



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

---

Tuesday, November 26, 2013

7:00 PM

Council Chambers

---

### **1. Call to Order**

### **2. Discussion Items**

#### **A. Town Council Draft Agenda - 12-2013**

### **3. Councilmember Time**

1. Steve Aitken
2. Rebecca Bare
3. Katherine Harnest
4. Mary Lou Scarbrough
5. Milt Kenworthy
6. James Tobias
7. David Leake

### **4. Adjournment**



TO: Town of Haymarket Town Council  
SUBJECT: Town Council Draft Agenda - 12-2013  
DATE: 11/26/13

---

**ATTACHMENTS:**

- 12-02-2013 TC Packet for Work Session (PDF)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, December 2, 2013

7:00 PM

Council Chambers

### 1. Call to Order

### 2. Pledge of Allegiance

### 3. Minutes Acceptance

- A. Mayor & Council - Work Session - Oct 29, 2013 7:00 PM
- B. Mayor & Council - Regular Meeting - Nov 4, 2013 7:00 PM

### 4. Public Hearings

- A. Amend Section 58-11 of the Town Code
- B. Preliminary Site Plan and Associated Waiver Requests

### 5. Citizen's Time

### 6. Agenda Items

- A. Organizational Assessment - Mayor David Leake
- B. Zoning Text Amendment - Section 58-11 - Parking Recreational Uses
- C. Haymarket IcePlex Preliminary Site Plan & Waiver Requests - Marchant Schneider
- D. Police Department Matters - Mayor David Leake
- E. Request to Council - Frank Pennel, New Life Christian Church
- F. Holiday Bonuses - Mayor David Leake
- G. Code of Conduct (Draft) - Rebecca Bare, Steve Aitken, Brian Henshaw
- H. Resolution for Special Election - Martin Crim, Town Attorney
- I. Consider Time Change for Work Session

### 7. Department Reports

- A. Police Report - Chief James E. Roop
- B. Town Manager's Report - Brian Henshaw
- C. Town Engineer's Report - Holly Montague
- D. Planner's Report - Marchant Schneider
- E. Treasurer's Report - Renee Dubiel
- F. Building Official's Report Soil Consultants, Dan Lyons
- G. Museum Report - Denise Hall

### 8. Closed Session

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

### 9. Councilmember Time

- A. Steve Aitken
- B. Rebecca Bare
- C. Katherine Harnest
- D. Mary Lou Scarbrough
- E. Milt Kenworthy
- F. David Leake
- G. James Tobias

### 10. Adjournment

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Tuesday, October 29, 2013

7:00 PM

Council Chambers

A Work Session of the Mayor & Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:00 PM

Mayor David Leake called the meeting to order.

### 1. Call to Order

Councilman Steve Aitken: Present, Councilwoman Rebecca Bare: Present, Councilwoman Katherine Harnest: Present, Councilwoman Mary-Lou Scarbrough: Present, Councilman Milt Kenworthy: Present, Vice Mayor Jay Tobias: Present, Mayor David Leake: Present.

### 2. Discussion Items

#### A. Draft Town Council Agenda - November 4, 2013 Staff

#### B. Code of Conduct/Ethics

Council directs Councilman Aitken, Councilwoman Bare, the Town Attorney, and the Town Manager to create a committee to work on the code of conduct. Council is asked to send comments to them via the Town Manager.

Bare asks for clarification that this will be a policy and not something that people can pick and choose to apply. Council confirms this will be a policy.

#### C. Council Term Limits Brian Henshaw - Town Manager

The current two year limit restricts the Council to develop a long term vision for the Town. The Town Manager advises that this matter can be brought to the residents via a non-binding referendum, or at the very least a public hearing. Council agrees we will move forward with the referendum in May. Council asks the Town Manager to get a ball park cost on adding the referendum to the May 2014 ballot.

#### D. Change of Town Election Date Brian Henshaw - Town Manager

Council agrees that they are not interested in pursuing a change of election date from May to November, as requested by the Prince William Electoral Board.

#### E. Employee Raises

The Town Manager is requesting that we defer raises to the next quarter. Aitken, Bare, Harnest, Scarbrough, Kenworthy, & Tobias all agree to follow the Town Manager's recommendation of waiting to consider giving employee raises to the 3rd Fiscal Year Quarter; however, Tobias feels it shouldn't be addressed until the Fiscal Year 2015 budget.

### 3. Councilmember Time

- A. James Tobias
- B. Milt Kenworthy
- C. David Leake
- D. Mary Lou Scarbrough
- E. Rebecca Bare
- F. Katherine Harnest
- G. Steve Aitken

### 4. Adjournment

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, November 4, 2013

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

### 1. Call to Order

Councilman Steve Aitken: Present, Councilwoman Rebecca Bare: Present, Councilwoman Katherine Harnest: Present, Councilwoman Mary-Lou Scarbrough: Present, Councilman Milt Kenworthy: Present, Vice Mayor Jay Tobias: Present, Mayor David Leake: Present.

### 2. Pledge of Allegiance

#### A. Amend the Agenda

Move to amend the agenda to add 2.2-3711 A(7) Discussion of Town of Haymarket vs. Carvajal

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jay Tobias, Vice Mayor
<b>SECONDER:</b>	Katherine Harnest, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

### 3. Minutes Acceptance

A. Mayor & Council - Work Session - Oct 1, 2013 3:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Councilman
<b>SECONDER:</b>	Jay Tobias, Vice Mayor
<b>AYES:</b>	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

B. Mayor & Council - Regular Meeting - Oct 7, 2013 7:00 PM

<b>RESULT:</b>	<b>ACCEPTED AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Councilman
<b>SECONDER:</b>	Jay Tobias, Vice Mayor
<b>AYES:</b>	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

### 4. Citizen's Time

*No public comment*

### 5. Agenda Items

#### A. Request to Council Waive Facility Rental Fees

Move to approve the request from the Gainesville District Democratic Committee to waive the facility rental fee for December 8, 2013

**Discussion:** *Aitken requests to send a message to the GDDC that we typically allow four per year. Please re-apply for any 2014 dates.*

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Jay Tobias, Vice Mayor  
**SECONDER:** Rebecca Bare, Councilwoman  
**AYES:** Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

### B. Facility Rental Fee Abatement for American Legion

Move to approve the request from American Legion Post 1799 to abate the facility rental fees at Town Hall for four meeting dates and two blood drive dates as indicated on the application

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Steve Aitken, Councilman  
**SECONDER:** Jay Tobias, Vice Mayor  
**AYES:** Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

### C. Appropriation Brian Henshaw

Move to authorize the Town Manager to hire a company to relocate the four signs within the street scape project, as previously agreed to with each of the affected property owners, at a cost not to exceed \$2,800, further move that the funds are to come from the street scape construction line item

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Jay Tobias, Vice Mayor  
**SECONDER:** Rebecca Bare, Councilwoman  
**AYES:** Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

### D. Freedom of Information Act

Move to appoint the Town Clerk as the Freedom of Information Act point of contact for the Town

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Steve Aitken, Councilman  
**SECONDER:** Mary-Lou Scarbrough, Councilwoman  
**AYES:** Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

## 6. Department Reports

- A. Planner's Report Marchant Schneider
- B. Engineer's Report Holly Montague
- C. Museum Report Denise Hall
- D. Treasurer's Report Renee DuBiel
- E. Police Report Chief James E. Roop
- F. Building Official's Report Dan Lyons - Soil Consultants, Inc.
- G. Town Manager's Report Brian Henshaw

The Town Manager requests that Council consider what meeting they would like the employees to attend, the work session or the regular session. Council agrees that they would prefer the work session. Should a need arise at the work session they will request that the employee attend the regular session.

## 7. Closed Session

### A. Closed Session

Move to enter into closed session pursuant to VA § 2.2-3711 A(3) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically a **Letter of Intent to lease Town property from Crossroads Realtors** and § 2.2-3711 A(7) Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel,

specifically **Town of Haymarket vs. Carvajal**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jay Tobias, Vice Mayor
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias, Leake

**B. Certification of the Closed Session**

Move pursuant to VA §2.2-3712 certifying that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Councilman
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias, Leake

**8. Councilmember Time**

- A. Steve Aitken
- B. Rebecca Bare
- C. Katherine Harnest
- D. Mary Lou Scarbrough
- E. Milt Kenworthy
- F. James Tobias
- G. David Leake

The Mayor would like on the next months agenda organizational assessment for the Town operations

**9. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jay Tobias, Vice Mayor
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

Submitted:

Approved:

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

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

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)



TO: Town of Haymarket Town Council  
SUBJECT: Organizational Assessment  
DATE: 12/02/13

---

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)





TO: Town of Haymarket Town Council  
 SUBJECT: Zoning Text Amendment  
 DATE: 12/02/13

At its October 21, 2013 meeting, the Planning Commission initiated a Zoning Text Amendment (ZTA) to establish off-street parking standards for Recreation, commercial, indoor, fitness and sports activity use in the I-1 zoning district. The Commission held a public hearing regarding the ZTA on November 12, 2013. One member of the public spoke in favor of the proposed language of one parking space for each 300 square feet of floor space in a building where recreation, commercial, indoor, fitness and sports activity use is proposed. The currently adopted off-street parking standard for commercial buildings requires one parking space for each 200 square feet of business floor space in a building.

The ZTA was initiated in conjunction with the Commission's review of a preliminary site plan proposed by Wood Village, LLC to add a second ice rink at the Haymarket IcePlex (15151 Washington Street). The Applicant submitted a parking analysis of ice rink facilities in the region and proposed an alternate standard of 1 parking space per 287 square feet of floor area. The proposed standard reduces the required amount of parking under the current 1/200 standard by 45 spaces (i.e. 245 required vs. 170 proposed). Staff offered during the Commission's discussion that a previous parking analysis of the Town's parking Ordinance noted that the Town was over-parked with regard to commercial uses and under-parked with regard to service uses such as restaurants. The Commission discussed its observations of parking associated with existing recreation uses in the Town and generally agreed the reduced standard specific to the proposed use was appropriate. The Commission subsequently forwarded a recommendation of approval of the proposed standard following the public hearing on November 12. The public hearing by the Town Council is scheduled for December 2, 2013.

#### DRAFT MOTION(S)

1. I move that the Town Council adopt Ordinances ORD#20131202 establishing parking standards for Recreation, commercial, indoor, fitness and sports activity use.

OR

2. I move an alternate motion

#### ATTACHMENTS:

- (1) ORD#20131202 - Section 58-11 (PDF)

# ORDINANCE #ORD20131202

Enacted \_\_\_\_\_

Effective \_\_\_\_\_

## AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, TOWN OF HAYMARKET, VIRGINIA (2004), AS AMENDED, BY AMENDING SECTION 58-11, RELATING GENERALLY TO MINIMUM OFF-STREET PARKING.

BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in this regular session, this \_\_\_\_ day of \_\_\_\_\_, 2013:

- 2. That Section 58-11 of the Code of Ordinances, Town of Haymarket (2004), as amended, is amended, as follows:

### Sec. 58-11. - Minimum off-street parking.

There shall be provided that at the time of erection of any main building, or at the time any main building or its accessory uses is enlarged or the use changed, all provisions of article XIII shall be met along with minimum off-street parking space with adequate provision for entrance and exit by standard size automobiles, as follows:

- (1) In all residential districts there shall be provided, either in a private garage or on a lot, space for the parking of two automobiles for each dwelling unit located on such lot or parcel.
- (2) Lodginghouses, motels and hotels shall provide, on the lot, parking space for one automobile for each accommodation.
- (3) For church, high school, college and university auditoriums, and for theaters, general auditoriums, stadiums and other similar places of assembly, at least one parking space for every five fixed seats provided in the building.
- (4) For hospitals, at least one parking space for each two beds' capacity, including infants' cribs and children's beds.
- (5) For medical and dental clinics, at least ten parking spaces. Three additional parking spaces shall be furnished for each doctor or dentist having offices in such clinic in excess of three doctors or dentists.
- (6) For apartments, at least 2.5 parking spaces for each individual sleeping or living unit.
- (7) For liquor stores, at least ten parking spaces.
- (8) For retail stores selling directly to the public, one parking space for each 200 square feet of retail floor space in the building.
- (9) Any other commercial building erected, converted or structurally altered after the effective date of the zoning ordinance of September 19, 1983, shall provide one parking space for each 200 square feet of business floor space in the building.
- (10) Parking space as required in this section shall be on the same lot with the main building; except that in the case of buildings other than dwellings, spaces may be located as far away as 600 feet. Every parcel of land used as a public parking area and motor vehicle ways, after the effective date of the zoning ordinance of September 19, 1983, shall be surfaced with asphalt or concrete. It shall have appropriate guards where needed as

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)

Date: December 2, 2013  
 Regular Meeting  
 Ord. No. #ORD20131202

determined by the administrator. Any lights used to illuminate such parking areas shall be so arranged as to reflect the light away from adjoining premises in a residential district.

