



# TOWN COUNCIL PUBLIC HEARING/WORK SESSION MEETING

Monday, July 29, 2024 at 6:00 PM

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

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

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## AGENDA

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### I. CALL TO ORDER

### II. PLEDGE OF ALLEGIANCE

### III. PRESENTATION: STEVE MULROY - VML/VACO FINANCE

### IV. PUBLIC HEARING

1. Public Notice
2. Public Hearing I - Snow Removal Policy
3. Public Hearing II - Comprehensive Plan Amendments
4. Public Hearing III - Zoning Text Amendment
5. Public Hearing IV - FY25 Budget Amendment

### V. AGENDA ITEMS

1. Monthly Financial Report
2. CIP Updates
3. Resolution #2024-004: Amendment to definition of Historic Resources in the Haymarket Comprehensive Plan
4. Ordinance #2024-002: Plat Notation requirements in the Town of Haymarket's Zoning Ordinance
5. Ordinance #2024-003: Snow Removal Policy
6. Resolution #2024-005: VDOT Project Additions to Secondary Route - Kapp Way
7. Resolution #2024-006: Budget Amendment for FY25
8. Special Events Ordinance
9. Go Gov App: Communication
10. Military Banner Program Information and Discussion
11. Trash Service Update - Upgrading Trash Toters

## **VI. CLOSED SESSION**

- [1.](#) Closed Session Motion
- [2.](#) Certification from Closed Session

## **VII. ADJOURNMENT**



Notice is hereby given that the Town of Haymarket Town Council will hold a Public Hearing on Monday, July 29, 2024 at 7:00pm in the Haymarket Town Hall located at 15000 Washington Street, Suite 100, Haymarket, Virginia, on the following four items;

- 1) **The addition of Ordinance Section 34-6 Removal of Snow and Ice from sidewalks.** The addition of this Ordinance to the Town Code will require the Town of Haymarket to remove snow and ice removal along the Washington Street (Rt 55) Streetscape and other Town owned properties, while residents are responsible to remove snow and ice on the sidewalks abutting their properties. The ordinance draft and map is available on the Town’s website at [www.townofhaymarket.org](http://www.townofhaymarket.org) and for review at Town Hall, located at 15000 Washington Street, Suite 100, between the hours of 9:00 am to 4:00 pm, Monday through Friday, phone 703-753-2600.
- 2) **To consider the general and comprehensive amendments to the Town Comprehensive Plan** by updating the definition of a historic resource in the Historic Resources Section of the Town Comprehensive Plan. The Comprehensive Plan draft is available on the Town’s website at [www.townofhaymarket.org](http://www.townofhaymarket.org) and for review at Town Hall located at 15000 Washington Street, between the hours of 9:00 A.M. and 4:00 P.M. Monday – Friday, phone 703-753-2600.
- 3) **To consider a text amendment to the Haymarket Zoning Ordinance** by updating the preliminary and final plat requirements sections in the Zoning Ordinance. The Zoning Text Amendment draft is available on the Towns website, [www.Townofhaymarket.org](http://www.Townofhaymarket.org) and for review at Town Hall located at 15000 Washington Street, between the hours of 9:00 A.M. and 4:00 P.M. Monday – Friday, phone 703-753-2600.
- 4) **Fiscal Year 2024-2025 Amendment to the Adopted Budget** to consider amending the FY 2024-2025 budget as summarized below. This amendment will now increase the adopted Other Income – ARPA Funds budget for Fiscal Year 2024- 2025 by \$836,586. The new overall adopted budget with these increases will be \$4,935,532. The proposed budget amendments are available for public review both online at [www.townofhaymarket.org](http://www.townofhaymarket.org) and in the Clerk’s office at 15000 Washington Street, #100 Haymarket, Virginia 20169.

**Operational Budget Adopted 2024-25 Budget Amended Budget Change**

	<b>Adopted 2024-25</b>	<b>Budget Amended</b>	<b>Budget Change</b>
<b>REVENUE:</b> Other Income: American Rescue Plan Funds	\$ 50,000	\$ 886,586	\$ 836,58
<b>EXPENDITURE:</b> Other Expenditures: Park Sidewalk	\$ 0	\$ 836,586	\$ 836,586

All meetings are open to the public. The Town of Haymarket does not discriminate on the basis of handicapped status in admission or access to its programs and activities. Handicap accommodations are available. Any person with questions on the accessibility to the facility should contact the Town Clerk at the above address or by calling 703-753-2600.

Income	Actuals	Budget	% of Budget	Comments
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	0.00	473,293.00	0.0%	
3110-02 · Public Service Corp RE Tax	0.00	12,600.00	0.0%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>0.00</b>	<b>486,893.00</b>	<b>0.0%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	0.00	225,000.00	0.0%	
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	105.00	325,000.00	0.0%	
3120-03 · Cigarette Tax	0.00	140,000.00	0.0%	
3120-04 · Consumer Utility Tax	0.00	158,000.00	0.0%	
3120-05 · Meals Tax - Current	0.00	1,550,000.00	0.0%	
3120-06 · Sales Tax Receipts	0.00	160,000.00	0.0%	
3120-07 · Penalties (Non-Property)	150.79	5,000.00	3.0%	
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>255.79</b>	<b>2,587,000.00</b>	<b>0.0%</b>	
<b>3130 · PERMITS,FEES &amp; LICENSESES</b>				
3130-01 · Application Fees	450.00	4,500.00	10.0%	
3130-03 · Motor Vehicle Fees	15.00	0.00	100.0%	
3130-05 · Other Planning & Permits	0.00	1,000.00	0.0%	
3130-06 · Pass Through Fees	0.00	15,000.00	0.0%	
<b>Total 3130 · PERMITS,FEES &amp; LICENSESES</b>	<b>465.00</b>	<b>20,500.00</b>	<b>2.3%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	0.00	20,000.00	0.0%	
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.0%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	0.00	13,500.00	0.0%	
3150-03 · Interest on Bank Deposits	0.00	89,500.00	0.0%	
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>0.00</b>	<b>103,000.00</b>	<b>0.0%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-07 · Haymarket Church Suite 206	3,762.59	49,207.00	7.6%	
3151-08 · 15020 Washington Realty	4,862.33	58,348.00	8.3%	
3151-09 · 15026 Copper Cricket	2,417.33	29,008.00	8.3%	
3151-11 · Cupcake Heaven and Cafe LLC	3,015.81	36,914.00	8.2%	
3151-15 · Revolution Mortgage	664.69	7,312.00	9.1%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>14,722.75</b>	<b>180,789.00</b>	<b>8.1%</b>	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-00 · Sponsorships	5,285.00	20,000.00	26.4%	
3165-01 · Town Event	49,982.00	80,000.00	62.5%	
3165-02 · Farmer's Market	8,088.75	12,000.00	67.4%	
3165-03 · Town Ornaments	0.00	10,000.00	0.0%	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>63,355.75</b>	<b>122,000.00</b>	<b>51.9%</b>	
<b>3180 · MISCELLANEOUS</b>				
3180-00 · Convenience Fee	33.91	300.00	11.3%	
3180-03 · Miscellaneous	25.00	0.00	100.0%	
<b>Total 3180 · MISCELLANEOUS</b>	<b>58.91</b>	<b>300.00</b>	<b>19.6%</b>	
<b>3200 · REVENUE FROM COMMONWEALTH</b>				
3200-02 · 599 Law Enforcement Grant	0.00	36,144.00	0.0%	
3200-05 · Communications Tax	0.00	80,000.00	0.0%	
3200-06 · Department of Fire Programs	0.00	15,000.00	0.0%	
3200-11 · Personal Property Tax Reimburse	0.00	18,627.00	0.0%	
3200-12 · Railroad Rolling Stock	0.00	1,300.00	0.0%	
3200-16 · DMV Select Grant	0.00	15,000.00	0.0%	
3200-17 · LOLE Grant	0.00	4,393.00	0.0%	
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>0.00</b>	<b>170,464.00</b>	<b>0.0%</b>	
<b>3500 · Reserve Funds</b>	0.00	283,000.00	0.0%	
<b>Total Income</b>	<b>78,858.20</b>	<b>3,973,946.00</b>	<b>2.0%</b>	

