



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, May 28, 2013

3:00 PM

Council Chambers

1. Call to Order

2. Agenda Items

A. Draft Agenda for June 3, 2013

3. Councilmember Time

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

4. Adjournment



TO: Town of Haymarket Town Council
SUBJECT: Draft Agenda for June 3, 2013
DATE: 05/28/13

ATTACHMENTS:

- 06-03-2013 Draft Agenda (PDF)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, June 3, 2013

7:00 PM

Council Chambers

1. Call to Order

2. Citizen's Time

3. Minutes Acceptance

4. Department Reports

- A. Treasurer's Report - Staff
- B. Police Report - Chief James Roop
- C. Planner Report - Marchant Schneider
- D. Engineer's Report - Holly Montague
- E. Building Official's Report - Soil Consultants
- F. Manager's Report - Brian Henshaw

5. Agenda Items

- A. Site Plan Amendment - Minor Revision - Piedmont Mews
- B. Ordinance to Amend Zoning Text - Funeral Home Marchant Schneider, Town Planner
- C. Boundary Adjustment - 14550 John Marshall Hwy (P.A.C.E.) Marchant Schneider, Town Planner
- D. Fiscal Year 2014 Proposed Budget - Staff
- E. Request to Council - American Legion

6. Councilmember Time

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

7. Adjournment

Attachment: 06-03-2013 Draft Agenda (1458 : Draft Agenda for June 3, 2013)



TO: Town of Haymarket Town Council
SUBJECT: Treasurer's Report
DATE: 06/03/13

ATTACHMENTS:

- Treasurer's Report 06-2013 (PDF)

10:52 AM
05/27/13
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2012 through June 2013

	Jul '12 - Jun 13	Budget
Ordinary Income/Expense		
Income		
GENERAL PROPERTY TAXES		
Tax Income/Individuals		
Real Property Tax	290,509.94	300,000.00
Total Tax Income/Individuals	290,509.94	300,000.00
Public Service Corporation Tax		
Real Taxes	8,979.76	9,119.00
Total Public Service Corporation Tax	8,979.76	9,119.00
Business PP Tax	21,021.18	24,615.00
Penalty Income		
Leases	723.07	
Meals Tax Late Payment Penalty	16.58	
Penalties & Interest	15,965.76	5,429.00
Total Penalty Income	16,705.41	5,429.00
Total GENERAL PROPERTY TAXES	337,216.29	339,163.00
REVENUE FROM LOCAL SOURCES		
Other Local Taxes		
Cigarette Tax	176,119.50	250,000.00
Gross Receipts Tax	183,510.02	146,970.00
Franchise Tax	7,156.00	17,652.00
Meals Tax Collected	400,736.58	442,736.00
Total Other Local Taxes	767,522.10	857,358.00
Total REVENUE FROM LOCAL SOURCES	767,522.10	857,358.00
PERMITS,FEES & REGULATORY LICEN		
Development Revenue		
Application Fees	15,375.00	
Inspections	52,366.50	19,800.00
Occupancy Permits	2,500.00	
Pass Through Fees		
Engineering/Planning Fees	0.00	10,000.00
Plan Review	200.00	
Reimbursements	155.00	
Total Pass Through Fees	355.00	10,000.00
Permits	3,100.00	
Proffers	150,084.27	200,112.00
VA Surcharge on Permits	963.90	762.00
Total Development Revenue	224,744.67	230,674.00
Town Decal Receipts	1,965.00	525.00
Total PERMITS,FEES & REGULATORY LICEN	226,709.67	231,199.00
REVENUE FROM THE USE OF MONEY		
7010 - Interest Income		
Gen Governm't	701.18	1,956.00
7010 - Interest Income - Other	1,526.58	
Total 7010 - Interest Income	2,227.76	1,956.00
Total REVENUE FROM THE USE OF MONEY	2,227.76	1,956.00
CHARGES FOR SERVICES		
Public Safety		
Accident Report	360.00	280.00
Donation/Grants	29,146.15	33,922.00
Parking Citations	455.00	560.00
Total Public Safety	29,961.15	34,762.00
Fines (PWC)	67,453.51	70,000.00

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Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2012 through June 2013

	Jul '12 - Jun 13	Budget
Events/Other Town activities		
Spend The Day in Haymarket	7,260.46	10,500.00
Miscellaneous Income	200.00	
Total Events/Other Town activities	7,460.46	10,500.00
Total CHARGES FOR SERVICES	104,875.12	115,262.00
REVENUE FROM COMMONWEALTH		
Non-Categorical Aid		
PP Tax Relief	18,626.97	18,627.00
Railroad Rolling Stock	1,466.19	1,438.00
Utility Useage Tax	182,753.65	213,454.00
Total Non-Categorical Aid	202,846.81	233,519.00
Total REVENUE FROM COMMONWEALTH	202,846.81	233,519.00
REVENUE FROM LOCAL GOVERNMENT		
Categoric Aid		
Sales Tax Receipts	62,159.57	79,500.00
Grants		
Other	704.00	33,600.00
Advertising	-350.00	
Department of Fire Programs	800.00	
Total Grants	1,154.00	33,600.00
Total Categoric Aid	63,313.57	113,100.00
Total REVENUE FROM LOCAL GOVERNMENT	63,313.57	113,100.00
BUSINESS ACTIVITY		
Rental/Lease Revenue	239,467.42	265,000.00
Total BUSINESS ACTIVITY	239,467.42	265,000.00
ISTEA/Safety LU	143,033.01	780,000.00
Operating Revenue		
Prior Year Surplus	0.00	197,808.00
Total Operating Revenue	0.00	197,808.00
Total Income	2,087,211.75	3,134,365.00
Gross Profit	2,087,211.75	3,134,365.00
Expense		
COMMUNITY DEVELOPMENT-PROFFERS		
Contributions to other entities	101,220.00	101,220.00
Total COMMUNITY DEVELOPMENT-PROFFERS	101,220.00	101,220.00
ELECTED & LEGISLATIVE		
Council & Consultants (1099s)		
Mayor and Council	20,850.00	25,000.00
Architectural Review Board	1,950.00	4,000.00
Planning Commission	3,885.00	5,000.00
Total Council & Consultants (1099s)	26,685.00	34,000.00
Total ELECTED & LEGISLATIVE	26,685.00	34,000.00
EVENTS		
Spend the Day In Haymarket	4,862.26	7,500.00
Total EVENTS	4,862.26	7,500.00

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Town of Haymarket
Profit & Loss Budget vs. Actual
July 2012 through June 2013

	Jul '12 - Jun 13	Budget
MUSEUM		
Museum Literature	0.00	500.00
Museum Programs	1,000.00	9,000.00
Advertising/Marketing	0.00	2,000.00
Dues & Subscriptions	0.00	45.00
Office Supplies	0.00	175.00
Security System	577.50	595.00
Website	0.00	450.00
Total MUSEUM	1,577.50	12,765.00
OPERATING EXPENSES		
(GG) Operating Expenses		
Advertising - Meals Tax	0.00	7,000.00
Audit	13,950.00	14,150.00
Advertising	6,528.97	10,000.00
6120 - Bank Service Charges	0.00	120.00
Bond Amortization Expense	940.06	1,038.00
Cigarette Tax Administration	5,557.02	7,500.00
Commissioner Admin Fee	270.42	949.00
DHCD Surcharge	182.90	1,373.00
6180 - Insurance		
Liability	18,730.00	25,566.25
Worker's Compensation	300.00	3,000.00
Total 6180 - Insurance	19,030.00	28,566.25
Office Expenses		
6160 - Dues and Subscriptions	3,269.83	3,530.00
Leased Equipment	1,428.90	1,534.00
Literature & Publications	37.00	840.00
Office Equipment	1,181.53	2,500.00
Office Supplies	2,547.97	4,200.00
6250 - Postage and Delivery	1,206.11	2,000.00
6260 - Printing and Reproduction	4,137.81	5,000.00
6300 - Equipment Repairs/Maintenance	2,081.00	2,823.00
66900 - Reconciliation Discrepancies	-117.24	
Total Office Expenses	15,772.91	22,427.00
Professional Services		
Admin Support	815.04	
Building Official	33,241.20	56,800.00
Chief Financial Officer	11,795.15	14,000.00
Engineering Fees	12,267.50	20,795.00
6280 - Legal Fees	26,625.00	41,200.00
Pass Through Fees	0.00	172.00
Planner	11,620.00	15,025.00
Storm Water Plan Review/Inspect	8,274.00	11,300.00
Total Professional Services	104,637.89	159,292.00
Training & Education	3,119.00	5,375.00
6350 - Travel & Ent		
6360 - Entertainment	0.00	
Lodging	2,465.24	2,500.00
6370 - Meals	481.23	500.00
Mileage	1,192.62	1,500.00
Total 6350 - Travel & Ent	4,139.09	4,500.00
Unused Fire Department Grant	0.00	10,577.00
Total (GG) Operating Expenses	174,128.26	272,867.25
Total OPERATING EXPENSES	174,128.26	272,867.25

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Town of Haymarket
Profit & Loss Budget vs. Actual
July 2012 through June 2013

	Jul '12 - Jun 13	Budget
PERSONNEL		
Staff Wages & Benefits		
Payroll Only (Public Safety)	319,067.10	364,606.00
Salaries & Wages	175,223.51	207,455.00
Staff - Museum	1,515.00	4,000.00
Total Staff Wages & Benefits	495,805.61	576,061.00
EMPLOYEE BENEFITS		
Employer Payroll Taxes	44,567.35	53,850.00
Health Insurance	33,531.99	
6560 - Payroll Processing Fees	2,370.96	2,600.00
Retirement Contributions	34,166.60	40,925.00
Health/Life & Disability	98,410.03	108,542.00
Total EMPLOYEE BENEFITS	213,046.93	205,917.00
Total PERSONNEL	708,852.54	781,978.00
PUBLIC SAFETY		
Advertising	0.00	878.00
Discretionary Fund	541.06	1,013.00
Dues & Subscriptions	4,048.50	5,400.00
Equipment Rental	1,669.39	3,645.00
Equipment Maintenance	1,744.98	2,025.00
Equipment	5,878.00	10,500.00
Grant Passthrough	2,039.01	11,475.00
Insurance - Vehicles	9,845.00	9,765.75
Insurance - Workers Comp	8,197.00	8,300.00
Legal	8,400.00	12,000.00
Office Supplies	3,295.04	3,375.00
Office Equipment	0.00	405.00
Public Defender	1,320.00	2,500.00
Postage & Delivery	233.14	608.00
Promotional	602.84	945.00
Travel/Meals/Mileage	555.50	500.00
Uniforms/Accessories	4,326.58	6,000.00
Uniform Maintenance	1,655.95	2,850.00
Vehicle/Fuel	18,853.73	25,000.00
Vehicle/Maintenance	13,404.01	20,000.00
Security System	263.40	675.00
Total PUBLIC SAFETY	86,873.13	127,859.75
PUBLIC WORKS		
Landscaping	11,557.00	15,000.00
Maintenance Contract/Street	3,527.50	7,245.00
Snow Removal	500.00	525.00
Street Cleaning	5,500.00	8,390.00
Street Light Electricity	2,090.92	4,244.00
Trash Removal	62,390.74	74,500.00
Total PUBLIC WORKS	85,566.16	109,904.00
ENTERPRISE		
15026 Washington St (School)		
Utilities	1,058.06	1,600.00
Building Improvements/Repairs	767.00	26,425.00
Total 15026 Washington St (School)	1,825.06	28,025.00

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Town of Haymarket
Profit & Loss Budget vs. Actual
July 2012 through June 2013

	Jul '12 - Jun 13	Budget
15000 Washington St (Tenants)		
Janitorial Supplies	829.87	1,100.00
Building Improvements/Repairs	6,991.68	8,500.00
Building Materials	140.31	500.00
Cleaning	5,005.00	6,200.00
Leasehold Real Estate Tax	1,842.04	1,843.00
Pest Control	240.00	630.00
Utilities	6,178.11	7,563.00
Total 15000 Washington St (Tenants)	<u>21,227.01</u>	<u>26,336.00</u>
Total ENTERPRISE	23,052.07	54,361.00
TOWN OWNED PROPERTY		
Signage	204.79	205.00
14740 Washington St (Vac Harr)		
Building Improvements/Repairs	0.00	2,500.00
Total 14740 Washington St (Vac Harr)	0.00	2,500.00
14710 Washington St (Police Dp)		
Building Maintenance/Cleaning	0.00	2,000.00
Building Maintenance/Repairs	360.00	695.00
Communications		
Sprint/Nextel Communications	1,680.00	2,016.00
VA Info Technologies	353.61	384.00
Total Communications	2,033.61	2,400.00
Utilities	7,824.58	11,927.00
Total 14710 Washington St (Police Dp)	10,218.19	17,022.00
15000 Washington St. (T.H.B)		
Building Improvements/Repairs	8,588.75	10,000.00
Cleaning	4,821.53	6,000.00
Internet & Website	9,438.84	16,000.00
Pest Control	515.00	750.00
6390 - Utilities	8,082.16	10,631.00
Total 15000 Washington St. (T.H.B)	31,446.28	43,381.00
15020 Washington St	0.00	2,500.00
15025 Washington St (Museum)		
Building Improvements/Repairs	3,806.22	44,675.00
Utilities		
Communications	154.82	
Utilities - Other	3,295.30	3,590.00
Total Utilities	3,450.12	3,590.00
Total 15025 Washington St (Museum)	7,256.34	48,265.00
Hulfish House		
Utilities	113.45	2,200.00
Building Improvements/Repairs	994.19	2,500.00
Total Hulfish House	1,107.64	4,700.00
Total TOWN OWNED PROPERTY	50,233.24	118,573.00
DEBT SERVICE		
Debt Service		
SunTrust - Harrover	110,297.62	118,420.00
Total Debt Service	110,297.62	118,420.00
Gen'l Obligation Bonds	36,371.37	97,353.00
Total DEBT SERVICE	146,668.99	215,773.00
CAPITAL OUTLAY		
Development		
Boundry Adjustment Cost	0.00	0.00
Total Development	0.00	0.00

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Town of Haymarket
Profit & Loss Budget vs. Actual
July 2012 through June 2013

	Jul '12 - Jun 13	Budget
Capital Improvements		
Street Scape Expenditures	161,159.09	936,000.00
Police Cruiser	55,504.88	57,794.00
Town Center Property		
15026 Washington Street	1,520.00	
Old Post Office Renovation	144,432.97	
Hulfish House Renovations	62,829.09	
Town Center Property - Other	0.00	214,881.00
Total Town Center Property	<u>208,782.06</u>	<u>214,881.00</u>
Total Capital Improvements	<u>425,446.03</u>	<u>1,208,675.00</u>
Total CAPITAL OUTLAY	425,446.03	1,208,675.00
INTERFUND TRANSFERS		
General Reserve	6,400.00	88,889.00
Total INTERFUND TRANSFERS	<u>6,400.00</u>	<u>88,889.00</u>
Total Expense	<u>1,841,565.18</u>	<u>3,134,365.00</u>
Net Ordinary Income	245,646.57	0.00
Other Income/Expense		
Other Income		
Operating Transfers		
PY Meals Tax Collections	0.00	425,000.00
Amended Budget Appropriations	0.00	0.00
Total Operating Transfers	0.00	425,000.00
Street Scape Activity		
Street Scape Construction	400.00	
Total Street Scape Activity	400.00	
Total Other Income	400.00	425,000.00
Other Expense		
Appropriated Reserves		
Street Scape Funding	35,417.60	425,000.00
Appropriated Reserves - Other	0.00	0.00
Total Appropriated Reserves	<u>35,417.60</u>	<u>425,000.00</u>
Total Other Expense	<u>35,417.60</u>	<u>425,000.00</u>
Net Other Income	<u>-35,017.60</u>	<u>0.00</u>
Net Income	<u><u>210,628.97</u></u>	<u><u>0.00</u></u>

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TO: Town of Haymarket Town Council
SUBJECT: Police Report
DATE: 06/03/13

Please find the June 2013 Police Report attached.

ATTACHMENTS:

- Police Report (PDF)

Town Police Statistics for
February, March, & April 2013

Activity	February	March	April	Total
Mileage	5028	5773	4558	15359
Warning Tickets	128	0	137	265
Parking Tickets	15	2	11	28
Uniform Traffic Summons	138	273	185	596
Criminal Felony	8	0	3	11
Criminal Misdemeanor	12	7	10	29
Reports	29	14	21	64
Complaints	351	326	400	1077
Accidents	4	0	8	12
Hours Worked	1136	1159.5	1220	3515.5

During the month of April 2013 The Haymarket Police Department participated in the following:

April 13, 2013 officers along with assistance from other agencies provided traffic control for Earth Day Celebration.

April 16, 2013 Officer J. M. Davis participated in the Tyler Elementary Safety Night and spoke with the students and parents regarding safety concerns or issues.

April 27, 2013 Officer Shaver monitored the National Prescription Drug Take Back Campaign and this year the police department collected 34 pounds of medications which were turned over to the DEA for disposal.

Criminal Stats for April 2013
Haymarket Police Department

1. Suspicious Person - 6
2. Shots fired - 1
3. Unlock citizen car - 1
4. Larceny - 3
5. Suspicious Vehicles - 8
6. Disorderly - 2
7. Animal Calls - 2
8. Accidents - 5
9. Missing Juvenile - 1
10. Missing Person - 1
11. DUI - 3
12. Loud Music - 1
13. Traffic Obstruction - 1
14. Noise Complaint – 1(Barking Dog)
15. Drunk In Public – 3
16. Alarm Calls – 1
17. Assist PWC – 1
18. Assist VSP – 1
19. Panic Alarm – 1
20. Domestic – 1
21. Found Property – 1
22. Drugs (Felony) – 1
23. Assist Fire Dept. – 1
24. Suicide Threat - 1



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TO: Town of Haymarket Town Council
SUBJECT: Planner Report
DATE: 06/03/13

The Town Planner will update the Town Council on the following items:

1. Status of Town Center Master Plan
2. Status of sale of Pace West / Boundary Line Adjustment
3. Recent site plan applications / amendments
4. 1-Mile Developments
5. Code Enforcement
6. General Town Inquiries



TO: Town of Haymarket Town Council
 SUBJECT: Engineer's Report
 DATE: 06/03/13

Enhancement Project Update

The Town is meeting with VDOT on May 28 to coordinate the administration and construction engineering/inspection aspect of the construction project. After meeting with VDOT, we will meet with Finley Asphalt and Sealing to finalize the contract and go over the following items that need to be done prior to giving Finley the Notice to Proceed:

1. Finley will provide a construction schedule.
2. Hold a Pre-Construction Meeting with Finley, the Town and VDOT.
3. Finley will obtain the VSMP Permit (a grading permit from DCR).

Erosion and Sediment Control

The Town Engineer and the Town Erosion and Sediment (E&S) Control Inspectors met with DR Horton on May 13 to go over the latest E&S Reports for Alexandra's Keep and Sherwood Forest. While they met the requirements of the Notice to Comply, they still have E&S violations on both sites. At this meeting, the Town also went over the expectations we have of DR Horton in regards to erosion and sediment control and the need for DR Horton to be more proactive in their E&S measures. DR Horton also clarified what they need from the Town and in the E&S reports in order to be effective with their erosion and sediment control measures.

Regional TAP Grant

On May 9 the Town received notification that the National Capital Region Transportation Planning Board (the regional Metropolitan Planning Organization) also has funds to administer out of the Transportation Alternative Program (TAP) grant that VDOT has tentatively awarded the Town \$285,000. They already had the grant application that was submitted to VDOT and the Town only had to fill out their application, which was due May 15. The application stated that they only plan on awarding money to construction projects or design projects that already had construction funding.

For this reason, the Town was unable to request money for Phase 1B across the food pantry/police station to Bleight Drive that VDOT did not allocate money towards. However, the Town submitted the application requesting \$315,792 on the current Enhancement Project. This request is based on the \$285,000 that is only tentatively awarded by VDOT plus the approximate \$30,792 which is the difference in the construction amount in the original grant vs. the actual bid that we received.

In reality, we do not expect to get the \$285,000 again, but are hopeful to get the \$30,792



TO: Town of Haymarket Town Council
SUBJECT: Building Official's Report
DATE: 06/03/13

Please find the Building Official's report attached

ATTACHMENTS:

- ToH Monthly Report for April - May 28 2013 (PDF)



May 28, 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 April 15, 2013 thru May 28, 2013. A synopsis of the construction inspections is as follows:

<u>April</u>		<u>May</u>	
Building	15	Building	12
Electrical	8	Electrical	5
Mechanical	15	Mechanical	13
Plumbing	6	Plumbing	13
Finals	2	Finals	7
Rejections	5	Rejections	12

The inspections above resulted with the issuance of five (7) Certificates of Occupancies.

Four (4) property condition inspections were conducted during this same time period.

Six (6) Stop Work Orders were issued in Alexandra’s Keep area as the contractor(s) involved failed to obtain valid permits. In addition, 6 violation notices were also issued to DR Horton for the same location. Their subcontractor continued to conduct unauthorized operations on the site post issuance of the Stop Work notices.

Three (3) Elevator Certificates have been issued based on the annual elevator inspection certificates provided to the Town per VA Code.

In April, four (4) permit applications were submitted, with 20 applications submitted in May. All have been reviewed with only 1 rejection.

Life Safety issues & violations of the International Residential Code (IRC) uncovered during several final inspections at Sherwood Forest sub-division, are being corrected to all the outstanding properties in which the

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issues exist. Acceptance by the contractor of these oversights will make for a much safer residence for the occupants.

Review and audits of the construction process of Sherwood Forrest continues with the contractor and his subs providing the important documentation on each site. The spreadsheet I developed is starting to reflect progress.

We have also conducted 23 Erosion & Sediment Control inspections within the Town. Six (6) in April and seventeen (17) in May. Compliance by the contractor to the VA E&S regulations had been a difficult struggle, but compliance is beginning to show, though improvement by the contractor is still forthcoming.

A site visit conducted with the prospective owner and one of his tenants of former Pace West School proved very fruitful. During our tour and discussions, it is anticipated that the first tenants should request occupancy by the end of August, barring any unforeseen issues. Steady progress on remodeling of the remaining structure should provide no major delays in the owner's timeline for his prospective tenants.

I am aware of several plan sets that are under engineering review, but to which the requestors have submitted addendums to, thus requiring additional review time.

Should you have any additional questions, feel free to contact myself.

Respectfully Submitted,



Dan Lyons, Building Inspector

Cc: Scott Smith, President
Soil Consultants Engineering, Inc

Doug Smith, Vice President
Soil Consultants Engineering, Inc

file



TO: Town of Haymarket Town Council
 SUBJECT: Manager's Report
 DATE: 06/03/13

Town Council- Work Session- Tuesday, May 28, 2013

Updates:

Server Issues:

- As you all know the server crashed last week on Thursday, May 16th.
- We have branched out into newer technology to find a solution, opposed to purchasing a new server and housing our own e-mail exchange server.
- We have contracted with Microsoft to host our Exchange E-mail Server on the "cloud". This was up and running fully Tuesday, May 21st.
- Instead of replacing the server, we opted to go with a network storage device that serves our needs for internal programs and file management. A server replacement would have ran the Town approximately \$10,000- \$12,000 including the needed upgrade in software. This option is running the Town approximately \$1,200. This only reflects the file management system.
- The Exchange Server hosting and file management together should be less than \$3000, but we do not have the final numbers, as of this report.
- We will get you the total costs savings once we receive the final invoices from our IT Consultant at PC Tech Solutions.

Budget:

- I have spent last two weeks reviewing the budget and working with staff and council to gain more understanding of the proposed budget.
- I will be prepared to make recommendations at this Council Work Session.

Municipal Check Card:

- During the issue with the server the need arose for the need of a credit card for the Town.
- Having just started, we did not have one for the Town to use. This was needed to set up the Microsoft hosting of the E-mail accounts. Our IT Consultant took care of the set up and this will be reflected in his next invoice.
- This prompted me to think in a different direction for the Town that I feel is more fiscally responsible.
- I proposed the idea of getting a Municipal Check-Card off of the General Checking Account. This presents its own set of pros and cons.
- Currently the checking account requires two signatures on checks, however after working with Ellen Winston, Vice President at Fauquier Bank, we came to the conclusion that they would like to work with us on this request.
- The bank would require a resolution or action of Council allowing for the creation of a check card for the Town.
- In working with our Town Attorney, we find no legal objection to this set up. In matter of fact, it may be more fiscally responsible, since it would prohibit the Town from potentially incurring debt, even if we pay off the amount each month, there was always that possibility.
- However, in working with Councilman Tobias, we are both in agreement there should be policies in place to govern the use of the card. This may include a limit, which the bank caps at \$2,500

daily, although that may be lowered, if requested, I believe. There should never be ATM withdrawals and this can be set up through the bank.

- I will be working on creating internal policies as well providing a draft resolution for the June 3rd meeting.
- I will be prepared to answer any possible questions at the work session.

Enhancement Grant- Streetscape Project:

- I have been working with Holly on back ground and the analysis of the cost of the Streetscape Project.
- I have some concerns with regard to our ability to pay for the entire project up front, but I believe through working with Jen, Sherrie, Holly and Councilman Tobias I believe we will be able to address these issues.
- I have been keeping in touch with Holly as we move forward setting up preliminary meetings prior to starting the project.
- In general, I will be taking this opportunity to meet with other officials at VDOT that work directly with the Town.

New Maintenance Contract:

- I have been working with Sherrie with regard to the new maintenance contract for one company to handle all of our maintenance needs. (Landscaping, building maintenance, snow removal, etc.)
- Due to the server crashing we have not been able to assess the cost difference between having individual contractors handle each aspect of maintenance versus one contracting firm handling all of our maintenance fees.
- It is our intent to have these numbers and a recommendation to you all in time for the June work session, so that we can look to enter into a contract beginning in July, in the new fiscal year.

Working with Town Planner:

- I have been working with Marchant trying to get caught up on the various projects he is working on.
- We have working together with regard to the Pace West BLA, as well.
- Marchant has also taken me on a tour of the Town and introduced to some of his local contacts.

