took a reaffirmation of honor.

Councilman Woods presents Mr. William Hunt the following:

**Whereas**, Mr. William T. Hunt is a lifelong resident of the Haymarket area, and has been a resident of the Town for more than 50 years, and..

**Whereas**, Mr. Hunt has been involved in our community for many years; beginning his service in the United States Air Force, then becoming a deputy sheriff for Prince William County in August, 1960. In 1970, he became one of the original members of the newly-formed Prince William County Police Department. He served there, rising to the rank of lieutenant, until his retirement in 1996. Mr. Hunt served on the Town Council as well as having been a member of the local volunteer fire company, and..

**Whereas**, since his retirement from the County Police, Mr. Hunt served for over ten years as the Prince William County representative to the Bull Run Alcohol Safety Action Program, the agency responsible for oversight of convicted drunk drivers as they complete the recovery and probationary requirements imposed by the courts. Mr. Hunt stepped down from this position last month.

Attachment: 03-02-2015 TC Agenda (2258 : Draft Town Council Agenda)

**Now, therefore, be it resolved** that the Mayor and Town Council of the Town of Haymarket wish to recognize and commend Mr. Hunt for his many years of dedicated service to our community.

## 6. Consent Agenda

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>               |
| <b>MOVER:</b>    | Joe Pasanello, Councilman                |
| <b>SECONDER:</b> | Chris Morris, Councilman                 |
| <b>AYES:</b>     | Caudle, Morris, Woods, Pasanello, Aitken |
| <b>ABSENT:</b>   | Pam Swinford                             |

### A. Minutes Acceptance

- A. Mayor and Council - Special Meeting - Nov 12, 2014 4:00 PM
- B. Mayor and Council - Work Session - Nov 24, 2014 5:00 PM
- C. Mayor and Council - Regular Meeting - Dec 1, 2014 7:00 PM
- D. Mayor and Council - Special Meeting - Dec 12, 2014 6:00 PM
- E. Committee - Finance - Committee - Dec 17, 2014 2:00 PM
- F. Committee - Public Safety - Committee - Dec 19, 2014 8:30 AM

### B. Request to Council - Use of Facility

### C. Fiscal Year 2015 Budget Amendments

### D. Department Reports

- A. Building Official's Report - Joe Barbeau, Jr.
- B. Town Engineer's Report - Holly Montague
- C. Town Planner's Report - Marchant Schneider
- D. Police Report - Interim Chief Greg Smith
- E. Treasurer's Report - Sherrie Wilson
- F. Museum Report - Denise Hall
- G. Town Manager's Report - Brian Henshaw

## 7. Agenda Items

### A. Dominion VA Power - Planning Commission Report to Council - Matt Caudle 230 KV Transmission Lines

The Town Council would like to wait to act on this matter until after the public information meeting hosted by Delegate Bob Marshall

### B. Zoning Administrator Zoning Text Amendment

**WHEREAS**, Virginia Code § 15.2-2286 authorizes any locality with a zoning ordinance to provide in the zoning ordinance for the appointment or designation of a zoning administrator to administer and enforce the zoning ordinance, and

**WHEREAS**, Chapter 58 of the Town Code, Zoning, defines the "Administrator" as the Town Council, charged with the enforcement of the Town's zoning ordinance; and

**WHEREAS**, having the Town Council serve as the Administrator has made the enforcement and the administration of the Town's zoning ordinance cumbersome for both the Town and its property owners;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council refers the following text amendment to the Planning Commission for consideration:

Sec. 58-1. Definitions.

*Administrator, the,* means the town council, which is charged with the enforcement person appointed by the Town Manager to administer and enforce of this chapter. The Town Manager may also appoint one or more deputy and assistant zoning administrators, who shall perform such duties as may be assigned to them.

**AND BE IT FURTHER RESOLVED** that the Town Council directs the Commission to prepare additional amendments to Chapter 58, as necessary, to implement the proposed text amendment, hold a public hearing regarding said amendments, and return a recommendation to the Town Council within 90 days of the adoption of this Resolution.

|                |  |
|----------------|--|
| <b>RESULT:</b> | <b>ADOPTED [UNANIMOUS]</b>               |
| <b>MOVER:</b>  | Chris Morris, Councilman                 |
| <b>AYES:</b>   | Caudle, Morris, Woods, Pasanello, Aitken |
| <b>ABSENT:</b> | Pam Swinford                             |

## 8. Councilmember Time

### A. Chris Morris

- Morris commends the team that has worked on the street scape project.
- He asks the residents to give the police department a chance and opportunity to prove themselves.

### B. Pam Swinford

### C. Kurt Woods

### D. Matt Caudle

### E. Joe Pasanello

- He reminds that budget season is upon us.
- Looking forward to the strategic plan work session on January 22, 2015.
- He wishes everyone a Happy New Year

### F. Steve Aitken

- He has been a Council member for 2 1/2 years, he has seen the Police Department go from a very low to a high. He commends the Interim Chief

### G. David Leake

Mayor Leake provides his first "Mayor's Message":

It is truly an exciting time to be serving the Town of Haymarket. The town is rich with opportunities as we enter into this New Year and I would like to take this moment to stop and share with you some of the accomplishments of the past year and the goals for our Town in 2015. Before looking ahead, I would like to reflect on the past. It has been a pleasure to serve as your town Mayor; however I could not do it without my colleagues on the Town Council. I would like to thank the previous Council (2012-2014) for their dedication and service to the Town. Being an elected official is often a "thankless" job. In July of 2014, the Town started a new Council chapter, as five new Council members took office. I want to take this opportunity to thank our current Haymarket Town Council for their service and dedication. We have already spent many hours getting to know each other and working on setting our vision and goals for our town and for this I offer sincere thanks.

Throughout 2013-2014 the previous Council was able to start the construction of the Phase II Streetscape plan. Our current Council has been working with staff to ensure the completion of the project, although it has had numerous setbacks, we have worked diligently and are pleased and excited about the finished outcome and its enhancement to our town.

The current Council has made a commitment to investing more into our community during their service. The following projects have continued or were initiated in the fall of 2014 during their first 6 months.

- Continued design and engineering of the Jefferson Street multi-use path from the Washington Street traffic light to the future reconstructed Jefferson Street Bridge over I-66.
- Next step in Town Center Master Plan, which included hiring a professional engineering firm to begin the design and engineering of the Town Center based upon the accepted Town Center

Master Plan. Rinker Design and Associates was chosen through a competitive bid process and has begun working on the design and engineering in September of 2014

- Started the Harrover Property Master Plan by hiring Sympoetica, Inc., a planning and consulting firm to begin creating a master plan for the Harrover property which is envisioned to be utilized for public/ recreational use (passive or active). There will be opportunities for residents to get involved in this process as 2015 progresses.
- In a continuation of the Parking Study, (a comprehensive look at the parking needs and current facilities within the Town along with suggested ordinance changes in the Spring of 2014), we added an additional “signage study” to take a comprehensive look at the current signage regulations within the Town and offer ordinance and renderings of potential changes to the signage and allowable signs and sizes for area businesses. This work is being performed by EPR, Inc. and will continue into 2015.
- In effort to assist the Town Planner in performing needed updates and long range planning initiatives, we have hired an “on-call planning” firm to assist on various projects that further the planning efforts within the Town. The Berkley Group has been hired to carry out these functions.
- From a capital improvement standpoint, the roof was recently replaced at the Town Museum.

These are all examples of ways the Council is investing into the Community in which we live and we are looking at each of the projects above to bring us closer to a redeveloped Town Center, more pedestrian friendly streets and a planned recreation facility at the Harrover Property.

In the past 6 months the Council has also been working on creating policies that help define the Council we are aiming to be and to shape our future as a local government as a destination location within the greater Northern Virginia area. The following are some examples of the new directions we are charting:

- Added two new member positions to both the Planning Commission and the Architectural Review Board; One position on the Planning Commission has yet to be filled.
- Added an Invocation to the order of the Agenda for the regular Council meetings.
- Invested funds into the Virginia Investment Pool, which a statewide local jurisdiction investment pool created by VML/VACO Finance. (The Council will be looking into investing more funds into the pool in the coming months.)
- Created sub-committees as part of the Council structure and set up. These committees are as follows: Public Facilities, Finance, Personnel, Public Safety and most recently Events.
- Placed a cap on the amount of meetings any elected or appointed official can be paid for.
- Through working with our Town Manager, we have created a Main Street Coordinator position which will curate the Museum, act as a Business Liaison and coordinate events for the Town.
- Upgraded our audio equipment within the Council Chambers. We will continue to upgrade equipment to better deliver availability of meetings to residents who are not able to attend regular scheduled meetings.
- Adopted the process of having a Consent Agenda as part of the agenda.



- Initiated Council member training and have created initiatives to allow staff, elected and appointed officials the ability to educate and grow within the designated service they provide to the Town.
- Adopted and unveiled a Strategic Action Plan for the terms of office, which includes the transition from a “mayor-council” form of government to a “council-manager” form of government. This action included the current Council adopting and signing a Code of Ethics and Standards of Conduct. We are asking our staff and appointed officials to share our vision and accountability by also signing and holding themselves to this standard.

2015 is full of possibilities and it is my desire for the Town to achieve goals that this Council has set out to accomplish. We can only achieve these through resident support and input. We are asking that residents be involved. As our adopted tagline states, “Haymarket, everyone’s hometown”, we want Haymarket to continue to be a locality that you are proud to call home and that is striving to not just create a place to live, but to truly create a community. It is the mission of Haymarket to provide residents, businesses and visitors with public services in a fiscally prudent and socially responsible way. Throughout 2015 we will strive to promote our core values, which include:

|             |            |
|-------------|------------|
| TRANSPARENT | INNOVATIVE |
| INTEGRITY   | RESPECTFUL |
| ACCOUNTABLE | INCLUSIVE  |

This is my first message of what I hope to convey to our residents and businesses on a quarterly basis throughout the year, an update on where we are going and what we are accomplishing. Our adopted Vision Statement states it best; Haymarket, where a historic past and a positive future flourish. 2015 will be a year to flourish!

## 9. Adjournment

### A. Motion to Adjourn

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>               |
| <b>MOVER:</b>    | Matt Caudle, Councilman                  |
| <b>SECONDER:</b> | Kurt Woods, Councilman                   |
| <b>AYES:</b>     | Caudle, Morris, Woods, Pasanello, Aitken |
| <b>ABSENT:</b>   | Pam Swinford                             |

Submitted:

Approved:

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

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



# PUBLIC FACILITIES COMMITTEE

## COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Tuesday, January 20, 2015

5:15 PM

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 5:15 PM

Councilman Chris Morris called the meeting to order.

### 1. Call to Order

Councilwoman Pam Swinford: Present, Councilman Chris Morris: Present, Town Manager Brian Henshaw: Present.

### 2. Agenda Items

#### A. Harrover Property - Update

- Mr. Henshaw briefed the committee on the progress that Sympoetica is making on the Harrover Master Plan study.
- Sympoetica has recently received a report on the condition of the buildings from Mr. Joe Barbeau, Town Building Official and have performed a detailed inspection of the facilities themselves.
- They intend to have their findings by February with regard to the conditions of the buildings and site in general and anticipate having a public input session in February or March.

#### B. Police Department Storage

- Mr. Henshaw briefed the committee that this project was complete and briefly described what the project was designed to do for the police department.

#### C. Museum Roof Completion

- Mr. Henshaw briefed the committee that this project was complete.

#### D. Town Hall External Lighting

- Mr. Henshaw informed the committee that he has approved upgrade of the outdoor lighting as it focuses on the overall safety of the site.
- Interim Chief Smith requested this safety upgrade due to current events and concerns of safety of police officers throughout the US currently.
- Councilwoman Swinford requested that we also have them replace the broken lamp at the Very Thing for Her and some of the lighting around the building that is out currently.
- Mr. Henshaw stated that he would have Genesis inspect all of the lighting as well as the timers around the entire facility.

#### E. Harrover Drainage Culvert Update

- Mr. Henshaw briefed the committee on the installation of the drainage culvert at the entrance to the Food Pantry.
- During the commencement of the project we discovered a more detailed issue with the overall drainage.
- The western side of the drive way, where the Streetscape contractors had repaired the drainage ditch fixed the problem back to the original grade, which their contract stipulated. After having the Town Engineer investigate the repair, it was determined that the repair was completed correctly, however the ditch is still above the depth of the western side of the drainage culvert.
- Therefore, the ditch would need to be lowered and graded with fall to reach the drop inlet at the corner of the Harrover and Haymarket Baptist Church parking lot.
- Grading work would also need to be performed on the eastern side of the drainage culvert as well.
- Mr. Henshaw informed the committee that per the recommendation of the Town Engineer and his belief that the work truly needed to be done to ultimately to correct the problem.
- The committee agreed and the work has been authorized.

#### F. Administrative Offices Renovation

Attachment: 03-02-2015 TC Agenda (2258 : Draft Town Council Agenda)

- Mr. Henshaw informed the committee of his general idea to re-orient the administrative offices and informed the committee that he had received a rough estimate of the cost from Genesis.
- The committee members inquired about the floor plan and requested that Mr. Henshaw and the committee would get together to determine the desired outcome of the project. Councilwoman Swinford inquired if we had an existing floor plan for the main floor. Mr. Henshaw stated that he would get with the Town Clerk to see if we had one to distribute.

### 3. General Inquiries

- Councilwoman Swinford inquired about the lighting times for the newly installed streetlights and noticed that they seem to come on at different times and asked if there was anything that could be done to coordinate the scheduled timing.  
Mr. Henshaw stated that he would get with the Town Engineer and Town Clerk to get an answer.
- Chairman Morris inquired about the drainage issue at Giuseppe's Restaurant and asked if there was any relief that could be performed.  
Mr. Henshaw stated that he would get with the Town Engineer about the issue and see if there was anything that could be done to fix the drainage problem.
- Chairman Morris also made the suggestion that as staff begins to work on the Town Newsletter that it might be in the best interest of the Town to include what projects the Town's resources are being expended upon.



