



TOWN COUNCIL – REGULAR MEETING

Monday, December 02, 2024 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 - Scout Troop #924

III. INVOCATION- Pastor Mark Brady, Park Valley Church

IV. OATH OF OFFICE FOR NEWLY ELECTED MAYOR AND TOWN COUNCIL

V. RECOGNITIONS

VI. CHRISTMAS TREE LIGHTING

VII. HAYMARKET DAY RECAP AND RECOGNITIONS

1. Recap of the Event
2. Volunteer Recognitions
3. Parade Winners

VIII. FARMER'S MARKET SEASON RECAP

IX. PUBLIC HEARING SUP 2024-001: CHICK FIL-A DRIVE THRU EXPANSION

1. Public Notice
2. Staff Report
3. Report from Applicant
4. Citizen Comment
5. Close Public Hearing

X. CITIZENS TIME

XI. CONSENT AGENDA

A.

Minute Approval

1. Mayor and Council – Work Session – October 28, 2024
2. Mayor and Council – Regular Meeting – November 4, 2024

B. Department Reports

1. Town Administration Report
2. Town Treasurer Report
3. Police Chief Report
4. Town Engineer Report
5. Town Attorney Report

C. Liaison Reports

1. Finance Liaison Report
2. Business Liaison Report
3. Community Outreach Liaison Report
4. Planning Commission Liaison Report
5. Architectural Review Board Liaison Report

XII. AGENDA ITEMS

1. Consideration of SUP 2024-001: Chick Fil-a Drive Thru Expansion
2. Adoption of Strategic Plan
3. Planning Commission Resignation
4. December 16, 2024 Work Session

XIII. COUNCILMEMBER TIME

1. Councilmember Schneider
2. Councilmember Ramirez
3. Councilmember Gallagher
4. Councilmember Beyene
5. Councilmember Pasanello
6. Vice Mayor Pater
7. Mayor Luersen

XIV. ADJOURNMENT



**TOWN OF HAYMARKET
NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Town Council of the Town of Haymarket will hold a Public Hearing on Monday, December 2, 2024 at 7:00 P.M. in the Haymarket Town Hall located at 15000 Washington Street, Suite 100, Haymarket, Virginia, to consider a special use permit application for a second drive thru expansion for Chick Fil-a located at 15180 Washington Street.

The Special Use Permit application materials are available on the Town's website (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. All meetings are open to the public. The Town of Haymarket does not discriminate on the basis of disability in admission or access to its programs and activities. The location of this public hearing is believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should contact the Town Clerk at the above address or by telephone at the above number.

If you wish to comment but cannot attend the public hearing, please send your comments to the Town Clerk, Kimberly Henry by 3:00 PM on December 2, 2024, via email khenry@townofhaymarket.org, or via mail, 15000 Washington Street, Ste. 100, Haymarket, VA 20169.



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

STAFF REPORT

PC Meeting Date: September 10, 2024
Agenda Title: Special Use Permit Application #2024-001, Chick Fil A Drive Through
Zoning District: B-2 Business Commercial
Requested Action: Recommendation of 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 Planning Commission recommend denial of the 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, one direction. The expansion will also narrow the entry point into the parking lot of the Haymarket Lifetime Smiles dentist office that is currently under construction 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.

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 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 is proposing to remove the landscaping buffer between the drive through lane and the Virginia National Bank parking lot to accommodate the expansion. The applicant has proposed to 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

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. Even if the parking arrangement of the VNB lot is switched to angled parking, the front façade of Virginia National Bank would be significantly altered to accommodate for ADA regulations on the angled parking.

To mitigate the effects of this proposed alteration on Virginia National Bank, while also improving the drive through traffic for existing customers, the applicant is proposing 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 accidents within the drive through vicinity.

The removal of the hardscape and expansion of the drive through lane will require the Virginia National Bank parking lot traffic pattern to be rerouted to a one-way counterclockwise traffic flow to accommodate for Chick Fil A's bypass lane. While the bank has fewer trips per day on site 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 21 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. Town Staff recommend a curb be installed versus delineators to separate the drive through area from Virginia National Bank's Parking.

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 be significantly narrowed to one travel lane into the parking lot. The applicant has not shown the entire Haymarket Lifetime Smiles site and parking lot on the site plan, therefore the Staff is unable to fully determine the impacts on the site. 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, traffic circulation between Crossroads Village Boulevard and Chick Fil A will be significantly affected by the reduction of the existing entry/exit point into a one-way exit. 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 proposed alteration in the traffic pattern would worsen the existing traffic issues at this entrance point onto the property.

(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 cause an increase in vehicle traffic, 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.

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

The increases in vehicle traffic caused by the alteration of the drive through space will increase the chances of vehicle accidents involving pedestrians using the proposed crosswalk to access adjacent properties. 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.

(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.

As referenced in the above sections, the proposed drive through 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.

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—includes delineator options
- D—Proposed Landscaping Relocation
- E—Submitted Traffic Impact Study
- F—Proposed Signage and Wayfinding Installations on CFA and Adjacent Properties
- G—Written approval from landlord of Quarles Property for traffic rerouting
- H—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 options

CONDITIONS:

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

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

FOR



LOCATION OF SITE

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



LOCATION MAP
GLOBAL MAPPER
SCALE: 1" = 1,000'

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

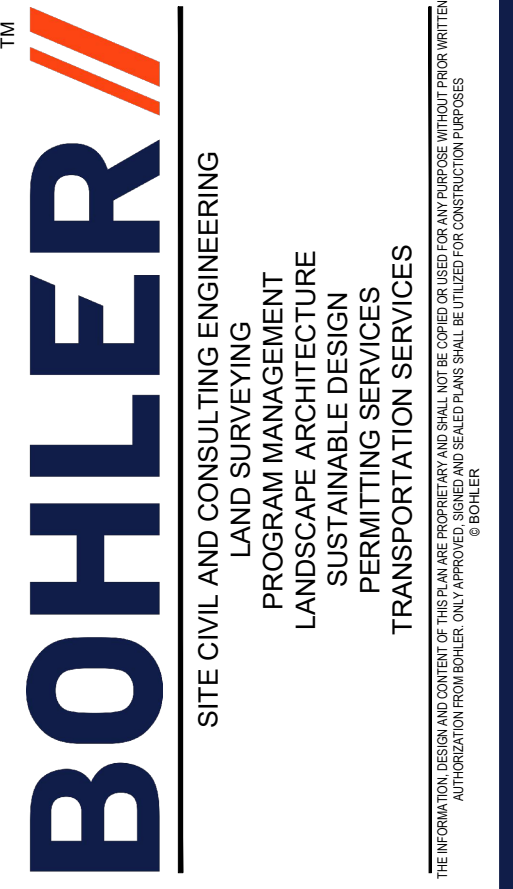
DEVELOPER
CHICK-FIL-A
5200 BUFFINGTON ROAD
ATLANTA, GA 30349
CONTACT: CHAD BAKER
PHONE: (404) 306-6301

PREPARED BY



CONTACT: KATHERINE S. ROBERTS, P.E.

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



REVISIONS

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



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

THIS DRAWING IS INTENDED FOR MUNICIPAL AND/OR AGENCY REVIEW AND APPROVAL. IT IS NOT INTENDED AS A CONSTRUCTION DOCUMENT UNLESS INDICATED OTHERWISE.

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

PROJECT:

SPECIAL USE PERMIT

FOR

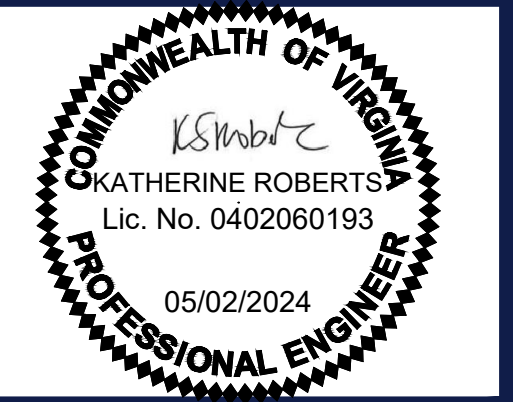


STORE #3197
PROPOSED
DEVELOPMENT

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



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

REV	DATE	COMMENT	DRAWN BY	CHECKED 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: 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



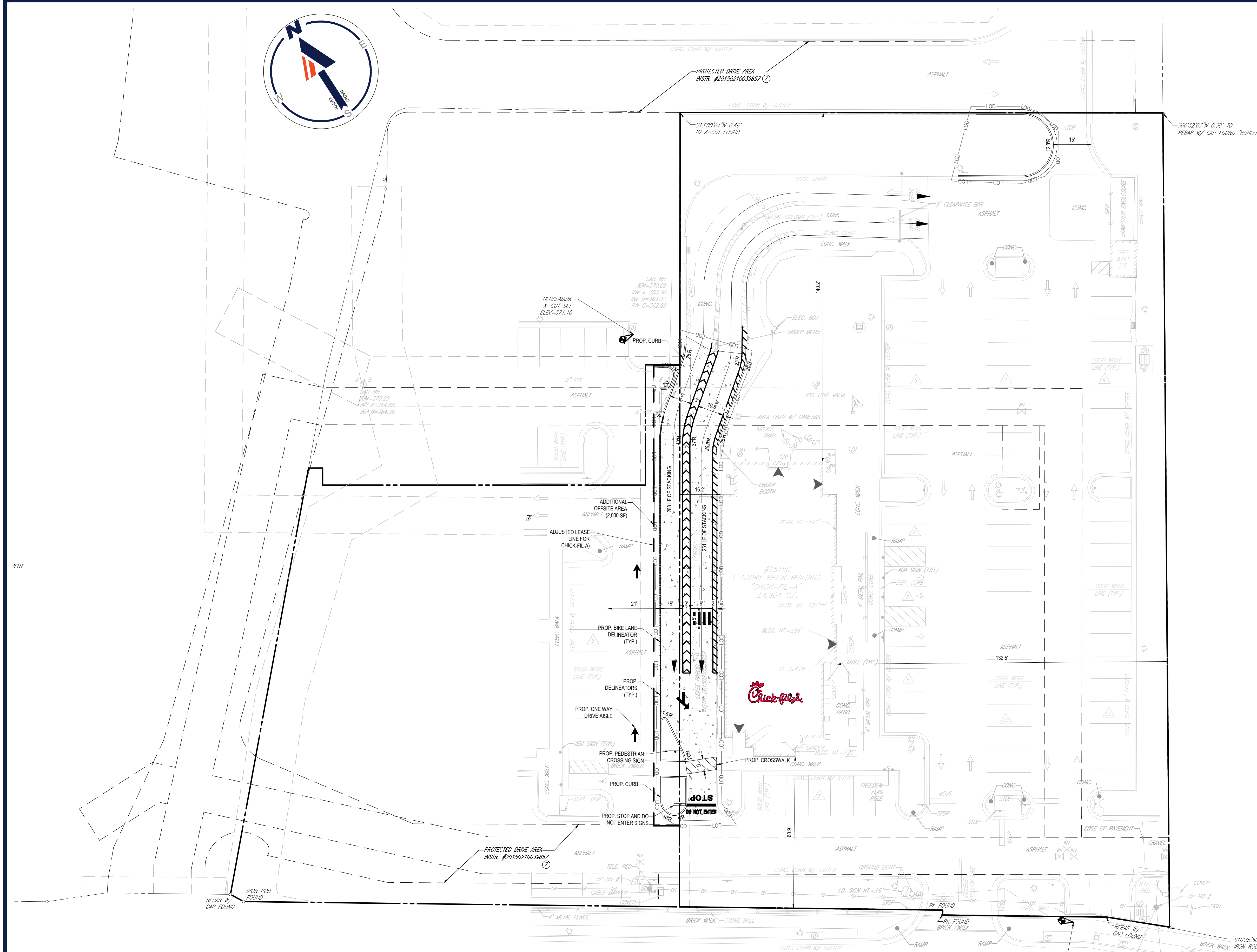
SHEET TITLE:

SPECIAL USE PERMIT PLAN

SHEET NUMBER:

2

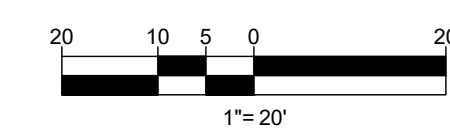
REVISION 1 - 05/02/2024



LEGEND:

—LOO— 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

8/6/05, 2024
 C:\PROGRAMS\BOHLER\2024\20240222\TEMP\PCP\BUSH_17048\VA230141.00 - SUP - 0 - JAVOIT - 2 SUP

SECTION IX
BIKE LANE DELINEATOR

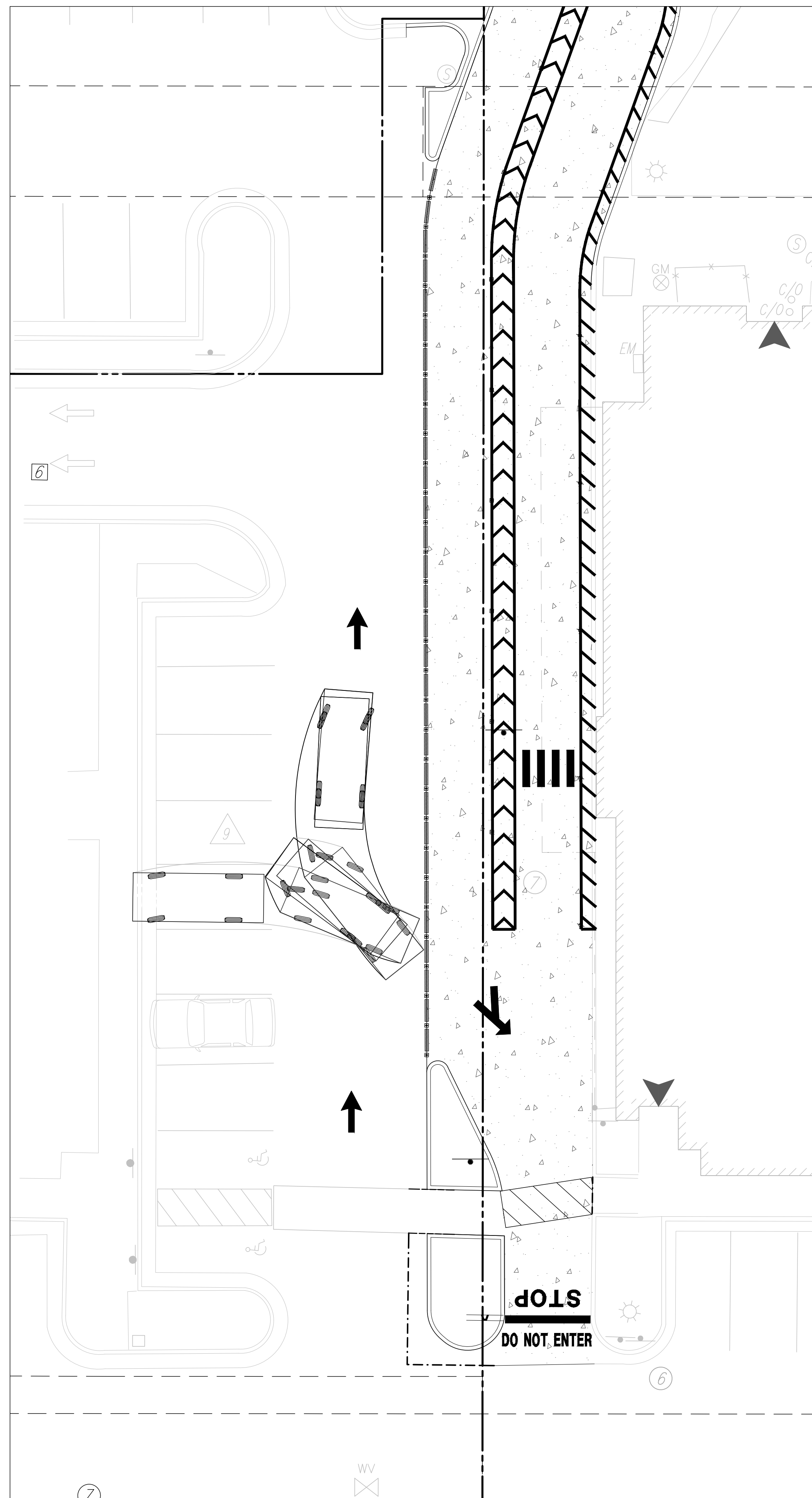


Mount Types



BIKE LANE DELINEATOR DETAIL

NOT TO SCALE



VEHICLE REVERSE MOVEMENT

NOT TO SCALE

BOHLER
 SITE CIVIL AND CONSULTING ENGINEERING
 PROGRAM MANAGEMENT
 LANDSCAPE ARCHITECTURE
 SUSTAINABLE DESIGN
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REVISIONS

REV	DATE	COMMENT	DRAWN BY	CHECKED 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: 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

COMMONWEALTH OF VIRGINIA

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

SHEET TITLE:
VEHICLE MOVEMENT PLAN

SHEET NUMBER:
3

REVISION 1 - 05/02/2024



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



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PROJECT No.: VAB230141.00
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SPECIAL USE PERMIT



BOHLER //
 28 BLACKWELL PARK LANE, SUITE 201
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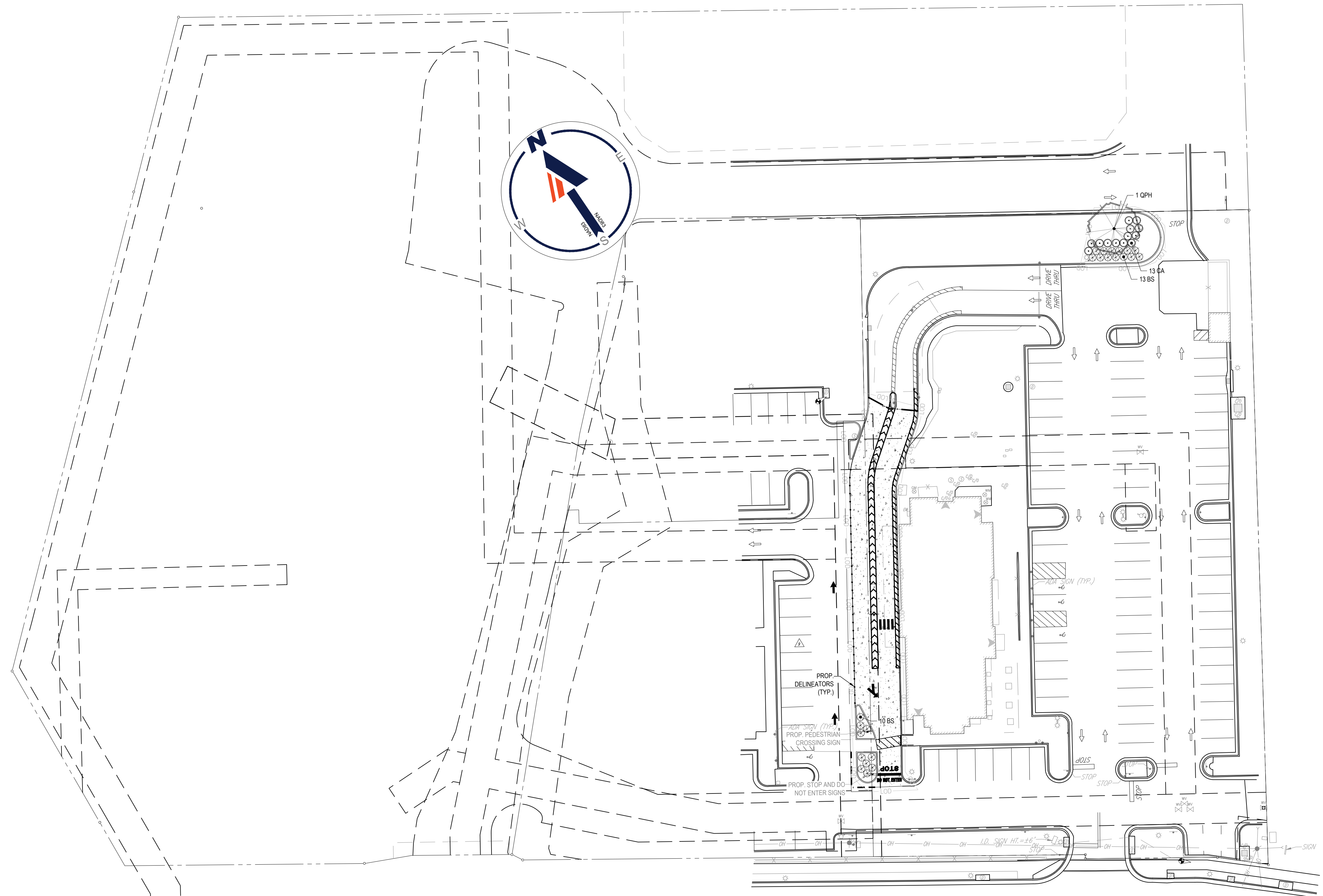


SHEET TITLE:
SPECIAL USE PERMIT PLAN

SHEET NUMBER:
1

REVISION 1 - 05/02/2024

JAMES MADISON HIGHWAY

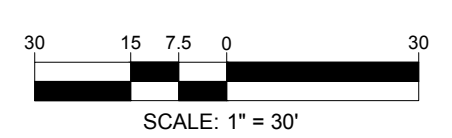


WASHINGTON ST
 PUBLIC UTILITY PUBLIC RIGHT-OF-WAY
 ASPHALT PAVED ROADWAY
 SPEED LIMIT: 25 MPH
 VDOT PLAN #0066-076-074, PE101,C501, RW201, B678, B686

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

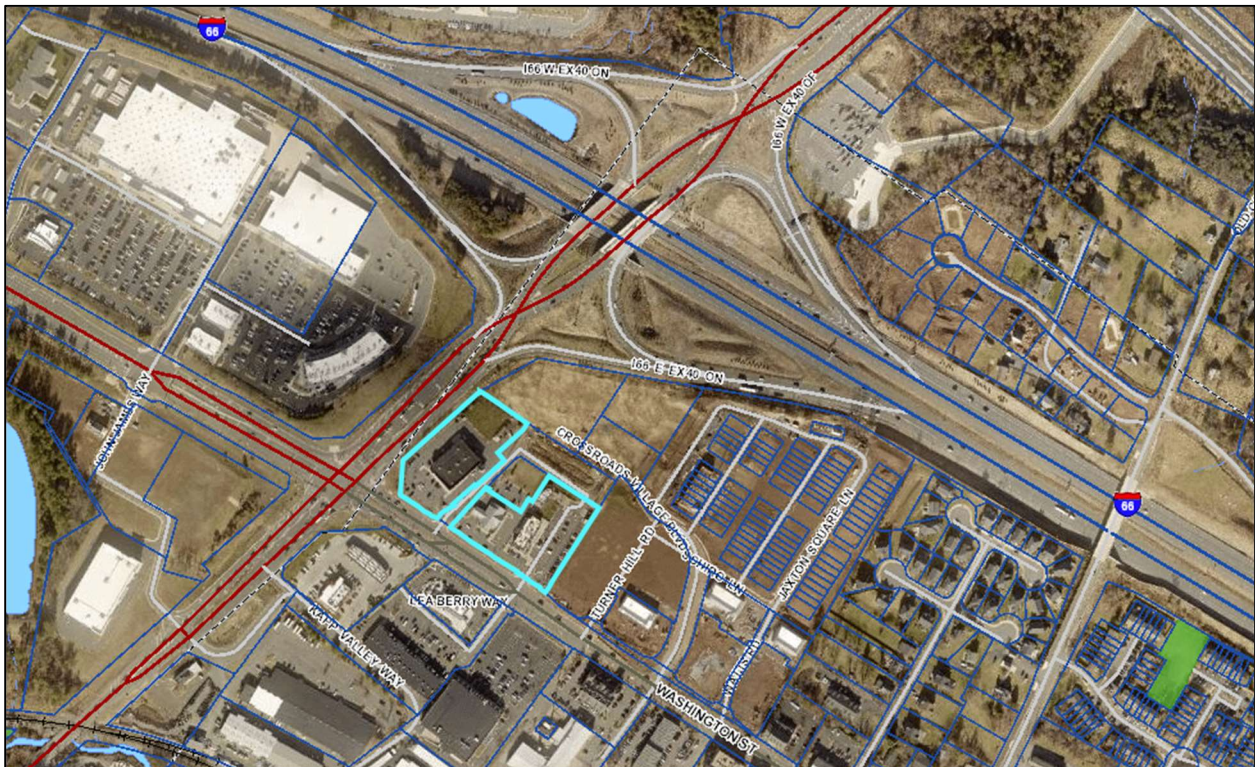
RE: Chick-fil-A Haymarket – Special Use Permit
Town of Haymarket, Virginia