Working with Town Engineer:

- I have been working with Holly trying to get caught up on the various projects she is working on.
- We have been working together with regard to the Sherwood Forrest and Alexandra's Keep and the Erosion and Sediment Control issues.

Town Staff:

- I have been spending the last couple weeks getting to know our Town Staff.
- I have been spending some time trying to assess each staff member's role.
- In general, I have shared some of my goals for staff as we move forward. Below are some of the goals we will be working on as a staff:
 - Set up each individual to be successful in their position.
 - Institute a no gossip policy amongst staff.
 - Create team atmosphere, where we are all on the same page as to what our goals and objectives are for the betterment of the Town.
 - I intend on us having regular staff meetings.
 - We will be Haymarket focused in all that we do.
 - Finally, I am stressing open lines of communication that flows in all directions.

Questions?



TO: Town of Haymarket Town Council
SUBJECT: Site Plan Amendment - Minor Revision - Piedmont Mews
DATE: 06/03/13

ATTACHMENTS:

- Town Engineer Approval 05-10-2013 Approval (PDF)
- AFSP #20130510 (PDF)



INTEROFFICE MEMORANDUM

TO: MARCHANT SCHNEIDER

FROM: HOLLY MONTAGUE, PE

SUBJECT: PARCEL 1A1 PIEDMONT MEWS GRADING PLAN (14830 JORDAN LANE) REVISION 1–
RECOMMEND APPROVAL

DATE: 5/10/2013

CC: STAFF

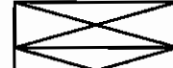
Per your request, I have reviewed the second submission for the Parcel 1A1 Piedmont Mews Grading Plan (14830 Jordan Lane) Revision 1. This revision shifted the house location and reduced the on-site grading to eliminate the hill in the back yard. It is my opinion that this revision qualifies as a minor site plan revision since there is no decrease in grassed area, there is no increase in building area or lot usage and the efficiencies of the stormwater system are not reduced.

I used Haymarket Ordinances, Chesapeake Bay Act Regulations and the Virginia Erosion and Sediment Control Handbook in order to review this grading plan.

I have no additional comments and recommend approval of this Grading Plan Revision 1.

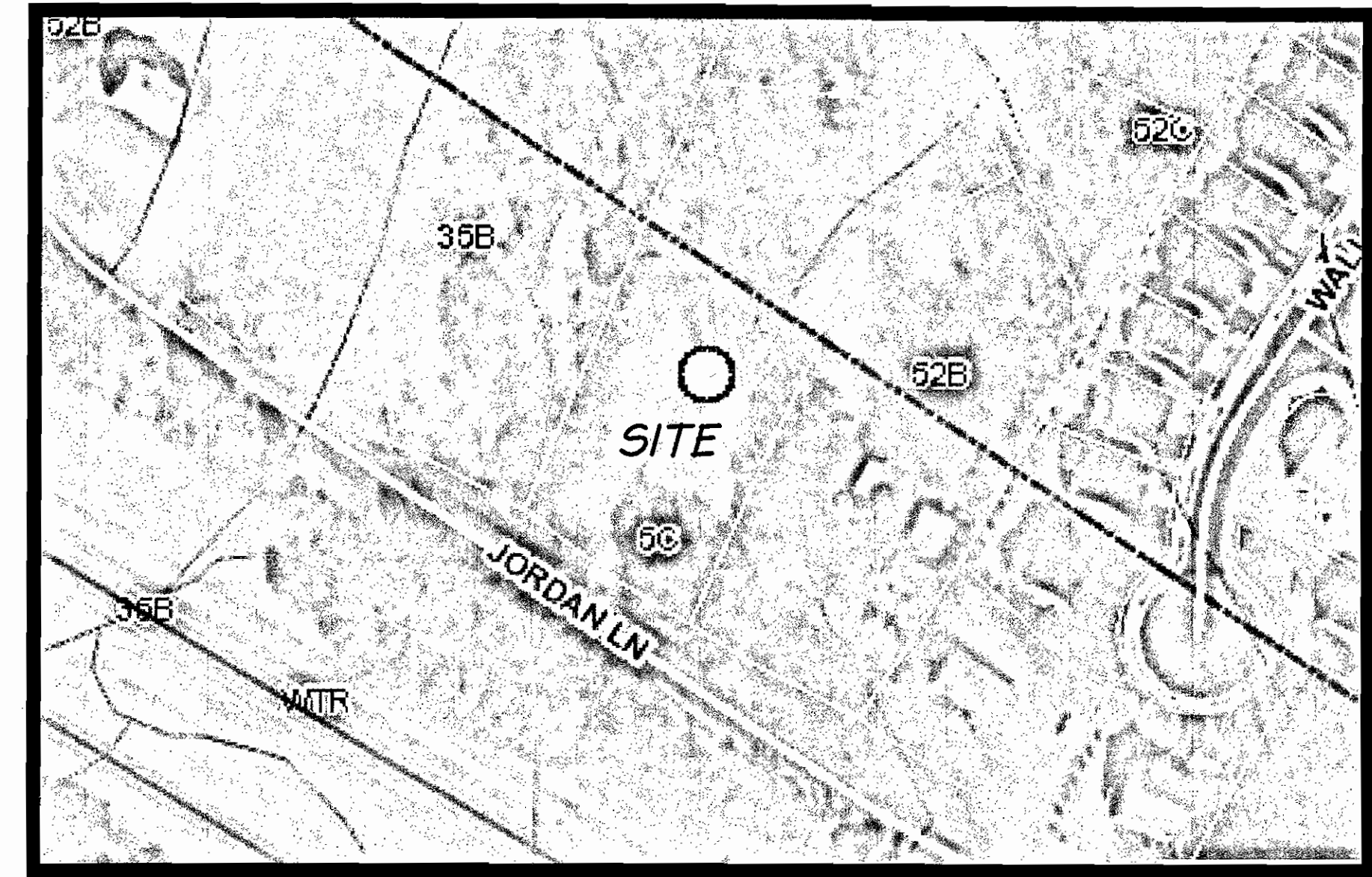
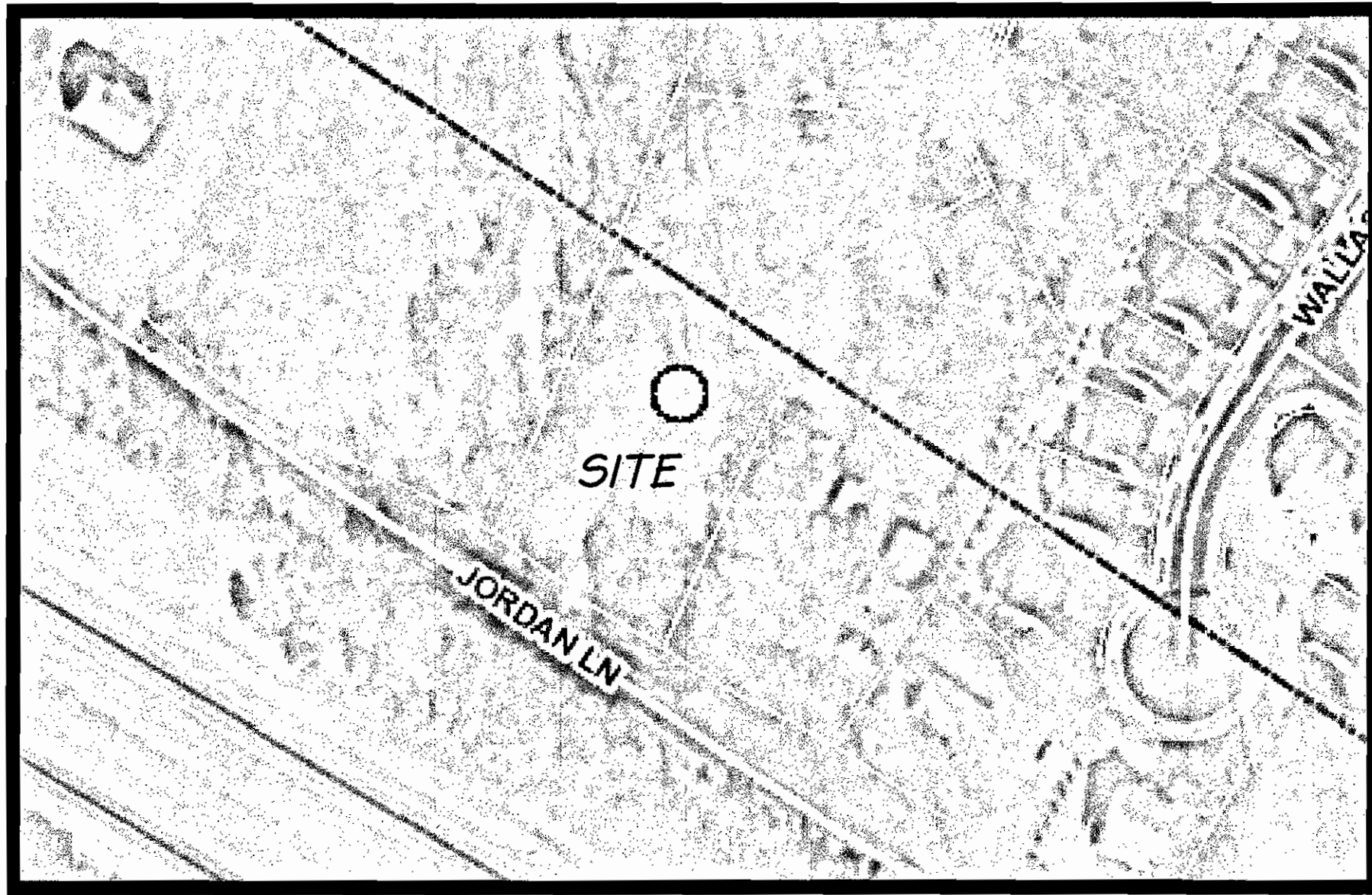
Please let me know if you have any questions. I can be reached at 703-968-6792.

NOTES

1. THE GEOGRAPHIC PARCEL IDENTIFICATION NUMBER FOR THE PROPERTY SHOWN HEREON IS 7398-00-5794 AND IS CURRENTLY ZONED R-1 (TOWN OF HAYMARKET)
2. THE PROPERTY SHOWN HEREON IS CURRENTLY IN THE NAME OF THE DREES COMPANY, LLC BY DEED RECORDED AT INSTRUMENT NUMBER 2010080065272, AMONG THE LAND RECORDS OF PRINCE WILLIAM COUNTY, VIRGINIA.
3. THE BOUNDARY SHOWN HEREON IS FROM INFORMATION OF RECORD AND IS NOT THE RESULT OF A BOUNDARY SURVEY.
4. THE TOPOGRAPHY SHOWN HEREON IS FROM A SURVEY OBTAINED FROM BOWMAN CONSULTING GROUP, LTD.
5. ALL CONSTRUCTION SHALL CONFORM TO THE TOWN OF HAYMARKET & PRINCE WILLIAM STANDARDS.
6. LOT IS SERVED BY PUBLIC SEWER AND PUBLIC WATER.
7. THE BUILDER IS RESPONSIBLE FOR MAINTAINING THE EXISTING EROSION /SILTATION CONTROLS AND ANY ADDITIONAL CONTROLS DESIGNED, AS REQUESTED AND DIRECTED BY THE SITE INSPECTOR.
8. OWNER:
THE DREES COMPANY, LLC
9017 GODWIN DRIVE
SUITE 201
MANASSAS, VA. 20110
PH. (703) 658-1123
9. NO TITLE REPORT FURNISHED; THEREFORE, NOT ALL ENCUMBRANCES OF RECORD MAY NOT BE SHOWN.
10. THREE (2) 9' X 18' PARKING SPACES PROVIDED.
 W/CONSTRUCTION PAD 12'x30'.

11. THE DRIVENWAY ENTRANCE IS DE-4.
12. NO STRUCTURE OR FOUNDATION SHALL ENCR OACH IN THE DEDICATED EASEMENT AREA.
13. NO WETLANDS ARE LOCATED ON THIS SITE PER THE PRINCE WILLIAM COUNTY MAPPER.

- 712.02 E
1. NO INSPECTION WILL BE MADE UNLESS AN APPROVED LOT GRADING PLAN IS ON THIS JOB SITE.
 2. THE APPROVAL OF THIS LOT GRADING IS FOR BUILDING PERMIT APPLICATION ONLY AS SHOWN ON THE SITE DEVELOPMENT PLAN. MASS GRADING IS NOT PERMITTED UNLESS BUILDING PERMITS ARE OBTAINED.
 3. THIS LOT GRADING PLAN IS APPROVED FOR NONMANUFACTURED AND MANUFACTURED DWELLINGS.
 4. A YARD LIGHT MUST BE IN PLACE PRIOR TO OCCUPANCY PERMIT IF SUCH LIGHT IS REQUIRED. THIS LOT IS GREATER THAN 20,000 SF. NO YARD LIGHT IS REQUIRED IN ACCORDANCE WITH SECTION 711.04.
 5. THIS IS A REVISED LOT GRADING PLAN.
 6. PROFFER CONTRIBUTIONS ARE NOT REQUIRED.
 7. ALL REQUIRED LANDSCAPING ASSOCIATED WITH THIS LOT MUST BE IN PLACE PRIOR TO THE ISSUANCE OF THE FINAL OCCUPANCY PERMIT, UNLESS A WINTER WAIVER IS OBTAINED.
 8. ALL EROSION AND SEDIMENT CONTROLS PRACTICES SHALL BE CONSTRUCTED AND MAINTAINED ACCORDING TO THE APPROVED LOT GRADING PLAN, WHICH MEETS THE MINIMUM STANDARDS AND SPECIFICATIONS OF THE VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK AND THE COUNTY'S DESIGN AND CONSTRUCTION STANDARDS MANUAL. NO TRADE OR SITE INSPECTIONS WILL BE MADE UNLESS THE REQUIRED EROSION AND SEDIMENT AND CONTROL PRACTICES ARE IN PLACE.
 9. ALL GARAGES ARE TO REMAIN AS A GARAGE, NO LIVING SPACE PERMITTED.

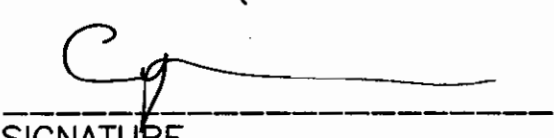


OFFSITE GRADING PERMISSION NOTICE TO BUILDER

SUBDIVISION NAME: PIEDMONT MEWS
SECTION:
LOT NUMBER(S): 1A1

THE ABOVE LOT GRADING PLAN(S) REQUIRES OFFSITE GRADING. THE BUILDER HAS BEEN INFORMED THAT OFFSITE GRADING PERMISSION(S) FROM AFFECTED PROPERTY OWNER(S) MUST BE OBTAINED PRIOR TO START OF CONSTRUCTION. OBTAINING THIS PERMISSION IS THE SOLE RESPONSIBILITY OF THE BUILDER.

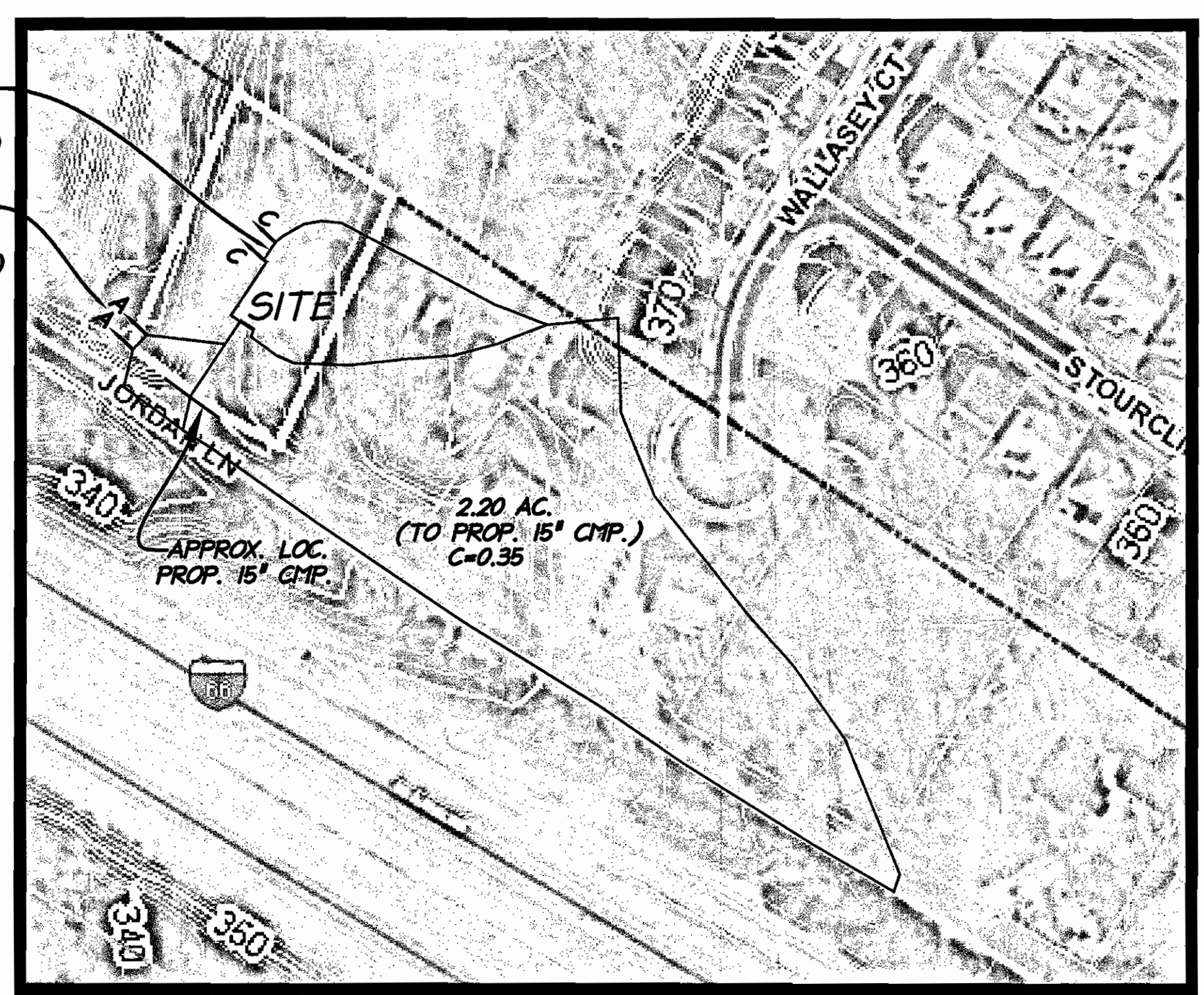
CYRIL SOLOMON
PRINT NAME (DESIGN ENGINEER) SEPTEMBER, 2012
DATE


SIGNATURE

SHEET INDEX

SHEET No.	DESCRIPTION
1	COVER SHEET
2	GRADING PLAN
2A	E & S INFORMATION

GPIN: 7398-00-5794
ZONING: R-1
ADDRESS: 14830 JORDAN LANE
OWNER: THE DREES COMPANY, LLC
ZONING APPROVED BY: _____
DATE: _____
MAXIMUM HEIGHT 35'
APPROVED LOT GRADING ONLY
DEPARTMENT OF PUBLIC WORKS
BY: _____
DATE: _____



ZONING ORDINANCE STANDARDS (TOWN OF HAYMARKET)

ZONED:	R-1
MINIMUM LOT AREA (PER DWELLING UNIT)	10,000 SQ. FT.
MAXIMUM BUILDING HEIGHT	35 FT.
MINIMUM YARDS AND SETBACKS:	
FRONT YARD	35 FT.
REAR	25 FT.
SIDE	10 FT.
CORNER LOT SIDE	20 FT.
MINIMUM LOT WIDTH	75 FT.

SOIL DATA

SOIL ID NUMBERS	SOIL DESCRIPTION	SOIL CATEGORY
5C	ARCOLA-NESTORIA COMPLEX	II
35B	MANASSAS SILT LOAM	III
52B	SUDLEY-OATLANS COMPLEX	II
52C	SUDLEY-OATLANS COMPLEX	II

APPENDIX C PRINCE WILLIAM COUNTY TABULAR RATING SYSTEM FORM FOR E & S FOR INDIVIDUAL SINGLE FAMILY LOTS

Plan Name: PARCEL 1A1, PIEDMONT MEWS Plan #: _____
GPIN #: 7398-00-5794 Engineer: CYRIL SOLOMON Date: SEPTEMBER, 2012

Distance to Watercourse	Rating	Buffer Vegetation Condition	Rating
Less than 50 feet	5	Very good	0
50-150 feet	3	Dense grass, hay field	1
Greater than 150 feet	0	Good	1
		Avg. grass, forest, good pasture	3
		Poor grass, fair pasture	5
		Poor	5
		Bare soil, pavement, poor grass	5
		Critical Slope	Rating
		Is the slope -	
		0-7%, greater than or	
		equal to 300' slope	
		length or	
		7-15%, greater than	
		or equal to 150' slope	
		length or	
		greater than 15%	
		and greater than or	
		= to 75' slope length?	
		Approximate Disturbed Acreage	Rating
		< 1/2 acre	0
		1/2 to 1 acre	3
		1 to 2 acres	5
		> 2 acres	5
		- MUST inspect at a minimum 2-week frequency	5
		Soil Erodibility (based on K factor)	Rating
		Low (0.23 and lower)	1
		Moderate (0.24-0.36)	3
		High (0.37 and higher)	5
		- MUST inspect at a minimum 2-week frequency	5

OVERALL RATING
(Total of the above 8 categories)
If _____ is 26-33, then _____
If _____ is 20-26, then _____
If _____ is 14-19, then _____
If _____ is 12 or less, then _____

INSPECTION RETURN FREQUENCY
• Once every 2-Weeks*
• Once every 4-Weeks*
• Once every 8-Weeks*
• None - refer to Building Inspectors for Building Inspection & Monitoring

* - In addition, inspection will be provided at the beginning and completion of projects.
Note: The INSPECTION RETURN FREQUENCY is not limited to the above schedule and may increase in frequency due to documented violations or runoff-producing storm events.

STONE CONSTRUCTION ENTRANCE (CE) PER STD # SPEC 3.02

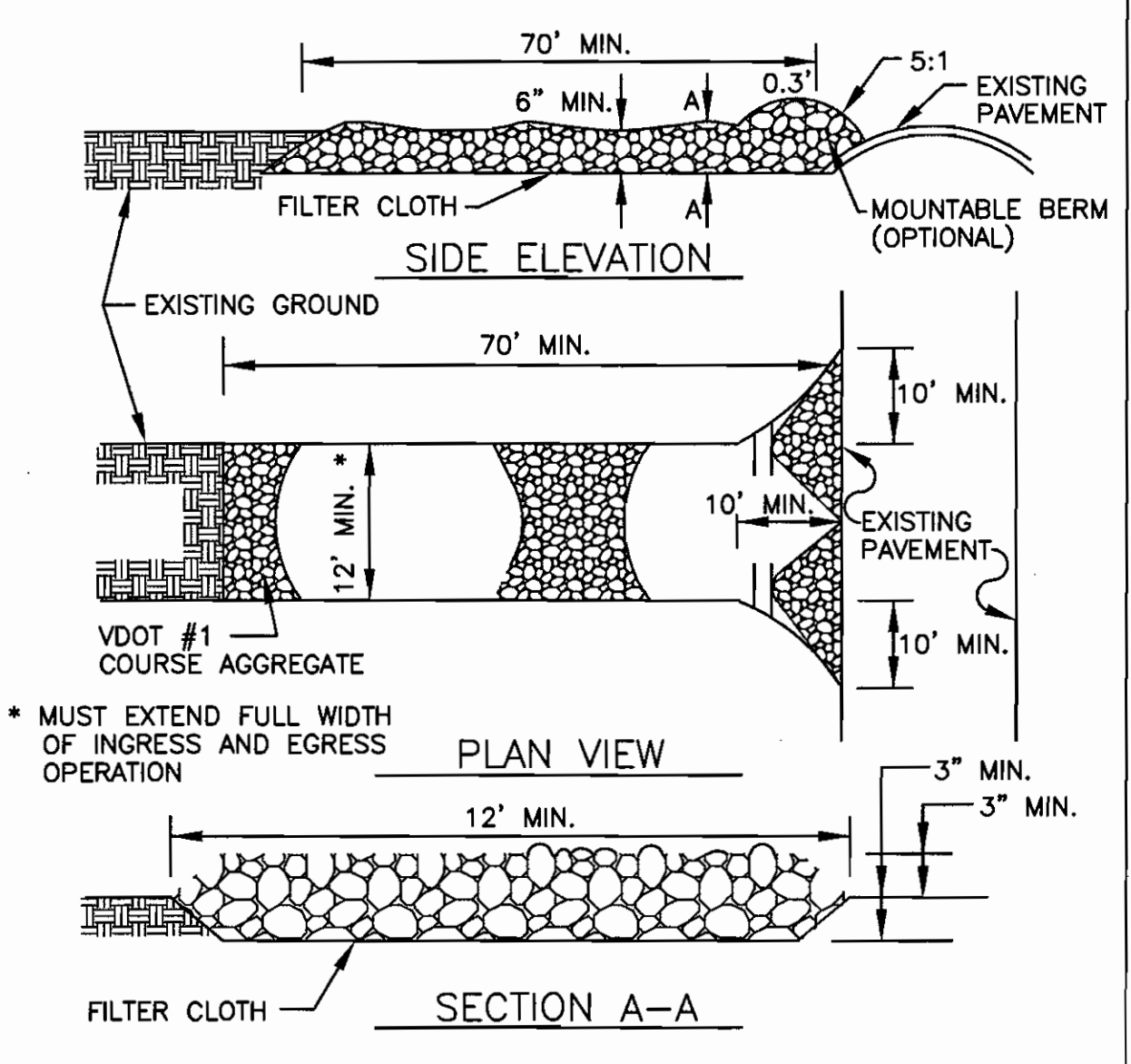
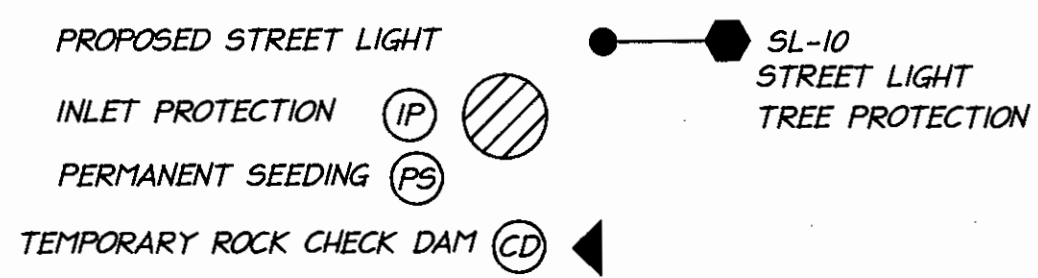
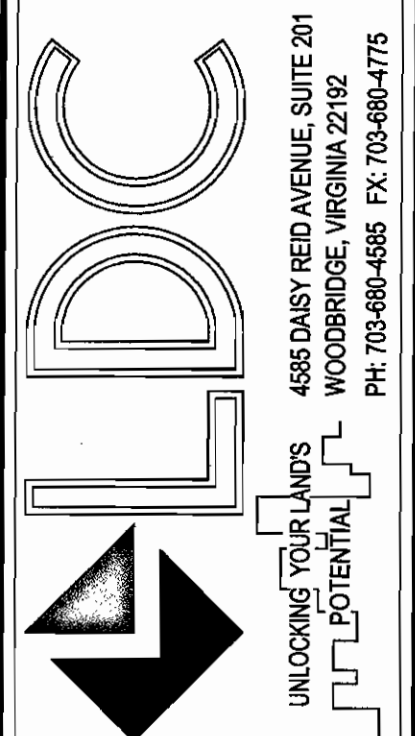


TABLE 7-4 GRADING PLAN LEGEND

Existing contour:	300
Proposed contour:	300
Existing spot elevation:	90.5
Proposed spot elevation:	+ 90.5
Proposed clearing limit:	(SF)
Silt fence:	DD
Temporary diversion dike:	DD
Yard Light:	YL-1



PRIOR TO ANY CONSTRUCTION CALL MISS UTILITY @ 1-800-257-7777



COVER SHEET

PARCEL 1A1 PIEDMONT MEWS

NO.	DESCRIPTION	REVISION	APPROVED BY:	DATE
1	ADDRESSED COUNTY COMMENTS			
2	ADDRESSED COUNTY COMMENTS			
3	REVISED HOUSE LOCATION			
4	GRADES PER CLIENT			
5	ADDRESSED COUNTY COMMENTS			
6	DESIGN			
7	REVISION			
8	APPROVED			
9	DATE			
10	ENGINEER			

I HEREBY CERTIFY THAT OTHER THAN THE REVISIONS SHOWN HEREON, NO OTHER CHANGES HAVE BEEN MADE.