# FINANCE COMMITTEE

## COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Tuesday, January 20, 2015

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

Acting Treasurer Sherrie Wilson: Present, Vice Mayor Steve Aitken: Present, Councilman Joe Pasanello: Present, Town Manager Brian Henshaw: Present.

### 2. Public Portion

#### a. Budget Update

- Ms. Wilson briefed the committee on the status of the budget, recognizing that as of the date of this meeting the budget was at 55.2% in collected revenues and 58.3 % in expenditures.
- The committee addressed some of the line items of the budget and discussed potential reasons for overages, but acknowledged that the revenues are currently in decent shape.
- Ms. Wilson also pointed out some line items that she watching closely but noted that no one budget line item category was over.
- Ms. Wilson updated the committee with an updated look at the Streetscape Project funding and the anticipated final payment totals.
- Ms. Wilson also provided a status of the Town's accounts.
- During the Treasurer's budget update, Ms. Wilson advised the committee that she has been working with a tenant on some rental delays. Mr. Henshaw stated that they would meet with the tenant and work on an agreement to solve any issues.
- Ms. Wilson also stated that she would be attending a training being sponsored by the Virginia Treasurer Association in Richmond, VA and would miss the Council work session. Mr. Henshaw stated that he would give the Treasurer's report.

#### b. Draft Fiscal Policy

- Mr. Henshaw briefly presented the draft Fiscal Policy to the committee. The draft is a culmination of research of similar policies that referred to Mr. Henshaw from Michael Chandler (Facilitator of the Visioning Session).
- The draft fiscal policy is an item identified within the Strategic Action Plan.
- The committee decided to forward it to the Council Work Session for adoption.

#### c. Additional Investments - VIP

- The committee had a brief discussion with regard to investing additional funds into the VACo/VML Virginia Investment Pool.
- The Committee discussed the pros and cons of investing right now or waiting until the final invoices were paid from the Streetscape Project.
- Ms. Wilson made the recommendation that the Town delay the additional investment until after the Streetscape project was complete.
- The committee also discussed the ability to become a voting member in the pool by raising our investment to \$250,000. Mr. Henshaw suggested investing an additional \$200,000 dollars into the fund and utilize this investment account as the Town's reserve due to the larger return on investment and the fact that investment is fairly "liquid" and easy to access in the case of emergency.
- The Committee decided to run the idea by the Council as a whole to determine a final decision to invest now or later.

#### d. Fiscal 2016 Budget

- Mr. Henshaw briefly updated the committee on the status of the creation of the Fiscal 2015-2016 budget and described the next couple of steps in the weeks and months to come with the

goal to present to the Council the draft budget at the April Council meeting.

**e. Charitable Giving - Councilman Pasanello**

- Tabled for next month.



# TOWN OF HAYMARKET TOWN COUNCIL

## SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Thursday, January 22, 2015

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

Councilwoman Pam Swinford: Present, Councilman Matt Caudle: Present, Councilman Chris Morris: Present, Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

### 2. Agenda Items

#### A. 2014-2016 Town Council Adopted Strategic Plan - Mike Chandler

Tonight's meeting is a joint meeting between the Town Council, Architectural Review Board, & the Planning Commission. The goal of the meeting is for the Council to discuss their newly adopted Strategic Action Plan.

Also in attendance this evening:

- Bob Weir, Chair of the Planning Commission
- Ken Luersen, Chair of the Architectural Review Board
- Josh Mattox, Planning Commission Member
- Ralph Ring, Planning Commission Member, Architectural Review Board Member
- Susan Edwards, Architectural Review Board Member
- Sheila Jarboe, Architectural Review Board Member
- Robert Day, Architectural Review Board Member

### 3. Adjournment

Attachment: 03-02-2015 TC Agenda (2258 : Draft Town Council Agenda)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, February 2, 2015

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

### 1. Call to Order

Councilwoman Pam Swinford: Present, Councilman Matt Caudle: Present, Councilman Chris Morris: Present, Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

### 2. Invocation

Councilman Chris Morris offers the invocation this evening

### 3. Pledge of Allegiance

### 4. Citizen's Time

The Mayor introduces Elena Schlossberg, Executive Direction of The Coalition to Protect Prince William County. This is a banding of neighbors to protect the community's best interest with regard to the Gainesville Haymarket proposed Dominion VA Power 230 KV Transmission lines. She thanks the Town for the comprehensive report provided. She informs Council that she has communicated with Dominion that there is only one route that the Coalition will support and that is I-66 and buried.

### 5. Minutes Acceptance

### 6. Agenda Items

#### A. Dominion VA Power Transmission Line

Move to adopt RESOLUTION 20150202- 1

RESOLUTION OF THE TOWN OF HAYMARKET TOWN COUNCIL TO EXPRESS SUPPORT FOR DOMINION VIRGINIA POWER'S PUBLIC INPUT ALTERNATE PRELIMINARY ROUTE NORTH OF I-66 IF THE TRANSMISSION LINES ARE CONSTRUCTED UNDERGROUND

WHEREAS, the Virginia Electric and Power Company, d/b/a Dominion Virginia Power ("DVP") has proposed a 230 kV Transmission Line ("the Line") and Substation to serve a customer west of the Town limits; and

WHEREAS, DVP has proposed several routes for the Line, each of which would likely impact the Town and its citizens; and

WHEREAS, the Town's Planning Commission has prepared a Report and Finding dated December 8, 2014, analyzing the various proposed routes and their likely impacts on the Town and its citizens and recommending opposition to all of the proposals as presented by DVP, with contingent approval of the "Public Input Alternate Preliminary Route North of I-66" provided that the Line is constructed underground;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Haymarket, meeting in regular session this 2<sup>nd</sup> day of February, 2015, that the Council does hereby

Attachment: 03-02-2015 TC Agenda (2258 : Draft Town Council Agenda)

1. Support the construction of the DVP Transmission Line along the “Public Input Alternate Preliminary Route North of I-66” contingent upon the Line being constructed underground, and
2. Oppose all of DVP’s proposed Transmission Line routes as presented by DVP, as well as the proposed distribution lines that include “double stack” towers throughout Washington Street within the Town, and
3. Direct that this Resolution and the Planning Commission’s report be forwarded to DVP, the Virginia State Corporation Commission, the State House Delegate of the 13<sup>th</sup> District the Honorable Robert “Bob” G. Marshall, the State Senator of the 13<sup>th</sup> District the Honorable Richard H. Black, Gainesville Magisterial District Supervisor the Honorable Peter Candland, and Chairman of the Prince William County Board of Supervisors the Honorable Corey Stewart.

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

#### B. Trespassing Ordinance - Chief Greg Smith

Move to adopt an **ORDINANCE TO AMEND THE CODE OF ORDINANCES, TOWN OF HAYMARKET, VIRGINIA (2004), BY ENACTING §§ 30-5.1 30-5.2, 30-5.3 and 30-5.4, RELATING TO DESIGNATING THE CHIEF OF POLICE, OR HIS DESIGNATES, AS AGENTS TO ACT ON BEHALF OF THE OWNERS OF REAL PROPERTY FOR PURPOSES OF ENFORCING LAWS PROHIBITING TRESPASSING**

**WHEREAS**, the Town of Haymarket, Virginia, in order to preserve public order and the protection of property within the Town, desires to allow the owners of private property to cooperate with, and to enable to the extent they can support, the police department to deter and prevent trespassing, or the ensuing criminal activity that may follow, and

**WHEREAS**, Authorizing such a program is mutually beneficial to the good order of the Town, maximizes the efficiency of its police officers, and provides a benefit to the property owner by minimizing court appearance, and

**WHEREAS**, Virginia Code § 15.2-1717.1 authorizes local governments to adopt, by ordinance, a procedure by which the owner, lessee, custodian, or other person lawfully in charge of real property may designate the local law-enforcement agency as a “person lawfully in charge of the property” for the purpose of forbidding another to go or remain upon the lands, buildings, or premises as specified in the designation, and

**WHEREAS**, Prince William County has adopted an ordinance as permitted by Virginia Code § 15.2-1717.1, which is codified in the Prince William County Code as §§ 16-41.1 through 16-41.4, and

**WHEREAS**, the Town Council desires to amend the Town Code to adopt ordinances modeled on Prince William County Code §§ 16-41.1 through 16-41.4,

**NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of Haymarket, meeting this 2<sup>nd</sup> day of February, 2015, in regular session, that the Town Council finds that amending the Town Code as stated in the preamble to this ordinance serves to protect the public health, safety, and welfare, and therefore the Town Council hereby amends the Town Code by adding §§ 30-5.1, 30-5.2, 30-5.3, and 30-5.4 as follows:

**Sec. 30-5.1 - Designation of Chief of Police and designees as “persons lawfully in charge**



**of property” for the purposes of enforcing laws prohibiting trespassing.**

The owner of any real property used for commercial or residential purposes in the Town, or any person legally authorized to act for the owner of such property, or the lessee, custodian, or other person lawfully in charge as those terms are used in §18.2-119, *Code of Virginia*, may designate the Chief of Police or designees as agents of the property owner and as “persons lawfully in charge of the property” for the purposes of forbidding another to go or remain upon the lands, buildings, or premises of the owner as specified in the designation, for enforcing any and all state and local laws prohibiting trespassing against such persons should they observe such persons going or remaining on such lands, buildings or premises after having been forbidden to do so. Such designations must be made in accordance with the procedure established in section 30-5.2, and are subject to the condition and limitations established by sections 30-5.3 and 30-5.4.

**Sec. 30-5.2 - Procedure for designating the Chief of Police and designees as “persons lawfully in charge” of the owner’s property for purposes of enforcing laws prohibiting trespassing.**

The owner of any real property used for commercial or residential purposes, or any person legally authorized to act for the owner of such property, or the lessee, custodian, or other person lawfully in charge as those terms are used in § 18.2-119, *Code of Virginia*, wishing to designate the Chief of Police as “a person lawfully in charge of the property” for the purposes set forth in section 30-5.1, must:

(1) File a written application, in a form to be established by the Chief of Police, with the Chief’s office, stating the owner’s intent to designate the Chief of Police for these purposes, describing the real property covered by the designation, stating whether the property owner wishes the Chief of Police to enforce the trespassing laws against individuals identified in the application, against any individual found on the property engaging in suspicious or unlawful activity in the opinion of the Chief of Police or his or her designees, against any individual to be identified in future by the property owner, or against any combination of these groups of people. The written application must be signed by a person who can demonstrate that he or she is the owner of the property, or is legally authorized to act for the property owner.

(2) Execute a written power of attorney, in a form approved by the Chief of Police and the Town Attorney, designating the Chief of Police and his or her designees as persons lawfully in charge of the property for the following purposes:

a. To orally or in writing forbid any person identified by the property owner or applicant, or any person who, in the opinion of the Chief of Police or his designees, should be forbidden to go or remain upon the lands, buildings, or premises covered by the application;

b. To initiate criminal process for trespassing and take any and all other appropriate action to enforce state and local laws prohibiting trespassing if a person returns to or remains on the property after having been forbidden to do so by the owner, lessee, custodian, or other person lawfully in charge of the property; and

c. To testify on behalf of the owner, lessee, custodian, or other person lawfully in charge of the property, as a person lawfully in charge of the property, in any criminal prosecutions arising out of any trespass notices or complaints described in this subsection.

**Sec. 30-5.3 - Acceptance of designation by Chief of Police required; other conditions.**

(a) A designation of the Chief of Police and his or her designees as agent and a person

lawfully in charge of the property becomes complete when the Chief of Police mails a written notification to the applicant that the application and power of attorney have been received, reviewed, and accepted, and the Chief of Police consents to being designated as a person lawfully in charge of the property for the purposes set forth in section 30-5.1. The decision whether to accept any designation is solely within the discretion of the Chief of Police, who may base his or her decision on such factors as resource levels of the police department, overall benefit to public safety, and the proper allocation of police resources.

(b) The Chief of Police may rescind his acceptance at any time, by mailing written notification of his rescission of acceptance to the applicant. The decision to rescind any acceptance of designation is solely within the discretion of the Chief of Police, who may base his or her decision on such factors as resource levels of the police department and the proper allocation of those resources.

(c) The Chief of Police and his designees will make reasonable efforts to issue no trespassing notices to persons specifically identified by the applicant.

(d) The decision of whether to issue no trespassing notices to persons who have not been specifically identified by the applicant, but who are observed on the property by the Chief of Police or his or her designees are solely within the discretion of the Chief of Police and his or her designees.

(e) The Chief of Police and his or her designees will provide written notifications to the applicant whenever they give an oral or written no trespassing notice to a person, identifying the person with reasonable specificity.

(f) The Chief of Police will maintain on file in the police department all applications and powers of attorney in cases in which he or she has accepted designation as "a person lawfully in charge of the property", as well as records of all no trespassing notices issued by employees of the police department acting in that capacity.

#### **Sec. 30-5.4 - Temporary or partial suspensions or rescissions of no trespassing notices.**

The property owner or applicant may temporarily or partially suspend, or rescind, a notice of no trespassing issued by the Chief of Police or his or her designees to any person, provided that the property owner or applicant first provides a written notification to the Chief of Police of the temporary or partial suspension or rescission, and sufficiently identifying the person. If a trespassing notice is to be temporarily or partially suspended, the property owner or applicant must provide, in the written notice, a reasonable specific description of the times and circumstances under which the person is authorized to be on the property.

A property owner or other applicant considering a person's request to modify or rescind a no trespassing notice issued to him or her may request the Chief of Police or his or her designees to perform a local criminal record check. The Chief of Police may disclose the results of that local record check to the property owner for the property owner's purposes in considering the person's request for modification or rescission of the not trespassing notice.

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

#### **C. The Very Thing for Her Sign - Marchant Schneider**

Move to authorize the Town Manager to move forward with the application for a wall sign to be located at The Very Thing for her located at 6630 Jefferson Street

|                 |  |
|-----------------|--|
| <b>RESULT:</b>  | <b>ADOPTED [5 TO 0]</b>                  |
| <b>MOVER:</b>   | Steve Aitken, Vice Mayor                 |
| <b>AYES:</b>    | Caudle, Morris, Woods, Pasanello, Aitken |
| <b>ABSTAIN:</b> | Pam Swinford                             |

#### D. Fiscal Policy - Brian Henshaw

The draft policy was provided to the Town Council for their review. Matter is to be placed on the March 2, 2015 agenda.