- (11) ~~Reserved.~~ For recreation, commercial, indoor, fitness and sports activity use, at least one parking space for each 300 square feet of floor space in the building.
- (12) Reserved

*(Code 1989, § 12-11; Ord. of 3-19-1990; Res. of 4-2-1990; Res. of 6-4-1990; Ord. of 7-6-1998, § 1(12-11); Ord. of 6-2-2003; Ord. of 11-15-2011; Ord. No. 20121221, 5-6-2013)*

**Cross reference**— *Parking generally, § 46-81 et seq.*

**Cross reference**— *Parking generally, § 46-81 et seq.*

## ORDER OF THE COUNCIL

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

**ATTEST:**

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

Date: December 2, 2013  
Regular Meeting  
Ord. No. #ORD20131202

**MOTION:**

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

**SECOND:**

**Regular Meeting**

**Ord. No.**\_\_\_\_\_

**RE:**

**ACTION:**

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**CERTIFIED COPY**\_\_\_\_\_

**Jennifer Preli, Town Clerk**

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)



TO: Town of Haymarket Town Council  
 SUBJECT: Haymarket IcePlex Preliminary Site Plan & Waiver Requests  
 DATE: 12/02/13

Wood Village, LLC has submitted a preliminary site plan to expand the existing Haymarket Iceplex at 15151 Washington Street and add a second ice rink. The Planning Commission held a public hearing on November 12, 2013 regarding alternative perimeter landscaping and a waiver of parking lot landscaping associated with the proposed preliminary site plan. At its November meeting, the Planning Commission forwarded the preliminary site plan and associated alternative buffers and waiver of parking lot landscaping requirements to the Town Council with a conditional recommendation of approval. The conditional approval is contingent upon an amendment to Section 58-11, Minimum Off-Street Parking Requirements, accommodating the proposed parking standard described on the plan prior to or in conjunction with approval of PRE#20130415 by the Town Council.

The Town Council approved the final site plan for the existing ice rink in March 2011. The final site plan included a reduced buffer yard width adjacent to the R-1 zoning district on the east side of the property (35' to 25'). The area equivalent to the 10' reduction was incorporated into perimeter and interior parking lot landscaping. Additional evergreen plantings were incorporated into the reduced buffer yard. The Council required as part of its approval that any future site plan or amendment to an existing site plan would require compliance with screening requirements of the Zoning Ordinance. As such, the Applicant has again requested the buffer reduction in conjunction with the Iceplex expansion. The Applicant has also requested to relocate a 5' wide parking lot landscape strip adjacent to the Durham property south of the site to the west side of building. A wood fence 6' in height is proposed in-lieu of the required landscape strip.

Pursuant to Sections 58-699(c) and 58-703(f) of the Town Code, the Town Council may consider waivers, reductions, modifications, or alternative Landscaping, Screening, Buffering, Open Space, and Streetscape requirements proposed in conjunction with a site plan. Specifically, the Applicant is requesting alternative buffer yards to the buffer yards required by Sections 58-701 and 58-702 and a waiver of perimeter parking lot landscaping required by Section 58-703. A detailed explanation of the Applicant's requests is attached.

#### DRAFT MOTIONS

1.a. I move that the Town Council approve Preliminary Site Plan PRE#20130415, Haymarket Ice Rink Expansion - Preliminary Site Plan", prepared by Christopher Consultants and dated April 2013, revised through November 12, 2013;

and,

1.b. I further move that the Town Council, pursuant to Sections 58-699(c) and 58-703(f) of the Town Code, approve the alternative buffer yards and waiver of perimeter parking lot landscaping as depicted on Sheet 3 of Preliminary Site Plan PRE#20130415;

OR,

2. I move an alternate motion.

#### ATTACHMENTS:

- (1) Alternate Landscaping Request (PDF)

Agenda Item (ID # 1673)

Meeting of December 2, 2013

- (2) Ice Rink Preliminary Plat (PDF)

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)



**christopher consultants**  
 engineering · surveying · land planning

July 1, 2013

Mr. David Leake  
 Mayor  
 Town of Haymarket  
 P.O. Box 1230  
 Haymarket, VA 20168

Re: Haymarket Ice Rink Expansion  
 ccl Project #: 09090.005.00

Dear Mr. Leake:

Please find attached a revised Preliminary Plan for Haymarket Ice Rink Expansion.

Pursuant to Section 58-699(c) we request to modify Section 58-702 of the Town Code to allow a reduction in the buffer width from 35' to 25' along the shared property line. Currently the majority of the existing paved private street is used for access to the Durham property. This private street as well as the 50' access easement runs parallel with the 35' buffer between the site (zoned I-1) and the St. Paul's Episcopal Church property (zoned R-1) and encroaches into said buffer by 3' to 7'. Reducing the 35' buffer width to 25' would ensure that the existing private street is completely located outside the buffer.

Section 58-709(a) of the Town Code states that all open space areas in nonresidential zoning districts shall include buffer yards, parking lot landscaping and yard setbacks, and shall not include streets, service drives, parking and loading areas or areas with no aesthetic value. By reducing the buffer width in this location, no street or service drive would be located within this buffer pursuant to the Town Code. In order to meet the open space requirements for the full 35' buffer width, additional area was added to the interior and perimeter parking landscaping in coordination with the Town staff. See the chart labeled Open Space on sheet 3 of the preliminary plans for information on the buffer space reduction and the location of the additional captured open space areas. Also, all required planting for the 35' Buffer have been provided within the reduced buffer width per Section 58-700 (c) of the Town Code.

We trust you will find these changes to the landscape buffer sufficient. If you have any comments or questions, please feel free to contact me at 703-393-9887.

Very truly yours,

Logan Baird, E.I.T.  
 Engineer 1 – Land Development Division

LB/cm





July 1, 2013

Mr. David Leake  
Mayor  
Town of Haymarket  
P.O. Box 1230  
Haymarket, VA 20168

Re: Haymarket Ice Rink Expansion  
ccl Project #: 09090.005.00

Dear Mr. Leake:

Pursuant to Section 58-703(g) we request a waiver of Section 58-703(d) which states that a continuous landscape strip at least five feet in width shall be located between the property owner's parking lot and the property line; and that there will be two trees and six shrubs for every 30 linear feet of landscape parking strip. Currently the area between the two parking lots is a grass strip with varying widths and trees scattered throughout. The grass area on the Iceplex site (zoned I-1) is being used as an area to dump ice from the rink. The area past the grass strip on the Durham property (zoned I-1) is used as a travelway for trucks around the building. This plan proposes 13 compact car parking spaces that would encroach into this grass area and reduce the area available for landscaping below the required minimum 5' width for landscaping between the parking lot and the property line.

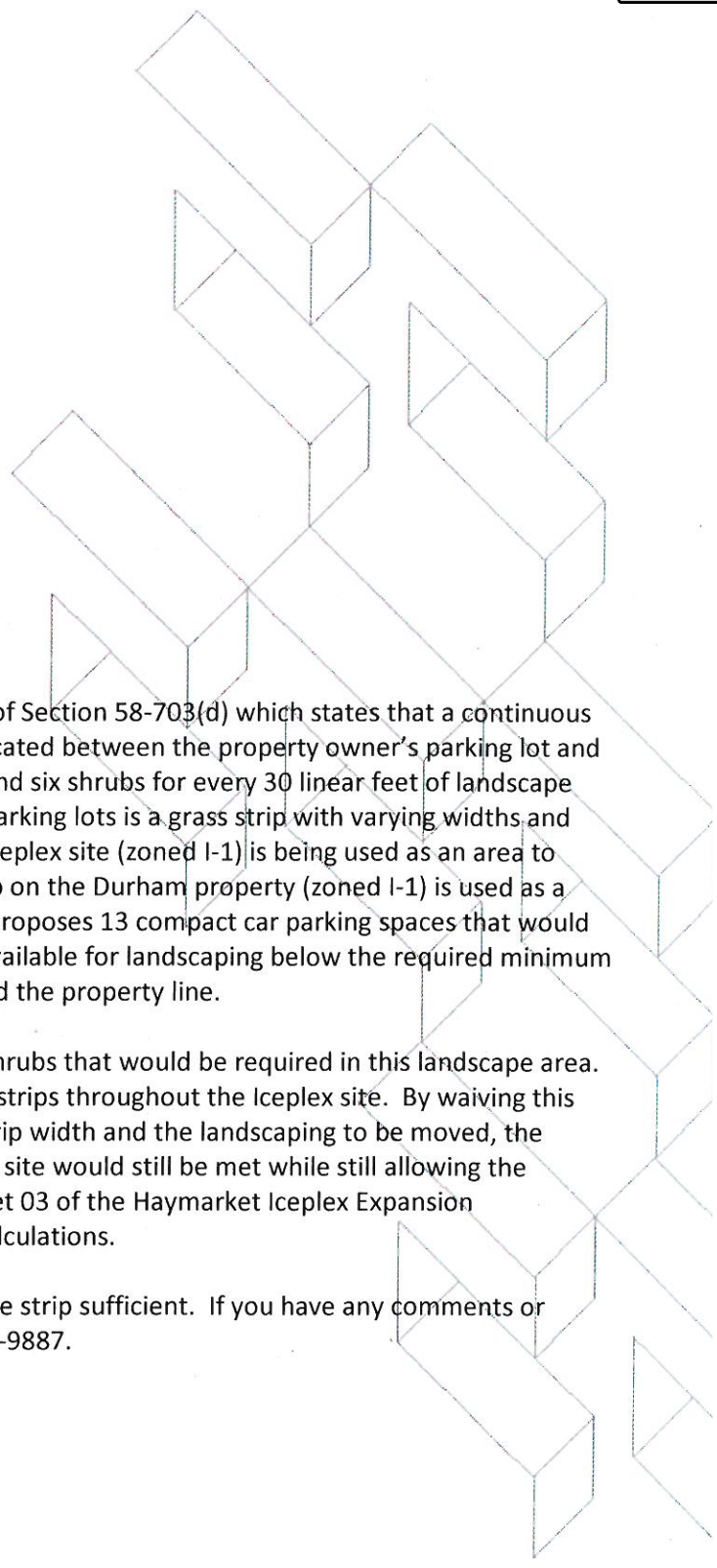
This plan still proposes to plant the 7 trees and 21 shrubs that would be required in this landscape area. These plantings will be provided in other landscape strips throughout the Iceplex site. By waiving this requirement and allowing a decreased landscape strip width and the landscaping to be moved, the intent of this requirement to add landscaping to the site would still be met while still allowing the Iceplex to meet parking requirements. See plan sheet 03 of the Haymarket Iceplex Expansion Preliminary Plan for planting locations and buffer calculations.

We trust you will find these changes to the landscape strip sufficient. If you have any comments or questions, please feel free to contact me at 703-393-9887.