<b>Gross Profit</b>	<b>78,858.20</b>	<b>3,973,946.00</b>	<b>2.0%</b>
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## Expense

<b>01 · ADMINISTRATION</b>			
<b>11100 · TOWN COUNCIL</b>			
111001 · Convention & Education	0.00	5,000.00	0.0%
111002 · FICA/Medicare	156.82	2,000.00	7.8%
111003 · Meals and Lodging	0.00	2,500.00	0.0%
111004 · Mileage Allowance	0.00	500.00	0.0%
111005 · Salaries & Wages - Regular	1,650.00	25,000.00	6.6%
<b>Total 11100 · TOWN COUNCIL</b>	<b>1,806.82</b>	<b>35,000.00</b>	<b>5.2%</b>
<b>12110 · TOWN ADMINISTRATION</b>			
1211001 · Salaries/Wages-Regular	36,084.05	486,558.00	7.4%
1211002 · Salaries/Wages - Overtime	0.00	4,500.00	0.0%
1211003 · Salaries/Wages - Part Time	5,776.50	39,420.00	14.7%
1211004 · FICA/Medicare	2,864.98	40,238.00	7.1%
1211005 · VRS	6,249.68	78,978.00	7.9%
1211006 · Health Insurance	4,758.40	78,213.00	6.1%
1211007 · Life Insurance	526.20	5,857.00	9.0%
1211008 · Disability Insurance	266.66	3,360.00	7.9%
1211009 · Unemployment Insurance	17.14	5,995.00	0.3%
1211010 · Worker's Compensation	242.00	481.00	50.3%
1211011 · Gen Property/Liability Ins.	17,616.00	21,261.00	82.9%
1211012 · Accounting Services	0.00	12,000.00	0.0%
1211014 · Printing & Binding	126.48	8,298.00	1.5%
1211015 · Advertising	0.00	9,000.00	0.0%
1211016 · Computer, Internet &Website Svc	290.00	28,550.00	1.0%
1211017 · Postage	441.00	5,000.00	8.8%
1211018 · Telecommunications	577.69	7,500.00	7.7%
1211019 · Mileage Allowance	0.00	2,500.00	0.0%
1211020 · Meals & Lodging	782.83	7,000.00	11.2%
1211021 · Convention & Education	0.00	10,000.00	0.0%
1211022 · Miscellaneous	0.00	2,000.00	0.0%
1211024 · Books, Dues & Subscriptions	150.00	21,075.00	0.7%
1211025 · Office Supplies	49.50	8,500.00	0.6%
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>76,819.11</b>	<b>891,284.00</b>	<b>8.6%</b>
<b>12210 · LEGAL SERVICES</b>			
1221001 · Legal Services	0.00	100,000.00	0.0%
<b>Total 12210 · LEGAL SERVICES</b>	<b>0.00</b>	<b>100,000.00</b>	<b>0.0%</b>
<b>12240 · INDEPENDENT AUDITOR</b>			
1224001 · Auditing Services	0.00	25,500.00	0.0%
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>0.00</b>	<b>25,500.00</b>	<b>0.0%</b>
<b>Total 01 · ADMINISTRATION</b>	<b>78,625.93</b>	<b>1,051,784.00</b>	<b>7.5%</b>
<b>03 · PUBLIC SAFETY</b>			
<b>31100 · POLICE DEPARTMENT</b>			
3110001 · Salaries & Wages - Regular	40,042.36	675,291.00	5.9%
3110003 · Salaries & Wages - OT Premium	1,527.48	24,000.00	6.4%
3110004 · Salaries & Wages - Holiday Pay	2,795.28	38,041.00	7.3%
3110005 · Salaries & Wages - Part Time	3,140.00	27,000.00	11.6%
3110007 · Salary & Wages - DMV Grant	521.91	15,000.00	3.5%
3110012 · Salaries & Wages - PT Admin.	837.50	39,000.00	2.1%
3110020 · FICA/MEDICARE	3,822.87	66,545.00	5.7%
3110021 · VRS	5,736.46	88,666.00	6.5%
3110022 · Health Insurance	7,137.60	140,430.00	5.1%
3110023 · Life Insurance	585.46	8,036.00	7.3%
3110024 · Disability Insurance	171.78	3,070.00	5.6%
3110025 · Unemployment Insurance	70.46	4,320.00	1.6%
3110026 · Workers' Compensation Insurance	22,668.00	29,581.00	76.6%
3110027 · Line of Duty Act Insurance	5,118.00	5,120.00	100.0%