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



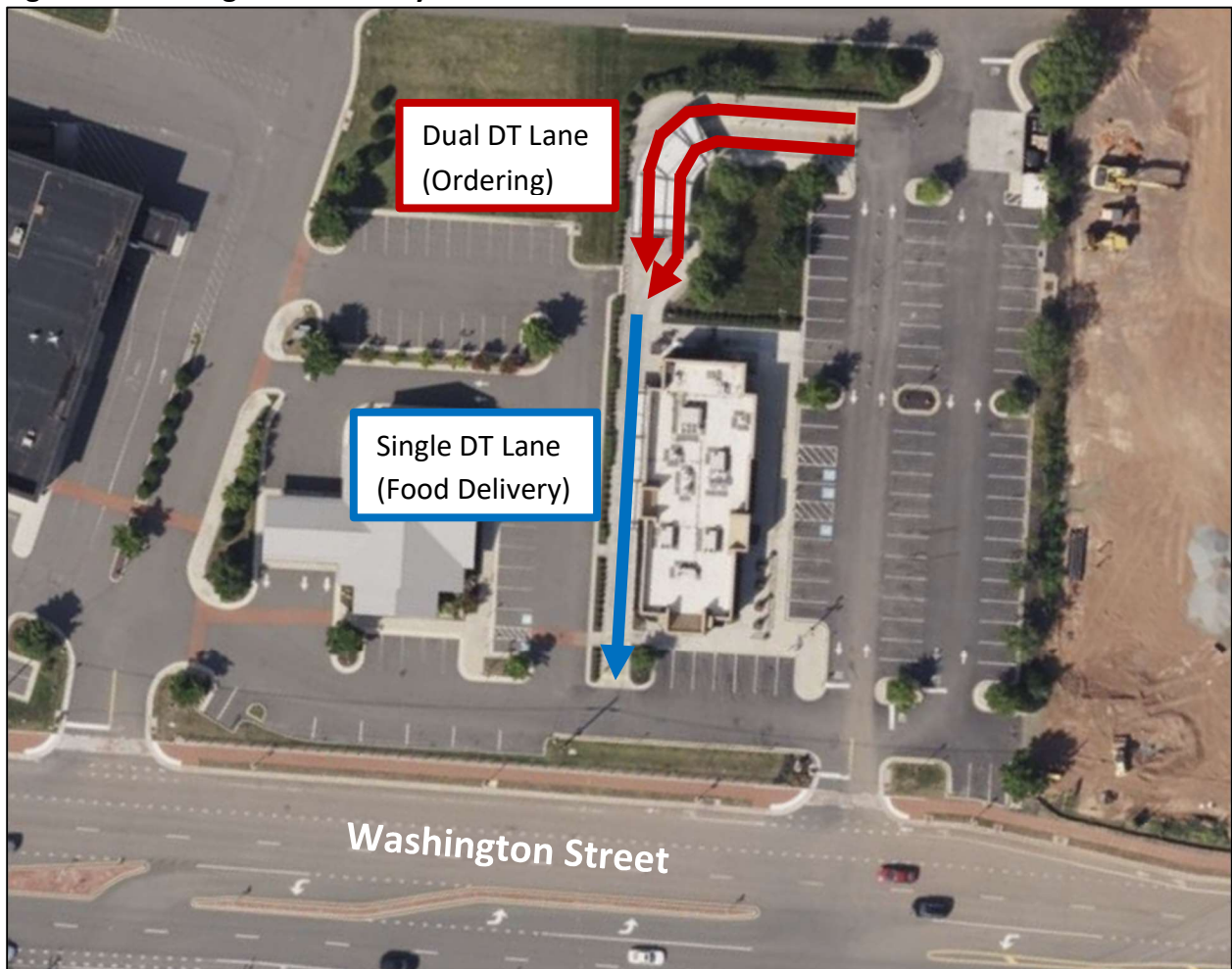
MEMORANDUM

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



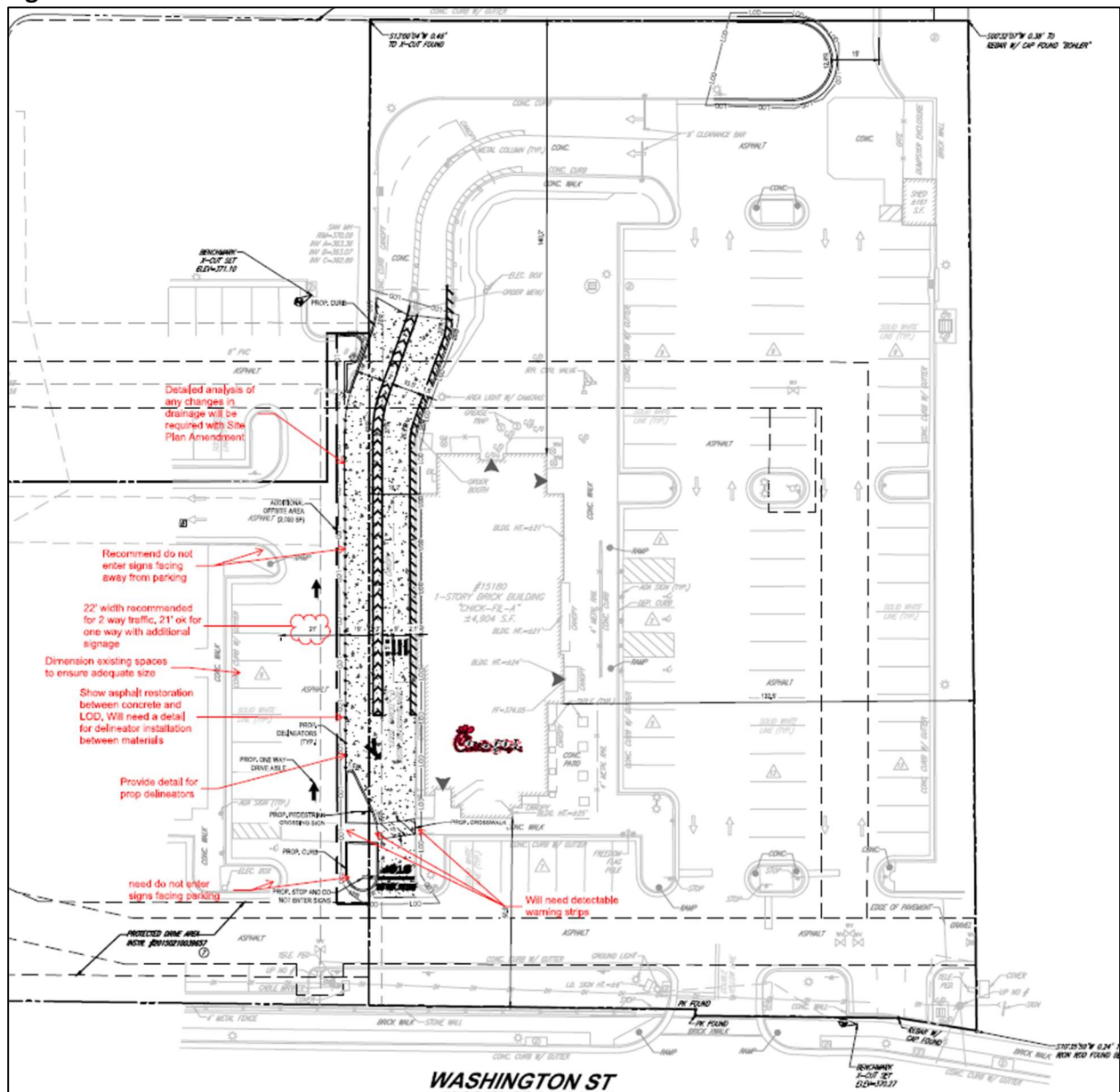
WELLS + ASSOCIATES

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	SAT Peak Hour ⁽¹⁾		
			In	Out	Total	In	Out	Total	Daily Trips ⁽²⁾	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.

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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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SPECIAL USE PERMIT

FOR



STORE #3197
 PROPOSED DEVELOPMENT

15180 WASHINGTON STREET
 TOWN OF HAYMARKET, VA

BOHLER

28 BLACKWELL PARK LANE, SUITE 201
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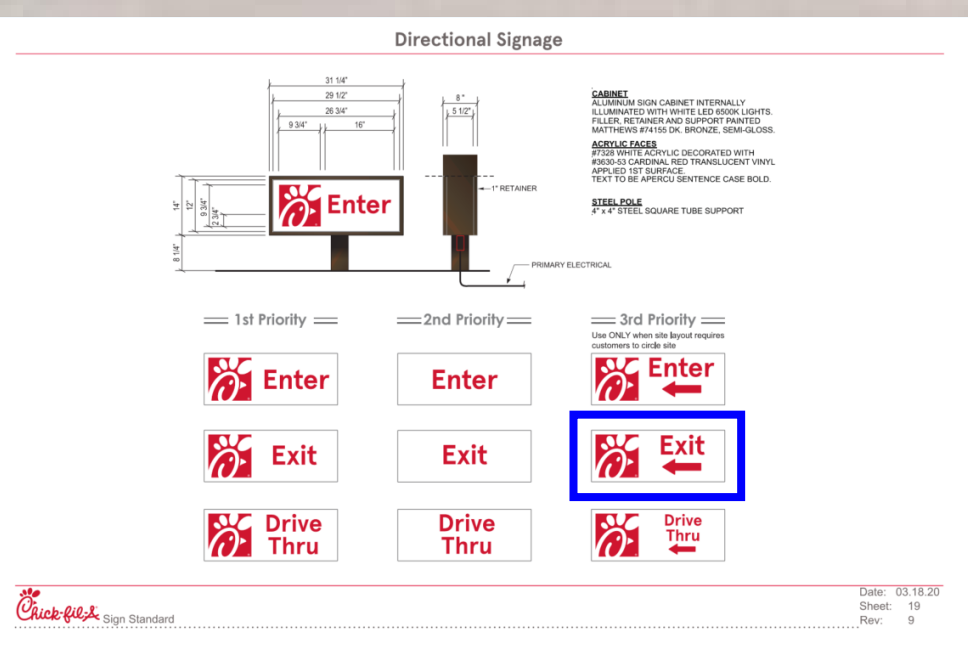
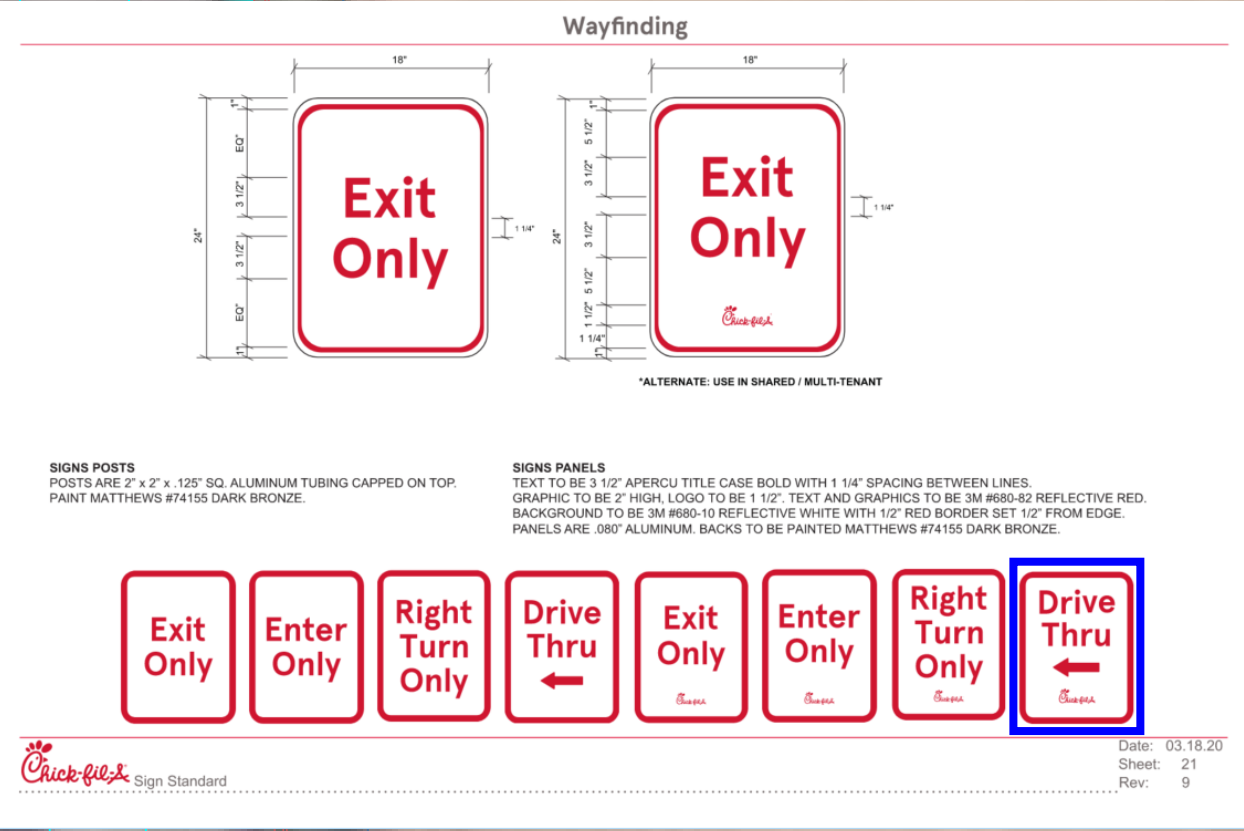
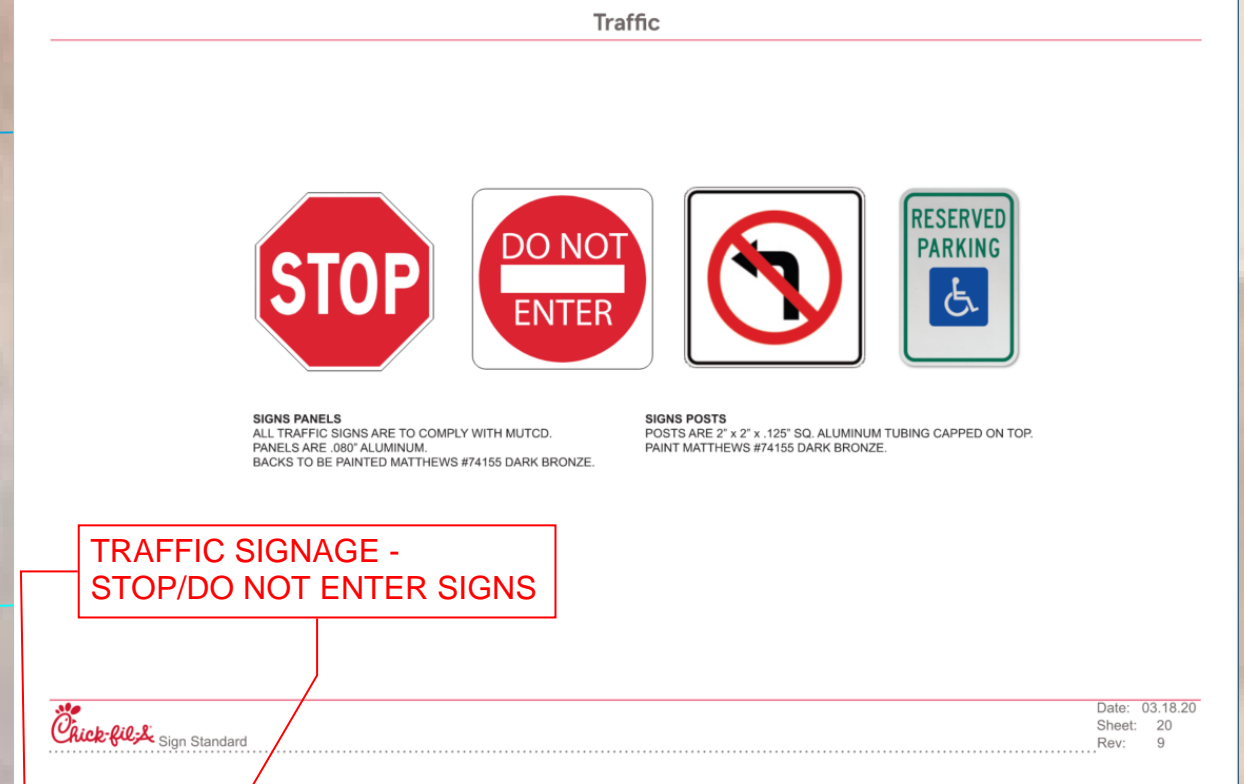
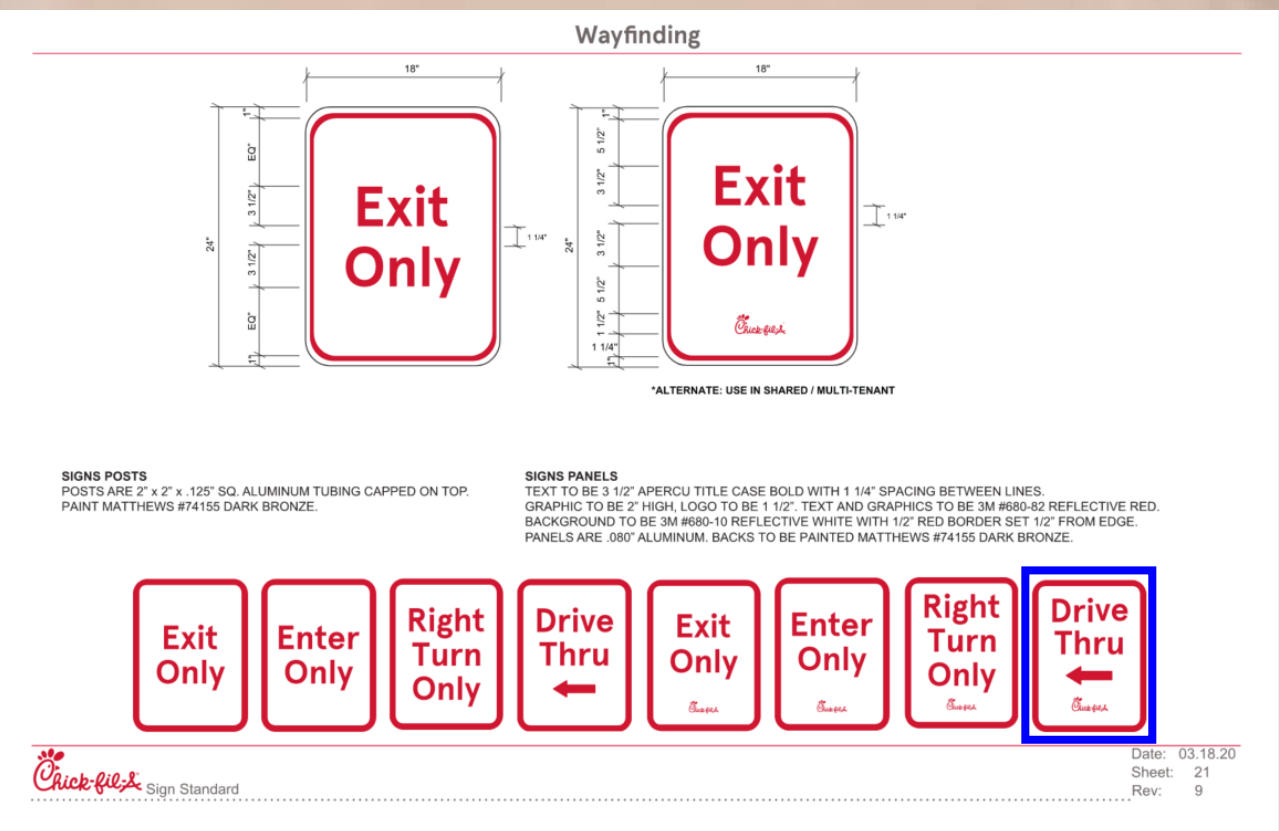
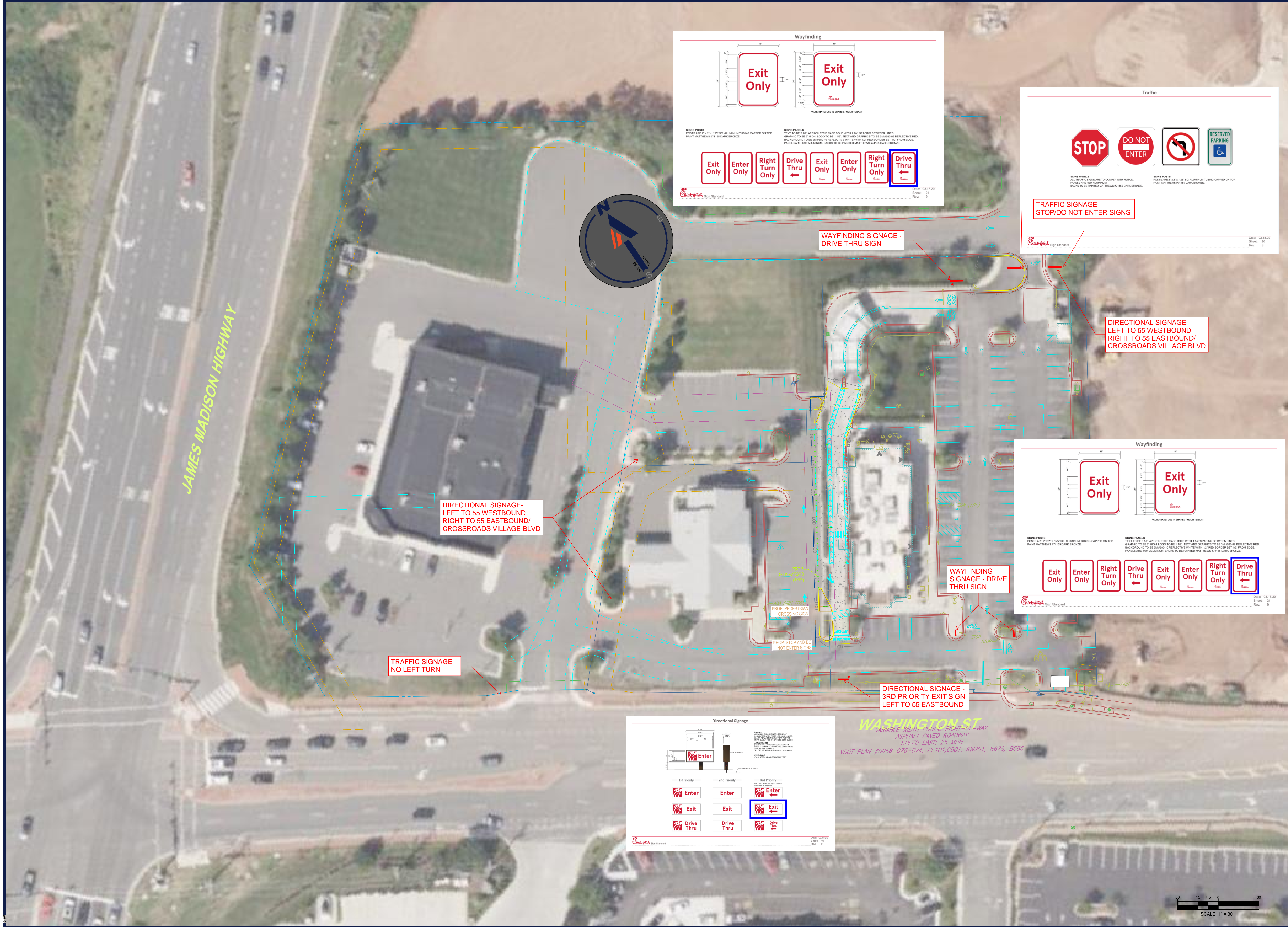
SHEET TITLE:

SPECIAL USE PERMIT PLAN

SHEET NUMBER:

1

REVISION 1 - 05/02/2024



JUL 26, 2024
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 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 COUNCIL – WORK SESSION MEETING

Monday, October 28, 2024 at 7:00 PM

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

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

DRAFT MINUTES

I. CALL TO ORDER

A Work Session of the Mayor and Council of the Town of Haymarket, VA was held this evening in the Council Chambers, commencing at 7 PM.