SCALE: AS NOTED

SHEET 1 OF 2

DATE: SEPTEMBER, 2012
DRAFT: CHECK: GSD
FILE NUMBER: 1207-1-0-6493

CROSS-SECTION AA:

RATIONAL FORMULA: $Q = CIA$
 $T = 5 \text{ min.}, I_0 = 7.27 \text{ in./hr.}, A = 2.30 \text{ Acres}, C = 0.40$
 $Q_0 = (0.40)(7.27)(2.30) = 6.69 \text{ CFS}$

SECTION AA
 (SEE DRAINAGE AREA MAP ON THIS SHEET)

Input Data

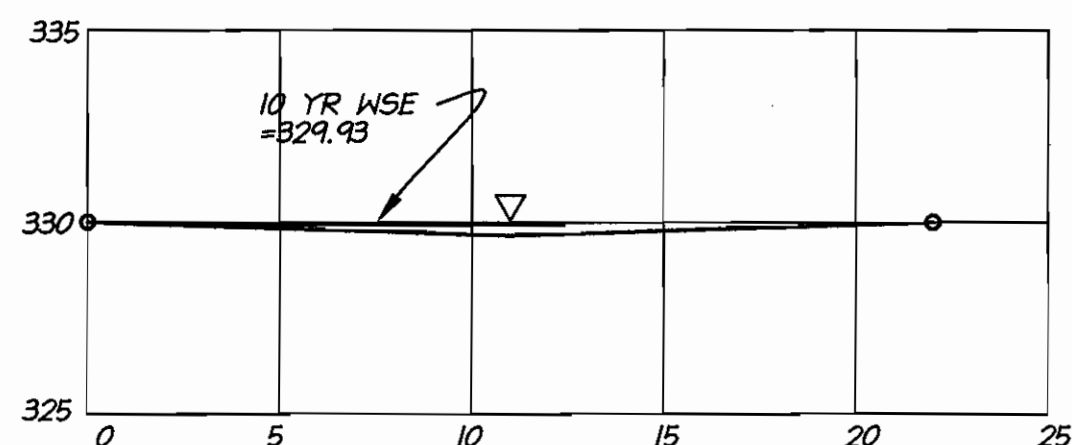
Slope 0.040 ft/ft
 Discharge 6.69 cfs (10 YR)

Results

Mannings Coefficient 0.030
 Water Surface Elevation 329.93 ft
 Elevation Range 329.65 to 330.00
 Flow Area 2.49 ft²
 Wetted Perimeter 17.72 ft
 Hydraulic Radius 0.14 ft
 Top Width 17.71 ft
 Normal Depth 0.28 ft
 Critical Depth 0.31 ft
 Critical Slope 0.02446 ft/ft
 Velocity 2.68 ft/s (10 YR)
 Velocity Head 0.11 ft
 Specific Energy 0.39 ft
 Froude Number 1.26
 Flow Type Supercritical

Natural Channel Points

Station (ft)	Elevation (ft)
0+00	330.00
0+11	329.65
0+22	330.00



CROSS SECTION AA
 SCALE: HORIZ.=1"=5'
 VERT.=1"=5'

CROSS-SECTION CC:

RATIONAL FORMULA: $Q = CIA$
 $T = 5 \text{ min.}, I_0 = 7.27 \text{ in./hr.}, A = 0.39 \text{ Acres}, C = 0.40$
 $Q_0 = (0.40)(7.27)(0.39) = 1.13 \text{ CFS}$

SECTION CC
 (SEE DRAINAGE AREA MAP ON THIS SHEET)

Input Data

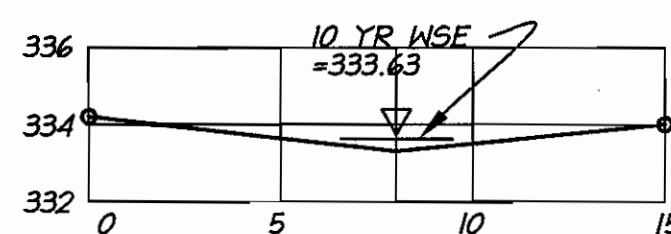
Slope 0.020 ft/ft
 Discharge 1.34 cfs (10 YR)

Results

Mannings Coefficient 0.030
 Water Surface Elevation 333.63 ft
 Elevation Range 333.40 to 334.00
 Flow Area 0.68 ft²
 Wetted Perimeter 5.84 ft
 Hydraulic Radius 0.12 ft
 Top Width 5.82 ft
 Normal Depth 0.23 ft
 Critical Depth 0.22 ft
 Critical Slope 0.02751 ft/ft
 Velocity 1.87 ft/s (10 YR)
 Velocity Head 0.04 ft
 Specific Energy 0.28 ft
 Froude Number 0.89
 Flow Type Subcritical

Natural Channel Points

Station (ft)	Elevation (ft)
0+00	334.00
0+08	333.40
0+15	334.00



CROSS SECTION CC
 SCALE: HORIZ.=1"=5'
 VERT.=1"=5'

PERMISSIBLE VELOCITIES MUST BE REDUCED BY 25% WHERE EROSION SOILS ARE PRESENT

HYDROLOGY:

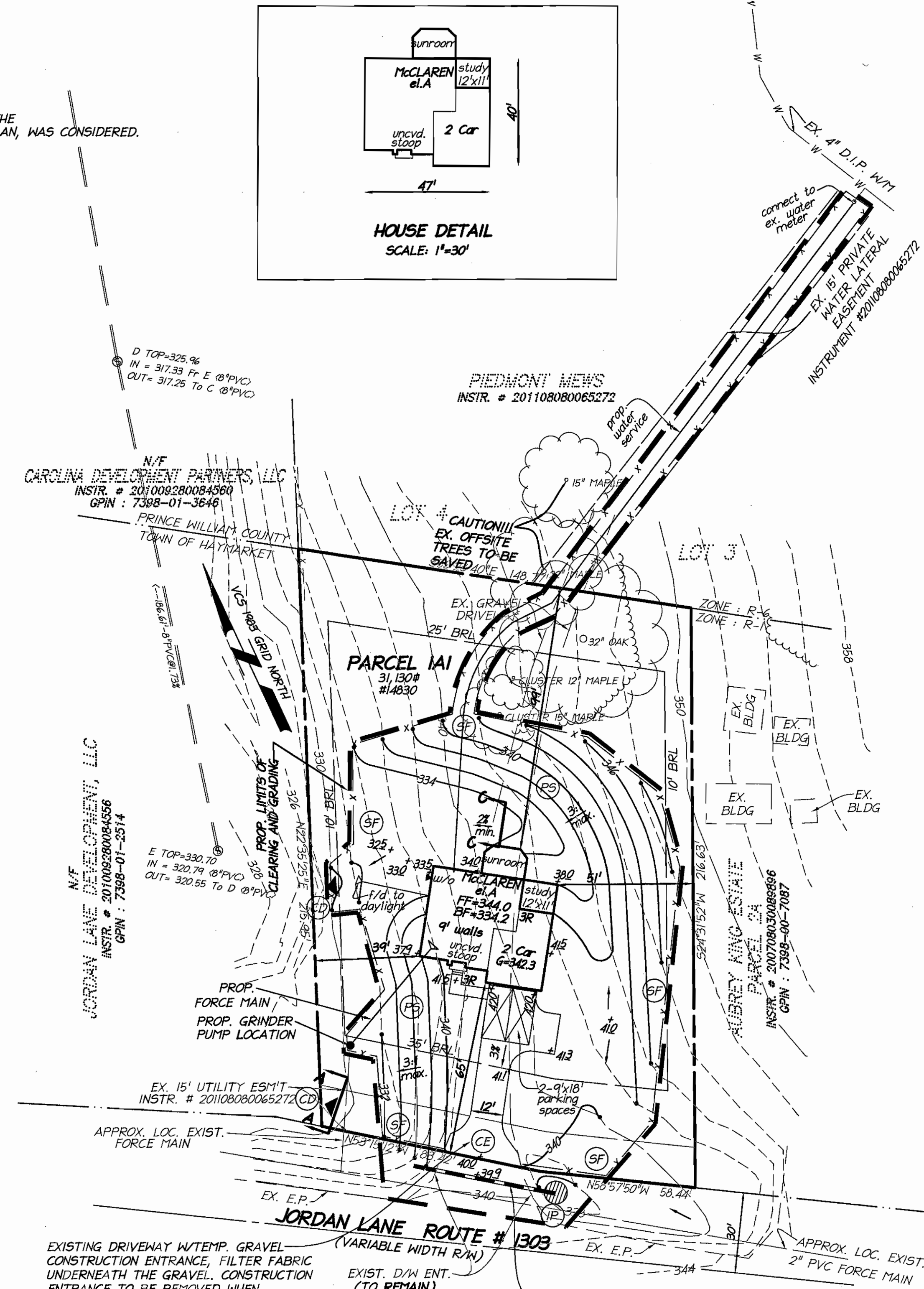
RATIONAL FORMULA: $Q = CIA$
 $C = \text{COEFFICIENT OF IMPERVIOUSNESS (PER PPM TABLE 6.6)}$
 $I = \text{RAINFALL INTENSITY (in./hr.)}$
 $A = \text{DRAINAGE AREA (Ac.)}$

NOTES:

1. THE ULTIMATE, DEVELOPED UPSTREAM CONDITION, BASED UPON THE TOWN OF HAYMARKET/PRINCE WILLIAM COUNTY COMPREHENSIVE PLAN, WAS CONSIDERED.

TABLE 3.17-A
 PERMISSIBLE VELOCITIES FOR GRASS-LINED CHANNELS

Channel Slope	Lining	Velocity* (ft./sec.)	
0 - 0.5%	Bermudagrass	6	
	Reed canarygrass	5	
	Tall fescue		
	Kentucky bluegrass		
	Grass-legume mixture	4	
5 - 10%	Red fescue	2.5	
	Redtop		
	Sericea lespedeza		
	Annual lespedeza		
	Small grains		
Greater than 10%	Temporary vegetation	2.5	
	Bermudagrass		5
	Reed canarygrass		4
	Tall fescue		
	Kentucky bluegrass		
Grass-legume mixture	3		
Greater than 10%	Bermudagrass	4	
	Reed canarygrass	3	
	Tall fescue		
	Kentucky bluegrass		



OUTFALL NARRATIVE

THE SUBJECT PROPERTY IS PREDOMINANTLY OPEN WITH SEVERAL DECIDUOUS TREES. THE SUBJECT PARCEL SLOPES TOWARDS THE WEST. THE POST-DEVELOPMENT RUNOFF GENERATED BY THE SUBJECT PROPERTY IS PROPOSED TO BE COLLECTED BY GRASSSED SWALES AND CONVEYED TOWARDS THE WEST.

APPROXIMATELY 0.39 ACRES OF ONSITE/OFFSITE RUNOFF, FLOWS WEST TOWARDS JORDAN LANE DEVELOPMENT, IN A NON-EROSIVE MANNER, WITHIN A PROPOSED GRASSSED SWALE, LOCATED AT THE REAR OF THE PROPOSED DWELLING. A CROSS SECTION (SECTION CC) HAS BEEN ANALYZED UTILIZING THE 10 YEAR STORM EVENT, AND FOUND TO HAVE ACCEPTABLE VELOCITY. SEE THIS SHEET FOR CROSS SECTION BB AND COMPUTATIONS AND SHEET I FOR DRAINAGE AREA MAP. THE TOTAL AREA DRAINING TOWARDS THE CROSS SECTION HAVE BEEN CONSERVATIVELY USED TO DETERMINE NO FLOODING OF THE DOWNSTREAM PROPERTIES. NO FLOODING OR EROSION WILL OCCUR BASED UPON THIS ANALYSIS, PER THE E & S HANDBOOK TABLE 3.17-A.

APPROXIMATELY 2.3 ACRES OF ONSITE/OFFSITE RUNOFF FLOWS WEST WITHIN PROPOSED GRASSSED SWALES, TOWARDS AN EXISTING DITCH LOCATED WITHIN JORDAN LANE DEVELOPMENT. A CROSS SECTION AT THE SOUTHWEST CORNER OF THE SUBJECT PROPERTY HAS BEEN ANALYZED, UTILIZING THE 10 YEAR STORM EVENT (SEE SHEET I FOR DRAINAGE AREA MAP & THIS SHEET FOR CROSS SECTION AA AND COMPUTATIONS). THE TOTAL AREA DRAINING TOWARDS THE CROSS SECTION HAVE BEEN CONSERVATIVELY USED TO DETERMINE NO FLOODING OF THE DOWNSTREAM PROPERTIES. NO FLOODING OR EROSION WILL OCCUR BASED UPON THIS ANALYSIS, PER THE E & S HANDBOOK TABLE 3.17-A.

IT IS THE ENGINEER'S OPINION BASED ON THE INFORMATION PROVIDED HEREON AND PER VESCH MS-19, THE OUTFALL IS ADEQUATE.

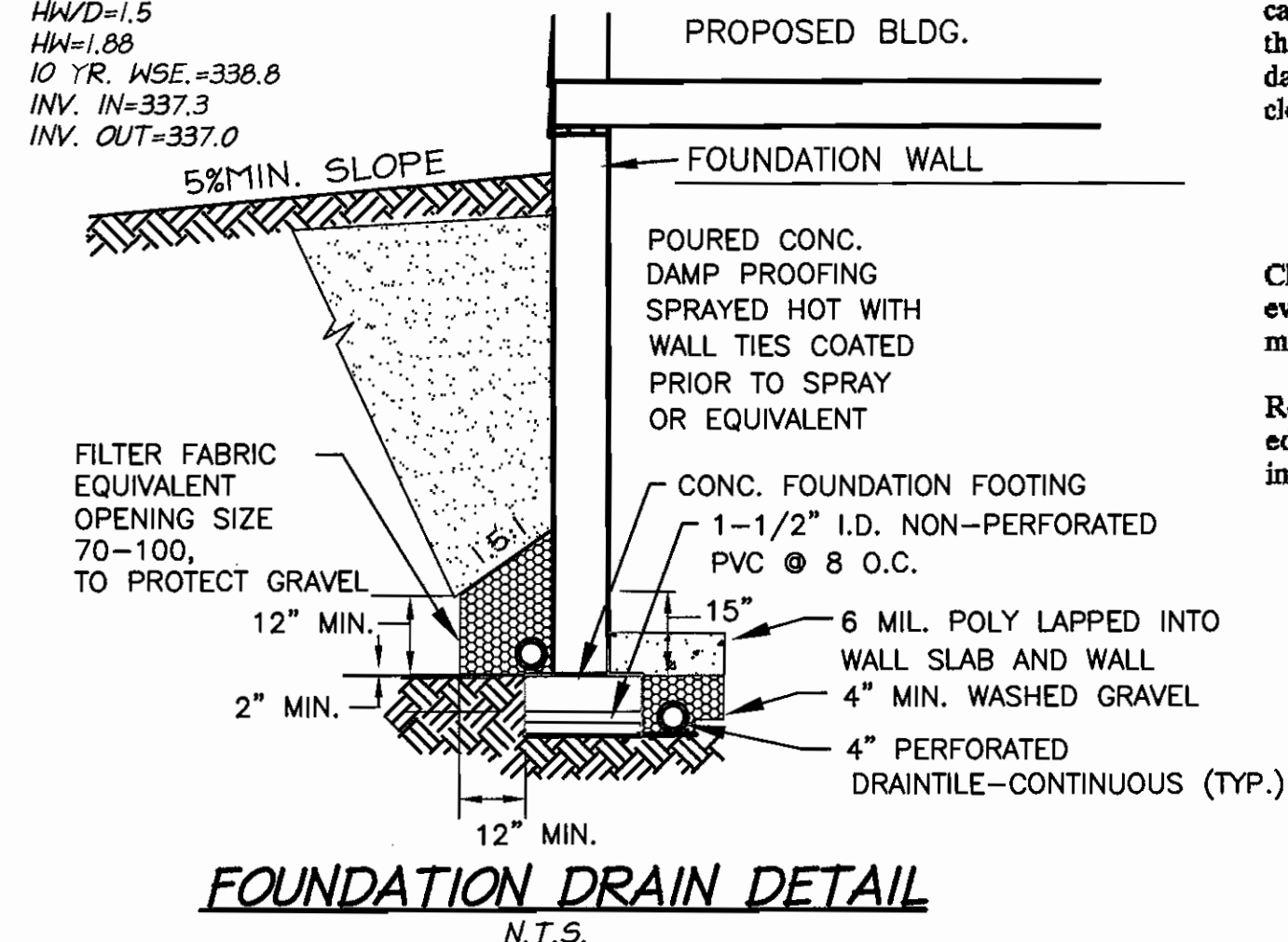
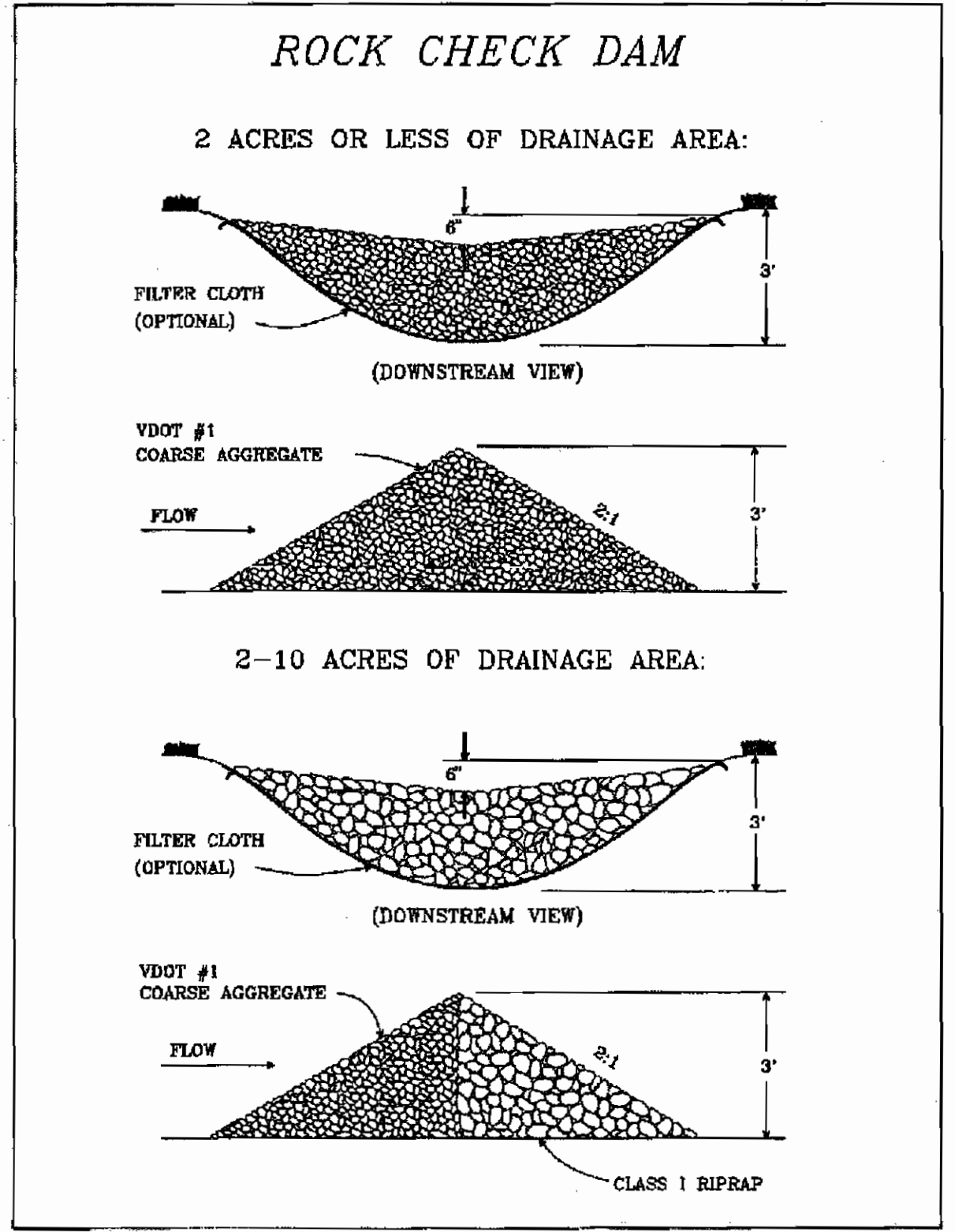


TABLE 7-4
GRADING PLAN LEGEND

Existing contour:	300
Proposed contour:	300
Existing spot elevation:	90.5
Proposed spot elevation:	+ 90.5
Proposed clearing limit:	(SF)
Silt fence:	DD
Temporary diversion dike:	DD
Yard Light:	YL-1

- PROPOSED STREET LIGHT: SL-10 STREET LIGHT
- INLET PROTECTION: IP
- PERMANENT SEEDING: PS
- TEMPORARY ROCK CHECK DAM: CD



Source: Va. DSWC Plate 3.20-1

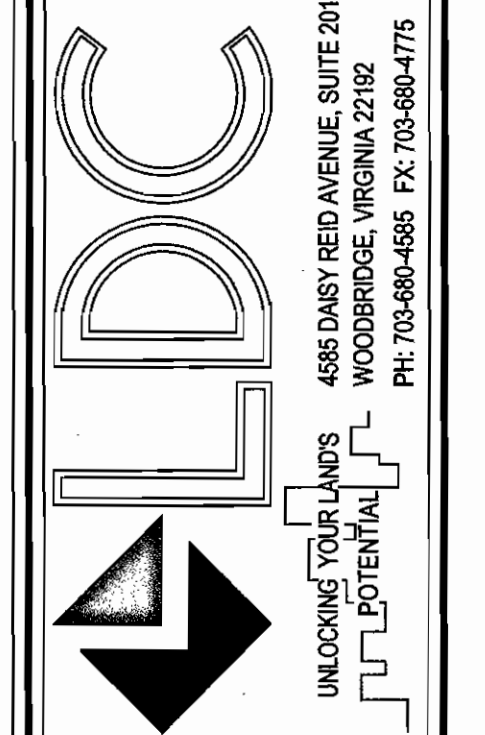
Removal of Practice

Unless they will be incorporated into a permanent stormwater management control, check dams must be removed when their useful life has been completed. In temporary ditches and swales, check dams should be removed and the ditch filled in when they are no longer needed. In permanent structures, check dams should be removed when a permanent lining can be installed. In the case of grass-lined ditches, check dams should be removed when the grass has matured sufficiently to protect the ditch or swale. The area beneath the check dams should be seeded and mulched immediately after they are removed. The use of filter cloth underneath the stone will make the removal of the stone easier.

Maintenance

Check dams should be checked for sediment accumulation after each runoff-producing storm event. Sediment should be removed when it reaches one half of the original height of the measure.

Regular inspections should be made to insure that the center of the dam is lower than the edges. Erosion caused by high flows around the edges of the dam should be corrected immediately.