Very truly yours,

Logan Baird, E.I.T  
Engineer 1 – Land Development Division

LB/cm



Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)



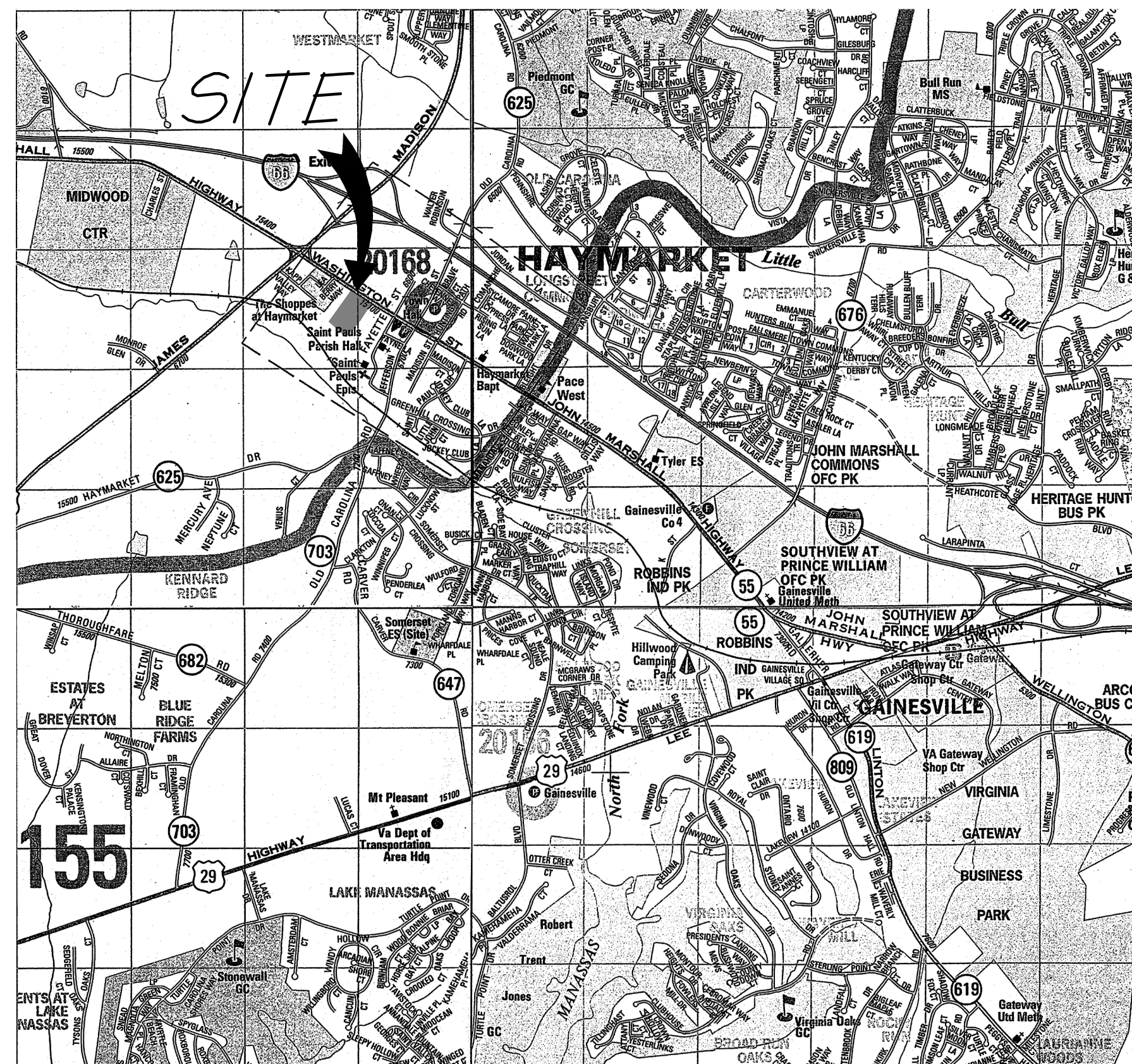
# HAYMARKET ICE RINK EXPANSION PRELIMINARY SITE PLAN

TOWN OF HAYMARKET  
PRINCE WILLIAM COUNTY, VIRGINIA

No	DESCRIPTION	DATE
1	PER TOWN COMMENTS DATED 05/01/2013 AND 06/10/2013	06/24/2013
2	PER TOWN COMMENTS DATED 08/20/2013 AND 08/21/2013	08/26/2013
3	PLANNING COMMISSION COMMENTS	11/12/2013

## GENERAL NOTES:

- TITLE REPORT FURNISHED BY COMMONWEALTH LAND TITLE INSURANCE COMPANY, FILE NUMBER 5009-00710 BEARING AN EFFECTIVE DATE MARCH 25, 2009.
- TOPOGRAPHIC INFORMATION IS BASED ON THE GRADING PROPOSED IN THE HAYMARKET ICE RINK (S/A PLAN #11-HAY01-RO) AND PIEDMONT TIRE & AUTO (S/A PLAN #10-HAY-01-RO) SITE PLANS WITH SURROUNDING TOPOGRAPHIC INFORMATION PROVIDED BY A FIELD SURVEY PERFORMED BY Christopher consultants, Ltd., DATED 10-27-09. THE CONTOUR INTERVAL IS 2 FEET.
- EXISTING/PROPOSED USE: COMMERCIAL/INDUSTRIAL
- THE PRINCE WILLIAM COUNTY PARCEL IDENTIFICATION NUMBER (GPIN), ZONE, AND ACREAGE FOR THE PROPERTY SHOWN HEREON IS AS FOLLOWS:  
GPIN: 7298-80-017 ZONE: I-1 AREA: 4.9411 ACRES
- THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAPS FOR PRINCE WILLIAM COUNTY, MAP #15153C009D AND #15153C007E, EFFECTIVE DATE JANUARY 5, 1995 SHOWS THAT THERE IS NO 100 YEAR FLOOD PLAIN WITHIN THE LIMITS OF THE PROPERTY SHOWN HEREON.
- THERE ARE NO MAPPED CHESAPEAKE BAY RESOURCE PROTECTION AREAS (RPA) ON THE PROPERTY SHOWN HEREON.
- BEST MANAGEMENT PRACTICES (BMP) FOR WATER QUALITY HAVE BEEN PROVIDED FOR THE ENTIRE 4.9411 ACRE SITE WITH THE SITE PLAN FOR PIEDMONT TIRE AND AUTO. BMP IS ACHIEVED THROUGH A SERIES OF CONTROL MEASURES WHICH INCLUDE STORM FILTER INSERTS FOR GRATE INLETS, A BAY SEPARATOR HYDRODYNAMIC STRUCTURE AND STORMTECH STORM CHAMBER FILTER RIGS. THESE CONTROLS WERE DESIGN BASED ON THE PRINCE WILLIAM COUNTY REQUIREMENTS FOR REDEVELOPMENT AND IN ACCORDANCE WITH THE TOWN OF HAYMARKET STANDARDS.
- STORMWATER MANAGEMENT: THIS PROJECT WILL SLIGHTLY INCREASE THE AMOUNT OF IMPERVIOUS AREA ON THE SITE, THEREFORE SLIGHTLY INCREASE THE AMOUNT OF RUNOFF COMING FROM THE SITE. AREA DRAINING AND SHEET FLOW DIRECTS DRAINAGE FROM THIS PORTION OF THE SITE TO EXISTING STONE LINED DITCHES ALONG THE WESTERN AND SOUTHERN PERIMETER. RUNOFF COLLECTS IN THE EXISTING DITCHES AND OUTFALLS AT THE SOUTHWEST CORNER OF THE SITE. THE RUNOFF FLOWS ALONG THE EXISTING BALLAST STONE LINED RAIL SIDING.
- VEHICLE TRIPS AT EACH ENTRANCE ARE BASED ON THE 6TH EDITION INSTITUTE OF TRANSPORTATION ENGINEERS (ITE) TRIP GENERATION MANUAL SECTION 465 (ICE RINK) FOR A 65,148 GFA FACILITY. PEAK HOURLY TRAFFIC IS EXPECTED TO BE 155 VPH WITH THE FLOW SPLIT EVENLY BETWEEN THE TWO ENTRANCES. PEAK DAILY TRAFFIC ON A WEEKEND DURING THE PEAK WINTER SKATING SEASON COULD REACH 844 VPD OR 422 VPD AT EACH ENTRANCE.
- PARKING TABULATIONS:  
ICEPLEX BUILDING  
FLOOR AREA= 165,200 SQ. FT. GROSS, 149,900 SQ.FT. NET  
PARKING REQUIREMENT= 405 SPACES / 1 ICE RINK.  
2 ICE RINKS= 170 SPACES REQUIRED  
PARKING PROVIDED= 135 SPACES (INCLUDING 5 HANDICAPPED)  
  
PIEDMONT TIRE & AUTO  
FLOOR AREA= 12,000 SQ. FT. GROSS, 9,000 SQ.FT. NET  
PARKING REQUIREMENT= 1 SPACE / 200 SQ. FT.  
9,000/200= 45 SPACES REQUIRE  
PARKING PROVIDED= 80 SPACES (INCLUDING 5 HANDICAPPED)  
  
TOTAL SHARED PARKING  
REQUIRED = 215 SPACES (INCLUDING 7 HANDICAPPED)  
  
TOTAL PARKING  
PROVIDED= 215 SPACES (INCLUDING 9 HANDICAPPED)  
  
# 85 SPACES PER ICE RINK BASED ON TRAFFIC STUDY CONDUCTED BY OTHERS FOR SPAM-1998-0050.023. THIS STUDY COMPARED 11 DIFFERENT ICE RINKS AND THE AMOUNT OF PARKING PROVIDED, AND CALCULATED AN AVERAGE OF 85 PARKING SPACES PER ICE RINK.
- ALL FENCING IS SUBJECT TO ARCHITECTURAL REVIEW BOARD AND PLANNING COMMISSION APPROVALS.
- PHASE 1 CONSTRUCTION WILL CONSIST OF THE EXPANSION OF THE EXISTING ICE RINK BUILDING BY ADDING A SECOND FLOOR OF APPROXIMATELY 8400 S.F. AND ALL IMPROVEMENTS TO THE FACADE OF THE BUILDING. PHASE 2 CONSTRUCTION WILL CONSIST OF THE ADDITION OF A SECOND ICE RINK OF APPROXIMATELY 22,500 S.F. AND IMPROVEMENTS TO THE EXISTING PARKING LOT TO ADD ADDITIONAL PARKING SPACES.
- FINAL SITE PLAN WILL BE PROCESSED THROUGH VDOT DUE TO AN INCREASE IN VEHICLE TRIP GENERATION FOR THE BUILDING EXPANSION
- ANTICIPATED SEWAGE FLOW FOR THE ENTIRE SITE = 2531 GPD



VICINITY MAP  
SCALE: 1" = 1000'

## OWNER

WOOD VILLAGE LLC C/O DAISY WOOD  
14202 LEE HIGHWAY  
GAINESVILLE, VA 20155

## PROPERTY ADDRESS

15151 WASHINGTON ST  
HAYMARKET, VA 20169

## NOTICE REQUIRED:

CONTRACTORS SHALL NOTIFY OPERATORS WHO MAINTAIN UNDERGROUND UTILITY LINES IN THE AREA OF PROPOSED EXCAVATION AND OR BLASTING AT LEAST TWO (2) WORKING DAYS, BUT NOT MORE THAN TEN (10) WORKING DAYS PRIOR TO COMMENCEMENT OF EXCAVATION OR DEMOLITION. NAMES AND TELEPHONE NUMBERS OF THE OPERATORS OF UNDERGROUND UTILITY LINES APPEAR BELOW. THESE NUMBERS SHALL ALSO BE USED TO SERVE IN AN EMERGENCY CONDITION.

- |                             |                |
|-----------------------------|----------------|
| Washington Gas Light Co.    | (571) 291-7700 |
| Tranaco Gas Pipeline Co.    | (703) 754-2115 |
| Chesapeake & Potomac Co.    | (703) 777-2151 |
| Va. Elec. & Power Co.       | (703) 437-1000 |
| Fairfax Co. Water Authority | (540) 338-7746 |
| Fairfax Co. San. Sew. Div.  |                |
| Prince William Elec. Co-op  |                |
| Columbia Gas of Va.         |                |
| A. T. & T. Co.              |                |
| Plantation Pipeline Co.     |                |
| Continental Tel. of Va.     |                |
| Colonial Pipeline Co.       |                |

MISS UTILITY  
800-552-7001

**EMERGENCY**  
Police: 777-1021 or 911  
Fire Rescue: 777-2222 or 911

## ZONING TABULATIONS - I-1 ZONE

USE: "SECTION 58-257 (16)", RECREATIONAL, COMMERCIAL, INDOOR, FITNESS, AND SPORT ACTIVITIES.

	REQUIREMENT	PROVIDED
BUILDING HEIGHT	35' MAX.	30.2'
LOT COVERAGE	85% MAX.	±79%
BUILDING ACCESSORY USE	20% MAX.	±10%

### YARDS

FRONT YARD	10' MIN.	10'
SIDE YARD (TO B-1, B-2, I-1 ZONES)	0'	0'
SIDE YARD (TO R-1 ZONE)	25' MIN.	25'
REAR YARD (TO I-1 ZONE)	0'	0'

### BUFFERS

BUFFER AGAINST I-1 ZONE	0'	0'
BUFFER AGAINST BI & B2 ZONES	10'	10'
BUFFER AGAINST RI ZONE	35'	25' *(SEE NOTE)
BUFFER AGAINST BI BLOOM PROPERTY	10'	10'

\*NOTE: A 35' BUFFER CANNOT BE PROVIDED DUE TO THE EXISTING PRIVATE ROAD RUNNING WITHIN THE 35' BUFFER. A BUFFER MODIFICATION ALLOWING A 25' BUFFER AS SHOWN ON SHEET 03 IS REQUESTED AS PART OF THIS PLAN.