Mayor Kenneth Luersen called the meeting to order.

PRESENT

Mayor Ken Luersen
Councilmember Alexander Beyene
Councilmember Matthew Gallagher
Councilmember Joe Pasanello
Councilmember Mary Ramirez
Councilmember Marchant Schneider

ABSENT

Vice Mayor Tracylynn Pater

II. PLEDGE OF ALLEGIANCE

Mayor Luersen invited everyone to stand for the Pledge of Allegiance.

III. AGENDA ITEMS

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez provided the monthly financial report for October. He gave some updates to the report. There was a question on the status of the old message board trailer. Mr. Gonzalez shared that he will follow up with the Chief to give a report at the next meeting. Mr. Gonzalez also shared that he and the Town Manager will be discussing with the finance liaisons the convention and education line item at their next meeting. He shared that staff will be making a recommendation to Council when where to draw from the budget for the increase. There was a discussion on paying off the debt service.

2. Strategic Planning Discussion

Town Manager Emily Kyriazi gave a brief explanation of the strategic planning workshop session that the Mayor and Town Council had the previous weekend. She shared that they worked on a plan of their goals and objectives for the next 1-3 years. She stated that the Council established action items from the goals that they established. She also shared that they updated their mission and vision. She shared that Dr. Stephanie Davis, a consultant from Virginia Tech, helped navigate the Town Council in drafting the plan that they hope to adopt at their December meeting. Mrs. Kyriazi stated that she received the draft. She stated that once

she reviews it, staff will have the draft distributed for citizen review. She stated that she will proceed with a printed mailer with a cover sheet, putting it on the town's website and social media pages and the GoGov app. Mrs. Kyriazi thanked the Council for coming out to the workshop and stated that she felt it went very well. She provided a schedule of the time line for the plan. She stated that there will be a special citizen comment time on this subject only at the November work session, which was moved to November 18th. She continued by stating that the Town Council would be able to adopt the plan at their December regular monthly meeting on December 2nd.

IV. CLOSED SESSION

1. Closed Session Motion and Certification

Councilmember Pasanello moved that the Haymarket Town Council go into closed session pursuant to Virginia Code 2.2-3711 (A)(29); Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. Councilmember Ramirez seconded the motion. The motion carried.

**Motion made by Councilmember Pasanello, Seconded by Councilmember Ramirez.
Voting Yea: Councilmember Beyene, Councilmember Gallagher, Councilmember Pasanello, Councilmember Ramirez, Councilmember Schneider**

Councilmember Pasanello moved that the Haymarket Town 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. Councilmember Gallagher seconded the motion. The motion carried by a roll call vote.

**Motion made by Councilmember Pasanello, Seconded by Councilmember Schneider.
Voting Yea: Mayor Luersen, Councilmember Beyene, Councilmember Gallagher, Councilmember Pasanello, Councilmember Ramirez, Councilmember Schneider**

2. Motion or Directive from Closed Session

Councilmember Pasanello moved that the Haymarket Town Council approve the directive to the staff to proceed as discussed in Closed Session. Councilmember Beyene seconded the motion. Mayor Luersen stated that a motion is not needed as long as all of Council agreed to the directive. There was a consensus of the Town Council for the staff to proceed as directed.

At this time, Councilmember Schneider read into a record a statement he prepared regarding his decision from tonight's closed session. He stated that he does appreciate concessions made during the closed session this evening, he will support the directive however he has overall concerns on method on which the Council came to this decision and meeting the principles of good governance. He stated that decision coming into this overall decision should have considered precedent did not consider alternatives for future needs of the building that could otherwise serve at potentially a lower cost; did not consider significant public/private investments previously made to the structure for anticipation of reuse, and did not consider additional costs of delays for already needed public facilities that can result in a higher cost to

taxpayers. He stated that he would have other comments later about ways that the Council could evaluate future applications.

V. ADJOURNMENT

With no other business before the Town Council, Councilmember Gallagher moved to adjourn with a second by Councilmember Ramirez. The motion carried.

**Motion made by Councilmember Gallagher, Seconded by Councilmember Ramirez.
Voting Yea: Councilmember Beyene, Councilmember Gallagher, Councilmember Pasanello,
Councilmember Ramirez, Councilmember Schneider**

DRAFT



TOWN COUNCIL – REGULAR MEETING

Monday, November 04, 2024 at 7:00 PM

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

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

DRAFT MINUTES

I. CALL TO ORDER

A Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7 PM.

Mayor Kenneth Luersen called the meeting to order.

PRESENT

Councilmember Alexander Beyene
Mayor Ken Luersen
Vice Mayor Tracylynn Pater
Councilmember Mary Ramirez

ABSENT

Councilmember Matthew Gallagher
Councilmember Joe Pasanello
Councilmember Marchant Schneider

II. PLEDGE OF ALLEGIANCE

Mayor Luersen invited everyone to stand for the Pledge of Allegiance.

III. INVOCATION: Rev. Sean Rousseau - St. Paul's Episcopal Church

Mayor Luersen invited Reverend Sean Rousseau from St. Paul's Episcopal Church to give the evening's invocation.

IV. BUSINESS SPOTLIGHT - DUCK DONUTS: Marylee Tuniki, Manager

Mayor Luersen invited Marylee Tuniki, owner of Haymarket's new Duck Donuts franchise, to the podium for the evening's business spotlight. Mrs. Tuniki shared a little about herself and how she went from an administrative assistant for a Prince William County principal to a business owner and why she decided to make Haymarket her home. She stated that she bonded with families in the Haymarket community which made her decision easy from her experience of the tight knit community here. She also shared that she is familiar with organizations like the Haymarket Food Pantry and Carried To Full Term. She thanked the Town Council for the opportunity to share her business with them.

V. CITIZENS TIME

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

VI. CONSENT AGENDA

Mayor Luersen asked if anyone would like to pull items off of the Consent Agenda. Councilmember Ramirez asked to pull the Community Relations Liaison Report.

Vice Mayor moved that the Haymarket Town Council adopt Consent Agenda Items A;1-3, B:1-5 and C:1-2,4-5. Councilmember Ramirez seconded the motion. The motion carried.

**Motion made by Vice Mayor Pater, Seconded by Councilmember Ramirez.
Voting Yea: Councilmember Beyene, Vice Mayor Pater, Councilmember Ramirez**

After Councilmember Ramirez presented her report, Vice Mayor Pater moved to adopt Consent Agenda Item C:3. Councilmember Ramirez seconded the motion. The motion carried.

**Motion made by Vice Mayor Pater, Seconded by Councilmember Ramirez.
Voting Yea: Councilmember Beyene, Vice Mayor Pater, Councilmember Ramirez**

A. Minute Approval

1. Mayor and Council: Work Session – September 30, 2024
2. Mayor and Council: Regular Meeting – October 7, 2024
3. Mayor and Council: Strategic Planning Retreat - October 28, 2024

B. Department Reports

1. Town Administration Report
2. Town Treasurer Report
3. Police Chief Report
4. Town Engineer Report
5. Town Attorney Report

C. Liaison Reports

1. Finance Liaison Report
2. Business Liaison Report
3. Community Relations Liaison Report
4. Planning Commission Liaison Report
5. Architectural Review Board Liaison Report

3. Community Relations Liaison Report

Councilmember Ramirez apologized that her report was not in the agenda. She shared that she was busy hosting the Youth in Government program for middle school students. Councilmember Ramirez shared that the program was an exciting and rewarding experience working with the students. She gave a brief power point presentation on the program. She stated that the Prince William School Board Member Jennifer Wall, Mayor Luersen, Councilmember Pasanello, Town Manager Emily Kyriazi and Town Treasurer Roberto Gonzalez mentored the students on local government. She shared that the students came up with an agenda on the topic of proffers dollars. She shared that at their final "regular meeting" they approved to provide and fund training for coaches to prevent sport related injuries. In conclusion, Councilmember Ramirez shared that she received positive feedback on the program. A short discussion followed on the program.

VII. AGENDA ITEMS

Mayor Luersen asked for a consensus to add Appointment of Acting Town Manager on the agenda. There was no objection to add the item onto agenda.

1. Resolution #2024-008: Budget Amendment

Town Treasurer Roberto Gonzalez shared that the budget amendment is from the Police Chief being able to obtain an additional grant monies within the DMV Grant Program. Mr. Gonzalez stated that this money will be for purchasing of equipment to help with the DMV Grant program. A short discussion followed on the subject. Chief Sibert stated that the monies will be used for a speed sign on the east end of the Town to replace the aging on by the Town Park. He shared that the new sign will be able to collect more data, will help with patrol patterns and provide information for future conversations with VDOT on traffic issues. Chief Sibert also shared that he will be purchasing 2 radar units for the two newest officers that have just on board. There was also a question on the reuse of the old sign. Chief Sibert shared that he plans on attaching it to a trailer so that he can place in various places throughout the town using it as a deterrent.

Councilmember Beyene moved that the Haymarket Town Council approve an amendment to the Fiscal Year 2024-2025 budget as designated by Resolution #2024-008. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.

Motion made by Councilmember Beyene, Seconded by Vice Mayor Pater.
Voting Yea: Councilmember Beyene, Vice Mayor Pater, Councilmember Ramirez

2. Town Council Strategic Plan Draft

Town Manager Emily Kyriazi shared that the final draft of the Strategic Plan was in the evening's agenda for review. She shared she will be working with staff to put the draft into action the communication plan to include app notifications, getting a mailer out with information on how citizens came give feedback. Mrs. Kyriazi asked that the Town Council review the plan and provide any comments to her. She stated that will be keeping a working document of the comments. She shared that after hearing the comments from the citizens at the November 18th Work Session, it will be at the Council's discretion on any necessary changes. A short discussion followed.

3. Town Park House Demolition

Town Manager Emily Kyriazi shared that, following the discussions that the Council has had over the past meetings, she has prepared a draft motion that was requested.

Vice Mayor Pater read the motion into the record as follows:

The Haymarket Town Council has deliberated and discussed the future of the Town Park House structure since 2022. During these discussions, the Council evaluated options for implementing the Harrover Park Master Plan, reuse of the structure by a private party for an event center, reuse of the structure for a community center demolition of he structure and the overall structural integrity of the building. The Town Council went through thorough discussions and action items to come to the conclusion of requesting RFP's

for demolition of the structure to include a Certificate of Appropriateness for the demolition to the Architectural Review Board and an appeal to the Town Council. The Town Council finds that it went through all of the proper channels and that the demolition of this building will best suit the needs for all of Haymarket, keeping transparency in the forefront. Even though the condition of the house is not one of great despair or of blight, the resources to bring this building to code and the mere maintenance of the building exceeds the Town's sound financial decision making. Therefore, I move that the Town of Haymarket award the bid to Prototype Builders in the amount of \$161,749.20 for the demolition of the Town Park House, also known as the Lewis Home, located at 14740 Washington Street. As part of the demolition process the contractor shall work to maintain the stones from the chimney structure and set them aside for reuse into the future Pavilion on site and a photographer shall be hired by the Town prior to the demolition of the structure to properly photograph and document the house. Councilmember Beyene seconded the motion. The motion carried by a roll call vote.

**Motion made by Vice Mayor Pater, Seconded by Councilmember Beyene.
Voting Yea: Councilmember Beyene, Vice Mayor Pater, Councilmember Ramirez**

4. Appointment of Acting Town Manager

Town Manager Emily Kyriaze shared that, in order to proactive and plan accordingly, she will start her maternity leave on November 18th, if not sooner. She requested that the Town Council appoint Town Treasurer Roberto Gonzalez as the Acting Town Manager effective on the date she notifies the Town that she starting maternity leave but no later than November 18th.

Councilmember Ramirez moved that the Haymarket Town Council appoint Roberto Gonzalez as the Acting Town Manager at the time Town Manager notifies the Town that she will be taking her maternity leave of absences of November 18, 2024, which ever comes first, and lasting the duration of Mrs. Kyriazi's leave of absence. Councilmember Ramirez also moved to authorize a \$5.00 per hour stipend for Mr. Gonzalez as long as he is acting in the capacity as the Acting Town Manager . Vice Mayor Pater seconded the motion. A short discussion followed on separation of duties from Treasurer and Town Manager. The motion carried by a roll call vote.

**Motion made by Councilmember Ramirez, Seconded by Vice Mayor Pater.
Voting Yea: Councilmember Beyene, Vice Mayor Pater, Councilmember Ramirez**

VIII. COUNCILMEMBER TIME

- 1. Vice Mayor Pater
- 2. Councilmember Beyene
- 3. Councilmember Pasanello
- 4. Councilmember Schneider
- 5. Councilmember Ramirez
- 6. Councilmember Gallagher
- 7. Mayor Luersen

Vice Mayor Pater

Vice Mayor Pater thanked all the volunteers who helped with Haymarket Day. She also thanked the staff on a job well done. She stated it the day was a huge success. She also shared of the upcoming

are classes given by the Crossroads Art Alliance in the Haymarket Museum. Lastly, she reminded everyone to shop small, shop local during this upcoming holiday season.

Councilmember Beyene

Councilmember Beyene did not have anything to add at this meeting.

Councilmember Ramirez

Councilmember Ramirez also thanked the volunteers and staff for a successful Haymarket Day. She also thanked the Police Department for making the event safe. Councilmember Ramirez happily shared that a couple were married at the Haymarket Day event at the Prince William County Clerk on Wheels booth. Town Manager Emily Kyriazi shared that on behalf of the Town, the Mayor and Council this years Christmas ornament was sent to the couple as a wedding gift. Councilmember Ramirez thanked the Police Department, especially Chief Sibert and his family, for making their presence known on Halloween night. She called out a couple opportunities to support the community. She shared of a canned food drive at Studio B and the Haymarket Gainesville Rotary Club is collecting funds to provide Thanksgiving baskets to be delivered. Lastly, she shared that Boxes of Basics is looking for volunteers.

Mayor Luersen

Mayor Luersen prepared and read into the record a response to a comment made by Councilmember Schneider at their last work session on the subject of the Town Park building and the processes. Due to the length, the statement is attached to the end of the minutes.

IX. ADJOURNMENT

With no further business before the Town Council, Councilmember Ramirez moved to adjourn seconded by Vice Mayor Pater. The motion carried.

**Motion made by Councilmember Ramirez, Seconded by Vice Mayor Pater.
Voting Yea: Councilmember Beyene, Vice Mayor Pater, Councilmember Ramirez**

Town of Haymarket Town Manager Report and Tracking Log

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
Office of the Town Manager and Zoning Administrator						
Civic Plus: Meetings and Agendas	Kim Henry, Alexandra					The transition to the new CivicPlus system is completed. The file transfer is currently in progress by the CivicPlus team. Working to upload historic video recordings of the meetings
RFP for Sidewalk	Emily K/Thomas B					Construction continues at the Park Sidewalk project, next step is completing the asphalt work in the right away along Washington Street, installation of the street trees and signage. Work to be completed by mid November. Next progress meeting to be held on November 13th with Staff and Contractor. UPDATE 11/26/2024 Landscaping installed, Contractor will update Staff on delivery ETA of lights, benches, and other items.
Communications Plan	EK, Tracylynn, Matt Gallagher					Councilmember Gallagher is working on the Communications Draft and will meet with Staff for the next steps - working to schedule meeting with VM and Councilmember Gallagher the first week of November
GOGov App	Emily and Julia					Continuing to post information about the app through various media sites, at community events and in all informational print material. Working to pull latest numbers for the app downloads and accounts created
County Contact RE: Stormwater Assessment Program						Town submitted a letter of support for the Stormwater Assessment application, the County has reached out to determine if the Town is still able to meet the 20% match, TM is coordinating with the County UPDATE: Received email from County stating that the Grant Application has officially been submitted to the EPA. They had a delay on their end due to a form issue and County Attorney delay. They will reach out when the official approval has been given from the EPA. At that time we will hold a meeting to discuss next steps and timelines. UPDATE 10/31 Working to coordinate a meeting with the County to discuss next steps and notify the lead that I will be transitioning to maternity leave shortly and Roberto will be main Point of Contact
Comprehensive Zoning Inspection	Emily K/Thomas B					Town Planner will work on next phase of comprehensive zoning inspection - inspecting landscaping/dead trees/overgrowth. Violations submitted to PWC Neighborhood Services as well as Zoning Violation Letters sent. PWC working on 3 building complaints, 2 on Washington St and 1 in Longstreet Commons - ONGOING
Town Business Visits and Check-Ins	Emily K and Roberto					Trouvaille Brewery, Great Mane Brewery, Parrandos, Duck Donuts, Brusters, Luxe Nail Bar, Chick-fil-a, Hidden Julles, Haymarket Baptist Church, Battlefield Jujitsu, Cookies and Cream/Ghosted Concepts, Studio B Salon and Spa, A Pups Valley, School of Rock, CMC
Park Building	Emily					Reviewing single RFP that was submitting, following up with the Contractor to clarify questions and receive more information on the package submitted. RFP was discussed at the October 7th Meeting and the October 28th Meeting, both in Closed Session. The RFP will be on the agenda for November 4th discussion
Staff Meetings	Staff					Staff Meetings held weekly on Tuesday

Strategic Planning Discussion	Emily					Strategic Planning Retreat completed and draft will be sent out to the public first week of November.
Museum: Crossroads Arts Alliance	Emily/Tracylyn n					Everyone's Hometown Show has opened at the Museum
Security Door at Town Hall	Emily					Security door is fully functioning, need to develop an internal policy for Staff to follow, regarding the implementation of the security door
Youth In Government Preparations	Emily/Mary					Youth in Government Program in process, week of October 28th-November 4th
Town Park/Playground	Emily K.					Inspection completed, working with company to repair the large aeroglider - currently the glider is not moving as it should
Meeting with CXO	Emily K					Attended the first quarterly meeting with the PWC CXO, Chris Shorter, and the other Town Managers in PWC. Discussed County/Town relations, resources, met with Department heads. Requested several topics to be discussed at the January Meeting -- How to better share Economic Development resources with our businesses, what grant opportunities/assistance are available for the Towns, other shared resource opportunitites for the Towns
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					Revised draft in review by Town Manager and Chief of Police
Land Use Planning Department						
Town Center Site Plan	Emily K and Katie					Rinker Design Associates has resubmitted a second submission of the Town Center Site Plan following the change order for the test holes. The second submission is currently in review by the Town Staff and agencies. 2/2/2023 A second submission for the Town Centre plan has been submitted. The Town Planner and Engineer will review the plan and take comments from the Planning Commission at their February meeting. 8/2 Town Manager will bring Town Center Site Plan to August Work session to discuss the cost estimates. The SWPPP has been completed. 11/27 The SWPPP has been submitted to the Town. UPDATE 2/1/2024--11/26/2024 Town Staff and Town Council discussing prioritization of and financing of project.