PARCEL IAI
PIEDMONT MEWS

TOWN OF HAYMARKET, VIRGINIA
 PRINCE WILLIAM COUNTY, VIRGINIA

NO.	DATE	DESCRIPTION	REVISION BY	APPROVED BY	DATE
1	11/21/12	ADDRESSED COUNTY COMMENTS			
2	12/17/12	ADDRESSED COUNTY COMMENTS			
3	1/27/13	REVISED HOUSE LOCATION			
4	5/7/13	GRADES PER CLIENT			
5	5/7/13	ADDRESSED COUNTY COMMENTS			

DATE DESIGN NO. 1207-1-0-64B
 REVIEW BY: [Signature]
 APPROVED BY: [Signature]
 ENGINEER: GREGORY S. DREW
 License No. 098892
 SCALE: 1"=30'
 SHEET 2 OF 2
 DATE: SEPTEMBER, 2012
 DRAFT: CS
 CHECK: GSD
 FILE NUMBER: 1207-1-0-64B

PROJECT DESCRIPTION:

ITEM 1.1
THIS OVERLOT GRADING PLAN IS FOR THE CONSTRUCTION OF A SINGLE FAMILY DETACHED DWELLING ON PARCEL IAI PIEDMONT MEWS, WHICH HAS AN AREA OF 31,130 S.F. THE SUBJECT LOT IS LOCATED IN THE TOWN OF HAYMARKET. THE SCOPE OF THIS PROJECT INCLUDES THE INSTALLATION OF EROSION AND SILTATION CONTROLS. THE LOT SHALL BE SERVED BY PUBLIC WATER AND PUBLIC SEWER. APPROXIMATELY 22,770 SF WILL BE DISTURBED DURING CONSTRUCTION.

EXISTING SITE CONDITIONS:

ITEM 1.2
THERE ARE CURRENTLY SEVERAL DECIDUOUS TREES LOCATED ON THE SUBJECT PROPERTY. THE SITE SLOPES TOWARDS THE EAST WITH SLOPES BETWEEN 5-15%. THE SITE CONTAINS HIGHLY ERODIBLE SOILS. THE EROSION AND SILTATION CONTROLS WILL NEED TO BE INSPECTED DAILY AT THE END OF THE WORK DAY. ANY CONTROLS THAT NEED REPAIR OR REPLACED MUST BE DONE AT THIS TIME. ALL EROSION CONTROL MEASURES WILL REMAIN IN PLACE UNTIL PERMISSION FROM THE SITE INSPECTOR IS GRANTED TO REMOVE THE CONTROLS.

ADJACENT PROPERTIES:

ITEM 1.3
NORTHERN BOUNDARY:
VACANT LAND IS LOCATED ON THE NORTHERN SIDE OF THE PROPERTY.
EASTERN BOUNDARY:
EXISTING DWELLINGS ARE LOCATED ON THE EASTERN SIDE OF THE PROPERTY.
SOUTHERN BOUNDARY:
JORDAN LANE IS LOCATED ON THE SOUTHERN SIDE OF THE PROPERTY.

WESTERN BOUNDARY:
VACANT LAND IS LOCATED ON THE WESTERN SIDE OF THE PROPERTY.
OFFSITE AREAS

ITEM 1.4
THERE ARE NO OFFSITE LAND DISTURBING ACTIVITIES FOR THIS PROJECT. ALL SURPLUS SOILS TO REMAIN ONSITE FOR FILL PURPOSES OR HAULED OFFSITE. ANY STOCKPILES TO BE REMOVED FROM SITE WITH A TRUCK.

CRITICAL AREAS

ITEM 1.5
THERE ARE NO CRITICAL AREAS LOCATED ON THE SUBJECT PROPERTY.

SOILS

ITEM 1.6
SEE SHEET I FOR SOILS MAP AND DATA.

ITEM 2.5
STEP 1-INSTALL TEMPORARY GRAVEL CONSTRUCTION ENTRANCE. INSTALL THE PERIMETER SILT FENCE.
STEP 2-CLEAR ALONG THE PERIMETER OF THE LIMITS. MAINTAIN PERIMETER CONTROLS.
STEP 3-CLEAR AND GRADE THE DRIVEWAY ACCESS AND HOUSE LOCATION.
STEP 4-WHEN CLEARING AND GRADING IS COMPLETED. ALL AREAS, SPECIFICALLY ANY SLOPES WILL NEED TO BE STABILIZED TEMPORARILY PER STD # SPEC 3.29 # 3.31.
STEP 5- THE EROSION AND SILTATION CONTROLS WILL NEED TO BE INSPECTED DAILY AT THE END OF THE WORK DAY. ANY CONTROLS THAT NEED REPAIR OR REPLACED MUST BE DONE AT THIS TIME. ALL EROSION CONTROL MEASURES WILL REMAIN IN PLACE UNTIL PERMISSION FROM THE SITE INSPECTOR IS GRANTED TO REMOVE THE CONTROLS.

E&S MAINTENANCE

ITEM 2.6
THE E & S CONTROLS NEED TO BE INSPECTED AND MAINTAINED. ANY CONTROLS NEEDING REPAIR WILL BE FIXED OR REPLACED. THIS PROCESS NEEDS TO HAPPEN DAILY.

ITEM 2.7
NO AREAS SHALL REMAIN DENUDED FOR MORE THAN 7 DAYS. ANY UNDERGROUND UTILITY THAT HAS BEEN BACKFILLED MUST BE SEEDED AND MULCHED WITHIN 7 DAYS AFTER BACKFILL. NO MORE THAN 500 LINEAR FEET OF TRENCH IS TO BE OPEN AT ONE TIME. THIS PROJECT WILL NOT HAVE ANY STORM SEWER. THERE IS NOT A BOND ON ANY OF THE UTILITIES. THIS IS A NON-BONDED/INFILL LOT. THERE MAY BE A CONSERVATION ESCROW THAT MUST BE POSTED AND WILL NOT BE RELEASED UNTIL THE SITE INSPECTOR HAS APPROVED THE FINAL SITE CONDITIONS OF THE PROJECT.

ITEM 2.8
THERE ARE NO PROBLEM AREAS IDENTIFIED ON THE SUBJECT PROPERTY.

ITEM 2.25
THE PROPOSED EROSION CONTROLS WILL BE SUITABLE FOR THEIR LOCATION AND PURPOSE. THE BUILDER SHOULD KEEP A WATCH OF THE PROPOSED SLOPES. APPLYING A TEMPORARY /PERMANENT SEED TO STABILIZE THE SLOPE WILL HELP REDUCE THE EROSION POTENTIAL. MULCH MAY NEED TO BE ADDED TO ENSURE SEED GERMINATION AND STABILITY.

ITEM 2.26
THE CONTRACTOR/BUILDER MAY CALL LAND DESIGN CONSULTANTS (703-680-4585) TO REVIEW ANY OF THE EROSION CONTROL MEASURES AND PRACTICES.

ITEM 2.27
IT IS THE RESPONSIBILITY OF THE BUILDER TO ENSURE THE PROPER MATERIAL IS USED FOR THE TEMPORARY AND PERMANENT PLANTING, DUE TO WEATHER CONDITIONS AND THE TIME OF YEAR WHEN CHOOSING THE STABILIZATION MATERIALS.

ITEM 3.1
TEMPORARY STABILIZATION SHALL BE APPLIED TO DENUDED AREAS WITHIN SEVEN DAYS TO DENUDED AREAS THAT MAY NOT BE AT FINAL GRADE, BUT WILL REMAIN DORMANT FOR LONGER THAN 14 DAYS* PER CURRENT MS-1. THE BUILDER/DEVELOPER MUST INSPECT THE STABILIZATION OF THE SLOPES TO INSURE EROSION WILL NOT OCCUR. CORRECTIONS TO THE STABILIZATION METHODS MUST BE MADE IF WEATHER CONDITIONS CREATE A POTENTIAL ERODIBLE SITUATION.

E & S CONTROL MEASURES

ITEM 1.7
TEMPORARY GRAVEL CONSTRUCTION ENTRANCE-HELPS KEEP MUD AND DEBRIS FROM BEING TRACKED ONTO MELODY LANE.
SILT FENCE- PROVIDES A PROTECTIVE BARRIER TRAPPING SILT AND KEEPING IT ONSITE, WHILE ALLOWING WATER TO DRAIN THROUGH THE SILT FENCE.
TREE PROTECTION-PROVIDES A PROTECTIVE BARRIER SO THAT TREES TO BE SAVED ARE NOT DAMAGED DURING CONSTRUCTION.
INLET PROTECTION/CULVERT INLET PROTECTION-PREVENTS SEDIMENT FROM ENTERING STORM SEWER PIPES.
MAN WITH SHOVEL AND BROOM- PROVIDES A METHOD OF REMOVING ANY SILT AND DEBRIS FROM ANY OF THE EROSION AND SILTATION CONTROLS AND THE STREETS.

PERMANENT STABILIZATION

ITEM 1.8
PERMANENT STABILIZATION OF THE SITE WILL OCCUR AFTER FINAL GRADING IS COMPLETED. GRASS SEED IS PROPOSED, EITHER SOWN BY HAND OR HYDROSEED. A MIXTURE OF TALL FESCUE AND ANNUAL RYE GRASS IS RECOMMENDED FOR SEEDING ONCE THE GROUND IS PREPARED FOR PLANTING.

ITEM 2.16
SILT COULD TRANSPORT TO THE OFFSITE ADJACENT PROPERTY IF THE PERIMETER SILT FENCE/CONTROLS ARE NOT INSTALLED PROPERLY OR ARE NOT MAINTAINED DURING THE CONSTRUCTION PROCESS. UPKEEP OF THE CONSTRUCTION ENTRANCE WILL PREVENT ANY SILT FROM REACHING JORDAN LANE. THE DAILY INSPECTION AND MAINTENANCE OF THE EROSION CONTROLS SHOULD PREVENT SILT FROM BEING CARRIED OFFSITE. THE DOWNSTREAM PROPERTIES COULD BE IMPACTED IF THE CONTROLS ARE NOT INSTALLED PROPERLY AND MAINTAINED.

ITEM 3.2
DURING CLEARING AND GRADING, AND CONSTRUCTION ANY SOIL STOCKPILES SHALL BE STABILIZED AND /OR PROTECTED WITH SEDIMENT TRAPPING DEVICES

ITEM 3.3
PROVIDE A PERMANENT VEGETATIVE COVER ON DENUDED AREAS NOT OTHERWISE PERMANENTLY STABILIZED

ITEM 3.7
PROVIDE ADDITIONAL STABILIZATION MEASURES ON ANY SLOPES/STOCKPILE THAT MAY BE SUBJECT TO EXCESSIVE EROSION. DO NOT EXCEED MAXIMUM 3:1 SLOPE ON ANY CUT OR FILL SLOPES

ITEM 3.9
PROVIDE DRAINAGE PROTECTION ON ANY SLOPE THAT MAY HAVE WATER SEEPING FROM THE SLOPE FACE

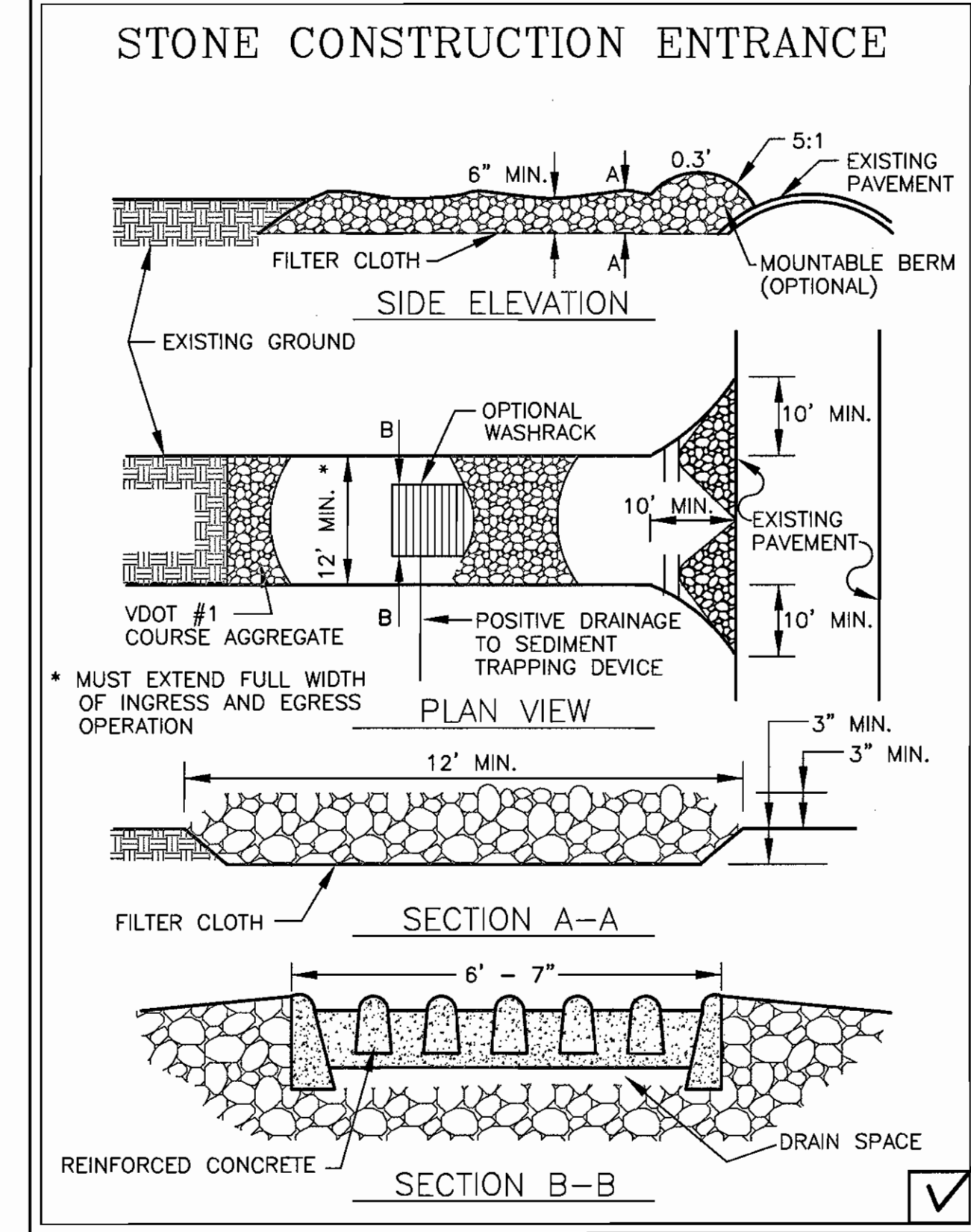
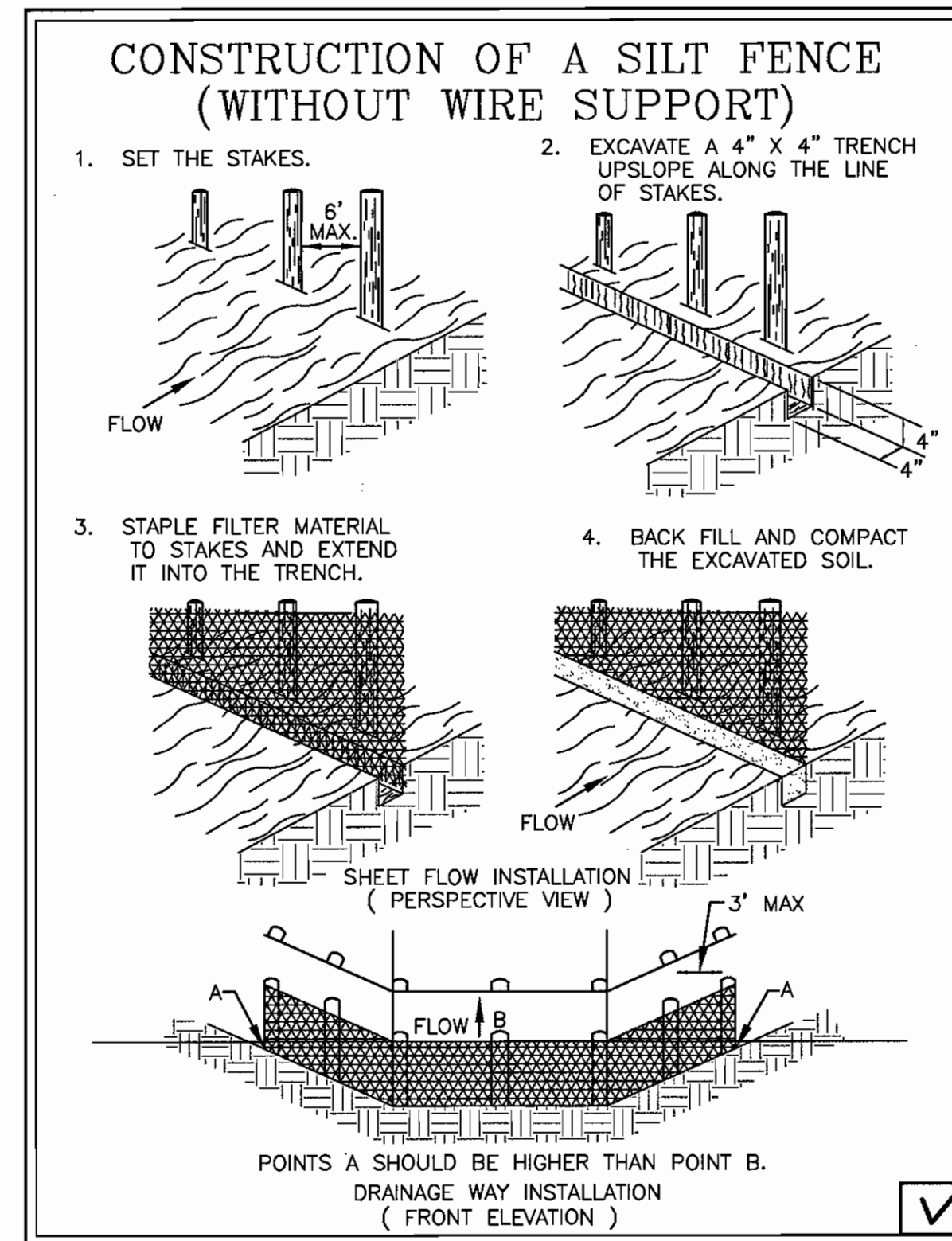
ITEM 2.7

11-406 General Land Conservation Notes

- 11-406.1 (38-93-PFM) No disturbed area which is not actively being worked shall remain denuded for more than 7 calendar days unless otherwise authorized by the Director.
- 11-406.2 All E&S control measures approved with the Phase I E&S control plan shall be placed as the first step in grading.
- 11-406.3 (38-93-PFM) All storm and sanitary sewer lines not in streets shall be seeded and mulched within 7 days after backfill. No more than 500' (150 m) shall be open at any one time.
- 11-406.4 (38-93-PFM) Electric power, telephone and gas supply trenches shall be compacted, seeded and mulched within 7 days after backfill.
- 11-406.5 (38-93-PFM) All temporary earth berms, diversions and sediment control dams shall be seeded and mulched for temporary vegetative cover immediately (as soon as possible but no later than 48 hr) after completion of grading. Straw or hay mulch is required. All soil stockpiles shall be seeded and mulched within 7 days after grading.
- 11-406.6 During construction, all storm sewer inlets shall be protected by sediment traps, maintained and modified during construction progress as required.
- 11-406.7 Any disturbed area not covered by Section 11-0406.1 and not paved, sodded or built upon by November 1, or disturbed after that date, shall be mulched immediately with hay or straw mulch at the rate of 2 tons/acre (4483 kg/ha) and over-seeded by April 15.
- 11-406.8 At the completion of any project construction and prior to bond release, all temporary sediment controls shall be removed and all denuded areas shall be stabilized.

ITEM 3.18
ALL TEMPORARY EROSION SEDIMENT CONTROL MEASURES SHALL BE REMOVED WITHIN 30 DAYS AFTER FINAL SITE STABILIZATION AFTER THE PERMISSION OF THE INSPECTOR

ITEM 4.3
SEE THE MULCHING DETAIL IF PERMANENT SEEDING IS USED. THE MULCH IS INTENDED TO PROTECT THE SEED FROM THE WEATHER. SEE THE VESCH STD # SPEC 3.35.



ITEM 19-20-21
SEE SECTIONS 3.31 - 3.33, # 3.39 FOR THE USE, PROCEDURE AND INSTALLATION OF TEMPORARY AND PERMANENT SEEDING, AND SODDING OF DENUDED AREAS. INCLUDED IN STD # SPEC 3.39 IS DUST CONTROL. ALL OF THE ABOVE ITEMS ARE LOCATED IN THE CURRENT VIRGINIA EROSION SILTATION CONTROL HANDBOOK (VESCH). SELECTION OF GRASS SEED FOR PERMANENT SEEDING CAN UTILIZE A MIXTURE OF TALL FESCUE AND ANNUAL RYEGRASS OR FOXTAIL MILLET, DEPENDING ON SEED AVAILABILITY.

ITEM 22.1
PROVIDE DUST CONTROLS AS PER STD # SPEC 3.39 IN THE CASE SITE CONDITIONS CREATE THE MOVEMENT OF DUST DUE TO WEATHER CONDITIONS AND CONSTRUCTION ACTIVITIES.

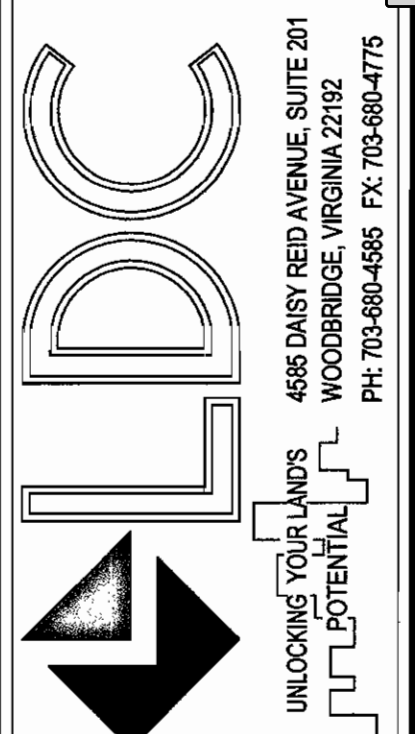
THE BUILDER/DEVELOPER WILL NEED TO ADDRESS THE TYPE OF SEED AND MIXTURE FOR THE TEMPORARY AND PERMANENT SEEDING AS TO THE WEATHER CONDITIONS WHEN THE SEED IS APPLIED

TABLE 6-1

GENERAL EROSION AND SEDIMENT CONTROL NOTES

- ES-1: Unless otherwise indicated, all vegetative and structural erosion and sediment control practices will be constructed and maintained according to minimum standards and specifications of the Virginia Erosion and Sediment Control Handbook and Virginia Regulations VR 625-02-00 Erosion and Sediment Control Regulations.
- ES-2: The plan approving authority must be notified one week prior to the pre-construction conference, one week prior to the commencement of land disturbing activity, and one week prior to the final inspection.
- ES-3: All erosion and sediment control measures are to be placed prior to or as the first step in clearing.
- ES-4: A copy of the approved erosion and sediment control plan shall be maintained on the site at all times.
- ES-5: Prior to commencing land disturbing activities in areas other than indicated on these plans (including, but not limited to, off-site borrow or waste areas), the contractor shall submit a supplementary erosion control plan to the owner for review and approval by the plan approving authority.
- ES-6: The contractor is responsible for installation of any additional erosion control measures necessary to prevent erosion and sedimentation as determined by the plan approving authority.
- ES-7: All disturbed areas are to drain to approved sediment control measures at all times during land disturbing activities and during site development until final stabilization is achieved.
- ES-8: During dewatering operations, water will be pumped into an approved filtering device.
- ES-9: The contractor shall inspect all erosion control measures periodically and after each runoff-producing rainfall event. Any necessary repairs or cleanup to maintain the effectiveness of the erosion control devices shall be made immediately.

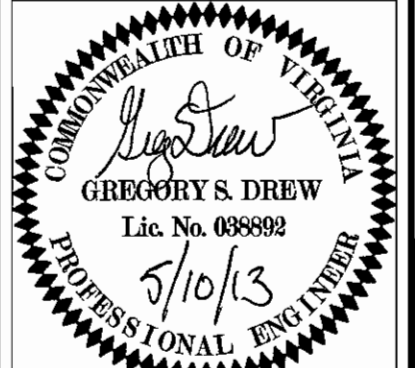
SILTATION AND EROSION CONTROL ESCROWS		COST
QUANTITY		
—	DIVERSION DIKE	6 LF
—	CLEANING OUT SWM FACILITIES, SILT TRAPS AND SILT BASINS	500/HR. LUMP SUM (MIN. \$20,000)
1,000	SILT FENCE / TREE PROTECTION	7.50 LF
—	SUPER SILT FENCE	20 LF
—	SOD	7.50 SY
2,530	SEED, FERTILIZER & MULCH (\$200 MIN.) (TEMP & PERMANENT)	0.70 SY
—	SEED, FERTILIZER & MULCH (\$200 MIN.) (TEMP & PERMANENT)	—
—	STEEP SLOPES (GRADING AND STABILIZATION WITH JUTE MESH, NETTING, BLANKETS, ETC. COARSE AGGREGATES (#1 OR #57))	15 SY
—	INLET PROTECTION	150 EA
—	CHECK DAM	165 EA
—	TEMP. CONST. ENTRANCE	1,000 EA
—	WASH RACK	2,000 EA
—	TEMP. SEDIMENT TRAP	500 EA (DRAINAGE AREA UP TO 1 AC.)
—	—	1,000 EA (DRAINAGE AREA 1-2 AC.)
—	—	2,000 EA (DRAINAGE AREA 2-3 AC.)
—	TEMPORARY SEDIMENT BASIN:	BY ITEMIZED COST
—	CHANNEL DIVERSION	20 LF
—	6' CHAIN LINK SAFETY FENCE	2.50 LF
—	4' PLASTIC ORANGE SAFETY FENCE	750 EA SINGLE FAMILY LOT
—	YARD UTILITY REFURBISHMENT	1,000 EA
—	STOCKPILE REMOVAL	—
—	CLEAN UP OF TEMP. SEDIMENT BASIN	—
TOTAL COST		\$ 10,751
ADMINISTRATIVE COST (10% OF TOTAL COST)		\$ 1,075
TOTAL SILTATION & EROSION CONTROL ESCROW AMOUNT		\$ 11,826



PARCEL IAI PIEDMONT MEWS
 E & S INFORMATION
 PRINCE WILLIAM COUNTY, VIRGINIA

DATE	DESCRIPTION	REVISION	APPROVED BY:
11/27/14	CS	1	ADDRESSED COUNTY COMMENTS
12/15/14	CS	2	ADDRESSED COUNTY COMMENTS
1/14/15	CS	3	REVISED HOUSE LOCATION #
1/17/15	CS	1	GRADERS COUNTY COMMENTS
1/17/15	CS	1	ADDRESSED COUNTY COMMENTS

I HEREBY CERTIFY THAT OTHER THAN THE REVISIONS SHOWN HEREON NO OTHER CHANGES HAVE BEEN MADE.