#### E. Appointments - BZA, ARB, PC

Mayor would like this matter deferred to the March meeting

## 7. Department Reports

- A. Town Engineer's Report - Holly Montague
- B. Building Official's Report - Joe Barbeau, Jr.
- C. Museum Report - Denise Hall
- D. Police Report - Greg Smith, Interim Chief of Police
- E. Town Planner's Report - Marchant Schneider
- F. Town Manager's Report - Brian Henshaw
- G. Treasurer's Report - Sherrie Wilson

## 8. Councilmember Time

#### A. Matt Caudle

- Councilman Caudle thanks the staff for having the ponding fixed in front of the food pantry; he also asks if we could have gravel placed at the turn around area at the food pantry

#### B. Pam Swinford

#### C. Steve Aitken

#### D. Chris Morris

- He reminds it has been 5 ½ months since the proposal for the Council to get a better word out to the community. There is still some aspect of a bad taste in the mouth of folks from past Councils. We need to find a way to get the good information out. He would really like to see us reach out more to the public with good information
- He was interested in changing the start times for the meetings, but the attendance is slim so he doesn't think that would help matter.

#### E. Joe Pasanello

- Councilman Pasanello thinks we could really benefit from the conservation easement at Somerset
- He would like staff to look into cost and feasibility of a permanent speed sign for Washington Street

#### F. Kurt Woods

- Councilman Woods adds his support of introducing the permanent speed sign
- He does not support a change to the work session start time. Having it at 5pm allows for some evening time at home.

#### G. David Leake

- The Mayor would like to recognize Na'Seem Hopson out of Hopewell Virginia. He won the "If I were Mayor Contest" and was recognized by the General Assembly last week. The Town will be announcing its winner of the "If I were Mayor Contest this week".
- David J. Berry was one of 10 people killed on Tuesday in Libya. He was a resident of Greenhill Crossing. He asks that the Town flags be flown at half staff until Mr. Berry's Interment.

## 9. Adjournment

### A. Motion to Adjourn

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

Submitted:

Approved:

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

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

Attachment: 03-02-2015 TC Agenda (2258 : Draft Town Council Agenda)



TO: Town of Haymarket Town Council  
 SUBJECT: Zoning Text Amendments  
 DATE: 03/02/15

At its January Meeting, the Town Council passed Resolution 20150105-1 extending the Planning Commission review of a Zoning Text Amendment to amend the definition of “Administrator” and prepare additional amendments to Chapters 38 and 58, as necessary, to implement the proposed text amendment. The Commission held a public hearing on February 9, 2015, and has forwarded to the Council the attached zoning text amendments with a recommendation of approval. The content of those amendments is described below. A public hearing by the Town Council regarding the amendments forwarded by the Planning Commission is scheduled for March 2, 2015.

### BACKGROUND

The Council resolution was intended to remove reference to the Town Council as the zoning “Administrator” in light of the Council’s appointment of a part-time Town Planner and Zoning Administrator. The Commission discussed the amendment at its November meeting, noting that multiple references to the “Administrator” within the Zoning Ordinance may correctly assign the Council’s role and therefore all references should be reviewed as part of the amendment. The Commission also discussed the reference to the Town Manager within the definition. Lastly, the Commission had expressed a concern that a 100 day limit for review of the amendment as described in § 15.2-2285 of the Virginia Code would not allow for enough time research, hold a public hearing, and return a recommendation to the Town Council. The Commission tabled the zoning text amendment at its November meeting, briefly discussed the item at the December meeting, and directed staff to further research the amendment and request the Town Council extend the review of the amendment by the Commission. As noted above, the Council extended the review period of the Commission an additional 90 days. The Commission completed its review at its January meeting. Several other amendments were identified and included with the proposed zoning text amendments heard by the Planning Commission at a public hearing held on February 9, 2015. The enclosed amendments forwarded by the Planning Commission are intended to accomplish the following:

- Assign administrative duties now conducted by the council, such as historical sign approvals and minor deviations from final site plans, to the Zoning Administrator;
- Define the role of the Building Official;
- Permit buildings over 35 feet in height in the B-2 and I-1 districts by Special Use;
- Extend the time for the Architectural Review Board to make decisions from 14 days to 60 days after conclusion of the hearing on the matter;
- Specify pavers and paving patterns for Washington Street sidewalks; and
- Specify lighting fixtures and plans for streetscapes.
- Capitalize defined terms.

### RECOMMENDATION

Staff supports the attached text amendments forwarded by the Planning Commission and recommends the Council hold the public hearing and take action accordingly. Staff is preparing a draft Ordinance for use by the Council.

### SUGGESTED MOTIONS:

#### MOTION:

1. I move that the Town Council adopt Ordinance ORD# 20150302 amending the Chapters 38 and 58 of The Haymarket Town Code as described in the March 2, 2015 Staff Memorandum to

Council.

OR

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

OR

3. I move an alternate motion.

**ATTACHMENTS:**

- (1) Chapters 38 58 Version 1.5 02-09-2015 Red-lined Amendments as forwarded by PC (PDF)
- Ad Proof (PDF)

## Chapter 38 - SUBDIVISIONS

## ARTICLE I. - IN GENERAL

## Sec. 38-1. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. The word "lot" includes the word "plot" and "parcel"; the word "approve" shall be considered to be followed by the words "or disapprove"; any reference to this chapter includes all ordinances amending or supplementing the chapter; and all distances and areas refer to measurements in a horizontal plane.

*Administrator* means the ~~representative of the council who has been appointed to serve the council in the process of reviewing and approving subdivision plats.~~ person appointed by the Town Council to administer and enforce this chapter. The Town Council may also appoint one or more deputy and assistant zoning administrators, who shall perform such duties as may be assigned to them.

*Building Official* means the representative of the Council who has been appointed to administer and enforce, within the Town, the provisions in the Uniform Statewide Building Code. He shall head the Building Department and be responsible for the organization and daily operation of the department.

## Chapter 58 - ZONING

## ARTICLE I. - IN GENERAL

*Administrator, the,* means the ~~town council, which is charged with the enforcement of this chapter.~~ person appointed by the Town Council to administer and enforce this chapter. The Town Council may also appoint one or more deputy and assistant zoning administrators, who shall perform such duties as may be assigned to them.

## ARTICLE VI. - NEIGHBORHOOD BUSINESS COMMERCIAL DISTRICT B-2

## Sec. 58-222. - Height regulations.

Buildings in the B-2 district may be erected up to a height of 35 feet. For buildings over 35 feet in height, approval shall be obtained ~~from the zoning administrator by Special Use.~~ Chimneys, flues, cooling towers, flagpoles, radio or communication towers, or their accessory facilities not normally occupied by workers are excluded from this limitation. Parapet walls are permitted up to four feet above the limited height of the building on which the walls rest.

(Code 1989, § 12-141)

## ARTICLE VII. - LIMITED INDUSTRIAL DISTRICT I-1

## Sec. 58-263. - Height regulations.

Buildings in the I-1 district may be erected up to a height of 35 feet. For buildings over 35 feet in height, approval shall be obtained ~~from the town council by Special Use. subsequent to a review by the planning commission.~~ Chimneys, flues, cooling towers, flagpoles, or their accessory facilities not normally occupied by workers are excluded from this limitation. Parapet walls are permitted up to four feet above the limited height of the building on which the walls rest.

## ARTICLE VIII. - CONSERVATION DISTRICT C-1

## Sec. 58-304. - Special uses.

- (b) Clustered residential dwelling units not to exceed two dwelling units per acre shall be a special use, pursuant to Section 58-9. Approval by the town council is required. The town council shall refer plans to the planning commission for its comments and recommendations.

## ARTICLE IX. - SIGNS AND NAMEPLATES

## Sec. 58-339. - Definitions.

- (21) *Government sign.* Government signs that are approved by the ~~town council~~ Administrator or installed for the public benefit ~~by the Town of Haymarket.~~

## Sec. 58-340. - General requirements.

- (15) *Unusual signs.* When applications for unusual signs or displays which give rise to questions of interpretation of this article come before the administrator ~~or town council~~ for action, the administrator will make final determination. If, in the opinion of the administrator, the application is not adequately covered by this article, the administrator may make recommendations for amendment of this article.

## Sec. 58-342. - Temporary signs for which a permit is required.

The following signs may be erected or constructed with a permit. All applicable code requirements in this chapter shall apply and all signs of this section must comply with the architectural review board guidelines:

- (1) *Banners.* Banners shall be approved by the ~~a~~ Administrator ~~or its designee~~ with the right to regulate condition and location. A business may display banners permitted under this subsection on a total of no more than 30 days in a calendar year or as restricted specifically by type (i.e. Real estate signs, retail signs, seasonal signs, special-event signs, window signs, etc.). Maximum size is restricted to type of sign (i.e. real estate signs, retail signs, seasonal signs, special-event signs, window signs, etc.).

## Sec. 58-345. - Residential signs.

(b) *Sizes.*

- (1) *Historical signs.* Historical signs approved by the ~~town council~~ Administrator may be wall-mounted flush on the outside of a residence that has been deemed historical by the ~~town's historian~~ Architectural Review Board ~~and the town council.~~ Such sign shall describe briefly the historical significance of the building.

## Sec. 58-346. - Special use signs.

The ~~town council may approve signs~~ following signs may be approved by special use ~~permit~~ based on the guidelines set forth below:

- (1) *Church signs.* Signs designating places of worship and/or places directly affiliated with such uses are permitted:
- a. *One building-mounted sign* for each street frontage, not to exceed 12 square feet in area.
  - b. *One freestanding sign* for each street frontage, not to exceed a total sign area of 12 square feet in area and six feet in height and no closer than ten feet to any lot line. This shall be inclusive of a menu board if desired.



- c. *Temporary signs/banners.* Special uses may be made to allow temporary signs/banners designating temporary places of worship. Consideration of color, type style, sign style and location must be considered by the architectural review board. The temporary signs/banners must comply with all applicable requirements of this article. These temporary signs/banners shall not be posted for more than six months. At that time, the church representatives must consult the ~~a~~Administrator ~~or the council~~ for approval to extend in six-month intervals.

## ARTICLE XI. - AMENDMENTS

### Sec. 58-467. - Powers and duties of board of zoning appeals.

- (3) To hear and decide appeals from the decision of the ~~zoning~~ administrator after notice and hearing as provided by Code of Virginia, § 15.2-2204. However, when giving any required notice to the owners, their agents or the occupants of abutting property and property immediately across the street or road from the property affected, the board may give such notice by first class mail rather than by registered or certified mail.

## ARTICLE XIII. - SITE PLAN REQUIREMENTS

### Sec. 58-506. - Procedures and requirements.

Preliminary and final site plans, where required, shall conform with the following procedures and requirements:

- (1) An applicant shall submit a preliminary site plan for review to the ~~town~~ ~~planning~~ ~~commission~~. Such preliminary site plan, prepared by a licensed engineer or land surveyor, or in the case of minor site plans, in a form acceptable to the ~~town council~~Administrator, shall be reviewed and returned to the applicant with comments within 60 days. This requirement for a preliminary site plan may be waived by the ~~town council~~Administrator where the information has already been submitted.
- (2) The preliminary site plan shall include the following minimum information unless waived by ~~town council~~the Administrator:
- (4) ~~Any additional information which the approving authority~~The Administrator may request ~~additional information, which is~~ deemed necessary and appropriate to demonstrate compliance with this article or other conditions imposed by this chapter. ~~shall be submitted upon request of the town council.~~

### Sec. 58-509. - Period of validity of approved site plan; construction in accordance with plan.

- (b) No permits shall be issued by the ~~town council~~Administrator ~~or the Building Official~~ unless they are in strict accordance with the approved final site plan (including approved minor adjustments).

### Sec. 58-510. - Minor adjustments; deviations from final site plan.

After a final site plan has been approved, minor modifications, which comply with the spirit of this article and other provisions of this chapter and with the general purpose of the comprehensive plan for the development of the area, may be approved by the ~~town council~~Administrator without formal review when such modifications:

- (1) Do not reduce or alter the percentage of land shown as grass or landscaped area under the original plan.
- (2) Do not expand the building size or area of lot surface in active use.
- (3) Do not reduce or change the efficiencies of the stormwater system.
- (4) Meet all applicable state, federal and local guidelines for the use or design proposed.

Sec. 58-513. - Inspection and supervision during installation.

- (c) Upon satisfactory completion of the installation of required improvements, the owner shall receive a certificate of approval from the ~~inspector~~Building Official, upon the application for such certificate. The certificate shall serve only as a letter of recommendation to the Town Council to be considered in conjunction with the requested release of any bonds or agreements.

ARTICLE XIV. - OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY

Sec. 58-554. - Certificate of appropriateness required to erect, reconstruct, alter, restore or raze a building.

- (a) In order to promote the general welfare, through the preservation and protection of historic places and areas of historic interest, all buildings within the Old and Historic Town of Haymarket which are 50 years old or older are designated historic buildings. No historic building may be demolished, in whole or in part, nor may any architectural features of such buildings which are subject to public view from a public street be altered without prior application to the architectural review board, unless the ~~local maintenance code~~Building Official consistent with the Uniform Statewide Building Code, ~~Part III Maintenance~~, determines that it constitutes such a hazard that it shall be razed, demolished or moved.

Sec. 58-555. - Application for certificate of appropriateness.

Application for a certificate of appropriateness shall be made to the architectural review board. Any decision of the architectural review board shall be appealable by any member of the town council or any aggrieved party to the town council.

Sec. 58-558. - Procedure for meetings.

- (c) The board shall meet within 30 days after notification by the town clerk of an application for a certificate of appropriateness requiring action by the board. The meetings of the board shall be open to the public, and a full and impartial hearing shall be granted. ~~The town clerk shall notify the applicant by certified mail as to the date and time of the scheduled hearing.~~
- (d) When voting on any question, the determination may be made by voice vote or roll call, but no secret ballot or proxy shall be allowed at any time. The board shall vote and announce its decision on any matter properly before it not later than 44-60 days after the conclusion of the hearing on the matter unless time is extended by mutual agreement between the board and the applicant.

