



TOWN COUNCIL – WORK SESSION MEETING

Monday, March 31, 2025 at 7:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. AGENDA ITEMS

1. Monthly Financial Report
2. Draft Resolution #2025-002: A Request for Virginia Department of Transportation to accept Walter Robinson Lane into the system
3. Continue Discussion on Consideration of SUP #2024-001: Chick Fil-a Drive Through Expansion
4. Continue Discussion on SUP #2024-002: Religious Assembly at 14600 Washington Street
5. Discussion on Policies and Procedures
6. Communication Plan Discussion
7. FY26 Budget Work Session Continued

IV. ADJOURNMENT

Income	Actuals	Budget	% of Budget	Comments
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	461,774.42	473,293.00	97.6%	
				a large increase in assessments due to increase reported by VEPCO due to underground conductors and devices
3110-02 · Public Service Corp RE Tax	25,428.49	12,600.00	201.8%	
3110-03 · Interest - All Property Taxes	837.43	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	3,084.77	1,000.00	308.5%	
Total 3110 · GENERAL PROPERTY TAXES	491,125.11	486,893.00	100.9%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	229,222.36	225,000.00	101.9%	Collection up to the month of February 2025
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	181,652.16	325,000.00	55.9%	continuation of collecting BPOL renewals for FY2025
3120-03 · Cigarette Tax	92,970.85	140,000.00	66.4%	Collection up to the month of February 2025
3120-04 · Consumer Utility Tax	84,922.83	158,000.00	53.7%	
3120-05 · Meals Tax - Current	1,069,681.99	1,550,000.00	69.0%	Collection up to the month of February 2025
3120-06 · Sales Tax Receipts	89,477.98	160,000.00	55.9%	Collection up to the month of December 2024
3120-07 · Penalties (Non-Property)	3,257.62	5,000.00	65.2%	
3120-08 · Interest (Non-Property)	152.48	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	1,751,338.27	2,587,000.00	67.7%	
3130 · PERMITS,FEES & LICENSESES				
3130-01 · Application Fees	1,775.00	4,500.00	39.4%	
3130-03 · Motor Vehicle Fees	304.00	0.00	100.0%	Town decals
3130-05 · Other Planning & Permits	4,336.81	1,000.00	433.7%	
3130-06 · Pass Through Fees	7,469.40	15,000.00	49.8%	
Total 3130 · PERMITS,FEES & LICENSESES	13,885.21	20,500.00	67.7%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	20,276.96	20,000.00	101.4%	Collections up to January 2025
Total 3140 · FINES & FORFEITURES	20,276.96	20,000.00	101.4%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	11,768.23	13,500.00	87.2%	Reconciled December 2024 currently
3150-03 · Interest on Bank Deposits	174,458.90	89,500.00	194.9%	Reconciled December 2024 currently
Total 3150 · REVENUE - USE OF MONEY	186,227.13	103,000.00	180.8%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	33,863.31	49,207.00	68.8%	
3151-08 · 15020 Washington Realty	43,760.97	58,348.00	75.0%	
3151-09 · 15026 Copper Cricket	21,756.19	29,008.00	75.0%	
3151-11 · Cupcake Heaven and Cafe LLC	27,594.64	36,914.00	74.8%	
3151-15 · Revolution Mortgage	5,982.21	7,312.00	81.8%	
Total 3151 · RENTAL (USE OF PROPERTY)	132,957.32	180,789.00	73.5%	
3160 · CHARGES FOR SERVICES				
3160-01 · Public Safety	5.00	0.00	100.0%	
Total 3160 · CHARGES FOR SERVICES	5.00	0.00	100.0%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	17,685.00	20,000.00	88.4%	
3165-01 · Town Event	65,327.63	80,000.00	81.7%	
3165-02 · Farmer's Market	14,989.50	12,000.00	124.9%	
3165-03 · Town Ornaments	6,626.25	10,000.00	66.3%	
3165-05 · Museum Revenue - Art	1,108.28	0.00	100.0%	
3165-06 · Town Hats	764.00	0.00	100.0%	
3165-07 · Town Sweatshirts - Adult	3,354.00	0.00	100.0%	
3165-08 · Town Sweatshirts - Youth	77.50	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	109,932.16	122,000.00	90.1%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	-104.55	300.00	-34.9%	
3180-01 · Citations & Accident Reports	75.00	0.00	100.0%	
3180-03 · Miscellaneous	50.00	0.00	100.0%	

3180-04 · Reimbursement from Insurance	2,593.73	0.00	100.0%	
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3190 · Sale of Salvage & Surplus				
3190-01 · Public Safety - Surplus Sales	3,300.00	0.00	100.0%	Sale of the old PD Sign Message board
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Total 3190 · Sale of Salvage & Surplus	3,300.00	0.00	100.0%	
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Total 3180 · MISCELLANEOUS	5,914.18	300.00	1,971.4%	
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3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	28,341.00	36,144.00	78.4%	3 of 4 Collection for FY2025
3200-05 · Communications Tax	54,185.57	80,000.00	67.7%	Collection up to November 2024 taxes
3200-06 · Department of Fire Programs	15,000.00	15,000.00	100.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,535.23	1,300.00	118.1%	
3200-16 · DMV Select Grant	15,841.83	27,213.00	58.2%	1st Qt invoice; Equipment grant and DMV Hours
3200-17 · LOLE Grant	0.00	4,393.00	0.0%	
3200-18 · Educational Reimbursement	796.02	0.00	100.0%	
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Total 3200 · REVENUE FROM COMMONWEALTH	134,326.62	182,677.00	73.5%	
3500 · Reserve Funds	0.00	283,000.00	0.0%	
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4002 · Transfer from ARPA Funds	431,327.00	948,335.00	45.5%	Funds transferred to make payment on project
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Total Income	3,277,314.96	4,934,494.00	66.4%	
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Gross Profit	3,277,314.96	4,934,494.00	66.4%	

Expense

01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	9,215.20	10,050.00	91.7%	
111002 · FICA/Medicare	1,126.15	2,000.00	56.3%	
111003 · Meals and Lodging	4,795.46	6,300.00	76.1%	
111004 · Mileage Allowance	897.15	1,050.00	85.4%	
111005 · Salaries & Wages - Regular	14,300.00	22,000.00	65.0%	
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Total 11100 · TOWN COUNCIL	30,333.96	41,400.00	73.3%	
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12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	351,215.23	486,558.00	72.2%	
1211002 · Salaries/Wages - Overtime	2,477.42	4,500.00	55.1%	
1211003 · Salaries/Wages - Part Time	29,673.25	39,420.00	75.3%	
1211004 · FICA/Medicare	28,312.75	40,238.00	70.4%	
1211005 · VRS	54,510.87	78,978.00	69.0%	
1211006 · Health Insurance	44,561.60	78,213.00	57.0%	
1211007 · Life Insurance	4,268.23	5,857.00	72.9%	
1211008 · Disability Insurance	2,307.62	3,360.00	68.7%	
1211009 · Unemployment Insurance	1,343.08	5,995.00	22.4%	
1211010 · Worker's Compensation	260.00	481.00	54.1%	
1211011 · Gen Property/Liability Ins.	17,616.00	21,261.00	82.9%	
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1211012 · Accounting Services	16,674.22	12,000.00	139.0%	overage due to Forecasting analysis being tracked here
1211014 · Printing & Binding	7,724.88	8,298.00	93.1%	
1211015 · Advertising	2,790.34	9,000.00	31.0%	
1211016 · Computer, Internet & Website Svc	17,325.62	28,550.00	60.7%	
1211017 · Postage	2,583.33	5,000.00	51.7%	
1211018 · Telecommunications	5,705.01	7,500.00	76.1%	
1211019 · Mileage Allowance	416.74	2,500.00	16.7%	
1211020 · Meals & Lodging	2,537.11	7,000.00	36.2%	
1211021 · Convention & Education	1,540.00	10,000.00	15.4%	
1211022 · Miscellaneous	637.72	2,000.00	31.9%	
1211024 · Books, Dues & Subscriptions	4,338.42	21,075.00	20.6%	
1211025 · Office Supplies	5,441.78	8,500.00	64.0%	
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%	
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Total 12110 · TOWN ADMINISTRATION	604,261.22	891,284.00	67.8%	
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12210 · LEGAL SERVICES				
1221001 · Legal Services	52,205.88	100,000.00	52.2%	Services up to February 2025
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Total 12210 · LEGAL SERVICES	52,205.88	100,000.00	52.2%	

12240 · INDEPENDENT AUDITOR			
1224001 · Auditing Services	0.00	25,500.00	0.0%
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Total 12240 · INDEPENDENT AUDITOR	0.00	25,500.00	0.0%
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Total 01 · ADMINISTRATION	686,801.06	1,058,184.00	64.9%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	431,489.31	675,291.00	63.9%
3110003 · Salaries & Wages - OT Premium	21,961.53	24,000.00	91.5%
3110004 · Salaries & Wages - Holiday Pay	29,380.36	38,041.00	77.2%
3110005 · Salaries & Wages - Part Time	35,910.00	27,000.00	133.0%
3110007 · Salary & Wages - DMV Grant	9,709.74	15,000.00	64.7%
3110012 · Salaries & Wages - PT Admin.	8,137.50	39,000.00	20.9%
3110020 · FICA/MEDICARE	39,843.80	66,545.00	59.9%
3110021 · VRS	58,762.08	88,666.00	66.3%
3110022 · Health Insurance	72,980.80	140,430.00	52.0%
3110023 · Life Insurance	5,244.88	8,036.00	65.3%
3110024 · Disability Insurance	1,545.53	3,070.00	50.3%
3110025 · Unemployment Insurance	120.98	4,320.00	2.8%
3110026 · Workers' Compensation Insurance	23,627.00	29,581.00	79.9%
3110027 · Line of Duty Act Insurance	5,118.00	5,120.00	100.0%
3110028 · Legal Services	19,547.16	30,379.00	64.3%
3110032 · Computer, Internet & Website	4,835.48	10,000.00	48.4%
3110033 · Postage	0.00	100.00	0.0%
3110034 · Telecommunications	10,081.86	15,300.00	65.9%
3110035 · General Prop Ins (Vehicles)	6,180.00	5,950.00	103.9%
3110037 · Meals and Lodging	1,029.93	5,000.00	20.6%
3110038 · Convention & Edu. (Training)	544.00	10,800.00	5.0%
3110040 · Annual Dues & Subscriptions	12,698.72	24,795.00	51.2%
3110041 · Office Supplies	3,913.41	6,000.00	65.2%
3110042 · Vehicle Fuels	17,355.48	36,700.00	47.3%
3110043 · Vehicle Maintenance/Supplies	19,379.39	22,000.00	88.1%
3110045 · Uniforms & Police Supplies	32,803.85	45,901.00	71.5%
3110049 · Grant Expenditures	11,088.58	12,213.00	90.8%
3110056 · Capital Outlay-Machinery/Equip	147,551.87	192,405.00	76.7%
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Total 31100 · POLICE DEPARTMENT	1,030,841.24	1,581,643.00	65.2%
32100 · FIRE & RESCUE			
3210001 · Contributions to other Govt Ent	0.00	15,000.00	0.0%
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Total 32100 · FIRE & RESCUE	0.00	15,000.00	0.0%
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Total 03 · PUBLIC SAFETY	1,030,841.24	1,596,643.00	64.6%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	2,213.00	2,213.00	100.0%
4110003 · E & S Inspections	0.00	5,000.00	0.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	134,746.58	208,608.00	64.6%
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Total 43200 · REFUSE COLLECTION	134,746.58	208,608.00	64.6%
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43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	44,559.69	111,892.00	39.8%
4310002 · Maint Svc Contract-Pest Control	620.00	5,000.00	12.4%
4310003 · Maint Svc Contract-Landscaping	19,350.00	35,000.00	55.3%
4310004 · Maint Svc Contract Snow Removal	24,197.00	10,000.00	242.0%
4310007 · Electric/Gas Services	12,602.72	18,593.00	67.8%
4310008 · Electrical Services-Streetlight	2,879.91	5,500.00	52.4%
4310009 · Water & Sewer Services	3,964.20	3,850.00	103.0%
4310011 · Real Estate Taxes	561.87	2,500.00	22.5%
4310015 · Maintenance - Vehicle Fuel	991.90	5,000.00	19.8%
4310016 · Maint - Vehicle Maintenance	1,223.48	3,000.00	40.8%
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Total 43100 · MAINT OF 15000 Wash St./Grounds	110,950.77	200,335.00	55.4%
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Total 04 · PUBLIC WORKS	247,910.35	416,156.00	59.6%
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06 · ECONOMIC DEVELOPMENT			

Paid up to February 2025 services

Reviewing monthly

60000 · Tourism/Traveling Marketing	78,624.21	96,429.00	81.5%	
60001 · Town Tourism	32,123.35	64,286.00	50.0%	
60003 · Advertising	0.00	22,000.00	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	110,747.56	182,715.00	60.6%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	9,791.99	25,000.00	39.2%	
7000003 · Demolition	48,524.00	161,749.00	30.0%	Initial deposit for work to begin
Total 70000 · HAYMARKET COMMUNITY PARK	58,315.99	186,749.00	31.2%	
71110 · EVENTS				
7111001 · Advertising - Events	4,340.00	5,000.00	86.8%	
7111003 · Contractural Services	49,666.16	64,950.00	76.5%	
7111004 · Events - Other	33,489.33	40,850.00	82.0%	
7111005 · Police Department Events	4,336.84	7,800.00	55.6%	
7111006 · Farmer's Market	6,947.50	12,000.00	57.9%	
Total 71110 · EVENTS	98,779.83	130,600.00	75.6%	
72200 · MUSEUM				
7220009 · Advertising	0.00	1,000.00	0.0%	
7220012 · Telecommunications	1,012.00	2,200.00	46.0%	
7200015 · Books, Dues & Subscriptions	30.00	250.00	12.0%	
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%	
Total 72200 · MUSEUM	1,442.00	5,950.00	24.2%	
Total 07 · PARKS, REC & CULTURAL	158,537.82	323,299.00	49.0%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	1,105.00	5,670.00	19.5%	
8110002 · FICA/Medicare	72.62	500.00	14.5%	
8110003 · Consultants - Engineer	3,987.11	15,000.00	26.6%	
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%	
8110005 · Mileage Allowance	0.00	250.00	0.0%	
8110006 · Meals & Lodging	0.00	700.00	0.0%	
8110007 · Convention/Education	0.00	1,000.00	0.0%	
8110009 · Engineering - Pass Through	15,352.66	0.00	100.0%	
Total 81100 · PLANNING COMMISSION	20,517.39	28,120.00	73.0%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	1,515.00	5,830.00	26.0%	
8111002 · FICA/Medicare	121.63	446.00	27.3%	
8111005 · Convention & Education	0.00	1,500.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,636.63	7,776.00	21.0%	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	1,500.00	0.0%	
8111102 · FICA / Medicare	0.00	103.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	2,928.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	22,154.02	38,824.00	57.1%	
09 · NON-DEPARTMENTAL				
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	70,700.00	70,700.00	100.0%	upfront cost for the year; next payment will be in February 2025
9510003 · General Obligation Bond - Int	2,461.63	2,463.00	99.9%	Final interest payment for FY2025
Total 95100 · DEBT SERVICE	73,161.63	73,163.00	100.0%	
Total 09 · NON-DEPARTMENTAL	73,161.63	73,163.00	100.0%	
94104 · Street Scape - Park Sidewalk				
9410402 · Construction	512,801.72	836,586.00	61.3%	3rd progress payment of the park sidewalk project
Total 94104 · Street Scape - Park Sidewalk	512,801.72	836,586.00	61.3%	
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	-0.02			

Total EMPLOYEE BENEFITS	-0.02		
Total 94105 · PERSONNEL	-0.02		
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	0.00	50,000.00	0.0%
Total 94106 · TOWN CENTER MASTER PLAN	0.00	50,000.00	0.0%
94107 · BLIGHT MITIGATION	0.00	40,000.00	0.0%
94108 · Capital Improvement Funds Expens			
9410801 · Washington St - Streetscape	6,553.00	55,000.00	11.9%
9410802 · Sidewalk Repairs	0.00	50,000.00	0.0%
9410803 · Town Gateway Signs	0.00	50,000.00	0.0%
9410804 · VDOT Historic District Signage	0.00	50,000.00	0.0%
9410804 · Town Hall / Museum Security Sys	3,020.00	53,924.00	5.6%
9410806 · Message Board Trailer	19,507.02	20,000.00	97.5%
Total 94108 · Capital Improvement Funds Expens	29,080.02	278,924.00	10.4%
94109 · Storm Water Grant Match	40,000.00	40,000.00	100.0%
Total Expense	2,912,035.40	4,934,494	59.0%
Net Ordinary Income	365,279.56	0	100.0%
Other Income			
50001 · American Rescue Plan Funds	0.00	50,000.00	0.0%
50002 · Development Funds	0.00	75,000.00	0.0%
Total Other Expense	0.00	125,000	0.0%
Other Expense			
98000 · Development Expenditures			
98000-1 · Parks & Recreation	0.00	75,000.00	0.0%
Total 98000 · Development Expenditures	0.00	75,000.00	0.0%
97001 · American Rescue Plan Expenses			
97001-2 · Town Website	0.00	50,000.00	0.0%
Total 97001 · American Rescue Plan Expenses	0.00	50,000.00	0.0%
Total Other Expense	0.00	125,000	0.0%
Net Other Income	0.00	0.00	0.0%
Total Net Income Operational / Other Budget	365,279.56	0.00	100.0%



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Memorandum

To: Town Council
From: Thomas Britt, Town Planner
DATE: March 31, 2025
Re: Draft Resolution to Add Walter Robinson Lane to VDOT System

In January 2025, residents of Robinson's Paradise asked the Town about the snow removal policy in an effort to receive assistance in clearing their roads and sidewalks during the winter storms this year. Since Walter Robinson Lane is not part of VDOT's current system, road clearance could not be performed by VDOT and responsibility fell on residents and the HOA.

DR Horton has requested on behalf of the residents that Walter Robinson Lane be adopted into VDOT's secondary highway system. The applicant provided Town Staff with draft resolution language and a draft copy of the VDOT road change form for the Town Council's consideration.

As shown in the attached map, only the newly paved Walter Robinson Lane will be accepted into VDOT's system, and not the remaining portions of the existing gravel sections of Walter Robinson Lane that access the subdivision road.

Staff Recommendation: Adoption of Resolution 2025-002 in the April 7 TC meeting.

Form AM 4.3
(Rev 03/19/2025)

ICR ID: 40545767
SSAR



COMMONWEALTH OF VIRGINIA DEPARTMENT OF TRANSPORTATION
Form AM 4.3

In Town of Haymarket

by Resolution of the governing body adopted

The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes to the secondary system of state highways.

A Copy Testee Signed (County Official): _____

Report of Changes in the Secondary System of State Highways

Project/Subdivision: **076 Robinson's Paradise**

CHANGE TYPE	RTE NUM & STREET NAME	CHANGE DESCRIPTION	FROM TERMINI	TO TERMINI	LENGTH	NUMBER OF LANES	RECORDATION REFERENCE	ROW WIDTH
Addition	Rt. 4265 - Walter Robinson Lane	New subdivision street §33.2-705	Route 625, Old Carolina Road	Cul-de-Sac	0.17	2	2022112800 81197	90





JEFFERSON
STREET
6560
TO
6566

PRIVATE
ROAD
FOR
RESIDENTS AND
GUESTS ONLY
NO
TRESPASSING

5560
5561
5562
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UTZ
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**RESOLUTION TO REQUEST THE ADDITION OF MILEAGE
TO THE SECONDARY SYSTEM OF STATE HIGHWAYS
RES 2025-002**

WHEREAS, the Town of Haymarket has authority pursuant to §33.2-339, *Code of Virginia*, to request the addition of mileage to the Secondary System of State Highways as long as all proposed mileage conforms to specific Virginia Department of Transportation (VDOT) requirements addressing widths and right-of-way and not exceeding the 0.25 mile limitation of maximum allowable new Secondary System mileage per VDOT fiscal year.

NOW THEREFORE BE IT RESOLVED, the Town Council of the Town of Haymarket requests the Virginia Department of Transportation to add the segment(s) described on the attached Form AM-4.3 to the Secondary System of State Highways.

BE IT FURTHER RESOLVED, the Town Council of the Town of Haymarket does guarantee to the Commonwealth of Virginia a clear and unrestricted right of way of not less than 30 feet, as required by VDOT Secondary Highway System policy and including all necessary easements for cuts, fills, and drainage structures for the segment(s) requested to be added.

NOW, THEREFORE, BE IT RESOLVED that the Town of Haymarket Town Council approve and submit the request of the addition of mileage to the Secondary System of State Highways.

Done this 7th day of April 2025

- Motion by:
- Seconded by:
- Ayes:
- Nays:
- Abstain:

ATTEST:

Kimberly Henry, Town Clerk

TracyLynn Pater, Mayor



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

STAFF REPORT

TC Meeting Date: March 31, 2025
Agenda Title: Special Use Permit Application #2024-001, Chick Fil A Drive Through
Zoning District: B-2 Business Commercial
Requested Action: Denial of Special Use Permit #2024-001
Staff Lead: Thomas Britt, Town Planner



The applicant is requesting to alter the drive through lanes currently serving the Chick Fil A site to allow for more efficient delivery of orders via the drive through area of the business.

The property is part of the Quarles property parcel, located on the western end of the corporate limits of Haymarket, near the intersection of Washington Street and James Madison Highway. The address for this site is 15186 Washington Street.

Staff recommends that the Town Council Deny Special Use Permit SUP#2024-001, Chick Fil A Drive Through.

BACKGROUND

Request: The applicant has requested to extend the second drive through lane (right most lane) out to the right, onto the current bank property and along the current row of landscaping. The drive through lane will then reconvene with the existing lane (left lane) at the exit/pedestrian crossing. This expansion is proposed to function as a bypass to the pickup window and an additional order pickup point.

Site Location: 15186 Washington Street, near the northeast corner of the intersection of Washington Street and James Madison Highway.

Zoning: This site is zoned B-2, Business Commercial.

Surrounding Land Uses: The site is surrounded by B-2 zoned properties, with I-1 Light Industrial zoning to the south of the site across Washington Street. To the northeast of the site is a townhouse neighborhood that was rezoned from B-2 to R-2 in 2018.

Background and Context: The Chick Fil A has operated a drive through service area and pickup location that was initially approved by Special Use Permit in December 2015. The drive-through section currently has two lanes for staff to take orders, then merges into one lane for order pickup after the menu boards. The applicant has requested to extend the second drive through lane (right most lane) out to the right, onto the current bank property and along the current row of landscaping. The drive through lane will then merge back with the existing lane (left lane) at the exit/pedestrian crossing. This expansion is proposed to function as a bypass to the pickup window and an additional order pickup point.

The expansion of the drive lane will reduce the travel lanes on the bank property to a single lane, in a counter clockwise direction. The expansion will also narrow the entry point into the parking lot of the Haymarket Lifetime Smiles dentist office at 15234 Washington Street. As part of general site improvements associated with the drive through expansion, the applicant is proposing to alter the back entry/exit point from Chick Fil A onto Crossroads Village Boulevard to a one-way exit onto Crossroads Village Boulevard with the curbed island expanded into the entry/exit point to reduce the right of way. With the proposed expansion of the drive through lane the applicant will remove the existing landscaping and replace the removed landscaping buffer on the islands at the end of the drive through lanes and the expanded curb on the property line between Chick Fil A and Crossroads Village Boulevard. See excerpt below for the Zoning Ordinance reference for the landscaping requirements in the parking lot.

Zoning Ordinance Reference Section 58-19.13 Parking Lot Landscaping (d)

(d) Parking lots adjacent to other parking lots.

(1) Landscape area requirements. A continuous landscape strip at least five feet in width shall be located between the property owner's parking lot and the property line.

(2) Number of trees and shrubs. There will be two trees and six shrubs for every 30 linear feet of landscape parking strip.

(3) Species of vegetation. All trees and shrubs planted to meet the requirements of this section shall be identified in sections 58-19.12.

The applicant has provided two additional exhibits that are provided for with the additional attachments. Differences between the initial proposal (Exhibit 1) and subsequent exhibits are as follows:

Exhibit 1: Landscaping buffer between Chick Fil A and VNB removed, expanded drive through lane separated by plastic delineators and bike curbs. Virginia National Bank parking remains perpendicular to the storefront.

Exhibit 2: Landscaping buffer between Chick Fil A and VNB removed, 2' curb installed between drive through and VNB, landscaping at the front of the bank removed to accommodate for 2' incursion onto property, bank parking perpendicular to building.

Exhibit 3: Landscaping buffer between Chick Fil A and VNB removed, 2' curb installed between the drive through and VNB, bank parking altered to 45 degree parking to accommodate for adequate aisle width, with a reduction in 2 parking spaces and an extension of the north curb to match the length of the parking spots. The landscaping stays in front of the bank façade, but its depth is reduced to accommodate for the additional space required for the curb installation.

Exhibit 6: Landscaping buffer still separates the drive through and VNB parking lot, but it's shifted into the VNB lot to accommodate for the new drive through lane. Driving aisle width in the VNB lot is reduced from 21' to 15' when compared to Exhibit 1, parking is angled, sidewalk of VNB is reduced from 7' to 5'. The landscaping on the bank façade is still in place.

Additional Analysis for Matters to be Considered in Special Use Permit Application Review follows.

STAFF RECOMMENDATION

Matters to be Considered in Application Review (per Section 58-4.28 of the Zoning Ordinance)

(1) The nature of the proposed use, including factors such as traffic, noise, light, hours of operation, and number of employees involved.

As previously stated, the expansion of the drive through is intended to expedite mobile order pickup for existing customers and provide a more efficient service through the drive through lanes. The applicant has stated that in the short term the expanded lane will function as a bypass, but in the long term it will serve as a pick-up point for mobile orders, termed “mobile-through” by the applicant.

The applicant has provided a traffic impact study which shows the resulting net increase of traffic flow to be zero, with the same number of trips generated with the new design as before. The desire for more efficient pickup is shown via the proposed lane expansion, but there is no accounting for the change in customer volume despite the proposal and the traffic study. The last overall site traffic study was conducted for Crossroads Village Center in 2018. The alterations of the traffic patterns at Virginia National Bank’s lot and the entry-exit point at Crossroads Village Boulevard have not been analyzed.

The applicant has stated that the hours of operation and the number of employees will not change with the expansion of the drive through.

Town Staff asked the applicant to provide potential wayfinding options on Chick Fil A’s site and on adjacent sites in the hopes that pedestrians and drivers using the facilities will be less confused about the altered traffic patterns. The applicant has provided an additional exhibit proposing additional wayfinding options on site to direct pedestrian and car traffic. The proposed options include directional signage at the entry and exit points to Haymarket Lifetime Smiles and Virginia National Bank and the exit point onto Crossroads Village Boulevard, wayfinding drive through signage indicators at the Washington Street entrance into Chick Fil A, and directional signage, pedestrian crossing indicators, and a do not enter sign at the exit point of the drive through space. These proposed options are thorough in providing more visibility of the proposed new traffic patterns on site.

(2) The character of the existing area, including existing structures and structures under construction, existing public facilities, and public facilities under construction, and private, commercial and/or service facilities available within the existing area.

The applicant has previously proposed to remove the landscaping buffer between the drive through lane and the Virginia National Bank parking lot to accommodate the expansion. This would require a waiver request, which the Zoning Administrator has stated she will not grant.

The applicant discussed with Town Staff that installation of a curbed island in place of the landscaping buffer would reduce the Virginia National Bank parking lot depth from 24ft to 21 ft. To mitigate the effects of this proposed alteration on Virginia National Bank, while also improving the drive through traffic for existing customers, the applicant proposed to install delineators between the two properties in the place of a hardscape curbed island. These delineators can be vertical, 3"-5" high speed humps, or a combination of the two. While the delineators will act as a passive barrier and allow for flexibility when maneuvering the site, the hardscape buffer will no longer provide protection to the vehicles in the drive through lanes, the employees working the drive through lanes or the vehicle on the bank site utilizing the parking lot. The lack of permanent buffer causes concern for increased potential for accidents within the drive through vicinity.

Exhibit 6, provided by the applicant, preserves a 5' landscaped buffer between Chick Fil A and VNB, which keeps the safety of the alteration at the same level as the existing conditions.

In all proposals, Virginia National Bank's parking lot traffic pattern will be rerouted to a one-way counterclockwise traffic flow to accommodate for Chick Fil A's bypass lane. There is concern for the long-term impacts to the site and the customer accessibility. The parking area will remain the same for the bank lot. However, the area to back up will be reduced from 24 feet to between 21-15 feet depending on the type of delineator/curb installed, requiring drivers to utilize multi-point turns to avoid backing into the delineators and thus the vehicles in the drive through lanes. The vehicle maneuvers for the bank parking lot are depicted on the third page of the site plan. Per the last correspondence with the Prince William County Fire Marshal office, exhibits 1-3 are satisfactory in allowing for emergency vehicles turn within the site. The Fire Marshal office does not recommend Exhibit 6 as an acceptable proposal based on the general aisle width proposed and that the impact of the alteration on the primary entrance way of VNB would impact fire and rescue access.

There is a stormwater drain at the corner of the Chick Fil A parcel and the Lifetime Smiles parcel that will require the appropriate measures to ensure that it is not impacted by the expansion of the drive through. The applicant will be required to update the site plan, detailing the stormwater infrastructure in this area, along with the impacts and any proposed modifications to the system. If there is no direct or indirect impact to the stormwater system, the applicant shall properly state such determination on the site plan.

The Haymarket Lifetime Smiles dentist office's main entry to the site will have two way traffic entering and exiting the site into VNB's one way aisle, which facilitates the one way traffic exiting the site towards CVS. The parking lot may need to be re-graded during the proposed alteration. The site plan associated with this SUP is on hold until Town Council votes on SUP #2024-001. If the SUP is approved, the applicant shall fully depict the site on the site plan

further showing the travel lanes into and out of the parking lot, the proposed exit area for the site and the full extent of the parking.

Lastly, the reduction of entry points into Chick Fil A will force any and all potential customers of Chick Fil A—which includes nearby residents, users of the future daycare facility and adjacent businesses—and any other users or customers of the multitenant structures along Washington street, to circle around Crossroads Village Boulevard and access the Chick Fil A drive through via the Washington Street and VNB entrance to the facility. The applicant will keep the entry-exit point onto Crossroads Village Boulevard rather than reduce it to an exit point.

(3) The area's designation on the town's comprehensive plan, and relevant text provisions of the plan.

Town Comprehensive Plan. 1.2.9 Community Design Policy
Industrial/Retail, West of Fayette Street

This section of town has experienced the most rapid growth over the last 10 years. Primarily a light industrial zone, retail shops and services have recently been added to create an almost even split between the two. Zoning regulations and architectural design have created a sense of age to the town as one travels from Route 15 to the center of town. As development has progressed, styles of new buildings show a regression of architectural styles from modern (Sheetz), to neo-colonial (Leaberry and Quarles shopping centers), to late-1800s urban (second Bloom building) and finally to colonial (Giuseppe’s Restaurant and Remax Realtors). One historic structure has been saved, Winterham, albeit in the midst of a new shopping and professional complex. This regression is in concert with the overall goal of maintaining the feel of the town center as the oldest portion of Haymarket. Only one property of this part of town is undeveloped, the land between Quarles and Giuseppe’s Restaurant. The overall design of a retail or professional complex on this site must flow into this age progression. Accordingly, the style and size of structures here should fit between mid-1800 and early 1900. Locations in this part of town should be accessible by foot traffic. Parking will generally be available on site.

The proposed expansion of the drive-through lane will reinforce and even increase vehicle dependency to access and use the site, which will also promote further reliance on vehicle trips to this site and in this retail area. The heightened intensity of use of the land use as vehicle traffic increases will also discourage pedestrian movement on this site and when accessing other sites. Approval of this design may set a precedent for future developments to also include or apply for more high volume, vehicle-centered modes of pickup or use, which would discourage pedestrian walkability and decrease foot traffic in this area of Town.

(4) The minimum off-street parking area required, and the amount of space needed for the loading and unloading of trucks.

No cars are parked in this section of Chick Fil A and no unloading of trucks takes place at the drive through exit point either. On this site, truck deliveries have usually taken place near the dumpster enclosure and entry-exit point at the northeast corner of the site. Loading and unloading of trucks will be affected if the entry-exit point at the rear of Chick Fil A via the extension of the curbed island and creation of a one way exit point from the site. The property owner will need to designate a new loading/unloading site so as not to block traffic flow at the new exit point or other major entry-exit locations on site.