SCALE: N/A
 SHEET 2A OF 2
 DATE: NOVEMBER, 2012
 DRAFT: CS CHECK: GSD
 FILE NUMBER: 11207-1-0-64B

PRIOR TO ANY CONSTRUCTION CALL MISS UTILITY @ 1-800-257-7777



TO: Town of Haymarket Town Council
 SUBJECT: Ordinance to Amend Zoning Text - Funeral Home
 DATE: 06/03/13

The Town Council held a joint public hearing with the Planning Commission on May 6, 2013 to consider revised zoning text amendment language to permit mortuary, funeral home use by special use permit in the B-1 zoning district. Per Council direction, the Planning Commission amended its previously recommended language to further permit funeral home use by SUP in the B-1 zoning district. The applicant, Cifford Blasius, noted concerns regarding a recommended requirement for turn lanes. As drafted, funeral homes are to provide turn lanes unless waived by the state approving authority (i.e. VDOT). Mr. Blasius stated the posted speed limit within Town limits and the traffic generation by the use, among other factors, did not require the standard. The Town Engineer clarified that a requirement for turn lanes is evaluated by VDOT. If warranted, landowners can petition VDOT to waive the requirement. Council members noted that while the requirement and/or waiver of turn lanes is at the discretion of VDOT, it is important to establish the expectation that such a requirement is to be evaluated during the Town's review of the application. The Council instructed staff to revise the language to clarify the turn lane requirement (see below). The Council further instructed staff to prepare an Ordinance adopting the language.

The attached Ordinance incorporates the following language:

Amend Sec. 58-1. - Definitions.

Funeral home means a facility used for the preparation of the deceased for burial and the display of the deceased and ceremonies connected therewith before burial, and may include indoor storage of caskets, funeral urns, and other related funeral supplies and the storage of funeral vehicles, but does not include facilities for cremation.

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

(7) ~~For mortuaries and liquor stores,~~ at least ten parking spaces.

Amend Sec. 58-178. - Special Uses.

The following uses shall be permitted in the B-1 district with a special use permit:

(8) Funeral home subject to the following conditions:

(a) Such use shall be located:

1. Within a parcel comprising at least two acres;
2. Within a freestanding building and be the sole principal use on the lot.
3. On a parcel of land fronting on, and with direct access to, an existing collector or arterial road with dedicated turn lane(s) unless such dedicated turn lane(s) are **not warranted by the state approving authority** or waived by the state approving authority.

(b) Sufficient car stacking space shall be provided on the lot such that a collector or arterial road need not be used for the forming of funeral processions. The area of the lot used for

the forming of funeral processions shall have direct access to the collector or arterial road.

(c) Off street parking requirements: 1 space / 4 persons in permitted occupancy approved by the Fire Marshall plus 1 space / employee and 1 space / business vehicle and 2 loading spaces.

DRAFT MOTION(S)

1. I move that the Town Council adopt Ordinances ORD#20130603 -1 , ORD#20130603 - 2, and ORD#20130603 - 3, permitting Mortuary, Funeral Home Use by Special Use Permit in the Town Center District B-1.

OR

2. I move an alternate motion

ATTACHMENTS:

- (2) ORD#20130603 (1) - Section 58-1 (PDF)
- (3) ORD#20130603 (2) - Section 58-11 (PDF)
- (4) ORD#21030603 (3) - Section 58-178 (PDF)

ORDINANCE #ORD20130603 - 1

Enacted _____

Effective _____

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, TOWN OF HAYMARKET, VIRGINIA (2004), AS AMENDED, BY AMENDING SECTION 58-1, RELATING GENERALLY TO DEFINITIONS BY ADDING THE DEFINITION OF FUNERAL HOME.

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

- 1. That Section 58-1 of the Code of Ordinances, Town of Haymarket (2004), as amended, is amended, as follows:

Sec. 58-1. - 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:

Abattoir means a commercial slaughterhouse.

Accessory use means a subordinate use customarily incidental to and located upon the same lot occupied by the main use or building.

Accessway, private, means a semipublic ingress and egress easement dedicated to one or more lots at the time of subdivision for the purpose of pedestrian and vehicle access to a public street. Any such easement shall be maintained by its supporting lots as set out in this chapter.

Administrator, the, means the town council, which is charged with the enforcement of this chapter.

Adult day care center means any enterprise or facility operated for the purpose of providing care, protection and guidance for more than five adults during part of a day. No overnight facilities are permitted.

Agriculture means the tilling of the soil, the raising of crops, horticulture, forestry, and gardening.

Alteration means any change in the floor area, use, adaptability or external appearance of an existing structure.

Apartment means a portion of a structure designed as a dwelling unit, and ancillary to the principal use of the structure.

Architectural features means pieces or portions of a building that are utilized primarily for aesthetic purposes such as, but not limited to, bay windows, porches, porticoes, balconies, chimneys, eaves and cornices, basement walkups and flower boxes.

Automobile graveyard means any lot or place which is exposed to the weather upon which more than five motor vehicles of any kind, incapable of being operated, and which it would not be economically practical to make operative, are placed, located or found.

Basement means a story having part but not more than half of its height below grade. A basement shall be counted as a story for the purpose of height regulations if it is used for business purposes, or for dwelling purposes by other than a janitor employed on the premises.

Boardinghouse means a building where, for compensation, lodging and meals are provided for at least five and up to 14 persons.

Attachment: 06-03-2013 Draft Agenda (1458 : Draft Agenda for June 3, 2013)

Date: June 3, 2013
 Regular Meeting
 Ord. No. #ORD20130603 – 1

Building means any structure having a roof supported by columns or walls for the housing or enclosure of persons, animals or chattels.

Building, accessory, means a subordinate structure customarily incidental to and located upon the same lot occupied by the main structure. No such accessory structure shall be used for housekeeping purposes.

Building, height of, means the vertical distance measured from the level of the curb or the established curb grade opposite the middle of the front of the structure to the highest point of the roof if a flat roof; to the deck line of a mansard roof; or to the mean height level between the eaves and ridge of a gable, hip or gambrel roof. For buildings set back from the street line, the height shall be measured from the average elevation of the ground surface along the front of the building.

Building, main, means the principal structure or one of the principal buildings on a lot, or the building or one of the principal buildings housing the principal use on the lot.

Catering, commercial (off-premises) means preparation of food and related materials for a special event, occasion, or other temporary contract, which are to be delivered to a location other than where prepared.

Cellar means a story having more than half of its height below grade and which may not be occupied for dwelling purposes.

Child day care center means any enterprise or facility operated for the purpose of providing care, protection and guidance for more than five children separated from their parents or guardians during part of a day. No overnight facilities are permitted.

Collectibles means to gather or to bring together books, stamps, coins, etc., usually as a hobby.

Commission, the, means the planning commission of the town.

Congregate/continuing care facility means a housing project designed for the care of ambulatory elderly persons, with spouse or companion when applicable. Such facilities shall provide a community atmosphere by providing such facilities as central dining, recreational areas, social activities and 24-hour staffing.

Coverage means the area of a lot occupied by structures, off-street parking, driveways, outside storage, or any other improvements not considered open space.

Cultural arts center means an establishment for the presentation of art, scientific, cultural or historical materials, music, or live theatrical or musical productions, but not including dinner theatre; this includes but is not limited to museums, noncommercial art galleries, botanical gardens and music conservatories.

Dairy means a commercial establishment for the manufacture and sale of dairy products.

District means a district as referred to in Code of Virginia, § 15.2-2280.

Dump heap (trash pile) means any area of 100 square feet or more lying within 1,000 feet of a state highway, residence, dairy barn or food handling establishment where trash, garbage, or other waste or scrap material is dumped or deposited without being covered by a sanitary fill.

Dwelling means any structure which is designed with dwelling units for residential purposes, except hotels, boardinghouses, lodgings, tourist cabins, recreational vehicles and mobile homes.

Dwelling, attached single-family, i.e. *townhouse*, means a single-family dwelling unit being one of a group of not less than three nor more than eight units in a series separated from one another by party walls without doors, windows or other provisions for human passage or visibility through such walls from basement to roof.

Dwelling, multiple-family, means a structure arranged or designed with three or more dwelling units.

Dwelling, single-family, means a structure arranged or designed to be occupied by one family, the structure having only one dwelling unit. This definition excludes a mobile home.

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Dwelling, two-family, means a structure arranged or designed to be occupied by two families, the structure having only two dwelling units.

Dwelling unit means one or more rooms designed for residential living purposes containing at least one bath and kitchen facility.

Family means one or more persons occupying premises and living in a single dwelling unit, as distinguished from an unrelated group occupying a boardinghouse, lodginghouse, tourist home or hotel.

Family care home, foster home or group home means a residential structure established to serve intellectually disabled or other developmentally disabled persons, not related by blood or marriage.

Family day-care home means the secondary use of a dwelling unit to provide care, protection and guidance for one or more children during only a part of the twenty-four-hour day, excluding the provider's own children, meaning those related by blood, adoption or marriage to the provider who maintains the home, and those in foster care with the provider, or in the provider's permanent custody or already residing in the provider's dwelling, and which may employ at any one time not more than one person not residing in the home, provided that such person shall be at least 14 years of age and shall be certified or otherwise meet the appropriate social service regulatory agency's approval. The term "family day-care home" is not intended to include baby-sitting services of a casual, irregular nature in or outside of the child's own home. It is also not intended to include cooperative, reciprocal childcare by a group of parents in their respective residences.

Farmer's market means retail sale of fresh fruits and vegetables, and other food and related items, at a facility with spaces occupied by several different temporary tenants on a short term or daily basis; indoor or outdoor; but this term does not include roadside stands.

Fast food restaurant means any establishment that provides, as a principal use, the sale of food, frozen desserts, or beverages in ready-to-consume state for consumption within the restaurant, within a motor vehicle parked on the premises, or off-premises, and whose design or principal method of operation includes one or more of the following characteristics:

- (1) Food, frozen desserts, or beverages are served in edible containers or in paper, plastic or other disposable containers. Eating utensils, if provided, are disposable.
- (2) Food, frozen desserts, or beverages are usually served over a general service counter for the customer to carry to a seating facility within the restaurant, to a motor vehicle or off-premises. If consumed on premises, customers generally are expected to clear their own tables and dispose of their trash.
- (3) Forty-five percent or more of the gross floor area of the establishment is devoted to food preparation, storage and related activities, which space is not accessible to the general public.
- (4) Food, frozen desserts, or beverages are served to the occupants of motor vehicles while seated therein, such as through a drive-in window.

For the purpose of this definition, a fast food restaurant shall not be deemed an eating establishment.

Fence means a freestanding structure of metal, masonry, composition, vinyl or wood or any combination, resting on or partially buried in the ground and rising above ground level, with posts at regular intervals, and used for confinement, screening, or partition purposes.

Fitness center/health spa means a public facility, a place for public assembly, in which membership in a program of physical exercise or the rights and privileges to use one or more of the following are sold: exercise area, sauna, whirlpool, weightlifting room, massage, steam room, exercising machines or devices, or a swimming pool. A child care facility may be provided to be used by patrons only during the time they are using the facility. The term "fitness center/health spa" shall not include the following:

- (1) Bona fide nonprofit organizations, including, but not limited to, the Young Men's Christian Association, Young Women's Christian Association, or similar organizations the functions of which as health spas are only incidental to their overall functions and purposes;

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- (2) Any private club owned and operated by its members;
- (3) Any organization primarily operated for the purpose of teaching a particular form of self-defense such as judo or karate;
- (4) Any facility owned or operated by the commonwealth or any of its political subdivisions;
- (5) Any facility owned or operated by the United States; and
- (6) Any nonprofit public or private school, college or university.

Food or grocery store means any building that contains more than 3,220 square feet and is primarily engaged in the sale of foodstuffs and related materials.

Frontage means the minimum width of a lot measured from one side lot line to the other along a straight line on which no point shall be farther away from the street upon which the lot fronts than the building setback line as required in this chapter.

Funeral home means a facility used for the preparation of the deceased for burial and the display of the deceased and ceremonies connected therewith before burial, and may include indoor storage of caskets, funeral urns, and other related funeral supplies and the storage of funeral vehicles, but does not include facilities for cremation.

Garage, private, means an accessory building designed or used for the storage of not more than three automobiles owned and used by the occupants of the building to which it is accessory. On a lot occupied by a multiple-unit dwelling, the private garage may be designed and used for the storage of 1½ times as many automobiles as there are dwelling units.

Garage, public, means a building or portion of a building, other than a private garage, designed or used for servicing, repairing, equipping, renting, selling or storing motor-driven vehicles.

Golf course means any golf course, publicly or privately owned, on which the game of golf is played, including customary accessory uses and buildings but excluding golf driving ranges.

Golf driving range means a limited area on which golf players do not walk, but onto which they drive golf balls from a central driving tee.

Grade means the lowest of:

- (1) Lowest elevation of the street at the curb;
- (2) Established or mean street elevation if curb not established;
- (3) Lowest elevation of finished ground surface on any side of the building or property.

Historic resource means a building, place or area in which historic events occurred or having special public value because of notable architectural or other features relating to the cultural or artistic heritage of the community, of such significance as to warrant conservation and preservation.

Home garden means a garden in a residential district for the production of vegetables, fruits and flowers generally for use and/or consumption by the occupants of the premises.

Home occupation means a business activity conducted entirely within a single-family detached dwelling unit by residents of that unit which is clearly incidental and secondary to its principal use as a dwelling unit. Home occupation allows customers to come to the house. The following uses, and no others, are home occupation uses:

- (1) Administrative offices of business and/or trade.
- (2) Arts and crafts activities.
- (3) Baking/catering (off-premises service).
- (4) Beauty salon (no tanning or toning equipment).
- (5) Clerical/secretarial activities.

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- (6) Day-time adult care (no more than five adults not residing in the home).
- (7) Family day-care home
- (8) Floral design.
- (9) Interior design/decorating.
- (10) Offices of a physician, therapist (including psychological, physical, and/or massage), dentist, lawyer, accountant, engineer, architect, desktop publishing, or similar professional.
- (11) Seamstress, tailoring, upholstery activities.
- (12) Tutoring, education or training (no more than five (5) children or two adults at any one time).

Hotel means any building containing seven or more rooms, with a common entrance, designed and intended for the lodging of guests with private toilet facilities and which is available to the general public for compensation which may provide additional services such as restaurants, meeting rooms, and recreation facilities.

Junkyard means an establishment or place of business which is maintained, operated or used for storing, keeping, buying or selling junk, or for the maintenance or operation of an automobile graveyard; and the term shall include garbage dumps and sanitary fills.

Kennel means any place in which more than three dogs more than six months of age are kept, or any number of dogs are kept for the purpose of sale or rental or in connection with boarding, care or breeding, for which any fee is charged.

Kindergarten/nursery school means any facility operated primarily for the educational instruction of children from 2½ to five years of age.

Lodginghouse/bed and breakfast means an owner- or operator-occupied single-family detached dwelling unit which contains no more than two kitchens, intended or designed to be used, or which are used, rented or hired out to be occupied or which are occupied for sleeping purposes by guests, other than temporary personal guests of a family in a dwelling unit, for compensation with or without meals. Stays no longer than 30 days are allowed.

Lot means a parcel of land abutting on a public street, occupied or intended to be occupied by a principal building or use and its accessory building and use, including all open spaces required by this chapter, or in the case of a townhouse, the piece or parcel of land occupied or to be occupied by it and its yards abutting on a public street or private accessway. In the case of land not transferred for sale, a measured parcel of land having fixed boundaries and designated on a plat or survey.

Lot, corner, means a lot abutting on two or more streets at their intersection. Of the two sides of a corner lot, the front shall be deemed to be the shorter of the two sides fronting on streets.

Lot, depth of, means the average horizontal distance between the front and rear lot line.

Lot, double-frontage, means an interior lot having frontage on two streets.

Lot, interior, means any lot other than a corner lot.

Lot of record means a lot which has been recorded in the clerk's office of the circuit court.

Lot width means the width of any lot at the setback line, calculated by measuring back a uniform distance from the street line as required by the setback regulation. If the street line curves or angles, the setback line shall also curve or angle uniformly with the street line and the lot width shall be calculated along the curve or angle setback line.

Manufacture and/or manufacturing means the processing and/or converting of raw, unfinished materials, or products, or either of them, into articles or substances of different character, or for use for a different purpose.

Manufactured home means a structure subject to federal regulations, which is transportable in one or more sections; is eight feet in body or more in width and 40 body feet or more in length in the traveling

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mode, or is 320 or more square feet when erected on site; is built on a permanent foundation; is designed to be used as a single-family dwelling when connected to the required utilities; and includes the plumbing, heating, air conditioning and electrical systems contained in the structure. Building design and construction material shall be approved by the architectural review board.

Mobile classroom means a dwelling unit of vehicular, portable design built on a permanent chassis and designed to be moved from one site to another and to be used without a permanent foundation for one school year.

Mobile home means a dwelling unit of vehicular, portable design built on a permanent chassis and designed to be moved from one site to another and to be used without a permanent foundation. A mobile home shall be deemed to be a mobile home regardless of the manner in which it is used, the manner in which it is affixed to realty or otherwise improved. A mobile home shall not be used for a residence or storage facility. Exceptions are those for temporary sales/office trailer for 180 days. Extensions must be approved by council.

Mobile home park or subdivision means any area designed to accommodate two or more mobile homes intended for reuse where residence is in mobile homes exclusively.

Motel means a building for overnight accommodations with separate sleeping units, each with separate entrance, separate toilet facilities and off-street parking.

Motor home means a motorized, portable structure built on a chassis and designed to be used for temporary occupancy for travel, recreational or vacation use, and when factory equipped for the road, being no more than 35 feet in length, 12 feet high and does not exceed in gross weight more than 18,000 pounds.

Nonconforming activity means the otherwise legal use of a building or structure or of a tract of land that does not conform to the use regulations of this chapter for the district in which it is located, either at the effective date of the zoning ordinance of September 19, 1983, or as a result of subsequent amendments to such ordinance or this chapter.

Nonconforming lot means an otherwise legally platted lot that does not conform to the minimum area or width requirements of this chapter for the district in which it is located either at the effective date of the zoning ordinance of September 19, 1983, or as a result of subsequent amendments to such ordinance or this chapter.

Nonconforming structure means an otherwise legal building or structure that does not conform with the lot area, yard, height, lot coverage, or other area regulations of this chapter, or is designed or intended for a use that does not conform to the use regulations of this chapter for the district in which it is located, either at the effective date of the zoning ordinance of September 19, 1983, or as a result of subsequent amendments to such ordinance or this chapter.

Nonprofit organization means an organization that is exempt from paying federal income taxes under section 501 of the Internal Revenue Code (26 USC 501).

Off-street parking area or bay means space provided for vehicular parking outside of the dedicated street or accessway right-of-way.

Private school means a bona fide educational institution other than a public school that provides instruction which is equivalent to public school education to public school-age children which may involve the boarding of pupils who, in the ordinary course of events, return annually to the homes of their parents or guardian for not less than two months of summer vacation.

Public parking means any area used primarily or regularly for parking motor vehicles; or to any parking space or area required to be provided by any law; except for parking provided solely to reserve a single-family dwelling.

Public use means any use for exclusively public purposes without reference to the ownership or structures or the realty upon which it is situated by any department or branch of the federal government, commonwealth, county or town.

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Public water and sewerage systems means a water or sewerage system owned and operated by the town, or owned and operated by a private individual or a corporation approved by the council and properly licensed by the state corporation commission, and subject to special regulations as set forth in this chapter.

Quick-service food store means any building that contains 5,000 square feet or less of net floor area, or any portion of such a building, which is used principally for the retail sale of food or other items; but this definition shall not include restaurants, formal, informal or drive-in.

Recreation, commercial, indoor, a fitness and sports activity means a sports or activity facility either open to the general public for a fee or for members and their guests. These are limited to the following activities: roller, hockey, or ice skating rink; basketball; baseball; softball; football; field hockey; soccer; lacrosse; laser tag; wiffleball; dodgeball; track and field; tennis; cheerleading; gymnastics; weight lifting; health spa or club; squash, racquetball or tennis courts; multisport instruction camps; sport specific leagues; birthday parties; marching band; and those activities offered at Prince William County Schools. Such a facility may also include accessory uses such as refreshment stands, equipment sales, or rentals.

Recreational vehicle means a vehicular-type structure designed as temporary living accommodations for recreation, camping and travel use. There are four basic types of recreational vehicles: Travel trailers, motor homes, truck campers and camping trailers.

Required open space means any space required in any front, side or rear yard.

Restaurant, drive-in/drive-up and drive-thru, mean a restaurant dispensing prepared food or drinks ready for consumption at the time of sale where the customers are either served in their vehicles, or at a drive-thru or walk-up window or service unit.

Restaurant, formal, means a building designed or altered for the purpose of preparation and serving of food and/or beverage for consumption on the premises in exchange for compensation. At no time shall a formal restaurant dispense food directly to an awaiting vehicle.

Restaurant, informal, means a building designed or altered, in whole or in part, to cater to or accommodate the consumption of food and/or beverages on premises, and to customers awaiting the dispensing of food to be consumed not on the premises. At no time shall an informal restaurant dispense food directly to an awaiting vehicle.

Retail stores and shops means buildings for display and sale of merchandise at retail or for the rendering of personal services (but specifically excluding coal, wood, and lumber yards) such as the following, which will serve as illustration: Drugstore, newsstand, food store, candy shop, milk dispensary, drygoods and notions store, antique store and gift shop, hardware store, household appliance store, furniture store, florist, optician, music and radio store, tailor shop, barbershop, and beauty shop.

Service station means an establishment for the retail sale and direct delivery to motor vehicles of fuel, lubricants and minor accessories and including the sale of tobacco products, candy, soft drinks and related items for the convenience of the motoring public. Such establishments shall primarily serve automobile and recreational vehicle traffic and may include facilities for washing, lubricating, and otherwise servicing motor vehicles; however all major repairs must be completely under cover. Permissible uses do not include:

- (1) Major body work, painting or welding;
- (2) Open storage of automobiles not in operating condition;
- (3) Commercial parking or storage lots;
- (4) Parking longer than 60 minutes of vehicles requiring a commercial driver's license for lawful operation.

Setback means the minimum distance by which any building or structure must be separated from the front lot line.

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Sign means any display of any letters, words, numerals, figures, devices, emblems, pictures, or any parts or combinations, by any means whereby they are made visible for the purpose of making anything known, where such display is made on, attached to, or as part of a structure, surface, or any other thing, including but not limited to the ground, any rock, tree or other natural object, which display is visible beyond the boundaries of the parcel of land on which it is made. A display of less than one square foot in area is excluded from this definition.

- (1) *Business sign* means a sign which directs attention to a product, commodity or service available on the premises.
- (2) *Directional sign* means a sign, one end of which may be pointed, or on which an arrow may be painted, indicating the direction to which attention is called, four square feet or less in the area, giving the name only of the farm or business responsible for the erection of the sign.
- (3) *General advertising sign* means a sign which directs attention to a product, commodity or service not necessarily available on the premises.
- (4) *Home occupation sign* means a sign not exceeding 2.25 square feet in area directing attention to a product, commodity or service available on the premises, but which product, commodity or service is clearly a secondary use of the dwelling.
- (5) *Identification sign* means one sign, not exceeding 16 square feet in area, for the purpose of showing the name and use of a convent, monastery, seminary, subdivision, church, country club, sanitorium, cemetery, children's home, orphanage, fraternal organization, hospital, or other similar establishment, which use is permitted in a residential zone, and such sign is erected or displayed on the property as identified.
- (6) *Location sign* means a sign which directs attention to the approximate location of an establishment from which the advertised product may be obtained.
- (7) *Menu sign* means a sign which contains signs for more than one occupant of a building.
- (8) *Temporary sign* means a sign applying to a seasonal or other brief activity such as, but not limited to, summer camps, horse shows, auctions or sale of land. Temporary signs shall conform in size and type to direction signs.

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

Site plan means a plan prepared by a professional engineer or land surveyor licensed by the state showing all proposed improvements to the site in accordance with article XIII of this chapter.

Store means retail stores and shops.

Story means that portion of a building, other than the basement, included between the surface of any floor and the surface of the floor next above it. If there is no floor above it, "story" means the space between the floor and the ceiling next above it.

Story, half, means a space under a sloping roof, which has the line of intersection of roof decking and wall face not more than three feet above the top floor level, and in which space not more than two-thirds of the floor area is finished off for use.

Street and *road* mean a public thoroughfare which affords the principal means of access to abutting property.

Street line means the dividing line between a street or road right-of-way and the contiguous property.

Structure means anything constructed or erected, the use of which requires permanent location on the ground, or attachment to something having a permanent location on the ground. This includes, among other things, dwellings, buildings and signs.

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Travel trailer means a vehicular structure mounted on wheels, which is designed as temporary living accommodations for recreation, camping and travel use. A travel trailer can be easily towed by automobile or small truck and does not require special highway movement permits.

Truck camper means a portable structure designed to be loaded onto or affixed to the bed or chassis of a truck. It is designed to be used as temporary living accommodations for recreation, camping and travel use.

Variance means a reasonable deviation from those provisions regulating the size or area of a lot or parcel of land or the size, area, bulk or location of a building or structure when the strict application of this chapter would result in unnecessary or unreasonable hardship to the property owner, and such need for a variance would not be shared generally by other properties, and provided such variance is not contrary to the intended spirit and purpose of this chapter, and would result in substantial justice being done.

Wayside stand, roadside stand and wayside market mean any structure or land used for the sale of agricultural or horticultural produce, livestock or merchandise produced by the owner or his family on their farm.

Yard means an open space on a lot other than a court unoccupied and unobstructed from the ground upward, except as otherwise provided.