Sec. 58-560. - Issuance of certificate of appropriateness.

Decisions of the board will be incorporated in approved certificates of appropriateness or written reasons for disapproval. Immediately upon approval by the board of any application to erect, reconstruct, alter, restore or raze a building, a certificate of appropriateness, signed by the chairman of the board and bearing the date of issuance, shall be made available to the applicant. The ~~town council~~Building Official shall refuse to honor any request for a building permit without such certificate of appropriateness, but a certificate of appropriateness will in no way affect the requirement to comply with the other provisions necessary to obtain a building permit.

ARTICLE XV. - FLOODPLAIN DISTRICTS

Sec. 58-600. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Base flood elevation (BFE)* means the Federal Emergency Management Agency designated 100-year water surface elevation.

*Base flood/100-year flood* means a flood that, on the average, is likely to occur once every 100 years (i.e., that has a one percent chance of occurring each year, although the flood may occur in any year).

*Basement* means any area of the building having its floor subgrade (below ground level) on all sides.

*Board of zoning appeals* means the board appointed to review appeals made by individuals with regard to decisions of the ~~zoning a~~Administrator in the interpretation of this article.

## ARTICLE XVI. - LANDSCAPING, SCREENING, BUFFERING, OPEN SPACE AND

### Sec. 58-706. - Monitoring and enforcement.

- (a) *Enforcement responsibility.* The enforcement of the provisions set forth in this article shall be the responsibility of the ~~town council~~Administrator or its designee. Any violation of this article is a criminal misdemeanor as described in article I of this chapter.
- (c) *Occupancy permits.* Until all of the landscaping and other screening materials required by this article have been installed to the satisfaction of the ~~town council~~Building Official, no occupancy permit shall be issued. If installation of the required plant material is prohibited due to inclement weather and delays the time of occupancy, the developer or his agent shall post a bond for the installation of the remaining required plant material. Along with the cash bond shall be a letter explaining the contractor's intentions to install the required plants and an estimate of that cost. If the maximum time allowed for the landscaping to be deferred from planting shall be six months and at such time the bond shall be forfeited to the town for use in planting of the remaining required plant materials.
- (f) *Repair and replacement.* Upon written notice from the ~~town council~~Administrator, the owner or agent shall repair or replace any fencing, screens or landscape materials that are not meeting the requirements of proper condition in subsection (d) of this section within 30 days.

### Sec. 58-709. - Open space for nonresidential properties.

- (b) *Occupancy permits.* Until all of the landscaping and other screening materials required by this article have been installed to the satisfaction of the ~~town council~~Administrator, no occupancy permit shall be issued by the Building Official. If installation of the required plant material is prohibited due to inclement weather, and delays the time of occupancy, the developer or his agent may post a bond for the installation of the remaining required plant material. Along with the cash bond shall be a letter explaining the contractor's intentions to install the required plants, and an estimate of that cost. The maximum time allowed for the landscaping to be deferred from planting shall be six months, and at such time the bond shall be forfeited to the town for use in planting of the remaining required plant materials.
- (e) *Repair and replacement.* Upon written notice from the ~~town council~~Administrator, the owner or agent shall repair or replace any fencing, screens or landscape materials that are not meeting the requirements of proper condition in subsection (c) of this section within 30 days.

### Sec. 58-710. - Maintenance requirements.

- (c) *Repair.* Within 30 days upon receiving written notice from the ~~town council~~Administrator, the owner/agent shall repair any defective condition of the open space areas that render these spaces unusable or unsafe. If the deficiencies are not rectified within the 30-day period (or any extension that may have been granted), the ~~town~~Administrator may cause repair the open space to a reasonable condition in accordance with the improved landscape plan to preserve property values in the area. The owner and/or his agent shall be responsible for reimbursing the town for any costs associated with this repair.

### Sec. 58-716. - Sidewalks.

- (a) Sidewalks shall have a minimum unobstructed width of ~~four feet except on Washington Street, which shall be five feet or the standard width in accordance with the State Department of Transportation or the standard width recommended by the Americans with Disability Act, whichever is greater.~~
- (f) ~~Sidewalks located on Washington Street shall conform to Belden Brick paver color Regimental Red and have a chamfered edge, with or without lugs. Pavers shall be smooth, but not glazed, laid in a herringbone pattern with soldier course and subject to additional construction and design standards, as provided by the Town Engineer. All brick pavers shall be #503-505 of the Belden Brick Co. as approved by the town council or equivalent. The brick color, size, finish and pattern shall be approved by the town council.~~

Sec. 58-717. - Lighting.

- (a) All lighting shall be the Washington Steel style (fluted) post with the Washington 118 globe (acorn style) ~~with finials style~~, approximately 14 feet in height, being ~~Hanover Forest Green "Martin Senour-Market Square Dark Tavern Green," W85-0620~~ or equivalent, in color, having ~~24~~<sup>17</sup>-inch wide metal base and concrete footer ~~and as approved by the town council May 5, 1997.~~
- (b) Photometric Lighting Plans shall be included with the Final Site Plan and shall include a narrative outlining the specifications and responsible parties for the permit, operation and associated maintenance costs.

Sec. 58-726. - Miscellaneous furnishings/amendments.

Any miscellaneous furnishings (i.e., planters, water fountains), not mentioned previously in this article, shall be brought before the architectural review board for review and recommendation or denial, ~~then to the planning commission and the town council.~~



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

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

|   |                 |  |
|---|-----------------|--|
| TOWN OF HAYMARKET<br>15000 WASHINGTON ST STE 100<br>HAYMARKET VA 20169<br>(703)753-2600<br>jpreli@townofhaymarket.org |                 | Account: 309099<br>Ad Number: 0<br>Source: EMAIL<br>Size: 3 X 8<br>Sales Rep: JCLG<br>Words: 419<br>Lines: 219 |
| <i>Cost of Ad</i>   | <i>Payments</i> | <i>Total Due</i>   |
| 404.00  | 0.00            | 404.00   |
| Class: LGS LEGALS   |                 | SubClass: 490 LEGAL NOTICES  |
| <i>Description:</i> March 2 mttg  |                 |  |
| GVTC and PWTC Class   |                 | Feb 18,25  |
| Web Ads Class   |                 | Feb 18,25  |

AD MAKEUP NOTES

Attachment: 03-02-2015 TC Agenda (2258 : Draft Town Council Agenda)



**NOTICE OF PUBLIC HEARING AND  
INTENTION TO ADOPT ORDINANCE  
CHANGES TO THE  
TOWN OF HAYMARKET CODE**

KINDLY TAKE NOTICE that the Town Council of Haymarket, Virginia will hold a public hearing on the 2nd Day of March 2015 beginning at 7:00 p.m. local time at the Town Hall of Haymarket, 15000 Washington Street, #100, Haymarket, Virginia 20169, for the purposes of considering ordinance additions, amendments and revisions to Chapter 38 Subdivision Ordinance & Chapter 58 of the Zoning Ordinance. The proposed amended sections are as follows:

**Chapter 38 SUBDIVISIONS: Article I: 38-1 Definitions; Chapter 58 ZONING: Article I: General/Definitions, Article VI: Neighborhood Business Commercial District B-2: 58-222 Height Regulations; Article VII: Limited Industrial District: 58-263 Height Regulations; Article VIII: Conservation District: 58-304 Special Uses; Article IX: Signs & Nameplates: 58-339 Definitions; 58-340 General Requirements; 58-342 Temporary Signs; 58-345 Residential Signs; 58-346 Special Use Signs; Article XI: 58-467 Powers & Duties of the Board of Zoning Appeals; Article XIII: Site Plan Requirements: 58-506, 58-509, 58-510, 58-513; Article XIV: Old & Historic Haymarket District Overlay: 58-554, 58-555, 58-558, 58-560; Article XV: Floodplain Districts: 58-600 Definitions; Article XVI: Landscaping, Screening, Buffering, Open Space: 58-706, 58-709, 58-710, 58-716, 58-717, and 58-726**

The amendments to the sections listed above are intended to accomplish the following:

- ⌘ Assign administrative duties now conducted by the council, such as historical sign approvals and minor deviations from final site plans, to the Zoning Administrator;
- ⌘ Define the role of the Building Official;
- ⌘ Permit buildings over 35 feet in height in the B-2 and I-1 districts by Special Use;
- ⌘ Extend the time for the Architectural Review Board to make decisions from 14 days to 60 days after conclusion of the hearing on the matter;
- ⌘ Specify pavers and paving patterns for Washington Street sidewalks; and
- ⌘ Specify lighting fixtures and plans for streetscapes.
- ⌘ Capitalize defined terms.

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



TO: Town of Haymarket Town Council  
SUBJECT: Board of Zoning Appeals  
DATE: 03/02/15

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The Town of Haymarket currently has two vacancies on the Board of Zoning Appeals (BZA). At the February 2, 2015 regular meeting of the Town Council, this matter was deferred to the March 2015 meeting.

Staff has received two requests for your consideration of a recommendation of appointment to the BZA. Please find those requests attached.

**ATTACHMENTS:**

- Ring request for re-appointment to BZA (PDF)
- Laconti BZA interest (PDF)

**From:** [Ralph Ring](#)  
**To:** [Jennifer Preli](#)  
**Subject:** Expiring BZA appointment  
**Date:** Sunday, January 18, 2015 8:31:41 PM

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Jen, can you submit my name for re-appointment to the BZA?

Thank you

Ralph



**From:** [Paul and Lora Loconti](#)  
**To:** [Jennifer Preli](#)  
**Cc:** [David Leake](#)  
**Subject:** RE: BZA  
**Date:** Wednesday, February 11, 2015 3:59:59 PM

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Yes, Jennifer, thank you. I was informed by Susie Edwards that there is a vacancy on the Town's Board of Zoning Appeals. Not only am I town resident but I also work within the Town limits. Is there information on the vacant seat you could forward to me? Or I could stop by the office. I'm off work most days by 1pm.

Thank you,  
Lora Loconti  
6939 Little John Ct.  
Haymarket, VA 20169  
571-334-9921 – cell

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**From:** Jennifer Preli [mailto:[jpreli@townofhaymarket.org](mailto:jpreli@townofhaymarket.org)]  
**Sent:** Wednesday, February 11, 2015 8:10 AM  
**To:** [plloconti@comcast.net](mailto:plloconti@comcast.net)  
**Cc:** David Leake  
**Subject:** BZA

Hi Lora.....

Its my understanding that you have interest in serving on the Town's Board of Zoning Appeals. If this is still the case, could you please just send me an email indicating your interest?

Jennifer Preli, CMC  
Town Clerk  
15000 Washington Street, #100  
Haymarket, Virginia 20169  
703-753-2600  
703-753-2800 Fax





TO: Town of Haymarket Town Council  
 SUBJECT: Fiscal Policy  
 DATE: 03/02/15

**ISSUE:** As part of the Strategic Action Plan adopted by the Town Council in December of 2014, under Initiative Four, Fund the Future, initiative number 1, the Council has identified the need to draft and adopt a fiscal policy for the Town.

**BACKGROUND:**

- After researching and reaching out to surrounding jurisdictions to obtain some examples of Fiscal Policies, staff was able to draft a policy for the Finance Committee to review.
- The Finance Committee began their review of the draft fiscal policy guidelines in December and completed their review at their January 20<sup>th</sup> committee meeting.

**DISCUSSION:**

- All policies and guidelines identified within the draft are initiatives that may not currently be in practice but will be implemented in the months and fiscal years to come.
- The guidelines are a starting point for the Town to take our handling of finances in a more uniform and public manner.
- These guidelines set parameters for the Council and administrative staff to work within with regard to the handling of the Towns funds.
- In order to remain current and that the policy guidelines are up to date with current best management processes, this document should be reviewed annually by the Finance Committee, if not the Town Council.

**TOWN MANAGER'S COMMENTS: (January 21, 2015)**

- It is recommended that establishing a set of Fiscal Policy Guidelines is a prudent and accountable action to handling of municipal funds.
- Some of the policies identified in the draft document, the Town has already begun or practice in general terms. If adopted, staff will begin addressing the guidelines and start transitioning into the identified direction of the fiscal policy guidelines.
- It is with the utmost importance that these guidelines, if adopted are reviewed annually to remain current with best management practices.

**POTENTIAL QUESTIONS:**

- What is the anticipated timeline for implementation of these policies?
- Are the policies identified obtainable for our expectations?
- Who would be responsible for implementation?

**FISCAL IMPACT:**

- None

**RECOMMENDATION:**

It is recommended that the Town Council adopt the draft fiscal policy guidelines as they are an established goal within your adopted Strategic Action Plan.

**MOTION: Motion of Approval:**

I move to adopt the draft Fiscal Policy Guidelines as drafted and further move that we have the Finance Committee as established, review these policies on an annual basis prior to the start of the new fiscal year for the Town.

**Motion of Denial:**

I move to deny the draft Fiscal Policy Guidelines

**ATTACHMENTS:**

- (2) Fiscal Policy Guidelines( December 2014)(PDF)



# Fiscal Policy Guidelines

December 17, 2014

## **SECTION I. Accounting, Auditing, and Financial Reporting**

- A. The Town will establish and maintain the highest standards of accounting practices in conformance with uniform financial reporting in Virginia and generally accepted accounting principles for governmental entities as promulgated by the Governmental Accounting Standards Board.
- B. The Town will engage an independent firm of certified public accountants to perform an annual financial and compliance audit according to generally accepted government-auditing standards and will have these accountants publicly issue an opinion, which will be incorporated in a comprehensive annual financial report.
- C. The Town will annually seek both the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting and the Government Finance Officers Association Distinguished Budget Presentation Award.

## **SECTION II. Asset Management**

- A. The Town will capitalize all fixed assets with a value greater than \$5,000 and an expected life of two years or more.
- B. The operating budget will provide for minor and preventative maintenance.
- C. The capital budget will provide for the acquisition of fixed assets and the construction, or total replacement of physical facilities to include additions to existing facilities, which increase the square footage or asset value of that facility or other asset. The Town will protect assets by maintaining adequate insurance coverage through either commercial insurance or risk pooling arrangements with other governmental entities.