<p>Highpointe at Haymarket</p>	<p>Emily K, Katie, Thomas</p>					<p>7/10/2023: Compton and Duling submitted a multijurisdictional workforce housing project, 4 acres of which fall within the Town of Haymarket. The project consists of 240 multifamily housing units (96 in Town boundaries) with park space and access to Hwy 15. Town Staff received a first submission as of May 29th and are preparing comment response for the first preliminary submission. UPDATE 8/15/2023 Town Staff have prepared comment response for preliminary submission of Highpointe Rezoning Application to send. Meeting with Highpointe developers and PWC Monday August 28th 9/28, no update from the applicant. 11/27 Town Planner has submitted comments to Compton and Duling, will coordinate follow up meeting with the applicant 12/22/2023 Town Staff waiting on follow up from applicant. 2/1/2024--3/26/2024 Town Staff continue to wait on response from applicant. Prince William County had issued the second round of comments for their section of the project for the applicant's response. Town Staff have reached out to the developer to check the status of the Haymarket section of the project. The county application has been put on hold, Town Staff following up with applicant to ensure the proper notice is given that the applicaiton is on hold. 6/26/2024 Town Staff coordinating with applicant to ensure proper hold are placed on the applicaiton. UPDATE 7/30/2024-10/1/2024 Applicant has stated since April 8 2024 that the Haymarket portion of the application is on hold</p>
<p>Robinson's Paradise</p>	<p>Thomas</p>					<p>11/3/2023: Construction of the site continues. Lot 1, the model home, has been given zoning release for occupancy. Lots 2-5 to be inspected in November for zoning release for occupancy. 11/27: Lots 2, 3, and 5 have been given zoning release for occupancy, lot 20 to be given zoning release for occupancy soon. 12/22/2023--2/1/2024 Lots 4 and 20 given zoning release for occupancy. 2/28/2024 Lots 7, 13, and 19 given zoning release for occupancy 3/26/2024 Lots 10 and 14 given zoning release for occupancy. 4/30/2024 No other homes have received zoning release for occupancy, construction continues 6/26-10/1 Lots 1, 8, 9, 11, 12, 15, 16, 17, and 18 given zoning release for occupancy, construction of remaining lots continues. UPDATE 10/31/2024-11/26/2024 All lots have received Zoning Release for Occupancy, As-built 1st submission currently under review</p>

<p>Van Metre -- Robinson Village</p>	<p>Emily K, Thomas</p>					<p>7/6/23 All home are granted occupancy and all proffers are collected. Awaiting the submission of the as built for the development 9/26 Town Planner and Town Engineer are in talks with The Engineering Groupe on as built submission. 10/16 as built submission received and under review by Town Staff 11/27 Town Staff preparing first round of comments on As-Built 12/22/2023 Town Comments submitted to Van Metre, Van Metre to resubmit as built design soon. 2/1/2024--2/28/2024 Van Metre has submitted the second round of as-built submissions, currently under review by Town Staff. 3/26/2024 Town Staff finalizing approval of the As Built submission for Robinson Village. 4/30/2024 Van Metre to resolve a stormwater pooling issue at the right turn lane into the development, then as-built approval will be granted 6/26-8/27 Town Staff and Van Metre coordinating with VDOT to ensure ponding issue will be properly mitigated. Town Waiting for VDOT to provide written confirmation that the maintenance of the ponding will be handled by VDOT. Van Metre to reinforce erosion control measures prior to E/S bond release. UPDATE 10/1/2024-11/26/2024 Site Improvements bond released, E/S measures still being reinforced prior to bond release</p>
<p>Crossroads Village Center</p>	<p>Emily K</p>					<p>Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. Working with the applicant on dirt complaints on Washington Street as well as dust complaints from neighboring residents. Will be monitoring the site closely for compliance. Requested updates on the schedule, timeline and update on tenants for the site, will keep Council posted on updates. UPDATE 4/24/2023: VDOT and Town Staff completed inspection of Washington Street Paving. The Town Planner will perform final site inspection in the next week. UPDATE 6/1/2023: Town Planner has finished landscaping inspection for CVC. 7/27/2023: Landscaping inspection and other outstanding items for CVC are almost complete, Town Planner to perform final inspection in the next two weeks. Additionally, Town Planner and Engineer are reviewing As Built for property. 9/26 As built and landscaping bond review continue. 10/30/2023: The landscaping bond will be given 30% release. 11/27 30% release given for the landscaping bond. 12/22/2023--4/30/2024 none UPDATE 6/26-7/30 Town Engineer performed landscaping inspection, Town Staff are coordinating 90% release of landscaping bond when requirements are successfully met by Meladon. As-builts currently under review. 8/27/2024-11/26/2024 90% of the Landscaping Bond released to Meladon with 10% held in escrow, Town Staff have discussed next steps for site/subdivision bond release.</p>

Taco Bell	Thomas					<p>7/27/2023: All bonds collected, grading permit issued by Town Planner. Construction has 5-6mo timeline for completion. 8/15/2023 Grading process has started 9/26 Taco Bell has received all architectural and site plan permits, construction continues. 10/30/2023-3/26/2024 construction continues. 4/20/2024 Taco Bell has installed a sidewalk connecting to the existing Washington Street sidewalk and to the rest of Crossroads Village Center. Opening date still pending while outstanding permits are processed by the PWC Building Department 6/26/2024 Town Staff Coordinating with Taco Bell on final architectural items, will follow up soon on opening date for the franchise. 7/30-10/1 Taco Bell given temporary zoning release for occupancy, the franchise has now opened, but the drive through is not operational yet. Full zoning release for occupancy will be issued when drive through features are installed. UPDATE 10/31/2024--11/26/2024 Drive through features are being installed, will give full zoning release when installed.</p>
Crossroads Village, Kiddie Academy	Thomas					<p>4/3/2023: 2nd submission of the final site plan currently under review by the Town Planner and Town Engineer. 6/1/2023: Kiddie Academy site plan to be brought before PC in June 20th meeting. 7/27/2023: Planning Commission wishes for applicant to consider reduction of parking spaces on site, and additional drop off point. Requests will be addressed at August 14th PC meeting. 9/26 Planning Commission approved the Kiddie Academy Site Plan in the August 14 PC meeting. Town Staff are holding final discussions about landscaping responsibility with the engineers of the site plan before signing 10/30 Site Plan for Kiddie Academy signed, awaiting bond submission and pre-con meeting with site superintendent. 11/27/2023--4/30/2024 all bond documents collected and signed, pre-construction meeting has been held, Construction to commence in late winter/early spring. Applicant discussed submitting application for signage in the near future 6/26/2024 Town Engineer and Town Planner to meet with new site superintendent Thursday the 27th of June to prepare for groundbreaking, signage applicaiton still pending. 7/30-10/1 Ground has been broken, site work continues, estimated completion date for site work is January 2025 UPDATE 10/31/2024--11/26/2024 applications for signage and other exterior elements to be submitted for ARB review.</p>

<p>Haymarket Lifetime Smiles</p>	<p>Thomas</p>					<p>6/1/2023: Preliminary Site Plan for dentist office submitted to Town. Second preliminary submission currently under review by Town Planner and Town Engineer. Location of the Lifetime Smiles dentist office is behind Chick Fil A and The Fauquier Bank by the Quarles Property. 9/26 Preliminary Plan to be signed soon once the conditions in the Town Engineer's approval letter are met. 10/16 Preliminary Site Plan approved, Final Site Plan received first submission comments from Town Staff. 10/30: The Town Planner and Engineer have met with J2 Engineers to review the second submission of the final site plan. Town Staff to place the final site plan on the November PC Agenda. 11/27 Final Site Plan Conditionally Approved by the PC, Town Engineer, conditions were met, the site plan has been Signed, Town Staff waiting for bond submission. 12/22/2023--4/30/2024 Construction Release given, all bonds collected by the Town, Construction team to start work in early March 3/26/2024 Grading on site has begun. Routine E/S inspections are performed by our third party inspector 6/26/2024 Construction of shell near completion, E/S inspections continue 7/30-8/27 site work continues, estimated completion for site work is September 2024, with opening of facilities in November 2024. Town Planner to inspect site for zoning release for occupancy on 8/28. 10/1/2024 Town Planner has inspected lot, zoning release will not be given until interior buildout completed. 10/31/2024 Owner has applied for singage installation and ARB approved applicaiton on October 16th. UPDATE 11/26/2024 Town Planner has given zoning release for occupancy for Lifetime Smiles</p>
<p>Bleight Drive Townhomes</p>	<p>Thomas</p>					<p>4/3/2023: 1st submission of final site plan under review by the Town Planner and Town Engineer. 7/6/2023 Second Submission has been submitted by the applicant's engineer. 7/27/2023: Town Staff are discussing expansion of sidewalk along the entirety of Bleight Drive. 9/26-11/3 Applicant to submit site plan with updated sidewalk and other improvements to Town Staff before bringing plan to PC 11/27 Applicant has requested a waiver for the sidewalk installation, Town Staff will respond soon. 12/22/2023 Town Staff have denied waiver for excluding sidewalk from site plan 2/1/2024 Town Staff waiting on follow up from developer 3/26/2024 Town Staff discussed next steps with developer to ensure the sidewalk is included in the plan and the proper easement agreements are established to facilitate installation. 4/30/2024 Villages of Haymarket HOA and Developer in discussion to create easement agreement 6/26/2024-8/27/2024 Easement agreement has not been reached between HOA and Applicant, applicant will still build sidewalk up to the property line of development. Site plan approved by planning commission in June 17th PC meeting, Town Staff will continue to review the final submission before signing the site plan. 10/1/2024 Applicant to submit architectural and demolition COA application in October ARB meeting 10/31/2024 ARB still working with applicant on both COA applications 11/26/2024 COA for demolition of single family structures issued by Town Planner</p>

Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan	Thomas					4/3/2023: Site Plan has been approved by the planning commission in February. All exterior applications approved by the ARB in March. The applicant will bring hard copies of the site plan to sign in the next week. 6/1/2023: Town Planner is reviewing past records prior to the signing of the site plan. 7/27/2023: Town Staff are waiting for bond submission by applicant. UPDATE 9/26/2023--11/26/2024 Town Staff working with applicant on landscaping bond agreement.
Jefferson/Fayette St Site Plan (6804 Fayette St)	Thomas					4/3/2023: The applicant has provided all necessary edits to the site plan. The Town Manager signed the site plan Friday March 17, 2023. 9/26/2023 The applicant has demolished the old structure on the site. Town Planner is coordinating with the applicant on a potential footprint revision of the site plan prior to bond submission. 10/16 Applicant's contractor still drafting potential revision. Grass planted on dirt field and silt fences installed to prevent E/S issues in the interim. 11/27-12/22 Town Staff still waiting for decision by applicant on potential revision. 2/1/2024 Developer submitted minor site plan revision for the two lots, currently under review by Town Staff. 2/28/2024 Engineer Approval has been given for minor footprint revision, Town Planner to coordinate approval and signing of revision. 3/26/2024 Site Plan Revision to be signed in the next week 4/30/2024 revised site plan is signed, site/subdivision, E/S, and landscaping bonds accepted. Town Planner is scheduling the pre-construction meeting for these two single family lots with the applicant. 6/26/2024 Town Staff met with site superintendent at pre-constructon meeting, groundbreaking to begin in the next month. UPDATE 7/30-11/26 Site work continues, estimated completion date tbd
14750 Jordan Lane	Thomas					4/3/2023: The Town Engineer has sent comments on the 1st submission for the site plan. The Town Planner and Town Engineer are currently waiting for the 2nd submission to review. 6/1/2023: Applicant and Town will sign a stormwater management agreement, then sign off on the plan. 7/27/2023: SWM agreement included in final submission, Town Manager has signed the approved grading plan. 9/26 Grading to begin soon and E/S inspections will be performed. 10/16 Permitting still pending at County Level UPDATE 11/27/2023--2/1/2024 Applicant has begun grading, E/S inspections are being performed on lot. 2/28/2024--3/26/2024 E/S inspections continue for grading of lot UPDATE 4/30/2024-10/1/2024 Grading continues, installation of new siding approved by the ARB in the April 10th Meeting. 11/26/2024 All site improvements complete, E/S inspections complete, project closed out by Town Staff
Town Clerk						
Board/Committee Updates	Kim					Planning Commission will have a public hearing at their December meeting. They have a Special Use Permit application to have a religious assembly at the QBE property.
Agendas/Minutes	Kim					2025 Town Council Meeting Schedule has been added to the website. I am still cleaning up the historic files for easier access.

Directives	Kim					Thomas and I have been working on the Land File room. We will have the room done and all unnecessary documents have been reported to the Library of Virginia for shredding approval. I have also been working on a company desktop that will have all forms and information in an easily accessible document. My target date is December 31 to be completed.
Maintenance						
Tenant Buildings	No issues to report at this time.					
Museum	Moved one display case out of Museum to the park house per request of the CAA.					
Benches	Five benches remain to be refurbished. Four on Washing ton across from town park and one for the front of Town Hall.					
Events: Haymarket Day/Holiday event	Currently working on holiday setup.					
Streetscape	Tractor trailor ran over lightpole in front of hotel on Jefferson / Washington stree. Only top flower cap and globe were not damaged. Truck broke the base alomost in half and bent out concrete bolts. Replacement pole coming soon.					
Staff						
Farmers Market	Julia					The last Sunday of the Farmers Market took place on November 10th. Each weekend of the market seemed to have a good crowd. I sent out a Farmers Market survey on November 11th to all of the vendors, including full-time, part-time, and drop-in vendors. 21 vendors filled out the survey. A majority of the vendors that filled out the survey were in fan of the three markets that were closed and enjoyed the live music. 100% of the vendors that filled out the survey said they are planning on applying for the 2025 season. Applications for the 2025 farmers market season will be available at the beginning of February.
Summer Concert 8/17	Julia					I am working on updating the Summer Concert application for 2025. I will begin reaching out to bands at the beginning of the year.

Holiday & Christmas Event 12/14	Julia					Vendors have been finalized for the Holiday & Christmas Bazaar. We have 38 craft vendors, 2 food vendors, 3 novelty vendors, and 5 vendors offering free crafts for kids. All preschools, carolers, and performers have been confirmed. I am working on creating goodie bags for Santa to pass out to children. I have started working on the backdrop for the Santa photos and will continue to do so. Santa suit and Mrs. Claus outfit have been ordered and will be delivered by Nov. 29th. 4Rs Preschool, St. Michaels, and Haymarket Baptist will be coming the week of Dec 2nd to decorate the trees in the front lawn. The graphic designer is currently working on getting the vendor signs printed. The town will be providing 100 smores kits and I am working on getting those ordered. The Santa mailbox has been placed outside and I am working on sending responses to the children.
Haymarket Day 10/19	Julia					Haymarket Day was a great success. I received positive feedback from vendors, performers, and guests. A Haymarket defried has been held and I am taking notes to make next year even better. I am currently updating the Haymarket Day application. All event dates will be updated on the Town website by the end of December. I am in contact with PWC Tourism who is currently running a report to get an estimate of how many people were in attendance. The town tent did great at Haymarket Day and I have since placed a reorder of Haymarket Hoodies. I will start reaching out to bands and potential sponsors at the beginning of January.
Social Media/Website/GoGov	Emily/Alexandra/Julia					Respond to messages and comments on Facebook. Post/Re-share business updates and happenings on social. Town notifications have continued to go out on Facebook & GoGov for events, meetings, public notices, and park sidewalk updates. GoGov app was promoted during Haymarket Day and the Farmers Market. As of 10/22 we had 400 GoGov downloads. Our Nutcracker Scavenger Hunt is now available and will continue to be advertised on Social Media. The draft of the Strategic Plan has been advertised on GoGov, Instagram, and Facebook. I created a survey for residents to easily submit their feedback and have received a few responses. I will continue to advertise the strategic plan.
Newsletter	Emily/Alex					Begin 2025 Q1 draft
Real Estate Tax	Roberto/Alex					Real Estate taxes were mailed 10/4. Currently processing payments and responding to inquiries from residents and/or financial institutions.
Administrative	Alexandra					Daily Mail Check; enter all invoices into QB; process and prepare payments for finance meetings; keep track of late invoices/fees and payment processing for events and zoning applications. Record Square transactions; Process/track tenant and meals tax payments; process purchase orders; maintain business spreadsheets; file invoices;
Office Misc.:	Alexandra					Communicate questions and concerns from residents to American; Final late BPOL letters before legal action; ARB Nov. Agenda/Meeting; Prepare for/Attend Business Roundtable Meeting; Assist with Christmas prep;

New/Old Business Updates

New Businesses	Little Adventure Home Daycare - In-Home business on Alexandra's Keep Lane NEW Mobile Food Establishments -Flynn's Wood Fired Pizza and Bite Me Foodie
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Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Treasurer's Report

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: December 02, 2024
Re: Treasurer's Report

Highlights:

- Actuals as of 11.27.2024.2024 are included in this agenda.
- The comparison report to where the Town was financially last year as of 11.27.2024.
- Participated in the Strategic Planning Retreat in Town Hall
- Attended Progress meeting with Park Sidewalk contractor/Engineer/ Town Planner
- Reached out to Virginia Municipal to discuss future Town financial analysis
- Continue to process Real Estate tax payments, that are due on December 5th 2024.
- Reviewed Administrators A/P entries and A/R entries.



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

Memorandum

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: December 02, 2024
Re: Proffer - Update

Below are the proffer amounts that have not been fully collected. The funds are being held separately from the operational account, until Council approves usage of the funds for the intent in what they are collected for in the future.

The following is the total collected of the two developments within Town.

	Total Amount Collected	Total Amount Used	Total Amount Available
Parks & Recreation	\$ 443,664.00	\$ -	\$ 443,664.00
Public Safety	\$ 32,760.00	\$ 29,960.00	\$ 2,800.00
Transportation	\$ 444,483.00	\$ -	\$ 444,483.00
Fire and Rescue	\$ 113,958.00	\$ -	\$ 113,958.00
Town Administration	\$ 20,007.00	\$ 12,051.00	\$ 7,956.00
Schools	\$ 1,205,100.00	\$ -	\$ 1,205,100.00
	\$ 2,259,972.00	\$ 42,011.00	\$ 2,217,961.00

The following breaks down how each line item was collected per development for reference on the above total sums.

Robinson Village (Van Metre)						
	Per Unit	Units	Actuals	Total for 38 Townhomes	Used	Balance
Parks & Recreation	\$ 3,792.00	38	\$ 144,096.00	\$ 144,096.00		\$ 144,096.00
Public Safety	\$ 280.00	38	\$ 10,640.00	\$ 10,640.00	\$(10,640.00)	\$ -
Transportation	\$ 3,799.00	38	\$ 144,362.00	\$ 144,362.00		\$ 144,362.00
Fire and Rescue	\$ 974.00	38	\$ 37,012.00	\$ 37,012.00		\$ 37,012.00
Town Administration	\$ 171.00	38	\$ 6,498.00	\$ 6,498.00	\$(2,551.00)	\$ 3,947.00
Schools	\$10,300.00	38	\$ 391,400.00	\$ 391,400.00		\$ 391,400.00
	\$19,316.00		\$ 734,008.00	\$ 734,008.00		\$ 720,817.00
Pulte (Crossroads)						
	Per Unit	Units	Actuals	Total for 79 Townhomes	USED	Balance
Parks & Recreation	\$ 3,792.00	79	\$ 299,568.00	\$ 299,568.00	\$ -	\$ 299,568.00
Public Safety	\$ 280.00	79	\$ 22,120.00	\$ 22,120.00	\$ -	\$ 22,120.00
Transportation	\$ 3,799.00	79	\$ 300,121.00	\$ 300,121.00	\$ -	\$ 300,121.00
Fire and Rescue	\$ 974.00	79	\$ 76,946.00	\$ 76,946.00	\$ -	\$ 76,946.00
Town Administration	\$ 171.00	79	\$ 13,509.00	\$ 13,509.00	\$ -	\$ 13,509.00
Schools	\$10,300.00	79	\$ 813,700.00	\$ 813,700.00	\$ -	\$ 813,700.00
	\$19,316.00		\$ 1,525,964.00	\$ 1,525,964.00		\$ 1,525,964.00

Town of Haymarket
Statement of Net Position
As of November 27, 2024

	Nov 27, 24
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	
10100 · The Fauquier Bank Operating	-25.00
10140 · VNB General Checking 4071	513,236.58
10141 · VNB Escrow 2471	2,628,223.60
10142 · VNB Merchant 3771	2,154,545.03
10145 · VNB Historic Book 7971	3,893.60
10191 · VNB American Rescue Funds 1707	1,325,372.58
10193 · VNB CDAR - 7523	1,306,687.24
20100 · Sona Bank	0.00
10300 · Change Fund-Town Hall	100.90
Total 10000 · Cash & Cash Equivalents	7,932,034.53
11010 · Virginia Investment Pool	357,201.78
Total Checking/Savings	8,289,236.31
Accounts Receivable	
12000 · Accounts Receivable	252,743.56
12010 · A/R Permits	-2,159.99
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,271.99
Total Accounts Receivable	254,617.00
Other Current Assets	
11499 · Undeposited Funds	279,782.14
12099 · Allowance for Doubtful Accounts	-63,284.67
12200 · Prepaid Expenses	17,658.85
Total Other Current Assets	234,156.32
Total Current Assets	8,778,009.63
Fixed Assets	
12500 · General Property	4,787,203.47
12600 · Rental Property	1,130,768.59
Total Fixed Assets	5,917,972.06
Other Assets	
14003 · Accum Amort - SBITA Asset	-4,755.96
14002 · SBITA Asset	20,609.33
14001 · Accum Amort - ROU Asset	-1,799.90
14000 · Right of Use Lease Assets	10,799.18
12300 · Lease Receivable CP	155,821.13
12301 · Accrued Int Rec - G87	892.53
12350 · Lease Receivable - LT G87	204,611.44
19110 · Deferred Outflows - OPI	93,878.00
19000 · Net Pension Asset	172,687.00
19100 · Deferred Outflow - Pension Cont	393,548.00
19200 · Deferred Outflow - GLI OPEB	12,556.00
Total Other Assets	1,058,846.75
TOTAL ASSETS	15,754,828.44
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	22,660.81
Total Accounts Payable	22,660.81

Town of Haymarket
Statement of Net Position
As of November 27, 2024

	Nov 27, 24
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	224.95
20042 · PD Credit Card - SONA 0277	113.90
Total Credit Cards	338.85
Other Current Liabilities	
20099 · Prepaid Rent	8,812.70
20095 · Deferred Revenue - Events	2,500.00
20096 · Deferred Revenue - Other	2,248,634.41
20098 · Deferred Revenue - ARPA Funds	1,220,919.89
20500 · Sales Tax Payable	91.10
21000 · Payroll Liabilities	80,404.13
22000 · Security Deposits	13,940.65
22010 · Escrow Deposits	204,941.60
Total Other Current Liabilities	3,780,244.48
Total Current Liabilities	3,803,244.14
Long Term Liabilities	
28006 · SBITA Liability - Non Current	10,400.10
28005 · SBITA Liability - CP	4,978.83
28004 · Accrued Int - G96	299.32
28002 · Lease Liability - LT	7,025.69
28001 · Lease Liability - CP	2,070.16
28003 · Accrued Int Exp - G87	25.09
28000 · Deffered Inflow G87	344,417.53
20080 · Accrued Interest Payable	2,748.94
23000 · Accrued Leave	36,581.32
25000 · General Obligation Bonds	277,900.00
29100 · Deferred Inflow - Pension Msmnt	378,349.00
29500 · Net OPEB Liability	39,254.00
29600 · Deferred Inflow - OPEB	9,244.00
Total Long Term Liabilities	1,113,293.98
Total Liabilities	4,916,538.12
Equity	
34121 · GASB 96 Activity Offset	175.12
34120 · GASB 87 Activity Offset	-121.66
34110 · Net OPEB Activity Offset	-35,942.00
34000 · Net Pension Activity Offset	281,764.00
30000 · Unrestricted Net Assets	4,606,567.72
31000 · Restricted Net Assets	80,200.00
32000 · Investment in Capital Assets	5,917,972.07
33000 · Amt Long Term Obligations	-317,230.27
Net Income	304,905.34
Total Equity	10,838,290.32
TOTAL LIABILITIES & EQUITY	15,754,828.44