3110028 · Legal Services	0.00	30,379.00	0.0%
3110032 · Computer, Internet & Website	185.00	10,000.00	1.9%
3110033 · Postage	0.00	100.00	0.0%
3110034 · Telecommunications	0.00	15,300.00	0.0%
3110035 · General Prop Ins (Vehicles)	6,180.00	5,950.00	103.9%
3110037 · Meals and Lodging	0.00	5,000.00	0.0%
3110038 · Convention & Edu. (Training)	0.00	10,800.00	0.0%
3110040 · Annual Dues & Subscriptions	2,042.00	24,795.00	8.2%
3110041 · Office Supplies	270.66	6,000.00	4.5%
3110042 · Vehicle Fuels	0.00	36,700.00	0.0%
3110043 · Vehicle Maintenance/Supplies	0.00	22,000.00	0.0%
3110045 · Uniforms & Police Supplies	31.70	45,901.00	0.1%
3110056 · Capital Outlay-Machinery/Equip	0.00	192,405.00	0.0%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>102,884.52</b>	<b>1,569,430.00</b>	<b>6.6%</b>
<b>32100 · FIRE &amp; RESCUE</b>			
3210001 · Contributions to other Govt Ent	0.00	15,000.00	0.0%
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.0%</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>102,884.52</b>	<b>1,584,430.00</b>	<b>6.5%</b>
<b>04 · PUBLIC WORKS</b>			
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%
4110003 · E & S Inspections	0.00	5,000.00	0.0%
<b>43200 · REFUSE COLLECTION</b>			
4320001 · Trash Removal Contract	0.00	208,608.00	0.0%
<b>Total 43200 · REFUSE COLLECTION</b>	<b>0.00</b>	<b>208,608.00</b>	<b>0.0%</b>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
4310001 · Repairs/Maintenance Services	2,070.34	111,892.00	1.9%
4310002 · Maint Svc Contract-Pest Control	0.00	5,000.00	0.0%
4310003 · Maint Svc Contract-Landscaping	2,175.00	35,000.00	6.2%
4310004 · Maint Svc Contract Snow Removal	0.00	10,000.00	0.0%
4310007 · Electric/Gas Services	1,630.15	18,593.00	8.8%
4310008 · Electrical Services-Streetlight	271.27	5,500.00	4.9%
4310009 · Water & Sewer Services	411.50	3,850.00	10.7%
4310011 · Real Estate Taxes	0.00	2,500.00	0.0%
4310015 · Maintenance - Vehicle Fuel	0.00	5,000.00	0.0%
4310016 · Maint - Vehicle Maintenance	0.00	3,000.00	0.0%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>6,558.26</b>	<b>200,335.00</b>	<b>3.3%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>6,558.26</b>	<b>416,156.00</b>	<b>1.6%</b>
<b>06 · ECONOMIC DEVELOPMENT</b>			
60000 · Tourism/Traveling Marketing	837.50	96,429.00	0.9%
60001 · Town Tourism	0.00	64,286.00	0.0%
60003 · Advertising	0.00	22,000.00	0.0%
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>837.50</b>	<b>182,715.00</b>	<b>0.5%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>70000 · HAYMARKET COMMUNITY PARK</b>			
7000001 · Grounds Maintenance/Repairs	5,080.00	25,000.00	20.3%
7000003 · Demolition	0.00	50,000.00	0.0%
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>5,080.00</b>	<b>75,000.00</b>	<b>6.8%</b>
<b>71110 · EVENTS</b>			
7111001 · Advertising - Events	675.00	5,000.00	13.5%
7111003 · Contractual Services	1,950.80	64,950.00	3.0%
7111004 · Events - Other	0.00	40,850.00	0.0%
7111005 · Police Department Events	0.00	7,800.00	0.0%
7111006 · Farmer's Market	200.00	12,000.00	1.7%
<b>Total 71110 · EVENTS</b>	<b>2,825.80</b>	<b>130,600.00</b>	<b>2.2%</b>
<b>72200 · MUSEUM</b>			
7220009 · Advertising	0.00	1,000.00	0.0%
7220012 · Telecommunications	0.00	2,200.00	0.0%
7220015 · Books, Dues & Subscriptions	0.00	250.00	0.0%
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%

Total 72200 · MUSEUM	400.00	5,950.00	6.7%
Total 07 · PARKS, REC & CULTURAL	8,305.80	211,550.00	3.9%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	60.00	5,670.00	1.1%
8110002 · FICA/Medicare	7.46	500.00	1.5%
8110003 · Consultants - Engineer	0.00	15,000.00	0.0%
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%
Total 81100 · PLANNING COMMISSION	67.46	28,120.00	0.2%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	195.00	5,830.00	3.3%
8111002 · FICA/Medicare	12.05	446.00	2.7%
8111005 · Convention & Education	0.00	1,500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	207.05	7,776.00	2.7%
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	274.51	38,824.00	0.7%
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	1,646.18	2,463.00	66.8%
			upfront cost for the year; next payment will be in February 2025
Total 95100 · DEBT SERVICE	72,346.18	73,163.00	98.9%
Total 09 · NON-DEPARTMENTAL	72,346.18	73,163.00	98.9%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.04		
Total EMPLOYEE BENEFITS	-0.04		
Total 94105 · PERSONNEL	-0.04		
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	0.00	55,000.00	0.0%
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%
9410805 · Town Hall / Museum Security Sys	0.00	120,324.00	0.0%
Total 94108 · Capital Improvement Funds Expens	0.00	325,324.00	0.0%
<b>Total Expense</b>	<b>269,832.66</b>	<b>3,973,946.00</b>	<b>6.8%</b>
<b>Net Ordinary Income</b>	<b>-190,974.46</b>	<b>0.00</b>	<b>100.0%</b>
Other Income			
50001 · American Rescue Plan Funds	0.00	50,000.00	0.0%
50002 · Development Funds	0.00	75,000.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>125,000.00</b>	<b>0.0%</b>
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%
<b>Total Other Expense</b>	<b>0.00</b>	<b>125,000.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Net Income Operational / Other Budget</b>	<b>-190,974.46</b>	<b>0.00</b>	<b>100.0%</b>





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

## Staff Report

**To:** Honorable Mayor and Town Council  
**From:** Roberto Gonzalez, Town Treasurer  
**Date:** July 29, 2024  
**Re:** CIP Funds - Update

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Council after discussions with the Finance Liaisons and Town Manager, we have moved funds from line item 9410805 - Town Hall / Museum Security System in the amount of \$20,000.00 into line item 9410806 - Message Board Trailer. This follows the adopted Capital Improvement Plan (CIP) to address the Police Departments Message board trailer purchase that will be done in this fiscal year. This item was intended to be purchased in FY2024, but due to timing it will be purchased in this current fiscal year 2025.



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

**Thomas Britt**  
**Town Planner**

## MEMORANDUM

TO: Town Council  
FROM: Thomas Britt, Town Planner  
DATE: July 23, 2024  
SUBJECT: Comprehensive Plan Amendment: Definition of Historic Resource

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### Background:

The Town of Haymarket Comprehensive Plan has previously defined a historic resource per Section 58-554 (a) of the now amended Town Code, which stated: “all buildings within the Old and Historic Town of Haymarket which are 50 years old or older are designated historic buildings.”

The Town Planner has provided an updated definition of a historic resource for the Planning Commission’s consideration to add to the Historic Buildings inventory, which matched the current Zoning Ordinance.

During the June 17<sup>th</sup> Planning Commission meeting, Planning Commission recommended this Comprehensive Plan amendment to go before Town Council.

### Items for the Town Council’s Consideration:

#### **1.5.3 Historic Buildings Inventory**

Based on a survey conducted by the Virginia Department of Historic Resources (VDHR) in 1996 as well as Section ~~58-554 (a)~~ **58-16.3** of the Town Code which states: “~~all buildings within the Old and Historic Town of Haymarket which are 50 years old or older are designated historic buildings~~ **all buildings within the Historic Haymarket Overlay which were built prior to 1950 are designated historic resources,**” the following structures are designated historic and worthy of protection in the Town of Haymarket.

Staff Recommendation: Town Staff recommend the following motion:

“I move the Town Council adopt RES #2024-004, Comprehensive Plan amendment altering the definition of a historic resource.”

Or an alternate motion.



**CONSIDERATION OF AN AMENDMENT TO THE TOWN OF HAYMARKET, VIRGINIA, COMPREHENSIVE PLAN**

**RESOLUTION #2024-004**

WHEREAS, in furtherance of the purposes of the Comprehensive Plan as set out in §15.2-2229 of the Code of Virginia, the Town Council directed that, from time to time, the Planning Commission review and amend the Town of Haymarket Comprehensive Plan; and

WHEREAS, the Planning Commission held a public hearing on Monday, May 20, 2024 to hear citizens comments on the amended definition of historic resources in the Comprehensive Plan; and

WHEREAS, the Planning Commission has reviewed the updated definition of historic resources for consideration to adopt as part of the Town of Haymarket Comprehensive Plan; and

WHEREAS, the Haymarket Planning Commission at their meeting held on June 17, 2024 moved that this item be approved to the Haymarket Town Council; and

WHEREAS, the Haymarket Town Council held a public hearing at the monthly Work Session on July 29, 2024;

NOW, THEREFORE, BE IT RESOLVED that the Town of Haymarket Town Council adopt the amended update of the definition of historic resources to the Town of Haymarket Comprehensive Plan.