## **SECTION III. Revenue Management**

- A. The Town will maintain a diversified and stable revenue structure to protect it from short-run fluctuations in any one-revenue source.
- B. The Town will estimate its annual revenues by an objective, analytical process.
- C. The Town, where practicable, will institute user fees and charges for specialized programs and services. Rates will be established to recover operational as well as overhead or indirect costs and capital debt service costs, and the Town will periodically review user fee charges and related expenditures to determine if the established recovery goals are being met.
- D. The Town will follow an aggressive policy of collecting revenue.
- E. The Town should routinely identify intergovernmental aid funding possibilities. However, before applying for or accepting intergovernmental aid, the Town will assess the merits of a particular program as if it were funded with local tax dollars. Local tax dollars will not be used to make up for losses of intergovernmental aid without first reviewing the program and its merits as a budgetary matter. All grant applications, prior to submission, must be approved by the Town Manager; grants and donations may be accepted only by the Town Council; and no grant will be accepted that will incur management and reporting costs greater than the grant amount.

#### **SECTION IV. Budget Management**

##### ***Operating Budgets:***

- A. The Town, to maximize planning efforts, intends to prepare the operating budget with a multi-year perspective.
- B. The budget is a plan for raising and allocating resources. The objectives are to enable service delivery within available resources. Services must be delivered to residents and taxpayers at a level, which will meet real needs as efficiently and effectively as possible.
- C. The Town will fund current expenditures with current revenues and use nonrecurring revenues for nonrecurring expenditures.
- D. It is important that positive unassigned fund balance and a positive cash balance be shown in all governmental funds at the end of each fiscal year. When deficits appear to be forthcoming within a fiscal year, spending during the fiscal year must be reduced sufficiently to create a positive unassigned fund balance and a positive cash balance.
- E. Where possible, the Town will integrate performance measurements and productivity indicators within the budget. This should be done in an effort to continue to improve the efficiency and effectiveness of Town programs and

employees. Performance measurement should become a dynamic part of Town government administration.

- F. The budget must be structured so that the Town Council and the general public can readily establish the relationship between revenues, expenditures and the achievement of service objectives.
- G. Budgetary reviews by the Town Council and Town Manager will focus on the following basic concepts:
  - a. Existing Service Cost: The justification for base budget program costs will be a major factor during budget reviews.
  - b. Administrative Costs: In all program areas, administrative overhead costs should be kept to the absolute minimum.
  - c. Program Expansions: Proposed program expansions above existing service levels must be submitted as separate budgetary requests requiring detailed justification. Every proposed program expansion will be scrutinized on the basis of its relationship to the health, safety and welfare of the community to include analysis of long-term fiscal impacts.
  - d. New Programs: Proposed new programs must also be submitted as individual budgetary requests requiring detailed justification. New programs will be evaluated on the same basis as program expansions to include analysis of long-term fiscal impacts.

### ***Capital Budgets:***

- H. The Town will make all capital improvements in accordance with an adopted capital improvements program.
- I. The Town will develop a multi-year plan for capital improvements, which considers the Town's development policies and links development proffers resulting from conditional zonings with the capital plan.
- J. The Town will coordinate development of the capital budget with development of the operating budget. Future operating costs associated with new capital projects will be projected and included in operating budget forecasts.
- K. Town will make use of non-debt capital financing through the use of alternate sources, including proffers and pay-as-you-go financing. The goal of the Town is to finance no more than 25% of the current portion of construction and acquisition costs of capital assets, improvements, and infrastructure (in excess of proffers) through the use of such non-debt sources over the course of a five year CIP program. The amount provided in current resource may be applied equally to all projects or only to specific projects.

### ***Capital Asset Replacement Fund:***

- L. Given the above stated goal to finance 25 % of the cost of construction and acquisition costs of capital assets, improvements and infrastructure (in excess of proffers) through the use of non-debt services over the course of a five year CIP program, the Town will establish a Capital Asset Replacement Fund.
- M. The Capital Asset Replacement Fund will provide non-debt funding for capital projects included in the adopted CIP with a focus on capital assets with shorter useful lives (i.e. vehicles, equipment, etc.)
- N. Initial funding for the Capital Asset Replacement will come from revenues that result from the growth in the Town's tax base. It is the goal of the Town to dedicate between 10% and 25% of the incremental additional revenues generated by the annual growth in the Town's tax base, if any, to the Capital Asset Replacement Fund.
- O. Town Council may also, from time to time, dedicate monies from Unassigned Fund Balance that is in excess of the Town's stated policy guideline to the Capital Asset Replacement Fund so long as the Undesignated Fund Balance Level after such dedication will maintain compliance with the Town's policy goals.

## **SECTION V. Debt and Cash Management**

### ***Debt Management:***

- A. The Town will not fund current operations from the proceeds of borrowed funds and will confine long-term borrowing and capital leases to capital improvements, projects, or equipment that cannot be finance from current financial resources.
- B. The Town will, when financing capital improvements or other projects or equipment by issuing bonds or entering into capital leases, repay the debt within a period not to exceed the expected useful life of the project or equipment. Debt related to equipment ancillary to a construction project may be amortized over a period less than that of the primary project.
- C. The Town will annually calculate target debt ratios for direct, non-revenue based debt that is dependent on the general fund for the payment of debt service. So long as payments from the general fund to the enterprise fund are not necessary to make up shortfalls in the enterprise fund, enterprise fund debt will not be included in the calculation of the debt ratios. The Town's debt capacity shall be maintained within the following primary goals:
  1. Debt service expenditures as a percentage of general fund expenditures should not exceed 15%.
  2. Bonded debt of the Town shall not exceed 2.0% of the total assessed value of taxable property.
- D. The Town will follow a policy of full disclosure in every annual financial report and financing official statement/ offering document. As. Such, the Treasurer will maintain a record of all of the lenders of outstanding Town issued debt. This



record will include any post issuance disclosure obligations of the Town. So long as the Town has debt outstanding in the public markets his record will also include the continuing disclosure requirements found in the Continuing Disclosure Agreement (“CDA”) that is executed at the closing of publicly issued bonds. The Continuing Disclosure Agreement specifically references the Town’s obligations under rule 15c212. The CDA will be included as an appendix to these financial policies.

- E. It is the goal of the Town to maintain or enhance its credit ratings. The Town understands that there is a correlation between a higher bond rating(s) and lower borrowing cost (all else being equal) – whether the Town is borrowing is for a new project or to refinance existing debt for savings. As such, working with its Financial Advisor, the Town will maintain good communications about its financial condition with bond and credit rating institutions.
- F. The Town understands that it has the unique ability to borrow on a tax-exempt basis for many of its General Government and Utility Enterprise projects. The Town further understands that the provisions of the Internal Revenue Code of 1986, as amended (the “IRC”), together with the regulations promulgated there under (the “Treasury Regulations” and collectively with the IRC, the “Tax Laws”), impose requirements that must be met in order for interest on the Bonds to continue to be exempt from the federal income taxation or the Bonds be entitled to certain other tax benefits while the Bonds are outstanding. It shall be the policy of the Town work with a nationally recognized Bond Council and Financial Advisor, as necessary, (a) to comply with the Tax Laws and (b) to implement and carry out the procedures to ensure compliance with the Tax Laws and to preserve appropriate records to evidence such compliance.

***Cash Management:***

- G. The Town will maintain an investment policy based on the Government Finance Officers Associations model investment policy, and the investment policies and procedures of the Treasurer shall become part of this policy.
- H. The Town will, where permitted by law, pool cash from its various funds for investment purposes and will invest revenue to maximize the rate of return while maintaining a low level of risk.

**SECTION VI. Reserve Funds Management**

- A. The general fund unassigned fund balance should be maintained at a minimum of 30% of the total general fund revenues.
- B. The general fund unassigned fund balance should be drawn upon only as absolutely necessary and any use thereof should be limited to:
  - 1. One time capital needs;



2. Offsetting difficult economic times;
  3. Non-recurring expenditures;
  4. Providing liquidity in emergency situations.
- C. Should the Town utilize fund balances (general fund) or unrestricted cash and equivalents that will reduce the funds below the policy for one of the purposes noted above the Town will put in place a plan to restore the fund balance to the policy level. In such circumstances, after the fund balance (General Fund) or unrestricted cash have been calculated as part of closing-out a fiscal year, the Town will adopt a plan as part of the following year's budget process to restore the funds to the policy level within 36 months from the date of the budget adoption.

DRAFT



TO: Town of Haymarket Town Council  
SUBJECT: "If I Were Mayor" Essay Contest  
DATE: 03/02/15

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Attachment: 03-02-2015 TC Agenda (2258 : Draft Town Council Agenda)



TO: Town of Haymarket Town Council  
 SUBJECT: Building Official's Report  
 DATE: 03/02/15

**Inspections Report for the Month of February 2015, for the Town of Haymarket,  
 Joseph E. Barbeau, Jr., Interim Building Official and Inspector.**

**Permits Issued:**

February 13:

- Electrical Permit issued to install an exterior Air Conditioner unit at 6736 Madison Street.

**Certificates of Occupancy Issued:**

- No Certificates of Occupancy have been issued this month.

**Inspections:**

January 21:

- An Inspection was performed at the Remax Building 15100 Washington Street for work to replace a pipe that had frozen in the sprinkler system. The work was completed and approved.

January 29:

- Inspection performed for roofing work completed at 6670 Fayette Street by Peak Roofing, work has been approved.
- A Partial Final Inspection was performed for both Electrical and Building work to divide an existing classroom space into offices. This work was approved.

**Document Review:**

On-going review by TCS's Fire Plan Reviewer is underway, though at this point there are no concerns that the Permits cannot be issued for this project.

**Actions:**

- A complaint to this office regarding Unsafe Conditions at 6796 Fayette Street was made by Chief Smith's Office, after a response by one of our officers. A meeting was held with myself, the Chief, his officer, and PWC Fire and Rescue, to determine how best to resolve this issue. A draft of the Building Officials determination of Violation Notice was created, and vetted through our attorney. A call was placed to the owners of this property, Ms. Brown, and her brother Mr. Pearson, who agreed to meet with me at Town Hall. This meeting took place at 10:00 AM Friday the 13<sup>th</sup>. The owners indicated that the tenant has temporary vacated the premise and that efforts will begin to cease the use of the space. To that end the Chief is facilitating support for this effort. Either a Building Permit Application to remedy the Life Safety Issues; or to ensure the further use of this area is abandoned will be filed no later than Monday the 23<sup>rd</sup>. Also, any notice to quit presented to the tenant will be copied to this office by then as well. This office will continue to update the Council as this action progresses, however, at this time it is cooperative in nature, and little worry exists that the order will not be complied with.

**Recommendations:**

- There are no recommendations from this office at this time.

**Other:**

- This office is working to complete the submission documents for the ISO survey. This is a

collaborative effort between Brian, myself, and Sherrie to compile and submit this information, a good review from which will act to lower the burden of homeowners insurance for our citizens.

**End of Report, submitted on February 19, 2015.**



TO: Town of Haymarket Town Council  
 SUBJECT: Town Engineer's Report  
 DATE: 03/02/15

### Enhancement Project

- The contract has a fixed end date of August 29, 2014 with a \$1,000/day Liquidated Damages clause for late completion.
- The Contractor submitted a Request for Contract Time Extension per the contract documents on August 28, 2014. The Engineer coordinated with the Town Attorney and sent a response to their request on October 13, 2014. Finley sent an email stating they did not want to accept the response. I informed them if they wanted to appeal my decision they needed to follow the appeals process as set out in the Contract. As of the writing of this report, no appeal has been received.
- I expect a second Request for Contract Time Extension for the Ms. Leonard driveway work and other minor out of scope work since the first request. As of the writing of this report, a second Request for Contract Time Extension has not been received.
- The main outstanding item to be completed is fixing the three streetlights that are out. Finley is working with their supplier to provide new parts. In addition, I confirmed that there are not any streetlights on during the day. Depending on how the sunlight hits the globe, it can appear that a streetlight is on when it is not.
- Over the course of the next several weeks, I expect all outstanding paperwork, invoices and claims for time extensions to be received and worked on so final invoicing can occur.

### VDOT Projects

- I am working with VDOT and the I-66 project teams to get milestone dates/seasons that can then be put into an overall timeline/schedule per Town Council request.

### Pedestrian Improvement Project (Connelly Money)

- A Utility Field Inspection is scheduled for Thursday, Feb. 26. This is a meeting held between VDOT, the engineers, and the utility companies to determine if there any conflicts caused by the project. The Town Engineer and Town Manager plan on attending. The I-66 Widening team is also planning on attending since there will be utility relocations as part of their project.