Income	Actuals	Budget	% of Budget	Comments
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	462,453.68	473,293.00	97.7%	
				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	55.99	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	22.00	1,000.00	2.2%	
Total 3110 · GENERAL PROPERTY TAXES	487,960.16	486,893.00	100.2%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	135,127.04	225,000.00	60.1%	Collection up to the month of October 2024
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	41,655.60	325,000.00	12.8%	
3120-03 · Cigarette Tax	61,276.62	140,000.00	43.8%	Collection up to the month of November 2024
3120-04 · Consumer Utility Tax	39,860.96	158,000.00	25.2%	
3120-05 · Meals Tax - Current	574,616.18	1,550,000.00	37.1%	Collection up to the month of October 2024
3120-06 · Sales Tax Receipts	44,044.81	160,000.00	27.5%	Collection up to the month of September 2024
3120-07 · Penalties (Non-Property)	2,566.52	5,000.00	51.3%	
3120-08 · Interest (Non-Property)	152.48	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	899,300.21	2,587,000.00	34.8%	
3130 · PERMITS, FEES & LICENSES				
3130-01 · Application Fees	1,125.00	4,500.00	25.0%	
3130-03 · Motor Vehicle Fees	183.00	0.00	100.0%	Town decals
3130-05 · Other Planning & Permits	1,050.00	1,000.00	105.0%	
3130-06 · Pass Through Fees	4,502.26	15,000.00	30.0%	
Total 3130 · PERMITS, FEES & LICENSES	6,860.26	20,500.00	33.5%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	10,379.11	20,000.00	51.9%	
Total 3140 · FINES & FORFEITURES	10,379.11	20,000.00	51.9%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	6,291.71	13,500.00	46.6%	Reconciled October 2024 currently
3150-03 · Interest on Bank Deposits	76,362.74	89,500.00	85.3%	Reconciled October 2024 currently
Total 3150 · REVENUE - USE OF MONEY	82,654.45	103,000.00	80.2%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	18,812.95	49,207.00	38.2%	
3151-08 · 15020 Washington Realty	24,311.65	58,348.00	41.7%	
3151-09 · 15026 Copper Cricket	12,086.87	29,008.00	41.7%	
3151-11 · Cupcake Heaven and Cafe LLC	15,169.52	36,914.00	41.1%	
3151-15 · Revolution Mortgage	3,323.45	7,312.00	45.5%	
Total 3151 · RENTAL (USE OF PROPERTY)	73,704.44	180,789.00	40.8%	
3160 · CHARGES FOR SERVICES				
FOIA Receipts	5.00	0.00	100.0%	
Total 3160 · CHARGES FOR SERVICES	5.00	0.00	100.0%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	15,185.00	20,000.00	75.9%	
3165-01 · Town Event	64,743.63	80,000.00	80.9%	
3165-02 · Farmer's Market	8,588.75	12,000.00	71.6%	
3165-03 · Town Ornaments	3,236.00	10,000.00	32.4%	
3165-06 · Town Hats	764.00	0.00	100.0%	
3165-07 · Town Sweatshirts - Adult	2,454.00	0.00	100.0%	
3165-08 · Town Sweatshirts - Youth	25.50	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	94,996.88	122,000.00	77.9%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	48.86	300.00	16.3%	
3180-01 · Citations & Accident Reports	75.00	0.00	100.0%	
3180-03 · Miscellaneous	50.00	0.00	100.0%	
Total 3180 · MISCELLANEOUS	173.86	300.00	58.0%	
3200 · REVENUE FROM COMMONWEALTH				

3200-02 · 599 Law Enforcement Grant	9,447.00	36,144.00	26.1%	1 of 4 Collection for FY2025
3200-05 · Communications Tax	26,812.94	80,000.00	33.5%	Collection up to September 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	2,667.54	27,213.00	9.8%	
3200-17 · LOLE Grant	0.00	4,393.00	0.0%	
3200-18 · Educational Reimbursement	796.02	0.00	100.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	74,885.70	182,677.00	41.0%	
3500 · Reserve Funds	0.00	283,000.00	0.0%	
4002 · Transfer from ARPA Funds	431,327.00	836,586.00	51.6%	Funds transferred to make 1st payment on project
Total Income	2,162,247.07	4,822,745.00	44.8%	
Gross Profit	2,162,247.07	4,822,745.00	44.8%	

Expense

01 · ADMINISTRATION

11100 · TOWN COUNCIL

111001 · Convention & Education	8,941.89	7,050.00	126.8%
111002 · FICA/Medicare	626.15	2,000.00	31.3%
111003 · Meals and Lodging	3,494.47	6,300.00	55.5%
111004 · Mileage Allowance	619.77	1,050.00	59.0%
111005 · Salaries & Wages - Regular	7,825.00	25,000.00	31.3%
Total 11100 · TOWN COUNCIL	21,507.28	41,400.00	52.0%

12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	201,364.57	486,558.00	41.4%
1211002 · Salaries/Wages - Overtime	1,634.11	4,500.00	36.3%
1211003 · Salaries/Wages - Part Time	18,284.50	39,420.00	46.4%
1211004 · FICA/Medicare	16,185.35	40,238.00	40.2%
1211005 · VRS	30,202.85	78,978.00	38.2%
1211006 · Health Insurance	25,528.00	78,213.00	32.6%
1211007 · Life Insurance	2,411.13	5,857.00	41.2%
1211008 · Disability Insurance	1,391.11	3,360.00	41.4%
1211009 · Unemployment Insurance	296.75	5,995.00	5.0%
1211010 · Worker's Compensation	260.00	481.00	54.1%
1211011 · Gen Property/Liability Ins.	17,616.00	21,261.00	82.9%
1211012 · Accounting Services	4,801.58	12,000.00	40.0%
1211014 · Printing & Binding	4,577.91	8,298.00	55.2%
1211015 · Advertising	1,653.14	9,000.00	18.4%
1211016 · Computer, Internet &Website Svc	10,052.13	28,550.00	35.2%
1211017 · Postage	1,376.78	5,000.00	27.5%
1211018 · Telecommunications	2,881.30	7,500.00	38.4%
1211019 · Mileage Allowance	416.74	2,500.00	16.7%
1211020 · Meals & Lodging	2,237.42	7,000.00	32.0%
1211021 · Convention & Education	1,345.00	10,000.00	13.5%
1211022 · Miscellaneous	537.68	2,000.00	26.9%
1211024 · Books, Dues & Subscriptions	2,511.45	21,075.00	11.9%
1211025 · Office Supplies	3,789.60	8,500.00	44.6%
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%
Total 12110 · TOWN ADMINISTRATION	351,355.10	891,284.00	39.4%

12210 · LEGAL SERVICES

1221001 · Legal Services	32,632.65	100,000.00	32.6%	Services up to October 2024
Total 12210 · LEGAL SERVICES	32,632.65	100,000.00	32.6%	

12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	0.00	25,500.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	25,500.00	0.0%

Total 01 · ADMINISTRATION

405,495.03	1,058,184.00	38.3%
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03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	245,201.23	675,291.00	36.3%
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3110003 · Salaries & Wages - OT Premium	13,403.90	24,000.00	55.9%
3110004 · Salaries & Wages - Holiday Pay	11,876.88	38,041.00	31.2%
3110005 · Salaries & Wages - Part Time	22,660.00	27,000.00	83.9%
3110007 · Salary & Wages - DMV Grant	4,731.06	15,000.00	31.5%
3110012 · Salaries & Wages - PT Admin.	4,687.50	39,000.00	12.0%
3110020 · FICA/MEDICARE	22,704.15	66,545.00	34.1%
3110021 · VRS	31,527.12	88,666.00	35.6%
3110022 · Health Insurance	37,939.20	140,430.00	27.0%
3110023 · Life Insurance	2,797.18	8,036.00	34.8%
3110024 · Disability Insurance	930.30	3,070.00	30.3%
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	9,549.51	30,379.00	31.4%
3110032 · Computer, Internet & Website	3,658.09	10,000.00	36.6%
3110033 · Postage	0.00	100.00	0.0%
3110034 · Telecommunications	4,459.13	15,300.00	29.1%
3110035 · General Prop Ins (Vehicles)	6,180.00	5,950.00	103.9%
3110037 · Meals and Lodging	505.24	5,000.00	10.1%
3110038 · Convention & Edu. (Training)	400.00	10,800.00	3.7%
3110040 · Annual Dues & Subscriptions	6,617.02	24,795.00	26.7%
3110041 · Office Supplies	2,172.02	6,000.00	36.2%
3110042 · Vehicle Fuels	10,423.81	36,700.00	28.4%
3110043 · Vehicle Maintenance/Supplies	13,313.90	22,000.00	60.5%
3110045 · Uniforms & Police Supplies	19,101.56	45,901.00	41.6%
3110049 · Grant Expenditures	11,088.58	12,213.00	90.8%
3110056 · Capital Outlay-Machinery/Equip	127,585.09	192,405.00	66.3%
Total 31100 · POLICE DEPARTMENT	642,378.45	1,581,643.00	40.6%
32100 · FIRE & RESCUE			
3210001 · Contributions to other Govt Ent	0.00	15,000.00	0.0%
Total 32100 · FIRE & RESCUE	0.00	15,000.00	0.0%
Total 03 · PUBLIC SAFETY	642,378.45	1,596,643.00	40.2%
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	67,356.88	208,608.00	32.3%
Total 43200 · REFUSE COLLECTION	67,356.88	208,608.00	32.3%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	28,455.54	111,892.00	25.4%
4310002 · Maint Svc Contract-Pest Control	310.00	5,000.00	6.2%
4310003 · Maint Svc Contract-Landscaping	10,950.00	35,000.00	31.3%
4310004 · Maint Svc Contract Snow Removal	0.00	10,000.00	0.0%
4310007 · Electric/Gas Services	5,543.61	18,593.00	29.8%
4310008 · Electrical Services-Streetlight	1,215.53	5,500.00	22.1%
4310009 · Water & Sewer Services	2,277.81	3,850.00	59.2%
4310011 · Real Estate Taxes	561.87	2,500.00	22.5%
4310015 · Maintenance - Vehicle Fuel	713.14	5,000.00	14.3%
4310016 · Maint - Vehicle Maintenance	55.60	3,000.00	1.9%
Total 43100 · MAINT OF 15000 Wash St./Grounds	50,083.10	200,335.00	25.0%
Total 04 · PUBLIC WORKS	119,652.98	416,156.00	28.8%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	42,658.72	96,429.00	44.2%
60001 · Town Tourism	12,964.12	64,286.00	20.2%
60003 · Advertising	0.00	22,000.00	0.0%
Total 06 · ECONOMIC DEVELOPMENT	55,622.84	182,715.00	30.4%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	6,474.99	25,000.00	25.9%

Paid up to October 2024 services

700003 · Demolition	0.00	50,000.00	0.0%	
Total 70000 · HAYMARKET COMMUNITY PARK	6,474.99	75,000.00	8.6%	
71110 · EVENTS				
7111001 · Advertising - Events	5,319.54	5,000.00	106.4%	
7111003 · Contractural Services	47,006.72	64,950.00	72.4%	
7111004 · Events - Other	27,916.26	40,850.00	68.3%	
7111005 · Police Department Events	4,317.90	7,800.00	55.4%	
7111006 · Farmer's Market	6,757.50	12,000.00	56.3%	
Total 71110 · EVENTS	91,317.92	130,600.00	69.9%	
72200 · MUSEUM				
7220009 · Advertising	0.00	1,000.00	0.0%	
7220012 · Telecommunications	523.88	2,200.00	23.8%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%	
Total 72200 · MUSEUM	923.88	5,950.00	15.5%	
Total 07 · PARKS, REC & CULTURAL	98,716.79	211,550.00	46.7%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	555.00	5,670.00	9.8%	
8110002 · FICA/Medicare	36.15	500.00	7.2%	
8110003 · Consultants - Engineer	1,845.35	15,000.00	12.3%	
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	8,407.39	0.00	100.0%	
Total 81100 · PLANNING COMMISSION	10,843.89	28,120.00	38.6%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	1,200.00	5,830.00	20.6%	
8111002 · FICA/Medicare	96.58	446.00	21.7%	
8111005 · Convention & Education	0.00	1,500.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,296.58	7,776.00	16.7%	
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	12,140.47	38,824.00	31.3%	
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%	
94104 · Street Scape - Park Sidewalk				
9410402 · Construction	431,327.08	836,586.00	51.6%	2nd payment of the park sidewalk project
Total 94104 · Street Scape - Park Sidewalk	431,327.08	836,586.00	51.6%	
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	5,052.00	55,000.00	9.2%
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	27,579.02	278,924.00	9.9%
94109 · Storm Water Grant Match	40,000.00	40,000.00	100.0%
Total Expense	1,905,258.80	4,822,745	39.5%
Net Ordinary Income	256,988.27	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	256,988.27	0.00	100.0%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
 July 1 through November 27, 2024

	Jul 1 - Nov 27, 24	Jul 1 - Nov 27, 23	% Change
Ordinary Income/Expense			
Income			
3110 · GENERAL PROPERTY TAXES			
3110-01 · Real Estate - Current	462,453.68	439,672.53	5.2%
3110-02 · Public Service Corp RE Tax	25,428.49	13,659.92	86.2%
3110-03 · Interest - All Property Taxes	55.99	1,049.71	-94.7%
3110-04 · Penalties - All Property Taxes	22.00	1,782.10	-98.8%
Total 3110 · GENERAL PROPERTY TAXES	487,960.16	456,164.26	7.0%
3120 · OTHER LOCAL TAXES			
3120-00 · Transient Occupancy Tax	135,127.04	94,976.93	42.3%
3120-02 · Business License Tax	41,655.60	23,580.10	76.7%
3120-03 · Cigarette Tax	49,536.47	54,849.30	-9.7%
3120-04 · Consumer Utility Tax	39,860.96	33,648.96	18.5%
3120-05 · Meals Tax - Current	574,616.18	500,572.48	14.8%
3120-06 · Sales Tax Receipts	44,044.81	43,820.47	0.5%
3120-07 · Penalties (Non-Property)	2,566.52	2,211.83	16.0%
3120-08 · Interest (Non-Property)	152.48	223.73	-31.9%
Development Revenue Proffers	0.00	0.00	0.0%
Total Development Revenue	0.00	0.00	0.0%
Total 3120 · OTHER LOCAL TAXES	887,560.06	753,883.80	17.7%
3130 · PERMITS,FEES & LICENESES			
3130-01 · Application Fees	1,125.00	1,450.00	-22.4%
3130-03 · Motor Vehicle Licenses	183.00	242.00	-24.4%
3130-05 · Other Planning & Permits	1,050.00	4,820.00	-78.2%
3130-06 · Pass Through Fees	4,502.26	9,787.50	-54.0%
Total 3130 · PERMITS,FEES & LICENESES	6,860.26	16,299.50	-57.9%
3140 · FINES & FORFEITURES			
3140-01 · Fines	10,379.11	5,860.18	77.1%
Total 3140 · FINES & FORFEITURES	10,379.11	5,860.18	77.1%
3150 · REVENUE - USE OF MONEY			
3150-01 · Earnings on VACO/VML Investment	6,291.71	6,166.31	2.0%
3150-03 · Interest on Bank Deposits	76,362.74	37,944.52	101.3%
Total 3150 · REVENUE - USE OF MONEY	82,654.45	44,110.83	87.4%
3151 · RENTAL (USE OF PROPERTY)			
3151-07 · Haymarket Church Suite 206	18,812.95	21,869.83	-14.0%
3151-08 · 15020 Washington Realty	24,311.65	23,654.95	2.8%
3151-09 · 15026 Copper Cricket	12,086.87	10,141.10	19.2%
3151-11 · Cupcake Heaven and Cafe LLC	15,169.52	11,711.88	29.5%
3151-14 · Salman Home Realty Suite 204	0.00	2,800.00	-100.0%
3151-15 · Revolution Mortgage	3,323.45	7,098.67	-53.2%
3151-16 · Stirrup For Delegate 21	0.00	1,989.00	-100.0%
Total 3151 · RENTAL (USE OF PROPERTY)	73,704.44	79,265.43	-7.0%
3160 · CHARGES FOR SERVICES			
FOIA Receipts	5.00	0.00	100.0%
3160-01 · Public Safety	0.00	5,305.00	-100.0%
Total 3160 · CHARGES FOR SERVICES	5.00	5,305.00	-99.9%

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 1 through November 27, 2024

	Jul 1 - Nov 27, 24	Jul 1 - Nov 27, 23	% Change
3165 · REVENUE - TOWN EVENTS			
3165-00 · Sponsorships	15,185.00	25,600.00	-40.7%
3165-01 · Town Event	64,983.63	58,420.99	11.2%
3165-02 · Farmer's Market	8,588.75	9,218.30	-6.8%
3165-03 · Town Ornaments	3,256.00	6,077.76	-46.4%
3165-05 · Museum Revenue - Art	0.00	123.45	-100.0%
3165-06 · Town Hats	764.00	234.00	226.5%
3165-07 · Town Sweatshirts - Adult	2,454.00	0.00	100.0%
3165-08 · Town Sweatshirts - Youth	25.50	0.00	100.0%
3165 · REVENUE - TOWN EVENTS - Other	0.00	0.00	0.0%
Total 3165 · REVENUE - TOWN EVENTS	95,256.88	99,674.50	-4.4%
3180 · MISCELLANEOUS			
3180-00 · Convenience Fee	48.23	113.12	-57.4%
3180-01 · Citations & Accident Reports	75.00	20.00	275.0%
3180-03 · Miscellaneous	50.00	0.00	100.0%
3180-04 · Reimbursement from Insurance	0.00	46,018.56	-100.0%
3180-05 · Recovered Costs- Private Events	0.00	300.00	-100.0%
3180 · MISCELLANEOUS - Other	0.00	0.00	0.0%
Total 3180 · MISCELLANEOUS	173.23	46,451.68	-99.6%
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	9,447.00	9,121.00	3.6%
3200-04 · Car Rental Reimbursement	0.00	0.00	0.0%
3200-05 · Communications Tax	26,812.94	20,522.47	30.7%
3200-06 · Department of Fire Programs	15,000.00	15,000.00	0.0%
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	0.0%
3200-12 · Railroad Rolling Stock	1,535.23	1,405.15	9.3%
3200-16 · DMV Select Grant	2,667.54	0.00	100.0%
3200-18 · Educational Reimbursement	796.02	0.00	100.0%
Total 3200 · REVENUE FROM COMMONWEALTH	74,885.70	64,675.59	15.8%
3300 · REVENUE FROM FEDERAL GOVERNMENT			
3300-01 · DMV Transp Safety Grant	0.00	0.00	0.0%
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	0.00	0.00	0.0%
4002 · Transfer from ARPA Funds	431,327.00	0.00	100.0%
Total Income	2,150,766.29	1,571,690.77	36.8%
Gross Profit	2,150,766.29	1,571,690.77	36.8%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	8,941.89	272.00	3,187.5%
111002 · FICA/Medicare	578.34	514.84	12.3%
111003 · Meals and Lodging	3,494.47	125.79	2,678.0%
111004 · Mileage Allowance	619.77	0.00	100.0%
111005 · Salaries & Wages - Regular	7,200.00	7,300.00	-1.4%
Total 11100 · TOWN COUNCIL	20,834.47	8,212.63	153.7%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	182,711.93	151,884.46	20.3%
1211002 · Salaries/Wages - Overtime	1,303.18	1,081.95	20.5%
1211003 · Salaries/Wages - Part Time	16,328.50	18,749.00	-12.9%

Town of Haymarket

Statement of Revenue & Expenditures - Prev Year Comparison

July 1 through November 27, 2024

	Jul 1 - Nov 27, 24	Jul 1 - Nov 27, 23	% Change
1211004 · FICA/Medicare	14,588.82	12,687.34	15.0%
1211005 · VRS	30,202.85	11,608.50	160.2%
1211006 · Health Insurance	23,792.00	21,734.00	9.5%
1211007 · Life Insurance	2,411.13	2,208.80	9.2%
1211008 · Disability Insurance	1,333.30	1,118.32	19.2%
1211009 · Unemployment Insurance	253.45	143.51	76.6%
1211010 · Worker's Compensation	260.00	279.75	-7.1%
1211011 · Gen Property/Liability Ins.	17,616.00	19,130.00	-7.9%
1211012 · Accounting Services	4,811.58	754.00	538.1%
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	4,577.91	2,745.17	66.8%
1211015 · Advertising	1,653.14	1,456.50	13.5%
1211016 · Computer, Internet & Website Svc	10,052.13	11,685.86	-14.0%
1211017 · Postage	1,376.78	813.15	69.3%
1211018 · Telecommunications	2,881.30	2,951.75	-2.4%
1211019 · Mileage Allowance	416.74	277.72	50.1%
1211020 · Meals & Lodging	2,237.42	1,296.76	72.5%
1211021 · Convention & Education	1,345.00	1,206.15	11.5%
1211022 · Miscellaneous	537.68	312.00	72.3%
1211024 · Books, Dues & Subscriptions	2,511.45	7,331.77	-65.8%
1211025 · Office Supplies	3,789.60	2,562.02	47.9%
Total 12110 · TOWN ADMINISTRATION	326,991.89	274,018.48	19.3%
12210 · LEGAL SERVICES			
1221001 · Legal Services	32,632.65	35,593.03	-8.3%
Total 12210 · LEGAL SERVICES	32,632.65	35,593.03	-8.3%
12240 · INDEPENDENT AUDITOR			
1224001 · Auditing Services	0.00	18,400.00	-100.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	18,400.00	-100.0%
Total 01 · ADMINISTRATION	380,459.01	336,224.14	13.2%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	219,216.33	191,108.86	14.7%
3110002 · Salaries & Wages - OT Regular	0.00	0.00	0.0%
3110003 · Salaries & Wages - OT Premium	12,720.79	13,515.46	-5.9%
3110013 · Salaries & Wages - OT Select En	0.00	3,881.05	-100.0%
3110004 · Salaries & Wages - Holiday Pay	8,958.56	9,992.17	-10.3%
3110005 · Salaries & Wages - Part Time	21,790.00	23,120.00	-5.8%
3110007 · Salary & Wages - DMV Grant	3,962.46	0.00	100.0%
3110012 · Salaries & Wages - PT Admin.	4,337.50	5,995.00	-27.7%
3110020 · FICA/MEDICARE	20,283.21	18,406.20	10.2%
3110021 · VRS	31,527.12	12,783.03	146.6%
3110022 · Health Insurance	37,939.20	35,030.00	8.3%
3110023 · Life Insurance	2,797.18	2,798.87	-0.1%
3110024 · Disability Insurance	858.90	1,015.70	-15.4%
3110025 · Unemployment Insurance	120.98	10.44	1,058.8%
3110026 · Workers' Compensation Insurance	23,627.00	21,692.25	8.9%
3110027 · Line of Duty Act Insurance	5,118.00	4,705.00	8.8%
3110028 · Legal Services	9,549.51	11,006.30	-13.2%
3110032 · Computer, Internet & Website	3,658.09	2,095.00	74.6%
3110033 · Postage	0.00	41.20	-100.0%
3110034 · Telecommunications	4,459.13	5,187.84	-14.1%
3110035 · General Prop Ins (Vehicles)	6,180.00	4,871.00	26.9%
3110037 · Meals and Lodging	505.24	2,836.18	-82.2%
3110038 · Convention & Edu. (Training)	400.00	2,182.00	-81.7%
3110040 · Annual Dues & Subscriptions	6,617.02	10,474.24	-36.8%
3110041 · Office Supplies	2,172.02	2,537.51	-14.4%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
 July 1 through November 27, 2024