## LOT COVERAGE CALCULATIONS

$$\frac{\text{BUILDINGS \& PAVED AREAS}}{\text{LOT AREA (4.9411 AC.)}} = \frac{169,930 \text{ SQ. FT.}}{215,234 \text{ SQ. FT.}} = 78.9\%$$

## SUMMARY OF CONTROLS

BMP	EXISTING ON-SITE AREA CONTROLLED	PROPOSED ON-SITE AREA CONTROLLED	REQUIRED REDEVELOPMENT PHOSPHOROUS REMOVAL EFFICIENCY	PROPOSED REDEVELOPMENT PHOSPHOROUS REMOVAL EFFICIENCY
DEVELOPED WITHOUT CONTROLS		4.9411 ACRES	20%	20.11% EFFICIENCY MET

## SWM

AREAS DRAINING TO EXISTING ON-SITE FACILITY	AREAS DRAINING TO PROPOSED ON-SITE FACILITY	EXISTING 10 YEAR PEAK RUNOFF TO EXISTING PIPED SYSTEM	PROPOSED 10 YEAR PEAK RUNOFF TO EXISTING PIPED SYSTEM
2.38 ACRES 1.24 Ac onsite 0.19 Ac offsite 0.95 Ac offsite	2.46 ACRES 1.32 Ac onsite 0.19 Ac offsite 0.95 Ac offsite	3.27 CFS	1.00 CFS NO INCREASE IN RUNOFF DUE TO DEVELOPMENT

SINCE THE DESIGN 10-YEAR STORM FLOW IS LESS THAN OR EQUAL TO THE EXISTING 10 YEAR FLOW, AN ANALYSIS OF THE EXISTING STORM SYSTEM DOWN TO THE OUTFALL IS NOT REQUIRED. THE EXISTING DOWNSTREAM STORM SYSTEM IS LOCATED OUTSIDE OF THE VDOT RIGHT OF WAY.

## SHEET INDEX

- COVER SHEET
- PRELIMINARY SITE PLAN
- PRELIMINARY LANDSCAPE PLAN

PROJECT NO: 04090.005.0  
SCALE: AS SHOWN

DATE: APRIL, 2013

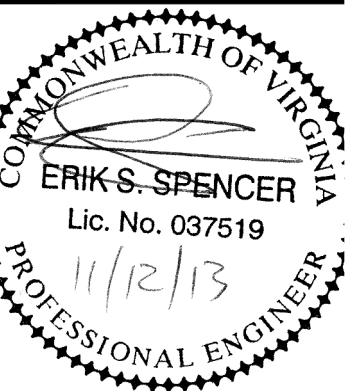
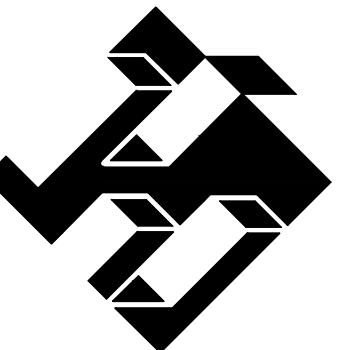
DESIGN: LGB  
DRAWN: LGB  
CHECKED:

SHEET No.

ALL CONSTRUCTION SHALL CONFORM TO THE CURRENT TOWN OF HAYMARKET, PRINCE WILLIAM COUNTY, AND PWCSA STANDARDS.

01 OF 03  
Packet Pg. 17

christopher consultants  
engineering · surveying · land planning  
christopher consultants, ltd.  
9417 Innovation Drive Manassas, VA 20110  
703.303.0887 · fax 703.303.0876



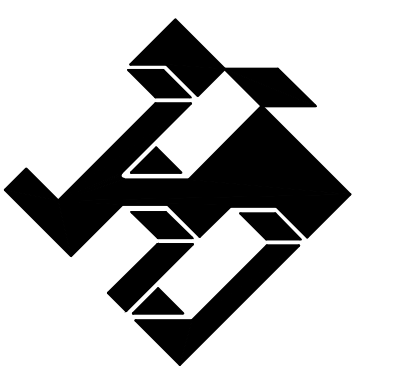
COVER SHEET

HAYMARKET ICE RINK  
EXPANSION  
PRELIMINARY SITE PLAN  
TOWN OF HAYMARKET, PRINCE WILLIAM COUNTY, VIRGINIA



No.	DESCRIPTION	DATE
1	PER TOWN COMMENTS DATED 05/31/2013 AND 06/10/2013	06/24/2013
2	PER TOWN COMMENTS DATED 08/20/2013 AND 08/21/2013	08/26/2013
3	PLANNING COMMISSION COMMENTS	11/12/2013

**christopher consultants**  
 engineering · surveying · land planning  
 christopher consultants, llc  
 9417 innovation drive · manassas, virginia 20110  
 703.593.0827 · 703.593.0878

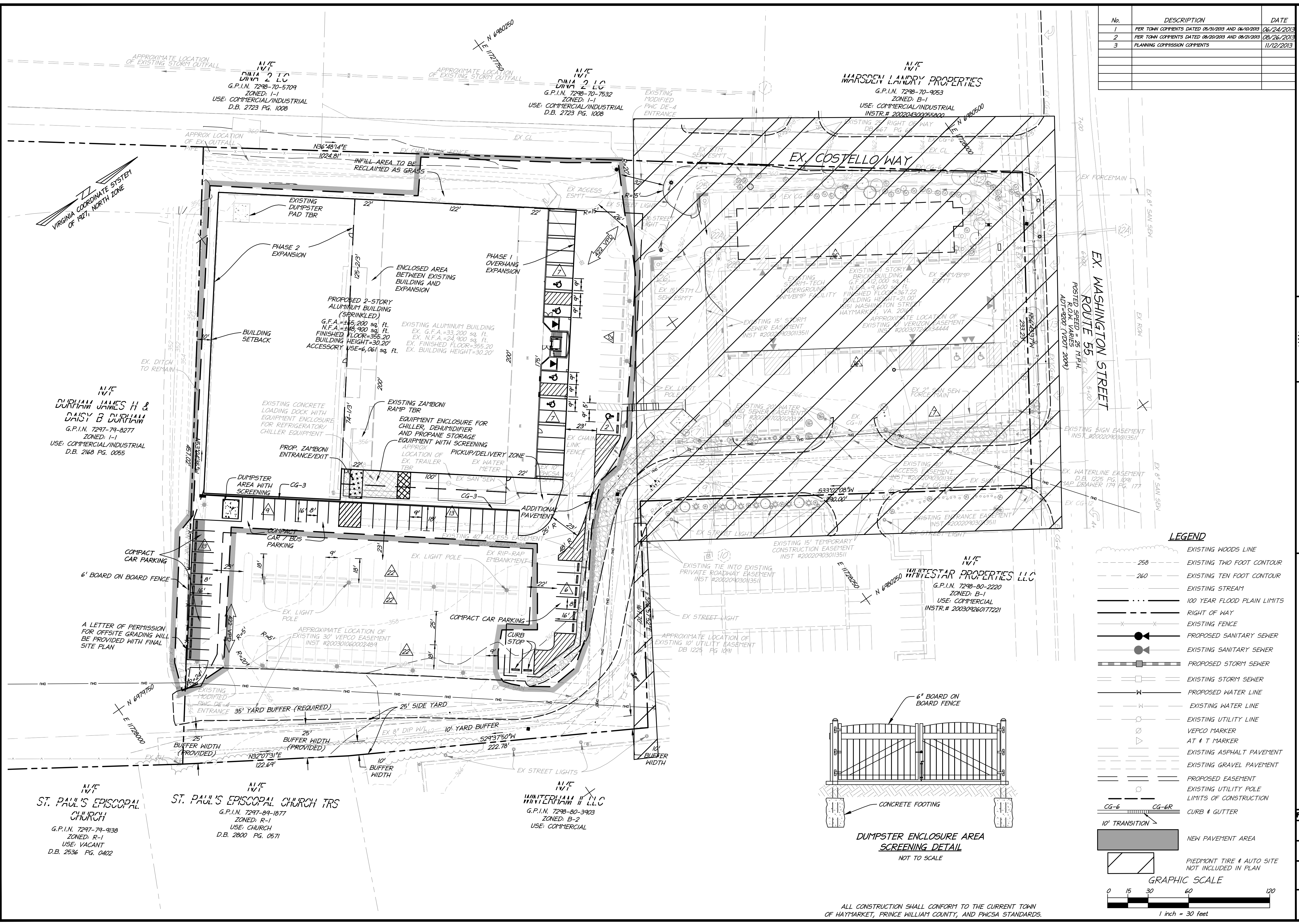


COMMONWEALTH OF VIRGINIA  
**ERIK S. SPENCER**  
 Lic. No. 037519  
 11/2/13  
 PROFESSIONAL ENGINEER

PRELIMINARY  
 SITE PLAN

HAYMARKET ICE RINK  
 EXPANSION  
 PRELIMINARY SITE PLAN

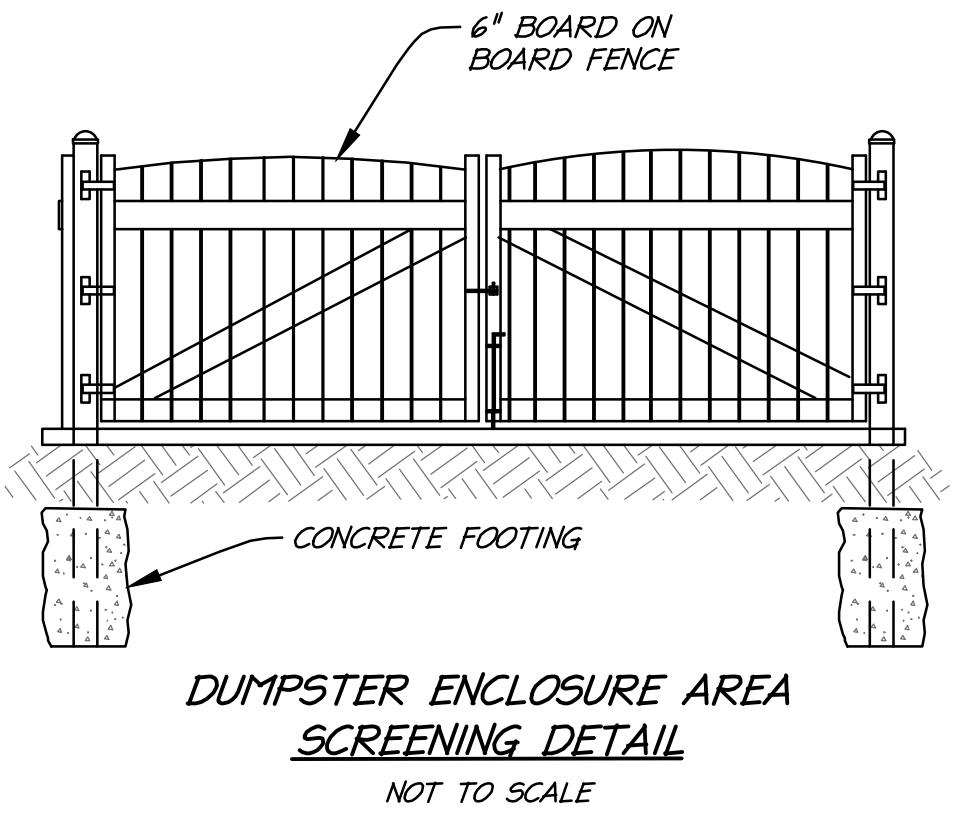
PROJECT NO: 04090.005.0  
 SCALE: 1"=30'  
 DATE: APRIL, 2013  
 DESIGN: LGB  
 DRAWN: LGB  
 CHECKED:  
 SHEET No. **02** OF **03**



**LEGEND**

- 258 --- EXISTING WOODS LINE
- 260 --- EXISTING TWO FOOT CONTOUR
- 260 --- EXISTING TEN FOOT CONTOUR
- --- EXISTING STREAM
- --- 100 YEAR FLOOD PLAIN LIMITS
- --- RIGHT OF WAY
- --- EXISTING FENCE
- --- PROPOSED SANITARY SEWER
- --- EXISTING SANITARY SEWER
- --- PROPOSED STORM SEWER
- --- EXISTING STORM SEWER
- --- PROPOSED WATER LINE
- --- EXISTING WATER LINE
- --- EXISTING UTILITY LINE
- --- VEPCO MARKER AT T MARKER
- --- EXISTING ASPHALT PAVEMENT
- --- EXISTING GRAVEL PAVEMENT
- --- PROPOSED EASEMENT
- --- EXISTING UTILITY POLE LIMITS OF CONSTRUCTION
- --- CURB & GUTTER
- --- 10' TRANSITION
- --- NEW PAVEMENT AREA
- --- PIEDMONT TIRE & AUTO SITE NOT INCLUDED IN PLAN

