



# TOWN COUNCIL – WORK SESSION MEETING

Monday, September 30, 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

### III. AGENDA ITEMS

1. Monthly Financial Report
2. Draft Communication Plan Discussion
3. SUP #2024-001 Chick Fil-a Drive Thru Expansion: Authorize to Advertise and Set Public Hearing Date
4. Discussion of Policy and Procedures

### IV. ADJOURNMENT

Income	Actuals	Budget	% of Budget	Comments
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	0.00	473,293.00	0.0%	
3110-02 · Public Service Corp RE Tax	0.00	12,600.00	0.0%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	0.00	486,893.00	0.0%	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	56,178.85	225,000.00	25.0%	Collection up to the month of August 2024
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	34,785.09	325,000.00	10.7%	
3120-03 · Cigarette Tax	24,223.16	140,000.00	17.3%	Collection up to the month of August 2024
3120-04 · Consumer Utility Tax	11,351.85	158,000.00	7.2%	
3120-05 · Meals Tax - Current	294,440.79	1,550,000.00	19.0%	Collection up to the month of August 2024
3120-06 · Sales Tax Receipts	15,303.28	160,000.00	9.6%	Collection up to the month of July 2024
3120-07 · Penalties (Non-Property)	1,701.29	5,000.00	34.0%	
3120-08 · Interest (Non-Property)	30.64	0.00	100.0%	
<b>Total 3120 · OTHER LOCAL TAXES</b>	438,014.95	2,587,000.00	16.9%	
<b>3130 · PERMITS,FEES &amp; LICENSESES</b>				
3130-01 · Application Fees	725.00	4,500.00	16.1%	
3130-03 · Motor Vehicle Fees	90.00	0.00	100.0%	
3130-05 · Other Planning & Permits	0.00	1,000.00	0.0%	
3130-06 · Pass Through Fees	2,364.76	15,000.00	15.8%	
<b>Total 3130 · PERMITS,FEES &amp; LICENSESES</b>	3,179.76	20,500.00	15.5%	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	4,952.37	20,000.00	24.8%	
<b>Total 3140 · FINES &amp; FORFEITURES</b>	4,952.37	20,000.00	24.8%	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	3,234.01	13,500.00	24.0%	Reconciled August 2024 currently
3150-03 · Interest on Bank Deposits	39,116.04	89,500.00	43.7%	Reconciled August 2024 currently
<b>Total 3150 · REVENUE - USE OF MONEY</b>	42,350.05	103,000.00	41.1%	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-07 · Haymarket Church Suite 206	11,287.77	49,207.00	22.9%	
3151-08 · 15020 Washington Realty	14,586.99	58,348.00	25.0%	
3151-09 · 15026 Copper Cricket	7,252.21	29,008.00	25.0%	
3151-11 · Cupcake Heaven and Cafe LLC	9,047.43	36,914.00	24.5%	
3151-15 · Revolution Mortgage	1,994.07	7,312.00	27.3%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	44,168.47	180,789.00	24.4%	
<b>3160 · CHARGES FOR SERVICES</b>				
FOIA Receipts	5.00	0.00	100.0%	
<b>Total 3160 · CHARGES FOR SERVICES</b>	5.00	0.00	100.0%	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-00 · Sponsorships	15,185.00	20,000.00	75.9%	
3165-01 · Town Event	59,397.75	80,000.00	74.2%	
3165-02 · Farmer's Market	8,488.75	12,000.00	70.7%	
3165-03 · Town Ornaments	260.00	10,000.00	2.6%	
3165-06 · Town Hats	140.00	0.00	100.0%	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	83,471.50	122,000.00	68.4%	
<b>3180 · MISCELLANEOUS</b>				
3180-00 · Convenience Fee	31.27	300.00	10.4%	
3180-01 · Citations & Accident Reports	35.00	0.00	100.0%	
3180-03 · Miscellaneous	50.00	0.00	100.0%	
<b>Total 3180 · MISCELLANEOUS</b>	116.27	300.00	38.8%	
<b>3200 · REVENUE FROM COMMONWEALTH</b>				
3200-02 · 599 Law Enforcement Grant	9,447.00	36,144.00	26.1%	1 of 4 Collection for FY2025
3200-05 · Communications Tax	13,122.50	80,000.00	16.4%	Received July 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	0.00	15,000.00	0.0%	

3200-17 · LOLE Grant	0.00	4,393.00	0.0%
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>57,731.70</b>	<b>170,464.00</b>	<b>33.9%</b>
3500 · Reserve Funds	0.00	283,000.00	0.0%
4002 · Transfer from ARPA Funds	0.00	836,586.00	0.0%
<b>Total Income</b>	<b>673,990.07</b>	<b>4,810,532.00</b>	<b>14.0%</b>
<b>Gross Profit</b>	<b>673,990.07</b>	<b>4,810,532.00</b>	<b>14.0%</b>

## Expense

### 01 · ADMINISTRATION

#### 11100 · TOWN COUNCIL

111001 · Convention & Education	7,564.20	7,050.00	107.3%
111002 · FICA/Medicare	367.20	2,000.00	18.4%
111003 · Meals and Lodging	0.00	6,300.00	0.0%
111004 · Mileage Allowance	0.00	1,050.00	0.0%
111005 · Salaries & Wages - Regular	4,400.00	25,000.00	17.6%

<b>Total 11100 · TOWN COUNCIL</b>	<b>12,331.40</b>	<b>41,400.00</b>	<b>29.8%</b>
-----------------------------------	------------------	------------------	--------------