Virginia National Bank will lose 2 parking spots if exhibit 3 or 6 is approved, but the reduction still meets the Zoning Ordinance parking tabulations for the site. Bank trucks and other loading occurring at the front of the VNB building will block a higher portion of customer parking if the site has a reduction of two parking spaces.

(5) Whether the public health, safety and welfare will be preserved, and any reasonable conditions necessary for such preservation.

If exhibit 1 is chosen, the lack of a solid barrier between the drive through-space and VNB and Haymarket Lifetime Smiles parking lot increases the risk of vehicles driving into or out of the space, damaging property and vehicles, and injuring pedestrians or employees of Chick Fil A, VNB, and Haymarket Lifetime Smiles. The proposed curb installation in exhibits 2 and 3, while safer and more distinct of a barrier than just delineators, is a reduction in the dimensions of the original barrier between the drive through and parking lot. Exhibit 6 keeps the existing design and safety level of the drive through and landscaping buffer.

(6) Any other factors relating to the purposes of zoning that the planning commission and/or Haymarket Town Council, in its legislative discretion, shall consider as relevant.

The entire proposal is possible if a waiver of the Zoning Ordinance requirement for buffer landscaping is approved (see Section 58-19.13d, referenced earlier in this report). The Zoning Administrator has affirmed any waiver requests for this landscaping requirement would be denied. As such, Exhibits 1, 2, and 3 are based on a violation of the Zoning Ordinance. While Chick Fil A and Virginia National Bank both sit on the same pad site, approval of this proposal will set a precedent that businesses in separate buildings may be altered as needed to meet the wants of an adjacent business with consideration only given to the business benefitting most to the proposal. Exhibit 6 provides a balance of the proposed alteration and Zoning Ordinance requirements. However, while this exhibit complies with the Zoning Ordinance,

VNB takes on an undue hardship by having to alter their sidewalk, parking, and drive aisle for the sake of this proposal to a greater extreme than the other three exhibits. As stated earlier, the Fire Marshal does not accept Exhibit 6 either due to the previously mentioned impacts on fire and rescue access.

To summarize the previous sections, the proposed drive through expansion may have the following negative effects on the site and the surrounding area: increase of traffic, decrease in driver access to the site and to adjacent businesses, inconsistent safety hazards associated with the drive through design, potential detrimental effects to the operations of adjacent businesses, and inconsistency with the standards set for this section of Town in the Haymarket Comprehensive Plan. With these effects considered, Town Staff recommend denial of SUP #2024-001 for the Chick Fil A drive through expansion.

The Planning Commission Held a Public Hearing for SUP#2024-001 July 15th, 2024. In the September 10th 2024 Planning Commission Meeting, the Commission unanimously voted to recommend denial of SUP#2024-001. Please see the attached September 10th Planning Commission minutes for the Commission’s comments associated with the application.

Draft Motion: “I move that the Haymarket Town Council deny SUP#2024-001, Chick Fil A Drive Through Expansion.”

Or an alternate motion.

Public Notice and Input

The Town posted notice of public hearing for the SUP application for all residents of the Town in the Prince William Times on November 14th and November 21st, 2024.

STAFF CONTACT INFORMATION

Thomas Britt, (703) 753-2600
tbritt@townofhaymarket.org

ATTACHMENTS

- A—Special Use Permit Application
- B—Applicant Narrative
- C—Revised Special Use Permit Plan Exhibit 1—includes delineator options
- D—SUP Proposal Exhibit 2
- E—SUP Proposal Exhibit 3
- F—SUP Proposal Exhibit 6
- G—Proposed Landscaping Relocation

- H—Submitted Traffic Impact Study
- I—Proposed Signage and Wayfinding Installations on CFA and Adjacent Properties
- J—Written approval from landlord of Quarles Property for traffic rerouting
- K—September 10, 2024 Planning Commission Minutes with Vote on SUP#2024-001

SUP# 2024-001



SPECIAL USE PERMIT APPLICATION

NOTE: This application must be filled out completely and all submission requirements must be met before the application can be accepted and scheduled for review/Public Hearing.

NAME OF BUSINESS/APPLICANT: Chick-fil-A, Inc.

SITE ADDRESS: 15180 Washington Street, Haymarket, VA 20169

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1 **SITE PLAN PROPOSED:** Yes No

PROPOSED USE(S): Commercial Fast Food **CODE SECTION(S) #:** 58-3.2, 19.13, 21.2

BRIEF DESCRIPTION OF ACTIVITY: *In the space below or in an attached narrative, please describe in detail the proposed activity including size and type of proposed/existing structures, hours of operation, type of clientele, number of vehicles anticipated to visit the site during an average workday and any other changes that will affect the nature or appearance of the structure(s) or site.*
SEE ATTACHED NARRATIVE

Supporting Documentation (attached): Narrative (addressing criteria of Section 58-9(d)) Plan/Plat

ADDITIONAL INFORMATION FOR HOME OCCUPATIONS (SUBJECT TO SECTION 58-16):

TYPE OF STRUCTURE: SFD TH **TOTAL FLOOR AREA OF MAIN STRUCTURE:** _____ (sq. ft.)

FLOOR AREA DEVOTED TO HOME OCCUPATION: _____ (sq. ft.)

NUMBER / TYPE OF VEHICLES: _____

NUMBER / TYPE OF EQUIPMENT AND METHOD OF STORAGE (i.e. garage, accessory storage, etc.): _____

OFF-STREET PARKING SPACES PROVIDED: _____ **NO. OF EMPLOYEES WORKING FROM SITE:** _____

FEE: \$500 Residential \$200 Residential In-Home Business
 \$350 Commercial (no land disturbance) \$1,500 Commercial (land disturbance)

APPLICANT/PERMIT HOLDER INFORMATION	PROPERTY OWNER INFORMATION
Chick-fil-A, Inc. / Chad Baker	Meladon Haymarket, LLC
Name	Name
5200 Buffington Road	1602 Village Market Blvd. SE. Suite 235
Address	Address
Atlanta, GA 30349	Leesburg, VA 20175
City State Zip	City State Zip
Phone#(s)	Phone#(s)
chad.baker@cfacorp.com	
Email Address	Email Address



TOWN OF HAYMARKET SPECIAL USE PERMIT APPLICATION

SUP# _____

APPLICANT / PROPERTY OWNER CONSENT

*****REQUIRED*****

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein or attached hereto is correct and a true representation of the activity and method of operation described. Construction of any improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket, any additional restrictions and/or conditions prescribed by the Planning Commission or the Town Council, and all other applicable laws.

Applicant Signature: [Signature]
Date: 1/25/2024 | 2:24 PM EST

Property Owner Signature: Don Wooden
Date: 01-25-24

OFFICE USE ONLY

DATE FILED: _____ FEE AMOUNT: _____ DATE PAID: _____

DATE TO ZONING ADMINISTRATOR: _____ STAFF REVIEW COMPLETE: _____

APPLICABLE ZONING ORDINANCE SECTION(S) / RECOMMENDED CONDITIONS:

ZONING ADMINISTRATOR _____ DATE _____

DATE TO PLANNING COMMISSION: _____ PUBLIC HEARING DATE: _____

RECOMMENDATION options: RECOMMEND APPROVAL, RECOMMEND DENIAL, NO RECOMMENDATION

RECOMMENDED CONDITIONS:

CHAIRMAN _____ DATE _____

DATE TO TOWN COUNCIL: _____ PUBLIC HEARING DATE: _____

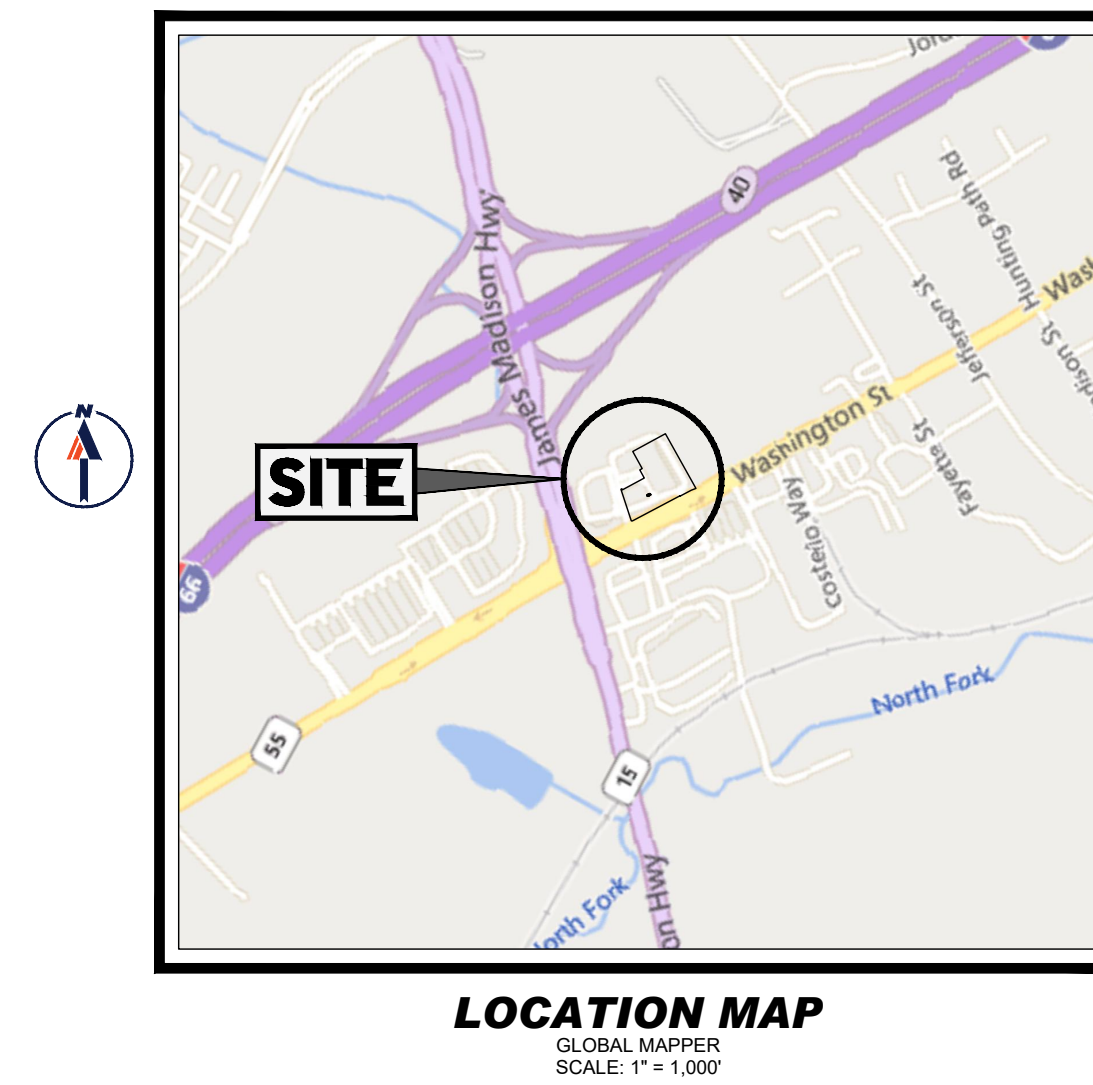
APPROVED / DENIED checkboxes

CONDITIONS:

SPECIAL USE PERMIT PLAN FOR CHICK-FIL-A AT 15180 WASHINGTON STREET



LOCATION OF SITE
15180 WASHINGTON STREET
TOWN OF HAYMARKET, VIRGINIA
GPIN: 7298-71-6403.01



SHEET INDEX	
SHEET TITLE	SHEET NUMBER
COVER SHEET	1
SPECIAL USE PERMIT PLAN	2
VEHICLE MOVEMENT PLAN	3

OWNER
MELADON HAYMARKET, LLC
1602 VILLAGE MARKET BOULEVARD SE, SUITE 235,
LEESBURG, VA 20175

DEVELOPER
CHICK-FIL-A
5200 BUFFINGTON ROAD
ATLANTA, GA 30349
CONTACT: CHAD BAKER
PHONE: (404) 309-6301

PREPARED BY



CONTACT: KATHERINE S. ROBERTS, P.E.

BOHLER
SITE CIVIL AND CONSULTING ENGINEERING
PROGRAM MANAGEMENT
LANDSCAPE ARCHITECTURE
SUSTAINABLE DESIGN
PERMITTING SERVICES
TRANSPORTATION SERVICES

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1	05/02/2024	PER TOWN COMMENTS	MEG KSR	



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PROJECT No.: VAB230141.00
DRAWN BY: TAL
CHECKED BY: KSR
DATE: 01/26/2024
CAD ID: SUP - 0

PROJECT:

SPECIAL USE PERMIT

FOR



STORE #3197
PROPOSED DEVELOPMENT

15180 WASHINGTON STREET
TOWN OF HAYMARKET, VA

BOHLER

28 BLACKWELL PARK LANE, SUITE 201
WARRENTON, VIRGINIA 20186
Phone: (540) 349-4500
Fax: (540) 349-0321
VA@BohlerEng.com



SHEET TITLE:

COVER SHEET

SHEET NUMBER:
1

REVISION 1 - 05/02/2024

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GENERAL NOTES:

- THIS PLAN IS BASED ON THE FOLLOWING:
 - ALTANSPS LAND TITLE SURVEY - "CHICK-FIL-A, INC."
 - 15180 WASHINGTON STREET
 - GAINESVILLE MAGISTERIAL DISTRICT
 - PRINCE WILLIAM COUNTY, VIRGINIA
 - PREPARED BY: BOHLER ENGINEERING
 - BE# VAB230141.00
 - DATED: 08/10/2023
 - DEVELOPER:
 - CHICK-FIL-A
 - 5200 BUFFINGTON ROAD
 - ATLANTA, GA 30348-2988
 - CONTACT: CHAD BAKER
 - PHONE: (404) 309-8301
 - GPIN: 7298-71-6403.01
 - SITE AREA = 2.0903 AC
 - OFFSITE AREA: 2,000 SF (0.046 AC)
 - SUP AREA: 2.1363 AC
 - ZONING: BUSINESS COMMERCIAL DISTRICT (B-2)
 - OVERLAY DISTRICT: OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY
 - BULK REQUIREMENTS
- | | ALLOWED | REQUIRED | PROVIDED
(SUPPLEMENT AREA) | PROVIDED
(QUARLES CENTER) |
|--|----------|----------------------|-------------------------------|------------------------------|
| A. MIN LOT AREA | | | 1.436 AC | 6.00 AC |
| B. BUILDING AREA | | | 4,874 SF (UNCHANGED) | N/A |
| C. MIN. PARKING SETBACK | | | | |
| FRONT SETBACK (WASHINGTON STREET) | 10' | 60.9' (UNCHANGED) | 21.56' (UNCHANGED) | |
| REAR SETBACK (VACANT LOT) | NONE | 140.2' (UNCHANGED) | N/A | |
| SIDE SETBACK (VACANT LOT) | 10' | 132.5' (UNCHANGED) | 11' (UNCHANGED) | |
| SIDE SETBACK (BANK) | NONE | 16.2' (UNCHANGED) | N/A | |
| D. PARKING REQUIREMENTS | | | | |
| PARKING REQUIREMENT: | | | | |
| 1 SPACE/100 SF OF GROSS FLOOR AREA
(BUSINESS FLOOR SPACE IS 75% OF
GFA: 0.75 X 4,874 = 3,656 SF) | 50 | 68 (UNCHANGED) | | |
| ADA REQUIREMENT: (1 FOR EACH 25
TOTAL SPACES) | 2 | 3 (UNCHANGED) | | |
| E. MIN. PARKING SPACE DIMENSIONS | 9' X 18' | 9' X 18' (UNCHANGED) | | |
| F. BUILDING HEIGHT | 35' | ±25' | | |
| G. NUMBER OF STORIES | N/A | 1 | | |
- NO KNOWN BURIAL GROUNDS EXIST WITHIN THE LIMITS OF THE SPECIAL USE PERMIT AREA.
 - NO RESOURCE PROTECTION AREA, ENVIRONMENTAL QUALITY CORRIDOR OR FLOODPLAIN IS KNOWN TO EXIST ON THIS SITE.
 - THE PROPERTY IS SERVED BY PUBLIC WATER AND SEWER.
 - THE PROPOSED DEVELOPMENT EXISTS WITHIN THE LIMITS OF SPECIAL USE PERMIT AREA. PARKING AND INGRESS/EGRESS ARE PROVIDED AS SHOWN.
 - SIGNS WILL BE INSTALLED UNDER A SEPARATE PERMIT IN ACCORDANCE WITH THE TOWN OF HAYMARKET ORDINANCES.
 - SITE LIGHTING WILL CONFORM TO REQUIREMENTS OF ARTICLE 16 OF THE ZONING ORDINANCE AND EXISTING LIGHTING FOR QUARLES CENTER.
 - PAVEMENT STRIPING AND MARKINGS ARE FOR ILLUSTRATIVE PURPOSES ONLY.
 - TRASH WILL BE STORED OUTSIDE. THE COLLECTION TIMES ARE SUBJECT TO THE TOWN REVIEW OF THE SPECIAL USE PERMIT.

REVISIONS

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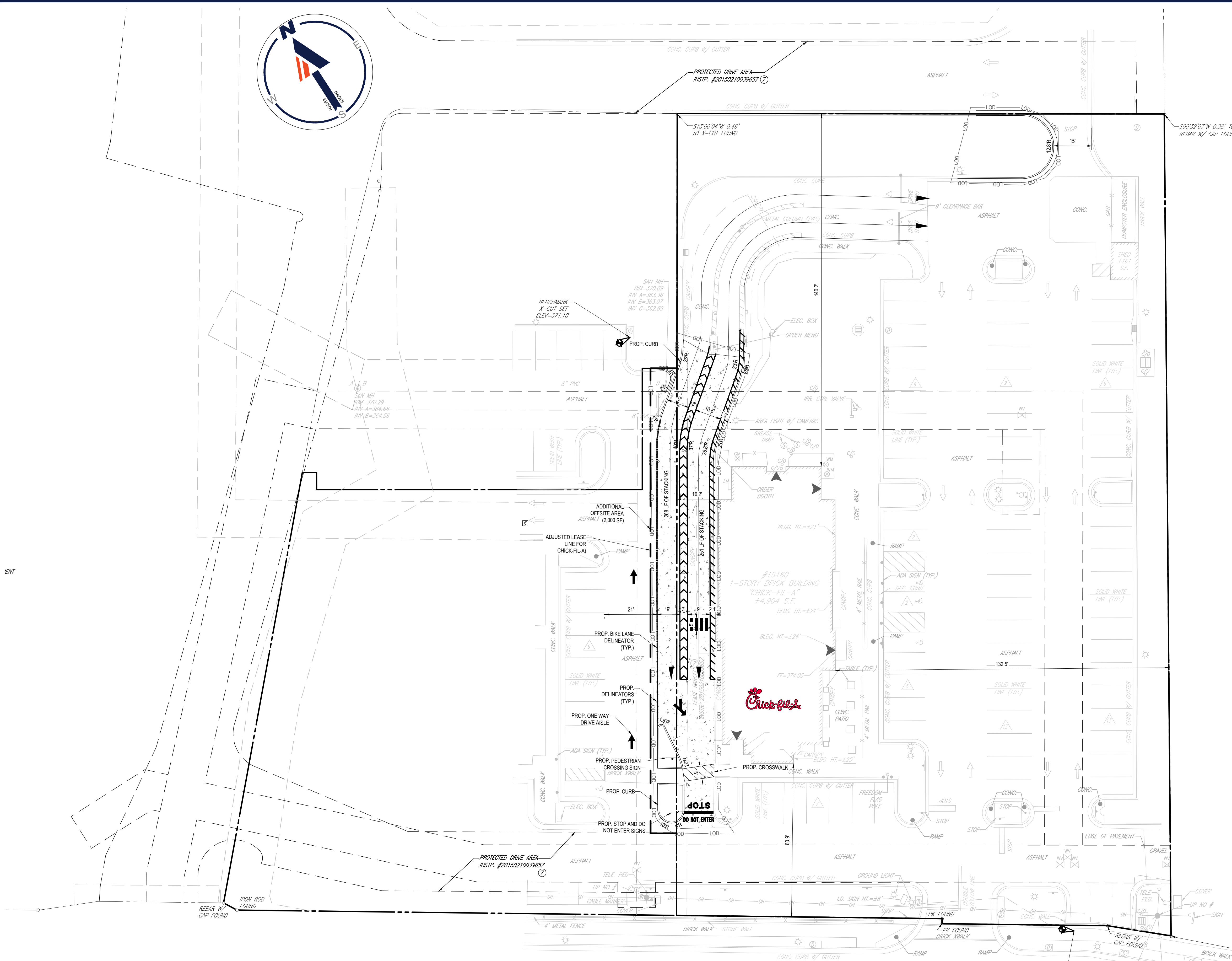
SHEET TITLE:

SPECIAL USE PERMIT PLAN

SHEET NUMBER:

2

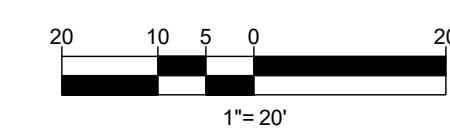
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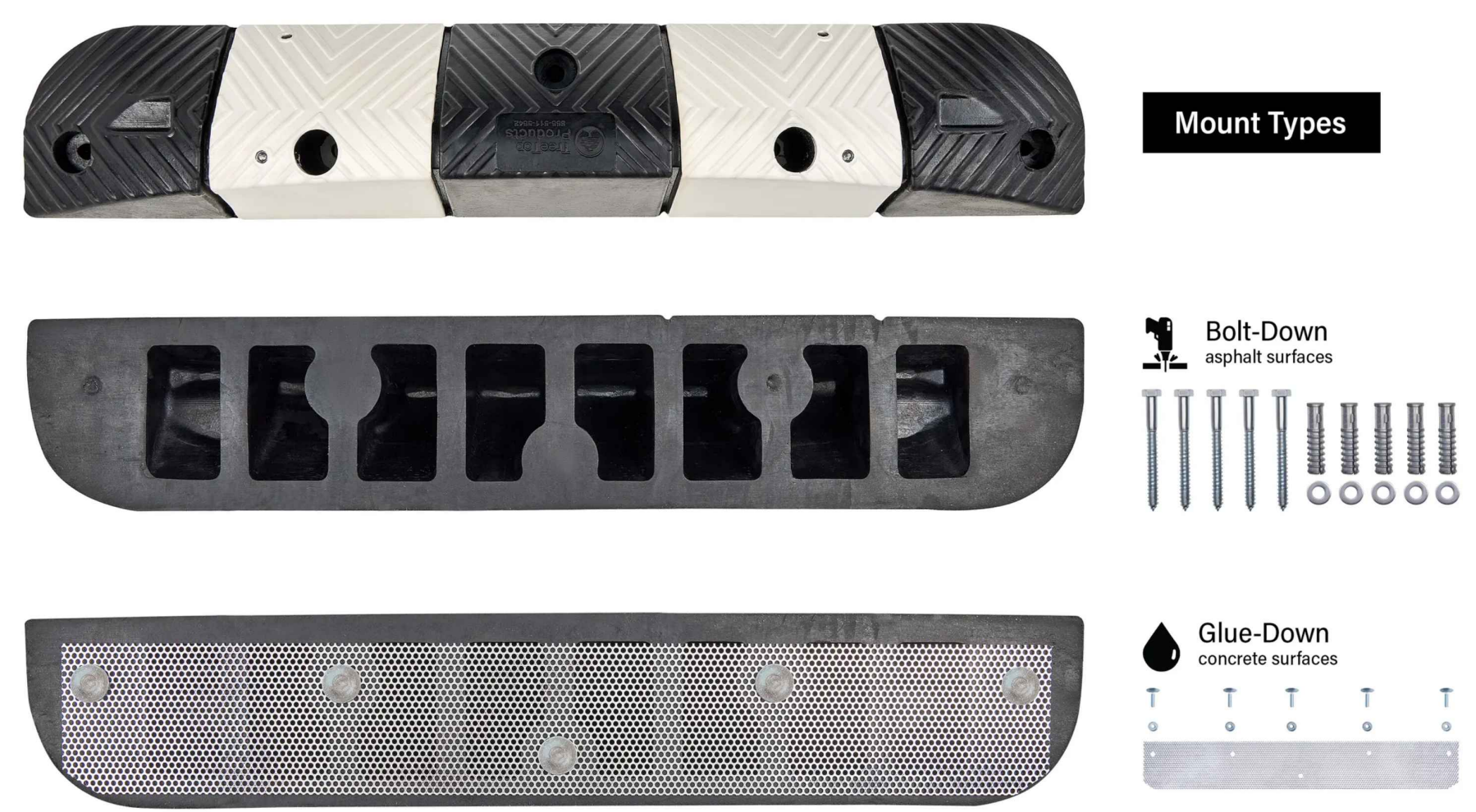
WASHINGTON ST

VARIABLE WIDTH PUBLIC RIGHT-OF-WAY
 ASPHALT PAVED ROADWAY
 SPEED LIMIT: 25 MPH

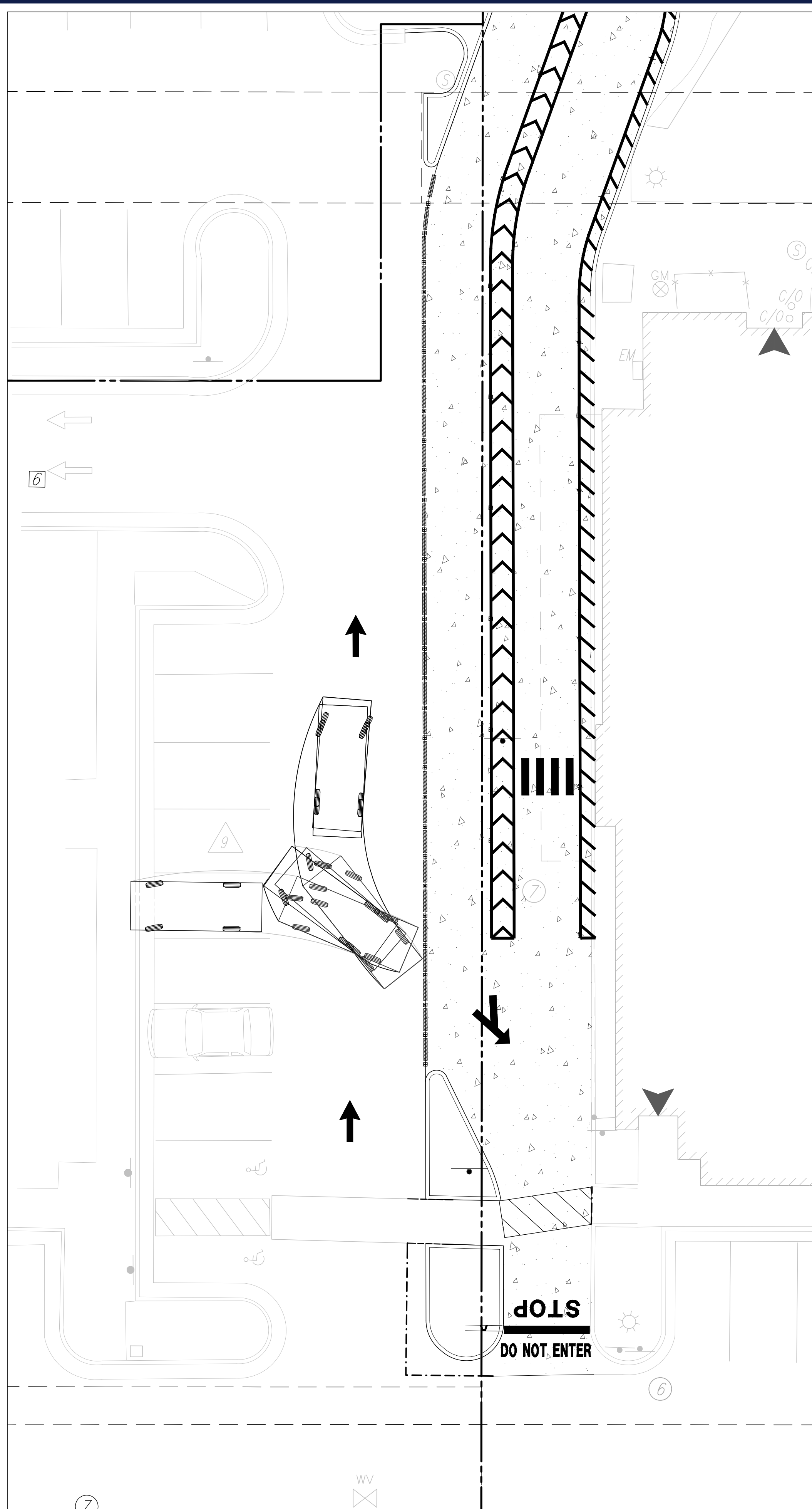
NO ACCESS, VDOT PLAN #0066-076-074, PE101,C501, RW201, B678, B686 TRAFFIC



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BIKE LANE DELINEATOR DETAIL
NOT TO SCALE



VEHICLE REVERSE MOVEMENT
NOT TO SCALE

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SITE CIVIL AND CONSULTING ENGINEERING
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 VA@BohlerEng.com

KATHERINE ROBERTS
 Lic. No. 0402060193
 05/02/2024
 PROFESSIONAL ENGINEER

SHEET TITLE:
VEHICLE MOVEMENT PLAN

SHEET NUMBER:
3

REVISION 1 - 05/02/2024

May 3rd, 2024
Via Hand Delivery

Town of Haymarket
Planning & Zoning
15000 Washington Street
Haymarket, VA 20169
(703) 753-2600

Attn: Thomas Britt

Re: Description of Activities
Chick-fil-A Haymarket
15180 Washington Street
Haymarket, VA 20169
Prince William County
BE # VAB230141.00

Dear Mr. Britt:

The proposed use of the subject site is unchanged. In the existing condition, the subject site has a +/- 4,904 square foot Chick-fil-A restaurant with a drive-thru and associated parking. The existing drive-thru has a two-lane entrance which tapers to one lane after the meal order point at the northwest corner of the existing building. This Special Use Permit application proposes to revise the lease lines to extend the two-lane drive-thru through the order pick-up window. The drive-thru is proposed to taper down to one lane at the exit point. The hours of operation and type of clientele will remain the same. A traffic memo has been included with this application package which indicates the number of anticipated vehicles, which will remain unchanged from the existing condition as the restaurant is not increasing in size.

The Applicant has worked with the landlord and adjacent user, Virginia National Bank, to adjust the lease lines for Chick-fil-A and Virginia National Bank. Per the attached letter, Virginia National Bank has reviewed the proposed improvements to the Chick-fil-A lease area and has approved the changes and indicated that the improvements will not adversely affect the use of the bank nor dental properties or their business operations. The Applicant is proposing the dual drive-thru lane to increase queuing capacity and allow for improved efficiency of food delivery operations.



28 Blackwell Park Lane, Suite 201
Warrenton, VA 20186
o. 540.349.4500

Should you have any questions regarding this project or require additional information, please do not hesitate to contact me at (540) 349-4500.