- (1) *Front yard* means an open space on the same lot as a building between the front line of the building (excluding steps) and the front lot or street line, and extending across the full width of the lot.
- (2) *Rear yard* means an open, unoccupied space on the same lot as a building between the rear line of the building (excluding steps) and the rear line of the lot and extending the full width of the lot.
- (3) *Side yard* means an open, unoccupied space on the same lot as a building between the side line of the building (excluding steps) and the side line of the lot, and extending from the front yard line to the rear yard line.

Zoning permit means a document issued by the zoning administrator authorizing the use of lots, structures, lots and structures, and the characteristics of uses.

(Code 1989, §§ 12-1, 12-215(6); Ord. of 3-19-1990; Res. of 4-2-1990; Res. of 6-4-1990; Ord. of 7-6-1998, § 1(12-1); Ord. of 11-20-2000; Ord. of 12-3-2001(4); Ord. of 12-3-2001(5); Ord. of 12-3-2001(6); Ord. of 12-3-2001(7); Ord. of 12-3-2001(8); Ord. of 12-3-2001(9); Ord. of 10-2-2006(2); Ord. of 12-3-2007; Ord. of 10-6-2008; Ord. of 10-6-2009; Ord. of 1-5-2009; Ord. of 11-15-2011)

Cross reference— Definitions generally, § 1-2.

State law reference— Definitions relating to local planning, Code of Virginia, § 15.2-2201; "nonprofit organization" defined, Code of Virginia, § 25-238; "automobile graveyard" and "junkyard" defined, Code of Virginia, § 33.1-348; utility companies generally, Code of Virginia, § 56-232 et seq.; "health spa" defined, Code of Virginia, § 59.1-296.

(Code 1989, § 12-7; Ord. of 3-19-1990; Res. of 4-2-1990; Res. of 6-4-1990)

Date: June 3, 2013
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ORDER OF THE COUNCIL

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

ATTEST:

Jennifer Preli, Town Clerk

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: 06-03-2013 Draft Agenda (1458 : Draft Agenda for June 3, 2013)

ORDINANCE #ORD20130603 - 2

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 ~~mortuaries~~ and 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: 06-03-2013 Draft Agenda (1458 : Draft Agenda for June 3, 2013)

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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.

(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)

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

Attachment: 06-03-2013 Draft Agenda (1458 : Draft Agenda for June 3, 2013)

Date: June 3, 2013
Regular Meeting
Ord. No. #ORD20130603 – 2

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: 06-03-2013 Draft Agenda (1458 : Draft Agenda for June 3, 2013)

ORDINANCE #ORD20130603 - 3

ENACTED _____

EFFECTIVE _____

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, TOWN OF HAYMARKET, VIRGINIA (2004), AS AMENDED, BY AMENDING SECTION 58-178, RELATING GENERALLY TO SPECIAL USES ADDING FUNERAL HOME

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

3. That Section 58-178 of the Code of Ordinances, Town of Haymarket (2004), as amended, is amended, as follows:

Sec. 58-178. - Special uses.

The following uses shall be permitted in the B-1 district with a special use permit:

- (1) Estate/liquidation auction sale.
- (2) Outdoor craft and/or antique shows/sales.
- (3) Parades.
- (4) Carousels; games (as defined in section 14-9).
- (5) Secondhand retail sales.
- (6) Wire line telecommunications services not to exceed 5,000 square feet.
- (7) Mobile office/classroom shall only be permitted with a special use license with the following restrictions:
 - (a) For use as a classroom for a period of one year and must reapply for a special use permit for each additional year thereafter;
 - (b) For use as an office for a period of six months and must reapply for an additional six months, with one year being the maximum for an office.

(8) Funeral home subject to the following conditions:

- (a) Such use shall be located:
 1. Within a parcel comprising at least two acres;
 2. Within a freestanding building and be the sole principal use on the lot.
 3. On a parcel of land fronting on, and with direct access to, an existing collector or arterial road with dedicated turn lane(s) unless such dedicated turn lane(s) are not warranted by the state approving authority or waived by the state approving authority.
- (b) Sufficient care stacking space shall be provided on the lot that a collector or arterial road need not be used for the forming of funeral processions. The area of the lot used for the forming of funeral processions shall have direct access to the collector or arterial road.
- (c) Off street parking requirements: 1 space/4 persons in permitted occupancy approved by the Fire Marshall plus 1 space/employee and 1 space/business vehicle and 2 loading spaces.

(Ord. of 1-4-1993; Ord. of 11-26-2001(3), § 12-112.1)

Date: June 3, 2013
Regular Meeting
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ORDER OF THE COUNCIL

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

ATTEST:

Jennifer Preli, Town Clerk

MOTION:

Date: _____

SECOND:

Regular Meeting

RE:

Ord. No. _____

ACTION:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY _____

Jennifer Preli, Town Clerk

Attachment: 06-03-2013 Draft Agenda (1458 : Draft Agenda for June 3, 2013)



TO: Town of Haymarket Town Council
 SUBJECT: Boundary Adjustment - 14550 John Marshall Hwy
 DATE: 06/03/13

QBE Global, LLC, contract purchaser of PACE West school, has submitted a Boundary Line Adjustment (BLA) request to adjust the corporate boundary between Prince William County and the Town in order to place the entirety of the PACE West School within Haymarket (see attached QBE letter dated May 3, 2013). The existing corporate boundary currently bifurcates the PACE West School building. The request involves the Town Council entering into an agreement with the Prince William County Board of County Supervisors (BOCS) to adjust the corporate boundary. When adjusted into the Town, the property will automatically zone to Residential District R-1. QBE intends to move several uses into the building under the R-1 designation (school, church, limited office) and make the recreation fields available to Prince William County Parks and Recreation through a lease agreement. QBE states they intend to rezone the property to a commercial district in order to consolidate their corporate headquarters.

Should the Council and the BOCS support the agreement, public hearings are required by both governing bodies. A tentative public hearing by the Town Council is scheduled for June 20, 2013. Staff has drafted a Resolution requesting the BOCS support for the BLA agreement. Also included is the draft BLA Agreement and cover letter for the package of documents (see attached). The Town Attorney is also reviewing the draft documents.

BACKGROUND

QBE distributed materials to Town Council during its May 6 meeting requesting support for the BLA. Subsequent to the meeting, QBE has provided survey plats and descriptions of the property to be adjusted into the Town.

TOWN R-1 ZONING AND PLANNED PUBLIC / SEMI-PUBLIC USES.

Development within the R-1 District is limited to single-unit dwellings plus certain additional uses such as schools, parks, churches and certain public facilities to serve the community. Limited professional offices are also permitted by special use permit.

The Town's Comprehensive Plan designates the property within the Town as Public / Semi-Public use. Regarding the PACE West School area, the Plan directs that *"the land adjacent to the school should be protected and maintained in the event that the school facility becomes available for rehabilitation for public use. Adjacent areas should be well planned to insure compatibility with the school site as a public use facility...close coordination must be maintained with the Prince William County School Board and the Board of County Supervisors so that the full potential of this site may be explored as a social, business and recreational center for the Town and adjoining area residents."*

While the school building is being made available in a limited capacity to community-serving uses such as schools and churches, the balance of the property is being leased to Prince William County Parks and Recreation in a manner consistent with the R-1 zoning district and Planned Public / Semi Public Use.

ANTICIPATED DEVELOPMENT PROGRAM

As noted above, QBE's short-term goal is to pursue certain non-residential uses within the R-1 zoning district that are permitted by-right (school, church) and by special use permit (limited office) in order to

immediately occupy the school building and begin upgrades to the physical plant. The recreation fields will continue to be made available to the public. It is anticipated that QBE Global, within a reasonable period of time, will consolidate its affiliates and/or subsidiaries into the school building. This action will require a rezoning of the property to a commercial use. It is expected that the rezoning process will address continued use of the recreation fields, upgrades to current development standards (i.e. streetscape, parking, lighting, landscaping, etc.), traffic impact, and compatibility with adjacent residential uses.

NOTE: The lease agreement with the Prince William County Parks and Recreation Department is for a 5 year term and can be terminated by QBE under certain parameters. Should QBE not move forward with a rezoning of the property to a commercial district, the entire property can be redeveloped with the full range of R-1 uses.

DRAFT MOTION(S)

1.a. I move that the Town Council adopt Resolution RES#20130603;

and

1.b. I further move that the Council direct staff to schedule a public hearing regarding the proposed BLA agreement for June 20, 2013.

OR

2. I move an alternate motion

ATTACHMENTS:

- (2) QBE BLA REQUEST 05-03-13 (PDF)
- (3) Pace_West_School_Existing_Boundary_GRAPHIC (PDF)
- (4) PLAT - PACE WEST, IN TOWN(PDF)
- (5) DRAFT TC COVER LETTER TO BOCS - BLA (PDF)
- (6) DRAFT TC RESOLUTION - BLA PACE WEST (PDF)
- (7) DRAFT TOWN-COUNTY BLA AGREEMENT (PDF)



May 3, 2013

Mayor David Leake
 And The Haymarket Town Council
 c/o Jennifer Preli, Town Clerk
 PO Box 1230
 Haymarket, VA 20168

Dear Mayor Leake and Haymarket Town Council:

QBE Global, LLC is the contract purchaser on the property owned by the Prince William County School Division, known as the PACE West School. The property, which under the School Board's ownership has been exempt from taxation, lies partly within the Town of Haymarket and partly within the County. The property is approximately 8.8 acres, a majority of it, including most of the main building, lies within the Town.

QBE's plan is to share and sub-lease portions of the building to allow other local companies to grow and prosper until we can fully utilize the space, which is projected to be over the next 5-10 years. As our company grows, so does the number of people we will employ, which generates income for the economy and revenue for the tax bases of both the Town and the County. Our plan for public space use will allow for the County Parks and Recreation use of the fields within a long term lease. QBE is currently working with the County Parks and Recreation to propose adequate access and parking for the efficient use of the sports fields.

We think this project can only come to fruition on the scale and within the time frame we envision if the entire parcel is placed within the Town's boundaries. This would ease the land use approval process, because only one governing body would be involved. Further, given the relative scale of this project to the Town and its workload and this project to the County and its workload, the Town's process can address this project on a shorter time line than the County's, and at less cost to us as property owner. The Town is also a good choice because it is our intent that this project harmonize with other land uses and businesses nearby in the Town, and we already have business operations which will continue in the Town. As a constituent of the Town, QBE is of course also a constituent of the County, but allowing the Town to manage the land use process for this property will further the connections between this project and the Town which are important to the success of the project. In this particular case, we believe that the Town's land use regulations and our plans will produce a project that will benefit the public consistent with the Board's intentions as the governing body of the County.

QBE is requesting the former PACE West School's boundary lines to be adjusted so that the entire property is located within the Town of Haymarket's corporate limits.

QBE is excited about this project because it will contribute to the economy, will provide reliable access to the fields for recreation, and will allow us to grow as a corporate citizen of both the County and the Town.

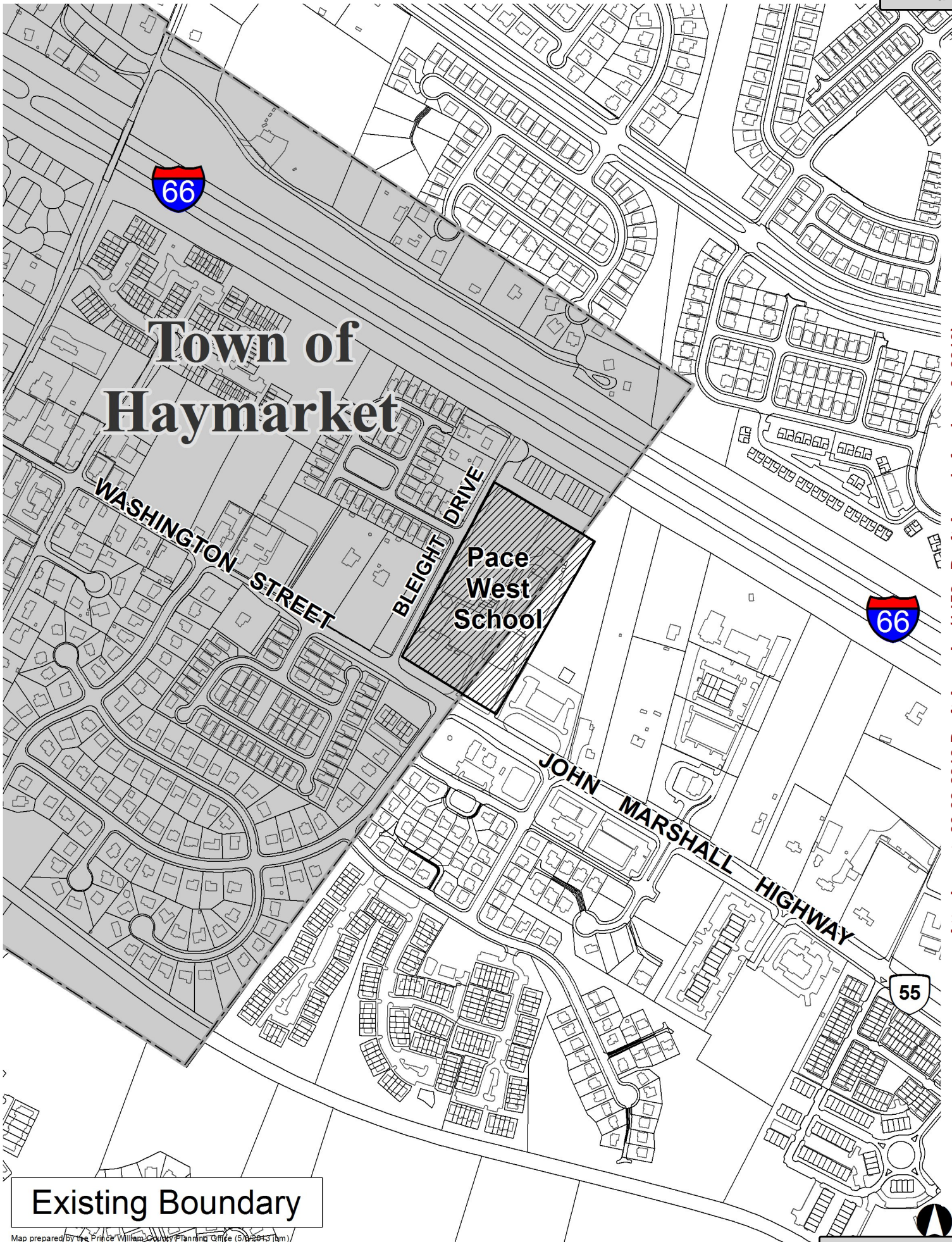
We look forward to discussing our ideas with the Board and the Town, and hope that the Board and Town will give favorable and expedited consideration to our request for boundary line adjustment so the project can move ahead.

Sincerely,

Dr. Shawn Landry
President

Attachment: 06-03-2013 Draft Agenda (1458 : Draft Agenda for June 3, 2013)

Town of Haymarket



Attachment: 06-03-2013 Draft Agenda (1458 : Draft Agenda for June 3, 2013)

Existing Boundary

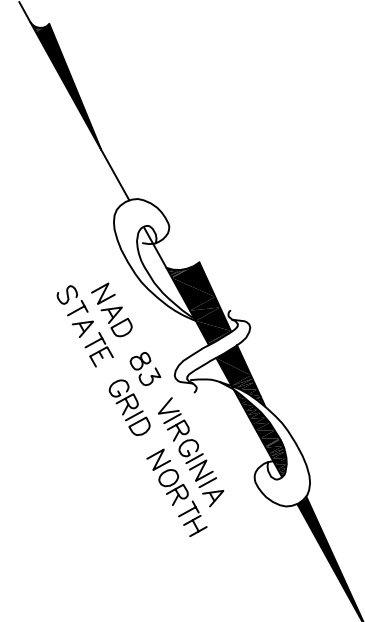
Map prepared by the Prince William County Planning Office (5/9/2013 jlm)

- NOTES:**
- 1) THE PROPERTY SHOWN HEREON IS CURRENTLY IN THE NAME OF THE COUNTY SCHOOL BOARD OF PRINCE WILLIAM COUNTY PER DEED BOOK 97 AT PAGE 445, DEED BOOK 99 AT PAGE 260 AND DEED BOOK 177 AT PAGE 503 RECORDED AMONG THE LAND RECORDS OF PRINCE WILLIAM COUNTY, VIRGINIA.
 - 2) THE GEOGRAPHIC PARCEL IDENTIFICATION NUMBER FOR THE PROPERTY SHOWN HEREON IS 7397-19-1734.
 - 3) NO TITLE REPORT FURNISHED. THIS SURVEY IS SUBJECT TO ANY EASEMENTS AND RESTRICTIONS OF RECORD. IF ANY UNDERLYING EASEMENTS ARE NOT SHOWN ON THIS SURVEY, ALL EXISTING PHYSICAL IMPROVEMENTS ARE NOT SHOWN HEREON.
 - 4) THIS SURVEY IS BASED UPON A FIELD RUN SURVEY PERFORMED BY RICE ASSOCIATES IN MAY, 2013
 - 5) THE PLAT OF THE PROPERTY SHOWN HEREON IS REFERENCED TO THE VIRGINIA COORDINATE SYSTEM OF 1983 (VCS 1983) WHICH IS TIED TO PRINCE WILLIAM COUNTY MONUMENTS: GAINESVILLE 2, PM11 AND PM12, PER RECORD PLAT FOR ALEXANDRAS KEEP SUBDIVISION, RECORDED AMONG THE LAND RECORDS OF PRINCE WILLIAM COUNTY, VIRGINIA AT INSTRUMENT NUMBER 200906050054872. THE PLAT DISTANCES ARE INTENDED TO BE HORIZONTAL DISTANCES MEASURED AT THE MEAN ELEVATION OF THIS PROJECT. THE BEARINGS SHOWN ARE REFERENCED TO VCS 1983 GRID NORTH.
 - 6) LOCATION OF FENCES (IF SHOWN) ARE APPROXIMATE AND DO NOT CERTIFY OWNERSHIP.
 - 7) THIS PLAT WAS FORWARDED ELECTRONICALLY IN READ ONLY FORMAT. ANY ATTEMPT AT ALTERATION INVALIDATES THE SEAL AND SIGNATURE. AN ORIGINAL HARD COPY REMAINS ON FILE AT RICE ASSOCIATES.



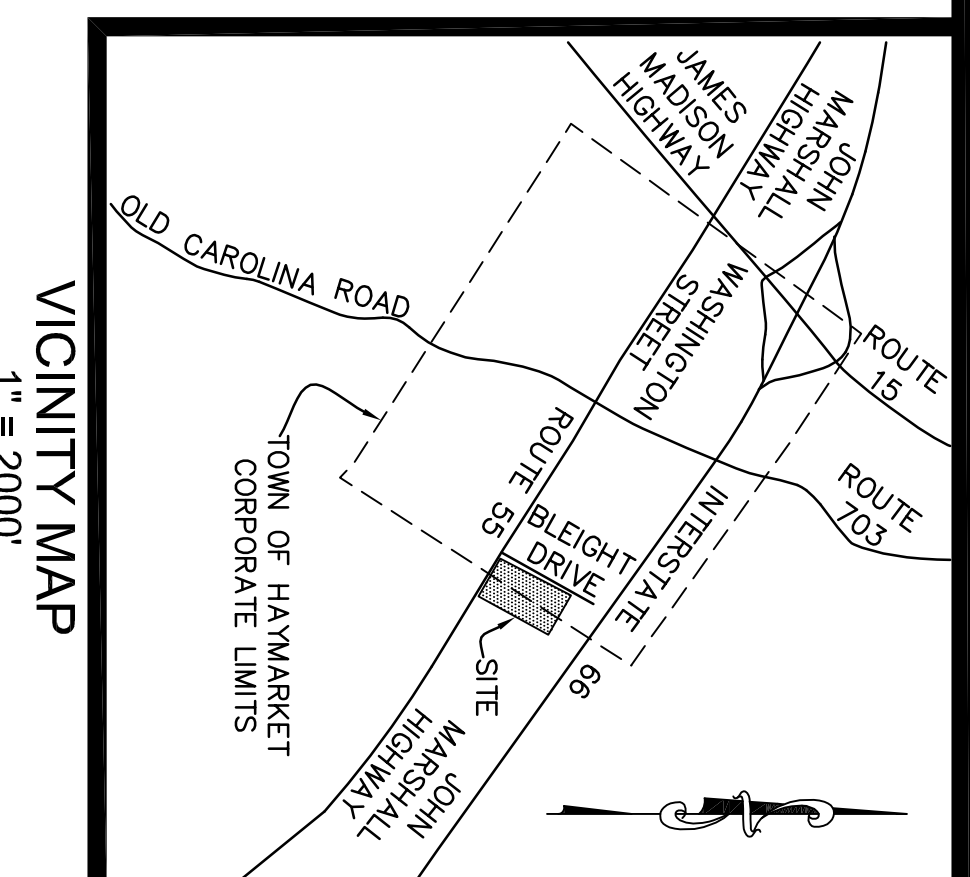
ABBREVIATION LEGEND

D.B.	DEED BOOK
MON.	MONUMENT
PG.	PAGE
IPF	IRON PIPE FOUND
INSTR.	INSTRUMENT NUMBER
No.	NUMBER
IRS	IRON ROD SET WITH CAP
GPIN	GEOGRAPHIC PARCEL IDENTIFICATION NUMBER

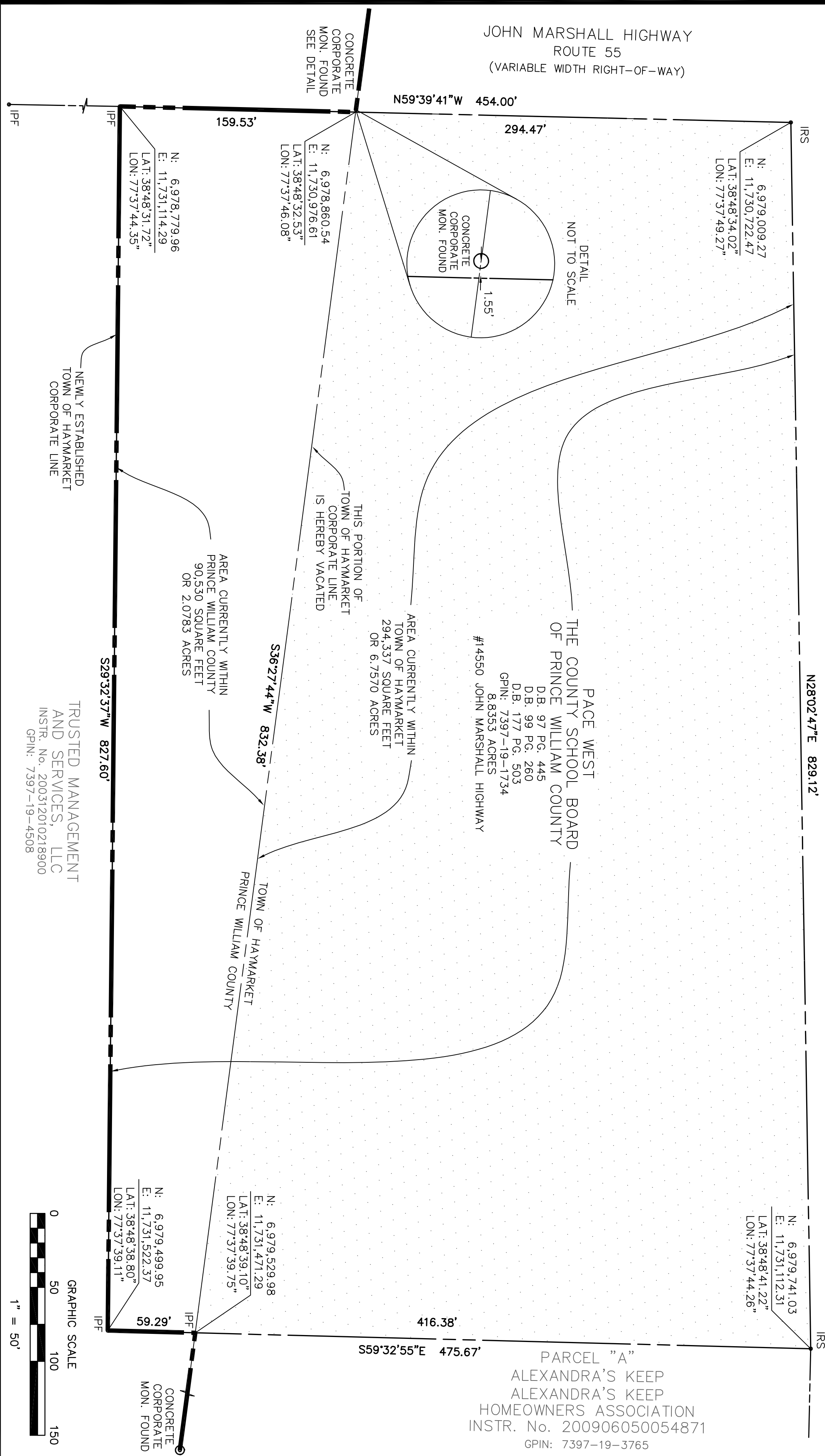


BLEIGHT DRIVE
(40' RIGHT-OF-WAY)
D.B. 1092 PG. 1944

N28°02'47"E 829.12'



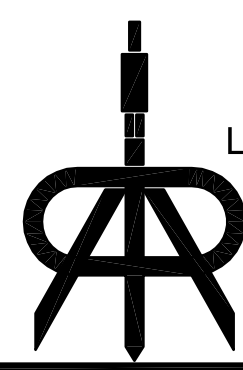
VICINITY MAP
1" = 2000'



REVISIONS		
DATE	REVISION	BY

PLAT SHOWING A
BOUNDARY LINE ADJUSTMENT
OF
**THE TOWN OF HAYMARKET
CORPORATE LINE**
ON THE LAND OF
**THE COUNTY SCHOOL BOARD
OF PRINCE WILLIAM COUNTY**
THE TOWN OF HAYMARKET, VIRGINIA

SCALE: 1" = 50'
DATE: MAY, 2013
DRAWN BY: CGW
CHECKED BY: WGL
FILE NAME: ID1301.00
SHEET 1 OF 1



RICE ASSOCIATES
LAND SURVEYING MAPPING CONSULTANTS
10625 GASKINS WAY
MANASSAS, VIRGINIA 20109
(703) 968-3200 FAX (703) 968-2705
WWW.RICESURVEYS.COM

June 3, 2013

Board of County Supervisors
 Prince William County Government
 1 County Complex Court
 Prince William, VA 22192

VIA E-Mail / U.S. Mail

**RE: AGREEMENT WITH PRINCE WILLIAM COUNTY AUTHORIZING
 ADJUSTMENTS TO THE CORPORATE BOUNDARY LINE CONCERNING PACE
 WEST SCHOOL**

Dear Chairman Stewart and County Board of Supervisors:

Request

Attached is a Resolution passed by the Town Council on June 3, 2013 requesting that the Board of County Supervisors (“BOCS”) enter into an agreement with the Town of Haymarket to adjust the corporate boundary between the County and the Town. The request is initiated on behalf of QBE Global, LLC which, as you are aware, is the contract purchaser for the PACE West School in Haymarket. In an unusual circumstance, the existing corporate boundary bifurcates the PACE West School building. This unique condition presents multiple challenges to the redevelopment of the property. The Council believes there is mutual benefit to both the County and the Town should the entirety of the PACE West School property be incorporated into the Town and the property developed in the manner described in the attached correspondence from QBE Global to the Town Council dated May 3, 2013. The Town Council respectfully requests the BOCS work with the Town to execute the enclosed Boundary Line Adjustment Agreement and help expedite QBE Global’s efforts to repurpose the property.