	Jul 1 - Nov 27, 24	Jul 1 - Nov 27, 23	% Change
3110042 · Vehicle Fuels	10,423.81	11,107.32	-6.2%
3110043 · Vehicle Maintenance/Supplies	13,313.90	6,316.61	110.8%
3110045 · Uniforms & Police Supplies	19,101.56	6,112.33	212.5%
3110049 · Grant Expenditures	11,088.58	0.00	100.0%
3110056 · Capital Outlay-Machinery/Equip	127,585.09	63,654.20	100.4%
Total 31100 · POLICE DEPARTMENT	608,311.18	472,475.76	28.8%
Total 03 · PUBLIC SAFETY	608,311.18	472,475.76	28.8%
04 · PUBLIC WORKS			
4110002 · Street Beautification - HF	2,213.00	0.00	100.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	67,356.88	44,189.28	52.4%
Total 43200 · REFUSE COLLECTION	67,356.88	44,189.28	52.4%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	28,455.54	33,451.62	-14.9%
4310002 · Maint Svc Contract-Pest Control	310.00	2,759.00	-88.8%
4310003 · Maint Svc Contract-Landscaping	10,950.00	11,979.31	-8.6%
4310007 · Electric/Gas Services	5,543.61	5,183.16	7.0%
4310008 · Electrical Services-Streetlight	1,215.53	1,717.96	-29.3%
4310009 · Water & Sewer Services	2,277.81	1,389.28	64.0%
4310010 · Janitorial Supplies	0.00	23.98	-100.0%
4310011 · Real Estate Taxes	561.87	573.29	-2.0%
4310015 · Maintenance - Vehicle Fuel	713.14	724.89	-1.6%
4310016 · Maint - Vehicle Maintenance	55.60	0.00	100.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	50,083.10	57,802.49	-13.4%
Total 04 · PUBLIC WORKS	119,652.98	101,991.77	17.3%
06 · ECONOMIC DEVELOPMENT			
60000 · Tourism/Traveling Marketing	42,658.72	19,604.21	117.6%
60001 · Town Tourism	12,964.12	23,140.41	-44.0%
Total 06 · ECONOMIC DEVELOPMENT	55,622.84	42,744.62	30.1%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	6,474.99	3,000.00	115.8%
Total 70000 · HAYMARKET COMMUNITY PARK	6,474.99	3,000.00	115.8%
71110 · EVENTS			
7111001 · Advertising - Events	5,319.54	1,944.00	173.6%
7111003 · Contractural Services	47,006.72	33,910.01	38.6%
7111004 · Events - Other	27,916.26	29,569.00	-5.6%
7111005 · Police Department Events	4,317.90	2,235.12	93.2%
7111006 · Farmer's Market	6,757.50	343.43	1,867.7%
Total 71110 · EVENTS	91,317.92	68,001.56	34.3%
72200 · MUSEUM			
7220012 · Telecommunications	523.88	471.45	11.1%
7220018 · Exhibits & Programs	400.00	400.00	0.0%
Total 72200 · MUSEUM	923.88	871.45	6.0%
Total 07 · PARKS, REC & CULTURAL	98,716.79	71,873.01	37.4%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	555.00	1,140.00	-51.3%
8110002 · FICA/Medicare	36.15	115.71	-68.8%
8110003 · Consultants - Engineer	1,845.35	3,247.50	-43.2%
8110009 · Engineer - Pass Through	8,407.39	15,327.00	-45.2%
Total 81100 · PLANNING COMMISSION	10,843.89	19,830.21	-45.3%

Town of Haymarket
Statement of Revenue & Expenditures - Prev Year Comparison
 July 1 through November 27, 2024

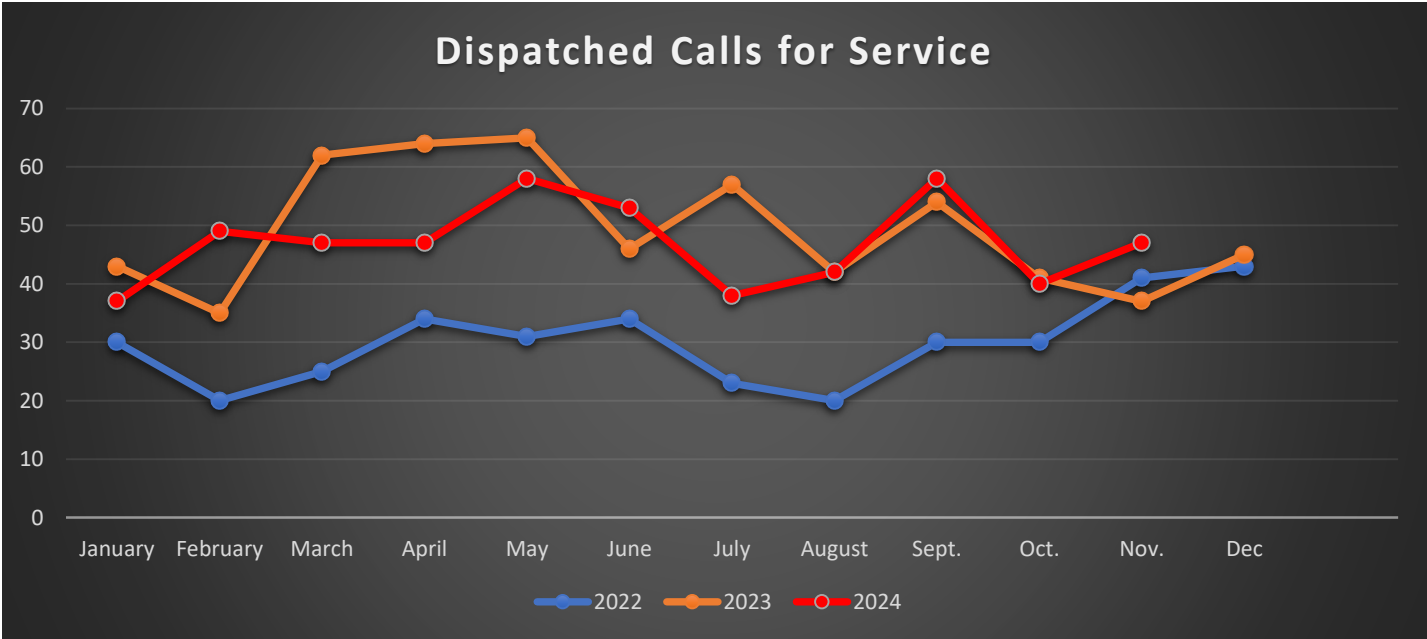
	Jul 1 - Nov 27, 24	Jul 1 - Nov 27, 23	% Change
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	945.00	690.00	37.0%
8111002 · FICA/Medicare	77.08	20.07	284.1%
Total 81110 · ARCHITECTURAL REVIEW BOARD	<u>1,022.08</u>	<u>710.07</u>	43.9%
Total 08 · COMMUNITY DEVELOPMENT	11,865.97	20,540.28	-42.2%
09 · NON-DEPARTMENTAL			
90002 · Payment for Stolen Check	0.00	45,518.56	-100.0%
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	70,700.00	137,800.00	-48.7%
9510003 · General Obligation Bond - Int	1,646.18	3,298.73	-50.1%
Total 95100 · DEBT SERVICE	<u>72,346.18</u>	<u>141,098.73</u>	-48.7%
Total 09 · NON-DEPARTMENTAL	72,346.18	186,617.29	-61.2%
94104 · Street Scape - Park Sidewalk			
9410401 · Architectural/Engineering Fees	0.00	5,600.48	-100.0%
9410402 · Construction	431,327.08	0.00	100.0%
Total 94104 · Street Scape - Park Sidewalk	<u>431,327.08</u>	<u>5,600.48</u>	7,601.6%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.04	-0.04	0.0%
Total EMPLOYEE BENEFITS	<u>-0.04</u>	<u>-0.04</u>	0.0%
Total 94105 · PERSONNEL	-0.04	-0.04	0.0%
94106 · TOWN CENTER MASTER PLAN			
9410601 · Architectural/Engineering Fees	0.00	2,015.20	-100.0%
Total 94106 · TOWN CENTER MASTER PLAN	0.00	2,015.20	-100.0%
94108 · Capital Improvement Funds Expens			
9410801 · Washington St - Streetscape	5,052.00	0.00	100.0%
9410805 · Town Hall / Museum Security Sys	3,020.00	0.00	100.0%
9410806 · Message Board Trailer	19,507.02	0.00	100.0%
94108 · Capital Improvement Funds Expens - Other	0.00	7,730.00	-100.0%
Total 94108 · Capital Improvement Funds Expens	<u>27,579.02</u>	<u>7,730.00</u>	256.8%
94109 · Storm Water Grant Match	40,000.00	0.00	100.0%
Total Expense	<u>1,845,881.01</u>	<u>1,247,812.51</u>	47.9%
Net Ordinary Income	<u>304,885.28</u>	<u>323,878.26</u>	-5.9%
Net Income	<u><u>304,885.28</u></u>	<u><u>323,878.26</u></u>	<u><u>-5.9%</u></u>

Police Department Report to Council

Activity Period October 15, 2023 to November 14, 2024

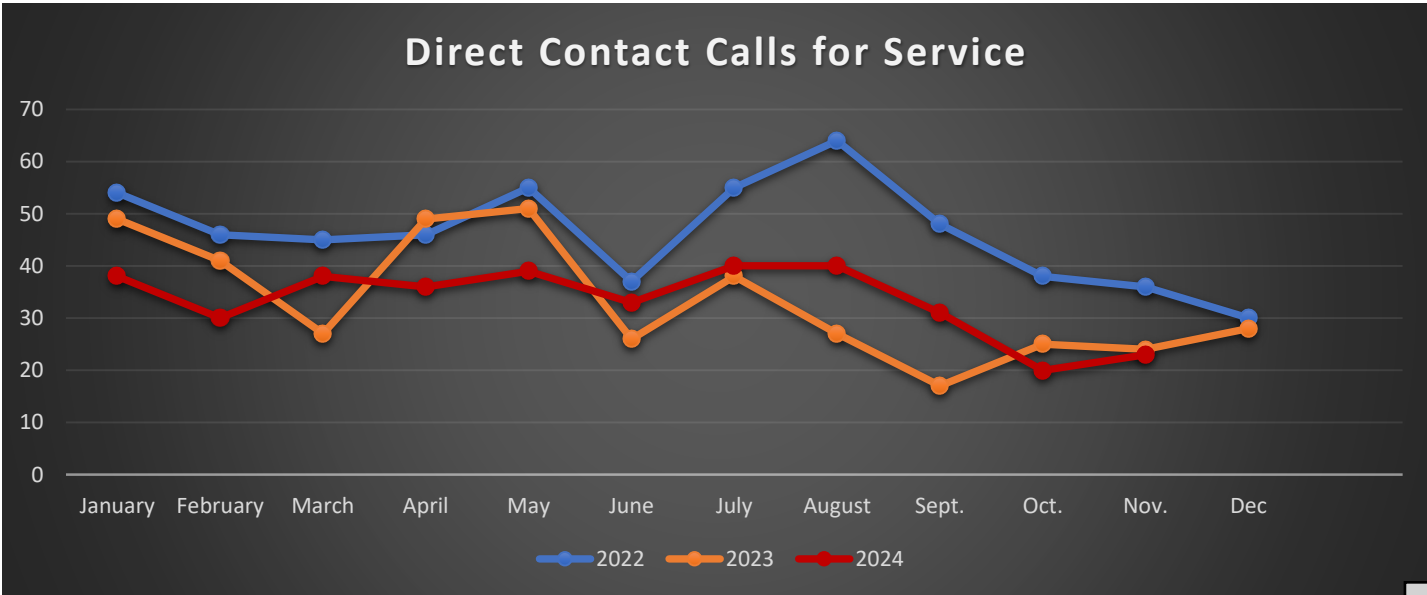
Dispatched Calls: Reportable, non-reportable, and deferment calls for service received from Prince William County Dispatch.

- Reportable Calls: 10
- Deferments: 0
- Non-Reportable Calls: 37



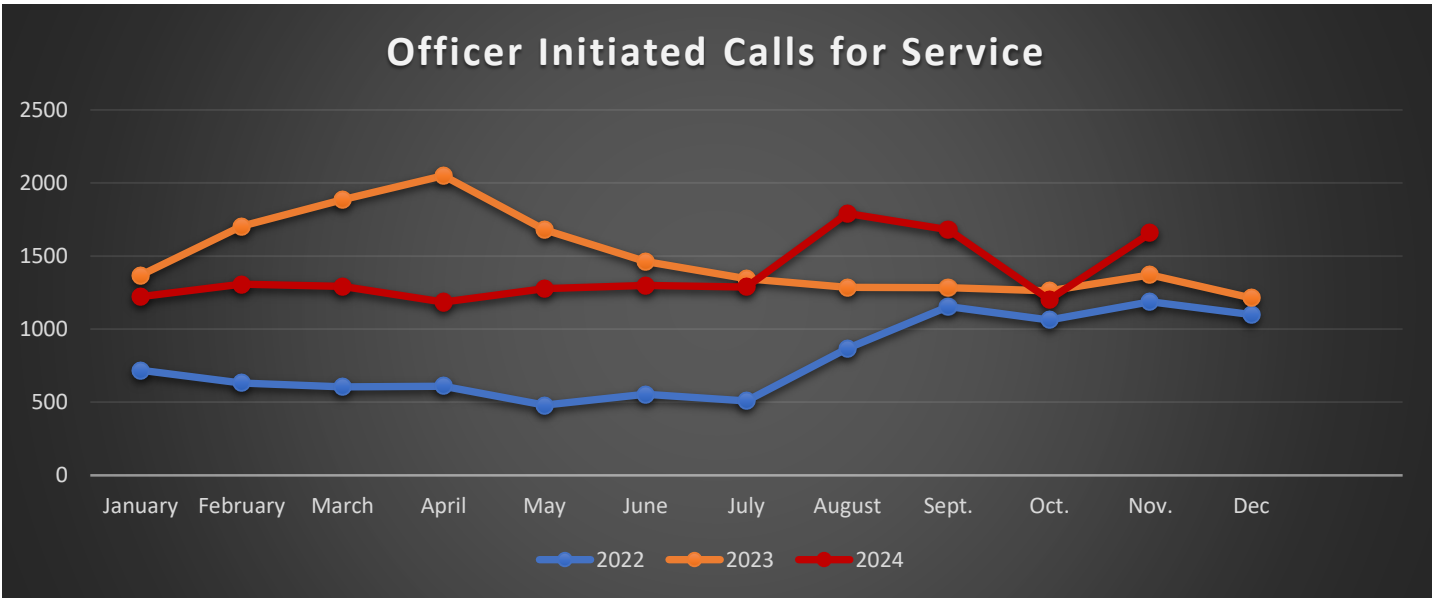
Flag Downs/Phone Calls: Reportable and non-reportable calls for service that are generated by a citizen making direct contact with a Haymarket Police Officer through telecommunication device or in person.

- Reportable Calls: 1
- Non-Reportable Calls: 22



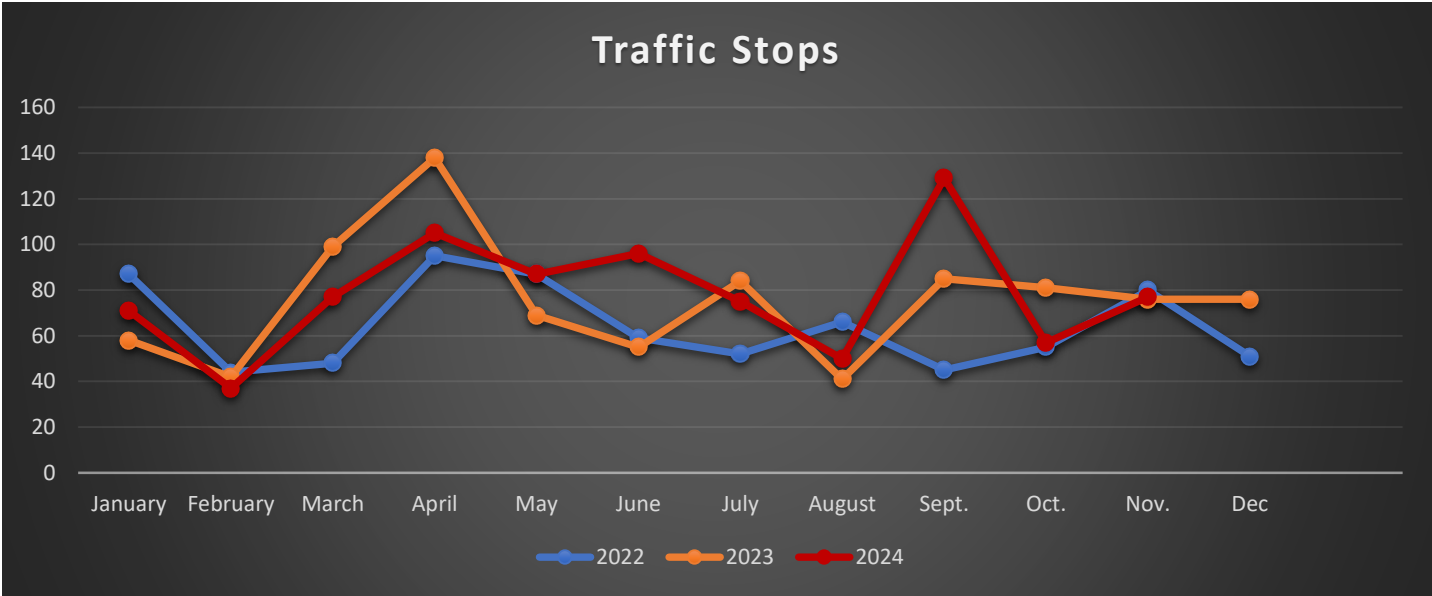
Self-Initiated Calls: Calls that are based on the officer’s own observations. Reportable, Non-Reportable, and Traffic Stops.

- Reportable Calls: 4
- Non-Reportable Calls: 1,503
- Foot Patrols: 150



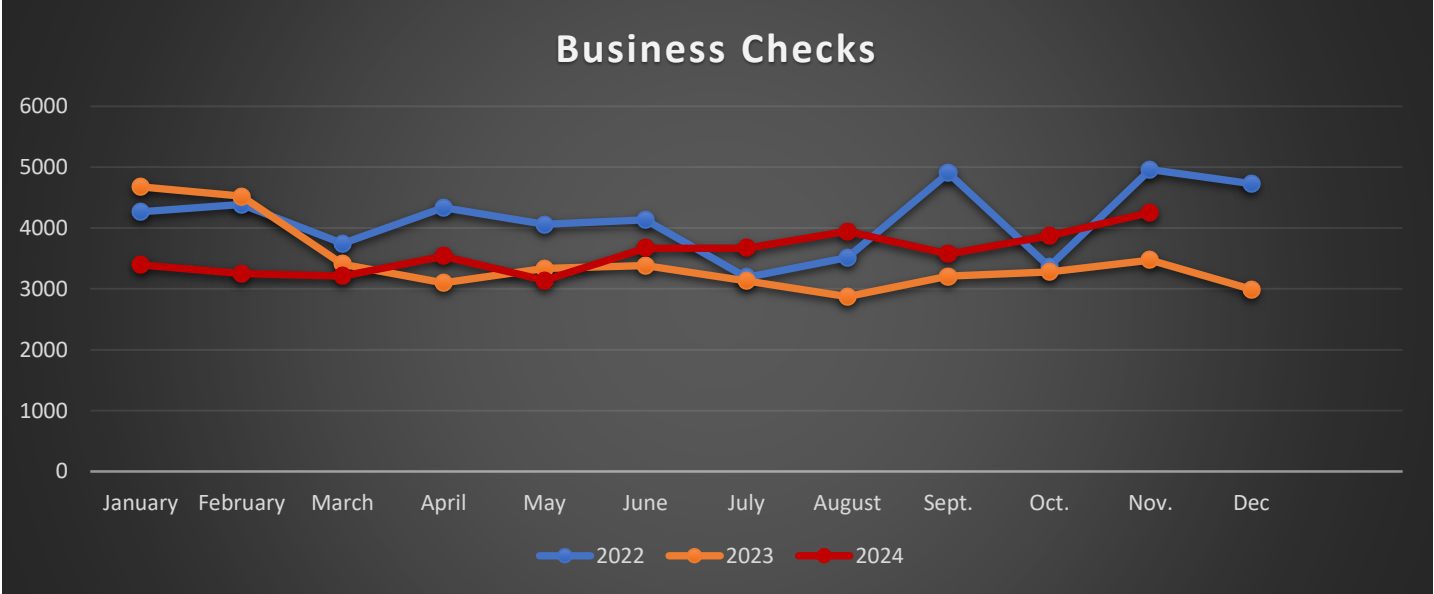
Traffic Stops: Haymarket Police Officers are task with keeping the Town of Haymarket a Pedestrian Friendly Town. Officers achieve this goal by keeping a high-profile visibility during routine patrol and conducting RADAR operations throughout the town.

- Traffic Stops: 77
 - Summonses: 35
 - Warnings: 47



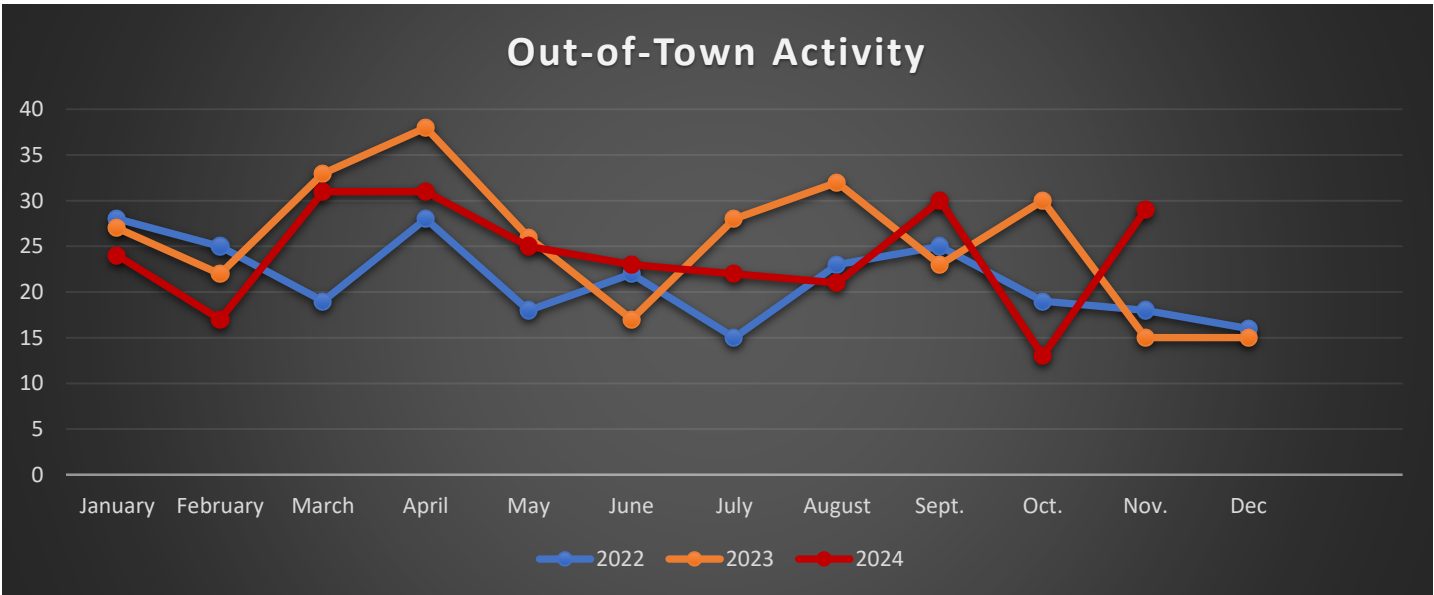
Business Checks: These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is closed to ensure that all doors and windows are locked. Drive-by checks are conducted on routine patrol to assure that no windows or doors have been broken or vandalized.