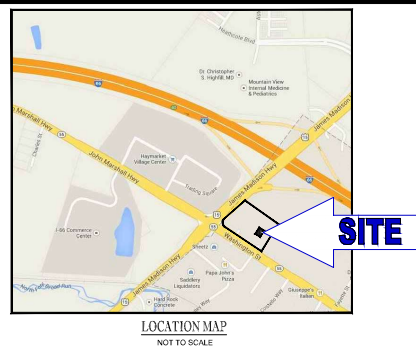
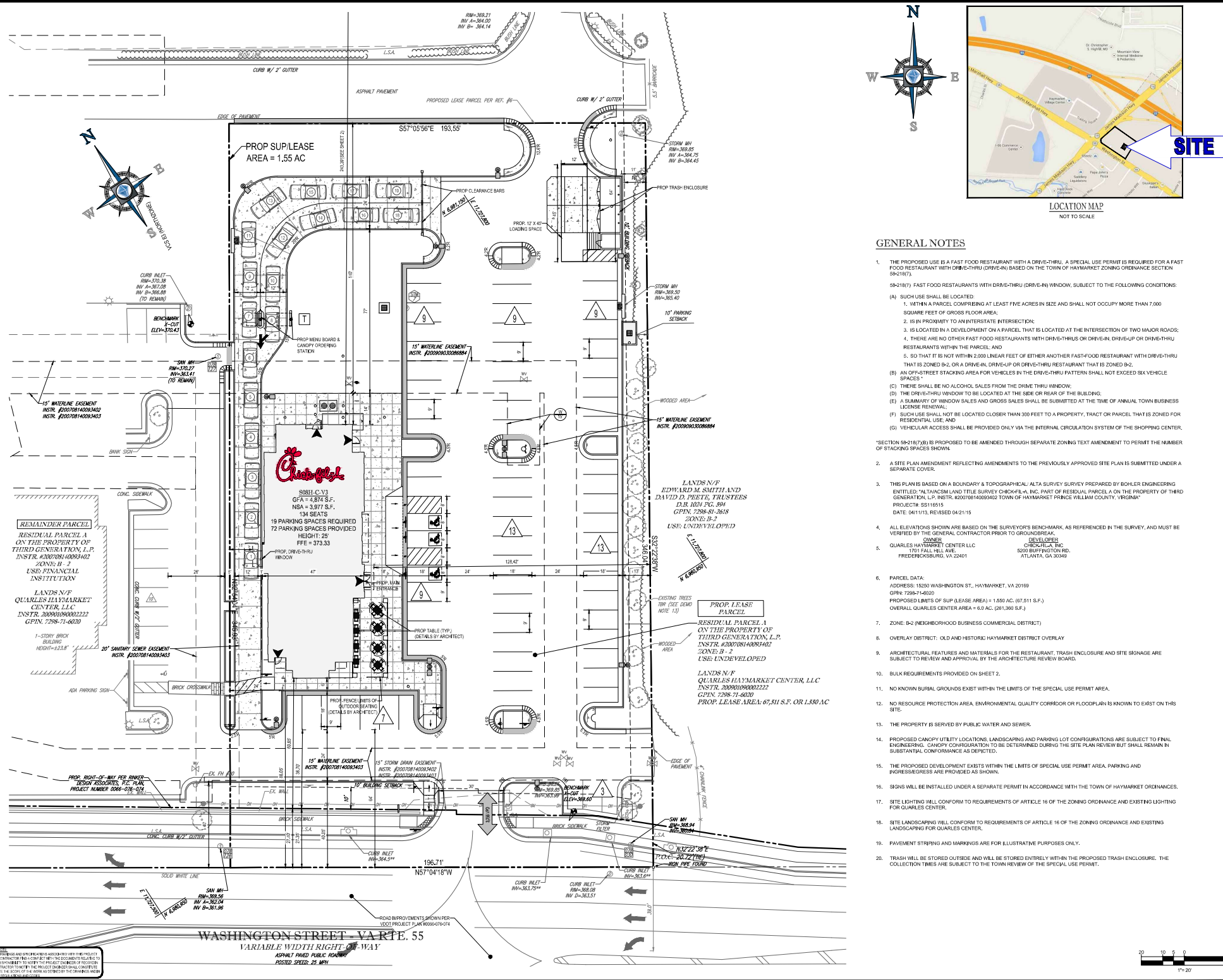
Sincerely,

Bohler Engineering VA, LLC

A handwritten signature in black ink, appearing to read "K Roberts".

Katherine Roberts, P.E.

KR/tk
H:\2023\VAB230141.00\Admin\Letters\240503 SUP Narrative Description of Activity.doc



Section III, Item 3.

BOHLER ENGINEERING

CIVIL & CONSULTING ENGINEERS
SURVEYORS
PROJECT MANAGERS
ENVIRONMENTAL CONSULTANTS
LANDSCAPE ARCHITECTS

GENERAL NOTES

- THE PROPOSED USE IS A FAST FOOD RESTAURANT WITH A DRIVE-THRU. A SPECIAL USE PERMIT IS REQUIRED FOR A FAST FOOD RESTAURANT WITH DRIVE-THRU (DRIVE-IN BASED ON THE TOWN OF HAYMARKET ZONING ORDINANCE SECTION 58-2187).
- FAST FOOD RESTAURANTS WITH DRIVE-THRU (DRIVE-IN WINDOW), SUBJECT TO THE FOLLOWING CONDITIONS:
 - SUCH USE SHALL BE LOCATED:
 - WITHIN A PARCEL COMPRISING AT LEAST FIVE ACRES IN SIZE AND SHALL NOT OCCUPY MORE THAN 7,000 SQUARE FEET OF GROSS FLOOR AREA;
 - IS IN PROXIMITY TO AN INTERSTATE INTERSECTION;
 - IS LOCATED IN A DEVELOPMENT ON A PARCEL THAT IS LOCATED AT THE INTERSECTION OF TWO MAJOR ROADS;
 - THERE ARE NO OTHER FAST FOOD RESTAURANTS WITH DRIVE-THRU OR DRIVE-IN, DRIVE-UP OR DRIVE-THRU RESTAURANTS WITHIN THE PARCEL; AND
 - SO THAT IT IS NOT WITHIN 2,000 LINEAR FEET OF EITHER ANOTHER FAST-FOOD RESTAURANT WITH DRIVE-THRU THAT IS ZONED B-2, OR A DRIVE-IN, DRIVE-UP OR DRIVE-THRU RESTAURANT THAT IS ZONED B-2.
 - AN OFF-STREET STACKING AREA FOR VEHICLES IN THE DRIVE-THRU PATTERN SHALL NOT EXCEED SIX VEHICLE SPACES.
 - THERE SHALL BE NO ALCOHOL SALES FROM THE DRIVE THRU WINDOW.
 - THE DRIVE-THRU WINDOW SHALL BE LOCATED AT THE SIDE OR REAR OF THE BUILDING.
 - A SUMMARY OF WINDOW SALES AND GROSS SALES SHALL BE SUBMITTED AT THE TIME OF ANNUAL TOWN BUSINESS LICENSE RENEWAL.
 - SUCH USE SHALL NOT BE LOCATED CLOSER THAN 300 FEET TO A PROPERTY, TRACT OR PARCEL THAT IS ZONED FOR RESIDENTIAL USE AND
 - VEHICULAR ACCESS SHALL BE PROVIDED ONLY VIA THE INTERNAL CIRCULATION SYSTEM OF THE SHOPPING CENTER.
- "SECTION 58-2187(B) IS PROPOSED TO BE AMENDED THROUGH SEPARATE ZONING TEXT AMENDMENT TO PERMIT THE NUMBER OF STACKING SPACES SHOWN.
- A SITE PLAN AMENDMENT REFLECTING AMENDMENTS TO THE PREVIOUSLY APPROVED SITE PLAN IS SUBMITTED UNDER A SEPARATE COVER.
- THIS PLAN IS BASED ON A BOUNDARY & TOPOGRAPHICAL ALTA SURVEY SURVEY PREPARED BY BOHLER ENGINEERING ENTITLED "ALTA SURVEY AND TITLE SURVEY CHICK-FIL-A, INC. PART OF RESIDUAL PARCEL A ON THE PROPERTY OF THIRD GENERATION L.P." INSTR. #200708140083402 ZONE: B-2 USE: UNDEVELOPED DATE: 04/11/13, REVISED 04/21/15.
- ALL ELEVATIONS SHOWN ARE BASED ON THE SURVEYOR'S BENCHMARK, AS REFERENCED IN THE SURVEY, AND MUST BE VERIFIED BY THE GENERAL CONTRACTOR PRIOR TO GROUND BREAK.
- QUARLES HAYMARKET CENTER LLC DEVELOPER
FREDERICKSBURG, VA 22401
CHICK-FIL-A, INC.
8000 BUNTINGTON RD.
ATLANTA, GA 30349
- PARCEL DATA:
ADDRESS: 15250 WASHINGTON ST., HAYMARKET, VA 20169
GPN: 7298-71-6020
PROPOSED LIMITS OF SUP (LEASE AREA) = 1.550 AC. (67,511 S.F.)
OVERALL QUARLES CENTER AREA = 6.8 AC. (291,390 S.F.)
- ZONE: B-2 (NEIGHBORHOOD BUSINESS COMMERCIAL DISTRICT)
- OVERLAY DISTRICT: OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY
- ARCHITECTURAL FEATURES AND MATERIALS FOR THE RESTAURANT, TRASH ENCLOSURE AND SITE SIGNAGE ARE SUBJECT TO REVIEW AND APPROVAL BY THE ARCHITECTURE REVIEW BOARD.
- BULK REQUIREMENTS PROVIDED ON SHEET 2.
- NO KNOWN BURIAL GROUNDS EXIST WITHIN THE LIMITS OF THE SPECIAL USE PERMIT AREA.
- NO RESOURCE PROTECTION AREA, ENVIRONMENTAL QUALITY CORRIDOR OR FLOODPLAIN IS KNOWN TO EXIST ON THIS SITE.
- THE PROPERTY IS SERVED BY PUBLIC WATER AND SEWER.
- PROPOSED CANOPY UTILITY LOCATIONS, LANDSCAPING AND PARKING LOT CONFIGURATIONS ARE SUBJECT TO FINAL ENGINEERING. CANOPY CONFIGURATION TO BE DETERMINED DURING THE SITE PLAN REVIEW BUT SHALL REMAIN IN SUBSTANTIAL CONFORMANCE AS SPECIFIED.
- THE PROPOSED DEVELOPMENT EXISTS WITHIN THE LIMITS OF SPECIAL USE PERMIT AREA, PARKING AND INGRESS/EGRESS ARE PROVIDED AS SHOWN.
- SIGNS WILL BE INSTALLED UNDER A SEPARATE PERMIT IN ACCORDANCE WITH THE TOWN OF HAYMARKET ORDINANCES.
- SITE LIGHTING WILL CONFORM TO REQUIREMENTS OF ARTICLE 16 OF THE ZONING ORDINANCE AND EXISTING LIGHTING FOR QUARLES CENTER.
- SITE LANDSCAPING WILL CONFORM TO REQUIREMENTS OF ARTICLE 16 OF THE ZONING ORDINANCE AND EXISTING LANDSCAPING FOR QUARLES CENTER.
- PAVEMENT STRIPING AND MARKINGS ARE FOR ILLUSTRATIVE PURPOSES ONLY.
- TRASH WILL BE STORED OUTSIDE AND WILL BE STORED ENTIRELY WITHIN THE PROPOSED TRASH ENCLOSURE. THE COLLECTION TIMES ARE SUBJECT TO THE TOWN REVIEW OF THE SPECIAL USE PERMIT.

REVISIONS

REV	DATE	COMMENT	BY
1	03/05/14	REV. PER TOWN COMMENTS	PJC
2	06/05/14	REV. PER TOWN COMMENTS	PJC
3	08/29/14	REV. PER TOWN COMMENTS	KML
4	08/05/15	REV. PER LAYOUT CHANGE	IPS
5	01/14/15	REV. PER TOWN COMMENTS	CLY

NOT APPROVED FOR CONSTRUCTION

PROJECT No: S1191515
DRAWN BY: PJC
CHECKED BY: KFS
DATE: 12/19/13
SCALE: 1" = 20'
JOB ID: 355

SPECIAL USE PERMIT

FOR
CHICK-FIL-A

LOCATION OF SITE
15250 WASHINGTON STREET
TOWN OF HAYMARKET, VA
STORE #3197

BOHLER ENGINEERING

22636 DAVIS DRIVE, SUITE 250
STERLING, VIRGINIA 20164
Phone: (703) 709-9500
Fax: (703) 709-9501
www.BohlerEngineering.com

KEITH SIMPSON
Lic. No. 040819
9/22/15

SHEET TITLE:
SKETCH PLAN

SHEET NUMBER:
1 OF 3

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ALL UTILITIES AND CONDITIONS ASSOCIATED WITH THIS PROJECT. WHEN CONSTRUCTION BEGINS, THE CONTRACTOR SHALL VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES AND CONDITIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE TOWN OF HAYMARKET. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE TOWN OF HAYMARKET. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE TOWN OF HAYMARKET.





GENERAL NOTES:

- THIS PLAN IS BASED ON THE FOLLOWING:
 - ALTANSPS LAND TITLE SURVEY - "CHICK-FIL-A, INC."
 - 15180 WASHINGTON STREET
 - GAINESVILLE MAGISTERIAL DISTRICT
 - PRINCE WILLIAM COUNTY, VIRGINIA
 - PREPARED BY: BOHLER ENGINEERING
 - BE# VAB230141.00
 - DATED: 08/10/2023
- DEVELOPER:
 - CHICK-FIL-A
 - 5200 BUFFINGTON ROAD
 - ATLANTA, GA 30349-2988
 - CONTACT: CHAD BAKER
 - PHONE: (404) 309-8301
- GPIN: 7298-71-6403.01
- SITE AREA = 2.0903 AC
- OFFSITE AREA: 2,000 SF (0.046 AC)
- SUP AREA: 2.1363 AC
- ZONING: BUSINESS COMMERCIAL DISTRICT (B-2)
- OVERLAY DISTRICT: OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY
- BULK REQUIREMENTS

	ALLOWED	REQUIRED	PROVIDED (SUPPLEMENT AREA)	PROVIDED (QUARLES CENTER)
A. MIN LOT AREA			1.436 AC	6.00 AC
B. BUILDING AREA			4,874 SF (UNCHANGED)	N/A
C. MIN. PARKING SETBACK				
FRONT SETBACK (WASHINGTON STREET)	10'	60.9' (UNCHANGED)	21.56' (UNCHANGED)	
REAR SETBACK (VACANT LOT)	NONE	140.2' (UNCHANGED)	N/A	
SIDE SETBACK (VACANT LOT)	10'	132.5' (UNCHANGED)	11' (UNCHANGED)	
SIDE SETBACK (BANK)	NONE	16.2' (UNCHANGED)	N/A	
D. PARKING REQUIREMENTS				
PARKING REQUIREMENT:				
1 SPACE/100 SF OF GROSS FLOOR AREA (BUSINESS FLOOR SPACE IS 75% OF GFA: 0.75 X 4,874 = 3,656 SF)	50	69 (UNCHANGED)		
ADA REQUIREMENT: (1 FOR EACH 25 TOTAL SPACES)	2	3 (UNCHANGED)		
E. MIN. PARKING SPACE DIMENSIONS	9' X 18'	9' X 18' (UNCHANGED)		
F. BUILDING HEIGHT	35'	±25'		
G. NUMBER OF STORIES	N/A	1		

- NO KNOWN BURIAL GROUNDS EXIST WITHIN THE LIMITS OF THE SPECIAL USE PERMIT AREA.
- NO RESOURCE PROTECTION AREA, ENVIRONMENTAL QUALITY CORRIDOR OR FLOODPLAIN IS KNOWN TO EXIST ON THIS SITE.
- THE PROPERTY IS SERVED BY PUBLIC WATER AND SEWER.
- THE PROPOSED DEVELOPMENT EXISTS WITHIN THE LIMITS OF SPECIAL USE PERMIT AREA. PARKING AND INGRESS/EGRESS ARE PROVIDED AS SHOWN.
- SIGNS WILL BE INSTALLED UNDER A SEPARATE PERMIT IN ACCORDANCE WITH THE TOWN OF HAYMARKET ORDINANCES.
- SITE LIGHTING WILL CONFORM TO REQUIREMENTS OF ARTICLE 16 OF THE ZONING ORDINANCE AND EXISTING LIGHTING FOR QUARLES CENTER.
- PAVEMENT STRIPING AND MARKINGS ARE FOR ILLUSTRATIVE PURPOSES ONLY.
- TRASH WILL BE STORED OUTSIDE. THE COLLECTION TIMES ARE SUBJECT TO THE TOWN REVIEW OF THE SPECIAL USE PERMIT.

REVISIONS

REV	DATE	COMMENT	DRAWN BY	CHECKED BY



IT'S FAST. IT'S FREE. IT'S THE LAW.

NOT APPROVED FOR CONSTRUCTION

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PROJECT No.: VAB230141.00
 DRAWN BY: TAL
 CHECKED BY: KSR
 DATE: 01/26/2024
 CAD ID: SUP-0

PROJECT:

EXHIBIT #2



STORE #3197
PROPOSED DEVELOPMENT

15180 WASHINGTON STREET
TOWN OF HAYMARKET, VA

BOHLER //

28 BLACKWELL PARK LANE, SUITE 201
 WARRENTON, VIRGINIA 20186
 Phone: (540) 349-4500
 Fax: (540) 349-0321
 VA@BohlerEng.com

SHEET TITLE:

EXHIBIT #2

SHEET NUMBER:

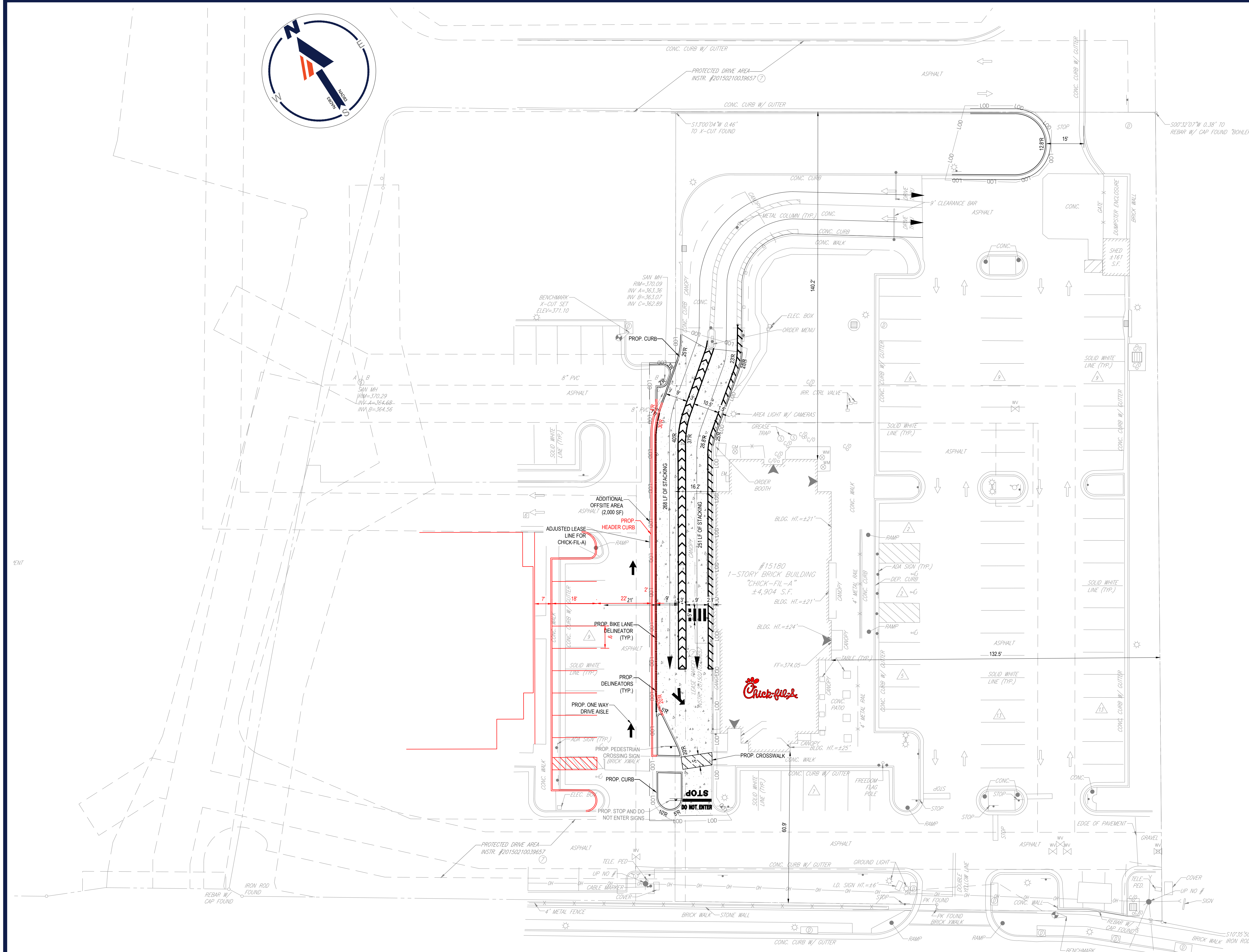
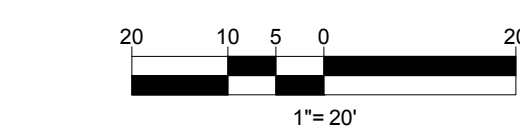
1 OF 1

ORG. DATE - 01/26/2024

LEGEND:

LOD LIMITS OF DISTURBANCE

FUNCTIONAL CLASSIFICATION:
 WASHINGTON STREET: 25 MPH DESIGN SPEED



WASHINGTON ST

VARIABLE WIDTH PUBLIC RIGHT-OF-WAY
 ASPHALT PAVED ROADWAY
 SPEED LIMIT: 25 MPH

(NO ACCESS, VDOT PLAN #0066-076-074, PE101,C501, RW201, B67B, B686 TRAFFIC)



GENERAL NOTES:

- THIS PLAN IS BASED ON THE FOLLOWING:
 - ALTANSPS LAND TITLE SURVEY - "CHICK-FIL-A, INC."
 - 15180 WASHINGTON STREET
 - GAINESVILLE MAGISTERIAL DISTRICT
 - PRINCE WILLIAM COUNTY, VIRGINIA
 - PREPARED BY: BOHLER ENGINEERING
 - BE# VAB230141.00
 - DATED: 08/10/2023
- DEVELOPER:
 - CHICK-FIL-A
 - 5200 BUFFINGTON ROAD
 - ATLANTA, GA 30349-2988
 - CONTACT: CHAD BAKER
 - PHONE: (404) 309-8301
- GPIN: 7298-71-6403.01
- SITE AREA = 2.0903 AC
- OFFSITE AREA: 2,000 SF (0.046 AC)
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C. MIN. PARKING SETBACK				
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REAR SETBACK (VACANT LOT)	NONE	140.2' (UNCHANGED)	N/A	
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D. PARKING REQUIREMENTS				
PARKING REQUIREMENT:				
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F. BUILDING HEIGHT	35'	±25'		
G. NUMBER OF STORIES	N/A	1		

REVISIONS

REV	DATE	COMMENT	DRAWN BY	CHECKED BY



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PROJECT No.: VAB230141.00
 DRAWN BY: TAL
 CHECKED BY: KSR
 DATE: 01/26/2024
 CAD ID: SUP - 0

PROJECT:

EXHIBIT #3



STORE #3197
PROPOSED DEVELOPMENT

15180 WASHINGTON STREET
TOWN OF HAYMARKET, VA

BOHLER

28 BLACKWELL PARK LANE, SUITE 201
 WARRENTON, VIRGINIA 20186
 Phone: (540) 349-4500
 Fax: (540) 349-0321
 VA@BohlerEng.com

SHEET TITLE:

EXHIBIT #3

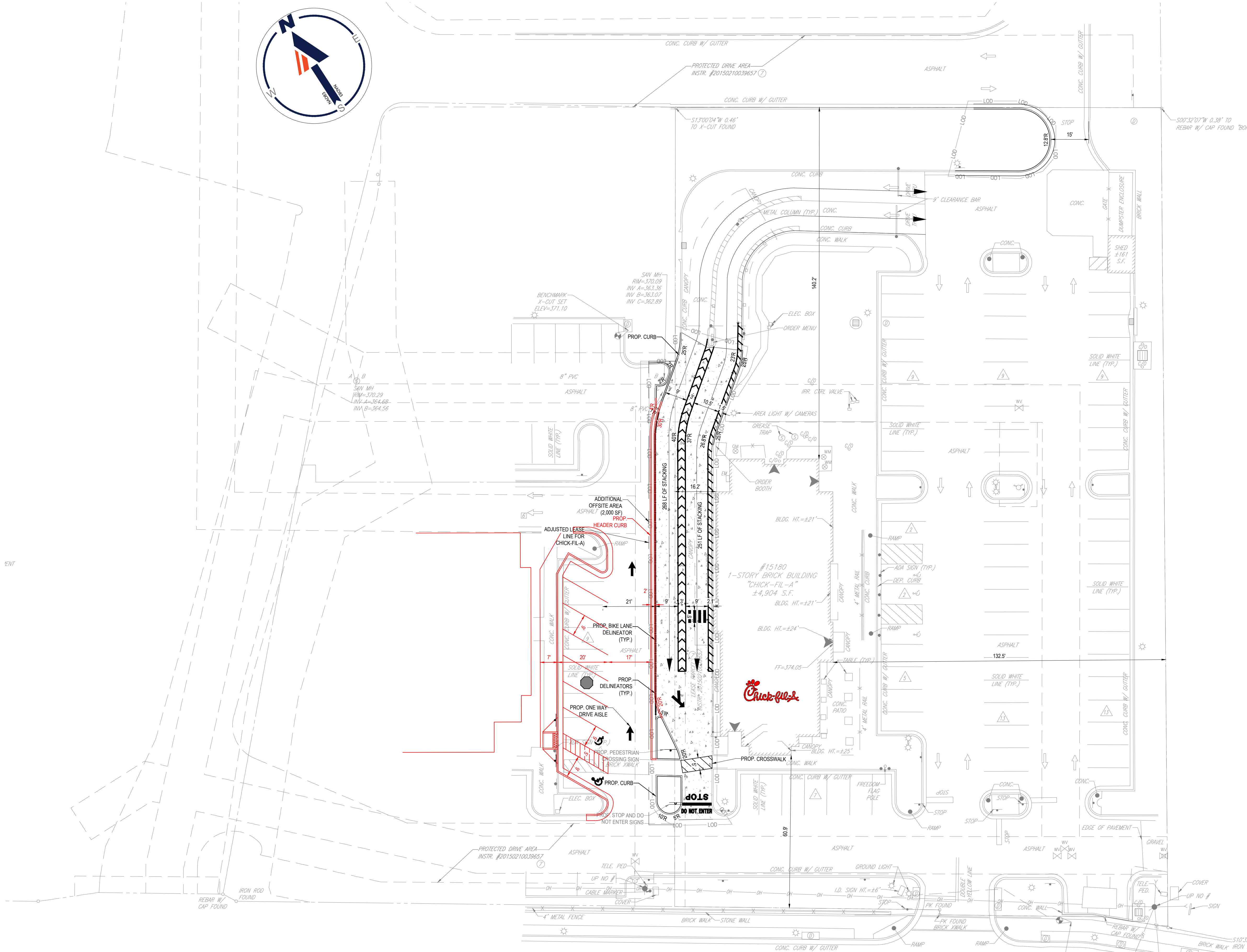
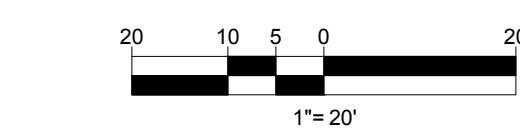
SHEET NUMBER:

1 OF 1

ORG. DATE - 01/26/2024

LEGEND:
LOD LIMITS OF DISTURBANCE

FUNCTIONAL CLASSIFICATION:
WASHINGTON STREET: 25 MPH DESIGN SPEED



WASHINGTON ST

VARIABLE WIDTH PUBLIC RIGHT-OF-WAY
 ASPHALT PAVED ROADWAY
 SPEED LIMIT: 25 MPH
 (NO ACCESS, VDOT PLAN #0066-076-074, PE101,C501, RW201, B67B, B686 TRAFFIC)



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 - BULK REQUIREMENTS
- | | ALLOWED | REQUIRED | PROVIDED
(SUPPLEMENT AREA) | PROVIDED
(QUARLES CENTER) |
|--|----------|----------------------|-------------------------------|------------------------------|
| A. MIN LOT AREA | | | 1,436 AC | 6.00 AC |
| B. BUILDING AREA | | | 4,874 SF (UNCHANGED) | N/A |
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(BUSINESS FLOOR SPACE IS 75% OF
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TOTAL SPACES) | 2 | 3 (UNCHANGED) | | |
| E. MIN. PARKING SPACE DIMENSIONS | 9' X 18' | 9' X 18' (UNCHANGED) | | |
| F. BUILDING HEIGHT | 35' | ±25' | | |
| G. NUMBER OF STORIES | N/A | 1 | | |
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REVISIONS

REV	DATE	COMMENT	DRAWN BY	CHECKED BY



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NOT APPROVED FOR CONSTRUCTION

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PROJECT No.: VAB230141.00
 DRAWN BY: TAL
 CHECKED BY: KSR
 DATE: 01/26/2024
 CAD ID: SUP - 0

PROJECT:

EXHIBIT #3

FOR

STORE #3197
PROPOSED DEVELOPMENT

15180 WASHINGTON STREET
TOWN OF HAYMARKET, VA

BOHLER //

28 BLACKWELL PARK LANE, SUITE 201
 WARRENTON, VIRGINIA 20186
 Phone: (540) 349-4500
 Fax: (540) 349-0321
 VA@BohlerEng.com

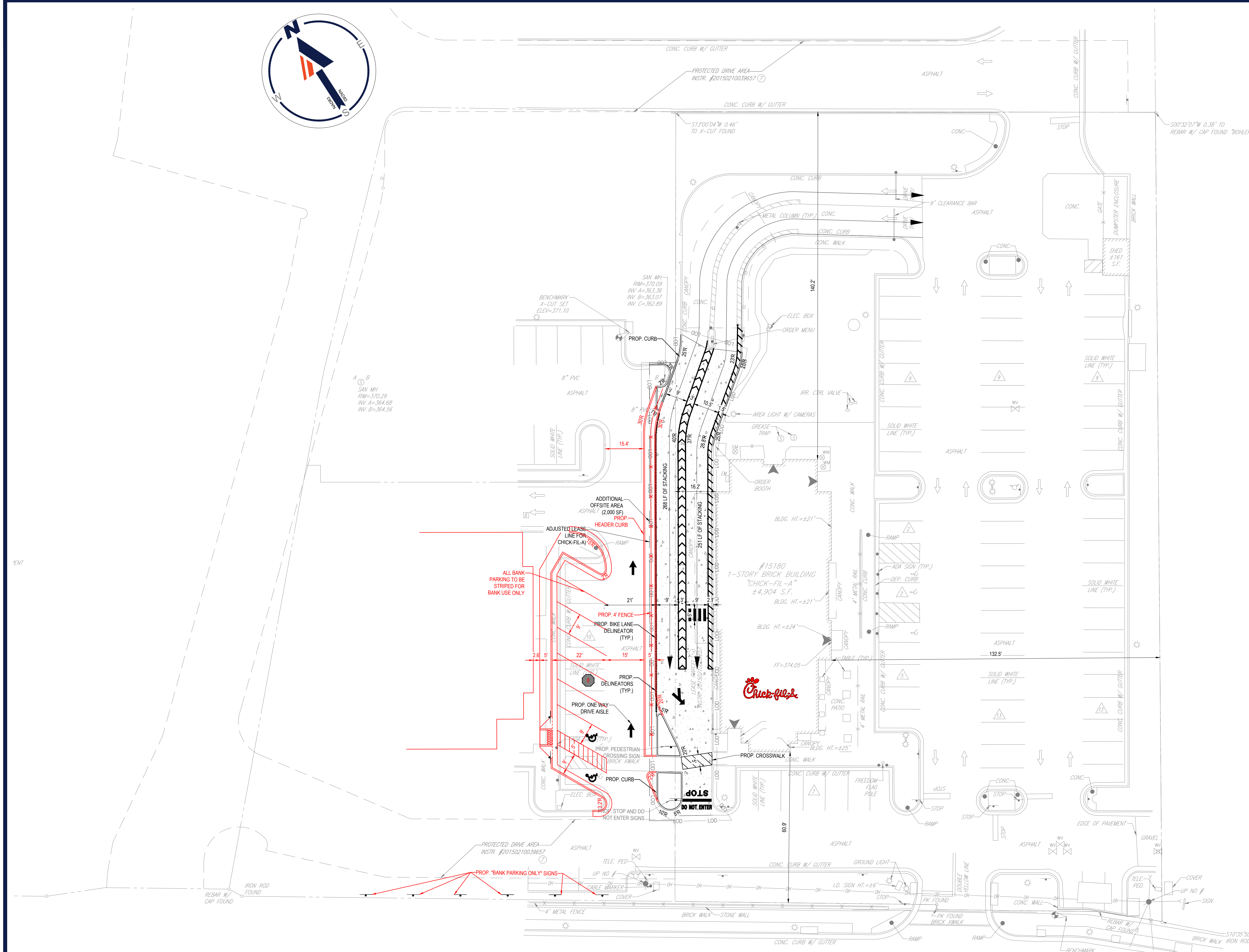
SHEET TITLE:

EXHIBIT #6

SHEET NUMBER:

1 OF 2

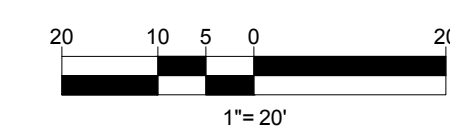
ORG. DATE - 01/26/2024



LEGEND:

— LOD — LIMITS OF DISTURBANCE

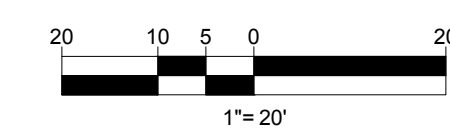
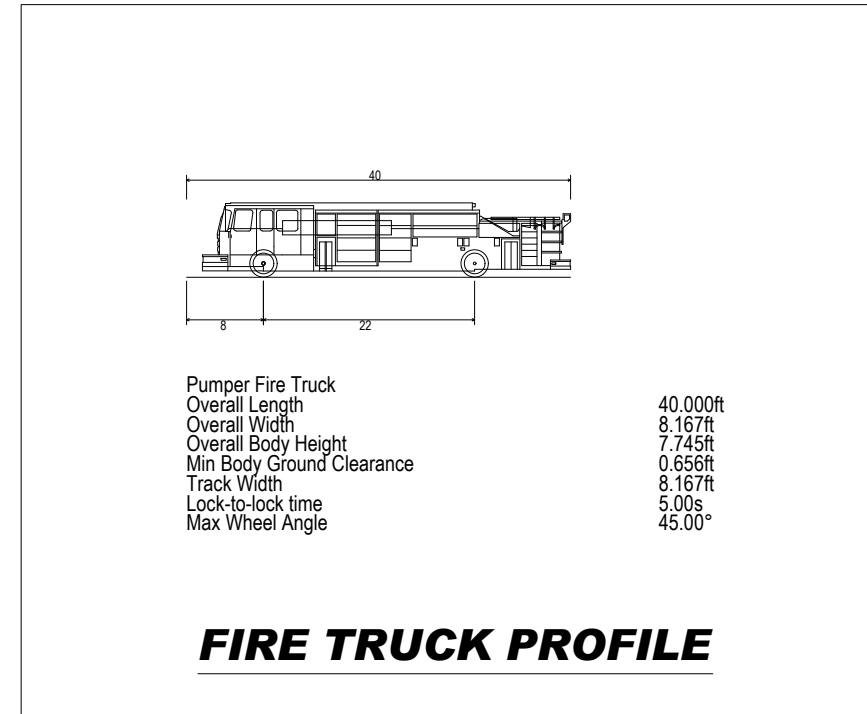
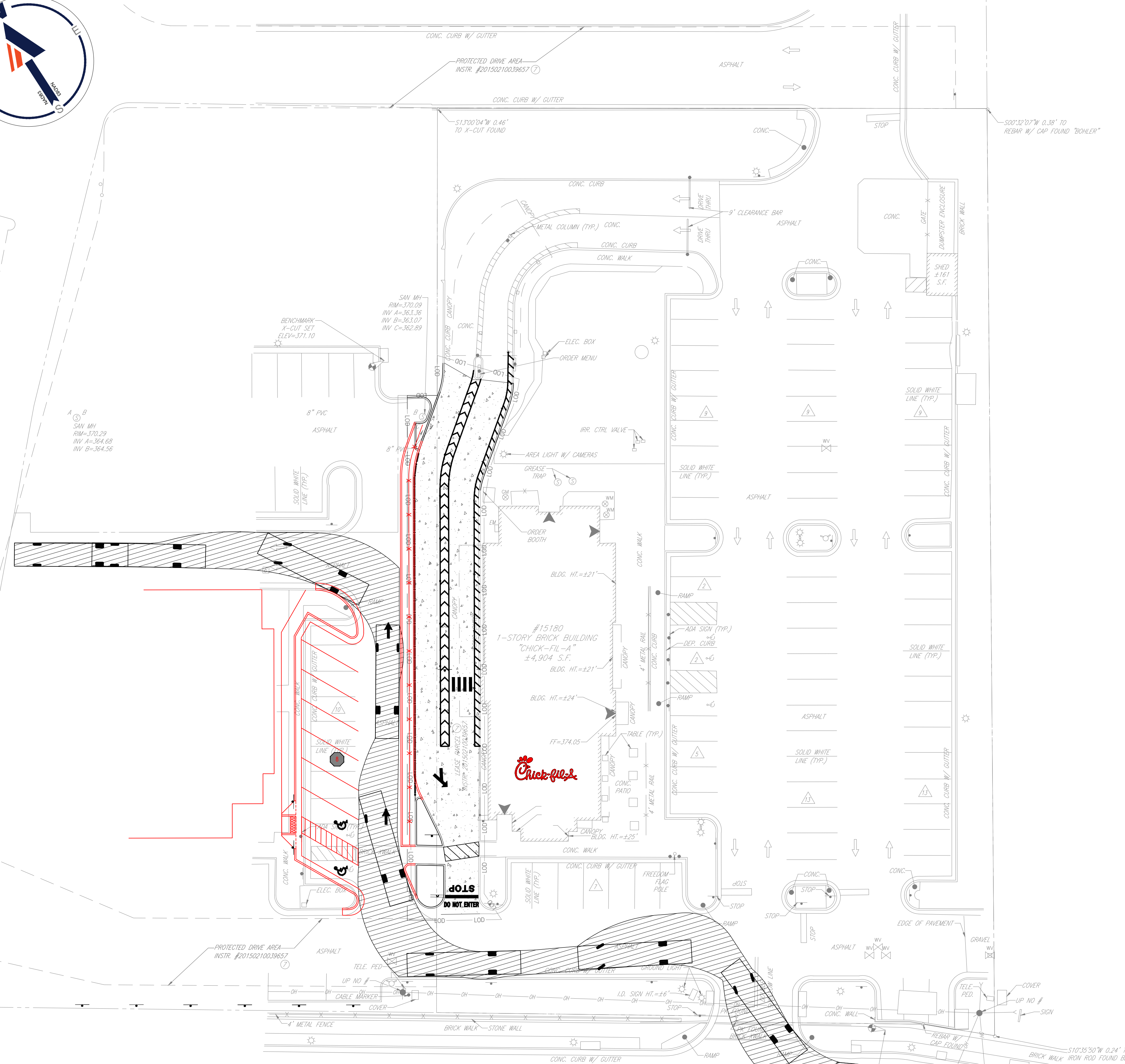
FUNCTIONAL CLASSIFICATION:
 WASHINGTON STREET: 25 MPH DESIGN SPEED



WASHINGTON ST

VARIABLE WIDTH PUBLIC RIGHT-OF-WAY
 ASPHALT PAVED ROADWAY
 SPEED LIMIT: 25 MPH

NO ACCESS, VDOT PLAN #0066-076-074, PE101,C501, RW201, B67B, B686 TRAFFIC



BOHLER
 SITE CIVIL AND CONSULTING ENGINEERING
 PROGRAM MANAGEMENT
 LANDSCAPE ARCHITECTURE
 SUSTAINABLE DESIGN
 PERMITTING SERVICES
 TRANSPORTATION SERVICES

REVISIONS

REV	DATE	COMMENT	DRAWN BY	CHECKED BY

811
 Know what's below.
 Call before you dig.
 ALWAYS CALL 811
 It's fast. It's free. It's the law.

NOT APPROVED FOR CONSTRUCTION

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PROJECT No.: VAB230141.00
 DRAWN BY: TAL
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EXHIBIT #3

FOR

STORE #3197
 PROPOSED DEVELOPMENT

15180 WASHINGTON STREET
 TOWN OF HAYMARKET, VA

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 Fax: (540) 349-0321
 VA@BohlerEng.com

SHEET TITLE:
EXHIBIT #6

SHEET NUMBER:
2 OF 2

ORG. DATE - 01/26/2024

H:\2023\VA\230141\00\CAD\DRAWINGS\EXHIBITS\EXHIBIT3\ITEM3\LAYOUT_2_SUP.rvt
 1/26/2024 10:58:11 AM
 1/26/2024 10:58:11 AM



REVISIONS				
REV	DATE	COMMENT	CHECKED BY	DRAWN BY
1	05/02/2024	PER TOWN COMMENTS	MEG	KSR



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PROJECT No.: VAB230141.00
 DRAWN BY: TAL
 CHECKED BY: KSR
 DATE: 01/26/2024
 CAD ID:

PROJECT:

SPECIAL USE PERMIT

FOR

STORE #3197
 PROPOSED DEVELOPMENT

15180 WASHINGTON STREET
 TOWN OF HAYMARKET, VA

BOHLER

28 BLACKWELL PARK LANE, SUITE 201
 WARRENTON, VIRGINIA 20186
 Phone: (540) 349-4500
 Fax: (540) 349-0321
 VA@BohlerEng.com



SHEET TITLE:

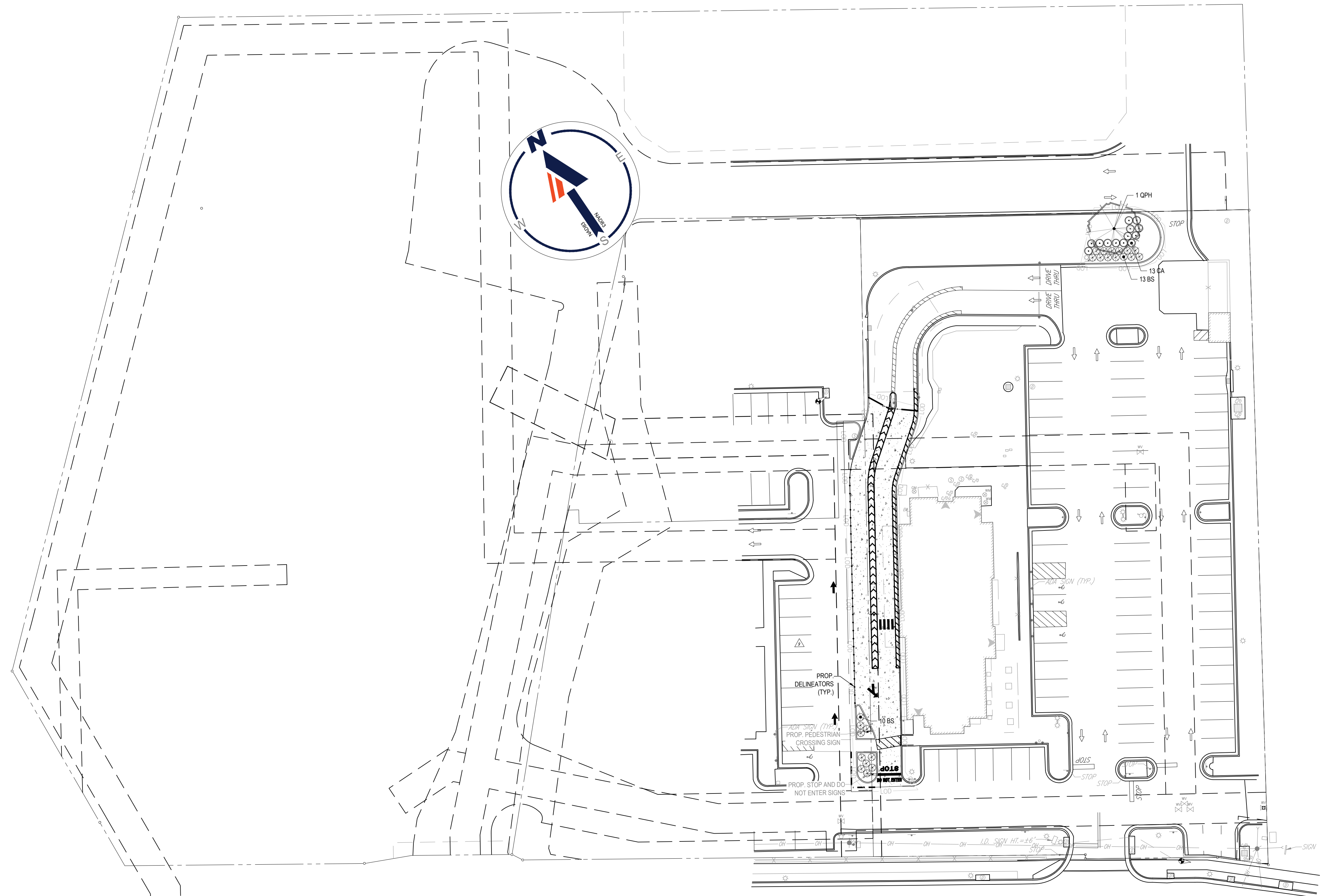
SPECIAL USE PERMIT PLAN

SHEET NUMBER:

1

REVISION 1 - 05/02/2024

JAMES MADISON HIGHWAY

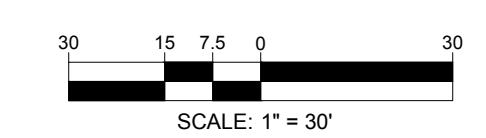


WASHINGTON ST
 PUBLIC UTILITY PUBLIC RIGHT-OF-WAY
 ASPHALT PAVED ROADWAY
 SPEED LIMIT: 25 MPH
 VDOT PLAN #0066-076-074, PE101,C501, RW201, B678, B686

LANDSCAPE SCHEDULE

SYM.	KEY	QTY.	BOTANICAL NAME	COMMON NAME	CAL.	CONT.
○	OPH	1	QUERCUS PHELLOS	WILLOW OAK	2.5' CAL.	B+B
SUBTOTAL:		1				
○	CA	13	CLETHRA ALNIFOLIA	SUMMERSWEET CLETHRA	24-30"	#3 CAN
SUBTOTAL:		13				
○	BS	23	BUXUS SEMPERVIRENS	COMMON BOXWOOD	24-30"	#3 CAN
SUBTOTAL:		23				

ALL PLANTINGS REMOVED OR DAMAGED WITHIN LIMITS OF DISTURBANCE TO BE REPLACED IN KIND WITH EQUIVALENT PLANTINGS. SHOULD THERE BE ANY ADDITIONAL PLANTINGS DISTURBED ON SITE BEYOND THIS SCHEDULE THEN ADDITIONAL PLANTINGS SHALL BE PLANTED IN KIND AS WELL.





11220 Assett Loop
Suite 202,
Manassas, VA 20109
703-365-9262
WellsandAssociates.com

TO: Thomas Britt, Town Planner
Emily Kyriazi, Zoning Administrator

FROM: Lester Adkins, P.E., PTOE, PTP

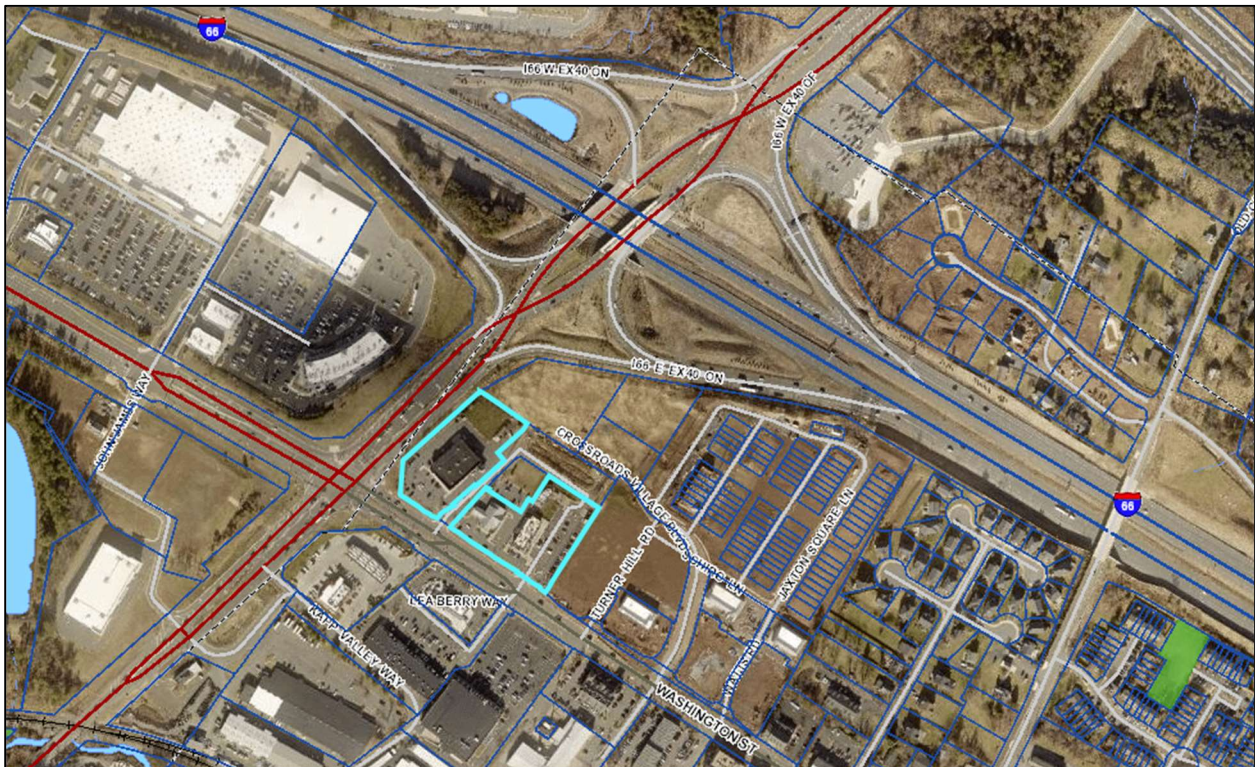
RE: Chick-fil-A Haymarket – Special Use Permit
Town of Haymarket, Virginia

DATE: May 1, 2024

Introduction

This memorandum provides a traffic impact analysis completed for the Chick-fil-A Special Use Permit (SUP) application in the Town of Haymarket, Virginia. Chick-fil-A proposes to extend the dual-drive through lane at the existing Chick-fil-A restaurant located at 15180 Washington Street. Specifically, the application site is identified as parcel GPIN 7298-71-6403.01 (part) and is located south of I-66, east of James Madison Highway (Route 15), north of Washington Street (Route 55) and west of Turner Hill Road shown in Figure 1.

Figure 1 - Site Location



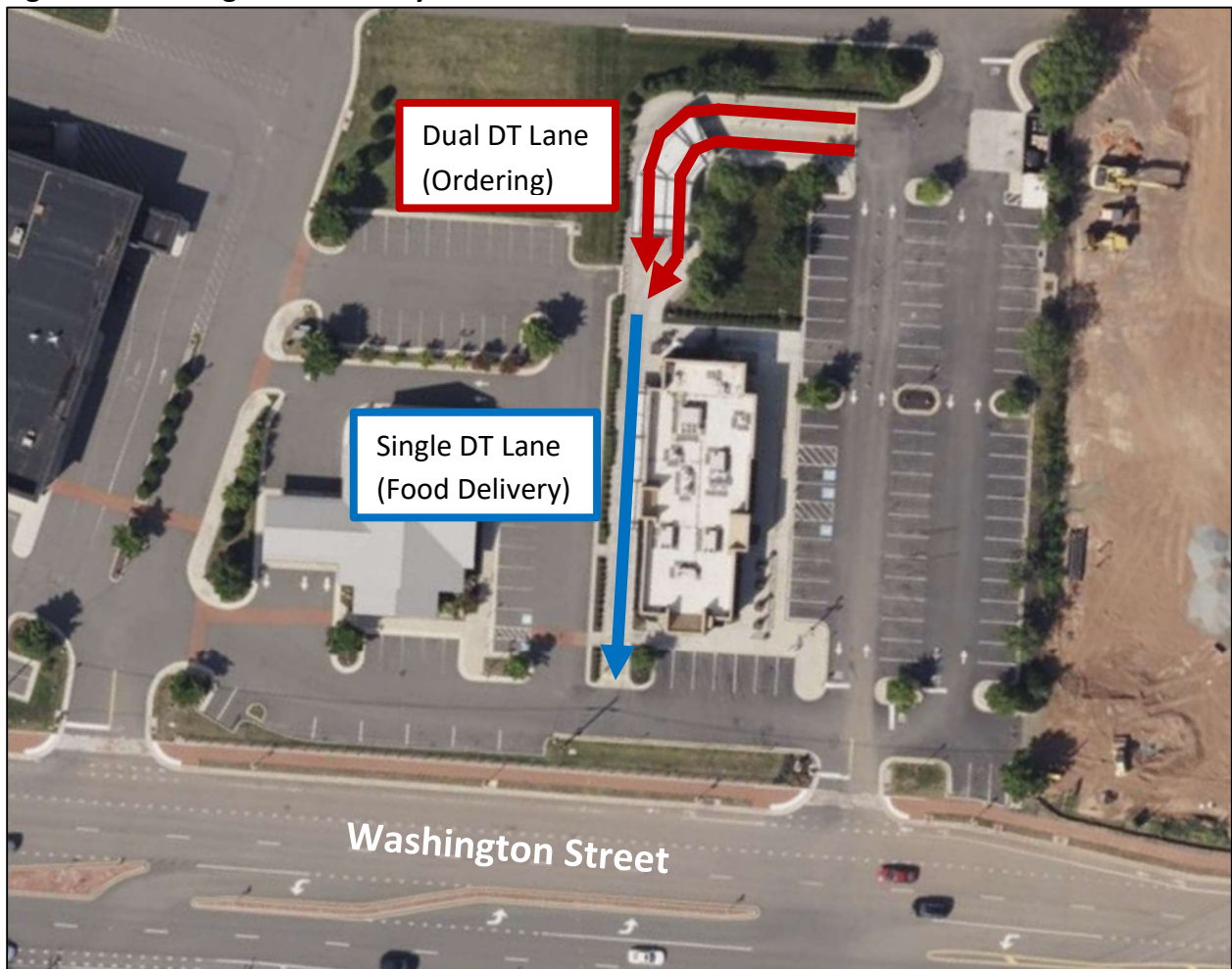
MEMORANDUM

This traffic impact analysis is provided to address the SUP application completeness review comment #7, dated April 12, 2024. Comment #7 requested a traffic study of the proposed expansion. Additional correspondence with the Town and Bohler Engineering coordinated on the scope of the traffic study to document the traffic impact associated with the drive-through extension.

Existing Chick-fil-A Restaurant and Drive-Through

The existing Chick-fil-A restaurant currently consists of a ±4,874 square-foot (SF) building with a dual drive-through lane serving the ordering area which tapers into a single drive-through lane at the northwest corner of the building for food delivery, as shown in Figure 2. Access to the site is provided at one full-movement entrance to Washington Street and two interparcel connections to the north and west.

Figure 2 – Existing Chick-fil-A Layout



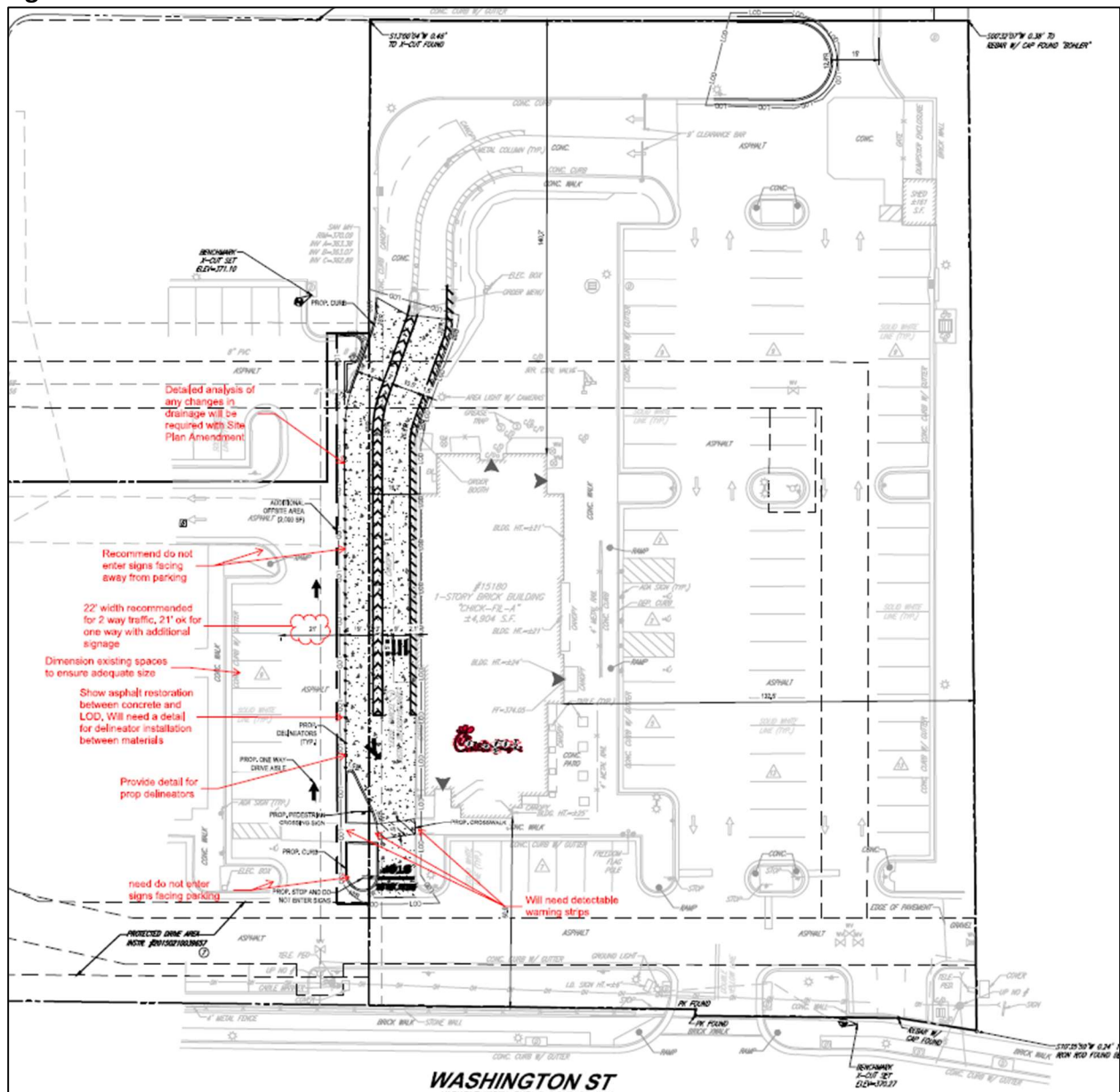
WELLS + ASSOCIATES

MEMORANDUM

SUP Proposed Concept for Drive-Through

With the proposed SUP, the existing ±4,874 SF building would remain unchanged. As shown in Figure 3, the dual drive-through lane would be extended from the current taper point (at the northwest corner of the building) to the southwest corner of the building. The extension would provide for dual drive-through lanes at the food delivery area. The extension would increase queuing capacity for the drive-through operations and allow for improved efficiency of food delivery operations.

Figure 3 – SUP Plan Reduction



MEMORANDUM

Site Trip Generation

A trip generation analysis was conducted to compare the existing and proposed conditions. The trip generation analysis was conducted using locally collected Chick-fil-A data at nearby similar restaurants in the region. As previously noted, the existing ±4,874 SF building would remain unchanged; therefore, there would be no net change in trip generation with the proposed drive-through lane extension.

Table 1 – Site Trip Generation Comparison (Existing vs Proposed)

Scenario	Amount	Units	AM Peak Hour ⁽¹⁾			PM Peak Hour ⁽¹⁾			Weekday Average Daily Trips ⁽²⁾	SAT Peak Hour ⁽¹⁾		
			In	Out	Total	In	Out	Total		In	Out	Total
Existing Chick-fil-A	4,874	GSF	122	116	238	145	136	281	2,810	204	181	385
Proposed Chick-fil-A	4,874	GSF	122	116	238	145	136	281	2,810	204	181	385
Net Change in Trip Generation			0	0	0	0	0	0	0	0	0	0

Note(s):

(1) Trip generation based on Chick-fil-A data collection at five (5) local existing Chick-fil-A restaurants using building size to develop an average rate of 48.76 AM peak hour trips/1,000 SF, 57.69 PM peak hour trips/1,000 SF, and 78.95 SAT midday peak hour trips/1,000 SF. Reference locations included: 5815 Burke Center Parkway (Fairfax County), 3454 Historic Sully Way (Fairfax County), 4516 Fair Knoll Drive (Fairfax County), 43310 Defender Drive (Loudoun County), and 256 W Lee Highway (Town of Warrenton).

(2) Weekday average daily trip generation estimated assuming a k-factor of 0.1 (or 10 times the PM peak period).

(3) Pass-by Trips percentage based on ITE’s Trip Generation Handbook, 3rd Edition, Tables E.31 & E.32. Saturday Pass-by Trips percentage assumed 50%.

Conclusion

The proposed Chick-fil-A SUP application would extend the dual drive-through lane for both ordering and food delivery to increase queueing capacity and allow for improved efficiency of operations. The existing ±4,874 SF building would remain unchanged; therefore, there would be no net change in trip generation with the proposed drive-through lane extension.

Should you have any questions on the analysis presented herein, please contact Les Adkins at 703-365-9262 or via email at leadkins@wellsandassociates.com.

BOHLER
 SITE CIVIL AND CONSULTING ENGINEERING
 PROGRAM MANAGEMENT
 LANDSCAPE ARCHITECTURE
 SUSTAINABLE DESIGN
 PERMITTING SERVICES
 TRANSPORTATION SERVICES

REVISIONS

REV	DATE	COMMENT	CHECKED BY
1	05/02/2024	PER TOWN COMMENTS	MEG KSR

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 DRAWN BY: TAL
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 DATE: 01/26/2024
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SPECIAL USE PERMIT

FOR

Chick-fil-A

STORE #3197
 PROPOSED DEVELOPMENT

15180 WASHINGTON STREET
 TOWN OF HAYMARKET, VA

BOHLER

28 BLACKWELL PARK LANE, SUITE 201
 WARRENTON, VIRGINIA 20186
 Phone: (540) 349-4500
 Fax: (540) 349-0321
 VA@BohlerEng.com

COMMONWEALTH OF VIRGINIA
 K. Roberts
 KATHERINE ROBERTS
 Lic. No. 0402060193
 05/02/2024
 PROFESSIONAL ENGINEER

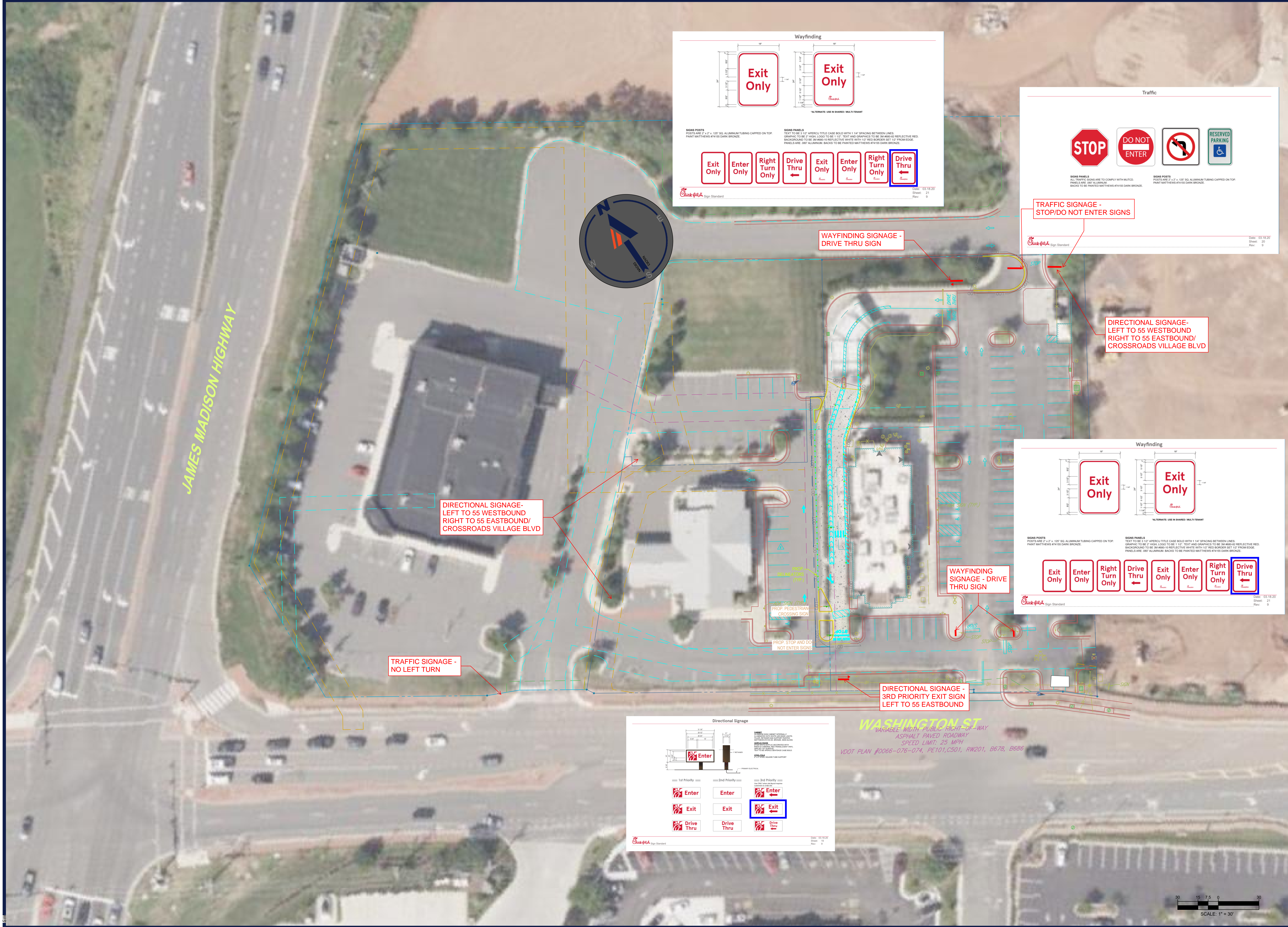
SHEET TITLE:

SPECIAL USE PERMIT PLAN

SHEET NUMBER:

1

REVISION 1 - 05/02/2024



Wayfinding

Exit Only

Exit Only

ALTERNATE USE IN SHARED / MULTI-TENANT

SIGN POSTS
 POSTS ARE 2" x 4" 15# 50 ALUMINUM TUBING CAPPED ON TOP
 PAINT MATTHEWS #1410 DARK BRONZE.