Town R-1 Zoning and Planned Public / Semi-Public Uses

The Council would note for the BOCS that the portion of the property within the Town corporate limits is zoned Residential District R-1. The Haymarket Town Code states additional lands incorporated into the Town are to be automatically classified as R-1. Development within the R-1 District is limited to single-unit dwellings plus certain additional uses such as schools, parks, churches and certain public facilities to serve the community. Limited professional offices are also permitted by special use permit.

The Town’s Comprehensive Plan designates the property within the Town as Public / Semi-Public use. Regarding the PACE West School area, the Plan directs that *“the land adjacent to*

the school should be protected and maintained in the event that the school facility becomes available for rehabilitation for public use. Adjacent areas should be well planned to insure compatibility with the school site as a public use facility...close coordination must be maintained with the Prince William County School Board and the Board of County Supervisors so that the full potential of this site may be explored as a social, business and recreational center for the Town and adjoining area residents.”

Existing Conditions

The PACE West School property is situated at the easternmost boundary of the Town. The property is bordered by public streets to the south (Washington Street) and west (Bleight Drive). A small-lot single-family development (Haymarket Station) and several townhouse units (Greenhill Crossing) are located opposite Washington Street across from the school. A second small-lot single-family development (Villages of Haymarket) and the Town-owned Harrover properties border PACE West opposite Bleight Drive. A twelve unit townhome community (Alexandra’s Keep) has been recently developed along the northern boundary. A small commercial center is located east of the property within the County (zoned M-1 and planned Commercial Employment Center). The school building is located within the interior of the property, oriented toward the eastern boundary in proximity to the commercial building. The recreation fields screen and separate the school building from the surrounding residential developments.

Anticipated Development Program

It is understood that QBE Global’s short-term goal is to pursue certain non-residential uses that are permitted by-right and by special use permit within the R-1 zoning district in order to immediately occupy the school building and begin upgrades to the physical plant. The recreation fields existing on the property are to be made available to the Prince William County Department of Parks & Recreation by lease agreement. It is anticipated that QBE Global, within a reasonable period of time, will consolidate its affiliates and/or subsidiaries into the school building. This action will require a rezoning of the property to a commercial use. It is expected that through the rezoning process that the recreation fields will continue to be made available to the public, the site will be upgraded to current development standards (i.e. streetscape, parking, lighting, landscaping, etc.), traffic impact will be assessed and mitigated, and the impact of the commercial use on adjacent properties will be evaluated.

Thank you in advance for your consideration of the enclosed Boundary Line Adjustment Request. Should the BOCS have any questions or require further information, please contact the Haymarket Town Hall at 703.753.2600.

Very Truly Yours,

Town Council of Haymarket, Virginia

Enclosures

cc: Members of the Haymarket Town Council
Members of the Haymarket Planning Commission
Pete Candland, Gainesville District Supervisor
Dr. Shawn Landry, QBE Global, LLC
Jennifer Preli, Town Clerk

RESOLUTION RES#20130603

RESOLUTION OF THE HAYMARKET TOWN COUNCIL STATING ITS INTEREST TO ENTER INTO AN AGREEMENT WITH PRINCE WILLIAM COUNTY AUTHORIZING ADJUSTMENTS TO THE CORPORATE BOUNDARY LINE BETWEEN THE TOWN OF HAYMARKET AND PRINCE WILLIAM COUNTY RE: PACE WEST SCHOOL

WHEREAS, QBE Global, LLC is the contract purchaser on the property owned by the Prince William County School Division, known as the PACE West School, GPIN 7397-19-1734; and

WHEREAS, the common boundary line between the Town of Haymarket and Prince William County bifurcates the PACE West School building resulting in the majority of the property, including recreation fields utilized by the Prince William County Department of Parks & Recreation, being located within the Town; and

WHEREAS, QBE Global, LLC by letter dated May 3, 2013, has petitioned the Haymarket Town Council requesting support of QBE Global's efforts to redevelop the property and allow for continued use of the recreation fields; specifically, support for a boundary line adjustment to include the entire property within the Town of Haymarket's corporate limits; and

WHEREAS, the proposed boundary line adjustment would cause approximately 2.0783 acres of previously tax exempt property located within Prince William County to be relocated in the Town of Haymarket; and

WHEREAS, in accordance with Code of Virginia Section 15.2-3106, *et seq.*, two localities may, by agreement, relocate a common boundary line; and

WHEREAS, QBE Global, LLC established its corporate headquarters within the Town of Haymarket in 2008 and has since been a good corporate citizen to the Town and County and, as such, the Haymarket Town Council wishes retain QBE Global as a contributing resource to the community; and

WHEREAS, the Comprehensive Plan of the Town of Haymarket designates the portion of the property within the Town limit's as Public / Semi Public use and directs that "...close coordination must be maintained with the Prince William County School Board and the County Board of Supervisors so that the full potential [of PACE West School] may be explored as a social, business and recreational center for the Town and adjoining area residents."; and

WHEREAS, the Haymarket Town Council has determined that QBE Global's proposal is consistent with the Town's land use vision and would be a mutually beneficial arrangement for both the County and the Town; and

WHEREAS, the proposed boundary line adjustment would eliminate the cost of duplicative development review and permitting by both jurisdictions and would expedite QBE Global's effort to repurpose the Pace West School building and property for benefit of the community; and

WHEREAS, a proposed agreement in the form attached hereto as Exhibit A has been drafted by staff for the Town of Haymarket, addressing the parcel lying partially in the Town and partially within the County; and

WHEREAS, the Haymarket Town Council has tentatively scheduled a public hearing on the boundary line and draft agreement for June 20, 2013.

NOW, THEREFORE, BE IT RESOLVED that the Haymarket Town Council does hereby respectfully request that the Board of County Supervisors enter into an agreement in the general form of Exhibit A for the limited purpose of locating the entirety of the PACE West School within the Town's jurisdiction.

BE IT FURTHER RESOLVED that the Haymarket Town Council also respectfully requests that the Board of County Supervisors, in interest of expediting the application in support of QBE Global's efforts, authorize a public hearing to consider an agreement between Prince William County and the Town of Haymarket for a boundary line adjustment as soon as practicable.

Done this 3rd day of June, 2013

TOWN OF HAYMARKET, VIRGINIA

BY _____
Mayor

ATTEST:

Clerk

Voting Aye: _____

Voting Nay: _____

Abstaining: _____

Absent: _____

DRAFT

Attachment: 06-03-2013 Draft Agenda (1458 : Draft Agenda for June 3, 2013)

**AGREEMENT BETWEEN
PRINCE WILLIAM COUNTY AND THE TOWN OF HAYMARKET FOR
2013 BOUNDARY LINE ADJUSTMENT**

THIS AGREEMENT (this “Agreement”) is entered into this _____ day of _____, 2013, by and between the Board of County Supervisors of Prince William County, a political subdivision of the Commonwealth of Virginia, (the “County”), and the Town of Haymarket, a Municipal Corporation of the Commonwealth of Virginia, (the “Town”).

WITNESSETH:

WHEREAS, the Town has identified a certain location more particularly described herein and on the plat attached hereto and incorporated herein as Exhibit A, wherein adjustment of the existing Town/County boundary is desired; and

WHEREAS, the County and the Town have agreed to enter into this Agreement to adjust the Town/County boundary line, pursuant to Code of Virginia Section 15.2-3106, *et seq.*, which provides for the adjustment of boundaries between localities by agreement;

WHEREAS, the County and Town have properly advertised the adoption of this agreement, in accordance with Section 15.2-3107 VA Code Ann;

NOW, THEREFORE, in consideration of the foregoing, the County and the Town agree as follows:

1. The County/Town boundary shall be adjusted as provided herein in accordance with the procedures set forth in Sections 15.2-3106, *et seq.*, VA Code Ann.

2. The boundary between the County and Town shall be adjusted so that the following area will be included within the jurisdiction of the Town:

All that certain area containing approximately 2.0783 Acres (90,530 sq. ft.) contained within GPIN 7397-19-1734 (owned by the County School Board of Prince William County) as identified on the plat entitled “EXHIBIT DEPICTING AREA BELONGING TO THE COUNTY SCHOOL BARD OF PRINCE WILLIAM COUNTY, VIRGINIA TO BE INCLUDED WITHIN THE CORPORATE LIMITED FO THE TOWN OF HAYMARKET, VIRGINIA” as prepared William G. Lippy, Jr., Rice Associates, Manassas, Virginia and dated May, 2013.

3. The County and the Town shall cooperate in the production of all exhibits necessary to effect the aforesaid boundary adjustment.

4. The County and the Town shall jointly petition the Circuit Court of Prince William County seeking the aforesaid adjustments to the County/Town boundary, and the County Attorney and the Town Attorney are hereby authorized to execute such a petition on behalf of the County and Town respectively.

WHEREFORE, in consideration of the foregoing, the authorized representatives of the County and the Town have executed this Agreement in duplicate on behalf o the parties on the date and year first hereinabove written.

**BOARD OF COUNTY SUPERVIORS OF
PRINCE WILLIAM COUNTY, VIRGINIA**

COREY A STEWART, CHAIRMAN

ATTEST

CLERK TO THE BOARD

TOWN OF HAYMARKET, VIRGINIA

DAVID LEAKE, MAYOR

ATTEST:

TOWN CLERK

DRAFT

Attachment: 06-03-2013 Draft Agenda (1458 : Draft Agenda for June 3, 2013)



TO: Town of Haymarket Town Council
SUBJECT: Fiscal Year 2014 Proposed Budget
DATE: 06/03/13

ATTACHMENTS:

- Budget changes post 05-16-2013 Work Session (PDF)

**Town of Haymarket, Virginia
Fiscal Year 2014 Budget Work Sheet**

Fund	Function	Department	Object	Obj Type	Description	General FY13	Capital Projects FY 13	General FY14	Capital Projects FY14	Actuals Thru 03/31/2013	Initial Staff Budget FY 2014
REVENUE ACCOUNTS:											
100	31	00311	3110101	Revenue	Real Estate - Current	300,000.00				\$279,919.00	\$311,000.00
100	31	00311	3110102	Revenue	Real Estate - Delinquent						
100	31	00311	3110201	Revenue	Public Service Corp - Real Estate - Current	9,119.00				\$8,979.76	\$9,400.00
100	31	00311	3110301	Revenue	Personal Property - Current	24,615.00				\$1,846.00	\$25,000.00
100	31	00311	3110601	Revenue	Penalties - All Property Taxes	3,000.00				\$7,184.00	\$3,000.00
100	31	00311	3110602	Revenue	Interest - All Property Taxes	2,429.00					\$2,500.00
100	31	00312	3120101	Revenue	Local Sales and Use Tax	79,500.00				\$71,420.00	\$85,000.00
100	31	00312	3120201	Revenue	Consumer Utility Tax	213,454.00				\$83,499.00	\$100,000.00
100	31	00312	3120301	Revenue	Business License Tax	146,970.00				\$40,275.00	\$140,000.00
100	31	00312	3120501	Revenue	Motor Vehicle Licenses	525.00				\$1,575.00	\$750.00
100	31	00312	3120601	Revenue	Bank Stock Tax	17,652.00				\$0.00	\$18,000.00
100	31	00312	3120801	Revenue	Cigarette Tax	250,000.00				\$176,832.00	\$250,000.00
100	31	00312	3121101	Revenue	Meals Tax - Current	442,736.00				\$360,400.00	\$475,000.00
100	31	00312	3121601	Revenue	Communications Sales and Use Tax					\$97,867.00	\$120,000.00
100	31	00313	3130304	Revenue	Application Fees					\$13,475.00	\$10,000.00
100	31	00313	3130308	Revenue	Inspection Fees	20,562.00				\$44,110.00	\$10,000.00
100	31	00313	3130323	Revenue	Occupancy Permits					\$1,700.00	\$2,000.00
100	31	00313	3130399	Revenue	Other Planning and Permits	10,000.00				\$3,100.00	\$23,000.00
100	31	00314	3140102	Revenue	Fines and Forfeitures	70,560.00				\$63,777.00	\$75,000.00
100	31	00315	3150101	Revenue	Interest on Bank Deposits					\$1,695.00	\$1,500.00
100	31	00315	3150201	Revenue	Rental Income - Town Hall Suite 110	265,000.00				\$37,556.00	\$46,615.00
100	31	00315	3150202	Revenue	Rental Income - Town Hall Suite 200					\$74,234.00	\$94,141.00
100	31	00315	3150203	Revenue	Rental Income - Town Hall Suite 204					\$13,472.00	\$27,720.00
100	31	00315	3150204	Revenue	Rental Income - 15020 Wash St (Old Post Office)					\$0.00	\$32,000.00
100	31	00315	3150205	Revenue	Rental Income - 15026 Wash St					\$12,325.00	\$0.00
100	31	00315	3150206	Revenue	Rental Income - Hulfish House					\$15,000.00	\$37,350.00
100	31	00315	3150207	Revenue	Rental Income - Town Hall					\$2,000.00	\$2,000.00
100	31	00316	3160301	Revenue	Charges for Law Enforcement and Traffic Control	280.00				\$350.00	\$300.00
100	31	00316	3161503	Revenue	Proffers					\$200,112.00	\$0.00
100	31	00318	3189903	Revenue	Gifts and Donations					\$1,250.00	\$1,500.00
100	31	00318	3189905	Revenue	Sale of Salvage and Surplus Property						\$1,000.00
100	31	00318	3189999	Revenue	Miscellaneous Revenue					\$200.00	\$0.00
100	31	00319	3190299	Revenue	Recovered Costs - Events	10,500.00				\$5,710.00	\$10,500.00
100	32	00322	3220103	Revenue	Rolling Stock Tax	1,438.00				\$1,466.19	\$1,450.00
100	32	00322	3220109	Revenue	Personal Property Tax Reimbursement	18,627.00				\$18,626.97	\$18,627.00
100	32	00324	3240103	Revenue	Assistance to Localities Operating Police Departments (HB 599)	33,922.00				\$21,276.00	\$33,922.00
100	32	00324	3240104	Revenue	Disaster Recovery State Grant	33,600.00					
100	32	00324	3240201	Revenue	Fire Program Funds						\$8,000.00
100	32	00324	3240303	Revenue	DEQ State Grant					\$1,000.00	\$1,000.00

Attachment: 06-03-2013 Draft Agenda (1458 : Draft Agenda for June 3, 2013)

Fund	Function	Department	Object	Obj Type	Description	General FY13	Capital Projects FY 13	General FY14	Capital Projects FY14	Actuals Thru 03/31/2013	Initial Staff Budget FY 2014
100	33	00333	3330101	Revenue	Ground Transportation Safety Grant (DMV)					\$6,619.00	\$7,500.00
100	33	00333	3330110	Revenue	Disaster Recovery Federal Grant						
100	34	00341	3410101	Revenue	Insurance Recovery					\$1,626.00	
100	34	00341	3410401	Revenue	Proceeds from Indebtedness - Bonds						
100	34	00341	3410405	Revenue	Proceeds from Indebtedness - Capital Leases						
100	34	00341	3410510	Revenue	Transfer from Fund 300						
100	34	00341	3410599	Revenue	Transfer of Cash Reserves						\$1,048,771.00
300	31	00315	3150101	Revenue	Interest on Bank Deposits		1,000.00		1,000.00		\$1,000.00
300	33	00333	3330203	Revenue	VDOT ISTEASAFETYLU Grant		780,000.00			\$142,636.33	\$1,290,852.00
300	34	00341	3410530	Revenue	Transfer from Fund 100		155,000.00				
						1,954,489.00	936,000.00				
					Total Revenue Accounts			0.00		\$1,813,113.25	\$4,325,398.00

Attachment: 06-03-2013 Draft Agenda (1458 : Draft Agenda for June 3, 2013)

Fund	Function	Department	Object	Obj Type	Description	General FY13	Capital Projects FY 13	General FY14	Capital Projects FY14	Actuals Thru 03/31/2013	Initial Staff Budget FY 2014	
EXPENDITURE ACCOUNTS:												
100	01	11100			Town Council							
			4001100	Expenditure	Salaries and Wages - Regular	25,000.00				\$16,210.00	\$23,400.00	
			4002100	Expenditure	FICA/Medicare	1,913.00		0.00		\$1,240.00	\$1,755.00	
			4005510	Expenditure	Mileage Allowance						\$1,500.00	
			4005530	Expenditure	Meals and Lodging						\$2,000.00	
			4005540	Expenditure	Convention and Education						\$3,000.00	
			4005550	Expenditure	Town Elections	-				\$0.00	\$4,000.00	
					Town Council Total						\$35,655.00	
100	01	12110			Town Administration							
			4001100	Expenditure	Salaries and Wages - Regular (Clerks & TM)	213,455.00				\$112,092.00	159,240.00	
			4001200	Expenditure	Salaries and Wages - Overtime					\$6,460.00	\$8,000.00	
			4001300	Expenditure	Salaries and Wages - Part Time (Holly & Denise)					\$34,476.00	72,300.00	
			4002100	Expenditure	FICA/Medicare	19,122.00				\$11,417.00	\$18,000.00	
			4002210	Expenditure	VRS	15,378.00				\$9,044.00	7,962.00	
			4002300	Expenditure	Health Insurance	40,786.00				\$15,510.00	34,232.00	Number has been confirmed
			4002400	Expenditure	Group Insurance					\$2,957.00		
			4002500	Expenditure	Disability Insurance					\$3,228.00	\$910.00	
			4002600	Expenditure	Unemployment Insurance					\$1,758.00	\$2,500.00	
			4002700	Expenditure	Workers' Compensation Insurance	3,000.00				\$300.00	\$500.00	
			4002800	Expenditure	Liability Insurance					\$10,632.00	\$12,000.00	
			4003120	Expenditure	Accounting Services	21,200.00				\$13,950.00	\$20,000.00	
			4003130	Expenditure	Other Contractual Services (Holly, see Town Admin)	21,672.00					\$0.00	
			4003131	Expenditure	Cigarette Tax Administration	7,500.00				\$3,737.00	\$7,500.00	
			4003132	Expenditure	Commissioner Admin Fee	3,992.00					\$0.00	
			4003200	Expenditure	Temporary Help Service Fees					\$815.04	\$0.00	
			4003310	Expenditure	Repairs and Maintenance Services	1,823.00				\$1,493.00		
			4003320	Expenditure	Maintenance Service Contracts	2,600.00					\$1,500.00	
			4003500	Expenditure	Printing and Binding	3,000.00				\$2,521.88	\$5,000.00	
			4003600	Expenditure	Advertising	13,000.00				\$3,664.00	\$13,000.00	
			4005210	Expenditure	Postage	3,000.00				\$85.59	\$2,000.00	
			4005230	Expenditure	Telecommunications	2,614.00				\$1,475.92	\$2,600.00	
			4005400	Expenditure	Equipment Rental	1,534.00				\$1,071.90	\$1,600.00	
			4005510	Expenditure	Mileage Allowance						\$1,500.00	
			4005530	Expenditure	Meals and Lodging						\$2,000.00	
			4005540	Expenditure	Convention and Education						\$3,000.00	
			4005800	Expenditure	Miscellaneous						\$1,000.00	
			4005810	Expenditure	Dues and Memberships	3,530.00				\$3,144.83	\$3,500.00	
			4006001	Expenditure	Office Supplies	4,320.00				\$3,030.52	\$3,500.00	
			4006012	Expenditure	Books and Subscriptions	840.00					\$800.00	
			4006013	Expenditure	Educational and Training						\$5,000.00	
			4006014	Expenditure	Other Operating Supplies							

Fund	Function	Department	Object	Obj Type	Description	General FY13	Capital Projects FY 13	General FY14	Capital Projects FY14	Actuals Thru 03/31/2013	Initial Staff Budget FY 2014
			4008101	Expenditure	Capital Outlay - Machinery & Equipment	2,500.00					
			4008102	Expenditure	Capital Outlay - Furniture & Fixtures						
					Town Administration Total						\$389,144.00
100	01	12210			Legal Services						
			4003150	Expenditure	Legal Services	80,000.00					\$80,000.00
100	01	12240			Independent Auditor						
			4003120	Expenditure	Accounting and Auditing Services	18,150.00					\$18,000.00
100	03	31100			Police Department						
			4001100	Expenditure	Salaries and Wages - Regular	354,606.00				\$255,031.00	\$338,312.00
			4001200	Expenditure	Salaries and Wages - Overtime					\$7,341.00	\$15,000.00
			4001300	Expenditure	Salaries and Wages - Part Time (Reserve)						\$500.00
			4002100	Expenditure	FICA/Medicare	31,768.00				\$19,041.00	\$30,000.00
			4002210	Expenditure	VRS	25,547.00				\$19,385.00	\$30,000.00
			4002300	Expenditure	Health Insurance	67,756.00				\$50,787.00	85,000.00
			4002400	Expenditure	Group Insurance					\$3,508.00	\$4,802.00
			4002500	Expenditure	Disability Insurance					\$1,765.00	\$2,450.00
			4002600	Expenditure	Unemployment Insurance					\$2,630.00	\$5,000.00
			4002700	Expenditure	Workers' Compensation Insurance	8,300.00				\$7,000.00	\$10,000.00
			4002800	Expenditure	Line of Duty Act Insurance (LODA)					\$2,000.00	\$2,500.00
			4003150	Expenditure	Legal Services	12,000.00				\$7,837.00	\$14,500.00
			4003310	Expenditure	Repairs and Maintenance Services	2,025.00					\$2,025.00
			4003320	Expenditure	Maintenance Service Contracts	675.00				\$264.00	\$1,200.00
			4003600	Expenditure	Advertising	1,823.00				\$0.00	\$500.00 NNO & Bicycle Rodeo
			4005110	Expenditure	Electrical Services	3,137.00				\$1,379.00	\$2,000.00
			4005120	Expenditure	Heating Services	2,189.00				\$1,095.00	\$1,500.00
			4005140	Expenditure	Internet Services (vehicles included)	1,601.00				\$2,100.00	\$3,180.00
			4005210	Expenditure	Postage	608.00				\$233.00	\$500.00
			4005230	Expenditure	Telecommunications	7,400.00				\$3,731.00	\$4,700.00
			4005300	Expenditure	General Property Insurance (Vehicles & Bldg)	7,622.00				\$10,817.00	\$11,000.00
			4005400	Expenditure	Equipment Rental	3,645.00				\$1,469.00	\$500.00
			4005510	Expenditure	Mileage Allowance	250.00					\$250.00
			4005530	Expenditure	Meals and Lodging	250.00				\$251.00	\$250.00
			4005800	Expenditure	Miscellaneous (discretionary)					\$541.00	\$1,500.00
			4005810	Expenditure	Dues and Memberships	5,400.00				\$3,999.00	\$5,400.00
			4006001	Expenditure	Office Supplies	3,375.00				\$2,713.00	\$3,375.00
			4006007	Expenditure	Repair and Maintenance Supplies						\$500.00
			4006008	Expenditure	Vehicle and Powered Equipment Fuels	30,000.00				\$16,018.00	\$30,000.00
			4006009	Expenditure	Vehicle and Powered Equipment Supplies	15,000.00				\$15,023.00	\$22,000.00
			4006010	Expenditure	Police Supplies						\$2,700.00
			4006011	Expenditure	Uniforms	8,850.00				\$5,540.00	\$13,850.00
			4006012	Expenditure	Books and Subscriptions						

Attachment: 06-03-2013 Draft Agenda (1458 : Draft Agenda for June 3, 2013)