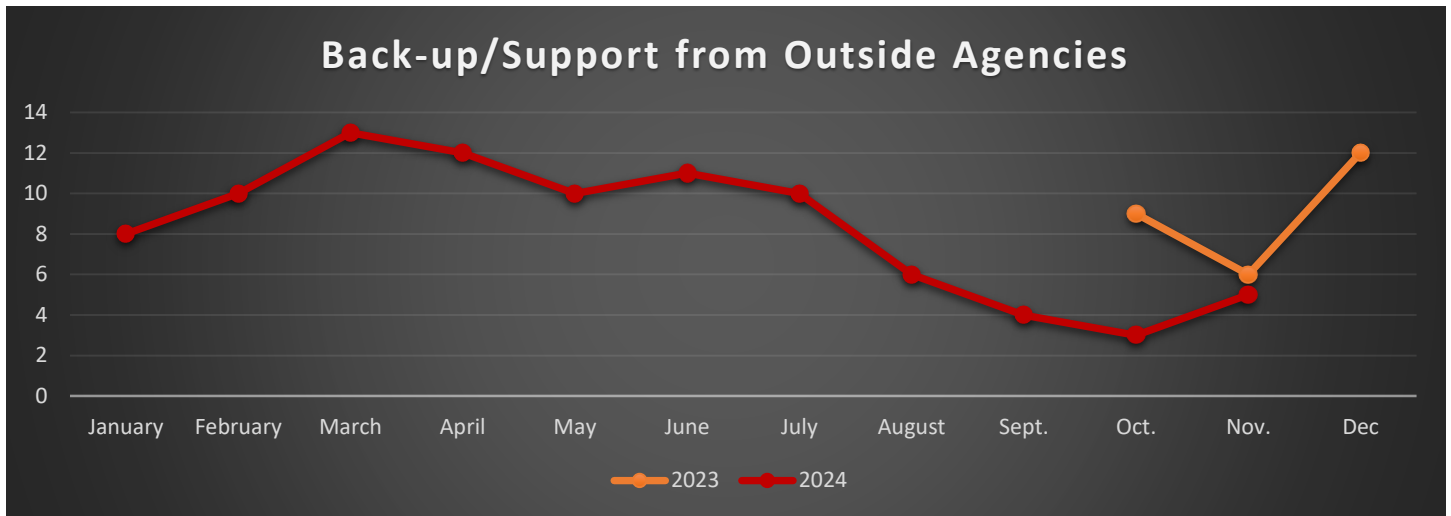
- Personal Contact: 267
- Physical Check: 281
- Drive By: 3,707



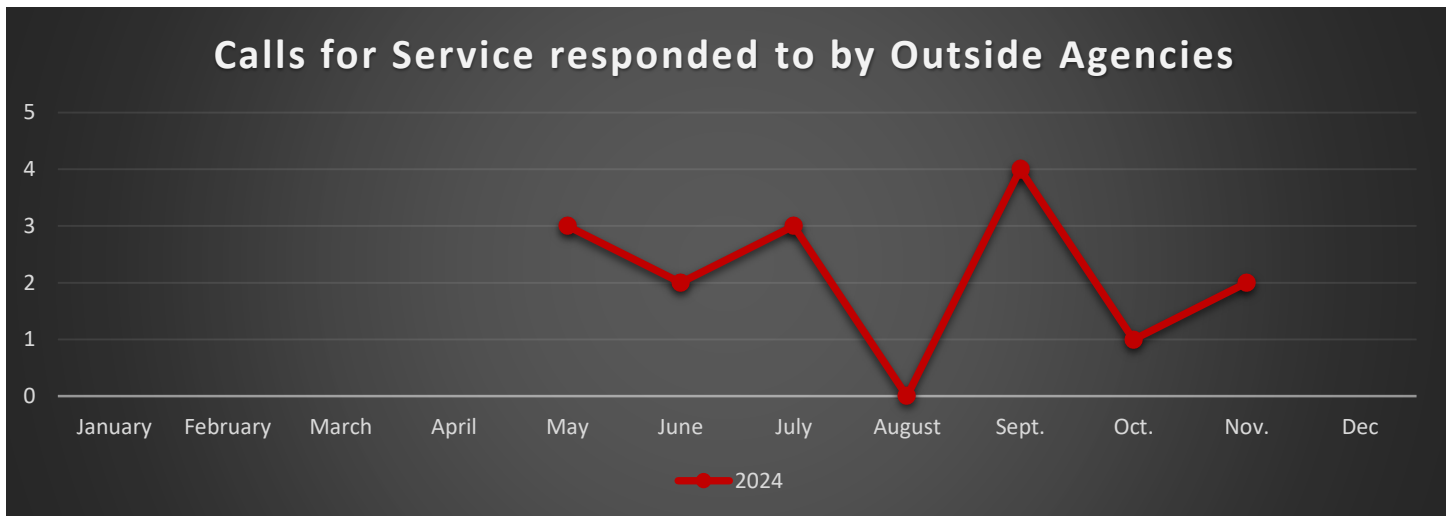
Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver paperwork to the courthouse.

- Back Up: 22
- Other: 7

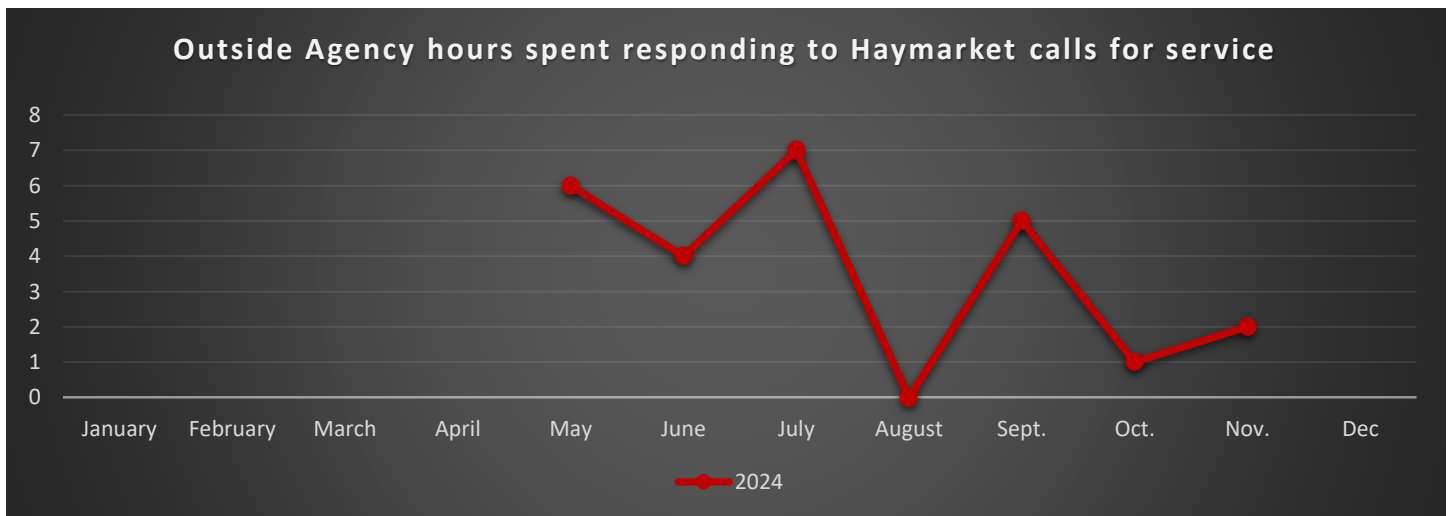




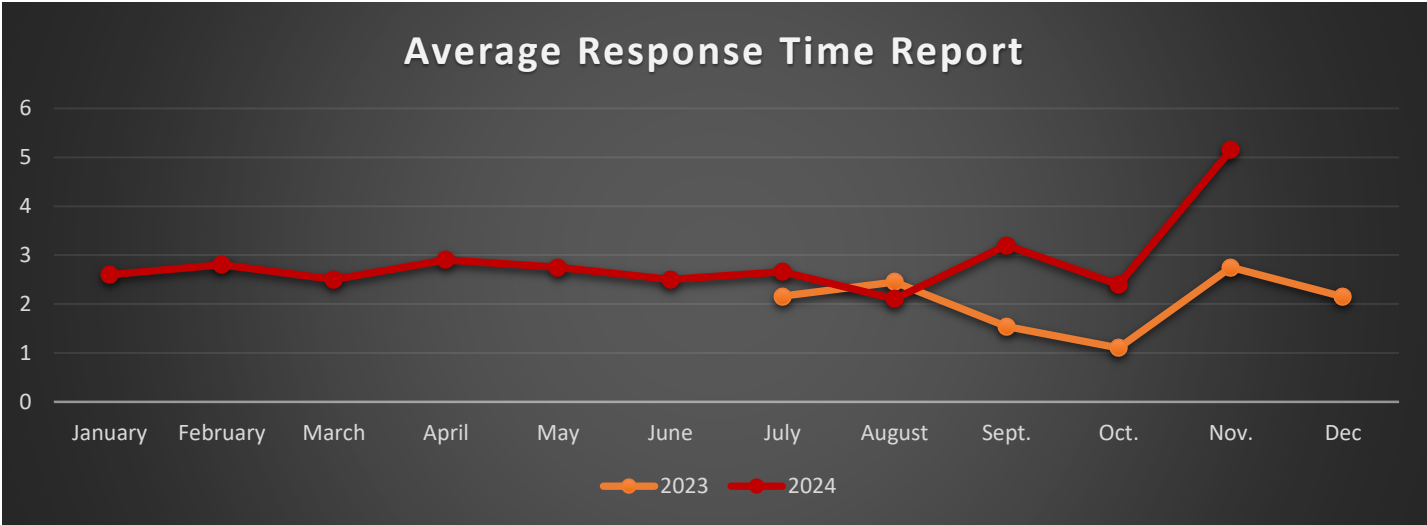
Calls for service answered by outside agencies: 2



Time spent by outside agencies on calls for service as primary responder: Approximately 2 hours.



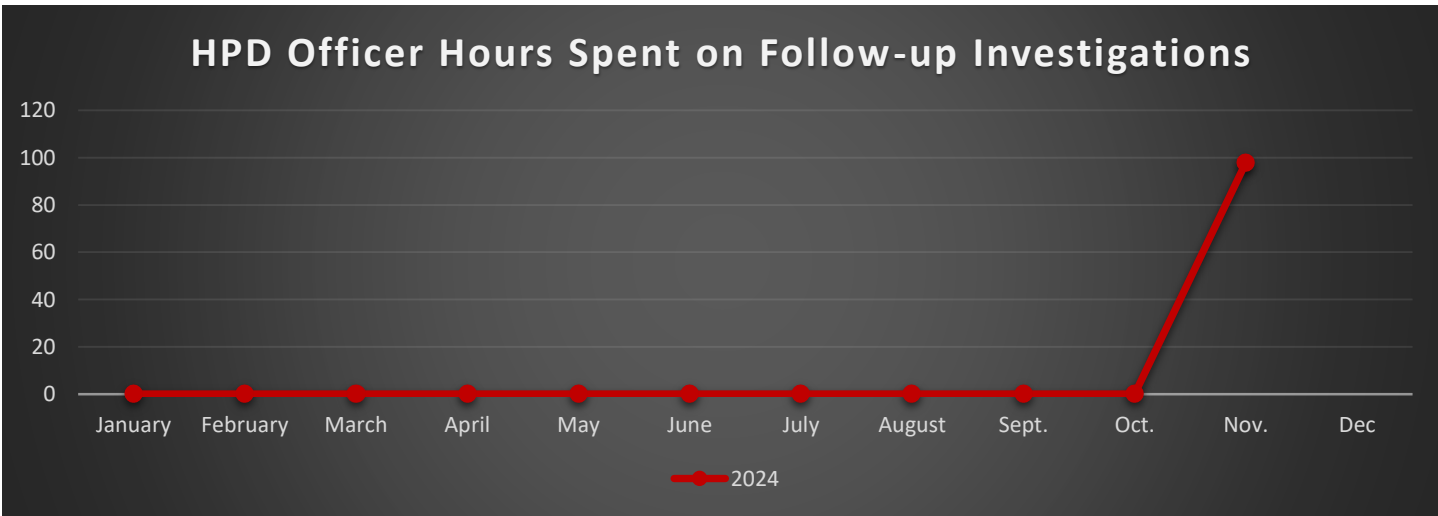
Average Officer Response times to all calls for Service: 5 minutes 10 seconds.



Hours spent by Haymarket Police Department Officers on Calls for Service: 143

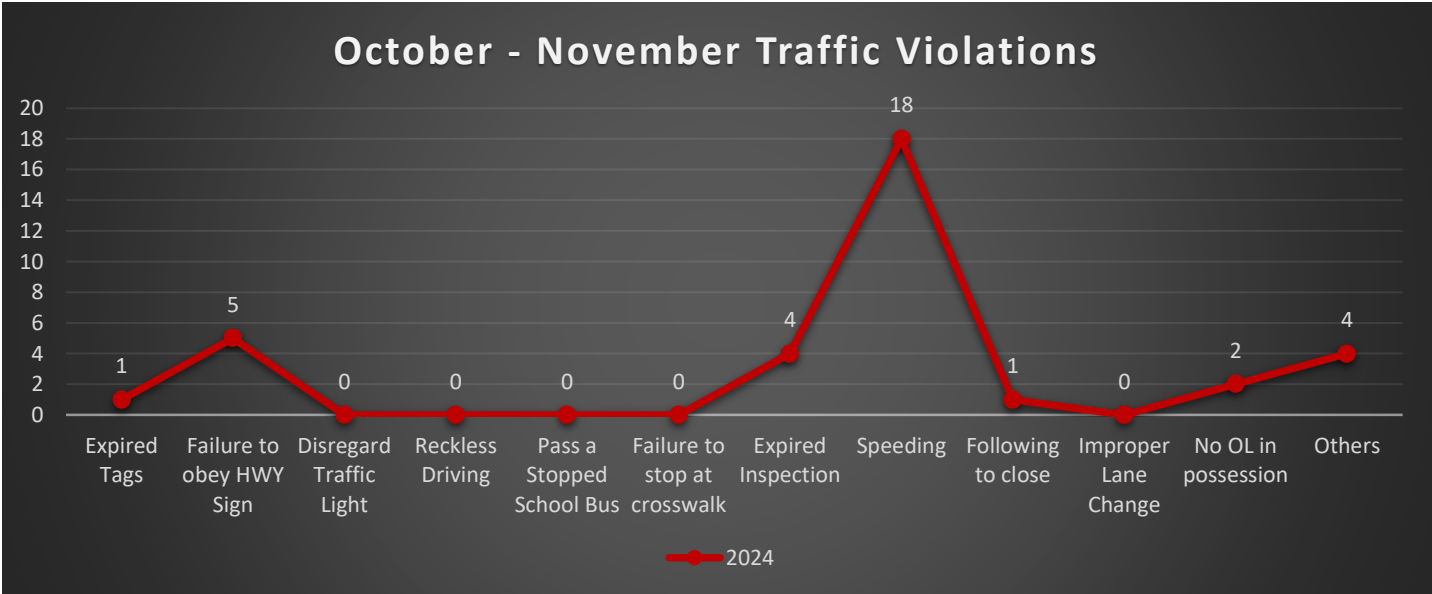
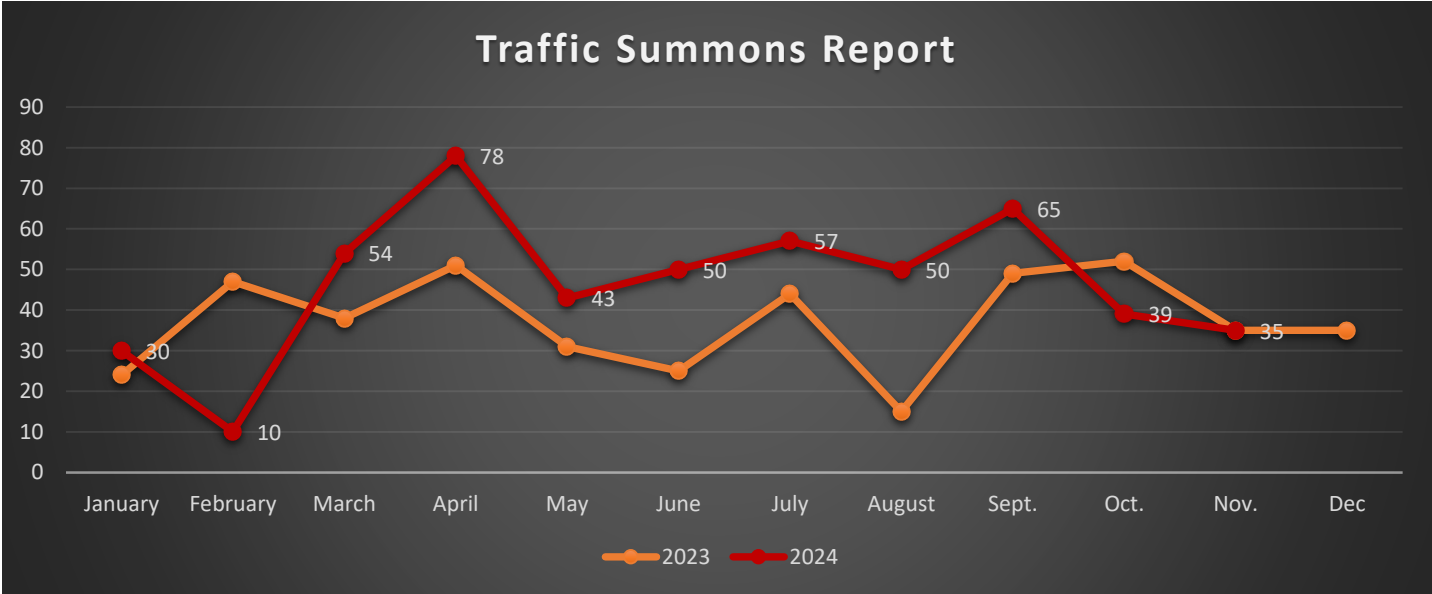


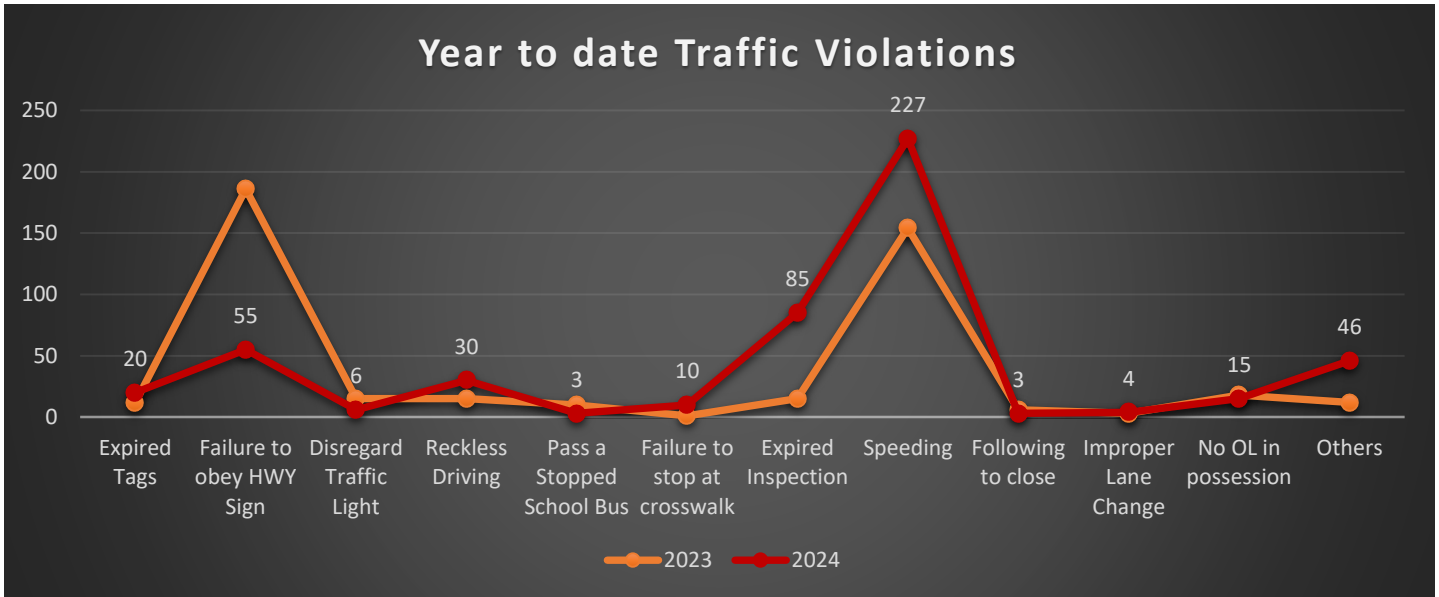
Hours spent by Haymarket Police Department Officers on Follow-up Investigations: 98



Traffic Summons Issued: Summons issued for traffic violations. 35

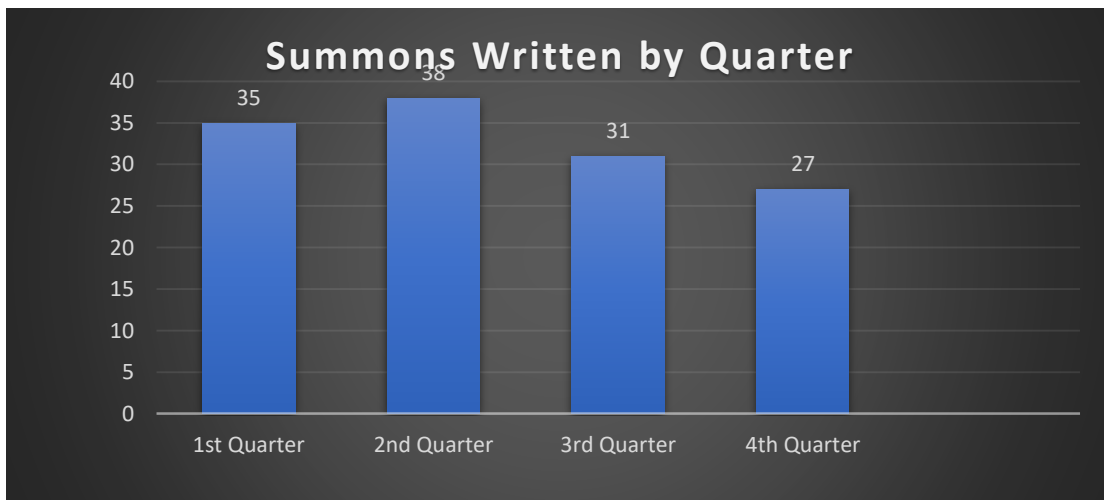
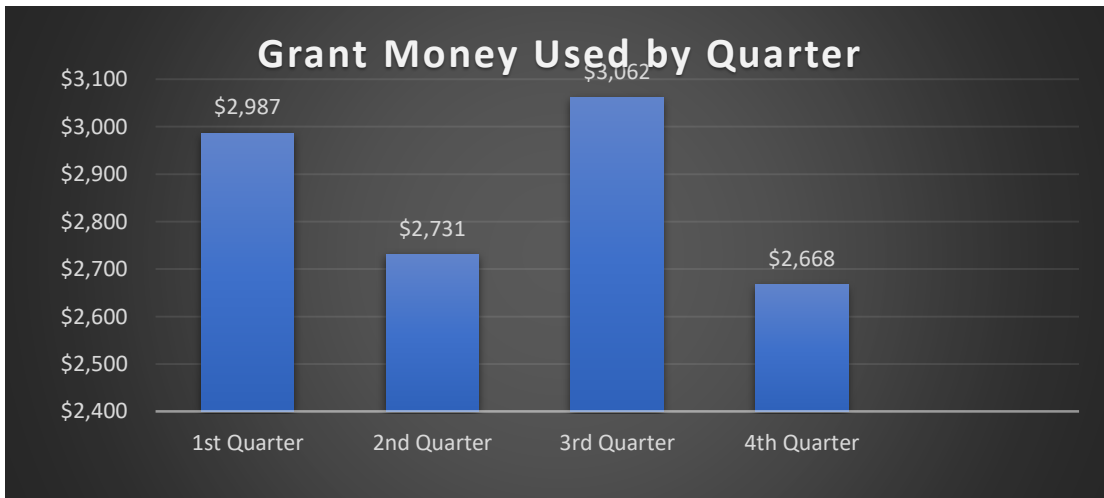
- 46.2-646 – Expired Registration – 1
- 46.2-830 – Failure to obey a highway sign – 5
- 46.2-833.1 – Disregard a traffic light – 0
- 46.2-852 – Reckless Driving – 0
- 46.2-859 – Pass a stopped school bus – 0
- 46.2-924 – Failure to stop at crosswalk – 0
- 46.2-1158 – Expired inspection – 4
- 46.2-874 – Speeding – 18
- 46.2-816 – Follow to close – 1
- 46.2-804 – Improper lane change – 0
- 46.2-300 – No operator’s license – 2
- Others – 4