SIGN PANELS
 TEXT TO BE 1 1/2" AFFIXED TITLE CASE BOLD WITH 1/4" SPACING BETWEEN LINES.
 GRAPHIC TO BE 2" HIGH LOGO TO BE 1 1/2" HIGH AND GRAPHICS TO BE 3/8" BOLD REFLECTIVE RED.
 BACKGROUND TO BE 3/8" BOLD REFLECTIVE WHITE WITH 1/2" RED BORDER SET 1/2" FROM EDGE.
 PANELS ARE 60# ALUMINUM BACKS TO BE PAINTED MATTHEWS #1410 DARK BRONZE.

Exit Only, Enter Only, Right Turn Only, Drive Thru, Exit Only, Enter Only, Right Turn Only, Drive Thru

03/18/20
 Sheet: 21
 Rev: 9

Traffic

STOP, DO NOT ENTER, NO LEFT TURN, RESERVED PARKING

SIGN PANELS
 ALL TRAFFIC SIGNS ARE TO COMPLY WITH MUTCD.

SIGN POSTS
 POSTS ARE 2" x 4" 15# 50 ALUMINUM TUBING CAPPED ON TOP
 PAINT MATTHEWS #1410 DARK BRONZE.

03/18/20
 Sheet: 20
 Rev: 9

Wayfinding

Exit Only

Exit Only

ALTERNATE USE IN SHARED / MULTI-TENANT

SIGN POSTS
 POSTS ARE 2" x 4" 15# 50 ALUMINUM TUBING CAPPED ON TOP
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Exit Only, Enter Only, Right Turn Only, Drive Thru, Exit Only, Enter Only, Right Turn Only, Drive Thru

03/18/20
 Sheet: 21
 Rev: 9

Directional Signage

1st Priority, 2nd Priority, 3rd Priority

Enter, Exit, Drive Thru

03/18/20
 Sheet: 19
 Rev: 9

WASHINGTON ST
 VARIABLE WIDTH PUBLIC RIGHT-OF-WAY
 ASPHALT PAVED ROADWAY
 SPEED LIMIT: 25 MPH
 VDOT PLAN #0066-076-074, PE101,C501, RW201, B678, B686

JUL 26, 2024
 V:\BOHLER\NET\SHARES\VA\PROJECTS\2023\VA230141_00\CAD\DRAWINGS\EA\HIBTS\BP_EXHIBIT\VA230141_00 - SUP - LAYOUT - C-201.EXD
 BOHLER ENGINEERING, INC.

Thomas Britt

From: Don Wooden <dwooden@meladon.net>
Sent: Friday, April 26, 2024 2:54 PM
To: Lee, Gideon; Michael Lewis
Cc: Lauren Johnson; Hannahlee Walker; Azarian, Bailey; Chad Baker; Igor Levine; Graham Rider
Subject: CFA #3197 Haymarket

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Caution: Message from external sender

To whom it may concern,

Meladon Haymarket, LLC. reaffirms that it has reviewed the anticipated plans/work that Chick-Fila is requesting and approves of the changes. The altered one way North traffic pattern on the East side of the bank will not adversely affect the use of the bank nor dental properties or their business operations.

Thank you,



Don Wooden
 1602 Village Market Blvd. SE
 Suite 235
 Leesburg, Virginia 20175
 O: (571) 375.1750
 D: (571) 375.1755
 M: (703) 732.4665
www.meladon.com

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PLANNING COMMISSION - REGULAR MEETING

Tuesday, September 10, 2024 at 7:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

MINUTES

I. CALL TO ORDER

A Regular Monthly Meeting of the Town of Haymarket Planning Commission was held this evening in the Council Chambers, commencing at 7:00 PM.

Chairman Alexander Beyene called the meeting to order.

PRESENT

- Chairman Alexander Beyene
- Vice Chairman Jerome Gonzalez
- Commissioner Walt Young
- Commissioner Justin Baker

ABSENT

- Commissioner Pankaj Singla

II. PLEDGE OF ALLEGIANCE

Chairman Beyene invited everyone to stand for the Pledge of Allegiance.

III. CITIZENS TIME

There were no citizens present at this meeting.

IV. MINUTE APPROVAL

Commissioner Young moved to approve the August 13, 2024 Planning Commission minutes as presented. Commissioner Gonzalez seconded the motion. The motion carried.

**Motion made by Commissioner Young, Seconded by Vice Chairman Gonzalez.
Voting Yea: Chairman Beyene, Vice Chairman Gonzalez, Commissioner Young,
Commissioner Baker**

1. Planning Commission Regular Monthly Meeting: August 13, 2024

V. AGENDA ITEMS

1. SUP Application Chick Fila Drive Thru Expansion

Town Planner Thomas Britt gave a brief update on the application and what was discussed at the last meeting. He also shared the deliverables that were discussed with the representatives from Bohler Engineering and JLL. He shared that the concerns from the past meeting were traffic concerns, safety concerns and parking issues with the Virginia National Bank parcel. He clarified that he might have been too general with the Planning Commission on the delineator

term. He stated that although it is not a solid physical barrier, it is a physical barrier between the Chick Fil-a parcel and the bank parcel. He also shared that Bohler presented a curb installation option as well for the Planning Commission to consider. Mr. Britt also provided an email conversation between Mr. Chad Baker from Chick Fil-a and staff, including Town Manager Emily Kyriazi. Mr. Britt stated that the zoning items have been addressed and resolved in terms of landscaping buffers. But it was up to the Planning Commission if they are satisfied with the safety concerns, particularly the delineators and traffic patterns. He asked the Planning Commission to consider if the addition or alteration is necessary for the business and the surrounding lots, in particular. Mr. Britt stated that he still recommends the denial of the SUP. He stated that upon the Planning Commission's decision, the Town Council would have the final say on the application. At this time, the Planning Commission continued to ask questions to the applicants regarding the delineators between the drive thru lanes. Mr. Lee from JLL stated that there would be a 3 foot stripping between lanes for employees. There was a question on capacity and current procedures on larger orders that would hold up the delivery process. Mr. Lee agreed with the Planning Commission observation that currently the customer with the big order is asked to drive to a designated parking spot and the team member would deliver the order to that customer to keep the traffic going. Mr. Lee stated that this is not the preferred method. Chairman Beyene voiced his concerns with pedestrian and vehicular safety on and around the site. Commissioner Young questioned the Town Planner on the bank parking lot and if this space would still allow the customers to back out of a space safely. Mr. Britt stated that the plans in the packet are shown with the delineators installed and is the preferred option from the applicant. There was a question if staff was still recommending denial. Mr. Britt confirmed the recommendation to deny. Commissioner Baker thanked the applicant for coming back each time with requested alternations to the plans but still stated his concerns. His concerns was the capacity and increase traffic volume at the site. He stated that he doesn't think the expansion is functional on that site and taking space from the bank parcel. The representative stated that they are addressing the traffic issues by narrowing the northern entrance to one way and reducing the bank parking lot to one way. They stated that they are also adding wayfinding signs within the development. Commissioner Gonzalez stated that there are a lot of positives but his concerns was the pedestrian and vehicular traffic safety. He stated that the trips per day could remain the same but the demands could shift. He addressed the safety at the entrance point to the parcel. He also has concerns with the lack of a landscaping buffer between the parcels.

With no further discussion, Chairman Beyene moved to recommend denial of Special Use Permit Application #2024-001 for the following reasons: The proposed drive thru expansion will have the following negative effects on the site and surrounding area, will result in: 1. Increase of vehicular traffic or trips per day as a result of increasing the capacity and the eventual dedication of one of the drive thru lanes for mobile order pick up; 2. Increase in potential safety hazards to pedestrians and employees as a result of the drive thru design and increase in vehicular traffic; 3. Decrease in driver access to the site and adjacent businesses, and 4. Negative effects to the operation of the adjacent businesses. Commissioner Young seconded the motion. The motion carried by a roll call vote.

**Motion made by Chairman Beyene, Seconded by Commissioner Young.
Voting Yea: Chairman Beyene, Vice Chairman Gonzalez, Commissioner Young,
Commissioner Baker**

VI. OLD BUSINESS

Town Planner Thomas Britt gave the updates on Old Business items. He stated that staff and the Architectural Review Board is still making adjustments on the Historic District Overlay making sure



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

STAFF REPORT

TC Meeting Date: March 31, 2025
Agenda Title: Special Use Permit Application #2024-002, Religious Assembly for Haymarket Islamic Center
Zoning District: B-1 Town Center
Requested Action: TC to review Special Use Permit #2024-002 and citizen feedback
Staff Lead: Thomas Britt, Town Planner



The applicant is requesting to operate a tenant space as a place of religious assembly.

The property is part of the QBE property, located on the eastern end of the corporate limits of Haymarket, at the intersection of Washington Street and Greenhill Crossing Drive. The address for this site is 14600 Washington Street, Suite 155 or Suite 160.

The Haymarket Planning Commission previously recommended approval of SUP#2024-001 with conditions in the January 14th 2025 meeting. Please see the attached Planning Commission minutes for reference.

BACKGROUND

Request: The applicant, Haymarket Islamic Center, has requested to operate a single tenant space as a space for religious assembly.

Site Location: 14600 Washington Street, north of the intersection of Washington Street and Greenhill Crossing Drive. The potential tenant location within this address is either Suite 155 or Suite 160, noted on their proposal.

Zoning: This site is zoned B-1, Town Center.

Surrounding Land Uses: Immediately on site near the main building is a Lewis Home single family home that has been repurposed as a restaurant carry out use. The site is surrounded by R-2 zoned properties to the north, west, and south of the property, with R-1 zoned single family neighborhoods and the Town Park just outside of the adjacent R-2 zoned properties. To the east of the site in Prince William County are a multitenant commercial building and residential subdivisions.

Background and Context: The QBE building has housed multiple tenants representing various types of businesses in Town. Haymarket Islamic Center, the applicant, has been using a community space in a nearby neighborhood outside of Haymarket to hold prayer service multiple times a day as part of the Muslim faith. The applicant is proposing to use a tenant space in the QBE building to hold these daily prayer services as well as an assembly space to hold Ramadan services during the month it takes place. The goal of this use is to provide a more convenient location for prayer services in the Muslim community in west Prince William County. Currently the closest area to hold daily prayer services is in Manassas, and small community spaces are being temporarily used for prayer services currently. This proposal will allow for a more permanent location for the Haymarket Islamic Center to hold daily prayer services for the Muslim community in West Prince William County.

There would be five daily prayer services held, with the number of attendees varying based on the day of the week and time of day. Attached to this Staff Report is a proposal from the applicant describing the use of the tenant space with the prayer schedule. Additionally, Ramadan services and some prayer services may have social activities taking place in the tenant space afterward.

The proposal does not expand the existing site and will occupy only a single tenant space.

Town Staff are reviewing this application based on the below definition of religious assembly in the Zoning Ordinance. Per this definition, this use is approved by-right only in the T-C Transition Commercial zone and approved via SUP in the B-1 Town Center, B-2 Business Commercial, and I-1 Light Industrial zones, necessitating an SUP application for religious assembly at this location.

Zoning Ordinance Reference Article II: Definitions

Public assembly. Facilities that accommodate public assembly for sports, amusements, or entertainment purposes. Typical uses include auditoriums, sports stadiums, convention facilities, religious, and incidental sales, and exhibition facilities.

Additional Analysis for Matters to be Considered in Special Use Permit Application Review follows.

STAFF RECOMMENDATION

Matters to be Considered in Application Review (per Section 58-4.28 of the Zoning Ordinance)

- (1) The nature of the proposed use, including factors such as traffic, noise, light, hours of operation, and number of employees involved.

The use will be contained to the tenant space the applicant has leased. There will be little to no additional light or noise greater than that of existing tenants at this building. Depending on the time of year, the dawn prayer service may be much earlier than most tenants at this building. There is a significant increase in projected car traffic potentially during Friday afternoon prayer service, and especially during the month of Ramadan. The applicant has provided a submittal showing the projected amount of traffic and vehicles that would use the parking on the property. The property owner has provided a tabulation for each individual tenant space’s parking requirements (adjusted to allowable occupancy standards) for consideration. Current Zoning Ordinance requirements for religious assemblies are 1 per 4 seats. The minimum number of parking spaces required to be provided for this use is 37.5, rounded up to 38 spaces. On site the application claims 185 spaces, which replaced the crossed out 150 spaces. The Town Planner inspected the site on March 25, 2025, and counted 132 marked spaces on site, but some equipment stored on site would need to be removed to confirm the count. Additional spaces were parked by cars at Suite 137 (the southeast corner of the building) but there are no visible markings for spaces in that area of the site. Town Staff recalculated the landlord submitted parking tabulations for the entire site (161.4) and calculated 161 spaces for just the current uses plus the addition of the religious assembly. The proposed number of patrons and cars as stated in the applicant narrative will exceed not only the required amount of spaces for the site but would also cause the site to potentially require upwards of 183-223 spaces for Jumma prayers and Ramadan events. Existing conditions of the parking spaces on site are visibly marked spaces on the west side of the QBE

building; re-striping is most needed on the east side of the site along the border of the Town and Prince William County, especially by the dumpster enclosures.

The applicant has provided a service by service estimate of the amount of vehicles that would use the site. Currently no traffic study for the site has been conducted to account for current vehicle traffic or future traffic projections if this use is approved. VDOT statistics from January 2022 show average daily traffic along the section of Washington Street that passes QBE is 10,000 vehicles per day. The last data available for the back of the QBE site or anywhere else on site is from 1994, which is not reflective of modern traffic.

During Ramadan events, members of the congregation will volunteer to help guide cars to parking when traffic increases during that event. The Haymarket Police Department has confirmed they help with guiding traffic for Sunday services for one of the existing churches in Haymarket. However, the current number of officers employed and on duty at that time can only limit their help to the one church. The volume of services that might require traffic help by this proposed use would strain the Police Department's resources that are already allocated within the existing community. Please see the attached email from Haymarket's Police Chief on this subject. Prince William Police can also be contacted to aid in traffic movement if necessary, per attached email correspondence with Haymarket's Police Chief and the landlord.

(2) The character of the existing area, including existing structures and structures under construction, existing public facilities, and public facilities under construction, and private, commercial and/or service facilities available within the existing area.

The use will not alter the existing structure in any way unless doors are added to aid in increasing occupancy, and there are no areas under construction that will be affected by this use. Customers from the other tenant spaces may struggle to find parking in the existing lot at certain times of day and during parts of Ramadan due to the frequency/length of the prayer services, but for most hours of the day the parking of this lot will not be significantly affected. There will be a moderate noise increase for neighboring residents during the evening Isha prayer service in the summer, which would start around 10pm.

(3) The area's designation on the town's comprehensive plan, and relevant text provisions of the plan.

Town Comprehensive Plan. 1.2.9 Community Design Policy

Commercial/Residential Blend East of Town's Center

“Traveling east from the central portion of town, Haymarket unfolds in a pleasant mix of older, residential homes and low intensity commercial uses such as a veterinary clinic and a Baptist Church. This blend of uses continues to the eastern town limit, where a neo-colonial residential development is across the street from public uses in two Sears houses fronted by a planned village green. The two Sears structures fit this area architecturally and historically and should be preserved, if at all possible. Almost all the land north and south of Washington Street is developed. Much of the available land on the north side of Washington Street seems well suited to low intensity commercial uses, with adequate buffering to separate it from residential neighborhoods. Whenever possible, existing residential buildings should be converted to commercial use, rather than have new buildings constructed, to continue the open, small town atmosphere and sense of place.”

The proposed use has adequate buffering from existing residential neighborhoods within the Town because of the open space separating the building from Bleight Drive and Alexandra's Keep Lane, but there is minimal buffering between the QBE building and the adjacent subdivision in Prince William County. This proposal does not qualify as an adaptive reuse of a residential building. This use will continue the open small town atmosphere due to no structural changes. While the traffic volume may increase heavily in this area due to the proposed use, the use itself as a place of religious assembly reflects existing businesses mentioned in the comprehensive plan, and the use does not alter the sense of place within the community.

(4) The minimum off-street parking area required, and the amount of space needed for the loading and unloading of trucks.

Section 58-7.1 of the Zoning Ordinance is written below:
Sec. 58-7.1. - Minimum off-street parking and loading.

- (a) Minimum standards. 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 required off-street parking and loading space with adequate provision for entrance and exit of motor vehicles, in accordance with the following table
- (b) 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 750 feet. Every parcel of land used as a public parking area and motor vehicle ways shall be surfaced with all- weather surfaces, excluding gravel surfaces. It shall have appropriate guards where needed as 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.

The minimum parking requirements for a religious assembly or church are 1 spot per 4 seats or attendees. While this site can accommodate this tenant’s proposed use during regular prayer services, the Friday services and Ramadan celebrations may cause overflow of the parking onto the grass on site. In meeting with the applicant and the Zoning Administrator, the amount of spaces the applicant may need to use is 250, which exceeds the 132 marked spaces provided on site. Due to two of the current uses on site being restaurants and breweries, there is a chance on some weeknights and Fridays that parking will overflow into the grass or elsewhere on the lot. Per Section 58-7.1(a) of the Zoning Ordinance, approval of this SUP would be a change and an enlarging of an accessory use on site and necessitates the paving of the lot to accommodate. Per Section 58-7.1(b) of the Ordinance, if paving is not completed by landlord to accommodate for overflow, if public parking is needed, overflow areas must still be surfaced with all-weather surfaces. A previous site plan was submitted to the Town in 2018 which provided 314 surface parking spaces for tenant uses; this site plan was never bonded or constructed. Town Staff recommend that a site plan providing more surface parking on site is submitted to accommodate for the intensive use of the space on Fridays and the month of Ramadan.

The routine loading and unloading of trucks will not be affected by the change in use so long as the main entry/exit points onto the site remain open.

(5) Whether the public health, safety and welfare will be preserved, and any reasonable conditions necessary for such preservation.

The increases in vehicle traffic at certain times of the day caused by the proposed use may negatively affect the pedestrian and car traffic using the existing tenant spaces due to overcrowding. Consideration should be given to conditions where the applicant provides Town Staff with an occupancy card and the final occupancy permit.

(6) Any other factors relating to the purposes of zoning that the Planning Commission and/or Haymarket Town Council, in its legislative discretion, shall consider as relevant.

The current Zoning Ordinance only states religious assembly as defined within “Public Assembly.” Aside from the parking requirements for religious assembly, there are no congregation attendance requirements or other measurable factors that would allow Town Staff or the Town Council to evaluate at face value a church site versus a smaller tenant use

such as the one presented in this application. Town Staff have reached out to Prince William County’s Building Department for projected occupancy standards for each tenant space. In conversation with staff from the Prince William County Building Department, it is possible for either tenant space to hold the projected number of attendees to the prayer services, but there would need to be additional doors installed in the tenant space, and potentially a new fire alarm and sprinkler system depending on the final occupancy calculation. As referenced in the above sections, the proposed use of a religious assembly for the Haymarket Islamic Center does not significantly alter the site as it is contained within one tenant space and reflects the existing character of this side of the Town.

The frequency of the prayer services and the projected attendance of Friday services and Ramadan events may cause a highly intensive use of the parking lot that will be of detriment to the other tenants at the QBE building unless managed. The space must have adequate parking as well to accommodate for the change in use and intensity of this new use in order to comply with Section 58-7.1 of the Zoning Ordinance.

With these effects in mind, Town Staff recommend that the Town Council consider the impact of the use on the parking of the site and of the current tenants operating on site prior to voting on this application.

Public Notice and Input

The Town posted notice of public hearing for the SUP application for all residents of the Town in the Prince William Times on Thursday February 13th 2025, and Thursday, February 20th 2025.

STAFF CONTACT INFORMATION

Thomas Britt, (703) 753-2600
tbritt@townofhaymarket.org

ATTACHMENTS

- A—Special Use Permit application for SUP#2024-002
- B—Planning Commission minutes
- C—Applicant submitted narrative
- D—Prayer service schedule
- E—Prayer Time changes each season, provided by applicant
- E—Parking tabulation provided by landlord with Staff tabulation included
- F—correspondence with Haymarket PD on directing traffic on site
- G—landlord and Haymarket PD correspondence discussing PWC Police directing traffic on site



SPECIAL USE PERMIT APPLICATION

NOTE: This application must be filled out completely and all submission requirements must be met before the application can be accepted and scheduled for review/Public Hearing.

NAME OF BUSINESS/APPLICANT: Haymarket Islamic Center

SITE ADDRESS: 14600 Washington St, Haymarket, VA 20169 (Suite 155 or Suite 160)

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1 SITE PLAN PROPOSED: Yes No

PROPOSED USE(S): Religious Use CODE SECTION(S) #: _____

BRIEF DESCRIPTION OF ACTIVITY: *In the space below or in an attached narrative, please describe in detail the proposed activity including size and type of proposed/existing structures, hours of operation, type of clientele, number of vehicles anticipated to visit the site during an average workday and any other changes that will affect the nature or appearance of the structure(s) or site.*
Muslim community of Haymarket area lacks a local place for worship. There is a pressing need for a small space to facilitate the five daily prayers for the local Muslim community. We are aiming to lease one of the two Suites located at 14600 Washington St. for this purpose and further details are provided in the attached document.

Supporting Documentation (attached): Narrative (addressing criteria of Section 58-9(d)) Plan/Plat

ADDITIONAL INFORMATION FOR HOME OCCUPATIONS (SUBJECT TO SECTION 58-16):

TYPE OF STRUCTURE: SFD TH TOTAL FLOOR AREA OF MAIN STRUCTURE: _____ (sq. ft.)

FLOOR AREA DEVOTED TO HOME OCCUPATION: _____ (sq. ft.)

NUMBER / TYPE OF VEHICLES: _____

NUMBER / TYPE OF EQUIPMENT AND METHOD OF STORAGE (i.e. garage, accessory storage, etc.): _____

OFF-STREET PARKING SPACES PROVIDED: 150/185 NO. OF EMPLOYEES WORKING FROM SITE: See attached

FEE: \$500 Residential \$200 Residential In-Home Business
 \$350 Commercial (no land disturbance) \$1,500 Commercial (land disturbance)

APPLICANT/PERMIT HOLDER INFORMATION				PROPERTY OWNER INFORMATION			
<u>Muhammad Qasim Gul</u>				<u>HAYMARKET PROPERTIES GROUP LLC</u>			
Name				Name			
<u>15082 Stepping Stone Dr</u>				<u>14600 WASHINGTON ST 137</u>			
Address				Address			
<u>Haymarket</u>	<u>VA</u>	<u>20169</u>		<u>HAYMARKET</u>	<u>VA</u>	<u>20169</u>	
City	State	Zip		City	State	Zip	
<u>202-368-2566</u>				<u>703 895 0677</u>			
Phone#(s)				Phone#(s)			
<u>qasim.gul@gmail.com</u>				<u>CONNOR.LEAKE@QBE.NET</u>			
Email Address				Email Address			



TOWN OF HAYMARKET
SPECIAL USE PERMIT APPLICATION

SUP#2024-00

Section III, Item 4.

APPLICANT / PROPERTY OWNER CONSENT

*****REQUIRED*****

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein or attached hereto is correct and a true representation of the activity and method of operation described.

Applicant Signature [Handwritten Signature]

Property Owner Signature [Handwritten Signature]

Date: October 21, 2024

Date: 11-04-2024

OFFICE USE ONLY

DATE FILED: FEE AMOUNT: DATE PAID:

DATE TO ZONING ADMINISTRATOR: STAFF REVIEW COMPLETE:

APPLICABLE ZONING ORDINANCE SECTION(S) / RECOMMENDED CONDITIONS:

ZONING ADMINISTRATOR DATE

DATE TO PLANNING COMMISSION: PUBLIC HEARING DATE:

RECOMMEND APPROVAL RECOMMEND DENIAL NO RECOMMENDATION

RECOMMENDED CONDITIONS:

CHAIRMAN DATE

DATE TO TOWN COUNCIL: PUBLIC HEARING DATE:

APPROVED DENIED

CONDITIONS:

Councilmember Singla moved to close the nominations with a second by Commissioner Baker. The motion carried.

Councilmember Young moved to appoint Jerome Gonzalez as the Chairman for the Planning Commission. Commissioner Baker seconded the motion. The motion carried.

**Motion made by Commissioner Young, Seconded by Councilmember Baker.
Voting Yea: Chairman Gonzalez, Councilmember Baker, Commissioner Singla,
Commissioner Young, Commissioner Capossela**

Chairman Gonzalez nominated Justin Baker as the Vice Chairman for the Planning Commission. Commissioner Young seconded the nomination. With no other nominations, Commissioner Singla moved to close the nominations seconded by Councilmember Baker.

Commissioner Singla moved to appoint Justin Baker as the Vice Chairman for the Planning Commission. Councilmember Baker seconded the motion. The motion carried.

**Motion made by Commissioner Singla, Seconded by Councilmember Baker.
Voting Yea: Chairman Gonzalez, Councilmember Baker, Commissioner Singla,
Commissioner Young, Commissioner Capossela**

V. CITIZENS TIME

There were no citizens present at this evening's meeting wishing to address the Planning Commission.

VI. MINUTE APPROVAL

- 1. Planning Commission - Public Hearing/Regular Meeting: December 10, 2024

Chairman Gonzalez asked for any edits to the draft minutes.

Commissioner Singla moved to accept the Planning Commission minutes from December 10, 2024 as presented. Commissioner Young seconded the motion. The motion carried.

**Motion made by Commissioner Singla, Seconded by Commissioner Young.
Voting Yea: Chairman Gonzalez, Vice Chairman Baker, Commissioner Singla,
Commissioner Young, Commissioner Capossela**

VII. AGENDA ITEMS

- 1. Consideration of SUP #2024-002- Religious Assembly: 14600 Washington Street

Chairman Gonzalez asked Town Planner Thomas Britt for any updates. Mr. Britt gave a brief follow up from the December meeting. He stated that a public hearing was held for the Haymarket Islamic Center who wishes to operate one of the tenant spaces at the QBE building located at 14600 Washington Street as a place of religious assembly to hold prayer services and Ramadan celebrations. He shared that at the public hearing discussion mostly revolved around occupancy for the tenant space at QBE, parking related concerns and traffic related discussion and fire safety. Mr. Britt stated that he spoke with both the Town's Police Chief and the landlord of the QBE building. He addressed the fire safety concerns first. Mr. Britt stated all

fire lanes would be respected when parking on site. He also addressed the parking concerns with the Town's zoning ordinance. He shared that there is nothing in zoning that prohibits parking on the grass or on impervious surfaces. Mr. Britt also addressed the occupancy concerns and referenced Virginia Building Code and shared the information with the Commission. Additionally, he stated he spoke with the Police Chief regarding traffic and parking concerns with the Chief stating that he would not see any concerns except for some of the larger services and would be no threat or concerns to the other tenants at the property. In conclusion, Mr. Britt stated that he would recommend approval with the condition of providing occupancy, which has been done with other religious assembly SUP's.

At this time, Mr. Britt invited the applicant to the podium for further discussion with the Board. The applicant came to the podium and provided some time estimates for Ramadan. The applicant provided the information to the Commissioners for review. A discussion followed on the information provided. There was also some clarifying questions from the Planning Commission to the Town Planner. Some of the questions were related to the parking and traffic flow especially during Ramadan. Mr. Britt gave input on the parking and stated that an agreement with the landlord regarding temporary signs would help with both the parking and the flow of traffic on the parcel. A question was raised to the applicant on how the church could help free up congestion and traffic flow on the site. The applicant shared that they will have volunteer parking attendants that will help with parking and traffic so that everything is done in an orderly manner.

With no further discussion, Chairman Gonzalez moved to recommend approval of SUP #2024-002 for religious assembly use for the Haymarket Islamic Center with the following condition: The applicant provides a certificate of occupancy for the space to determine the maximum number of attendees. Commissioner Young seconded the motion. The motion carried by a roll call vote.

**Motion made by Chairman Gonzalez, Seconded by Commissioner Young.
Voting Yea: Chairman Gonzalez, Vice Chairman Baker, Commissioner Singla,
Commissioner Young, Commissioner Capossela**

VIII. OLD BUSINESS

Town Planner Thomas Britt provided the Old Business updates. Mr. Britt shared that SUP #2024-001: Chick Fil-a Drive Through Expansion is still before the Town Council for consideration. He stated that main discussion is still focusing on landscaping, curb installation and traffic flow. He stated that at the last meeting, the applicant asked for a deferral until the March Work Session.

IX. NEW BUSINESS

Town Planner Thomas Britt provided New Business Updates. Mr. Britt stated that once Town Manager/Zoning Administrator Emily Kyriazi returns from maternity leave, he will be working with her on future zoning text amendments and maps as well as the Comprehensive Plan.

X. ARB UPDATES

Town Planner Thomas Britt gave the ARB updates. He shared that the Board reviewed some sign and fence applications. He stated that the ARB conditionally approved the elevations for 11 townhomes off of Bleight Drive. He also stated that they have started the discussion on a Certificate of Appropriateness for a demolition permit application for the Lane Motors building located at 14920 Washington Street. He stated that the ARB has scheduled a site visit with the applicant at a future meeting.

Overview

The Muslim community in the Haymarket/Gainesville area currently lacks a local place for worship. The nearest proper facilities are the Manassas Muslim Association (9059 Euclid Ave, Manassas, VA 20110) and Zakaria Islamic Academy (26243 Gum Spring Rd, Chantilly, VA 20152), both located approximately 13 miles away. There is a pressing need for a small space to facilitate the five daily prayers for the local Muslim community.

Schedule of Prayers

Muslims gather for congregational prayers five times a day. Additionally, a Friday prayer service is held weekly shortly after noon. During the sacred month of Ramadan, the schedule includes longer Sunset and Nighttime prayers.

Below are the estimated times and anticipated attendance:

Prayer Name	Prayer Time	Recurrence	Duration (Approx.)	Expected Attendance	Expected Vehicles
Fajr	Early Morning (Usually 90 minutes before Sunrise)	Daily	15 – 20 Minutes	10 – 20	10 – 20
Dhuhr	Noon (Usually around 1:30pm)	Daily	10 - 15 Minutes	10 – 12	10 – 12
Asr	Late Afternoon (Usually around: 4pm)	Daily	10 – 15 Minutes	10 – 12	10 – 12
Maghrib	Sunset	Daily	15 – 20 Minutes	20 – 30	20 – 30
Isha	Nighttime (Usually 90 minutes after Sunset)	Daily	20 – 30 Minutes	20 – 40	20 – 40
Jummah	Friday – Noon	Weekly	30 – 45 Minutes	100 – 125	60 – 90
Taraweeh	30 Days of Ramadan Month Sunset thru Nighttime	Annually	3 – 4 Hours	100 – 150	60 – 100

Property

We are interested in leasing an available suite or one that will soon be available (around February 2025) at QBE Business Park, located at 14600 Washington St, Haymarket, VA 20169.