Done this 5<sup>th</sup> Day of August, 2024

ATTEST:

\_\_\_\_\_  
Kimberly Henry, Town Clerk

- Ayes:
- Nays:
- Absent:
- Abstain:



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

**Thomas Britt**  
**Town Planner**

## MEMORANDUM

TO: Town Council  
FROM: Thomas Britt, Town Planner  
DATE: July 23, 2024  
SUBJECT: Zoning Text Amendment: Cross Referencing Plat Requirements

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### Background:

The Town of Haymarket has previously updated the Town Zoning Ordinance to reflect the appropriate Chesapeake Bay Preservation Act Requirements for plat notations. The Subdivision Section of the Zoning Ordinance now must be amended as shown in the highlighted text below to be fully compliant with DEQ requirements. The highlighted text additions are a cross reference of plat requirements between the Zoning Ordinance and the Subdivision Ordinance. During the June 17<sup>th</sup> Planning Commission meeting, Planning Commission recommended this ZTA to go before Town Council.

### Items for the Town Council's Consideration:

Sec. 58-22.23 – Preliminary plat requirements.

The subdivider shall present to the administrator six prints of a preliminary layout at a scale of 100 feet to the inch as a preliminary plat. The preliminary plat shall include the following information:

- (1) Name of subdivision, owner, subdivider, person preparing drawing, date of drawing, number of sheets, north point, and scale. If true north is used, the method of determination must be shown.
- (2) Location of proposed subdivision by an inset map at a scale of not less than two inches equal to one mile showing adjoining roads, their names and numbers, towns, subdivisions, other landmarks and, where appropriate, the existing zoning of the land and adjoining property.
- (3) The boundary survey or existing survey of record provided such survey shows a closure with an accuracy of not less than 1:2,500, with reference to a known, permanent monument, total acreage, acreage of subdivided area, number and approximate area and frontage of all

building sites, existing buildings within the boundaries of the tract, and the names of owners and their property lines within the boundaries of the tract and adjoining such boundaries.

(4) All existing, platted, and proposed streets, their names, numbers, and widths; existing utility or other easements; public areas and parking spaces; culverts, drains and watercourses and their names; flood profile and other pertinent data.

(5) The complete storm drainage layout, including all pipe sizes, types, drainage easements and means of transporting the drainage to a well-defined open stream which is considered natural drainage, or to another approved drainage control facility.

(6) Proposed connections with existing sanitary sewers and existing water supply or alternate means of sewage disposal and water supply. The location, type, profile, percentage of slope, pipe size, and location of manholes for all sewers shall be shown. The distance between manholes shall not exceed 300 feet. The location, type and sizes of all water lines shall be shown as well as the location of necessary control valves and fire hydrants.

(7) A cross section showing the proposed street construction, depth and type of base, type of surface, etc.

(8) A profile or contour map showing the proposed grades for the streets and drainage facilities, including the elevations of existing and proposed ground surface at all street intersections, and at points of major grade change along the center of streets, together with the proposed connecting grade lines.

(9) A location map tying the subdivision into the present road system, by using either aerial photographs or topographic maps of the United States Geological Survey.

(10) All parcels of land to be dedicated for public use and the condition of dedication.

(11) Plat notation of the requirement to show RPA and RMA boundaries,

(12) Plat notation of the requirement to retain an undisturbed and vegetated 100-foot wide buffer area;

(13) Plat notation regarding the requirement that on-site septic systems be pumped-out every five years;

(14) Plat notation regarding the requirement for 100% reserve drainfield sites for on-site sewage treatment systems;

(15) Plat notation that specifies permitted development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot wide vegetated buffer, and;

(16) The requirement that the delineation of the buildable area be shown on all submitted site plans.

**Note: Plat notation requirements 11-16 are also noted as required in Section 58-3.7b of the Zoning Ordinance.**

Sec. 58-22.24 – Final plat requirements.

The subdivision plats submitted for final approval and subsequent recording shall be clearly and legibly drawn in ink upon stable and reproducible plastic or linen material at a scale not smaller than 100 feet to the inch on sheets having a size of not more than 24 inches by 36 inches. In addition to the requirements of the preliminary plat, the final plat shall include the following:

- (1) A blank space three inches by five inches, reserved for the use of the approving authority.
- (2) Certificates signed by a surveyor or engineer setting forth the source of title of the owners of the land subdivided and the place of record of the last instrument in the chain of title.
- (3) A statement to the effect that the subdivision as it appears on this plat is with the free consent and in accordance with the desires of the owners, proprietors, and trustees, if any, which shall be signed by the owners, proprietors and trustees, if any, and shall be duly acknowledged before some officer authorized to take acknowledgements of deeds.
- (4) When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be indicated by dashes, and the identification of the respective tracts shall be placed on the plat.
- (5) The accurate location and dimensions by bearings and distances with all curve data on all lots and streets, boundaries of all proposed or existing easements; parks; school sites; all existing public and private streets, their names, numbers and widths; existing utilities, and those to be provided such as sanitary sewers, storm drains, water mains, manholes and underground conduits including their size and type; watercourses and their names; and names of owners and their property lines, both within the boundary of the subdivision and adjoining such boundaries.
- (6) Distances and bearings must balance and close with an accuracy of not less than 1:10,000.
- (7) The data of all curves along the street frontage shall be shown in detail at the curve data table containing the following: delta, radius, arc, tangent, chord, and chord bearings.
- (8) Plat notation of the requirement to show RPA and RMA boundaries,
- (9) Plat notation of the requirement to retain an undisturbed and vegetated 100-foot wide buffer area;
- (10) Plat notation regarding the requirement that on-site septic systems be pumped-out every five years;
- (11) Plat notation regarding the requirement for 100% reserve drainfield sites for on-site sewage treatment systems;

- (12) Plat notation that specifies permitted development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot wide vegetated buffer, and;
- (13) The requirement that the delineation of the buildable area be shown on all submitted site plans.

*Note:* Plat notation requirements 8-13 are also noted as required in Section 58-3.7 of the Zoning Ordinance.