TO: Town of Haymarket Town Council  
SUBJECT: Police Report  
DATE: 03/02/15

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**ATTACHMENTS:**

- 03-2015 Police Reort (PDF)

**Activity (Current month and two month historical comparison):**

| Activity                       | January        | November     | December      |
|--------------------------------|----------------|--------------|---------------|
| <b>Mileage</b>                 | <b>4394</b>    | <b>4371</b>  | <b>3760</b>   |
| <b>Parking Tickets</b>         | <b>3</b>       | <b>2</b>     | <b>4</b>      |
| <b>Uniform Traffic Summons</b> | <b>70</b>      | <b>42</b>    | <b>58</b>     |
| <b>Criminal Felony</b>         | <b>1</b>       | <b>0</b>     | <b>1</b>      |
| <b>Criminal Misdemeanor</b>    | <b>4</b>       | <b>12</b>    | <b>3</b>      |
| <b>Reports</b>                 | <b>20</b>      | <b>11</b>    | <b>19</b>     |
| <b>Complaints/Incidents</b>    | <b>188</b>     | <b>251</b>   | <b>178</b>    |
| <b>Crashes</b>                 | <b>1</b>       | <b>4</b>     | <b>2</b>      |
| <b>Hours Worked</b>            | <b>1125.75</b> | <b>876.5</b> | <b>1142.5</b> |

**Incident or Complaint Types:**

|                     |    |                     |              |
|---------------------|----|---------------------|--------------|
| Suspicious Persons  | 2  | Suspicious Vehicles | 7            |
| Trespassing         | 1  | Hit and Run         | 1            |
| Assist other Agency | 5  | Crashes             | 6            |
| Domestic Disputes   | 5  | Motorist Assist     | 8            |
| Assault             | 0  | Welfare Check       | 1            |
| Citizen Assist      | 0  | Traffic Obstruction | 1            |
| Alarms              | 4  | Parking Violation   | 5            |
| Disorderly          | 3  | BOL                 | 1            |
| Vandalism           | 2  | Shoplifting         | 0            |
| Business Check      | 4  | Larceny             | 0            |
| Foot Patrol         | 19 | Burglary            | 0            |
| Open Door           | 0  | Missing Person      | 1 (Juvenile) |
| Emerg. Cust. Order  | 0  | Runaway             | 2            |
| Medical Emergency   | 1  | Fire                | 0            |
| Drugs               | 0  | DUI                 | 1            |
| DUID                | 0  | Solicitor           | 1            |
| Public Intoxication | 0  | Weapons Violation   | 0            |
| Funeral Escort      | 1  | Abandoned Vehicle   | 2            |
| Fight               | 1  | Forced Entry        | 1            |
| Property Check      | 5  | Disabled Vehicle    | 2            |
| RR Crossing Problem | 1  |                     |              |

**Notable:**

- Donna attended DMV Grant Workshop.
- Street staffing continues to be impacted due to injury.
- Event Planning Committee meeting.

Attachment: 03-02-2015 TC Agenda (2258 : Draft Town Council Agenda)



TO: Town of Haymarket Town Council  
 SUBJECT: Town Planner's Report  
 DATE: 03/02/15

Comprehensive Plan. Staff continues to work with the Planning Commission regarding interim updates to the Comprehensive Plan. Review of the Plan is on hold during discussion of Dominion power line extensions to the area.

Development Plan Review Status. Please see below.

| PROJECT NAME  | DESCRIPTION  | STATUS  |
|---|--|---|
| <b>HAYMARKET INDUSTRIAL PARK / PARCEL A-1 / SIGNATURE COMPANIES FINAL SITE PLAN AMENDMENT</b> | Site plan upgrades associated with enclosure of loading bays                                       | 3 <sup>rd</sup> submission review by Staff complete. Awaiting Applicant response.                       |
| <b>ROBINSON'S PARADISE REZONING</b>   | Residential rezoning from R-1 to R-2 to permit up to 26 small lot single-family homes              | 2 <sup>nd</sup> Submission under review by Staff  |
| <b>HAYMARKET SELF STORAGE SPECIAL USE PERMIT / PRELIMINARY SITE PLAN</b>                      | Outdoor storage of vehicles and equipment  | 3 <sup>rd</sup> Submission under review by Staff.   |
| <b>SHEETZ SPECIAL USE PERMIT/ SITE PLAN / ZONING TEXT AMENDMENT</b>                           | Rebuild of convenience store and pump islands. Propose new sign standards                          | 2 <sup>nd</sup> Submission under review by Staff.   |
| <b>CHICK-FIL-A SPECIAL USE PERMIT / FINAL SITE PLAN AMENDMENT / ZONING TEXT AMENDMENT</b>     | Fast food restaurant with drive thru. Propose new sign standards                                   | Awaiting Applicant response to SUP and ZTA. Review of site plan suspended.                              |
| <b>HAYMARKET ICE RINK FINAL SITE PLAN</b>   | Proposal for second ice rink   | 2 <sup>nd</sup> submission under review by staff.   |
| <b>HAYMARKET VILLAGE SQUARE PRELIMINARY SITE PLAN</b>   | Redevelopment plan for 31,396 square feet of mixed-use retail.                                     | 1 <sup>st</sup> submission under review by staff. Engineer review complete.                             |
| <b>FAIRGROUNDS AT HAYMARKET REZONING</b>  | Residential rezoning of 15 acres from R-1 to R-2 to permit up to 120 single-family attached units. | Review of 1 <sup>st</sup> submission suspended pending Applicant completion of Traffic Impact Analysis. |





TO: Town of Haymarket Town Council  
 SUBJECT: Treasurer's Report  
 DATE: 03/02/15

- The current Year-to-Date Profit & Loss report is attached. You will see a negative number on the last page for "Net Income". Not all Revenues come in on a monthly rate. There are some that are annually and quarterly as well. Therefore Revenues don't come in consistently monthly, like expenses are paid out. For example, Business License Tax is not due until April 30<sup>th</sup>. Bank Stock Tax will not come in until May. 599 Law Enforcement Grant is Quarterly. Items such as Meals Tax, Cigarette Tax, Communications Tax, Sales Tax, come in on a monthly basis.
- Street Scope Enhancement Project: There is no new update since last month, as there are a few remaining items left for Finley to complete. We still believe the out-of-pocket money the Town may owe could still potentially be a lot lower than expected based on other contingencies that we will not know until the project is concluded. I will continue to keep you informed as I work with Holly Montague, our Town Engineer weekly.
- The Finance Committee met on February 18, 2015. It was discussed again about further investment into the Virginia Investment Pool (VIP). Currently the Town has invested \$100,000.00. The Market Value to date on the investment is at \$100,445.43. The Finance Committee is proposing to the Town Council to invest an additional \$150,000 - \$200,000. After speaking with the Town Engineer regarding the Street Scope project and possible remaining monies owed, I believe making this additional investment would be a wise decision for the Town. The Town's Money Market account currently receives .2% interest. The Town's General Checking account yields a .1% interest rate. As the VIP account yields approximately a 1.6% interest rate.
- The Town has received approximately 85% of the 2014 Real Estate Tax money, since changing the Due Date from 3/1/2015, to 12/5/2014. Unpaid invoices have been mailed out as a reminder that late fees will be assessed on 3/2/2015.

**ATTACHMENTS:**

- (2) Treasurers Profit and Loss (PDF)

12:43 PM  
02/19/15  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through February 19, 2015

|  | Jul '14 - Jun 15  | Budget              | % of Budget   |
|--|-------------------|---------------------|---------------|
| Ordinary Income/Expense                    |                   |                     |               |
| Income                                     |                   |                     |               |
| <b>GENERAL PROPERTY TAXES</b>              |                   |                     |               |
| Real Estate - Current                      | 288,601.55        | 292,415.00          | 98.7%         |
| Real Estate - Delinquent                   | 0.00              | 0.00                | 0.0%          |
| Public Service Corp RE Tax                 | 7,888.88          | 9,000.00            | 87.7%         |
| Personal Property Tax                      | 444.50            | 0.00                | 100.0%        |
| Penalties - All Property Taxes             | 0.00              | 500.00              | 0.0%          |
| Interest - All Property Taxes              | 155.26            | 1,000.00            | 15.5%         |
| <b>Total GENERAL PROPERTY TAXES</b>        | <u>297,090.19</u> | <u>302,915.00</u>   | <u>98.1%</u>  |
| <b>OTHER LOCAL TAXES</b>                   |                   |                     |               |
| Sales Tax Receipts                         | 80,639.46         | 85,000.00           | 94.9%         |
| Meals Tax - Current                        | 285,636.93        | 500,000.00          | 57.1%         |
| Consumer Utility Tax                       | 68,981.64         | 100,000.00          | 69.0%         |
| Bank Stock Tax                             | 0.00              | 22,000.00           | 0.0%          |
| Business License Tax                       | 5,487.84          | 140,000.00          | 3.9%          |
| Cigarette Tax                              | 150,371.00        | 250,000.00          | 60.1%         |
| <b>Total OTHER LOCAL TAXES</b>             | <u>591,116.87</u> | <u>1,097,000.00</u> | <u>53.9%</u>  |
| <b>PERMITS,FEES &amp; LICENESES</b>        |                   |                     |               |
| Occupancy Permits                          | 100.00            | 600.00              | 16.7%         |
| Inspection Fees                            | 11,270.00         | 10,000.00           | 112.7%        |
| Other Planning & Permits                   | 38,950.00         | 25,000.00           | 155.8%        |
| Application Fees                           | 1,175.00          | 2,500.00            | 47.0%         |
| Motor Vehicle Licenses                     | 723.00            | 1,000.00            | 72.3%         |
| <b>Total PERMITS,FEES &amp; LICENESES</b>  | <u>52,218.00</u>  | <u>39,100.00</u>    | <u>133.5%</u> |
| <b>FINES &amp; FORFEITURES</b>             |                   |                     |               |
| Fines                                      | 25,565.70         | 75,000.00           | 34.1%         |
| <b>Total FINES &amp; FORFEITURES</b>       | <u>25,565.70</u>  | <u>75,000.00</u>    | <u>34.1%</u>  |
| <b>CHARGES FOR SERVICES</b>                |                   |                     |               |
| Public Safety                              |                   |                     |               |
| Security                                   | 36.54             |                     |               |
| <b>Total Public Safety</b>                 | <u>36.54</u>      |                     |               |
| <b>Total CHARGES FOR SERVICES</b>          | 36.54             |                     |               |
| <b>REVENUE FROM COMMONWEALTH</b>           |                   |                     |               |
| Communications Tax                         | 84,297.85         | 120,000.00          | 70.2%         |
| Department of Fire Programs                | 1,000.00          | 8,000.00            | 12.5%         |
| 599 Law Enforcement Grant                  | 14,184.00         | 28,368.00           | 50.0%         |
| DEQ Grant                                  | 0.00              | 1,000.00            | 0.0%          |
| Personal Property Tax Reimburse            | 18,626.97         | 18,630.00           | 100.0%        |
| Car Rental Reimbursement                   | 3,181.58          | 4,500.00            | 70.7%         |
| DMV Grant                                  | 968.43            | 8,500.00            | 11.4%         |
| Railroad Rolling Stock                     | 1,473.26          | 1,500.00            | 98.2%         |
| <b>Total REVENUE FROM COMMONWEALTH</b>     | <u>123,732.09</u> | <u>190,498.00</u>   | <u>65.0%</u>  |
| <b>REVENUE FROM LOCAL GOVERNMENT</b>       |                   |                     |               |
| Categoric Aid                              |                   |                     |               |
| Grants                                     |                   |                     |               |
| Other                                      | 17,957.08         |                     |               |
| <b>Total Grants</b>                        | <u>17,957.08</u>  |                     |               |
| <b>Total Categoric Aid</b>                 | <u>17,957.08</u>  |                     |               |
| <b>Total REVENUE FROM LOCAL GOVERNMENT</b> | 17,957.08         |                     |               |
| <b>MISCELLANEOUS REVENUE</b>               |                   |                     |               |
| Miscellaneous                              | 462.48            |                     |               |
| <b>Total MISCELLANEOUS REVENUE</b>         | <u>462.48</u>     |                     |               |

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**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through February 19, 2015

|                                       | Jul '14 - Jun 15    | Budget              | % of Budget  |
|---------------------------------------|---------------------|---------------------|--------------|
| <b>MISCELLANEOUS</b>                  |                     |                     |              |
| Earnings on VACO/VML Investment       | 445.43              |                     |              |
| Sale of Salvage & Surplus             | 2,001.00            | 500.00              | 400.2%       |
| Recovered Costs - Events              | 4,092.60            | 10,000.00           | 40.9%        |
| Interest on Bank Deposits             | 23.50               |                     |              |
| Penalties (Non-Property)              | 298.01              |                     |              |
| Interest (Non-Property)               | 21.52               |                     |              |
| Citations & Accident Reports          | 1,200.00            | 1,000.00            | 120.0%       |
| <b>Total MISCELLANEOUS</b>            | <b>8,082.06</b>     | <b>11,500.00</b>    | <b>70.3%</b> |
| <b>RENTAL (USE OF PROPERTY)</b>       |                     |                     |              |
| Suite 110 Rental Income               | 10,727.32           | 45,260.00           | 23.7%        |
| Suite 200 Rental Income               | 44,959.56           | 80,155.00           | 56.1%        |
| Suite 204 Rental Income               | 0.00                | 0.00                | 0.0%         |
| 15020 Wash St Rental Income           | 27,125.04           | 40,700.00           | 66.6%        |
| 6630 Jefferson St Rental Income       | 27,752.30           | 39,100.00           | 71.0%        |
| Town Hall Rental Income               | 2,500.00            | 2,000.00            | 125.0%       |
| <b>Total RENTAL (USE OF PROPERTY)</b> | <b>113,064.22</b>   | <b>207,215.00</b>   | <b>54.6%</b> |
| INTEREST ON BANK DEPOSITS             | 1,659.60            |                     |              |
| TRANSFER OF CASH RESERVES             | 0.00                | 724,757.00          | 0.0%         |
| SAFETY LU/MAP 21 GRANT                | 705,048.29          | 590,479.00          | 119.4%       |
| CABOOSE ENHANCEMENT GRANT             | 0.00                | 30,800.00           | 0.0%         |
| PEDESTRIAN IMPROVEMENT GRANT          | 35,612.00           | 90,000.00           | 39.6%        |
| <b>Total Income</b>                   | <b>1,971,645.12</b> | <b>3,359,264.00</b> | <b>58.7%</b> |
| <b>Gross Profit</b>                   | <b>1,971,645.12</b> | <b>3,359,264.00</b> | <b>58.7%</b> |
| <b>Expense</b>                        |                     |                     |              |
| <b>01 · ADMINISTRATION</b>            |                     |                     |              |
| <b>11100 · TOWN COUNCIL</b>           |                     |                     |              |
| Salaries & Wages - Regular            | 18,975.00           | 21,750.00           | 87.2%        |
| FICA/Medicare                         | 1,189.20            | 1,600.00            | 74.3%        |
| Unemployment Insurance                | 152.02              | 1,000.00            | 15.2%        |
| Mileage Allowance                     | 347.20              | 1,500.00            | 23.1%        |
| Meals and Lodging                     | 2,368.66            | 2,500.00            | 94.7%        |
| Convention & Education                | 4,681.89            | 3,000.00            | 156.1%       |
| Town Elections                        | 0.00                | 0.00                | 0.0%         |
| <b>Total 11100 · TOWN COUNCIL</b>     | <b>27,713.97</b>    | <b>31,350.00</b>    | <b>88.4%</b> |
| <b>12110 · TOWN ADMINISTRATION</b>    |                     |                     |              |
| Salaries/Wages-Regular                | 119,742.27          | 206,730.00          | 57.9%        |
| Salaries/Wages - Overtime             | 5,185.21            | 8,000.00            | 64.8%        |
| Salaries/Wages - Part Time            | 55,811.00           | 72,350.00           | 77.1%        |
| FICA/Medicare                         | 16,251.34           | 18,788.00           | 86.5%        |
| VRS                                   | 8,642.09            | 12,000.00           | 72.0%        |
| Health Insurance                      | 27,252.04           | 30,550.00           | 89.2%        |
| Life Insurance                        | 953.01              | 1,000.00            | 95.3%        |
| Disability Insurance                  | 1,060.00            | 1,600.00            | 66.3%        |
| Unemployment Insurance                | 2,843.60            | 1,975.00            | 144.0%       |
| Worker's Compensation                 | 270.51              | 300.00              | 90.2%        |
| Liability Insurance                   | 8,478.00            | 9,000.00            | 94.2%        |
| Accounting Services                   | 6,106.26            | 15,000.00           | 40.7%        |