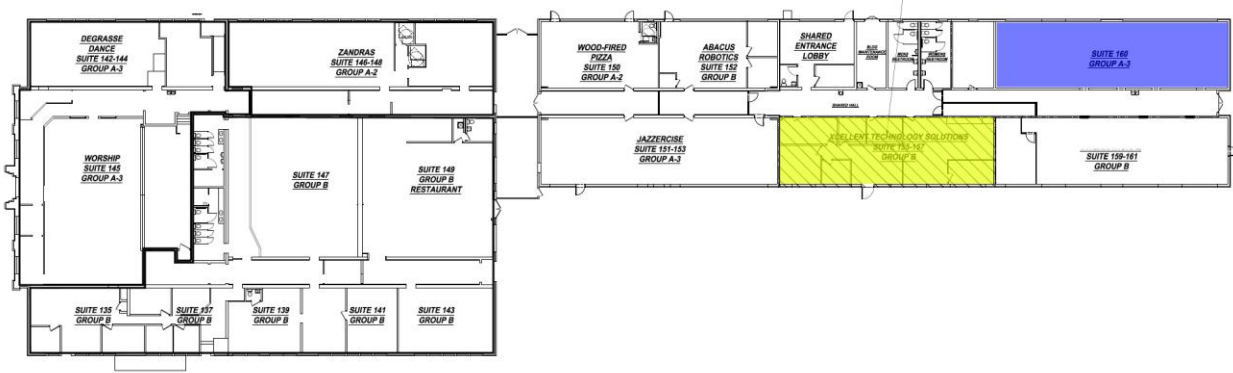
- **Suite 155** (marked in yellow in Appendix A) - Available for immediate lease
Square Footage: Approximately 2,146 SF
- **Suite 160** (marked in blue in Appendix A) - Available for lease around February 2025
Square Footage: Approximately 2,200 SF

Total Building Square Footage: Approximately 32,000 G.S.F.

Total Parking Spots: 150 Surface Parking Spaces

Note: Property details and floor plan images were obtained from the property listing and realtor.

Appendix A



Estimated Prayer Schedule for start of Ramadan 2025 (01 March 2025)

Prayer Name	Prayer Time	Recurrence	Expected Attendance	Expected Vehicles
Fajr	6:00 AM – 6:20 AM	Daily	10 – 20	10 – 20
Dhuhr	1:30 PM – 1:50 PM	Daily	10 – 12	10 – 12
Asr	4:30 PM – 4:15 PM	Daily	10 – 12	10 – 12
Maghrib	6:15 PM – 6:35 PM	Daily	20 – 30	20 – 30
Isha	7:30 PM – 8:00 PM	Daily	20 – 40	20 – 40
Jummah	Friday – 1:45 PM – 2:15 PM & 2:30 PM – 3:00 PM	Weekly	100 – 125	60 – 90
Taraweeh	30 Days of Ramadan Month 7:30 PM – 9:30 PM	Annually	100 – 150	60 – 100

Muslim Prayer Schedule - Haymarket, VA - 2025

Date	Fajr (Morning Prayer)	Dhuhr (Afternoon Prayer)	Asr (Late Afternoon Prayer)	Maghrib (Sunset Prayer)	Isha (Evening Prayer)
March 22, 2025	6:30 AM	1:19 PM	5:37 PM	7:25 PM	8:39 PM
June 22, 2025	5:00 AM	1:13 PM	6:23 PM	8:39 PM	10:14 PM
September 22, 2025	6:30 AM	1:03 PM	5:20 PM	7:07 PM	8:20 PM
December 22, 2025	6:30 AM	12:09 PM	3:12 PM	4:53 PM	6:13 PM

* Applicant stated these are all start times.

FRIDAY PRAYER: 1:45 PM start time

* 2 sessions

2:45 PM start time

Company	Use	SQFT	Ratio	# allocated
161 (Vacant)	Office	1840	1 per 300	6.1
160 (Religious)	Religious	2200	1 per 4 seats	30.0
155 (Vacant)	Office	1946	1 per 300	6.5
Jazz	Gen Retail	1800	1 per 300	6.0
Brewery	Restaurant	2715	1 per 100	27.2
Zandras	Restaurant	2535	1 per 100	25.4
Magellan	Gen Retail	2208	1 per 300	7.4
QBE	Office	4804	1 per 300	16.0
VFI	Office	800	1 per 300	2.7
149 (vacant)	Office	1210	1 per 300	4.0
Braz Jiu Jitsu	Gen Retail	5170	1 per 300	17.2
Cookie & Cream	Restaruant	1300	1 per 100	13.0

based off 120

Out Front	77
Front Parallel	15
Zandras Head In	7
C&C Rear	3
Brewery Side	4
North / Alex Keep	10
Rear West Row	24
Dumbster Row	25
QBE / VFI Row	20
Total	185

Total	161.4
Current Have	185.0
Total Left	23.6

Town Staff Calculation: each tabulation rounded up to the next whole number

- 155 Religious: 1 per 4 seats: from 150sf, 38
- 151 Jazzercise: 1 per 300: from 1800sf, 6
- 149 Commercial Kitchen: 1 per 300, 1210sf, 5
- Zandras: 1 per 100: 2535sf, 26
- Trouville: 1 per 100: 2715sf, 28
- Magellan: 1 per 300: 2208sf, 8
- QBE: 1 per 300: 4804sf, 16
- VFI: 1 per 300: 800sf, 3
- Battlefield: 1 per 300: 5170sf, 18
- Cookies and Cream: 1 per 100sf, 13

Total: 162

Thomas Britt

From: Chief Al Sibert
Sent: Wednesday, December 18, 2024 3:10 PM
To: Thomas Britt
Cc: Roberto Gonzalez
Subject: Questions Regarding Places of Worship Security Security and Traffic

Thomas,

In response to your question about off-duty Haymarket PD Officers assisting with places of worship, ie. Security and traffic.

The Haymarket Police Department currently assist the Haymarket Baptist Church. This is the only religious entity to request our assistance in town.

Each Sunday, we staff the church with one officer from 9am to 12pm. During this time, the officer will maintain a preventive presence while services are being conducted. Upon completion of services, the officer will assist with traffic control by helping vehicles exit the parking lot onto Washington Street.

The church pays the officer's salary for his time.

Due to the distance that most of our officers live from the department, there is currently only one officer that signs up for the detail. Although we attempt to cover every Sunday, sometimes we are not able to do so. On the days we are not able to cover, we enhance our on-duty officer's patrol pattern to have a heavier presence in the area. Since that officer is answering calls and conducting preventive patrol throughout town, he is not able to help with traffic.

If a second or third place of worship requested the same service, it is highly unlikely that we would be able to accommodate.

Please let me know if you need further information or assistance. Always willing to help. Merry Christmas!

Thanks, Big Al



Allen Sibert
Chief of Police
Town of Haymarket Police Department
15000 Washington Street, Suite 110
Haymarket, VA 20169

Subject: RE: Phone Call Follow Up - 1/14/25
Date: Tuesday, January 14, 2025 at 11:56:16 AM Eastern Standard Time
From: Chief Al Sibert
To: Connor Leake
Attachments: image001.jpg

Connor,

Yes sir. It was great to hear from you and I was happy to explain in detail the email you referenced.

There is absolutely no issue with Prince William County PD and/or the Sheriff's Office staffing any services in which they are requested. I should have addressed that in the December email. I cannot comment on their process nor availability.

If requested, we will make every attempt to provide staffing.

Lastly, yes indeed. The Town and I are committed to providing needed services to the community. We adjust our schedule to meet the needs of the community during events, road closures, and safety concerns.

Please let me know if you need further.

Have a great day!

Thanks, Big Al



Allen Sibert
Chief of Police
Town of Haymarket Police Department
15000 Washington Street, Suite 110
Haymarket, VA 20169
703-753-2700 Non Emergency
571-469-8300 Cell
703-753-1954 Fax

From: Connor Leake <connor.leake@thehpgteam.net>
Sent: Tuesday, January 14, 2025 11:23 AM
To: Chief Al Sibert <Asibert@townofhaymarket.org>
Subject: Phone Call Follow Up - 1/14/25

You don't often get email from connor.leake@thehpgteam.net. [Learn why this is important](#)
Chief,

Thank you for taking my call today, the purpose of this email is to summarize our phone call which will be provided to the Planning Commission for further clarification.

We referenced your email sent to Thomas Britt on Wednesday December 18, 2024 (attached hereto for quick reference).

The Town currently has Four (4) religious uses; Chabad Center for Jewish Life, Haymarket Baptist Church, St Paul's Episcopal Church, Haymarket Church

Detailed officer defined as an officer electing to sign up and come in for a detail such as Security, VDOT, Traffic Control, ext

Duty Officer defined as an officer that is scheduled for that regularly scheduled shift.

In your email you state that only one of the four above religious uses currently requests a detailed office. And currently only one officer elects to sign up for this detail due to the distance the officers live from the department, and that it's not always filled but you attempt to fill it.

On the days it cannot be filled you attempt to provide a presence in that area.

I asked you if there was anything stopping the Haymarket Islamic Center, or any religious use from contracting a detail with Prince William County Police Department or Prince William County Sheriff's Office if the Town of Haymarket Police Department were not able to fill the requested detail and you said that there was no issue with that.

I further asked for clarification on

"If a second or third place of worship requested the same service, it is highly unlikely that we would be able to accommodate."

What this sentence is referring to is that the Town could not provide multiple details at this time, but the solution is the PWCPD or PWCSO.

You further stated that if the demand rose for more officers on duty during a particular time of day or day in general, that the Town Police Department would fill any void as they have done over the years with new businesses and housing developments.

Please let me know if any of this is incorrect, please feel free to correct any statement or add to. If you could reply before close of business today that would be great as the meeting is this evening.

I greatly appreciate your time and help!

cwl

Resolution #2022-011 AMEND COUNCIL RULES OF PROCEDURE

BE IT RESOLVED by the Town Council of the Town of Haymarket, in accordance with the Town Charter, that the following Council Rules of Procedure be adopted, as amended on June 27, 2022, with an effective date of July 1, 2022.

Section 2-1: Meetings was amended changing time of regular monthly meetings to 6 pm, Section 2-6 (A): Organizational Meeting by changing the date of the meeting from July to the January after the November Town Council election and Section 5-1: Order of Business by moving closed session to the top of Order of Business that will start at 6 pm, when closed session is needed. This amendment will effect at the Town Council regular monthly meeting on July 5,2022

RULES OF PROCEDURE

Introduction

These rules of procedure were designed and adopted for the benefit and convenience of the Haymarket Town Council. Their purpose is to help the Town Council conduct its affairs in a timely and efficient manner. They incorporate the general principles of parliamentary procedure found in *Robert's Rules of Order Newly Revised* and applicable Virginia laws. The rules of procedure do not supersede the provisions of the Town Charter. The rules of procedure do not create substantive rights for third parties or participants in proceedings before Town Council.

Further, the Town Council reserves the right to suspend or amend the rules of procedure whenever a majority of Council decides to do so. The failure of the Town Council to strictly comply with the rules of procedure shall not invalidate any action of Town Council.

SECTION 1 - PURPOSE AND BASIC PRINCIPLES

Section 1-1. Purpose of Rules of Procedure

- A. To enable the Haymarket Town Council to transact business fully, expeditiously and efficiently while affording every opportunity to citizens to witness the operations of government;
- B. To protect the rights of each individual Council member;
- C. To preserve a spirit of cooperation among Council members; and
- D. To determine the will of Town Council on any matter.

Section 1-2. Basic Principles Underlying Rules of Procedure

- A. The business of the Town Council should proceed in the most efficient manner possible;
- B. Town Council's rules of procedure must be followed consistently;
- C. Town Council's actions should be the result of a decision on the merits and not a manipulation of the procedural rules;
- D. Only one subject may claim the attention of Town Council at one time;
- E. Each item presented for consideration is entitled to full and free discussion;
- F. Every member has equal rights to participate and vote on all issues, as provided by the Town Charter;
- G. Every member must have equal opportunity to participate in decision making;
- H. The will of the majority must be carried out, and the rights of the minority must be preserved; and
- I. The Council must act as a body.

Commented [KH1]: J. Baker suggested "Every member has an equal right to participate and vote on matters before the Council"

Commented [KH2]: J. Baker suggested "The Council must act as a body and ensure the will of the majority is carried out, while respecting the rights of the minority"

SECTION 2 – MEETINGS

Section 2-1. When and Where Regular Meetings are Held

The time and place of regular meetings of the Haymarket Town Council (hereinafter referred to as the Council) shall be established as follows:

First Monday of the month at 6:00 PM for Closed Sessions and 7:00 PM for Regular meetings Last Monday of the month, 7:00 PM for Work Sessions

Meetings shall be held in the Town Hall Council Chambers. The Council may hold additional meetings or work sessions at other locations and times, or may change the locations and times of regularly scheduled meetings or work sessions as it deems appropriate to do so. Notice of such additional meetings or changes to the location or time of regularly scheduled meetings or work sessions shall be provided to the public and the press as required by State Code.

Section 2-1.1. Continued Meetings

A regular meeting shall be continued to a date to be agreed upon in open session at the same time and place as the regular meeting. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

Section 2-1.2. Policy on Participation in Meetings Electronically in the Event of Emergency or Personal Matter; Certain Disabilities; State of Emergency

As Permitted Pursuant to Virginia Code § 2.2-3708.3 and Town of Haymarket Resolution #2023-004:Remote Participation, a member of the Council may participate in a meeting of the Town Council or a meeting of a committee or sub-committee of the Town Council through electronic communication means from a remote location ONLY as follows and subject to the following requirements, which shall be applied strictly and uniformly without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted upon at the meeting:

Commented [KH3]: This is added based on the adopted remote participation policy of 2023

- A. Remote participation shall be subject to the approval of the presiding officer of the applicable public body, appealable to the body as a whole in accordance with Robert’s Rules of Order.
- B. On or before the day of a meeting, a member of the public body wishing to participate remotely shall notify the presiding officer that such member is unable to attend the meeting due to:
 - 1. a temporary or permanent disability or other medical condition that prevents physical attendance,
 - 2. a medical condition of a member of the member’s family requiring the member to provide care that prevents the member’s physical attendance;
 - 3. the member’s principal residence being more than 60 miles from the meeting location identified in the required notice for such meeting; or
 - 4. the member being unable to attend the meeting due to personal reasons, in which case the member shall identify with specificity the nature of the personal reason.
- C. A member’s participation from a remote location will only be approved if the member’s voice is clearly audible to council members and citizens at Town Hall (or such other location as specified in the notice of the meeting) and if the member can hear persons speaking into the microphones at the Town Hall (or other specified location).
- D. If a member’s participation form a remote location is disapproved because such participation would violate the policy, such disapproval shall be recorded in the minutes with specificity.
- E. Each member’s participation due to personal reasons shall be limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

- F. A quorum of members participating in person must be physically assembled at the meeting location that was announced in the notice of the meeting or if no location is specified, at Town Hall.
- G. The public body shall record in the minutes all instances of remote participation, and the remote location from which a member participates. The remote location need not be open to the public and may be identified in the minutes by a general description.
- H. If participation is approved pursuant to subsection B:1 or B:2 of this policy, the public body shall include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subsection B:3 the public body shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subsection B:4 the public body shall also include in its minutes the specific nature of the personal matter cited by the member.
- I. Instances of remote participation shall be included in the total of meetings attended for the purpose of calculating the monthly compensation of the Town's elected and appointed officials.
- J. A Councilmember who is participating in a meeting electronically may not be prohibited or restricted from voting on matters.
- K. This policy shall be adopted annually by a recorded vote of the Town Council during a public meeting, at which time, it shall be updated to include any changes required by the Code of Virginia in order to hold meeting through electronic communication means.
- L. Council may also meet electronically as permitted by Virginia Code § 2.2-3708.2 when the Governor has declared a state of emergency in accordance with § 4.4-146.17 or the Council has declared a local state of emergency pursuant to Virginia Code § 44-146.21, provided that (i) the catastrophic nature of the declared emergency makes it impractical or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the Town or the discharge of its lawful purposes, duties and responsibilities. In convening a meeting under this policy, the Town shall:
 - 1. (a). Give public notice using the best available method given the nature of the emergency, said notice to be given contemporaneously with the notice provided to members of Council.
 - (b) Make arrangements for the public to access the meeting through electronic communication means, including video conferencing if already used by the Town Council.

(c). Provide the public with the opportunity to comment at those meeting of the Town Council when public comment is customarily received.

2. The nature of the emergency, the fact that the meeting was held electronically and the type of electronic means used shall be stated in the meeting minutes.

3. Council shall otherwise comply with Virginia Code § 2.2-3708.2

Section 2-2. Special and Emergency Meetings

A. The Council may hold such special meetings, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time. A special meeting of the Council shall be called pursuant to Article III, Section 1(10) of the Town Charter.

B. Special meetings may be called by the Mayor, or any two (2) members of the Council in writing to the Clerk of Council for the purpose stated in the notice of the special meeting. The Clerk of Council shall forthwith notify the members of the Council of the time and place designated and the purpose of the meeting. Written notice of the special meeting shall be .

Commented [KH4]: Remote participation in case of State or Town of Emergencies is provided in subsection L. Jbaker commented that clarification language needs to included in what constitutes a emergency and the parameters of reasonable notice. Subsection C defines procedures in calling an emergency meeting.

delivered to each member of the Council by giving reasonable notice at his or her place of ~~abode~~ residence or place of business or via e-mail. Only matters specified in the notice of the special meeting shall be considered unless (1) all of the members of the Council are present and (2) the Council determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.

B.C. Emergency meetings may be called by the Mayor or any two members of Council in writing to the Clerk of the Council for the purpose stated in the notice of the emergency meeting. The Clerk of Council shall forthwith notify the members of the Council of the time and place designated and the purpose of the meeting. Written notice of the emergency meeting shall be delivered to each member of the Council by giving reasonable notice at his or her place of ~~abode~~ residence or place of business or via e-mail. Only matters specified in the notice of the emergency meeting shall be considered unless (1) all of the members of the Council are present and (2) the Council determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.

C.D. In accordance with the Code of Virginia, 2.2-3707(D) Notice, reasonable under the circumstance, of special or emergency meetings shall be given contemporaneously with the notice provided members of the public body conducting the meeting, the Town Attorney, and the Town Manager.

Section 2-3. Legal Holiday

When a regularly scheduled Monday meeting falls on a legal holiday, the meeting shall be held on the following Tuesday unless the meeting is canceled or otherwise rescheduled by a majority vote of the Council.

Section 2-4. Adjourned or Recessed Meetings

A. A meeting of the Council is adjourned when the Council has finished its business and is bringing the meeting to a close, with the intention of holding another meeting at a later date. Generally, when a meeting of the Council is adjourned, the next meeting of the Council is preceded by opening ceremonies. A meeting of the Council is recessed when the Council takes a break between sittings and after the recess business is resumed where it left off.

B. A properly called regular, additional scheduled, or special meeting may be recessed or adjourned to a time and place certain by a motion made and adopted by a majority of the Council in open session during the regular, additional scheduled, or special meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed or adjourned session of a properly called regular, additional scheduled or special meeting.

Section 2-5. Cancellation or Rescheduling of Meetings

A regularly scheduled meeting may be cancelled or rescheduled, in special circumstances and for the convenience of Council, if the change would not impact an advertised public hearing or a scheduled public presentation. The Council shall agree to any such change and the remaining members of the Council shall be immediately notified of the change and the reason therefore.

The public and the media shall be notified promptly of the change.

Section 2-6. Organizational Meeting

A. The first meeting in January following ~~the November the~~ Council general election shall be known as the organizational meeting.

B. The Vice Mayor shall be elected at the organizational meeting for a term of two years in accordance with the procedures set out in Section 2-7.

~~C.~~ Following the election of the Vice Mayor, the Council shall make Liaison assignments as appropriate.

~~D.~~ The Rules and Procedures and any other guidelines, such as Spending Policy or Check Signing Policy, should be reviewed and edited at the Organizational Meeting.

~~E.~~ At each Organizational Meeting, the Town Clerk will read the Code of Ethics into the record with each Councilmember acknowledging them with an affirmative vote.

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Commented [KH5]: After speaking to several other Clerks, they read the Code of Ethics for Council to acknowledge and confirm

Section 2-7. Procedure for Election of Vice Mayor

A. Election of the Vice Mayor at the organizational meeting shall be accomplished in accordance with the following procedures:

1. The Mayor shall call for nominations from the Council.
2. Any Council member, after being recognized by the Mayor, may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominees.
3. After all nominations have been made the Mayor shall close the nominating process and open the floor for discussion.

4. After discussion the Mayor shall call for the vote on each nominee in the order his or her name was placed into nomination.

5. A majority of those voting shall be required to elect the Vice Mayor.

B. The Vice Mayor shall serve until a successor is elected by the Town Council.

Section 2-8. Seating Arrangement

The Mayor shall occupy the center seat on the dais. Members of the Council shall select among seats according to seniority, unless determined otherwise by Council.

SECTION 3 – OFFICERS

Section 3-1. Mayor and Vice Mayor

The Mayor shall preside over all meetings of the Council; and, shall only vote in the case of a tie, as provided by the Town Charter. The Vice Mayor serves in the absence of the Mayor. In the absence from any meeting of both the Mayor and Vice Mayor, the Council members present shall choose one of their members as temporary presiding officer.

Section 3-2. Parliamentarian

The Town Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure, the Code of Virginia (1950), as amended, as may be directed by the presiding officer, or as required as a result of a point of order raised by one or more Council members. If the Town Attorney is unavailable, the Town Manager shall serve as the Parliamentarian. All legal questions from Mayor and Council on all Town business shall be addressed to the Town Attorney.

Section 3-3. Preservation of Order

A. At meetings of the Council, the presiding officer shall preserve order and decorum. The presiding officer shall have the following powers:

- 1. To rule motions in or out of order, including any motion not germane to the subject under discussion or patently offered for obstructive or dilatory purposes;
- 2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
- 2-3. To entertain and answer questions of parliamentary law or procedure;
- 3-4. To call a brief recess at any time;
- 4-5. To adjourn in an emergency.

B. A decision by the presiding officer under either of the first two powers listed above may be appealed to the Council upon motion of any member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order. There are two exceptions to this right of appeal. The presiding officer may adjourn without the Council's vote or appeal in an emergency, and he or she may also call a brief recess without a vote at any time for the purpose of restoring calm.

Commented [KH6]: Found this in Middleburg's Policies and Procedures.

SECTION 4 – AGENDA

Section 4-1. Preparation

A. The Town Clerk shall prepare an agenda for the regularly scheduled meetings conforming to the order of business specified in Section 5-1 entitled "Order of Business".

~~B.~~ Any Council member may request that items be placed on a meeting agenda by contacting the Clerk at least seven (7) days prior to the Council meeting for which they wish the item scheduled. The Clerk shall place requested items on the agenda for the next regular meeting or work session, as appropriate, following the request.

~~C.~~ B. Any Any member of the public may request that items be placed on a meeting agenda by contacting the Clerk at least seven (7) days prior to the Council meeting for which they wish the item scheduled. Items that are based upon a statutory requirement will automatically be placed on the agenda by the Clerk. Requests for items that do not have a statutory requirement may only be added to the agenda if a member of Council agrees to sponsor such request.

~~D.~~ C. All items which are requested to be placed on the agenda and which have not been submitted within the prescribed deadline shall be placed on the following regular work session agenda for consideration.

~~E.~~ D. Nothing herein prohibits the Council from adding items to the agenda, provided that such a request is in the form of a motion, voted upon by a majority of the Council. Adding items to a special or emergency meeting agenda requires the presence of all members of Council. Members must use discretion in requesting the addition of items on the agenda. It is considered desirable to have items listed on the published agenda.

~~F.~~ E. Unless required by law, no item will be scheduled for a public hearing unless by the vote of a majority of the Council to hold a public hearing on the item.

Section 4-2. Delivery of Agenda

The Council meeting package, including the agenda and related materials, shall be delivered to each member of the Council and the Town Attorney ~~either electronically or hand delivered one week prior to the Monday work session five (5) calendar days prior to the Work Session and one week prior no later than noon on the Thursday prior~~ to the Monday regular Council meeting . Such materials shall be posted to the Town website on those dates.

Section 4-3. Copies

The Town Clerk shall prepare or cause to be prepared extra copies of the meeting package and shall make the same available to the public and the press in the Town Hall for public inspection.

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Section 4-4. Internet

The Town Clerk shall post the agenda for all Town meetings and work sessions on the Internet and displayed at Town Hall for public information as promptly as possible. All meetings are posted on the Town's social media pages with related link to view the agenda on the Town website.

SECTION 5 -- ORDER OF BUSINESS FOR COUNCIL MEETINGS

Section 5-1. Order of Business

A. The Town Council Work Sessions are held on the last Monday of the month. The order of business shall be generally be as follows:

1. Call To Order
2. Roll Call
3. Agenda Items
 - a. Monthly Financial Report
 - b. Department Reports
 - c. Any items to be discussed in order for action at the Regular Monthly meeting
4. Adjournment

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B. At regular meetings of the Council on the 1st Monday of the month, the order of business shall generally be as follows:

6 PM Closed Session, When Needed

1. Call To Order
2. Roll Call
3. Closed Session Motion
4. Certification
5. Directive or Motion from Closed Session
6. Adjournment

A. 7 PM Regular Meeting

1. Call to Order
- 2.1. Roll Call
3. Closed Session, As Needed
- 4.2. Adjourn Closed Session
3. Pledge of Allegiance
4. Invocation or Moment of Silence
5. Presentations or Special Recognitions
6. Public Hearings (if any)
7. Citizens' Time
- Consent Agenda
 - a. Minute Approval

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- b. Department Reports
- c. Liaison Reports

- 8. Agenda Items
- 9. Councilmember Time
- 10. Adjournment

B. The above order of business may be modified by the Town Clerk, as directed by the Mayor or Majority of Council, to facilitate the business of the Council.

C. Council work sessions are less formal meetings and the agenda may be ~~as~~ prepared by the Town Manager and Town Clerk to best facilitate the business of the Council.

D. ~~Council elected to begin adopting~~ The Consent agenda is ~~based upon recommendation of the Mayor, Clerk and Town Manager for issues items~~ that do not need any additional discussion or deliberation by the Council ~~such as Minute Approval, Department and Liaison Reports~~. Please note, that any member of Council can request of the Mayor to remove an agenda item for discussion from the consent agenda prior to the adoption of the consent agenda.

Section 5-3. Citizen Participation

A. Every petition, communication or address to the Council shall be in respectful language and is encouraged to be in writing.

B. Public Comment

1. Individuals or groups wishing to speak at a regular Council meeting shall be recognized by the presiding officer during the Public Comment section of the meeting. Groups wishing to make a presentation are encouraged to submit a written request to the Clerk of Council by noon on ~~the Thursday~~ the Monday prior to the regular meeting date.

2. Public comments shall be for the purpose of allowing members of the public to present any Town business related matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council.

3. Candidates running for any public office who wish to appear before the Council on issues related to their candidacy shall do so under Public Comments; and, shall adhere to the five minute time limit.

4. Remarks shall be addressed directly to the Council and not to staff, the audience, or the media.

5. The presiding officer shall open the Public Comments.

6. Each speaker shall clearly state his or her name and address. If the speaker is uncomfortable stating his or her address in public, he or she may provide that information privately to the Clerk of Council after speaking.

~~6-7.~~ If a citizen is unable to attend the meeting but would like to have their voice heard, they are encouraged to send an email to the Town Clerk by 3 pm on the day of the meeting. The Town Clerk will read their email into the record identifying them and their address. If an email does not have a name associated with the email, the Clerk will not read the comment into the record.

Commented [KH8]: Jbaker added: " but must be relevant to town matters

Commented [KH9]: J Pasanello requested to have this added

~~7.8.~~ There shall be a time limit for each individual speaker of 5 minutes.

~~8.9.~~ A representative of a civic association, a home owners association, or any organizations formally recognized and current with Internal Revenue Service and/or the Commonwealth of Virginia State Corporation Commission shall have ten (10) minutes for their presentation. In the event that there is a question as to whether an organization is recognizable for purposes of the extended time limitation, the presiding officer shall so determine. The representative shall identify the group at the beginning of his or her presentation. A group may have no more than one spokesperson.

□

9-10. There shall be no comment by speakers during Public Comment on a matter for which a public hearing is scheduled during the same meeting.

11. Any issue raised by the public which the Council wishes to consider may be put on the agenda for a future Council meeting or work session by consent of the Town Council.

12. Councilmembers shall not discuss issues raised by the public except by consent of the presiding officer at the conclusion of the Public Comment section.

13. Once the Council has heard a presentation from an individual or organization on a particular subject that has been previously denied by the Town Council or for which the Town Council declined to advance consideration thereof, the individual or organization may not make another presentation on the same subject within three (3) months of the first presentation, except by a majority vote of the members of the Council present and voting.

~~10.~~ 13. The above rules notwithstanding, members of the public may present written comments to the Council or to individual Council members at any time during the meeting. Such written comments shall be submitted through the Town Clerk.

C. Other than as stipulated above or during public hearings, no person shall be permitted to address the Council orally, except by permission of the Council, and such permission shall not be granted unless with the consent of a majority of the members of the Council present at such meeting.

D. No speaker's time shall be extended except by a majority vote of the Council members present.

E. Any person who desires to submit written statements for forwarding to the Council prior to a Council meeting must submit a copy to the Clerk of Council by 12:00 noon on the Date of the Council meeting.

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Section 5-4. Prohibited Conduct

A. Persons appearing before the Council will not be allowed to:

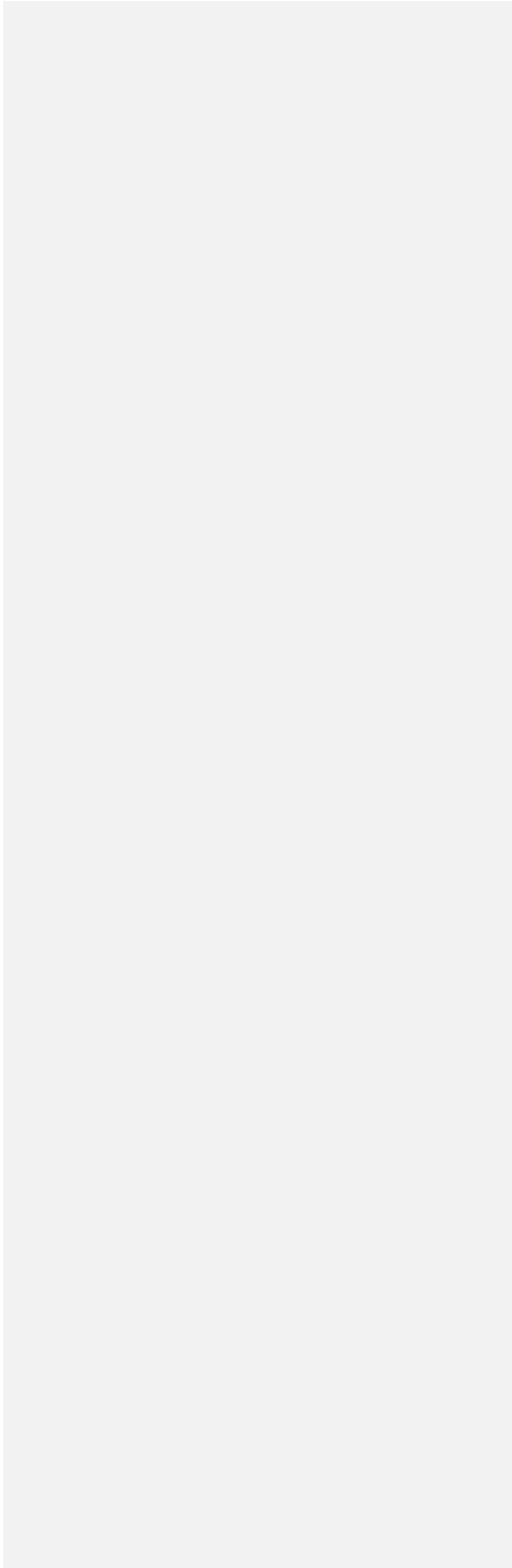
1. Market or solicit business from the Town;
2. Use obscenities or other speech tending to create a breach of the peace;
3. Use language which insults or demeans any person or which, when directed at a public official or employee is not related to his or her official duties, however, citizens have the right to comment on the performance, conduct, and qualifications of public figures;
4. Interrupt other speakers or engage in behavior that disrupts the meeting including but not limited to applause, cheers, jeers, etc.;
5. Engage in behavior that intimidates others;

B. The presiding officer shall preserve order and decorum at Council meetings. He or she may order the expulsion of any person, other than members of the Town Council, for violation of these rules, disruptive behavior, or any words or action which incites violence or disorder, subject to appeal to the Council. Any person so expelled shall not be readmitted for the remainder of the meeting from which expelled. Any person who has been so expelled and who at a later meeting again engages in behavior justifying expulsion may also be barred from attendance at future Council meetings for a specified and reasonable period of time not to exceed six months, or upon a still subsequent expulsion a period not to exceed one

year either by the presiding officer, subject to appeal to the Council, or by motion passed by the Council.