Sec. 58-3.7.b—Preliminary Site Plan Requirements

b. Unless otherwise waived, the preliminary site plan shall include the following information, at a minimum:

- 1) Name and address of development, owner and applicant and date of plan.
- 2) Seal and signature of the design professional engineer or land surveyor shall be on each sheet.
- 3) Depiction of the following elements:
  - a) Existing topography with a maximum five-foot contour intervals referenced USGS Datum, extending a minimum of 50' beyond the parcel(s) property line;
  - b) north point;
  - c) scale (not to exceed one-inch equals 100 feet);
  - d) boundary of the entire tract by courses and distances;
  - e) vicinity map no smaller than 1" =3000';
  - f) total project site acreage.
- 4) Owner, present zoning, GPIN and present use of the project parcel(s) and all contiguous or abutting properties. Provide plan name and plan number of any adjacent projects.
- 5) A zoning tabulation showing required and provided front yards/setback, side yards, back yards, buffers to adjacent properties, site coverage, and height restrictions. For residential site plans, provide density.
- 6) Approximate plan view location of all existing structures and improvements, including:
  - a) existing storm drainage on the parcel(s) and within 50' of the property lines with type, size and direction of flow labeled;
  - b) streams, ponds, marshes, approximate boundaries of wetland areas on the project parcel(s), and within 50' of the property lines;
  - c) RPA boundary or a note indicating there are no mapped RPAs on the site;

- d) the approximate 100-year flood area boundary and the source of the information;
- e) the location of all cemeteries and other historic sites on the parcel or note indicating that there are none on site.
- 7) Plan view representation of proposed front yards/setbacks, side yards, rear yards, buffers, and lot layout with lot numbers, if applicable.
- 8) Proposed open spaces and recreation areas, and provisions for the perpetual maintenance thereof.
- 9) Location of all existing and proposed easements, their widths and uses.
- 10) Plan view location of all proposed structures with their proposed uses and distances to property lines and other buildings; and all proposed improvements, including signs, sidewalks/bike paths, streetlights, fencing and screening.
- 11) For residential site plans, a Lot Tabulation including:
  - 12) Individual lots and open spaces;
  - 13) Lot/open space area;
  - 14) Lot coverage;
  - 15) Frontage length at the setback line.
- 16) Number of stories, gross and net floor areas for each existing and proposed nonresidential structure labeled on the plan view.
- 17) Parking layout shown in plain view including typical size, number of spaces by location and aisle widths; tabulation showing total number of required and provided parking spaces.
- 18) Proposal for on-site vehicular circulation, including all streets, travel lanes, entrances and exits, service drives and points of access to adjacent properties. Street widths and VDOT classification noted.
- 19) Estimate of existing, if applicable, and proposed daily vehicular trips generated by the site.
- 20) Typical roadway pavement and design section for all proposed public streets.
- 21) Street rights-of-way, including name, recordation deed book and page references, or route numbers, and widths. Location of right-of-way for future or proposed roadways on sites where such facilities are shown on the comprehensive plan.
- 22) Location and general character of all existing and proposed utilities and structures, such as water, sewer, gas, electric, telephone, wells and drain fields on the project parcel (2) and within 50' of the property lines.
- 23) Estimate of anticipated sewage flows in gallons per day.



- 24) Preliminary stormwater management and BMP locations identified, and type noted.
- 25) Preliminary storm drainage layout.
- 26) General limits of proposed clearing and grading.
- 27) Preliminary landscape plan.
- 28) Plan for the phasing of development, if any.
- 29) Revisions shall have a completed revision block on each sheet identifying the revisions. A revision to an approved plan shall include a detailed narrative outlining the proposed revisions.
- 30) A plat notation to show RPA and RMA boundaries
- 31) a plat notation to retain an undisturbed and vegetated 100-foot-wide buffer area located along other water bodies with perennial flow
- 32) If development is to occur near North Fork Creek, a 100-foot-wide buffer area of undisturbed vegetation is required
- 33) a plat notation regarding on-site septic systems to be pumped out every five (5) years
- 34) Notation regarding requirement for 100% reserve drain field sites for on-site sewage treatment systems
- 35) development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot-wide vegetated buffer
- 36) delineation of the buildable area be shown on all submitted site plans

A final site plan shall be prepared and certified by an engineer and/or surveyor and shall include the following minimum information:

- 1. Name and address of development, owner and applicant and date of plan.
- 2. Seal and signature of the design professional engineer or land surveyor shall be on each sheet.
- 3. Depiction of the following items:
  - a. Existing topography with a maximum two-foot contour intervals referenced USGS Datum, extending a minimum of 50' beyond the parcel(s) property line;
  - b. north point;
  - c. scale (not to exceed one-inch equals 30 feet);
  - d. boundary of record for the entire tract by courses and distances and with 1/10,000 closure ratio;
  - e. vicinity map no smaller than 1" = 3000';
  - f. total project site acreage;
- 4. Owner, present zoning, GPIN and present use of the project parcel(s) and all contiguous or abutting properties. Provide plan name and plan number of any adjacent projects.

5. A Zoning Tabulation showing required and provided front yards/setback, side yards, back yards, buffers to adjacent properties, site coverage, and height restrictions. For residential site plans, provide density.
6. Approximate plan view location of all existing structures and improvements, including
  - a. existing storm drainage on the parcel(s) and within 50' of the property lines with type, size and direction of flow labeled;
  - b. streams, ponds, marshes, approximate boundaries of wetland areas on the project parcel(s), and within 50' of the property lines;
  - c. RPA boundary or a note indicating there are no mapped RPAs on the site;
  - d. the approximate 100-year flood area boundary, the source of the information; the hydrologic, hydraulic, input and output summaries, cross sections and profiles must be added to the plan;
  - e. the location of all cemeteries and other historic sites on the parcel or note indicating that there are none on site.
7. Plan view representation of proposed front yards/setbacks, side yards, rear yards, buffers, and lot layout with lot numbers, if applicable.
8. Proposed open spaces and recreation areas, and provisions for the perpetual maintenance thereof.
9. Location of all existing and proposed easements, their widths and uses.
10. For residential site plans, a lot of tabulation including:
  - a. Individual lots and open spaces;
  - b. Lot/open space area;
  - c. Lot coverage;
  - d. Frontage length at the setback line.
11. Number of stories, gross and net floor areas for each existing and proposed nonresidential structure labeled on the plan view.
12. Parking layout shown in plain view including typical size, number of spaces by location and aisle widths; tabulation showing total number of required and provided parking spaces.
13. Plan view location of all proposed structures with their proposed uses and distances to property lines and other buildings; and all proposed improvements, including signs, sidewalks/bike paths, handicap access curb ramps, guardrail, streetlights, fencing and screening. Sizes and widths annotated.
14. Proposal for on-site vehicular circulation, including all streets, travel lanes, entrances and exits, service drives, driveways, and points of access to adjacent properties. Street widths, VDOT classification, rates of superelevation, vertical curves with sight distance noted. Horizontal and vertical sight distances verified at all intersections. All entrances labeled to proper standards and percent of grades noted at all commercial entrances.
15. Estimate of existing, if applicable, and proposed daily vehicular trips

generated by the site.