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**Town of Haymarket**  
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July 2014 through February 19, 2015

|  | Jul '14 - Jun 15  | Budget            | % of Budget   |
|--|-------------------|-------------------|---------------|
| Cigarette Tax Administration             | 3,679.36          | 6,000.00          | 61.3%         |
| Printing & Binding                       | 3,664.16          | 5,700.00          | 64.3%         |
| Advertising                              | 7,809.94          | 10,000.00         | 78.1%         |
| Computer, Internet & Website Svc         | 17,011.84         | 19,400.00         | 87.7%         |
| Postage                                  | 1,298.34          | 2,500.00          | 51.9%         |
| Telecommunications                       | 4,103.45          | 3,700.00          | 110.9%        |
| Mileage Allowance                        | 1,566.97          | 1,500.00          | 104.5%        |
| Meals & Lodging                          | 3,657.22          | 3,000.00          | 121.9%        |
| Convention & Education                   | 2,722.42          | 4,000.00          | 68.1%         |
| Books, Dues & Subscriptions              | 1,193.88          | 3,500.00          | 34.1%         |
| Office Supplies                          | 3,981.54          | 4,400.00          | 90.5%         |
| Capital Outlay-Machinery/Equip           | 17,688.51         | 21,000.00         | 84.2%         |
| 66900 · Reconciliation Discrepancies     | 317.75            |                   |               |
| Miscellaneous                            | 3,847.64          |                   |               |
| 12110 · TOWN ADMINISTRATION - Other      | -16.94            |                   |               |
| <b>Total 12110 · TOWN ADMINISTRATION</b> | <b>325,121.41</b> | <b>461,993.00</b> | <b>70.4%</b>  |
| <b>12210 · LEGAL SERVICES</b>            |                   |                   |               |
| Legal Services                           | 69,745.12         | 110,000.00        | 63.4%         |
| <b>Total 12210 · LEGAL SERVICES</b>      | <b>69,745.12</b>  | <b>110,000.00</b> | <b>63.4%</b>  |
| <b>12240 · INDEPENDENT AUDITOR</b>       |                   |                   |               |
| Auditing Services                        | 15,950.00         | 15,000.00         | 106.3%        |
| <b>Total 12240 · INDEPENDENT AUDITOR</b> | <b>15,950.00</b>  | <b>15,000.00</b>  | <b>106.3%</b> |
| <b>Total 01 · ADMINISTRATION</b>         | <b>438,530.50</b> | <b>618,343.00</b> | <b>70.9%</b>  |
| <b>03 · PUBLIC SAFETY</b>                |                   |                   |               |
| <b>31100 · POLICE DEPARTMENT</b>         |                   |                   |               |
| Salaries & Wages - Regular               | 270,652.10        | 352,444.00        | 76.8%         |
| Salaries & Wages - Overtime              | 4,377.31          | 15,000.00         | 29.2%         |
| Salaries & Wages - Part Time             | 0.00              | 10,500.00         | 0.0%          |
| FICA/MEDICARE                            | 18,165.88         | 28,154.00         | 64.5%         |
| VRS                                      | 9,037.25          | 21,500.00         | 42.0%         |
| Health Insurance                         | 56,802.33         | 55,000.00         | 103.3%        |
| Life Insurance                           | 1,246.92          | 5,000.00          | 24.9%         |
| Disability Insurance                     | 1,344.01          | 3,200.00          | 42.0%         |
| Unemployment Insurance                   | 1,616.33          | 2,800.00          | 57.7%         |
| Workers' Compensation Insurance          | 5,374.99          | 8,000.00          | 67.2%         |
| Line of Duty Act Insurance               | 1,521.00          | 2,000.00          | 76.1%         |
| Legal Services                           | 10,637.11         | 15,500.00         | 68.6%         |
| Repairs & Maintenance                    | 7,157.19          | 2,000.00          | 357.9%        |
| Maintenance Service Contracts            | 0.00              | 0.00              | 0.0%          |
| Advertising                              | 0.00              | 250.00            | 0.0%          |
| Electrical Services                      | 2,059.89          | 5,500.00          | 37.5%         |
| Heating Services                         | 0.00              | 0.00              | 0.0%          |
| Computer, Internet & Website             | 2,909.67          | 5,000.00          | 58.2%         |
| Postage                                  | 194.80            | 300.00            | 64.9%         |
| Telecommunications                       | 5,069.91          | 5,900.00          | 85.9%         |
| General Prop Ins (Veh. & Bldg)           | 10,436.00         | 8,000.00          | 130.5%        |
| Mileage Allowance                        | 269.09            | 250.00            | 107.6%        |
| Meals and Lodging                        | 85.32             | 500.00            | 17.1%         |
| Convention & Education                   | 350.00            | 500.00            | 70.0%         |
| Misc - Discretionary Fund                | 1,066.20          | 1,000.00          | 106.6%        |
| Books Dues & Subscriptions               | 5,635.40          | 5,000.00          | 112.7%        |
| Office Supplies                          | 3,720.58          | 3,500.00          | 106.3%        |
| Vehicle Fuels                            | 8,896.72          | 20,000.00         | 44.5%         |
| Vehicle/Powered Equip Supplies           | 7,123.86          | 27,000.00         | 26.4%         |
| Uniforms & Police Supplies               | 6,094.58          | 8,000.00          | 76.2%         |
| Grant Expenditures                       | 0.00              | 8,500.00          | 0.0%          |
| Capital Outlay-Machinery/Equip           | 0.00              | 10,000.00         | 0.0%          |
| <b>Total 31100 · POLICE DEPARTMENT</b>   | <b>441,844.44</b> | <b>630,298.00</b> | <b>70.1%</b>  |
| <b>34100 · BUILDING OFFICIAL</b>         | <b>32,410.00</b>  | <b>65,000.00</b>  | <b>49.9%</b>  |

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July 2014 through February 19, 2015

|  | Jul '14 - Jun 15 | Budget           | % of Budget  |
|--|------------------|------------------|--------------|
| <b>32100 · FIRE &amp; RESCUE</b>                     |                  |                  |              |
| Contributions to other Govt Ent                      | 0.00             | 8,000.00         | 0.0%         |
| <b>Total 32100 · FIRE &amp; RESCUE</b>               | <u>0.00</u>      | <u>8,000.00</u>  | <u>0.0%</u>  |
| <b>Total 03 · PUBLIC SAFETY</b>                      | 474,254.44       | 703,298.00       | 67.4%        |
| <b>04 · PUBLIC WORKS</b>                             |                  |                  |              |
| <b>43200 · REFUSE COLLECTION</b>                     |                  |                  |              |
| Trash Removal Contract                               | 49,627.82        | 71,000.00        | 69.9%        |
| <b>Total 43200 · REFUSE COLLECTION</b>               | <u>49,627.82</u> | <u>71,000.00</u> | <u>69.9%</u> |
| <b>43100 · MAINT OF 15000 Wash St./Grounds</b>       |                  |                  |              |
| Repairs/Maintenance Services                         | 32,138.16        | 35,500.00        | 90.5%        |
| Maint Svc Contract-Pest Control                      | 705.00           | 2,000.00         | 35.3%        |
| Maint Svc Contract - Public Wks                      | 19,074.27        | 19,000.00        | 100.4%       |
| Maint Svc Contract-Landscaping                       | 24,856.00        | 15,000.00        | 165.7%       |
| Maint Svc Contract-Snow Removal                      | 1,490.50         | 4,000.00         | 37.3%        |
| Maint Svc Cont- Street Cleaning                      | 6,809.95         | 10,500.00        | 64.9%        |
| Electric Services                                    | 1,716.37         | 3,500.00         | 49.0%        |
| Electrical Services-Streetlight                      | 1,547.14         | 2,600.00         | 59.5%        |
| Water & Sewer Services                               | 148.85           | 400.00           | 37.2%        |
| General Property Insurance                           | 0.00             | 2,800.00         | 0.0%         |
| Janitorial Supplies                                  | 545.14           | 1,000.00         | 54.5%        |
| <b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b> | <u>89,031.38</u> | <u>96,300.00</u> | <u>92.5%</u> |
| <b>43201 · RENTAL PROPERTY - SUITE 110</b>           |                  |                  |              |
| Repairs/Maintenance Services                         | 136.00           | 2,000.00         | 6.8%         |
| Electrical Services                                  | 1,716.34         | 3,000.00         | 57.2%        |
| Water and Sewer Services                             | 148.84           | 400.00           | 37.2%        |
| General Property Insurance                           | 0.00             | 500.00           | 0.0%         |
| Real Property Taxes                                  | 314.80           | 500.00           | 63.0%        |
| Repair/Maintenance Supplies                          | 0.00             | 750.00           | 0.0%         |
| <b>Total 43201 · RENTAL PROPERTY - SUITE 110</b>     | <u>2,315.98</u>  | <u>7,150.00</u>  | <u>32.4%</u> |
| <b>43202 · RENTAL PROPERTY - SUITE 200</b>           |                  |                  |              |
| Repairs/Maintenance Services                         | 0.00             | 1,000.00         | 0.0%         |
| Electrical Services                                  | 1,716.34         | 3,000.00         | 57.2%        |
| Water and Sewer Services                             | 148.83           | 400.00           | 37.2%        |
| General Property Insurance                           | 0.00             | 500.00           | 0.0%         |
| Real Property Taxes                                  | 0.00             | 1,000.00         | 0.0%         |
| Repair/Maintenance Supplies                          | 0.00             | 500.00           | 0.0%         |
| <b>Total 43202 · RENTAL PROPERTY - SUITE 200</b>     | <u>1,865.17</u>  | <u>6,400.00</u>  | <u>29.1%</u> |
| <b>43203 · RENTAL PROPERTY - SUITE 204</b>           |                  |                  |              |
| Repairs/Maintenance Services                         | 0.00             | 1,000.00         | 0.0%         |
| Electrical Services                                  | 1,716.29         | 3,000.00         | 57.2%        |
| Water and Sewer Services                             | 148.78           | 400.00           | 37.2%        |
| General Property Insurance                           | 0.00             | 500.00           | 0.0%         |
| Real Property Taxes                                  | 0.00             | 150.00           | 0.0%         |
| Repair/Maintenance Supplies                          | 0.00             | 500.00           | 0.0%         |
| <b>Total 43203 · RENTAL PROPERTY - SUITE 204</b>     | <u>1,865.07</u>  | <u>5,550.00</u>  | <u>33.6%</u> |
| <b>43204 · RENTAL PROPERTY - 15020 WASH ST</b>       |                  |                  |              |
| Repairs/Maintenance Services                         | 0.00             | 1,000.00         | 0.0%         |
| General Property Insurance                           | 0.00             | 500.00           | 0.0%         |
| Real Property Taxes                                  | 111.13           | 1,000.00         | 11.1%        |
| Repair/Maintenance Supplies                          | 0.00             | 500.00           | 0.0%         |
| <b>Total 43204 · RENTAL PROPERTY - 15020 WASH ST</b> | <u>111.13</u>    | <u>3,000.00</u>  | <u>3.7%</u>  |