**GRAPHIC SCALE**  
 0 15 30 60 120  
 1 inch = 30 feet

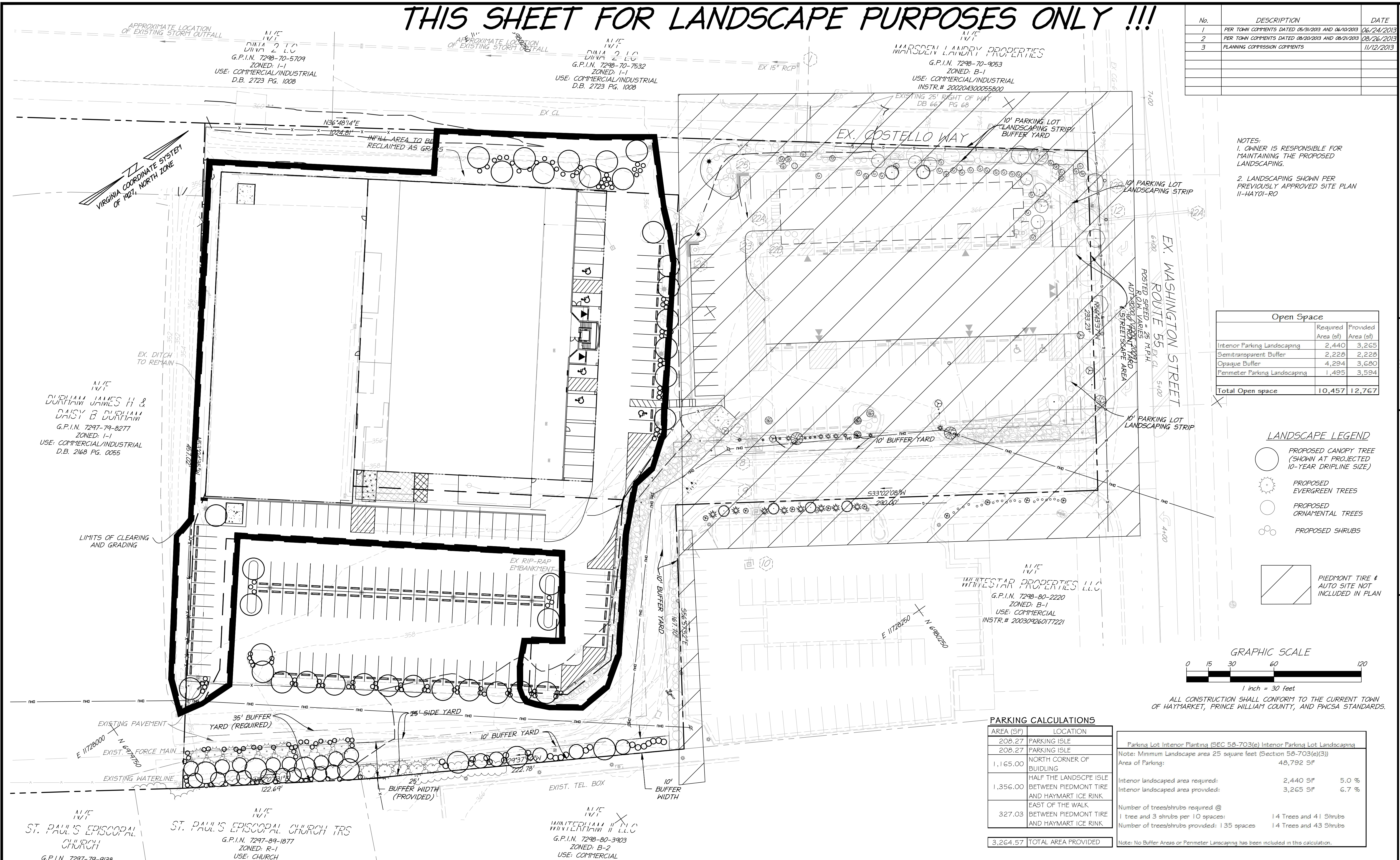


ALL CONSTRUCTION SHALL CONFORM TO THE CURRENT TOWN OF HAYMARKET, PRINCE WILLIAM COUNTY, AND PWCSA STANDARDS.

Attachment: 12-02-2013 TC Packet for Work Session (1681) : Town Council Draft Agenda - 12-2013



# THIS SHEET FOR LANDSCAPE PURPOSES ONLY !!!



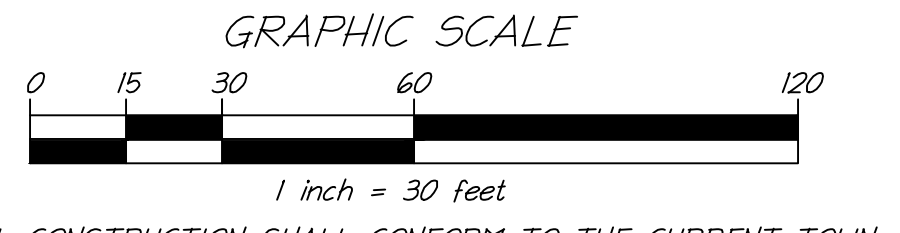
No.	DESCRIPTION	DATE
1	PER TOWN COMMENTS DATED 05/21/2013 AND 04/10/2013	06/24/2013
2	PER TOWN COMMENTS DATED 08/20/2013 AND 08/21/2013	08/26/2013
3	PLANNING COMMISSION COMMENTS	11/12/2013

NOTES:  
 1. OWNER IS RESPONSIBLE FOR MAINTAINING THE PROPOSED LANDSCAPING.  
 2. LANDSCAPING SHOWN PER PREVIOUSLY APPROVED SITE PLAN II-HAY01-RO

Open Space		
	Required Area (sf)	Provided Area (sf)
Interior Parking Landscaping	2,440	3,265
Semitransparent Buffer	2,228	2,228
Opaque Buffer	4,294	3,680
Perimeter Parking Landscaping	1,495	3,594
<b>Total Open Space</b>	<b>10,457</b>	<b>12,767</b>

### LANDSCAPE LEGEND

- PROPOSED CANOPY TREE (SHOWN AT PROJECTED 10-YEAR DRIPLINE SIZE)
- PROPOSED EVERGREEN TREES
- PROPOSED ORNAMENTAL TREES
- PROPOSED SHRUBS
- PIEDMONT TIRE & AUTO SITE NOT INCLUDED IN PLAN



ALL CONSTRUCTION SHALL CONFORM TO THE CURRENT TOWN OF HAYMARKET, PRINCE WILLIAM COUNTY, AND FWCSA STANDARDS.

### PARKING CALCULATIONS

AREA (SF)	LOCATION
208.27	PARKING ISLE
208.27	PARKING ISLE
1,165.00	NORTH CORNER OF BUILDING
1,356.00	HALF THE LANDSCAPE ISLE BETWEEN PIEDMONT TIRE AND HAYMARK ICE RINK
327.03	EAST OF THE WALK BETWEEN PIEDMONT TIRE AND HAYMARK ICE RINK
<b>3,264.57</b>	<b>TOTAL AREA PROVIDED</b>

Parking Lot Interior Planting (SEC 58-703(e) Interior Parking Lot Landscaping)		
Note: Minimum Landscape area 25 square feet (Section 58-703(e)(3))		
Area of Parking:		
48,792 SF		
Interior landscaped area required:	2,440 SF	5.0 %
Interior landscaped area provided:	3,265 SF	6.7 %
Number of trees/shrubs required @ 1 tree and 3 shrubs per 10 spaces:	14 Trees and 41 Shrubs	
Number of trees/shrubs provided: 135 spaces	14 Trees and 43 Shrubs	

Note: No Buffer Areas or Perimeter Landscaping has been included in the calculation.

Parking Lot Adjacent To SW Property Line (Section 58-703d)			
Length of Parking Lot Adjacent to SW Property Line		104 lf	
Plants Required in a Strip 5 Feet in Width	Total Required	Total provided	
2 Parking Lot Tree Per 30' Frontage	7	7*	Trees
Screen for the full length of the Frontage (Plant 6 Screening Shrub Per 30' Frontage)	21	21*	Shrubs

Parking Lot Adjacent To Private Street (Section 58-703d)			
Length of Parking Lot Adjacent to Private Street		195 lf	
Plants Required in a Strip 5 Feet in Width	Total Required	Total provided	
2 Parking Lot Tree Per 30' Frontage	13	13	Trees
Screen for the full length of the Frontage (Plant 6 Screening Shrub Per 30' Frontage)	39	39	Shrubs

Screen B (SB) - Semitransparent Screen Alt I - Sec. 58-700			
1 Property Line Length = Winterham Property Eastern Boundary Zone B-2		223 lf	
2 Buffer Area = 10' Width x Property line length less driveway		2228 sq ft	
3 Plants Required	Total Required	Total provided	
Canopy Trees	1/1000 sq ft	2	3
Ornamental Trees	1/500 sq ft	4	5
Evergreen Trees	1/500 sq ft	4	5
Shrubs	1/100 sq ft	22	23

Screen C (SC) - Opaque Screen Alt I - Sec. 58-700			
1 Property Line Length = Church Property Eastern Boundary Zoned R-1		123 lf	
2 Buffer Area = 35' Width x Property line length		4294 sq ft	
3 Plants Required	Total Required	Total provided	
Canopy Trees	1/1000 sq ft	4	4
Ornamental Trees	1/250 sq ft	17	17
Evergreen Trees	1/500 sq ft	9	9
Shrubs	1/100 sq ft	43	43

**christopher consultants**  
 engineering · surveying · land planning  
 christopher consultants, ltd.  
 9417 innovation drive manassas, virginia 20110

COMMONWEALTH OF VIRGINIA  
 ERIK S. SPENCER  
 Lic. No. 037519  
 11/12/13  
 PROFESSIONAL ENGINEER

PRELIMINARY LANDSCAPE PLAN

HAYMARKET ICE RINK EXPANSION PRELIMINARY SITE PLAN

TOWN OF HAYMARKET, PRINCE WILLIAM COUNTY, VIRGINIA

PROJECT NO: 09090.005.6  
 SCALE: 1"=30'  
 DATE: APRIL, 2013  
 DESIGN: LGB  
 DRAWN: LGB  
 CHECKED:  
 SHEET No. 03 of 03  
 Packet Pg. 19





TO: Town of Haymarket Town Council  
SUBJECT: Police Department Matters  
DATE: 12/02/13

---

The Mayor requested the following discussion items in relation to the Police Department:

- Take home cruisers for officers & rules/policy for take home cruisers
- Complaint response procedure
- Better coverage work schedule



TO: Town of Haymarket Town Council  
SUBJECT: Request to Council  
DATE: 12/02/13

---

Mr. Pennel is here this evening to request permission from the Town Council to place a banner on the Town Center green space. The banner is 3' x 5' and will be advertising their Christmas Eve service. They would like to put the banner up on December 15 and will have it taken down by December 30, 2013.

Mr. Pennel is here should you have any questions.



TO: Town of Haymarket Town Council  
SUBJECT: Holiday Bonuses  
DATE: 12/02/13

---

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)



TO: Town of Haymarket Town Council  
SUBJECT: Code of Conduct (Draft)  
DATE: 12/02/13

---

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)



TO: Town of Haymarket Town Council  
SUBJECT: Resolution for Special Election  
DATE: 12/02/13

---

**ATTACHMENTS:**

- Resolution to obtain special election on charter amendment (PDF)



**RESOLUTION 20131202 – 1**

**RESOLUTION OF THE TOWN OF HAYMARKET TOWN COUNCIL TO PROVIDE FOR HOLDING AN ELECTION TO DETERMINE IF THE VOTERS OF THE TOWN DESIRE THAT IT REQUEST THE GENERAL ASSEMBLY TO AMEND ITS EXISTING CHARTER TO CHANGE THE TERMS OF THE TOWN COUNCIL FROM TWO YEARS TO FOUR YEAR STAGGERED TERMS**

WHEREAS, the current Town Charter, Article III § 2, provides for council members to serve two year terms; and

WHEREAS, The Town Council wishes to have the voters determine whether to seek a charter amendment whereby the council would be elected to four year staggered terms instead of two year terms; and

WHEREAS, Virginia Code § 15.2-201 permits the Town Council to provide for holding an election to determine if the voters of the Town desire that it request the General Assembly to amend its existing charter;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Haymarket, meeting in regular session this 10<sup>th</sup> day of December, 2013, that the Council does hereby provide for holding an election at the next May general election (May 6, 2014) to determine if the voters of the Town desire that it request the General Assembly to amend Article III § 2 of the Town charter as follows:

- (2) *Council election; term; oath.* On the ~~second~~ first Tuesday in ~~June~~ May, 2016, nineteen hundred and fifty one, and every two (2) years thereafter, there shall be elected by the qualified voters of the town, one (1) elector of the town, who shall be denominated mayor, and six (6) other electors, who shall be denominated ~~councilmen~~ members, and the mayor and ~~councilmen~~ members shall constitute the town council. ~~They shall enter upon the duties of their offices on the first day of September next succeeding their election, and shall continue in office until their successors are duly elected and qualified.~~ Every person so elected shall take ~~an oath faithfully to execute and discharge the duties of his office to the best of his judgment, and the mayor shall take the oath prescribed by law for state officers.~~ The failure of any person elected or appointed under the provisions of this Charter to qualify or to take the oath required, within the time prescribed for entering upon the discharge of the duties of the office to which he is elected or appointed, shall vacate the said office and the council shall proceed and is hereby vested with power to fill such vacancy in the manner ~~herein~~ prescribed by general law. The person elected mayor and the three candidates for town council receiving the highest number of votes in the May 2016 election shall serve four-year terms. The other three persons elected to town council in May 2016 shall serve two-year terms. Thereafter, all council members shall be elected at the May general election for four-year terms. The persons so elected shall qualify and take office on the first day of July following their election. They shall continue to serve until their successors are duly elected, qualified and assume office.