Fund	Function	Department	Object	Obj Type	Description	General FY13	Capital Projects FY 13	General FY14	Capital Projects FY14	Actuals Thru 03/31/2013	Initial Staff Budget FY 2014
			4006013	Expenditure	Educational and Training						\$2,000.00
			4006014	Expenditure	Other Operating Supplies	1,013.00					
			4006099	Expenditure	Grant Expenditures	11,475.00					\$7,500.00
			4008101	Expenditure	Capital Outlay - Machinery & Equipment	10,905.00				\$5,837.00	\$12,000.00
			4008102	Expenditure	Capital Outlay - Furniture & Fixtures						\$6,000.00
			4008105	Expenditure	Capital Outlay - Motor Vehicles	13,001.00				\$35,890.00	\$0.00
					Police Department Total						\$672,494.00
100	03	32100			Fire/Rescue						
			4005600	Expenditure	Contributions to Other Governmental Entities	10,577.00					\$8,000.00
100	03	34100			Building Official						
			4003130	Expenditure	Other Contractual Services	18,000.00					\$30,000.00
100	04	42300			Refuse Collection						
			4003320	Expenditure	Maintenance Service Contracts	88,000.00				\$45,355.00	\$67,000.00
100	04	43100			Maintenance of General Buildings and Grounds						
			4003310	Expenditure	Repairs and Maintenance Services	14,035.00					\$25,000.00
			4003315	Expenditure	Pest Control (Town Hall)	1,380.00				\$175.00	\$3,000.00
			4003320	Expenditure	Maintenance Service Contracts	13,495.00				\$8,800.00	\$15,000.00
			4003321	Expenditure	Maintenance Service Contracts - Landscaping	15,000.00				\$11,342.00	\$15,000.00
			4003322	Expenditure	Maintenance Service Contracts - Snow Removal	4,000.00				\$500.00	\$4,000.00
			4003323	Expenditure	Maintenance Service Contracts - Street Cleaning	11,000.00				\$3,500.00	\$11,000.00
			4005110	Expenditure	Electrical Services	12,417.00				\$2,744.00	\$3,500.00
			4005111	Expenditure	Electrical Services - Streetlights	4,244.00				\$1,885.00	\$2,600.00
			4005130	Expenditure	Water and Sewer Services	4,000.00				\$160.00	\$350.00
			4005140	Expenditure	Web Site & Internet Services	16,000.00					\$16,000.00
			4005300	Expenditure	General Property Insurance	29,710.00				\$810.00	\$1,701.00
			4006005	Expenditure	Janitorial Supplies						\$1,000.00
			4008101	Expenditure	Capital Outlay - Machinery & Equipment						
			4008102	Expenditure	Capital Outlay - Furniture & Fixtures						
			4008109	Expenditure	Capital Outlay - Major Building Repairs	5,000.00				\$4,185.00	\$15,000.00
					Maintenance of General Buildings and Grounds Total						\$113,151.00
100	04	43201			Rental Property - Town Hall Suite 110						
			4003310	Expenditure	Repairs and Maintenance Services	1,543.00					\$1,000.00
			4005110	Expenditure	Electrical Services	1,067.00				\$2,744.00	\$3,500.00
			4005130	Expenditure	Water and Sewer Services					\$160.00	\$350.00
			4005300	Expenditure	General Property Insurance					\$810.00	\$810.00
			4005599	Expenditure	Real Property Taxes	300.00				\$462.92	\$463.00
			4006007	Expenditure	Repair and Maintenance Supplies						\$500.00
					Town Hall Suite 110 Total						\$6,623.00

Attachment: 06-03-2013 Draft Agenda (1458 : Draft Agenda for June 3, 2013)

Fund	Function	Department	Object	Obj Type	Description	General FY13	Capital Projects FY 13	General FY14	Capital Projects FY14	Actuals Thru 03/31/2013	Initial Staff Budget FY 2014
100	04	43202			Rental Property - Town Hall Suite 200						
			4003310	Expenditure	Repairs and Maintenance Services	1,543.00					\$1,000.00
			4005110	Expenditure	Electrical Services	1,154.00				\$2,744.00	\$3,500.00
			4005130	Expenditure	Water and Sewer Services					\$160.00	\$350.00
			4005300	Expenditure	General Property Insurance					\$810.00	\$810.00
			4005599	Expenditure	Real Property Taxes	300.00				\$1,060.00	\$1,060.00
			4006007	Expenditure	Repair and Maintenance Supplies						\$500.00
					Town Hall Suite 200 Total						\$7,220.00
100	04	43203			Rental Property - Town Hall Suite 204						
			4003310	Expenditure	Repairs and Maintenance Services	1,544.00				\$3,415.00	\$1,000.00
			4005110	Expenditure	Electrical Services	1,154.00				\$2,744.00	\$3,500.00
			4005130	Expenditure	Water and Sewer Services					\$160.00	\$350.00
			4005300	Expenditure	General Property Insurance					\$810.00	\$810.00
			4005599	Expenditure	Real Property Taxes	300.00				\$157.00	\$305.00
			4006007	Expenditure	Repair and Maintenance Supplies						\$500.00
					Town Hall Suite 204 Total						\$6,465.00
100	04	43204			Rental Property - 15020 Wash St (Old Post Office)						
			4003310	Expenditure	Repairs and Maintenance Services	2,500.00					\$1,000.00
			4005110	Expenditure	Electrical Services						\$0.00
			4005130	Expenditure	Water and Sewer Services						\$350.00
			4005300	Expenditure	General Property Insurance						\$486.00
			4005599	Expenditure	Real Property Taxes						\$1,000.00
			4006007	Expenditure	Repair and Maintenance Supplies						\$500.00
					Old Post Office Total						\$3,336.00
100	04	43205			15026 Washington St. (Police Department)						
			4003310	Expenditure	Repairs and Maintenance Services						\$2,500.00
			4005110	Expenditure	Electrical Services						\$4,000.00
			4005130	Expenditure	Water and Sewer Services						\$350.00
			4005300	Expenditure	General Property Insurance						\$810.00
			4005599	Expenditure	Real Property Taxes						
			4006007	Expenditure	Repair and Maintenance Supplies						\$1,000.00
					15026 Washington St. Total						\$8,660.00
100	04	43206			Rental Property - Hulfish House						
			4003310	Expenditure	Repairs and Maintenance Services	2,500.00					\$1,000.00
			4005110	Expenditure	Electrical Services			0.00		\$113.45	\$0.00
			4005115	Expenditure	Pest Control						
			4005130	Expenditure	Water and Sewer Services			0.00			\$350.00
			4005300	Expenditure	General Property Insurance						\$570.00
			4005599	Expenditure	Real Property Taxes					\$115.73	\$232.00

Attachment: 06-03-2013 Draft Agenda (1458 : Draft Agenda for June 3, 2013)

Fund	Function	Department	Object	Obj Type	Description	General FY13	Capital Projects FY 13	General FY14	Capital Projects FY14	Actuals Thru 03/31/2013	Initial Staff Budget FY 2014
			4006007	Expenditure	Repair and Maintenance Supplies						\$500.00
					Hulfish House Total						\$2,652.00
100	07	71110			Special Events						
			4003130	Expenditure	Other Contractual Services	7,500.00					\$7,500.00
			4006014	Expenditure	Other Operating Supplies						
					Special Events Total						\$8,000.00
100	07	72200			Museum						
			4001300	Expenditure	Salaries and Wages - Part Time	4,000.00					\$12,000.00
			4002100	Expenditure	FICA/Medicare	358.00					\$1,074.00
			4003130	Expenditure	Other Contractual Services	3,000.00					\$3,000.00
			4003310	Expenditure	Repairs and Maintenance Services	44,675.00					\$4,000.00
			4003320	Expenditure	Maintenance Service Contracts (includes security)	720.00				\$577.50	\$720.00
			4003600	Expenditure	Advertising	2,000.00					\$5,000.00
			4005110	Expenditure	Electrical Services	359.00					\$1,200.00
			4005115	Expenditure	Pest Control						
			4005120	Expenditure	Heating Services	1,004.00					\$2,500.00
			4005130	Expenditure	Water and Sewer Services	227.00					\$500.00
			4005210	Expenditure	Postage						\$100.00
			4005230	Expenditure	Telecommunications	1,500.00					\$1,500.00
			4005300	Expenditure	General Property Insurance						\$1,135.00
			4005800	Expenditure	Miscellaneous						\$1,500.00
			4005810	Expenditure	Dues and Memberships	45.00					\$500.00
			4006001	Expenditure	Office Supplies	500.00					\$500.00
			4006005	Expenditure	Janitorial Supplies						\$250.00
			4006007	Expenditure	Repair and Maintenance Supplies						\$1,000.00
			4006012	Expenditure	Books and Subscriptions						\$500.00
			4006014	Expenditure	Other Operating Supplies						\$0.00
			4008101	Expenditure	Capital Outlay - Machinery & Equipment	500.00					\$0.00
			4008102	Expenditure	Capital Outlay - Furniture & Fixtures						\$0.00
					Museum Total						\$36,979.00
100	08	81100			Planning Commission						
			4001100	Expenditure	Salaries and Wages - Regular	5,000.00		5,400.00		\$2,310.00	\$5,000.00
			4002100	Expenditure	FICA/Medicare	383.00		405.00		\$184.00	\$300.00
			4005510	Expenditure	Mileage Allowance	1,500.00					\$1,500.00
			4005530	Expenditure	Meals and Lodging	2,000.00					\$2,000.00
			4005540	Expenditure	Convention and Education	6,375.00					\$3,000.00
					Planning Commission Total						\$11,800.00
100	08	81110			Architectural Review Board						
			4001100	Expenditure	Salaries and Wages - Regular	4,000.00				\$1,065.00	3,780.00
			4002100	Expenditure	FICA/Medicare	306.00					284.00

Attachment: 06-03-2013 Draft Agenda (1458 : Draft Agenda for June 3, 2013)

Fund	Function	Department	Object	Obj Type	Description	General FY13	Capital Projects FY 13	General FY14	Capital Projects FY14	Actuals Thru 03/31/2013	Initial Staff Budget FY 2014
			4005510	Expenditure	Mileage Allowance						\$1,500.00
			4005530	Expenditure	Meals and Lodging						\$2,000.00
			4005540	Expenditure	Convention and Education						\$3,000.00
					ARB Total						\$10,564.00
		91000			Nondepartmental						
			4009530	Expenditure	Transfer to Fund 300	155,000.00					
100	09										
		95100			Debt Service						
			4009110	Expenditure	2004A Bond Principal	75,000.00					\$12,700.00
100	09		4009111	Expenditure	2004A Bond Interest	38,458.00					\$6,065.00
			4009112	Expenditure	2004B Bond Principal	57,805.00				\$73,015.00	\$17,260.00
			4009113	Expenditure	2004B Bond Interest	39,547.00					\$30,781.00
			4009114	Expenditure	2004C Bond Principal						\$30,551.00
			4009115	Expenditure	2004C Bond Interest						\$15,763.00
			4009116	Expenditure	2005 Bond Principal					\$75,000.00	\$75,000.00
			4009117	Expenditure	2005 Bond Interest					\$25,864.00	\$37,733.00
			4009199	Expenditure	Bond Administration Fees	6,001.00					
			4009210	Expenditure	Capital Lease Payments	21,794.00					\$21,794.00
					Debt Service Total						\$247,647.00
		94100			Washington Street Enhancement						
			4008201	Expenditure	Architectural and Engineering Fees						
300	08		4008202	Expenditure	Permits and Fees						
			4008203	Expenditure	VDOT Administration Fees						
			4008204	Expenditure	Construction		936,000.00			\$31,953.60	\$2,339,623.00
					Washington Street Enhancement Total						\$2,339,623.00
		94101			Caboose Enhancement Project						
			4008201	Expenditure	Architectural and Engineering Fees					\$0.00	
300	08		4008202	Expenditure	Permits and Fees					\$0.00	
			4008203	Expenditure	VDOT Administration Fees					\$0.00	
			4008204	Expenditure	Construction					\$0.00	\$42,000.00
					Caboose Enhancement Total						\$42,000.00
		94102			Town Center Property Master Plan						
			4008201	Expenditure	Architectural and Engineering Fees						\$50,000.00
300	08		4008202	Expenditure	Permits and Fees						
			4008203	Expenditure	VDOT Administration Fees						
			4008204	Expenditure	Construction					\$0.00	
					Pedestrian Improvement Grant Total						\$50,000.00
		91000			Nondepartmental						
			4009510	Expenditure	Transfer to Fund 100						

Attachment: 06-03-2013 Draft Agenda (1458 : Draft Agenda for June 3, 2013)

Fund	Function	Department	Object	Obj Type	Description	General FY13	Capital Projects FY 13	General FY14	Capital Projects FY14	Actuals Thru 03/31/2013	Initial Staff Budget FY 2014
300	09										
					Total Expenditure Budget	5,872,483.00	936,000.00	5,805.00		\$1,049,429.88	\$4,195,013.00
					Net budgeted surplus/deficit	(3,917,994.00)	-				\$130,385.00

TAX RATES IN SUPPORT OF THE BUDGET

Real Estate Tax Rate	\$.164/\$100 Valued Assessment
Business Tangible Personal Property Tax	\$.60/\$100 Valued Assessment
Cigarette Tax	\$.50/Pack
Prepared Food & Beverage Tax (Meals Tax)	4%
Utility Tax for the Consumption of Natural Gas (Residential)	\$1.50 minimum charge + \$.75/CCF not to exceed \$3.00/month
Utility Tax for the Consumption of Natural Gas (Non-Residential)	\$3.00 minimum charge + \$.675/CCF not to exceed \$100/month
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Residential)	20% of the monthly charge with a \$3.00 maximum charge
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Non-Residential)	20% of the monthly charge with a \$100.00 maximum charge
Business Professional & Occupational License Tax (Gross Receipts)	Contractors: \$.15/\$100 GR; Wholesale: \$.05/purchases; Retail Merchant,



TO: Town of Haymarket Town Council
SUBJECT: Request to Council - American Legion
DATE: 06/03/13

Please see the attached request from the American Legion.

ATTACHMENTS:

- Request to Waive Rental Fees TH - American Legion (PDF)

RECEIVED

MAY 24 2013

REQUEST FOR WAIVER OF FEES

TOWN OF HAYMARKET

I am hereby requesting a waiver of the Town Hall Rental Fees, for the following reason:
(please provide your intended use of the Town Hall and your reasoning for wanting a
waiver of said fees):

It is respectfully requested that you waive the rental fees associated with the use of the Town
Hall facilities for the American Legion, Haymarket Post 1799.

We have been a part of Haymarket since our founding in 2005, from that modest beginning with
the 25 members needed to form a post we have grown to over 130 today. We realize only \$6 per
member per year to belong to the post. That, plus what we receive as donations on Memorial
Day, 4th of July, Labor Day and Veterans Day has sustained our support for several local
community based programs.

We don't have our own facility and right now our Post only uses the Town Hall for four
meetings and 2 blood drives. If we are not granted a waiver of fees we will have to make a
decision on whether to relocate, or cut our programs. The attached article from "Inside
Gainesville" will provide some insight into our positive impacts on the community.

Michael High, Commander
American Legion Post 1799



Applicant Printed Name

Applicant Signature

5/15/2013
Date of Appeal

May 11th, Aug 10th, Oct 12th, Oct 19th
Date Requested for Town Hall Use

Date presented to Town Council: _____

Town Council's decision on Waiver Request:

Waiver Granted: _____

Waiver Denied: _____

Comments:

Hospital
WORK PROGRESSING

Cloggers
ENTERTAIN WEEKLY

Concerts
LUKE BRYAN & MORE

Inside Gainesville

The key to your community



Making Strides

5-year-old American Legion post looks to grow

Inside Gainesville

Inside

Feature Stories

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Officials from American Legion Post 1799 aim to boost membership and finances

18 Haymarket Hospital Update

Prince William Health System officials sat the project at Heathcote Health Center is on time and under budget

20 Mother's Day Is Coming

Business is about to pick up for area flower and gift shops. They offer some tips on what to look for.

Cover Photo Courtesy By Jim Hannon



Don Hirst talks with Tom Hanton and County Supervisor Pete Candland.
Photo Courtesy By Jim Hannon



New hospital project advancing
Photo by Kevin Gimstead



Mother's Day is May 12.
Photo by hibu

Departments

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We welcome you to your new magazine and invite you to contribute to future issues.

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The Bull Run Cloggers have been entertaining audiences for nearly 30 years.

23 Gotta Go!

Luke Bryan and many other country superstars will visit Jiffy Lube Live this year. Also, Garrison Keillor's coming to Wolf Trap and Taylor Swift has two dates set at the Verizon Center.

30 And Another Thing...

Mexican-Americans prepare to celebrate Cinco de Mayo, the anniversary of the defeat of French invaders

Get Involved!

gainesville@hibu.com

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Local American Legion Looks to Continue Growth

Post 1799 officials aim to increase membership while looking for more fundraising options to pay for programs.

By Kevin Olmstead
Editor

American Legion Post 1799 in Haymarket has come a long way since it was chartered five years ago.

It still has a way to go, but it's getting there step by step, said Jim Hannon, finance officer and historian for the post, which is based in Haymarket and serves the greater Gainesville-Haymarket area of western Prince William County.

"It takes a lot of money," Hannon said.

The post makes do without some things that people sometimes take for granted — a post home, for one thing.

Anyone who has tried to purchase real estate in the area lately can attest that it isn't cheap.

The post originally held its quarterly meetings at the Evergreen Fire Department's hall on James Madison Highway. Later, the post started meeting at the Haymarket Town Hall on the condition that at least one town resident was a member.

That's when membership started to pick up, Hannon said.

Meetings are coordinated with the town's plans for the building, he said.

The post's executive committee meets monthly at the home of Adjutant Robert Wyman.

"That's an open meeting," Hannon said, "but generally, it's the executive committee that shows up."

Despite having to look outside for a place to meet, Post 1799 has seen some success, particularly in terms of membership retention. By early March, retention was at 127 percent, meaning the post kept all its members and picked up a few.

Membership Chairman Don Hirst has been very effective in his position, Hannon said. As of March, the post had more than 140 members, he said.

Post President Mike High also has flourished.

"Mike took the bull by the horns," Hannon said. "You can tell he's an organizer. He put things on spreadsheets and had charts about where we're going."

Even with the challenges, Post 1799 has managed to support a number of programs for the community.

The post sponsors an oratorical contest every year at Battlefield High School, Hannon said. The national American Legion



A couple of Post 1799 members talk during a recent gathering. The post had more than 140 members as of March.

Photo courtesy of Jim Hannon



4-H volunteers and Trigger Time participants give a presentation during a Post 1799 meeting in June 2012.

Photo courtesy of Jim Hannon

has sponsored the program it calls a "constitutional speech contest" since 1938. Participating high-school students are called upon to speak about "some aspect of the U.S. Constitution, with some emphasis on the duties and obligations of citizens to our government," according to the Legion website, legion.org.

Prepared speeches must be eight to 10 minutes long, according to the official rules posted on the website. Discourse on assigned topics must run three to five minutes, according to the rules. Props, notes, amplification and a speaker's stand are not allowed. Digital data gathering, transmitting or receiving



American Legion Post 1799 members are photographed with last year's Boys and Girls State participants from Battlefield High School.
Photo courtesy of Jim Hannon

equipment also are forbidden.

The winner receives \$100, Hannon said. Second and third prizes are \$75 and \$50.

The top orator advances to the District 16 contest. From there, the winner could move on to the state contest, and potentially the national contest.

The state winner receives a \$1,500 scholarship, with an additional \$1,500 for advancing beyond the first round of nationals. The national winner will receive an \$18,000 scholarship, according to legion.org. Prizes for second and third places at nationals are \$16,000 and \$14,000 scholarships.

Post 1799 also sponsors students going to Boys and Girls State each year, Hannon said. Transportation alone costs \$80 per student, but the post gets some help in funding their participation in the mock-government program.

"We are lucky because one of our members works for Exxon and Exxon donates to 501(c)(3) organizations," Hannon said. "If the employee can tell Exxon, 'I've committed so many hours this year to a 501(c)(3) organization,' they allocate donation dollars to that organization."

Exxon's donation will cover the cost of sending two boys to Boys State, he said. However, Girls State is not a 501(c)(3), so it does not receive such a donation. The cost to send two girls is \$670, he said.

Continued on next page

6 SUPPORTED PROGRAMS

- **American Legion Oratory Contest** The post sponsors an oratory contest for Battlefield High School students.
- **Boys and Girls State** Each June, Post 1799 sends rising seniors to participate in the American Legion mock-government programs. Boys State will be held at Radford University. Girls State will be held at Longwood University.
- **Flags for First Graders** Members provide local elementary schools with flag kits and instruct pupils on flag etiquette.
- **Adopt a Highway program** Post 1799 volunteers to clean up a stretch of James Madison Highway near Dominion Valley Drive and Battlefield High School.
- **Honor Flights escort program** Members escort honored veterans when they visit the World War II Memorial in Washington, D.C.
- **Rainbow Academy therapeutic riding** Volunteers help at the horse farm at Silver Lake off Antioch Road, which offers therapeutic riding for special-needs children and wounded warriors.

Continued from previous page

"That takes a big chunk out of our treasury," he said.

The post provides support for the 4-H's Trigger Time program, which teaches shooting safety.

"They don't shoot live ammunition," he said. "They shoot pellets. It's very competitive. They travel. They can go to the states and nationals, even, if they can go that far."

Once per year, participating youth come to a post meeting and talk about accomplishments of past year, Hannon said.

Post 1799 supports the local Flags For First-Graders program.

"We buy the little flags and a member goes to the school and hands out the flags and teaches the kids flag etiquette," he said. "It's a patriotism thing."

Post volunteers help to mark the graves of veterans throughout the area with plaques that recognize their service in war-time, Hannon said.

"All the little local cemeteries around here — even some of these little family cemeteries that are scattered around with a half a dozen graves in them — we try to find out if there are any veterans in there and from which war. And then put the marker with a flag on the grave," he said.

Some members volunteer at the Rainbow Academy at Silver Lake, which offers therapeutic riding to special-needs children, Hannon said.

"They've branched off into wounded warrior programs," he said. "We're encouraged to work with others to get involved with them as volunteers."

Members help keep a section of James Monroe Highway clean near Dominion Valley Drive and Battlefield High School, Hannon said.

And hardly a community event goes by without representation by Post 1799 volunteers. They can be seen at a booth during September's Haymarket Days and marching in Manassas' Veterans Day Parade.

"We have a booth (at Haymarket Days) and one of the guys is a World War II memorabilia collector, so he puts out a display of things from World War II; letters, green Lucky Strikes and weapons."

The display tends to attract a lot of visitors, Hannon said. Booth volunteers then tell them about the post's community service and the benefits of membership.

For three years, Post 1799 has participated in the Honor Flights program, where members help escort honored veterans when they visit the World War II Memorial in Washington, D.C.

"Unbelievable, the stories you get from these guys," Hannon said.

He recalled the story of one engineer who was on a flight over Germany. He was seated sideways at a navigator's table



Harry Shoblom of Post 1799 presents a framed certificate to a representative of the local Cub Scout troop sponsored by the post during a meeting at Haymarket Town Hall.

Photo courtesy of Jim Hannon

behind the pilot and co-pilot when the plane shuddered.

"He looked down and his table was gone and there was a hole underneath," Hannon said. "I asked, 'What did you do?' He said, 'I looked around for where I could change my pants.'"

Despite the desire, the post cannot do everything it would like to do. It has been asked to field a Legion baseball team, but the \$1,500 initial investment has that out of reach for now.

Like many organizations, Post 1799 faces one universal challenge — paying the bills.

"So far, our only source of revenue has been going to two Giant stores — one in Haymarket and one in Gainesville — and most recently to the Walmart on the four major holidays, starting with Memorial Day, the Fourth of July, Labor Day and Veterans Day, and standing out in front with flags and poppies."

That's how members will spend part of their Memorial Day weekend this year. They will distribute flags and poppies and accept donations from 10 a.m. to 2 p.m., Saturday, May 25, in front of the Giant Food Store on Linton Hall Road in Gainesville. A week later, they will do the same from 10 a.m. to 2 p.m. at the Giant on Dominion Valley Drive near Haymarket.

Distribution of the "little red poppies," made by patients at Veterans Administration hospitals, is part of a long-running American Legion tradition, according to the post website, alpost1799.org. The poppies are symbolic of Flanders Field, a

What's in a number?



Post No. 1799 was named in honor of the founding year of the Town of Haymarket.



U.S. World War I cemetery in Belgium.

Even with high membership, finding volunteers to man the booths sometimes can be a challenge. Sometimes, it's difficult to find volunteers to spend an hour at the booth. Hannon has worked the booth alone at times, and has worked the whole four hours.

A fundraising committee recently was created and post members are brainstorming other sources of revenue, Hannon said. They have sold advertisements on the post website. Some other ideas that have been kicked around include having a community yard sale, holding spaghetti dinners or holding a motorcycle poker run.

"A couple of our members are Harley bikers," he said. "They are a well-organized group."

Bingo is another possibility, Hannon said.

"Bingo's great," he said.

One Knights of Columbus council managed to build itself a hall with a members' clubhouse that is large enough to rent out for special events entirely with bingo proceeds, Hannon said.

"Once you start bingo, it's like the ballpark," he said. "If you build it, they will come."

The fire department has given the OK for meetings, but the post most likely would have to rent the hall for bingo, Hannon said. The same would apply if the post were to rent the hall for a dinner.

Despite the challenges of staffing and fundraising, volunteering with the post is rewarding, Hannon said.

"It's a lot of fun," he said. "

How to Start a New Post

Here is a look at what it takes to go from a bunch of interested veterans to a bona fide American Legion post:

The story of Post 1799 began in the mid 2000s. In those olden days, Legionnaires in western Prince William County who wanted to become members of a post had to choose from two posts in Manassas.

The first step in starting up a post is determining the need for one. According to the document titled "Post Development & Revitalization" at legion.org, the Legion should consider placing posts in communities with:

- **A growing population**, but no post
- **A high school** that is not served by a post
- **A canceled charter** for a previous post
- **A closed post** that is not seeking new members
- **No posts in the county.**

Potential interaction with the community is considered during the evaluation process.

Those starting a new post are advised to request a list of members of the Legion's national office post from the state adjutant. Those are Legion members who are not affiliated with a particular local post. Having a lot of them in a given area is a key factor for consideration, said Jim Hannon, Post 1799 finance officer and historian.

"There really was nothing up this way," Hannon said.

Organizers must then recruit potential members. That is often done during a recruitment drive over multiple days, according to the document. Four to eight Legionnaires are recommended for the recruitment team.

Once there are at least 10 potential members on board, the group can submit an application for a temporary charter with the state American Legion office, said Bill Sloan, assistant director of internal affairs with the national American Legion office in Indianapolis. Once state approval is granted, the information is forwarded to the national office and the post's temporary charter is sent back.

Meetings would be held on the temporary charter for a few months. At the same time, the group would keep trying to recruit new members, Sloan said.

"Once they get chartered, it's easier to get more members in because you've got an official post," Hannon said.

At that point, the post could apply to the state for a permanent charter. All members at the time of approval of the permanent charter are considered charter members of the post, Sloan said.

Brion Klecker led Post 1799 in its infancy, followed by Sue Karnecki. Mike High is the current post commander.

— *Kevin Olmstead*