16. Typical roadway pavement and design section for all proposed public streets.
17. Street rights-of-way, including name, recordation deed book and page references, or route numbers, and widths. Location of right-of-way for future or proposed roadways on sites where such facilities are shown on the comprehensive plan.
18. Location and character of all existing and proposed utilities and structures, such as water, sewer, gas, electric, telephone, wells and drain fields on the project parcel and within 50' of the property lines with sizes and types labeled. Profiles for proposed water, sewer and gas included in the plans. Fire flow calculations shall be submitted separately to the Town Clerk.
19. Current Prince William County Service Authority Information Sheet included, filled out and signed.
20. Floodplain study, if applicable.
21. Storm drainage system including, all required computations, on the project parcel(s) and within 50' of the property line with sizes, type of pipe, gradients, invert elevations, profiles, direction of flow, drainage divides and areas for each structure.
22. Stormwater Management and BMP facilities, including 10- and 100-year water surface elevations, and all required computations, BMP map, and access and maintenance easements.
23. Final Grading Plan.
24. Limits of proposed clearing and grading.
25. Erosion and Sediment Control Plans including devices, locations, notes, and narratives. Erosion and Sediment Control Checklist per the Virginia Erosion and Sediment Control Handbook included in plans.
26. Documentation and analysis for adequate outfall.
27. Final Landscape Plan.
28. Final Lighting/Photometric Plan.
29. Comprehensive Sign Plan, if applicable.
30. Unit Price List for Bonds and Escrows completed using the current Prince William County Unit Price List.
31. Any approved waivers, variances or proffers included in the plan set.
32. Plan for the phasing of development, if any.
33. Names of streets. Prior to being placed on any agendas, each proposed building shall be annotated with a premise address assigned by the County Mapping Office.
34. Plat, draft deed(s), and draft stormwater management agreement shall be submitted with the first submittal.
35. A plat notation to show RPA and RMA boundaries
36. a plat notation to retain an undisturbed and vegetated 100-foot-wide buffer area located along other water bodies with perennial flow
37. If development is to occur near North Fork Creek, a 100-foot-wide buffer area

of undisturbed vegetation is required

38. a plat notation regarding on-site septic systems to be pumped out every five (5) years

39. Notation regarding requirement for 100% reserve drain field sites for on-site sewage treatment systems

40. development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot-wide vegetated buffer

41. delineation of the buildable area be shown on all submitted site plans

*See Also:* Plat requirements shown in this section are also noted as required in Section 58-22.23 and 58-22.24 of the Subdivision Ordinance.

Staff Recommendation: Town Staff recommend the following motion:

“I move the Town Council adopt ORD #2024-002, Zoning Text Amendment cross referencing plat requirements within the Zoning Ordinance.”

Or an alternate motion.



**ORDINANCE #2024-002**

**AN ORDINANCE TO AMEND THE TOWN OF HAYMARKET ZONING ORDINANCE SECTION**

WHEREAS, the Chesapeake Bay Preservation Act required the Town of Haymarket to update the subdivision section of the Town’s Zoning Ordinance for appropriate plat notation requirements set forth by Virginia Department of Environmental Quality, and

WHEREAS, The Town of Haymarket Planning Commission held a public hearing on May 20, 2024, and

WHEREAS, the Town of Haymarket Planning Commission moved to recommend this item to the Town of Haymarket Town Council for approval at their June 17, 2024 meeting, and;

WHEREAS, the Town of Haymarket Town Council held a public hearing at their monthly Work Session on July 29, 2024,

NOW, THEREFORE, BE IT ORDAINED the Town of Haymarket Town Council, at the Regular Monthly Meeting held on August 5, 2024, approved the appropriate requirements for plat notation of the Town of Haymarket Zoning Ordinance: Subdivision Sections 58-22.23 and 58-22.24

Done this 5<sup>th</sup> Day of August 2024

ATTEST:

\_\_\_\_\_  
Kimberly Henry, Town Clerk

- Ayes:
- Nays:
- Absent:
- Abstain:

Draft Snow Removal Ordinance Language

Sec. 34-6. - Removal of snow and ice from sidewalks.

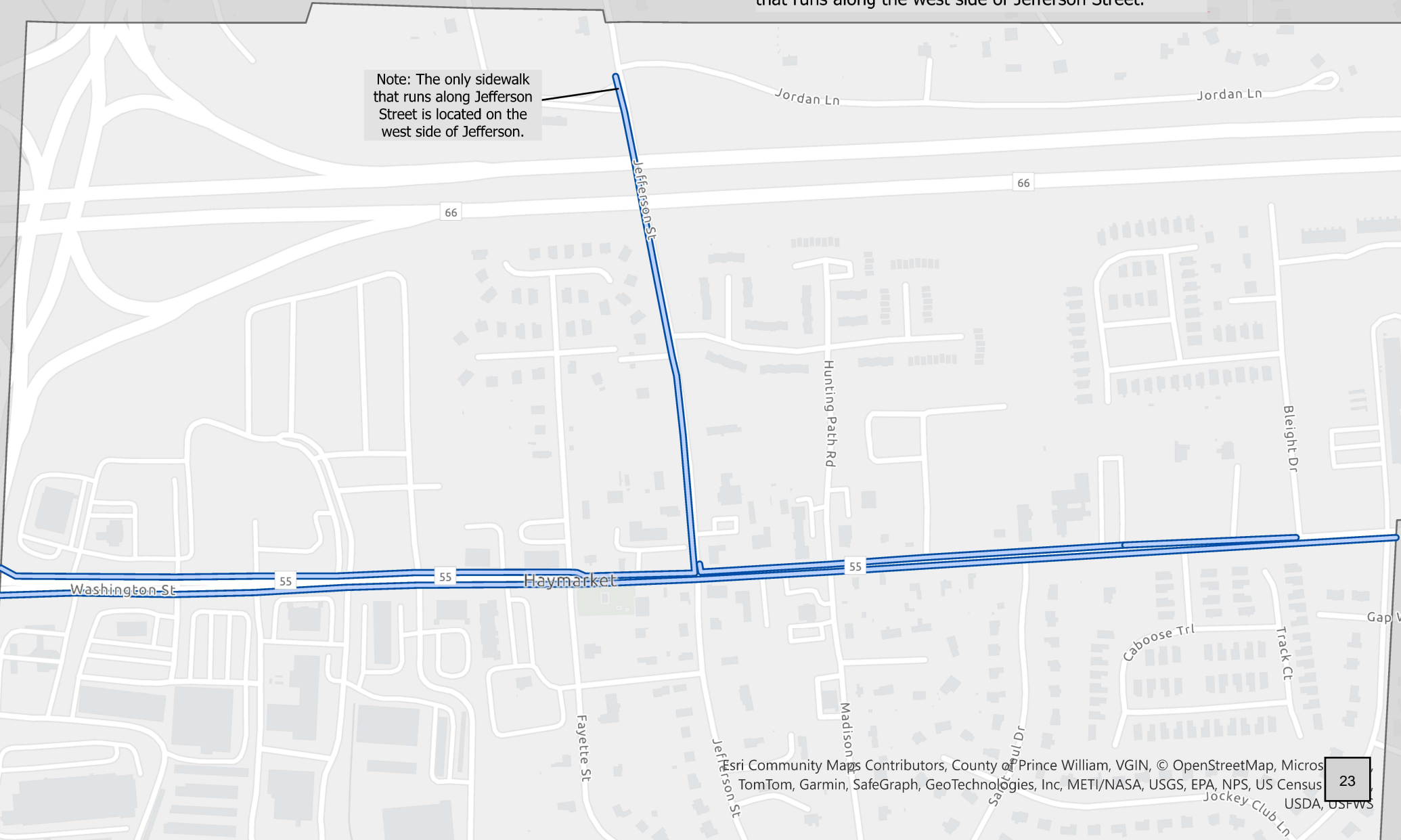
- (a) It shall be the duty of the Town of Haymarket to remove all snow accumulations of six inches or less from the Washington Street (Route 55) sidewalks and all other town owned properties within 24 hours after the snow has ceased falling, or within 48 hours after the snow has ceased falling for accumulations of more than six inches. The town manager may further modify or extend the time periods for snow removal required by this subsection when there is a continuous snow fall, a declaration of a snow emergency, or based on the total amount of accumulation of snow and ice, the projected temperatures in the town, and any other relevant weather conditions. The same requirements shall exist with respect to ice or sleet on sidewalks, except that if the ice or sleet cannot be removed without injury to the sidewalk, then the town shall apply sand or another proper substance which will render the sidewalk safe for public travel within the time required in this section.
  