Section 5-5. Public Hearings

A. This section of the agenda shall be for public hearings as required by Town, State, or Federal law, or as the Council may direct.



- B. The presiding officer shall conduct all public hearings.
- C. The order of public hearings shall be as follows:
 - 1. The presiding officer shall open the public hearing.
 - 2. Hearings shall begin with a brief presentation from a staff member and/or representative from the cognizant board, authority, commission or committee upon recognition of the presiding officer. The presentation shall summarize the facts about the issue and the staff recommendation. Council members may seek clarification during the presentation.
 - 3. In land use cases (rezoning or conditional use permit) the applicant or his or her representative shall be the first speaker(s). There shall be a time limit of ten (10) minutes for the applicant's or his or her representative's presentation.
 - 4. The presiding officer shall then solicit comments from the public. Each speaker must clearly state his or her name and address. If the speaker is uncomfortable stating his or her address in public, he or she may provide that information privately to the Clerk of Council after speaking. There shall be a time limit of five (5) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of ten (10) minutes. A speaker representing a group shall identify the group at the beginning of his or her remarks. A group may have no more than one spokesperson. The Council, by majority vote of the members present, may allow any speaker to proceed past the time limit.
 - 5. After public comments have been received, in a land use case, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.
 - 6. Upon the conclusion of public comments, or the applicant's rebuttal in a land use case, the presiding officer shall close the public hearing.
- D. When a public hearing has been closed by the presiding officer, no further public comment shall be permitted. Council members, however, may direct questions to the applicant, the representative of the cognizant board, authority, commission, committee, to a speaker, or to a staff member for clarification prior to taking any vote, if a vote is in order.
- E. Following the close of the public hearing, the presiding officer may entertain a motion to dispose of the issue and the Council may debate the merits of the issue.

Section 5-6. Action Items

This section of the agenda shall include items of a general nature to be considered by the Council. After the presiding officer has stated the item for consideration, staff may be asked to provide a brief summary.

Section 5-7. Items Not on the Agenda

With the Council's unanimous consent, items may be added to the agenda to respond to situations and/or questions of a critical nature which have arisen after the deadline has passed for items to be placed on the agenda.

Section 5-8. Closed Meetings

A. Closed Meetings should only be used when the matter to be discussed is too sensitive for discussion in public and only as allowed by law.

B. No meeting shall become a Closed Meeting until the Council takes an affirmative record vote during the open meeting.

1. The motion shall state specifically the purpose or purposes which are the subject of the closed meeting and reasonably identify the substance of the matters to be discussed. The motion shall make specific reference to the applicable exemption(s) under the Freedom of Information Act, which authorizes the Closed Meeting.

2. Members shall request the assistance of the Town Attorney when making additions to the published Closed Meeting agenda.

C. No resolution, ordinance, rule, contract, regulation or motion considered in a Closed Meeting shall become effective until the Council reconvenes in an open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.

D. At the conclusion of a Closed Meeting, the Council shall reconvene in open meeting immediately thereafter and shall cast a vote certifying that to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements were discussed; and;
2. Only public business matters identified in the motion convening the Closed Meeting were heard, discussed or considered.
3. Any member who believes that there was a departure from the above requirements shall so state prior to the presiding officer's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken place.

E. The failure of the certification to receive the affirmative vote of the majority of the members present during the Closed Meeting shall not affect the validity or confidentiality of the Closed Meeting with respect to matters considered therein in compliance with the Freedom of Information Act.

F. Upon the vote of the Council as a part of the motion to convene the Closed Meeting, the Council may permit non-members to attend a Closed Meeting if their presence would reasonably aid the Council in its consideration of an issue.

G. Individuals attending a Closed Meeting should respect the Council's decision that the subject matter is too sensitive for public discussion and should treat the Closed Meeting discussion as confidential. The Council shall remind those attending the Closed Meeting of their duty in this regard as a part of their certification motion.

SECTION 6 – RULES OF PROCEDURE FOR COUNCIL MEETINGS

Section 6-1. Quorum

A. As provided by Section 15.2-1415 of the Code of Virginia, the Council may exercise any of the powers conferred upon it at any regular, special, or adjourned meeting at which a quorum is present. According to Article III of the Town of Haymarket Charter, a majority of the members of Council constitutes a quorum for the transaction of business. A quorum is four (4) members of Council in the absence of the Mayor or three (3) members of Council and the Mayor. Quorum refers to the number of members present at a meeting, not the number of members voting on an issue. In the event that a meeting is held without a quorum of the Council, the Council may not take any action, whether formally or by consensus, including conducting public hearings.

B. If a quorum fails to attend any meeting that contains agenda items requiring action on the part of the Council, no action shall be taken and the Town Clerk shall enter such adjournment to the next regularly scheduled meeting in the minute book of the Council. The Clerk shall notify absent members thereof in the same manner as required for special meetings.

C. If the Virginia Conflict of Interests Act prevents some of the members of the Council from participating in an item of business, Sections 2.2-3112 and 15.2-1415 of the Code of Virginia provide that a majority of the remaining members of the Council shall constitute a quorum.

Section 6-2. Priority in Speaking on the Council

When two or more members of the Council wish to speak at the same time, the presiding officer shall name the one to speak first.

Section 6-3. Comments, Queries of Council Members

Council members are to observe the following rules during the discussion of agenda items:

- A. The presiding officer shall keep discussion germane to the subject.
- B. Council members may address questions to the Town Manager, staff or other appropriate individuals present at the meeting. All legal questions should be addressed to the Town Attorney.

Section 6-4. Action by the Council

- A. Items of business will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded.
- B. When a proposal is perfectly clear to all present, and the proposal will not obligate the Council in any manner nor finally decide an issue before the Council, action can be taken upon the unanimous consent of the Council members present, without a motion having been introduced. However, unless agreed to by unanimous consent, all proposed actions of the Council must be approved by vote under these rules. Silence, or the lack of spoken dissent, is taken as consent.

Section 6-5. Motions

- A. Informal discussion of a subject is permitted while no motion is pending.
- B. Any voting member may make a motion.
- C. Voting members are required to obtain the floor before making motions or speaking, which they can do while seated.
- D. A voting member may make only one motion at a time.
- E. Except for matters recommended by a Council committee, or as otherwise stipulated in these rules of procedure, all motions require a second and a motion dies for lack of a second.

Section 6-6. Substantive Motions

- A. A substantive motion is any motion that deals with the merits of an item of business and is within the Council's legal powers, duties and responsibilities.

B. A substantive motion is out of order while another substantive motion is pending.

Section 6-7. Procedural Motions

A. Procedural motions are those motions that the Council may use to "act upon" a substantive motion by amending it, delaying consideration of it, and so forth. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

B. In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion requires the floor and a second, is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are listed below in their order of priority. If a procedural option is not listed below, then it is not available.

1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Council which shall decide the matter by majority decision. Such an appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order.

2. Motion To Adjourn. At a meeting of the Council, a motion to adjourn shall always be in order. The motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. The motion is not debatable and cannot be amended.

3. To Take a Brief Recess. This motion allows the Council to pause briefly in its proceedings. A motion to take a brief recess is in order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending

4. To Suspend the Rules. The Council may suspend provisions of its rules of procedure. The Council may not, however, suspend any provisions of the rules that state requirements imposed by law on the Council. For adoption, a motion to suspend the rules requires a majority vote of members present.

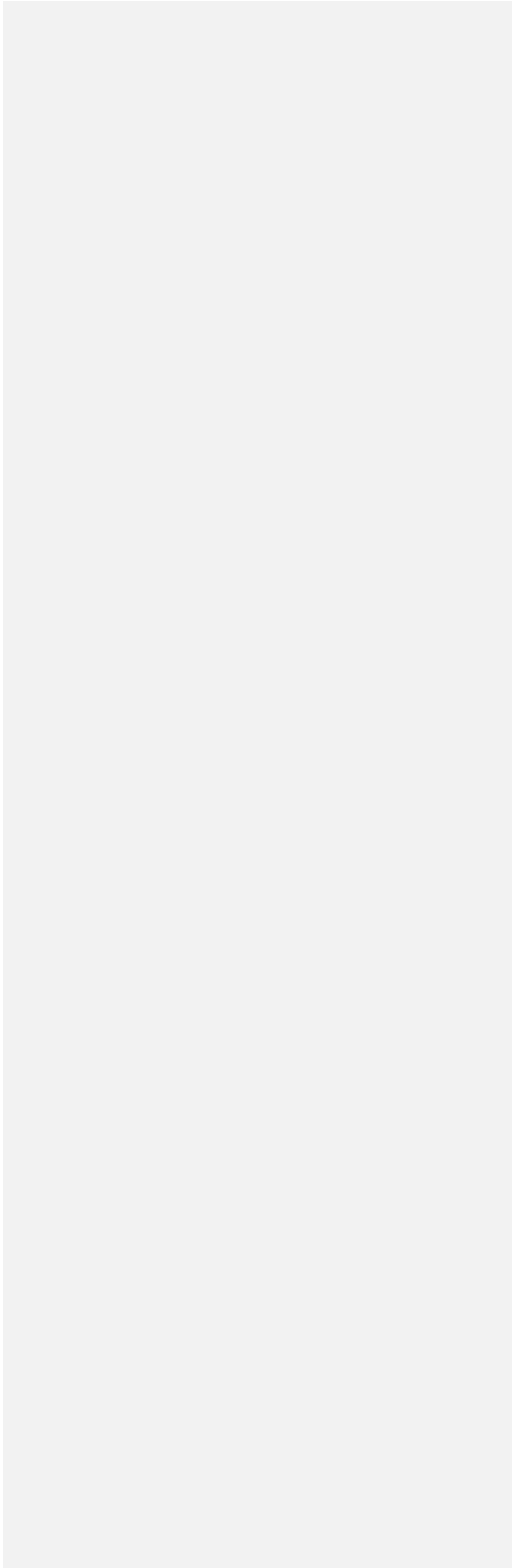
5. To Defer Consideration. The Council may defer action on a substantive motion to a more convenient time. The Council may use the following motions to defer consideration of a substantive motion:

(a) The motion to "lay on the table" is used to temporarily set aside an item of business to deal with a more urgent item. Once an item of business has been laid on the table, a motion to "take from the table" is needed to bring the item back before the public body for discussion.

(b) The motion to "postpone" delays debate on an item of business so that it may be considered at a later date. An item of business may be "postponed definitely," when it is continued to a definite time or date or "postponed indefinitely" if no future time or date is specified in the motion. A matter that has been postponed to a certain time or day shall be brought up again automatically when that time arrives. When a matter has been postponed indefinitely it takes an affirmative vote of a majority of the Council to bring the matter back for further discussion.

(c) Section 15.2-2286 of the State Code requires that a zoning petition must be "acted upon" within a "reasonable time," not exceeding one year. The Council may defer action on a zoning petition for

consideration at a more convenient time. However, the Council may not dispose of a zoning petition with a motion to postpone indefinitely.



6. Call the Question. The motion to call the question is not in order until every member of the Council has had an opportunity to speak at least once and. The motion is not amendable or debatable.

7. To Amend. Any substantive motion properly on the floor may be amended. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a substitute motion. A motion may be amended no more than twice. Once a motion has been offered to the Council, it is up to the Council to decide whether or not it should be changed by amendment. It is not necessary for the person making the original motion to approve of any proposed amendment to the motion.

8. Substitute Motion. A substitute motion shall be allowed to replace any motion properly on the floor. It shall have precedence over an existing motion and may be discussed prior to being voted on. If the substitute motion fails, the former motion can then be voted on. If the substitute motion passes, the substitute motion replaces the main motion and the matter is decided. No more than one (1) substitute motion may be made.

9. Withdrawal of Motion. A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.

10. Motion to Reconsider. The Council may vote to reconsider its action on a matter. The motion to reconsider must be made no later than the next succeeding regular meeting of the Council and can only be made by a member who voted with the prevailing side. In the event of a tie vote on the original motion any Council member may introduce a motion to reconsider. The motion cannot interrupt deliberation on a pending matter but is in order when action on a pending matter concludes..

Section 6-8. Debate

A. The presiding officer shall state the motion and then open the floor to debate. The presiding officer shall preside over the debate according to the following general principles:

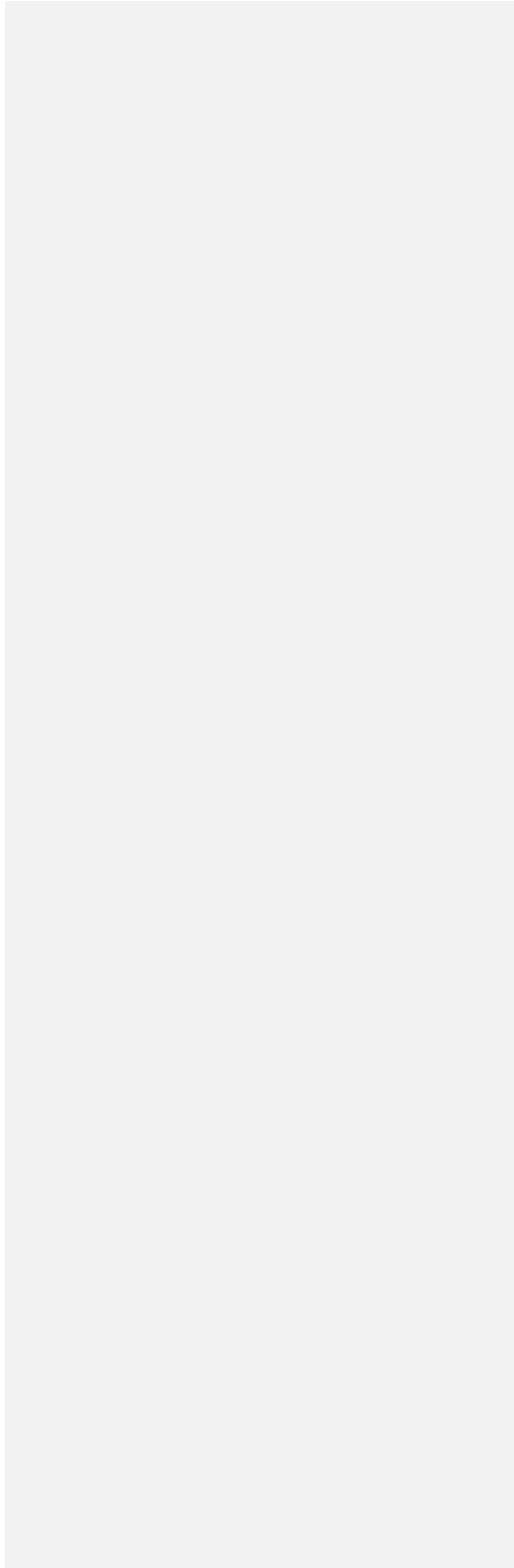
1. The maker of the motion is entitled to speak first;
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken;
3. To the extent possible, the debate shall alternate between proponents and opponents of the measure.
4. A member of the Council may vote against his or her motion, but may not speak against his or her motion.
5. The presiding officer may participate in the debate prior to declaring the matter ready for a vote.

Section 6-9. Duty to Vote

- A. Each voting member of the Council who is present at a meeting is expected to vote upon all issues presented for decision unless prohibited from doing so by the Virginia Conflict of Interests act.
- B. If there is an abstention, it shall be the responsibility of the Town Clerk to note the abstention and the reason for abstaining, if stated, for the record.

Section 6-10. Method of Voting

A. After debate, the presiding officer shall ensure that the motion is clear and call for the vote.



- B. All questions submitted to the Council shall be determined by a majority vote of the members voting on any such question, unless otherwise required by special or general law. A majority is more than half.
- C. An “affirmative vote” by a majority of the Council present being necessary to adopt a motion, a tie vote means that the motion has been rejected. When a motion fails on a tie vote, the “noes” prevail.

Section 6-11. Decisions on Points of Order

Any Council member may raise a point of order without being recognized by the presiding officer. The presiding officer shall refer any point of order to the Parliamentarian. The Parliamentarian shall advise the presiding officer who shall then make a ruling on the point of order. A Council member may appeal the ruling of the presiding officer to the full Council which shall decide the matter by majority decision.

SECTION 7 - BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

Section 7-1. Appointments to Boards, Authorities, Commissions, and Committees

A. Members of boards, commissions and committees requiring a Council vote shall be appointed by an affirmative vote of a majority to serve specified terms as may be deemed to be appropriate by the Council or as specified by statute.

B. The Council by majority vote shall select the liaisons for the following: Planning Commission, Architectural Review Board, Finance, ~~Police and Historical Commission~~, ~~Community Outreach and Business~~. The liaisons shall be responsible for leading the discussion of the standing committees during Council meetings and for keeping the Council informed on issues related to their respective committees. Committee liaisons will serve two-year terms.

C. Ad hoc committees, such as special task forces, may be created from time to time, for specific purposes, as determined by the Council.

Section 7-2. Standing Committees Roles and Guidelines

The roles of and the operating guidelines for the standing committees shall be as adopted by a majority of the Council.

A. Finance Liaison

The Finance Liaisons (FLs) are appointed by the Council at the beginning of each new term to be the representatives that liaise between the Town Staff and the duly elected governing body. The FLs main responsibility is to perform financial oversight of the Town's budget, expenditures, and all other financial related issues for the Council. Nothing in their duties prevent all Council Members from discussing financial matters with Staff by reaching out directly and asking questions, and if necessary, making an appointment to delve into a more detailed discussion.

Role, Responsibility, and Tasks of FLs:

- The FLs and Staff meet every second Wednesday @ 2 PM using a pro-forma agenda and cover the following items -
 - Review all invoices and check signing utilizing best practices and internal controls (one liaison reviews checks and approves invoices, and the other signs and approves checks/expenditures)
 - Review the current fiscal year budget, with Staff and the Chief of HPD (CHPD), and discuss line items, comparing projected to actuals and discussing causes and potential solutions for those that are not in-line with expectations

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- o During budget season, Staff develops their proposed budget and keeps FLs abreast of overall progress, timeline, and highlights. However, a full detailed review and discussion of proposed budgets are the responsibility of Council and, accordingly, covered in their meetings
- o Discuss current and proposed/planned expenditures with CHPD and Staff, as needed
- The FLs, at times, are a sounding board for Staff on budget matters related to the analysis of revenue, expenses and new initiatives to be brought to council for general discussion
- The FLs prepare a monthly summary of the bi-weekly meetings for inclusion into the agenda packet for the regular monthly meeting
- The FLs are available to Council, Staff and public to field any questions they may have regarding matters related to their role, responsibility, and tasks.

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B. Business Liaison

The Town Council Business Liaison serves as a bridge between the Town Council and the business community, working in collaboration with Town Staff to promote business engagement, economic growth, and community development. The Liaison ensures that business interests are represented while fostering strong partnerships to enhance the local economy in alignment with the Town of Haymarket's Strategic Plan.

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Key Responsibilities:

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1. Business Engagement & Advocacy

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- Work in collaboration with Town Staff (Town Manager, Town Treasurer, and Town Events Coordinator), who serve as the primary contacts for local businesses.
- Maintain awareness of business concerns, providing updates to the Town Council and escalating issues as needed.

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2. Economic Development & Promotion

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- Encourage local businesses to actively participate in town events, including Haymarket Day, the Farmers Market, and the Town Holiday Event to strengthen community ties and business visibility.
- Support the development of an advertising campaign to showcase and attract businesses to the town.
- Work with Town Staff to highlight local businesses through Business Spotlights, social media promotions, and tourism initiatives.

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3. Business Roundtable & Networking

- Work with Town Staff to plan, coordinate, and host Quarterly Business Roundtable events to foster discussion and collaboration.
- Serve as an active participant in Business Roundtables, ensuring business feedback is captured and addressed by the Town Council as needed.

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4. Strategic Collaboration & Representation

- Represent the Town of Haymarket at local business events, including the Haymarket-Gainesville Business Association and Prince William County Chamber of Commerce meetings, to strengthen regional economic ties.
- Collaborate with the Town Council, Economic Development partners, and business organizations to align business initiatives with town policies.
- Monitor state legislation and zoning regulations, working with the Virginia Municipal League (VML) and other municipalities to provide insights to the Town Council.

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5. Infrastructure & Business-Friendly Initiatives

- Advocate for business-friendly infrastructure improvements, such as parking solutions, streetscapes, and pedestrian-friendly access.
- Provide input on economic development policies that benefit local businesses, ensuring alignment with the Town's Strategic Plan.

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Alignment with the Town's Strategic Plan

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The Business Liaison role directly supports multiple objectives, including:

- Fostering Economic Development, Tourism, and Supporting Businesses (Business Spotlights, Town Event Participation, Business Roundtables).
- Enhancing Community Engagement (Business Networking, Regional Collaboration).
- Improving Transportation & Infrastructure (Supporting projects that benefit businesses).

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By working alongside Town Staff and local businesses, the Business Liaison helps ensure Haymarket remains a thriving, business-friendly community while preserving its small-town charm and economic vitality.

C. Architectural Review Board Liaison

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The ARB Liaison is an active ARB seat that represents Council. It is intended to assist with bridging communication between the Board and Town Council as well as assisting the Board with understanding the vision Council sees as the town's architectural style.

Role:

- Active seat on the Board
- Town Council Representative
- Communication Bridge between Town Council and the ARB members

Responsibility:

- Participate as an active member of the ARB
- Report Council Activity to the ARB members
- Submit a monthly Liaison report to Council summarizing ARB meeting activity

D. Planning Commission Liaison

Reports To: Town Manager, Mayor, Chairman

Position Summary:

The Planning Commission Liaison serves as the primary point of contact. This role ensures effective communication, coordination, and facilitation of planning-related activities, including land use, zoning, and development initiatives. The Liaison provides administrative and technical support, assists in policy development, and helps align planning objectives with broader community and governmental goals.

Key Responsibilities:

- Serve as a bridge between the Planning Commission, Town Council, and local government officials.
- Provide guidance on planning and land-use regulations to commissioners, council members, developers, and citizens.
- Support the implementation of comprehensive plans, planning projects, and council directives.
- Serve as a liaison between the Town Council and Planning Commission to ensure planning and development efforts align with town policies and strategic goals.

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E. Community Outreach Liaison

Position Overview:

The Community Outreach Liaison serves as a bridge between the Town of Haymarket's local government and its residents, businesses, and community organizations. This role focuses on fostering engagement, promoting civic participation, and ensuring transparent communication between the town leadership and the public.

Key Responsibilities

- Develop and maintain relationships with community groups, HOA's, and residents to understand concerns and priorities.
- Organize and attend public events, town halls, and meetings to share information and gather community input.
- Serve as a point of contact for residents with questions or concerns about town initiatives and policies.
- Collaborate with local organizations, nonprofits, and stakeholders to support community programs and projects.
- Create and implement community programming that fosters engagement, civic education, and local involvement.
- Assist in creating and distributing public communications, including newsletters, social media updates, and town announcements.
- Advocate for community needs by relaying feedback to the Town Council and helping shape policy decisions.
- Promote volunteer opportunities and encourage civic engagement among residents.
- Represent the Town of Haymarket at local events, ensuring a visible and approachable presence in the community.
- Collaborate with the Business Liaison to foster connections within the town, utilizing the Communications Plan for guidance.

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SECTION 8 -- GENERAL OPERATING POLICY

Section 8-1. Live Streaming via Webcast and Recording of Town Business

All meetings and work sessions of the Council, Planning Commission, Architectural Review Board, Historic Commission and Board of Zoning appeals will be aired live via Webcast. Any additional gatherings may be aired via Webcast at the discretion of the Town Manager when in the best interest of the public, notwithstanding technology failures, power outages, and other complications beyond the control of the Town Staff. Copies of the broadcast may be obtained via the Town's website by download. If a copy of a meeting is desired, charges may apply.

Section 8-2. Numbering and Indexing of Resolutions and Ordinances

It shall be the responsibility of the Clerk to number and index all resolutions and ordinances adopted by the Council. The resolutions shall be numbered consecutively, and use the four digits of the calendar year, the month and day.

Example: for the first resolution made on January 1, 2013, the resolution number would be shown as: RES201301-01. Ordinances shall also be numbered consecutively.

Section 8-3. Minutes of the Council Meetings

The minutes of the Council meetings shall reflect the official acts of the Council. They shall provide a summary of discussion and record Council votes. Minutes shall be considered for approval within a reasonable time after the meeting they record.

Section 8-4. Amending the Rules of Procedure

These rules may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote of four (4) members of the Council.

Section 8-5. Special Rules of Procedure

The Council may adopt its own special rules of procedure to cover any situations that are not adequately addressed in these Rules of Procedure. Adoption of a special rule of procedure shall require an affirmative vote of a majority of a quorum of the Council.

SECTION 9 – CORRESPONDENCE POLICY

Section 9-1. Town Clerk

All correspondence for Council, Commissions, Boards and Staff should be copied to Town Clerk to ensure proper recording keeping.

Section 9-2. Town Attorney

Mayor and Council need to address all legal questions to the Town Attorney. The Town Attorney should be copied on any and all correspondence on town municipal matters.

Commented [KH11]: J Pasanello would like the policy in contacting the Town Attorney

Section 9-3. Staff Members

All requested directives from the Town Council either as a whole or individually will go through the Town Manager.

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Town of
Haymarket
Virginia

TOWN OF HAYMARKET COMMUNICATION PLAN

Version 1.0
April 2025

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Executive Summary

The Town of Haymarket’s Communication Plan is a strategic guide designed to strengthen transparency, promote engagement, and enhance the connection between the Town and its stakeholders. Grounded in the Town’s mission, vision, and core values—including transparency, inclusiveness, fiscal responsibility, and community—this plan outlines the frameworks, tools, and protocols necessary to ensure clear, consistent, and responsive communication.

As a small town with a growing regional presence, Haymarket serves a diverse audience of residents, businesses, visitors, and partners. This plan supports the Town’s Strategic Goals by advancing initiatives that:

- Enhance Community Engagement
- Foster Economic Development and Support Town Businesses
- Promote Fiscal Responsibility and Organizational Excellence
- Preserve Haymarket’s History and Identity

The Communication Plan defines the Town’s audiences, key messaging priorities, communication channels, content management practices, and feedback loops. It also outlines a clear framework for crisis communication, legal and ethical compliance, and ongoing evaluation. With a focus on collaboration and two-way dialogue, the plan reinforces the Town’s commitment to building trust, strengthening civic pride, and fostering a vibrant and connected community.



Objectives and Goals

The Town of Haymarket is dedicated to serving our residents, businesses, and visitors by delivering public services with fiscal responsibility, social awareness, and a commitment to inclusive governance. Rooted in our historic charm and driven by a forward-looking vision, our efforts are guided by core values such as transparency, integrity, accountability, innovation, inclusiveness, and collaboration.

With a population of approximately 1,700 residents and a growing regional presence, Haymarket is a diverse and vibrant community that values its small-town character while embracing opportunities for thoughtful growth. The Town is home to over **160 registered businesses**, ranging from locally owned shops and restaurants to professional services, contributing to a dynamic economic landscape that serves residents and attracts visitors throughout Prince William County.

This Communication Plan is designed to reflect and support our values while advancing key goals outlined in the Town’s Strategic Plan. Specifically, it supports:

- **Enhancing Community Engagement** by strengthening outreach, participation, and transparency
- **Fostering Economic Development, Tourism, and Supporting Town Businesses** by promoting local offerings and increasing visibility
- **Promoting Fiscal Responsibility and Organizational Excellence** by improving communication systems and operational efficiency

The objectives of this Communication Plan are to:

- Strengthen community engagement by encouraging participation from residents, businesses, and visitors
- Provide timely and accurate dissemination of both emergency and non-emergency information
- Raise awareness of town-sponsored events, initiatives, and opportunities
- Promote civic involvement through volunteer and community programs
- Support local businesses by increasing visibility of their services and contributions to the town

Our Audience

Internal Stakeholders:

The success of the Town of Haymarket’s Communication Plan relies on active participation and collaboration among internal stakeholders. These include elected officials such as the Mayor, Vice Mayor, and Town Council Members, as well as administrative leaders like the Town Manager, Town Clerk, and Treasurer. In addition, appointed bodies such as the Planning Commission, Architectural Review Board (ARB), and Board of Zoning Appeals (BZA) contribute to communication efforts through community engagement and policy development. The Haymarket Police Department, led by the Chief of Police, plays a critical role in both emergency and community communications.

Each of these individuals and groups holds specific responsibilities that support timely, accurate, and consistent messaging to the public. To enhance coordination and maintain alignment with strategic goals, all internal stakeholders should receive training on effective communication practices and the proper use of communication tools.

Strong interdepartmental coordination is essential to ensure unified messaging, avoid duplication of efforts, and maintain clear lines of communication—particularly during emergencies, major events, and high-impact policy changes. Regular internal check-ins, shared calendars, and cross-departmental updates will be utilized to keep all relevant parties informed and aligned. In cases where external messaging spans multiple departments or functions, the Town Manager or their designee will serve as the central coordination point to streamline communication and ensure accuracy.

For a complete overview of these roles and contacts, refer to the following appendices:

- **Appendix A** – Town Council & Liaison Assignments
- **Appendix B** – Board Directory
- **Appendix C** – Town Staff Directory
- **Appendix D** – Police Department Directory

External Stakeholders:

External stakeholders are at the heart of the Town of Haymarket’s communication efforts. They include residents, business owners, non-profit organizations, houses of worship, homeowners associations (HOAs), and individuals who live or work just beyond town limits but actively engage with and support Haymarket. These individuals and groups help shape the town’s identity and play a vital role in the success of local initiatives, events, and overall community well-being.

This Communication Plan is designed to ensure that external stakeholders are kept informed, engaged, and empowered to participate in civic life. Communication efforts will be tailored to promote transparency, accessibility, and inclusion—supporting the Town’s

strategic goals to **Enhance Community Engagement, Foster Economic Development and Support Town Businesses**, and **Preserve Haymarket’s Small-Town Character**.

Additionally, **Town Sponsors and Partners** make significant contributions to our community (whether financial, logistical, or in-kind) and are essential to the success of community events and public programming. These sponsors help the Town deliver high-quality experiences for residents and visitors alike, while strengthening public-private collaboration. A consistent communications approach will ensure sponsors receive appropriate recognition and visibility for their support.

For detailed listings and further reference, see the following appendices:

- **Appendix E** – Town Map with HOA Boundaries
- **Appendix F** – HOA Directory
- **Appendix G** – Listing of Town Businesses
- **Appendix H** – Directory of Houses of Worship and Non-Profit Organizations
- **Appendix I** – Farmers Market Brochure (Participating Businesses)
- **Appendix J** – Town Sponsors & Partners

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Key Messages

The Town of Haymarket is committed to clear, consistent, and values-driven communication. All messaging should reinforce the Town’s mission, align with its core values, and support the strategic goals outlined in the Town’s Strategic Plan.

As a Town, we must develop key messages that reflect our priorities—transparency, fiscal responsibility, inclusiveness, and community engagement. These messages should remain consistent across all communication channels, including print, digital, verbal, and visual platforms. At the same time, messaging must be tailored to resonate with specific audiences, with consideration given to accessibility, tone, and language preferences.

Core Message Themes

1. We are a welcoming, connected community.
2. We honor our history while building a vibrant future.
3. We support our local businesses and community partners.
4. We are committed to public safety and well-being.
5. We value transparency, accountability, and inclusion.
6. We engage, listen, and adapt to serve our community.