BE IT FURTHER RESOLVED that at least ten days prior to the holding of such election, the text or an informative summary of the proposed charter amendment shall be published in a newspaper of general circulation in the Town.

BE IT FINALLY RESOLVED that the Town Clerk is directed to take such steps as are necessary to communicate the results of the election to the General Assembly if the voters are in favor of the proposed amendment.

Done this 10<sup>th</sup> day of December, 2013.

ORDER OF THE COUNCIL

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

ATTEST:

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

MOTION:  
SECOND:

Votes:  
Ayes:  
Nays:  
Abstain:  
Absent:

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)



TO: Town of Haymarket Town Council  
SUBJECT: Consider Time Change for Work Session  
DATE: 12/02/13

---

This is an item for discussion and possible action to change the start time of the work session from 3:00 PM on the Tuesday prior to the meeting to 7:00 PM on Tuesday prior to the regular Town Council meeting.



TO: Town of Haymarket Town Council  
SUBJECT: Police Report  
DATE: 12/02/13

---

**ATTACHMENTS:**

- 12-2013 Police Report (PDF)

**Town Police Statistics for  
August, September, & October 2013**

Activity	August	September	October	Total
<b>Mileage</b>	<b>8571</b>	<b>6336</b>	<b>6320</b>	<b>21227</b>
<b>Parking Tickets</b>	<b>8</b>	<b>3</b>	<b>16</b>	<b>27</b>
<b>Uniform Traffic Summons</b>	<b>168</b>	<b>113</b>	<b>127</b>	<b>408</b>
<b>Criminal Felony</b>	<b>1</b>	<b>4</b>	<b>7</b>	<b>12</b>
<b>Criminal Misdemeanor</b>	<b>12</b>	<b>9</b>	<b>9</b>	<b>30</b>
<b>Reports</b>	<b>16</b>	<b>22</b>	<b>20</b>	<b>58</b>
<b>Complaints</b>	<b>334</b>	<b>367</b>	<b>393</b>	<b>1094</b>
<b>Accidents</b>	<b>0</b>	<b>2</b>	<b>7</b>	<b>9</b>
<b>Hours Worked</b>	<b>1264.5</b>	<b>1233.5</b>	<b>1241</b>	<b>3739</b>

During the month of October 2013 the Haymarket Police participated in the following:

- October 10, 2013 attended the ECPI Advisory Board
- October 16-18, 2013 Officers J. T. Davis and J. M. Davis attended Breath Analysis training in Richmond
- October 19, 2013 officers assisted with traffic and crowd control for the annual Oktoberfest celebration
- October 26, 2013 the department participated in the DEA National Prescription Drug Take Back and collected 29 lbs of unwanted prescription medications
- October 27, 2013 Officer Shaver participated in the annual Trunk or Treat event hosted by Park Valley Church
- October 31, 2013 officers were on firing range for weapons qualifications
- October 31, 2013 from 5:30 pm to 9:00 pm officers were stationed around town keeping an eye on the Trick or Treaters and handing out candy. Thank You to Captain John Berglund and Saddlery Liquidators for donating candy for officers to hand out.

Officer J. T. Davis began conducting a series of self-defense classes for women.

As a result of a felony drug arrest the Haymarket Police Department seized a pickup truck and the Circuit Court has granted the motion of Forfeiture.

## Criminal Stats for October 2013 Haymarket Police Department

- |                                    |  |
|------------------------------------|--|
| • Suspicious Person = 6            | • Panhandling = 1 (Vehicle keys locked in car) |
| • Fight = 1                        | • Solicitors = 1                               |
| • Escort = 1                       | • Trespassing = 1                              |
| • Shoplifting = 1                  | • Business Check = 1                           |
| • Suspicious Vehicles = 5          | • Credit Card Fraud = 1                        |
| • Larceny = 2                      | • Phone Scam = 1                               |
| • Alarm Calls = 5                  | • Identity Theft = 1                           |
| • Gang Fight = 1                   | • Assault = 1                                  |
| • Hit & Run = 1                    |  |
| • Warrant Service = 4              |  |
| • Accidents = 6                    |  |
| • Unconscious person = 1           |  |
| • Pursuit = 1                      |  |
| • Domestic = 3                     |  |
| • Emotionally Disturbed Person = 1 |  |
| • Found Property = 1               |  |
| • Parking Issue = 2                |  |
| • Assist PWCPD = 4                 |  |
| • Assist VSP = 3                   |  |
| • Vandalism = 1                    |  |





TO: Town of Haymarket Town Council  
 SUBJECT: Town Manager's Report  
 DATE: 12/02/13

Sign Relocation for Streetscape Project:

- The signs have been temporarily moved.
- After talking with the businesses/organizations, we have decided to remove the signs for now and relocate them after the majority of the project is completed
- There will be no additional cost to the Town.

Change to Term Limits:

- Martin and I researched the methods as to how to get a Council directed referendum onto the ballot.
- Essentially, our Town Attorney needs to draft a brief ordinance with regard to the referendum item and the Council would vote upon it.
- Once it is voted upon, we send it to the Registrar to be added to the ballot for the May election.
- Martin has drafted the ordinance and it should be included in your packet for review and adoption.
- As we get closer to the election we will notify the public in general about the referendum on term limits.

Food Pantry:

- The food pantry is having their attorney review the draft lease.
- I am waiting on a response from the Food Pantry at this time to wrap up the lease renewal.

Attiva Contract Extension:

- Draft Addendum is still being reviewed by Attiva.
- Attiva's contract expires at the end of December

FOIA Presentation:

- FOIA presentation took place here on November 18th at 7pm.
- I am hoping it was informative and well received.

SOP (Standards of Operation Procedures and Policy Manual):

- I have including a couple of proposed policies that will be incorporated into the SOP when adopted.
- These are policies that we currently do not have with regard to our adopted Policies.
- The policies provided to you this evening fall in the category of Administrative Policies.
- If you would be willing to read and submit any comments or concerns back to me I would appreciate it.
- Or I would be happy to work with an appointed committee to discuss these policies prior to bringing the entire document to the Council for review and acceptance.
- Furthermore, these drafted policies come from surrounding jurisdictions or from policy examples from the VML Insurance Department that have been collected and made available to all localities.
- I will have more draft policies to present, which is why I would recommend working with a sub-committee.

Quiet Zone Update:

- We had a meeting on Thursday, November 14th with Mr. Rodney Whaley of the FRA, Mr. Ivan Horoskyj of VDOT, David Wolf of Haymarket Self Storage, Danny Humphreys of Advantage Landscaping,

Mr. Eric Teitelmen PE and Local resident volunteer and Mr. John Cole, former Vice Mayor and interested resident.

- We met at the private crossing on Kapp Valley Way and discussed the issues with the safety of the crossing and possibility of the Quiet Zone.
- We were informed that the calculations may be off due to a recent change in the speed zones within the proposed Quiet Zone.
- Due to the nature of this crossing and being more a business related and having a higher volume of traffic, we have shifted from a 24 hour Quiet Zone to a partial quiet zone that would be in operation from 10pm-7am. However it was important to point out that the whistles being blown are not for this crossing, it's actually for the crossing at Rt. 15.
- We are in the process of working with Norfolk Southern to get the up to date speed limits for the proposed Quiet Zone. Once we received these numbers will be able to rerun the calculations through the Quiet Zone calculator with FRA.
- At that point we will re-submit the updated calculations and tweak the letter of intent to reflect a partial Quiet Zone.
- If we get the go ahead from the powers that be FRA and Norfolk Southern, we would need to purchase and install the proper signs acknowledging the Quiet Zone at each crossing.
- At that point, we declare our Quiet Zone and would need to have a public notice/ awareness campaign for residents and the Haymarket/Gainesville area.
- It is our goal to move forward in December and potentially declare the Quiet Zone early next year.



TO: Town of Haymarket Town Council  
SUBJECT: Town Engineer's Report  
DATE: 12/02/13

---

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)





TO: Town of Haymarket Town Council  
SUBJECT: Planner's Report  
DATE: 12/02/13

---

- Historic District Overlay. Per the Council direction, the Planning Commission has considered amendments to the Old and Historic Haymarket District Overlay boundary. The amended boundary includes all four major corridors into downtown Haymarket and excludes most residential properties governed by HOA review. The Commission is scheduling a public hearing regarding the amended boundary as part of its regularly scheduled December meeting.
- Haymarket Self Storage. The owner submitted a preliminary site and special exception application outdoor equipment storage. The applications are still under review by staff.
- Robinsons Paradise Rezoning. The rezoning to develop up to 28 small lot single-family homes is still under review by staff. Staff is also looking at updating the Town Council's proffer guidelines.
- Firehouse Sale. The firehouse is still under purchase contract. The Town Staff met with the purchaser regarding the proposed wine bar / bakery use. The purchaser is scheduled to close on the property in December.



TO: Town of Haymarket Town Council  
SUBJECT: Treasurer's Report  
DATE: 12/02/13

---

**ATTACHMENTS:**

- Treasurer's Report - December 2013 - Summary.pdf (PDF)
- Statement of Revenue & Expenditures - December 2013 (PDF)
- Statement of Financial Position - December 2013 (PDF)

Town of Haymarket  
Treasurer's Report - December 2013

EXPENDITURES	Adopted Fiscal Year 2013 Budget	Amended Budget	2nd Quarter Appropriations	Year to Date Actuals Thru 11/21/2013
Administration	521,483.00	521,483.00	207,918.00	194,101.00
Public Safety	685,994.00	685,994.00	368,748.00	277,211.00
Public Works	197,607.00	217,607.00	115,928.00	99,498.00
Parks, Recreation, & Cultural	42,479.00	42,479.00	17,490.00	14,669.00
Community Development	2,399,987.00	2,379,987.00	2,339,623.00	5,782.00
Non-Departmental	457,880.00	457,880.00	390,110.00	131,830.00
<b>TOTAL EXPENSE</b>	<b>4,305,430.00</b>	<b>4,305,430.00</b>	<b>3,439,817.00</b>	<b>723,091.00</b>

REVENUE	Adopted Fiscal Year 2013 Budget	Amended Budget	Year to Date Actuals Thru 11/21/2013
General Property Taxes	330,932.00	330,932.00	300,589.00
Other Local Taxes	1,068,000.00	1,068,000.00	286,068.00
Permits, Fees, & Licenses	45,750.00	45,750.00	35,967.00
Fines & Forfeitures	75,000.00	75,000.00	41,031.00
Revenue from the Commonwealth	190,499.00	190,499.00	88,134.00
Miscellaneous	14,800.00	14,800.00	7,997.00
Rental (Use of Property)	239,826.00	239,826.00	101,020.00
Interest on Bank Deposits	1,000.00	1,000.00	1,012.00
Safety LU/MAP 21 Grant	1,290,852.00	1,290,852.00	0.00
Transfer of Cash Reserves	1,048,771.00	1,048,771.00	0.00
<b>TOTAL REVENUE</b>	<b>4,305,430.00</b>	<b>4,305,430.00</b>	<b>861,818.00</b>

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)