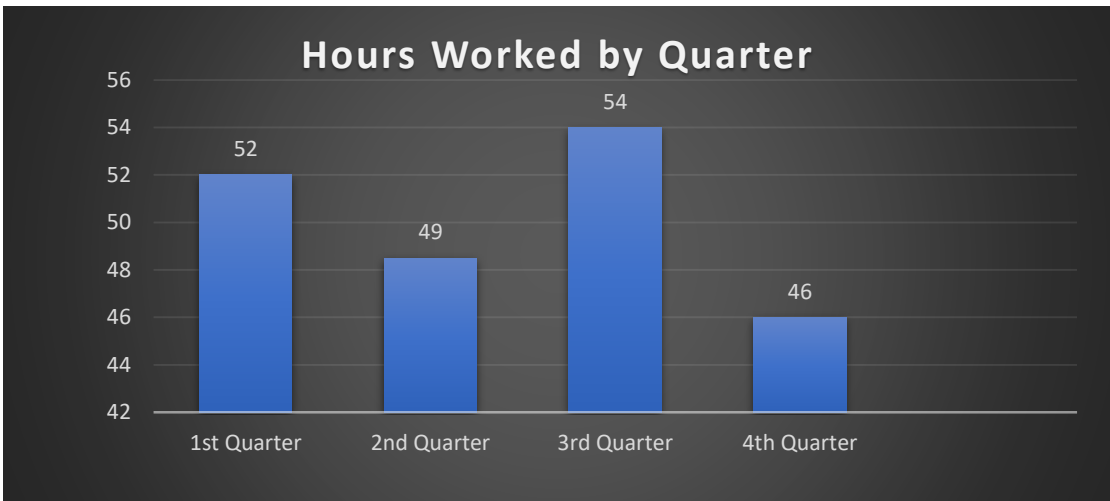




DMV Grant: 1st, 2nd, and 3rd and 4th quarter reporting October 1, 2023 through September 30, 2024

Grant Award Amount: \$12,656.00 Grant Amount Used: \$11,447.78





Status of Current Projects/Events on next page.

Status of Current Projects/Events:

- Please subscribe to the Town of Haymarket’s Emergency Management notification system. Text the word “Haymarket” to 888777 to subscribe.
- Chief Sibert, Lt. Davis, and Officer Galbreath Continue to work with Motorola Solutions and the Prince William County Police Department to move forward on the department’s new RMS system.
- Chief Sibert and Matt Burrows met with Prince William County Emergency Services about the Town Hall Comfort Station on November 22, 2024.
- HPD Held a Coffee with a Cop event on November 13, 2024 at the Haymarket Chic-fil-a.
- 2024-2025 DMV Grant equipment has been procured at a cost of \$11,088.58. This expense is covered by the grant.
- Planning is continuing for the Haymarket Police Department semi-annual blood drives in January and July, 2025. The location we normally use is no longer available. We are searching for a new site to conduct the drives.
- Chief Sibert Took part at the Buckland Community Craft Fair by reading to children during the event.
- Chief Sibert and Sgt. Finley read to the children at 4R’s preschool.
- Donations were accepted at the HPD Lobby for the families affected by the house explosion. Channel 7 News conducted an interview with Chief Sibert about the project.
- The HPD is now accepting donations for Toy for Tots in the PD Lobby.
- All borrowed equipment for Haymarket Day has been returned.
- Chief Sibert has been conducting research on the effectiveness of the FLOCK systems in the Town of Haymarket.
- A two-day shutdown at the route 15 railroad tracks caused major traffic issues in and around town.
- Chief Sibert, Sgt. Burgoon, and Officer Monse attended the Everbrook First Responders Luncheon.
- Chief Sibert attended the Northern Virginia Data Center Physical Security Working Group on Oct. 23, 2024.
- Chief Sibert, Lt. Davis, and Officer Galbreath conducted the HPD’s annual Halloween Candy handout on Oct. 31, 2024.
- Chief Sibert attended the Rappahannock Regional Criminal Justice Training Center’s Strategic Planning session.
- Chief Sibert attended the Public Safety Leadership Roundtable.
- HPD collected two truck loads of materials and clothing for families in southwest Virginia affected by Hurricane Helene.
- Officer James Galbreath was able to stop an attempted B&E at a local business. We are still attempting to identify the suspects.
- Chief Sibert was able to speak with the Youth in Government group and give them a short tour of the office.
- Officer Coppage responded to an incident where a town light pole had been destroyed by a tractor trailer. The driver was charged with violating the “No thru truck” statue. Chief Sibert and ATM Gonzalez continue to work with VDOT and the Supervisors office for more signage in the area.
- Officer Kalisz is continuing to complete the department’s FTO Program.
- The LUP has been approved by VDOT for the Town of Haymarket’s Christmas event.
- Officer Art Culbertson represented the department at the PWC Trunk or Treat on Oct. 30, 2024.

Haymarket Police Department 2024 Event Listing

#	Name of Event	Date of Event	Status
1	Drive Sober or get pulled over Initiative	January 1, 2024	Completed
2	Haymarket PD Blood Drive	January 25, 2024	Canceled
3	Drive Sober or get pulled over Initiative	February 11, 2024	Completed
4	Coffee with a Cop	February 14, 2024	Completed
5	Polar Plunge	February 17, 2024	Completed
6	Drive Sober or get pulled over Initiative	March 14 th -17 th , 2024	Completed
7	St. Baldricks Event	March 16, 2024	Completed
8	U Drive, U Text, U Pay Initiative	April 1 st – 8 th , 2024	Completed
9	Impaired Driving Enforcement Initiative	April 20, 2024	Completed
10	Drug Take Back	April 27, 2024	Completed
11	Farmers Market	April 21 st -November 10 th , 2024	On-going
12	HPD Senior Summit	April 25, 2024	Completed
13	Impaired Driving Enforcement Initiative	May 1 st – May 6 th , 2024	Completed
14	Relay for Life	May 11, 2024	Completed
15	Click it or Ticket Initiative	May 13 th – June 2 nd , 2024	Completed
16	Torch Run for Special Olympics	June 5, 2024	Completed
17	Ice Cream Social	June 7, 2024	Completed
18	Water Balloon Fight	June 7, 2024	Completed
19	Townhall Open House	June 14, 2024	Completed
20	Blood Drive	June 17, 2024	Completed
21	Drive Sober or get pulled over Initiative	June 30 th – July 4 th , 2024	Completed
22	Woman’s Self Defense Class 1	July 9, 2024	Completed
23	National Night Out	August 6, 2024	Completed
24	Drive Sober or get pulled over Initiative	August 14 th – Sept. 2 nd , 2024	On-Going
25	Summer Concert	August 17, 2023	Completed
26	Flags for Hero’s	September 14, 2024	Completed
27	Child Passenger Safety Week	September 15 th – 21 st , 2024	Completed
28	See Tracks, think Train Week	Sept. 23 rd – 29 th , 2024	Completed
29	Coffee with a Cop	October 2, 2024	Completed
30	Prince William County Public Safety Expo	October 12, 2024	Completed
31	Haymarket Day	October 19, 2024	Completed
32	Prince William County Truck or Treat	October 30, 2024	Completed
33	Drug Take Back	October 26, 2024	Completed
34	Halloween Candy Handout	October 31, 2024	Completed
35	Coffee with a Cop	November 13, 2024	Completed
36	Operation Santa Claus	December 7, 2024	Upcoming
37	Christmas in Haymarket	December 14, 2024	Upcoming
38	Santa Cops (West)	December 14, 2024	Upcoming

Respectfully Submitted,
 Allen Sibert
 Chief of Police

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
Park Sidewalk	Katie/Thomas	4/27/2021	11/22/2024	Town/Contractor	-Construction and Town E&S Inspections ongoing -VDOT Permit coordination -Change order for changes in material costs in negotiation -Deed sent for review 10/18 -Sidewalk construction complete. Light poles pending.
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	11/22/2024	Applicant	-Construction and Town E&S inspections ongoing
Jefferson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	11/22/2024	Applicant	-Construction and Town E&S inspections ongoing
Iceplex	Katie/Thomas	10/4/2024	11/22/2024	Applicant	-Meeting 11/22 to coordinate ramp to second story on site plan revision
Crossroads Village	Katie/Thomas	10/18/2018	11/15/2024	Katie	-As-builts 2nd submission 6/10. Comments due 7/22. Katie to provide ASAP -Stockpile permit coordination -Sidewalk replacement coordination
Robinson Village	Katie/Thomas	8/13/2020	11/14/2024	Katie/Applicant	-Performance Bond released -E&S Bond release re-inspection 10/8
Bleight Residential Plan	Katie/Thomas	8/5/2022	11/1/2024	Katie	-Review of sidewalk waiver request sent 12/5/23 -Resubmission Review comments sent 11/1
Robinson's Paradise	Katie/Thomas	1/4/2021	10/24/2024	Applicant	-Construction and Town E&S inspections ongoing
Lifetime Smiles Site Plan	Katie/Thomas	4/10/2023	8/22/2024	Applicant	-Construction and Town E&S inspections ongoing -Sidewalk addition coordination

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans					
Chick-fil-A	Katie/Emily	11/16/2021	8/19/2024	Katie	-On hold -2nd submission SP received 7/29. Comments due 9/12 -2nd submission SUP comments sent 5/23 -As-built comments provided 5/24 -SWM Agreement provided
Nova Haymarket Hotel	Katie/Thomas	11/17/2023	7/11/2024	Applicant	-Insert submission received 6/11. Approved 7/11
Crossroads Village - Taco Bell	Katie/Thomas	1/6/2022	6/27/2024	Applicant	-Construction and Town E&S inspections ongoing -Landscape inspection and bond coordination
Highpointe at Haymarket	Emily/Thomas/Katie	6/29/2023	9/26/2023	Applicant/Katie	-Provide review comments of plan -Meeting with Applicant
Haymarket Town Center Final Site Plan	Katie/Thomas	9/8/2016	8/23/2023	Town/Katie	-Test pit change order approved -Plans approved -DEQ requested VSMP registration statement. RDA provided. Town to submit -Katie to update estimate

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Low Activity Open Plans					
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	5/1/2023	Applicant	-Landscape reinspection conducted 4/25/23. Report issued 5/1
Masonic Lodge/Tobaccology Parking Lot	Katie/Thomas	10/18/2022	2/17/2023	Applicant	-Applicant wishes to pave lot and install parking lot lights. Updates to site plan sheets required
QBE	Katie/Emily	1/20/2017	12/14/2022	Applicant	-Minor Site plan revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8 - Potential development discussion conference call w/ The Land Lawyers
MWCoG	Katie	2/14/2022	4/22/2022	Katie	-Stacey Juran and Katie to provide summary memo regarding MWCoG and rider clauses
Karter School	Katie/Emily	8/20/2020	11/3/2021	Applicant	-Received inserts and recommend for approval 11/3. Bonds to be posted
Transform Power Yoga Site Plan	Katie/Emily	1/28/2021	8/23/2021	Applicant	-Resubmission received 6/21. Engineering comments provided 7/26 -Met with applicant to discuss comments 8/23/22
Morais - Aroma II	Katie/Emily	1/15/2019	9/25/2020	Applicant	-Plan approved 10/11/19. -Construction completed -Site inspection 5/22/20. -As built submitted for review 7/9/20. -As built comments provided 7/28. Comment review call ~9/28
Zupan Property Preliminary Site Plan	Katie/Emily	2/25/2020	3/4/2020	Applicant	-Engineering review comments provided 3/4/20



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

Memorandum

To: Town Council
From: Olaun Simmons, Town Attorney
Re: Town Attorney Report
Date: November 25, 2024

This is a non-confidential report on the matters that we have been working on for the Town since the date of my last report:

1. Drafting the demolition contract and related documents for the Town Park Building.
2. Prepared and provided comments and legal counsel regarding zoning determination letters.
3. Preparing Request for Proposal for a design-build construction contract for the bathroom facility and pavilion.



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

Memorandum

To: Haymarket Town Council
From: Finance Liaisons
Re: November 2024 Monthly Report

The finance liaison oversight during the month focused on the following:

- Comply with internal control process to review and approve invoices/expenditures and check signing
- Review FY 2025 actuals vs. budget and discuss key areas of interest/concern
- Discuss FY 2024 unaudited actual vs. budget
- Discuss on an as needed basis:
 - Credit Benchmarks and Debt Capacity Analysis
 - Status of RFPs
 - Town Center site plan
 - Engineering/consultant support costs
 - Contracts, leases, agreements
 - Options for use of ARPA funds
 - Council concerns/recommendations raised during work sessions/submitted to staff

Other items/comments that impact finances:

- As we bring 2024 to a close, as well as the end of this council's term on 12/31/2024, the Profit & Loss Statement (Income Statement) shows, to date, a positive net ordinary income of over \$200K
- The Balance Sheet (a snapshot in time of the town's overall financial position), where Assets = Liabilities and Equity, continues to be strong
- Per the schedule, staff processed the second payment to contractor for the park sidewalk construction
- ATM/Treasurer Gonzalez working with attorney to finalize the contract for demolition of the park building and complete a draft RFP for design/construction of the pavilion, with bathrooms
- HPD is currently in the planning and research phase for the potential deployment of License Plate Readers (LPRs) and video camera solutions (CONDOR) offered by Flock Safety. HPD will identify the costs (operating and capital) and benefits (preventing criminal activity, support of investigations, etc.) for council consideration. Chief Sibert is also keeping an eye on proposed legislation involving LPR units in Richmond and nationally.
- Fire and Rescue Proffers - Chief Sibert, ATM/Treasurer Gonzalez and Matt Burrows to meet with PWC Emergency Management to discuss the use of Fire and Rescue Proffer funds for the proposed comfort station at tower hall.
- Education Proffers – staff and FL's will be reaching out to School Board representatives, as well as our BOCS representative, to determine the best way(s) to leverage the funds to the benefit of town students and the schools our students attend
- Chief Sibert, pending direction from council, is looking to update the proposed security plan for the town hall and museum; funding need will be determined when the update is complete

"Everyone's Home Town"
www.townofhaymarket.org

- Chief Sibert is placing the Ver-Mac message board on public surplus. While its condition is good, the message board is outdated, with no specific amount expected

Respectfully,

TracyLynn Pater, Vice Mayor and Joe Pasanello, Council Member



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

Memorandum

To: Honorable Mayor and Town Council
From: TracyLynn Pater
Re: Business Liaison Report

- Had Weekly Meetings with Staff to discuss Town Events
- Had a Haymarket Day Debriefing Meeting with Staff
- Had our last Quarterly Business Roundtable Meeting for 2024 – The agenda is attached.
- New Businesses in Town:
 - Pho66 – Crossroads Village Center
 - Lifetime Smiles – Crossroads Village
- Businesses Coming Soon:
 - Firehouse Subs – Crossroads Village Center
 - Kidde Academy – Scheduled to open early 2025



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

Memorandum

To: Honorable Mayor and Town Council
From: Mary Ramirez
Re: Community Outreach Liaison Report

Met with Vice Mayor to discuss pilot template for championing programs, concepts for a Haymarket Citizen Award program, and community outreach opportunities.

Planning for a High School Youth in Government Program will begin in the new year. If anyone wishes to participate, please reach out to the Community Outreach Liaison.

Thank you,

Mary

Mary Ramirez
Councilwoman



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

Memorandum

To: Council
From: Marchant Schneider, Architectural Review Board (ARB) Liaison
Re: ARB Liaison Report / November 2024

At its November 20, 2024 meeting, the ARB conducted a site visit of residential structures requested to be demolished at 6700, 6710, 6720 Bleight Drive. The ARB later approved the application, noting the structures were neither designated by the Zoning Ordinance nor the Comprehensive Plan as historic or contributing structures. The approval was conditioned upon photo documentation of the structures prior to demolition.

The ARB also reviewed applications for retroactive approval of patio and sign installations at 14600 Washington Street (Zandra's Taqueria). The ARB deferred further consideration pending follow up with the Town Planner regarding applicable Zoning Ordinance standards.

Lastly, the ARB reviewed proposed signage at 6515 Crossroads Village Blvd. (Kiddie Academy). The ARB deferred action pending revisions to the sizing and location of signage to meet the Zoning Ordinance sign standards.

Proposed amendments to the Historic Buildings Inventory and ARB Guidelines is ongoing.

Respectfully submitted,

Marchant Schneider
ARB Chair



**Town of Haymarket, Virginia
Draft Strategic Plan
October 2024**

Mission:

The Town of Haymarket is a diverse, welcoming community where residents and businesses thrive through transparent governance, fiscal responsibility, and public safety to achieve a vibrant quality of life.

Vision:

Our vision is to be a forward-looking small town that preserves our unique character and traditions, while fostering a safe, pedestrian-friendly, and inclusive community where residents, businesses, and visitors can flourish for generations.

Values:

Transparency	Accountability
Fiscal Responsibility	Community
Inclusive	Collaborative
Integrity	Effective

Goals:

- Develop Transportation and Infrastructure to Improve Quality of Life and Maintain Small Town Feel
- Promote Fiscal Responsibility and Organizational Excellence
- Enhance Public Safety and Community Policing
- Foster Economic Development, Tourism, and Support Town Businesses
- Preserve Haymarket History
- Enhance Community Engagement



Town of Haymarket, Virginia Draft Strategic Plan October 2024

Goals and Strategies

1. Improve Transportation and Infrastructure to Enrich Quality of Life and Maintain Small Town Feel

- 1.1. Complete the implementation of the town park
- 1.2. Complete, expand, and maintain the town streetscape
- 1.3. Investigate, evaluate and assess the feasibility of a municipal parking lot, Police Department, Utility Workshop.
- 1.4. Collaborate with County Supervisor, Council Members, Town Manager, Chief of Police, Partners at State level, VDOT to improve traffic safety including bike, rail and pedestrian
- 1.5. Investigate the feasibility and implementation of the Traffic Safety Plan initiative - Prince William County Safe Streets for All Grant, VDOT
- 1.6. Consider options for Secure parking lot for Police Department, Utility Workshop, Municipal Parking
- 1.7. Fund and implement the Town Hall site plan.

2. Promote Fiscal Responsibility and Organizational Excellence

- 2.1. Volunteer Assistance/Internship to create asset inventory
- 2.2. Investigate 2, 5, 10, 20-year financial plan
- 2.3. Research rules of engagement, roles and responsibilities of liaisons and council members
- 2.4. Investigate opportunities to network with other small-town jurisdictions and VML to report to council on state legislation and local zoning regulations
- 2.5. Procure a consultant to conduct the Update to the Town's Comprehensive Plan
- 2.6. Create and distribute a Town Services "one-pager"

3. Enhance Public Safety and Community Policing

- 3.1. Conduct an annual evaluation of resource needs as compared to demands of department (calls, legislative impacts, police practices)



Town of Haymarket, Virginia Draft Strategic Plan October 2024

3.2. Continue community engagement for community policing initiative including daily interactions, community events, bicycle patrol, school bus stops, etc.

3.3. Investigate technological advancements to enhance public safety and make recommendations and collaborate with Council

3.4. Achieve first certification and maintain certification every four years

4. Foster Economic Development, Tourism, and Support Town Businesses

4.1. Develop an advertising campaign for the business community - funding and personnel

4.2. Expand Partnership with PW County Economic Development and Tourism

4.3. Benchmark other towns and how they provide funding for start-up small businesses and promote businesses

4.4. Investigate ways to use economic development funds and increase participation at the Business round table

4.5. Investigate ways to engage face to face with existing businesses

4.6. Develop a plan to highlight the business community: add Business Spotlight through weekly videos, spotlight types of businesses, social media pages, Restaurant Week

5. Preserve Haymarket History

5.1. Update the contributing resources list to encompass all historic structures, and previous structures

5.2. Develop a plan of recognition of historical sites through Walking program and signage program

5.3. Document and archive historical assets

5.4. Develop a Historic Preservation program and museum plan

5.5. Investigate the possibility of providing grant funding for local preservation efforts

6. Enhance Community Engagement

6.1. Complete and implement the communications plan for the Town

6.2. Provide list of events, purpose, costs/revenue on an annual basis for Council feedback and input



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

Memorandum

To: Honorable Mayor and Town Council
From: Kim Henry
Re: Planning Commission Resignation

Attached you will find Justin Baker's resignation letter from the Planning Commission effective December 2, 2024. Mr. Baker also served as the liaison to the Architectural Review Board and as a member on the Board of Zoning Appeals. His term on the Planning Commission will expire on June 30, 2028, as well as the Architectural Review Board. His term on the Board of Zoning Appeals will expire on January 31, 2025, as he finished the unexpired term of Matthew Gallagher. I will be providing applications for consideration at the January 6, 2025 Organizational Meeting. If the applications come in prior to the meeting, they will be sent to you via email.

Justin Baker
14812 Gap Way
Haymarket, VA, 20169
Justin.baker03@yahoo.com
11/11/24

Town Council
Town of Haymarket
15000 Washington Street #100 Haymarket, VA 20169

Dear Members of the Town Council,

I am writing to formally resign from my position on the Planning Commission, effective at the end of this meeting on December 2nd. Having been elected to serve on the Town Council, I am excited to begin this new role and continue my commitment to our community.

It has been a pleasure to work with the Planning Commission, and I am grateful for the opportunity to have contributed to our town's growth and planning efforts. I look forward to collaborating with you all in a different capacity to serve our town's best interests.

Thank you for your support and guidance throughout my time on the Planning Commission.

Sincerely,

Justin Baker