Key categories of information that must be communicated consistently and clearly include:

- **Public Safety**
 - **Emergencies and Alerts** (e.g., weather events, natural disasters, emergency service impacts)
 - **Non-Emergency Updates** (informational bulletins from public safety)
 - **Health & Safety Notices** (e.g., flu outbreaks, pandemic/epidemic guidance, water or air quality concerns)
- **Government Updates**
 - **Public Notices** (e.g., Town Council meetings, Public Hearings, Planning Commission hearings, special sessions)
 - **Election Information** (e.g., voter registration deadlines, polling locations, candidate filing processes)
 - **Cross-Jurisdictional Information** (updates from Federal, State, County, and regional agencies that impact Haymarket residents and businesses)
 - **Town Hall Closures** (holiday and emergency closures, service interruptions, and remote access options)
- **Community Events**
 - Signature events such as **Haymarket Day, Holiday Celebrations, Farmers Market, Summer Concert Series, and Police-Sponsored Events** (e.g., Coffee with a Cop, National Night Out)

- **Community Programs**
 - **Recreational Programs** (e.g., VSL, GHBL)
 - **Arts and Cultural Activities** (e.g., Crossroads Art Alliance events, museum exhibits)
 - **Youth Programs** (e.g., Youth in Government)
 - **Volunteer Opportunities** and civic engagement initiatives
 - Ongoing promotion and updates related to the **Town Community Park**, including programs, features, and improvements
- **Public Works**
 - Notifications regarding **road closures, utility work, construction, and trash/recycling schedules**
- **Financial and Tax Information**
 - Updates and deadlines related to **property taxes, business registration, meals tax, vehicle registration, and decal issuance**
- **Education**
 - Communication around **local school updates, partnership events, and adult education or continuing learning opportunities**

Communication Channels

The Town of Haymarket utilizes a variety of communication channels to effectively reach internal and external stakeholders. These tools are selected based on their accessibility, timeliness, and ability to foster two-way engagement. All messaging should be consistent across platforms while being tailored to the needs and preferences of different audiences.

Traditional Media

Traditional communication outlets remain a vital component of the Town's outreach strategy, especially for reaching residents and stakeholders who prefer print or in-person updates. These methods help reinforce official messages and ensure accessibility across all age groups and preferences.

- **Local Newspapers** – The Town may issue press releases or collaborate with regional news outlets to share updates on events, public safety, economic development, or governance. These include:
 - *Bull Run Observer*
 - *Prince William Times*
 - *Potomac Local News*
 - *Inside NOVA*
- **Town Message Boards** – Located at three central community hubs—**Town Hall**, **Town Park**, and the **Town Museum**—these boards are regularly updated with flyers, notices, and event information to keep residents and visitors informed in real time.
- **Printed Newsletters** – Delivered or distributed periodically to provide summaries of recent Town initiatives, upcoming events, and community programs.
- **Other Published Materials** – From time to time, the Town may produce special mailers, brochures, or printed inserts to inform stakeholders about targeted programs, public initiatives, or community opportunities.

Digital Media

Digital platforms allow the Town to deliver timely, accessible, and engaging content to a wide range of audiences. These tools support two-way communication, help expand the Town's outreach and reinforce transparency and responsiveness.

- **Town Website** – The primary source for official Town information, including meeting agendas, minutes, announcements, permit applications, and event calendars. It serves as the digital anchor for all Town communications.

- **Social Media** – The Town maintains an active presence on both **Facebook** and **Instagram**, which are used to share community highlights, promote events, post emergency notifications, and engage directly with the public.
- **Email Communication** – Email is used for newsletters, event notifications, public alerts, and targeted outreach to specific groups (e.g., HOA contacts, business owners, volunteers). This tool supports both scheduled messaging and real-time updates.
- **Local Digital News Outlets** – The Town collaborates with digital-first news platforms to share relevant updates, public service announcements, and stories. These include:
 - *InsideNOVA*
 - *Potomac Local News*
 - *Prince William Times*
- **My Haymarket App** – A mobile app that allows residents and stakeholders to access Town services, submit requests or concerns, and stay connected to real-time updates in a user-friendly format.
- **Town Emergency Text Platform** – A dedicated SMS system used to share urgent or time-sensitive information with residents and businesses, particularly during emergencies.
- **Digital Signage at Town Hall** – A screen located at Town Hall displays rotating announcements, event reminders, and important updates, providing another point of access for visitors and residents.

Direct Engagement

Face-to-face engagement is a cornerstone of Haymarket’s communication strategy. These direct interactions build trust, encourage two-way dialogue, and foster stronger relationships between the Town and its diverse stakeholders. By offering multiple in-person and participatory opportunities, the Town ensures that communication is not only delivered but also received and reflected upon.

- **Town Meetings** – Public meetings of the Town Council, Planning Commission, and other boards provide a formal platform for sharing information, gathering public input, and advancing transparency in decision-making.
- **Walk With/Talk With the Mayor** – An informal opportunity for residents to speak directly with the Mayor, share feedback, and ask questions while enjoying the town’s walkable spaces.

- **Council-Hosted Meet & Greets** – Periodic gatherings hosted by the Town Council to connect personally with residents and businesses, answer questions, and foster open dialogue in a relaxed setting.
- **Surveys** – Distributed digitally or in print to gather public input on Town projects, services, priorities, and strategic planning initiatives.
- **Town Events** – Signature events such as Haymarket Day, the Farmers Market, holiday celebrations, and summer concerts serve as key touchpoints for in-person outreach and information sharing.
- **Business Roundtable** – A recurring forum that brings together local business owners and Town representatives to discuss needs, share updates, and collaborate on initiatives that support economic development.

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Content Strategy

A coordinated content strategy ensures that the Town of Haymarket's messaging is timely, engaging, and aligned with strategic goals. To manage this effectively, the Town will implement and maintain a **Content Calendar** that tracks regular updates, announcements, and event-related messaging.

The **Content Calendar** will:

- Include scheduled posts and publications for **Town events, recurring updates, and relevant news**
- Identify the **responsible party** for content creation or contribution
- Be **updated weekly** by the **Town Events Coordinator** and reviewed during regular staff meetings

This calendar ensures that all communication efforts are organized, consistent, and proactively managed across departments.

In addition, the Town Events Coordinator will oversee a **centralized content resource hub** where internal content producers can access approved assets including:

- Official Town logos and branding elements
- Infographics and visual templates
- Approved photos, videos, and iconography

This shared repository promotes brand consistency and supports the creation of high-quality, visually engaging content across all platforms.

Looking forward, the Town will explore the development of a **community-driven platform** to encourage residents to share their personal stories, photos, and reflections on Haymarket. This initiative will not only foster community pride but also help document and preserve the rich history and identity of the Town for future generations.

Crisis Communication Plan

In the event of an emergency or crisis, the Town of Haymarket is committed to delivering clear, timely, and coordinated information to protect public safety, reduce confusion, and maintain public trust. The Town's Crisis Communication Plan outlines internal protocols, key contacts, and public outreach strategies designed to ensure a rapid and effective response.

Internal Protocols

Established internal protocols guide staff and leadership in coordinating communications during a crisis. These protocols include:

- A current **Emergency Contact List** for key personnel involved in crisis response and communication
- Defined **roles and responsibilities** for message creation, approval, and dissemination
- Coordination across departments, with the **Chief of Police, Town Manager or other designee** serving as the lead for centralized communication as appropriate

Pre-Approved Messaging

To ensure quick and accurate communication during emergencies, the Town maintains a set of **pre-approved message templates** for various crisis scenarios, including:

- Natural disasters (e.g., severe storms, flooding, winter weather)
- Public health emergencies (e.g., disease outbreaks, contamination)
- Infrastructure issues (e.g., power outages, road closures, utility disruptions)
- Public safety incidents (e.g., police activity, evacuations)

These templates can be quickly customized to suit the specific situation and are designed for use across multiple platforms.

Rapid Response and Dissemination

When a crisis occurs, the Town will activate **Rapid Response Protocols**, which include:

- Immediate dissemination of information via the **Town Emergency Text Platform, Town Website, and Social Media**.
- Coordination with **local news outlets** (e.g., InsideNOVA, Potomac Local News, Prince William Times) for broader coverage
- Regular updates as the situation evolves, including recovery information and follow-up instructions

All crisis-related communications will prioritize accuracy, accessibility, and clarity. Whenever possible, updates will include visuals, links to additional resources, and

information in multiple formats and languages if necessary to ensure accessibility for all residents.

Regional Coordination

In any emergency, the Town of Haymarket will coordinate closely with **Prince William County Emergency Management, Virginia Department of Emergency Management (VDEM), VDOT**, and relevant **state and federal agencies**. This coordination ensures consistency in messaging, access to regional resources, and integration into broader response efforts. The Town will share critical updates received from these agencies and may assist in amplifying joint public communications through local channels.

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Feedback Mechanisms

The Town of Haymarket is committed to maintaining open lines of communication with its residents, businesses, and stakeholders. Actively seeking feedback is a cornerstone of responsive governance and essential to improving the effectiveness of all communication efforts.

To ensure continuous improvement and meaningful engagement, the Town will prioritize the following feedback channels:

- **Citizen’s Time at Public Meetings** – A designated time during Town Council meetings where residents are invited to voice questions, concerns, or suggestions directly to elected officials in a public forum.
- **Quarterly Business Roundtable** – An ongoing forum for business owners and representatives to provide input on Town initiatives, policies, and programs affecting the business community.
- **“Contact Us” Feature on the My Haymarket App** – A mobile-friendly tool that allows residents to submit comments, concerns, or service requests directly to Town staff with ease and convenience.

Additional feedback mechanisms include:

- **Surveys and Polls** – Conducted on a regular basis to gather insights from residents and businesses regarding communication effectiveness, service delivery, and community priorities.
- **Open Forums** – Scheduled in-person or virtual events that encourage dialogue on key topics and give residents a platform to contribute ideas and feedback directly to Town leadership.
- **Online Feedback Forms** – Available on the **Town Website** and other digital platforms to enable ongoing, on-demand feedback submissions.

All feedback will be reviewed regularly by Town leadership and staff, and key insights will be incorporated into future communication strategies. These mechanisms directly support the Town’s strategic goal to **Enhance Community Engagement** and reflect the Town’s values of **transparency, accountability, and collaboration**.

Evaluation and Adjustment

To ensure the Communication Plan remains effective and responsive to community needs, the Town of Haymarket will conduct **periodic evaluations** of communication strategies, tools, and content.

These reviews will include both **qualitative and quantitative assessments**, using available analytics tools to track:

- Public engagement across digital platforms (e.g., website visits, social media interaction)
- Feedback trends from surveys, public forums, and app submissions
- Participation rates in Town events and programs

In addition to data-driven analysis, input from internal stakeholders, residents, businesses, and partners will be used to assess strengths, identify gaps, and inform improvements.

Based on these evaluations, the Town will make targeted adjustments to content, delivery methods, messaging priorities, and outreach tactics. This process of ongoing review and refinement ensures that Town communications remain relevant, accessible, and aligned with strategic goals—particularly **Enhancing Community Engagement, Promoting Organizational Excellence, and Supporting Town Businesses.**

Regular updates to the Communication Plan will be shared with leadership and staff, with key improvements communicated to the public as appropriate to maintain transparency and build trust.

Legal and Ethical Considerations

The Town of Haymarket is committed to maintaining the highest standards of legal compliance, ethical communication, and public transparency in all outreach efforts. All communication activities—whether internal or public-facing—will adhere to applicable local, state, and federal laws and regulations.

This includes, but is not limited to:

Data Protection and Privacy

The Town will protect personal information and ensure that data collection, storage, and use complies with all relevant privacy laws and best practices. Sensitive data will only be collected when necessary and will be handled with appropriate safeguards.

Public Records and Transparency (FOIA)

The Town recognizes the importance of open government and the public's right to access information. All communications—digital, printed, and verbal—may be subject to disclosure under the **Virginia Freedom of Information Act (FOIA)**. The **Town Clerk serves as the official FOIA Officer**, responsible for receiving and responding to FOIA requests in accordance with Virginia law. Staff and officials must maintain records appropriately and be mindful of FOIA requirements when creating or sharing content.

Accessibility Compliance

The Town is committed to ensuring that all communications are accessible to individuals with disabilities in accordance with the **Americans with Disabilities Act (ADA)**. This includes providing content in alternative formats when needed and using accessible design principles for digital communications.

Non-Discrimination and Cultural Sensitivity

All Town communications must reflect the diversity of the Haymarket community. Content should use inclusive language and avoid stereotypes or assumptions based on race, ethnicity, gender, religion, age, ability, or background. Communications will reflect the Town's commitment to respectful, equitable public service.

Appropriate Use of Public Resources

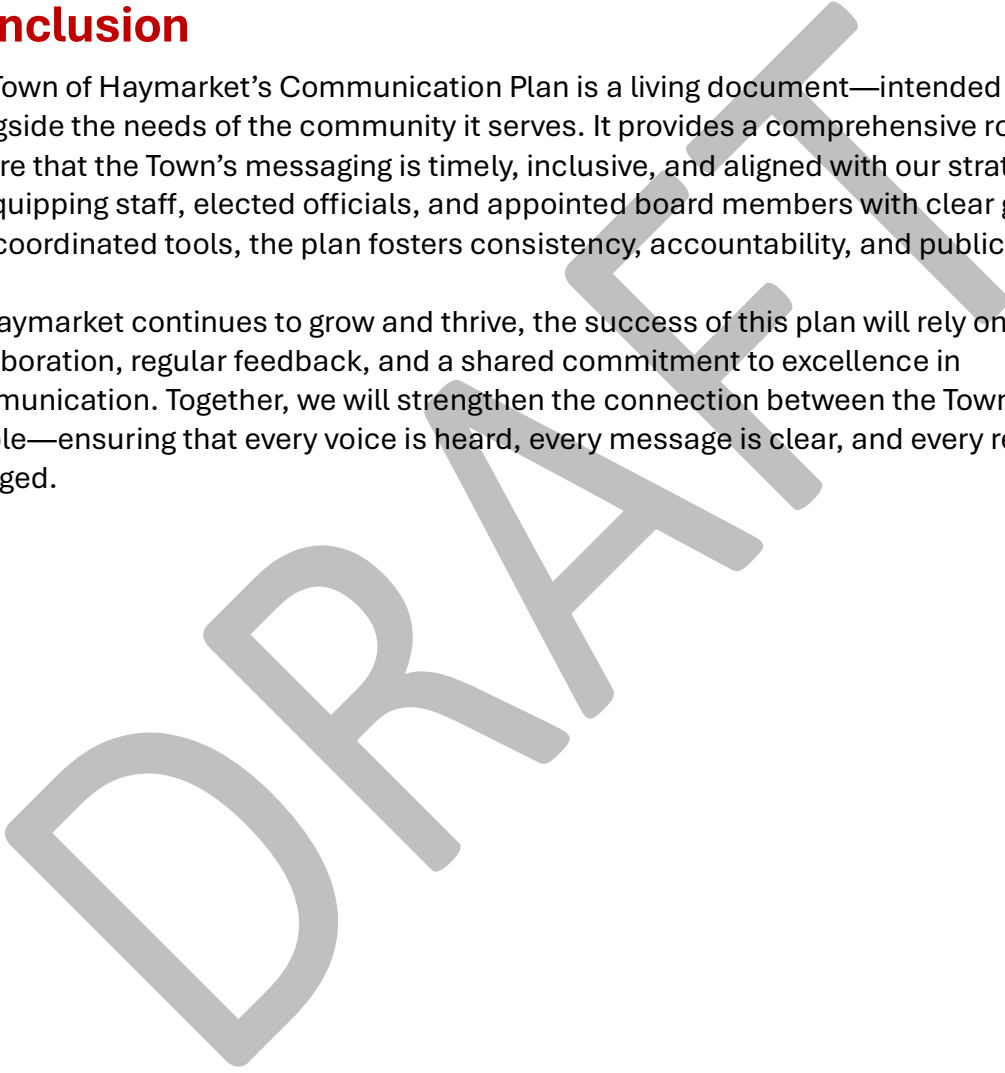
Communication platforms and materials provided by the Town must be used solely for official Town business and in the public interest. They must not be used for personal purposes, political campaigning, or commercial advertising.

To uphold these standards, **all staff, elected officials, and appointed board and commission members** will receive **training on FOIA compliance, privacy protocols, accessibility standards, and ethical communication practices**. This ensures that everyone involved in Town communications understands their responsibilities and contributes to a culture of trust, transparency, and accountability.

Conclusion

The Town of Haymarket’s Communication Plan is a living document—intended to evolve alongside the needs of the community it serves. It provides a comprehensive roadmap to ensure that the Town’s messaging is timely, inclusive, and aligned with our strategic vision. By equipping staff, elected officials, and appointed board members with clear guidelines and coordinated tools, the plan fosters consistency, accountability, and public trust.

As Haymarket continues to grow and thrive, the success of this plan will rely on ongoing collaboration, regular feedback, and a shared commitment to excellence in communication. Together, we will strengthen the connection between the Town and its people—ensuring that every voice is heard, every message is clear, and every resident is engaged.



Appendices

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Appendix A: Town Council & Liaisons



Town Council

CONTACT:	POSITION:	LIAISONS	EMAIL
TracyLynn Pater	Mayor	N/A	tpater@townofhaymarket.org
Matthew Gallagher	Vice Mayor	Business	mgallagher@townofhaymarket.org
Justin Baker	Councilman	Planning Commission	jbaker@townofhaymarket.org
Alexander Beyene	Councilman	Finance	abeyene@townofhaymarket.org
Ken Luersen	Councilman	Architectural Review Board	kluersen@townofhaymarket.org
Mary Ramirez	Councilwoman	Community Outreach	mramirez@townofhaymarket.org
Joseph Pasanello	Councilman	Finance	jpasanello@townofhaymarket.org

Appendix B: Board Directory

Planning Commission (PC)

CONTACT:	POSITION:	EMAIL
Jerome Gonzalez	Chairman	jgonzalez@townofhaymarket.org
Justin Baker	Vice Chairman	jbaker@townofhaymarket.org
Pankaj Singla	Commissioner	psingla@townofhaymarket.org
Walt Young	Commissioner	wyoung@townofhaymarket.org
Dave Capossela	Commissioner	dcapossela@townofhaymarket.org

Architectural Review Board (ARB)

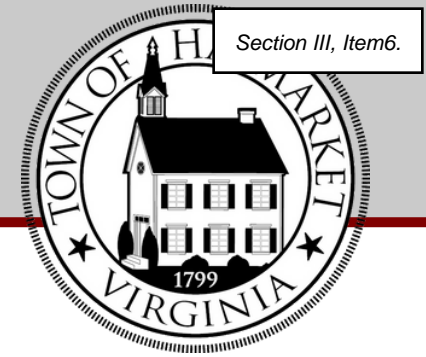
Ken Luersen	Chairman	kluersen@townofhaymarket.org
David Capossela	Vice Chairman	dcapossela@townofhaymarket.org
Chuck Mason	Board Member	cmason@townofhaymarket.org
Ben Barben	Board Member	bbarben@townofhaymarket.org
JoAnna Mason	Board Member	jmason@townofhaymarket.org

Board of Zoning Appeals

To contact a member of the Board of Zoning Appeals please email the Town Clerk at khenry@townofhaymarket.org

Don Meeks	Vice Chair
Eric Matthews	Board Member
John King	Board Member
Jarome Gonzalez	Board Member
Dan Magill	Board Member

Appendix C: Town Staff Directory



Administrative

CONTACT:	POSITION:	PHONE:	EMAIL
Emily Kyriazi	Town Manager & Zoning Administrator	(571)469-0323 (703)753-2600 ext 204	ekyriazi@townofhaymarket.org
Roberto Gonzalez	Town Treasurer	(703)753-2600 ext 201	rgonzalez@townofhaymarket.org
Kim Henry	Town Clerk	(703)753-2600 ext 205	khenry@townofhaymarket.org
Alexandra Elswick	Deputy Clerk & Administrative Assistant	(703)753-2600 ext 203	aelswick@townofhaymarket.org
Thomas Britt	Town Planner	(703)753-2600 ext 208	tbritt@townofhaymarket.org
Julia Crofford	Event Coordinator	(703)753-2600 ext 206	jcrofford@townofhaymarket.org
Matt Burrows	Maintenance Coordinator	(703)753-2600	mburrows@townofhaymarket.org

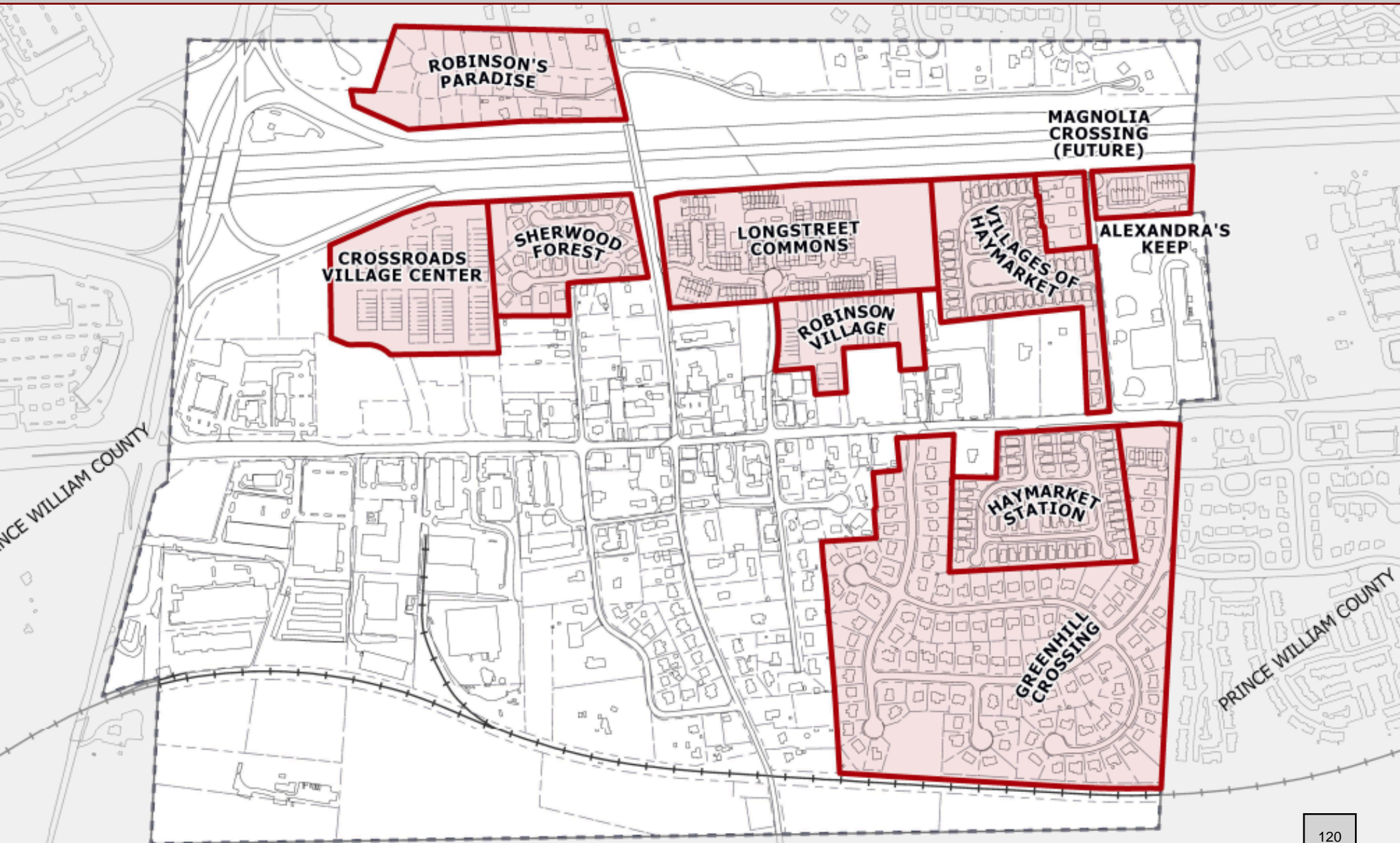


Appendix D: Police Department Directory

Police Department

CONTACT:	Work Cell	EMAIL
Chief Allen Sibert	(571)469-8300	asibert@townofhaymarket.org
Lt. Jake Davis	(571)486-6718	jdavis@townofhaymarket.org
Sgt. Charles Burgoon	(571)486-0719	cburgoon@townofhaymarket.org
Sgt. Donald Finley	(571)486-6723	dfinley@townofhaymarket.org
Ofc. Joe Coppage	(571)486-6724	jcoppage@townofhaymarket.org
Ofc. James Galbreath	(571)486-6703	jgalbreath@townofhaymarket.org
Ofc. Scott Madigan	(571)469-5702	smadigan@townofhaymarket.org
Ofc. Trevor Rick	(571)469-5704	trick@townofhaymarket.org
Ofc. Randy Anderson	(571)486-0783	randerson@townofhaymarket.org
Ofc. Art Culbertson	(571)486-0783	aculbertson@townofhaymarket.org
Ofc. Mike Danielson	(571)486-0783	mdanielson@townofhaymarket.org
Ofc. Matt Watson	(571)486-0783	mwatson@townofhaymarket.org
FM Lonnie Milstead	(703)946-4642	lmilstead@townofhaymarket.org
Admin. Brenda Dodd	N/A	bdodd@townofhaymarket.org

Appendix E: HOA Map



1 in = 600ft

Appendix F: HOA Directory

Alexandra's Keep

SEQUOIA MANAGEMENT
sshields@sequoiamgmt.com
p: 703-803-9641

Greenhill Crossing

SEQUOIA MANAGEMENT
neakins@sequoiamgmt.com
p: 703-803-9641 x302

Haymarket Station

FIRST SERVICE RESIDENTIAL
kelly.bernard@fsresidential.com
President - Melissa Topper
p: 571-436-4945
Melissa.topper@yahoo.com

Longstreet Commons

LEGACY COMMUNITY SERVICES
mpeck@legacycommunityservi
ces.com HOA President - Ben
Barben brbarben@gmail.com

Villages of Haymarket

National Realty Partners, LLC
Klsaksen@NRPartnersLLC.com
p: 703-435-3800
President - Alexander Beyene
beyenea5@yahoo.com

Robinson's Paradise

Property Management People
Patrick.vasold@pmpbiz.com
p: 703-771-9355

Robinson Village Community

SFMC COMMUNITY
ASSOCIATION MANAGEMENT

Sherwood Forest

SEQUOIA MANAGEMENT
sshields@sequoiamgmt.com
p: 703-803-9641

Parks of Piedmont

COMMUNITY MANAGEMENT CORP
jschwab@cmc-management.com
p: 571-261-5734 ext.1

Appendix G: Business Brochure

as of July, 2024

TOWN BUSINESSES

DINE | SHOP | RELAX



SHOPPING

- Aldi
- Copper Cricket
- CVS
- Details
- Haymarket Bicycles
- Peace & Laughter Holistic Boutique
- Saddlery Liquidators
- Sheetz
- The Evocative Atelier
- Tobaccology

FOOD & DRINK

- 1971 Coffee
- Aroma II
- Bruster's Real Ice Cream
- Chick-Fil-A
- Cookies & Cream
- Crossroads Café
- Crumbl Cookie
- Cupcake Heaven
- Duck Donuts
- Edible Arrangements
- El Vaquero West
- Five Guys
- Foster's Grille
- Ghosted Concepts
- Giuseppe's Italian Restaurant
- Good Fella's Pizza
- Great Mane Brewery
- Hidden Jules Café
- Himalayan Grill
- Kung Fu Tea
- McDonald's
- Papa Johns
- Parrandos Tex Mex Grill
- Popeye's

- Red House Tavern
- Subway
- Swirlie's
- Taco Bell
- Trouvaille Brewing Company
- Young Chow Café
- Zandra's Taqueria

BEAUTY & SPA

- Angelic Nail
- Ash Salon & Spa
- Cathy's Hair Design
- Crossroads Valley Barbershop
- Haymarket Barber Shop
- Joy Yoga & Massage LLC
- Kai Salon
- Luxe Nail Bar
- Mane Masters
- Simply Beauty
- Studio B Salon & Beauty Bar
- The Beauty Effect
- Thrive Medical Spa
- Tranquility Day Spa & Salon

SERVICE

- 4R's Preschool
- A Pup's Valley
- ABBA Driving School
- Ace Cabinet & Granite
- Acorn to Oaks Child Care
- Advantage Landscape
- B&M International Steel
- Boundary Haymarket
- Century Stair Company
- Edward Jones & Co.
- Evoke Boudoir
- Fortiline Waterworks
- Haymarket Baptist Preschool

- Haymarket Motors
- Haymarket RV Storage
- Hilton Garden Inn
- iDEZINE
- Law Firm of Russell R. Johnson III
- Life Enrichment Counseling Center
- M&M Exteriors
- Madison Mortgage Services
- Melanie's Florist
- Piedmont Tire & Auto
- Remax
- Revolution Mortgage
- Sheetz
- Signature Company
- Spherion Staffing & Recruiting
- St. Michaels Academy
- The Hive
- The Polished Pooch
- VCA Animal Hospital
- Veteran's First Initiative
- Virginia National Bank
- Virginia Women & Family Support Center
- Washington Street Realty
- Wellness Solutions
- Youth For Tomorrow

ENTERTAINMENT

- Contemporary Music Center
- Gainesville Dance Center
- Haymarket Iceplex
- Hitchcock School of Rock Center
- Little Diva Day Spa
- Lotta Tech
- Mathnasium

HEALTH & FITNESS

- Acadian Health Center
- Battlefield Jiu Jitsu
- Bridge to Balance
- Capital Women's Care
- Chronic Pain Center
- Comprehensive Chiropractic & Sports Injury
- Dentists of Haymarket
- Dr. David R. Gore, Optometrist
- Group Therapy Associates
- Haymarket Complete Dental
- Haymarket Counseling
- Haymarket Family & Cosmetic Dentistry

- Haymarket Implant & Cosmetic Dentistry
- Haymarket Pediatrics
- Jazzercise Haymarket Fitness Center
- Mountain Spring Podiatry
- Next Level Training
- Planet Fitness
- RXR3 Recovery Lounge
- Smiles on Haymarket
- Transform Power Yoga

HISTORIC HAYMARKET

- Town Park
- Town Museum
- Town Hall
- Haymarket Police Department

CHURCHES

- Haymarket Baptist Church
- Haymarket Church
- St Paul's Episcopal Church



Appendix H: Houses of Worship & Non-Profits

Houses of Worship

Haymarket Baptist Church

14800 Washington St, Haymarket, VA 20169

Haymarket Church

15000 Washington St, Haymarket, VA 20169

St. Paul's Episcopal Church

6750 Fayette St, Haymarket, VA 20169

Chabad of Greater Gainesville & Manassas

14914 Washington St, Haymarket, VA 20169

Iglesia Cristiana Vida y Luz

6611 Jefferson St, Haymarket, VA 20169

Non-Profit Organizations

Virginia Women & Family Support Center

6740 Fayette St, Haymarket, VA 20169

Crossroads Arts Alliance

15025 Washington St. Haymarket, VA 20169

Appendix I: Farmers Market Brochure

as of March, 2025



...Everyone's Home Town

Full Time

- Al'Dente Life
- Bad Ass Pickles
- Basel LLC
- Baseline Botanicals
- Baskin Robbins
- Blackstone Honey Bee Farm
- Colonial Kettle Corn
- Earth, Wind, and Flower Farm
- El Viajero Coffee
- Flynn's Wood Fired Pizza
- Freed's Biscuit Company
- Gathering Springs
- Great Harvest
- Hi Food
- Hidden Creek Farm
- Ignacios Produce
- J & J Greenhouse
- Jewelry by Roz
- Jimmys Hatch Pepper Salsa
- Kaya Kuisine
- Loving Paws Big & Small
- Manassas Olive Oil Company
- MarshaMello
- Mary Louise Skin & Wick Co.
- Out on a Limb Orchard
- Persimmons Hollow Farm
- Quattro Soft
- Renzinnia Floral Farm
- Rynwood Farm
- Sticky Bean Coffee
- Sweet Cups

Part Time

- 42 Farms
- All Passion & Sass
- Branch & Vine
- Carb Perfection
- Crockey Grove Creations
- Fahrenheit 99 & co
- Love Bites
- Loves Affect
- Mabel's Bakeshop
- Mandi's Dandie's
- ParTea Queen
- Phoenix Artisan Soaps
- PWC Library
- Soil Head Mojo
- Uchu LLC

Drop in

- CMS Supply Co
- Mark Baker Designs
- Papa Bruce's BBQ Sauce
- Spyglass Stained Glass
- Duke and Clover
- Susies Scones
- Junies
- PatchDanas
- Arts Vango
- Luvelle Rose LLC
- Brissa Crochet

Appendix J: Town Sponsors & Partners

as of March, 2025



Wegmans



Park Valley Church



School of Rock Haymarket



Golden Rule Builders



Thrive Med Spa & Wellness



66 Express



Caring Senior Service



Premier Turf & Landscaping