**Town of Haymarket**  
**Statement of Revenue & Expenditures**  
 July 1 through November 22, 2013

	<u>Jul 1 - Nov 22, 13</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Revenue</b>			
<b>GENERAL PROPERTY TAXES</b>			
Real Estate - Current	291,258.99	291,032.00	100.08%
Public Service Corp RE Tax	8,815.07	9,400.00	93.78%
Personal Property Tax	45.09	25,000.00	0.18%
Penalties - All Property Taxes	0.00	3,000.00	0.0%
Interest - All Property Taxes	470.14	2,500.00	18.81%
<b>Total GENERAL PROPERTY TAXES</b>	<b>300,589.29</b>	<b>330,932.00</b>	<b>90.83%</b>
<b>OTHER LOCAL TAXES</b>			
Sales Tax Receipts	16,001.96	85,000.00	18.83%
Meals Tax - Current	210,475.02	475,000.00	44.31%
Consumer Utility Tax	29,732.24	100,000.00	29.73%
Bank Stock Tax	0.00	18,000.00	0.0%
Business License Tax	-2.63	140,000.00	-0.0%
Cigarette Tax	53,837.50	250,000.00	21.54%
<b>Total OTHER LOCAL TAXES</b>	<b>310,044.09</b>	<b>1,068,000.00</b>	<b>29.03%</b>
<b>PERMITS, FEES &amp; LICENSESES</b>			
Occupancy Permits	800.00	2,000.00	40.0%
Inspection Fees	10,880.00	10,000.00	108.8%
Other Planning & Permits	22,565.00	23,000.00	98.11%
Application Fees	732.12	10,000.00	7.32%
Motor Vehicle Licenses	1,245.00	750.00	166.0%
<b>Total PERMITS, FEES &amp; LICENSESES</b>	<b>36,222.12</b>	<b>45,750.00</b>	<b>79.17%</b>
<b>Total FINES &amp; FORFEITURES</b>	<b>41,280.63</b>	<b>75,000.00</b>	<b>55.04%</b>
<b>REVENUE FROM COMMONWEALTH</b>			
Communications Tax	42,221.45	120,000.00	35.19%
Department of Fire Programs	17,000.00	8,000.00	212.5%
599 Law Enforcement Grant	7,092.00	33,922.00	20.91%
DEQ Grant	0.00	1,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%
DMV Grant	1,644.80	7,500.00	21.93%
Railroad Rolling Stock	1,548.20	1,450.00	106.77%
<b>Total REVENUE FROM COMMONWEALTH</b>	<b>88,133.42</b>	<b>190,499.00</b>	<b>46.27%</b>

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)

**Town of Haymarket**  
**Statement of Revenue & Expenditures**  
July 1 through November 22, 2013

	Jul 1 - Nov 22, 13	Budget	% of Budget
<b>MISCELLANEOUS</b>			
Sale of Salvage & Surplus	397.34	1,000.00	39.73%
Recovered Costs - Events	6,293.58	10,500.00	59.94%
Interest on Bank Deposits	51.16	1,500.00	3.41%
Penalties (Non BPOL)	199.11	0.00	100.0%
Gifts & Donations	10.00	1,500.00	0.67%
Citations & Accident Reports	550.00	300.00	183.33%
MISCELLANEOUS - Other	5,154.43	0.00	100.0%
<b>Total MISCELLANEOUS</b>	12,655.62	14,800.00	85.51%
<b>RENTAL (USE OF PROPERTY)</b>			
Penalties & Interest	445.73	0.00	100.0%
Suite 110 Rental Income	20,346.93	46,615.00	43.65%
Suite 200 Rental Income	39,006.49	94,141.00	41.43%
Suite 204 Rental Income	11,337.05	27,720.00	40.9%
15020 Wash St Rental Income	12,916.68	32,000.00	40.37%
6630 Jefferson St Rental Income	15,592.46	37,350.00	41.75%
Town Hall Rental Income	1,375.00	2,000.00	68.75%
<b>Total RENTAL (USE OF PROPERTY)</b>	101,020.34	239,826.00	42.12%
<b>INTEREST ON BANK DEPOSITS</b>	1,012.21	1,000.00	101.22%
<b>SAFETY LU/MAP 21 GRANT</b>	0.00	1,290,852.00	0.0%
<b>TRANSFER OF CASH RESERVES</b>	0.00	1,048,771.00	0.0%
<b>Total Revenue</b>	890,957.72	4,305,430.00	20.69%

**Expenditures**

**01 - ADMINISTRATION**

**11100 - TOWN COUNCIL**

Salaries & Wages - Regular	9,700.00	23,400.00	41.45%
FICA/Medicare	431.08	1,755.00	24.56%
Mileage Allowance	0.00	1,500.00	0.0%
Meals and Lodging	0.00	2,000.00	0.0%
Convention & Education	678.28	1,000.00	67.83%
Town Elections	0.00	4,000.00	0.0%
<b>Total 11100 - TOWN COUNCIL</b>	10,809.36	33,655.00	32.12%

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)

**Town of Haymarket**  
**Statement of Revenue & Expenditures**  
 July 1 through November 22, 2013

	<u>Jul 1 - Nov 22, 13</u>	<u>Budget</u>	<u>% of Budget</u>
<b>12110 - TOWN ADMINISTRATION</b>			
Computer, Internet & Website	75.00	0.00	100.0%
Salaries/Wages-Regular	51,818.44	159,240.00	32.54%
Salaries/Wages - Overtime	2,777.56	8,000.00	34.72%
Salaries/Wages - Part Time	26,192.94	72,300.00	36.23%
FICA/Medicare	9,770.46	18,000.00	54.28%
VRS	8,113.26	13,646.00	59.46%
Health Insurance	14,781.48	34,232.00	43.18%
Disability Insurance	436.00	910.00	47.91%
Unemployment Insurance	414.37	2,500.00	16.58%
Worker's Compensation	503.00	500.00	100.6%
Liability Insurance	11,728.00	12,000.00	97.73%
Accounting Services	8,828.25	20,000.00	44.14%
Reconciliation Discrepancies	-1,914.48	0.00	100.0%
Cigarette Tax Administration	1,611.90	7,500.00	21.49%
Maintenance Service Contracts	438.00	1,500.00	29.2%
Printing & Binding	1,762.14	5,000.00	35.24%
Advertising	1,932.19	13,000.00	14.86%
Postage	1,058.76	2,000.00	52.94%
Telecommunications	1,058.18	2,600.00	40.7%
Equipment Rental	502.82	1,600.00	31.43%
Mileage	585.91	1,500.00	39.06%
Meals & Lodging	348.84	2,000.00	17.44%
Convention & Education	540.00	1,000.00	54.0%
Miscellaneous	535.89	1,000.00	53.59%
Dues & Memberships	1,688.88	3,500.00	48.25%
Office Supplies	1,836.83	3,500.00	52.48%
Books & Subscriptions	830.65	800.00	103.83%
Educational & Training	560.00	2,000.00	28.0%
<b>Total 12110 - TOWN ADMINISTRATION</b>	<u>148,815.27</u>	<u>389,828.00</u>	<u>38.18%</u>
<b>LEGAL SERVICES</b>	35,756.11	80,000.00	44.7%
<b>INDEPENDENT AUDITOR</b>	<u>0.00</u>	<u>18,000.00</u>	<u>0.0%</u>
<b>Total 01 - ADMINISTRATION</b>	195,380.74	521,483.00	37.47%

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)

**Town of Haymarket**  
**Statement of Revenue & Expenditures**  
 July 1 through November 22, 2013

	<u>Jul 1 - Nov 22, 13</u>	<u>Budget</u>	<u>% of Budget</u>
<b>03 - PUBLIC SAFETY</b>			
<b>31100 - POLICE DEPARTMENT</b>			
Salaries & Wages - Regular	118,424.86	338,312.00	35.01%
Salaries & Wages - Overtime	8,295.68	15,000.00	55.31%
Salaries & Wages - Part Time	0.00	500.00	0.0%
FICA/MEDICARE	8,507.45	30,000.00	28.36%
VRS	8,921.04	30,000.00	29.74%
Health Insurance	28,742.26	85,000.00	33.81%
Life Insurance	2,140.00	4,802.00	44.57%
Disability Insurance	929.00	2,450.00	37.92%
Unemployment Insurance	0.00	5,000.00	0.0%
Workers' Compensation Insurance	10,126.00	10,000.00	101.26%
Line of Duty Act Insurance	2,600.00	2,500.00	104.0%
Legal Services	7,473.13	14,500.00	51.54%
Repair/Maintenance Service	2,090.61	2,025.00	103.24%
Maintenance Service Contracts	2,341.70	1,200.00	195.14%
Advertising	0.00	500.00	0.0%
Electrical Services	1,453.65	2,000.00	72.68%
Computer, Internet & Website	1,740.58	3,180.00	54.74%
Postage & Delivery	51.95	500.00	10.39%
Telecommunications	2,286.41	4,700.00	48.65%
General Prop Ins (Veh. & Bldg)	9,267.30	11,000.00	84.25%
Equipment Rental	623.45	500.00	124.69%
Mileage Allowance	0.00	250.00	0.0%
Meals and Lodging	354.09	250.00	141.64%
Discretionary Fund	0.00	1,500.00	0.0%
Dues & Subscriptions	3,818.50	5,400.00	70.71%
Office Supplies	1,990.01	3,375.00	58.96%
Repair & Maintenance Supplies	0.00	500.00	0.0%
Vehicle Fuels	10,440.93	25,000.00	41.76%
Vehicle/Powered Equip Supplies	1,806.83	22,000.00	8.21%
Police Supplies	1,590.51	2,700.00	58.91%
Uniforms	1,427.17	8,850.00	16.13%
Education & Training	45.00	1,000.00	4.5%
Grant Expenditures	538.72	7,500.00	7.18%
Capital Outlay-Machinery/Equip	433.94	6,000.00	7.23%
<b>Total 31100 - POLICE DEPARTMENT</b>	<u>238,460.77</u>	<u>647,994.00</u>	<u>36.8%</u>
<b>34100 - BUILDING OFFICIAL</b>	<u>38,840.00</u>	<u>55,000.00</u>	<u>70.62%</u>
<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>	<u>277,300.77</u>	<u>710,994.00</u>	<u>39.0%</u>

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)

**Town of Haymarket**  
**Statement of Revenue & Expenditures**  
 July 1 through November 22, 2013

	<u>Jul 1 - Nov 22, 13</u>	<u>Budget</u>	<u>% of Budget</u>
<b>04 - PUBLIC WORKS</b>			
REFUSE COLLECTION	28,399.29	67,000.00	42.39%
<b>43100 - MAINT OF GENERAL BLDG &amp; GROUNDS</b>			
Repairs/Maintenance Services	6,084.96	15,000.00	40.57%
Pest Control	295.00	3,000.00	9.83%
Maintenance Service Contracts	4,451.94	15,000.00	29.68%
Landscaping	8,058.00	15,000.00	53.72%
Snow Removal	0.00	4,000.00	0.0%
Maint Svc - Street Cleaning	5,525.00	11,000.00	50.23%
Electric Services	1,138.06	3,500.00	32.52%
Electrical Services-Streetlight	838.58	2,600.00	32.25%
Water & Sewer Services	144.89	350.00	41.4%
Website & Internet Svcs	6,259.66	12,000.00	52.16%
General Property Insurance	1,800.33	1,701.00	105.84%
Janitorial Supplies	200.98	1,000.00	20.1%
Capital Outlay-Major Bldg Reprs	24,026.25	30,000.00	80.09%
<b>Total 43100 - MAINT OF GENERAL BLDG &amp; GROUNDS</b>	<u>58,823.65</u>	<u>114,151.00</u>	<u>51.53%</u>
<b>43201 - RENTAL PROPERTY - SUITE 110</b>			
Repairs/Maintenance Services	229.58	1,000.00	22.96%
Electrical Services	1,130.83	3,500.00	32.31%
Water/Sewer Services	144.89	350.00	41.4%
General Property Insurance	857.30	810.00	105.84%
Real Property Taxes	0.00	463.00	0.0%
Repair/Maintenance Supplies	0.00	500.00	0.0%
<b>Total 43201 - RENTAL PROPERTY - SUITE 110</b>	<u>2,362.60</u>	<u>6,623.00</u>	<u>35.67%</u>
<b>43202 - RENTAL PROPERTY - SUITE 200</b>			
Repairs/Maintenance Services	591.00	1,000.00	59.1%
Electrical Services	1,130.84	3,500.00	32.31%
Water and Sewer Services	144.89	350.00	41.4%
General Property Insurance	857.30	810.00	105.84%
Real Property Taxes	280.77	1,060.00	26.49%
Repair/Maintenance Supplies	0.00	500.00	0.0%
<b>Total 43202 - RENTAL PROPERTY - SUITE 200</b>	<u>3,004.80</u>	<u>7,220.00</u>	<u>41.62%</u>
<b>43203 - RENTAL PROPERTY - SUITE 204</b>			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
Electrical Services	1,130.81	3,500.00	32.31%
Water and Sewer Services	144.88	350.00	41.39%
General Property Insurance	857.30	810.00	105.84%
Real Property Taxes	0.00	305.00	0.0%
Repair/Maintenance Supplies	0.00	500.00	0.0%
<b>Total 43203 - RENTAL PROPERTY - SUITE 204</b>	<u>2,132.99</u>	<u>6,465.00</u>	<u>32.99%</u>

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)