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|  | Jul '14 - Jun 15  | Budget            | % of Budget  |
|--|-------------------|-------------------|--------------|
| <b>43205 · RENTAL PROPERTY-HULFISH HOUSE</b>       |                   |                   |              |
| Repairs/Maintenance Services                       | 1,086.50          | 1,000.00          | 108.7%       |
| General Property Insurance                         | 0.00              | 500.00            | 0.0%         |
| Real Property Taxes                                | 452.73            | 400.00            | 113.2%       |
| Repairs/Maintenance Supplies                       | 0.00              | 500.00            | 0.0%         |
| Utilities  | 164.70            |                   |              |
| <b>Total 43205 · RENTAL PROPERTY-HULFISH HOUSE</b> | <b>1,703.93</b>   | <b>2,400.00</b>   | <b>71.0%</b> |
| <b>43206 · 14710 WASHINGTON STREET</b>             |                   |                   |              |
| Repairs/Maintenance Services                       | 122.25            | 1,000.00          | 12.2%        |
| Electrical Services                                | 233.06            | 1,000.00          | 23.3%        |
| Gas Services                                       | 798.27            | 1,000.00          | 79.8%        |
| General Property Insurance                         | 0.00              | 500.00            | 0.0%         |
| Repair & Maintenance Supplies                      | 0.00              | 500.00            | 0.0%         |
| <b>Total 43206 · 14710 WASHINGTON STREET</b>       | <b>1,153.58</b>   | <b>4,000.00</b>   | <b>28.8%</b> |
| <b>RENTAL PROPERTY - 14740 Wash St</b>             |                   |                   |              |
| Repairs/Maintenance Services                       | 280.00            | 500.00            | 56.0%        |
| General Property Insurance                         | 0.00              | 500.00            | 0.0%         |
| Repairs/Maintenance Supplies                       | 0.00              | 1,000.00          | 0.0%         |
| <b>Total RENTAL PROPERTY - 14740 Wash St</b>       | <b>280.00</b>     | <b>2,000.00</b>   | <b>14.0%</b> |
| <b>Total 04 · PUBLIC WORKS</b>                     | <b>147,954.06</b> | <b>197,800.00</b> | <b>74.8%</b> |
| <b>07 · PARKS, REC &amp; CULTURAL</b>              |                   |                   |              |
| <b>71110 · EVENTS</b>                              |                   |                   |              |
| Contractual Services                               | 6,530.56          | 7,500.00          | 87.1%        |
| <b>Total 71110 · EVENTS</b>                        | <b>6,530.56</b>   | <b>7,500.00</b>   | <b>87.1%</b> |
| <b>72200 · MUSEUM</b>                              |                   |                   |              |
| Salaries & Wages - Part Time                       | 11,125.62         | 20,300.00         | 54.8%        |
| FICA/Medicare                                      | 800.19            | 1,500.00          | 53.3%        |
| VRS  | 646.80            | 1,300.00          | 49.8%        |
| Health Insurance                                   | 1,835.06          | 3,450.00          | 53.2%        |
| Life Insurance                                     | 54.45             | 120.00            | 45.4%        |
| Disability Insurance                               | 135.52            | 225.00            | 60.2%        |
| Unemployment Insurance                             | 71.35             | 200.00            | 35.7%        |
| Workers' Comp Insurance                            | 0.00              | 25.00             | 0.0%         |
| Repairs & Maintenance Services                     | 6,282.25          | 6,500.00          | 96.7%        |
| Advertising  | 2,194.50          | 1,500.00          | 146.3%       |
| Electrical Services                                | 381.28            | 900.00            | 42.4%        |
| Heating Services                                   | 654.00            | 1,200.00          | 54.5%        |
| Water & Sewer Services                             | 151.63            | 300.00            | 50.5%        |
| Postage  | 0.00              | 100.00            | 0.0%         |
| Telecommunications                                 | 1,187.55          | 2,200.00          | 54.0%        |
| General Property Insurance                         | 0.00              | 500.00            | 0.0%         |
| Convention & Education                             | 0.00              | 500.00            | 0.0%         |
| Mileage Allowance                                  | 63.31             | 100.00            | 63.3%        |
| Books, Dues & Subscriptions                        | 100.00            | 500.00            | 20.0%        |
| Office Supplies                                    | 641.82            | 500.00            | 128.4%       |
| Repair & Maintenance Supplies                      | 0.00              | 500.00            | 0.0%         |
| Exhibits & Programs                                | 1,524.05          | 2,000.00          | 76.2%        |
| Capital Outlay-Furn/Fixtures                       | 9,955.00          | 12,000.00         | 83.0%        |
| Dues & Subscriptions                               | 0.00              | 0.00              | 0.0%         |
| <b>72200 · MUSEUM - Other</b>                      | <b>295.46</b>     |                   |              |
| <b>Total 72200 · MUSEUM</b>                        | <b>38,099.84</b>  | <b>56,420.00</b>  | <b>67.5%</b> |
| <b>Total 07 · PARKS, REC &amp; CULTURAL</b>        | <b>44,630.40</b>  | <b>63,920.00</b>  | <b>69.8%</b> |

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July 2014 through February 19, 2015

|   | Jul '14 - Jun 15  | Budget            | % of Budget  |
|---|-------------------|-------------------|--------------|
| <b>08 · COMMUNITY DEVELOPMENT</b>                 |                   |                   |              |
| <b>81100 · PLANNING COMMISSION</b>                |                   |                   |              |
| Salaries & Wages - Regular                        | 3,900.00          | 5,000.00          | 78.0%        |
| FICA/Medicare                                     | 267.75            | 300.00            | 89.3%        |
| Consultants                                       | 26,118.00         | 60,000.00         | 43.5%        |
| Mileage Allowance                                 | 0.00              | 1,000.00          | 0.0%         |
| Meals & Lodging                                   | 0.00              | 1,500.00          | 0.0%         |
| Convention/Education                              | 0.00              | 2,000.00          | 0.0%         |
| Books/Dues/Subscriptions                          | 0.00              | 750.00            | 0.0%         |
| <b>Total 81100 · PLANNING COMMISSION</b>          | <b>30,285.75</b>  | <b>70,550.00</b>  | <b>42.9%</b> |
| <b>81110 · ARCHITECTURAL REVIEW BOARD</b>         |                   |                   |              |
| Salaries & Wages - Regular                        | 1,890.00          | 3,750.00          | 50.4%        |
| FICA/Medicare                                     | 109.01            | 300.00            | 36.3%        |
| Mileage Allowance                                 | 0.00              | 1,000.00          | 0.0%         |
| Meals & Lodging                                   | 0.00              | 1,000.00          | 0.0%         |
| Convention & Education                            | 0.00              | 1,000.00          | 0.0%         |
| Books/Dues/Subscriptions                          | 0.00              | 500.00            | 0.0%         |
| <b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>   | <b>1,999.01</b>   | <b>7,550.00</b>   | <b>26.5%</b> |
| <b>Total 08 · COMMUNITY DEVELOPMENT</b>           | <b>32,284.76</b>  | <b>78,100.00</b>  | <b>41.3%</b> |
| <b>09 · NON-DEPARTMENTAL</b>                      |                   |                   |              |
| <b>95100 · DEBT SERVICE</b>                       |                   |                   |              |
| General Obligation Bond                           | 192,119.63        | 196,818.00        | 97.6%        |
| <b>Total 95100 · DEBT SERVICE</b>                 | <b>192,119.63</b> | <b>196,818.00</b> | <b>97.6%</b> |
| <b>Total 09 · NON-DEPARTMENTAL</b>                | <b>192,119.63</b> | <b>196,818.00</b> | <b>97.6%</b> |
| <b>94100 · WASH ST. ENHANCEMENT PROJECT</b>       |                   |                   |              |
| Beautification                                    | 0.00              | 12,000.00         | 0.0%         |
| Maintenance                                       | 600.00            | 18,000.00         | 3.3%         |
| Street Scape Construction                         | 761,375.51        | 752,410.00        | 101.2%       |
| <b>Total 94100 · WASH ST. ENHANCEMENT PROJECT</b> | <b>761,975.51</b> | <b>782,410.00</b> | <b>97.4%</b> |
| <b>94101 · CABOOSE ENHANCEMENT PROJECT</b>        |                   |                   |              |
| Construction                                      | 2,920.48          | 38,500.00         | 7.6%         |
| <b>Total 94101 · CABOOSE ENHANCEMENT PROJECT</b>  | <b>2,920.48</b>   | <b>38,500.00</b>  | <b>7.6%</b>  |
| <b>TOWN CENTER MASTER PLAN</b>                    |                   |                   |              |
| Construction                                      | 0.00              | 400,000.00        | 0.0%         |
| Architectural/Engineering Fees                    | 18,818.46         | 100,000.00        | 18.8%        |
| <b>Total TOWN CENTER MASTER PLAN</b>              | <b>18,818.46</b>  | <b>500,000.00</b> | <b>3.8%</b>  |
| <b>HARROVER MASTER PLAN</b>                       |                   |                   |              |
| Drafting of Plan                                  | 5,225.00          | 20,000.00         | 26.1%        |
| <b>Total HARROVER MASTER PLAN</b>                 | <b>5,225.00</b>   | <b>20,000.00</b>  | <b>26.1%</b> |
| <b>PEDESTRIAN IMPROVEMENT PROJECT</b>             |                   |                   |              |
| Architectural/Engineering Fees                    | 35,612.00         | 90,000.00         | 39.6%        |
| <b>Total PEDESTRIAN IMPROVEMENT PROJECT</b>       | <b>35,612.00</b>  | <b>90,000.00</b>  | <b>39.6%</b> |
| <b>General Reserve</b>                            | <b>0.00</b>       | <b>70,075.00</b>  | <b>0.0%</b>  |
| <b>PERSONNEL</b>                                  |                   |                   |              |
| <b>Staff Wages &amp; Benefits</b>                 |                   |                   |              |
| Salaries & Wages                                  | 7,125.38          |                   |              |
| <b>Total Staff Wages &amp; Benefits</b>           | <b>7,125.38</b>   |                   |              |

Attachment: 03-02-2015 TC Agenda (2258 : Draft Town Council Agenda)

12:43 PM  
02/19/15  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through February 19, 2015

|                                | <u>Jul '14 - Jun 15</u>   | <u>Budget</u>       | <u>% of Budget</u>   |
|--------------------------------|---------------------------|---------------------|----------------------|
| <b>EMPLOYEE BENEFITS</b>       |                           |                     |                      |
| 6560 · Payroll Processing Fees | 77.39                     |                     |                      |
| <b>Total EMPLOYEE BENEFITS</b> | <u>77.39</u>              |                     |                      |
| <b>Total PERSONNEL</b>         | <u>7,202.77</u>           |                     |                      |
| <b>Total Expense</b>           | <u>2,161,528.01</u>       | <u>3,359,264.00</u> | <u>64.3%</u>         |
| <b>Net Ordinary Income</b>     | <u>-189,882.89</u>        | <u>0.00</u>         | <u>100.0%</u>        |
| <b>Net Income</b>              | <u><b>-189,882.89</b></u> | <u><b>0.00</b></u>  | <u><b>100.0%</b></u> |

Attachment: 03-02-2015 TC Agenda (2258 : Draft Town Council Agenda)





TO: Town of Haymarket Town Council  
 SUBJECT: Main Street Coordinator's Report  
 DATE: 03/02/15

### **Museum Exhibits - 2015**

With the museum currently closed for the season, the museum director and volunteer staff are researching possible 2015 exhibitions.

The following exhibits are tentatively scheduled for this coming season:

- Food & Farming in the Piedmont Region
- 150<sup>th</sup> Anniversary of the Civil War
- Train exhibit "The Iron Horse Comes to Haymarket"
- Horse Racing in Haymarket "Little Johnny vs. Enterprise"
- Haymarket Quilters "A Stitch in Time"
- Christmas Display "Christmas in Haymarket 1850"
- School house exhibit

### **Earth Day 2015**

This year the Town will celebrate Earth Day on Saturday, April 11<sup>th</sup>. The event will be held from 8 am until 12 noon on the green space at town hall.

The planned events for that day are as follows:

- Town cleanup along Washington and Jefferson Streets
- Learning Centers (PWC Service Authority, Virginia Dept. of Forestry & City of Winchester)
- Children's Craft Tables
- Scavenger Hunt
- Document Shredding Truck
- Food & Farming Exhibit at the museum

### **Haymarket Town Business Open House**

Tuesday, February 17<sup>th</sup> the Town held its 1<sup>st</sup> Town business open house of the 2015 calendar year.

Topics of discussion were:

- Updates on the Sign Ordinance and parking study by Town Planner/Zoning Administrator Marchant Schneider
- The "No Trespassing Enforcement Program" for Town businesses was presented by Chief Greg Smith
- Updates on Town sponsored events for the Town regarding sponsorships and booth fees

Concerns of Town businesses were:

- Blighted buildings in the Town
- Providing a coupon book or card that could be used for discounts at participating Town business locations.
- Providing an email list of all Town businesses to the business owners for networking purposes

#### **ATTACHMENTS:**

- Events -January 14. 2015 Minutes (PDF)



TO: Town of Haymarket Town Council  
 SUBJECT: Town Manager's Report  
 DATE: 03/02/15

**Draft Fiscal Policy Guidelines:**

- Report and Recommendation included in your packet.

**Updates:**

**Fiscal Budget 2015-2016:**

- I have looking in detail at the revenues and performing a 5 year annual analysis. I will work with our Treasurer on these findings to provide a more comprehensive view of our actual revenues over the past 5 years as a basis for generating revenue estimates for this budget cycle.
- Finance Committee reviewed the first draft of the budget and will be continuing throughout March.
- I intend to present a draft budget to the Council at the April Council meeting and I will present it as it stands, but as of right now we are still waiting on figures with regard to insurance figures and the real estate assessments.

**VDOT Presentation:**

- I am anticipating VDOT representatives to be at the work session to make a presentation to the Council with regard to all of the various projects taking place around the greater Haymarket area.

**Supervisor Candland:**

- Supervisor Candland cannot make it this month, but will be here in March at the work session.

**Planning Project Updates:**

- Sympoetica presented their findings from the study of the houses at the Harrover Property. As mentioned in earlier correspondence, the homes are not Sear's homes but actually Lewis Manufacturing Homes. They still date back to the 1920s but are actually even more unique than the Sears homes. The team presented us with a very detailed report about the properties and the site overall. We have scheduled a Public Input Forum for Thursday, March 12<sup>th</sup>, where residents and officials of the Town can weigh in on the direction and plan for the Harrover Property. More details to come.
- EPR, Inc. is wrapping up their findings and hopes to wrap up their report on Signage in February and present in the March to the appropriate boards and commissions.
- The Berkley Group has just about completed their diagnostic on the Subdivision and Zoning Ordinance and will be turning their attention to the Comprehensive Plan next. We have also tasked the team with developing a Proffer Model for the Town.
- RDA is moving forward with the Design Engineering for the Town Center Project. The Town Planner, Engineer and I met with RDA at the beginning of the month and we are making good progress and should have the Preliminary Plans within the next couple weeks. We will review in house and go through the comments process first, before bringing the plans through the proper process with the PC and Council. With these plans coming in, as a Council we need to discuss the long term uses of the building in general as it relates to Façade improvements and design. This discussion needs to begin with the Public Facilities Committee first and then be brought to the Council for an open discussion.
- Holly has been coordinating this project with the Pedestrian Improvements along Jefferson Street. The Jefferson Street plans have being submitted to VDOT for review. We will be meeting with our design firm in the coming weeks to discuss progress.

**Sub-committee meetings:**

- The minutes from the Events, Finance and Public Facilities Committee Minutes from last month will be in the agenda packet for the work session meeting.
- The minutes from Personnel, Finance, Public Facilities and Events Committee will be in the regular Council meeting packet as well.