- (b) It shall be the duty of the owner, tenant and occupant of any property which has a sidewalk abutting on such property to remove all snow accumulations of six inches or less from such sidewalk within 24 hours after the snow has ceased falling, or within 48 hours after the snow has ceased falling for accumulations of more than six inches. The town manager may further modify or extend the time periods for snow removal required by this subsection when there is a continuous snow fall, a declaration of a snow emergency, or based on the total amount of accumulation of snow and ice, the projected temperatures in the town, and any other relevant weather conditions. The same requirements shall exist with respect to ice or sleet on sidewalks, except that if the ice or sleet cannot be removed without injury to the sidewalk, then the owner, tenant or occupant shall apply sand or another proper substance which will render the sidewalk safe for public travel within the time required by this subsection. The owner, tenant or occupant shall not plow, shovel or blow any snow or ice from private property onto a public street, crosswalk, sidewalk or any public property. If, after such reasonable notice as the town may prescribe, the owner, tenant or occupant of the property affected by this section shall fail to abate or otherwise comply with this section, the town manager or their authorized agent may perform the necessary snow, ice and sleet removal and shall collect the cost thereof from the owner, tenant or occupant of the affected property in any manner provided by law.
  
- (c) The Town may impose a civil penalty of \$100.00 for violations of this section. Each day on which a violation of this section exists shall constitute a separate offense.

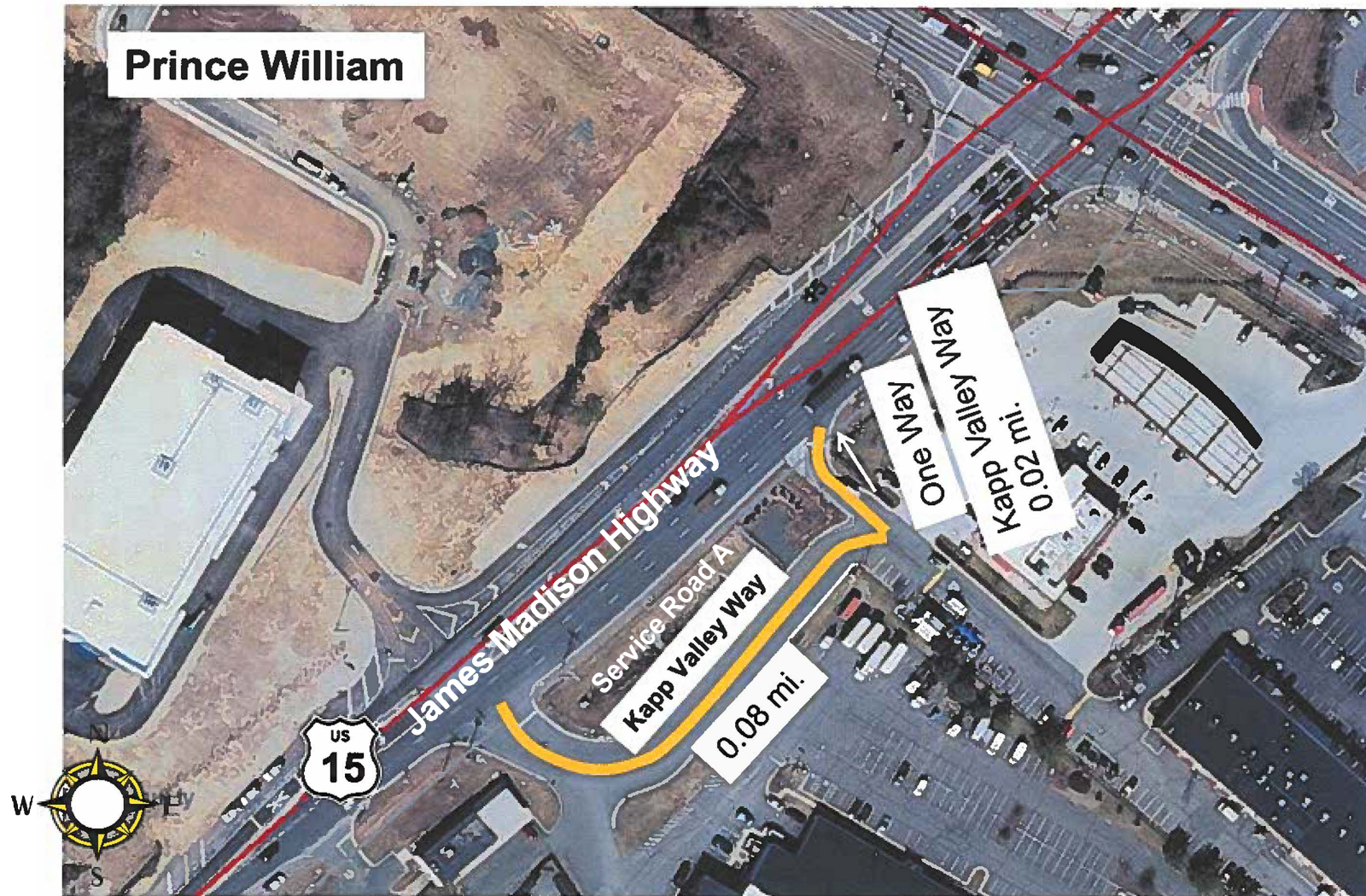


# Sidewalks Requiring Snow Removal

The Town of Haymarket, per the Snow Removal Policy, will be responsible for the clearing of snow and ice off of the following sidewalks: those that run along Washington Street, and the sidewalk/pedestrian trail that runs along the west side of Jefferson Street.

Note: The only sidewalk that runs along Jefferson Street is located on the west side of Jefferson.





## Prince William County Project: 0066-076-074



Segments of new location to be added to the Secondary System



Form AM 4.3  
(Rev 06/25/2024)

ICR ID: 38313759  
NONE



**COMMONWEALTH OF VIRGINIA DEPARTMENT OF TRANSPORTATION**  
**Form AM 4.3**

**In Prince William County**

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: **0066-076-074,C501**

CHANGE TYPE	RTE NUM & STREET NAME	CHANGE DESCRIPTION	FROM TERMINI	TO TERMINI	LENGTH	NUMBER OF LANES	RECORDATION REFERENCE	ROW WIDTH
Addition	Rt. 4222 - Kapp Valley Way (One Way)	VDOT Project §33.2 -705	Kapp Valley Way (Service Road A)	Rte 15, James Madison Highway	0.02			260
Addition	Rt. 4222 - Kapp Valley Way (Service Road A)	VDOT Project §33.2 -705	Rte 15, James Madison Highway	Kapp Valley Way (One Way)	0.08	2		325

§33.2-705 – VDOT Project Additions to Secondary Route  
RESOLUTION #2024-005

WHEREAS, the Virginia Department of Transportation has completed Project 0066-076-074,C501 and;

WHEREAS, the project sketch and VDOT Form AM 4.3, attached and incorporated herein as part of this resolution, define additions required in the Secondary System of State Highways as a result of construction;

NOW THEREFORE, BE IT RESOLVED, certain segments identified on the incorporated Form AM 4.3 are ready to be accepted into the Secondary System of State Highways, and

BE IT FURTHER RESOLVED, this Board requests the Virginia Department of Transportation to add the segments identified on the incorporated Form AM 4.3 to the Secondary System of State Highways, pursuant to §33.2-705 of the Code of Virginia, for which segments this Board hereby guarantees the right of way to be clear and unrestricted, including any necessary easements for cuts, fills, and drainage, and

BE IT FINALLY RESOLVED, a certified copy of this resolution be forwarded to the Virginia Department of Transportation.