**Town of Haymarket**  
**Statement of Revenue & Expenditures**  
 July 1 through November 22, 2013

	Jul 1 - Nov 22, 13	Budget	% of Budget
<b>43204 · RENTAL PROPERTY - 15020 WASH ST</b>			
Repairs/Maintenance Services	635.00	1,000.00	63.5%
Water and Sewer Services	16.06	350.00	4.59%
General Property Insurance	514.38	486.00	105.84%
Real Property Taxes	0.00	1,000.00	0.0%
Repair/Maintenance Supplies	112.06	500.00	22.41%
Utilities	33.34	0.00	100.0%
<b>Total 43204 · RENTAL PROPERTY - 15020 WASH ST</b>	<b>1,310.84</b>	<b>3,336.00</b>	<b>39.29%</b>
<b>43205 · RENTAL PROPERTY-HULFISH HOUSE</b>			
Repairs/Maintenance Services	546.23	1,000.00	54.62%
Water and Sewer Services	0.00	350.00	0.0%
General Property Insurance	600.11	570.00	105.28%
Real Property Taxes	176.50	232.00	76.08%
Repairs/Maintenance Supplies	0.00	500.00	0.0%
<b>Total 43205 · RENTAL PROPERTY-HULFISH HOUSE</b>	<b>1,322.84</b>	<b>2,652.00</b>	<b>49.88%</b>
<b>43206 · 14710 WASHINGTON STREET</b>			
Repairs/Maintenance Services	715.50	2,500.00	28.62%
Electrical Services	377.67	4,000.00	9.44%
Sewer Services	0.00	350.00	0.0%
Gas Services	118.71	1,500.00	7.91%
General Property Insurance	1,028.76	810.00	127.01%
Repair & Maintenance Supplies	0.00	1,000.00	0.0%
<b>Total 43206 · 14710 WASHINGTON STREET</b>	<b>2,240.64</b>	<b>10,160.00</b>	<b>22.05%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>99,597.65</b>	<b>217,607.00</b>	<b>45.77%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>71110 · EVENTS</b>			
Contractual Services	4,892.68	7,500.00	65.24%
<b>Total 71110 · EVENTS</b>	<b>4,892.68</b>	<b>7,500.00</b>	<b>65.24%</b>
<b>72200 · MUSEUM</b>			
Salaries & Wages - Part Time	5,214.70	12,000.00	43.46%
FICA/Medicare	0.00	1,074.00	0.0%
Other Contractual Services	100.00	3,000.00	3.33%
Repairs & Maintenance Services	1,251.18	4,000.00	31.28%
Maintenance Service Contracts	0.00	720.00	0.0%
Advertising	0.00	3,000.00	0.0%
Electrical Services	219.98	1,200.00	18.33%
Heating Services	357.00	2,500.00	14.28%
Water & Sewer Services	41.32	500.00	8.26%
Postage	0.00	100.00	0.0%
Telecommunications	664.84	1,500.00	44.32%

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)

**Town of Haymarket**  
**Statement of Revenue & Expenditures**  
 July 1 through November 22, 2013

	<u>Jul 1 - Nov 22, 13</u>	<u>Budget</u>	<u>% of Budget</u>
General Property Insurance	1,200.22	1,135.00	105.75%
Miscellaneous	11.55	1,500.00	0.77%
Dues & Subscriptions	135.00	500.00	27.0%
Office Supplies	581.15	500.00	116.23%
Janitorial Supplies	0.00	250.00	0.0%
Repair & Maintenance Supplies	0.00	1,000.00	0.0%
Books & Subscriptions	0.00	500.00	0.0%
<b>Total 72200 - MUSEUM</b>	<u>9,776.94</u>	<u>34,979.00</u>	<u>27.95%</u>
<b>Total 07 - PARKS, REC &amp; CULTURAL</b>	14,669.62	42,479.00	34.53%
<b>08 - COMMUNITY DEVELOPMENT</b>			
<b>81100 - PLANNING COMMISSION</b>			
Unemployment Insurance	2.95	0.00	100.0%
Salaries & Wages - Regular	1,200.00	5,000.00	24.0%
FICA/Medicare	76.89	300.00	25.63%
Mileage Allowance	0.00	1,500.00	0.0%
Meals & Lodging	0.00	2,000.00	0.0%
Convention & Education	0.00	1,000.00	0.0%
<b>Total 81100 - PLANNING COMMISSION</b>	<u>1,279.84</u>	<u>9,800.00</u>	<u>13.06%</u>
<b>81110 - ARCHITECTURAL REVIEW BOARD</b>			
Unemployment Insurance	9.61	0.00	100.0%
Salaries & Wages - Regular	1,260.00	3,780.00	33.33%
FICA/Medicare	14.92	284.00	5.25%
Mileage Allowance	0.00	1,500.00	0.0%
Meals & Lodging	0.00	2,000.00	0.0%
Convention & Education	0.00	1,000.00	0.0%
<b>Total 81110 - ARCHITECTURAL REVIEW BOARD</b>	<u>1,284.53</u>	<u>8,564.00</u>	<u>15.0%</u>
<b>94101 - CABOOSE ENHANCEMENT PROJECT</b>			
Construction	2,450.00	42,000.00	5.83%
<b>Total 94101 - CABOOSE ENHANCEMENT PROJECT</b>	<u>2,450.00</u>	<u>42,000.00</u>	<u>5.83%</u>
<b>94100 - WASH ST. ENHANCEMENT PROJECT</b>			
Street Scape Construction	767.50	2,319,623.00	0.03%
<b>Total 94100 - WASH ST. ENHANCEMENT PROJECT</b>	<u>767.50</u>	<u>2,319,623.00</u>	<u>0.03%</u>
<b>Total 08 - COMMUNITY DEVELOPMENT</b>	5,781.87	2,379,987.00	0.24%

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)

**Town of Haymarket**  
**Statement of Revenue & Expenditures**  
 July 1 through November 22, 2013

	Jul 1 - Nov 22, 13	Budget	% of Budget
<b>09 - NON-DEPARTMENTAL</b>			
<b>95100 - DEBT SERVICE</b>			
2004 A Bond Principal	5,232.83	12,700.00	41.2%
2004 A Bond Interest	2,585.07	6,065.00	42.62%
2004 B Bond Principal	7,065.01	17,260.00	40.93%
2004 B Bond Interest	6,383.54	30,781.00	20.74%
2004 C Bond Principal	12,566.30	30,551.00	41.13%
2004 C Bond Interest	6,730.90	15,763.00	42.7%
2005 Bond Principal	75,000.00	75,000.00	100.0%
2005 Bond Interest	12,093.75	37,733.00	32.05%
Capital Lease Payments	9,081.15	21,794.00	41.67%
<b>Total 95100 - DEBT SERVICE</b>	136,738.55	247,647.00	55.22%
Street Scape Capital Reserve	0.00	135,233.00	0.0%
General Reserve	0.00	50,000.00	0.0%
<b>Total 09 - NON-DEPARTMENTAL</b>	136,738.55	432,880.00	31.59%
<b>Total Expenditures</b>	729,469.20	4,305,430.00	16.94%
<b>Excess of Revenues Over Expenditures</b>	<b>161,488.52</b>	<b>0.00</b>	<b>100.0%</b>

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)

**Town of Haymarket**  
**Statement of Financial Position**  
As of November 22, 2013

**ASSETS**

**Current Assets**

**Checking/Savings**

**10000 · Cash & Cash Equivalents**

**10100 · The Fauquier Bank Operating**

10110 · TFB General Checking 6501 33,949.79

10120 · TFB Sweep General Checking 1701 653,718.57

10130 · TFB Employee Benefit 7601 1,340.70

**Total 10100 · The Fauquier Bank Operating 689,009.06**

10300 · Petty Cash Fund-Town Hall 200.00

**Total 10000 · Cash & Cash Equivalents 689,209.06**

**11000 · CD's & Money Market Funds**

**111000 · The Fauquier Bank**

11200 · TFB Money Market Account 8401 1,145,971.37

11300 · TFB Escrow//Secy Dep MM 0301 47,294.34

11400 · TFB Historic Book Club 7,615.91

**Total 111000 · The Fauquier Bank 1,200,881.62**

**Total 11000 · CD's & Money Market Funds 1,200,881.62**

**Total Checking/Savings 1,890,090.68**

**Accounts Receivable**

12000 · Accounts Receivable 341,293.98

12010 · A/R Permits 579.37

12020 · Delinquent Real Estate 14,111.52

**Total Accounts Receivable 355,984.87**

**Other Current Assets**

13000 · Allowance for Doubtful Accounts -33,513.38

**Total Other Current Assets -33,513.38**

**Total Current Assets 2,212,562.17**

**TOTAL ASSETS 2,212,562.17**

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)

**Town of Haymarket**  
**Statement of Financial Position**  
As of November 22, 2013

**LIABILITIES & FUND BALANCE**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

2000 - Accounts Payable 37,687.94

**Total Accounts Payable** 37,687.94

**Other Current Liabilities**

VA Dept of Housing & Comm. Dev. 165.40

**2100 - Payroll Liabilities**

Life/Disability Payable 1,591.82

Health Insurance Payable -19,834.86

VRS 3,642.55

MSA AFLAC -984.17

AFLAC Premiums 86.67

2100 - Payroll Liabilities - Other 112.07

**Total 2100 - Payroll Liabilities** -15,385.92

Security Deposits 22,842.65

Escrow Deposits 12,526.00

**Total Other Current Liabilities** 20,148.13

**Total Current Liabilities** 57,836.07

**Total Liabilities** 57,836.07

**Fund Balance**

30000 - Unrestricted Fund Balance 1,922,037.58

**31000 - Restricted Fund Balance**

31010 - Alexandra's Keep-Historic 6,000.00

31020 - Alexandra's Keep-Parks, Rec, PW 54,000.00

31030 - Fire Funds 11,200.00

**Total 31000 - Restricted Fund Balance** 71,200.00

Excess of Revenues Over Expenditures 161,488.52

**Total Fund Balance** 2,154,726.10

**TOTAL LIABILITIES & FUND BALANCE** 2,212,562.17

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)



TO: Town of Haymarket Town Council  
SUBJECT: Building Official's Report  
DATE: 12/02/13

---

**ATTACHMENTS:**

- 12-2013 Building Official's Report (PDF)



CONSULTING ENGINEERS • BUILDING OFFICIALS  
CONSTRUCTION PROFESSIONALS • SOIL SCIENTISTS & GEOLOGISTS

November 22, 2013

The Honorable David Leake, Mayor & the Honorable Council Members of The Town of Haymarket,  
15000 Washington Street, Suite 100  
Haymarket, Virginia 20168

**Re: Monthly Building Code Compliance Inspection Report at  
The Town of Haymarket, Virginia**

Mr. Leake,

In accordance with your request, Soil Consultants Engineering Inc. (SCE) performed building code compliance inspections for the Town of Haymarket. The information contained in this report covers amounts and results of SCE’s inspections from the period of October 26th thru November 22, 2013. A synopsis of the construction inspections is as follows:

Building	23
Electrical	6
Mechanical	4
Plumbing	5
Finals	4
Rejections	6

Two (2) property condition inspections were conducted during this same time period.

During this time frame, plan submissions consisted of:

Building	1
Electrical	2
Mechanical	2
Plumbing	0
Fire Alarm	1

Drees Homes has submitted an addendum to the plans which is being reviewed currently.

Six (6) E&S reviews have been conducted. Drees Homes has addressed all the concerns.

We thank you for the opportunity to be of service. If you should have any questions regarding this letter, please do not hesitate to contact us.

Attachment: 12-02-2013 TC Packet for Work Session (1681 : Town Council Draft Agenda - 12-2013)

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Dan Lyons", written in a cursive style.

Dan Lyons, Building Inspector

Cc: Doug Smith, President  
Soil Consultants Engineering, Inc  
file





TO: Town of Haymarket Town Council  
SUBJECT: Museum Report  
DATE: 12/02/13

---

## **Museum Repair Work**

Genesis Contracting has completed the repair work where we believed water had been coming in through the louvers. Once properly diagnosed it was realized that the water was coming in from the green cap water table just below the louvers. The following repairs have been made:

- The water table has been flashed & caped.
- All 4 sides of the bell tower have been caped.
- Any other areas on the bell tower that had visible daylight or cracks received caulking & chinking.

## **Museum Attendance for November 2013**

Museum is currently closed for the winter.



TO: Town of Haymarket Town Council  
SUBJECT: Enter into Closed Session  
DATE: 12/02/13

---

The Virginia State Code allows for government entities to enter into closed session discussions for specific purposes outlined in VA §2.2-3711. The Haymarket Town Council will enter into closed session discussions this evening for the following purpose:

A1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, specifically **Performance Review of Charter Employees**



TO: Town of Haymarket Town Council  
SUBJECT: Certification of the Closed Session  
DATE: 12/02/13

---

§ 2.2-3712. Closed meetings procedures; certification of proceedings.

Certification: To the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.