Adopted this 5<sup>th</sup> day of August 2024

- Motion:
- Second:
- Ayes:
- Nays:
- Abstain:
- Absent:

Attest:

\_\_\_\_\_  
Kimberly Henry, Clerk of Council

\_\_\_\_\_  
Kenneth Luersen, Mayor



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

### Staff Report

**To:** Honorable Mayor and Town Council  
**From:** Roberto Gonzalez, Town Treasurer  
**Date:** July 29, 2024  
**Re:** Fiscal Year 2024-2025 Budget Amendment

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since the requested amendment does exceed that amount, a Public Hearing is required. The Council may adopt the amendment at the July 29, 2024, meeting.

#### REQUESTED BUDGET AMENDMENT

1. The requested amendment to the adopted budget for Fiscal Year 2024-2025 is to amend the Other Income - 50001 - American Rescue Plan Funds revenue line item by increasing funding by \$836,586 for the purpose to budget the construction portion of the Park sidewalk. Originally this project was budgeted for FY2024 completion, but due to some delays in VDOT approval due to crosswalk walk in this project it will not be completed in FY2025.

<b>Revenue Source Line Item</b>			
Line Item	Adopted 2024-25 Budget	Amended Budget	Change
Other Income:			
American Rescue Plan	\$ 50,000	\$ 886,568	\$ 836,586
<b>Expenditure Source Line Item</b>			
Line Item	Adopted 2024-25 Budget	Amended Budget	Change
Other Expenditure:			
Park Sidewalk	\$ 0	\$ 836,586	\$ 836,586

*Sample Motion*

*I move the Haymarket Town Council approve an appropriation to the Fiscal Year 2024 - 2025 budget as designated by Resolution #2024-006.*

*Or*

*Alternative Motion*



RESOLUTION 2024-006

FISCAL YEAR 2024-2025 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council adopted the Fiscal Year 2025 Budget on June 17, 2024, and

WHEREAS, The proposed budget amendment will increase American Rescue Plan revenue line item by \$836,586; and

WHEREAS, The proposed budget amendment will increase expenditure line item 97001-1 Park Sidewalk by \$836,586; and

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2024-2025 Budget as reflected below:

Budget Amendment for FY2024-2025 Budget

Operational Budget	<u>Adopted 2024-25 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>REVENUE:</u>			
50001 American Rescue Plan	\$ 50,000	\$ 886,586	\$ 836,586
<u>EXPENDITURE:</u>			
97001-1 Park Sidewalk	\$ 0	\$ 836,586	\$ 836,586

Done this 29th Day of July 2024

Motion By:

Seconded By:

Ayes:

Nays:

Absent:

ATTEST:

\_\_\_\_\_  
Kimberly Henry, Clerk of Council



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

## Memorandum

**To:** Honorable Mayor and Town Council  
**From:** Julia Crofford, Events Coordinator  
**Date:** July 22, 2024  
**Re:** GoGov App – Citizen Request Feature

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**Overview:** Adding the citizen request feature on the GoGov app would give users the opportunity to submit comments, questions, or concerns through the app. With this feature there would be a “submit request” button on the main screen of the app. The submit request button leads you to a screen of categories. Categories can be customized and can predetermine who they get sent to based on the topic. Requests are then sent to your email but can only be answered through GoGov. Each person responding to a request will need to have access to the app, but we can customize permission for each person. As you work through the issue/request you can change the status to open, closed, or in progress. When you update the status, an automatic notification will be sent. If the staff member has any questions, they will be able to send a message directly to the user and it will come through on the app. The cost of adding this feature is \$4,200/year.

The Events Coordinator recommends moving forward with adding this feature to the My Haymarket App to encourage communication between town residents, staff, and council.



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

## Memorandum

**To:** Emily Kyriazi, Town Manager  
**From:** Alexandra Elswick, Deputy Clerk  
**Date:** July 22, 2024  
**Re:** Military Tribute Banners

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**Background:** The Military Tribute Banner program was initiated by a local Boy Scout working on his Eagle project to honor local Veterans and Active-Duty Service Members. The Town has displayed these banners in the historic district of Haymarket during Memorial Day, Independence Day, and Veteran’s Day. Over the years, the program has gained significant popularity and attracted more interest, prompting the Town to reconsider reopening this program and what criteria to include for applicants.

**Overview:** This program is intended to honor active-duty military personnel and Veterans who reside or have immediate family members (spouse/partner, parent, grandparent, child or sibling) that reside within the Town of Haymarket and 20169 zip code. For the purpose of this program “active duty” is defined as 12 months of continuous service. Program requirements would include a completed application, proof of residency, a digital portrait of the serviceperson, verification of active-duty status or proof of honorable discharge (DD form 214), and the program fee. Banners will display the official military photo of the service person, their name, and branch of service.

Program Details: The Town of Haymarket is offering the opportunity to display a 20x40 premium vinyl custom banner along Washington Street for two years. The fee to order a 20x40 custom banner is \$100.00, including shipping. Banners will be installed in late May for Memorial Day and continue to hang until Independence Day. Banners will be hung again in November for Veterans Day. There is an option to have a digital file of the service member uploaded to the Town’s website during their application period. Applications will be processed on a first-come, first-served basis. Once the maximum number of banners has been reached (currently 42), the application process will be closed for the remainder of the two-year term, and a waitlist will be initiated. After the display period, the banners will be returned to the applicant, where they will have to reapply for subsequent participation. Should the program grow in popularity, I would suggest having current participants wait one, two-year period before reapplying.



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### Details about the company Military Tribute Banners:

- They provide promotional fliers and digital copies of files for use on websites and social media.
- They will replace any damaged, lost or stolen banners within the first 6 months of purchase. After the 6-month guarantee period, they offer banner replacements at a discount of up to 50%.
- Standard turnaround time is 1-2 days for banner proof and 3-4 business days for production (after approval & payment confirmation)
- Billing is usually done on Net10
- They have a program page for us to view and track submissions and keep track of contact information for applicants.
- They offer a Gold Star Commitment which produces at no cost, banners of the fallen heroes from recent wars (1990-present), whether they died due to combat, by accident or by self-infliction.

**Directive:** The Town Council directs staff to proceed with the Military Tribute Banner Program, to begin in the year 2025.





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## Memorandum

To: Honorable Mayor and Town Council  
From: Kim Henry, Clerk of the Council  
Re: Closed Session Motion

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Closed Session Motion

**The motion is for the Haymarket Town Council to go into a closed session Pursuant to Virginia Code § 2.2- 3711(A)(1): a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Police Department.**

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Certification Motion

**I move that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion.**

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