#### 12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	109,446.37	486,558.00	22.5%
1211002 · Salaries/Wages - Overtime	0.00	4,500.00	0.0%
1211003 · Salaries/Wages - Part Time	10,470.00	39,420.00	26.6%
1211004 · FICA/Medicare	8,636.66	40,238.00	21.5%
1211005 · VRS	18,056.03	78,978.00	22.9%
1211006 · Health Insurance	14,275.20	78,213.00	18.3%
1211007 · Life Insurance	1,484.37	5,857.00	25.3%
1211008 · Disability Insurance	799.98	3,360.00	23.8%
1211009 · Unemployment Insurance	70.74	5,995.00	1.2%
1211010 · Worker's Compensation	242.00	481.00	50.3%
1211011 · Gen Property/Liability Ins.	17,616.00	21,261.00	82.9%
1211012 · Accounting Services	4,014.50	12,000.00	33.5%
1211014 · Printing & Binding	1,742.48	8,298.00	21.0%
1211015 · Advertising	1,248.00	9,000.00	13.9%
1211016 · Computer, Internet & Website Svc	4,521.89	28,550.00	15.8%
1211017 · Postage	570.96	5,000.00	11.4%
1211018 · Telecommunications	1,854.65	7,500.00	24.7%
1211019 · Mileage Allowance	0.00	2,500.00	0.0%
1211020 · Meals & Lodging	1,927.54	7,000.00	27.5%
1211021 · Convention & Education	515.00	10,000.00	5.2%
1211022 · Miscellaneous	0.00	2,000.00	0.0%
1211024 · Books, Dues & Subscriptions	964.03	21,075.00	4.6%
1211025 · Office Supplies	1,312.27	8,500.00	15.4%
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%

<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>199,768.67</b>	<b>891,284.00</b>	<b>22.4%</b>
--	-------------------	-------------------	--------------

#### 12210 · LEGAL SERVICES

1221001 · Legal Services	24,048.80	100,000.00	24.0%
--------------------------	-----------	------------	-------

Services up to July 2024

<b>Total 12210 · LEGAL SERVICES</b>	<b>24,048.80</b>	<b>100,000.00</b>	<b>24.0%</b>
-------------------------------------	------------------	-------------------	--------------

#### 12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	0.00	25,500.00	0.0%
-----------------------------	------	-----------	------

<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>0.00</b>	<b>25,500.00</b>	<b>0.0%</b>
--	-------------	------------------	-------------

<b>Total 01 · ADMINISTRATION</b>	<b>236,148.87</b>	<b>1,058,184.00</b>	<b>22.3%</b>
----------------------------------	-------------------	---------------------	--------------

### 03 · PUBLIC SAFETY

#### 31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	128,730.78	675,291.00	19.1%
3110003 · Salaries & Wages - OT Premium	7,659.34	24,000.00	31.9%
3110004 · Salaries & Wages - Holiday Pay	4,650.32	38,041.00	12.2%
3110005 · Salaries & Wages - Part Time	11,850.00	27,000.00	43.9%
3110007 · Salary & Wages - DMV Grant	1,623.72	15,000.00	10.8%
3110012 · Salaries & Wages - PT Admin.	2,462.50	39,000.00	6.3%
3110020 · FICA/MEDICARE	11,826.71	66,545.00	17.8%
3110021 · VRS	18,391.08	88,666.00	20.7%
3110022 · Health Insurance	22,699.20	140,430.00	16.2%

3110023 · Life Insurance	1,616.58	8,036.00	20.1%
3110024 · Disability Insurance	515.34	3,070.00	16.8%
3110025 · Unemployment Insurance	120.98	4,320.00	2.8%
3110026 · Workers' Compensation Insurance	22,668.00	29,581.00	76.6%
3110027 · Line of Duty Act Insurance	5,118.00	5,120.00	100.0%
3110028 · Legal Services	4,630.00	30,379.00	15.2%
3110030 · Advertising	45.00	0.00	100.0%
3110032 · Computer, Internet & Website	3,078.09	10,000.00	30.8%
3110033 · Postage	0.00	100.00	0.0%
3110034 · Telecommunications	2,145.51	15,300.00	14.0%
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)	40.00	10,800.00	0.4%
3110040 · Annual Dues & Subscriptions	269.85	24,795.00	1.1%
3110041 · Office Supplies	755.65	6,000.00	12.6%
3110042 · Vehicle Fuels	5,533.27	36,700.00	15.1%
3110043 · Vehicle Maintenance/Supplies	1,289.34	22,000.00	5.9%
3110045 · Uniforms & Police Supplies	15,242.35	45,901.00	33.2%
3110056 · Capital Outlay-Machinery/Equip	93,140.96	192,405.00	48.4%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>372,787.81</b>	<b>1,569,430.00</b>	<b>23.8%</b>
<b>32100 · FIRE &amp; RESCUE</b>			
3210001 · Contributions to other Govt Ent	0.00	15,000.00	0.0%
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.0%</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>372,787.81</b>	<b>1,584,430.00</b>	<b>23.5%</b>
<b>04 · PUBLIC WORKS</b>			
4110002 · Street Beautification - HF	2,213.00	2,213.00	100.0%
4110003 · E & S Inspections	0.00	5,000.00	0.0%
<b>43200 · REFUSE COLLECTION</b>			
4320001 · Trash Removal Contract	33,736.88	208,608.00	16.2%
<b>Total 43200 · REFUSE COLLECTION</b>	<b>33,736.88</b>	<b>208,608.00</b>	<b>16.2%</b>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
4310001 · Repairs/Maintenance Services	6,779.55	111,892.00	6.1%
4310002 · Maint Svc Contract-Pest Control	155.00	5,000.00	3.1%
4310003 · Maint Svc Contract-Landscaping	6,325.00	35,000.00	18.1%
4310004 · Maint Svc Contract Snow Removal	0.00	10,000.00	0.0%
4310007 · Electric/Gas Services	4,434.57	18,593.00	23.9%
4310008 · Electrical Services-Streetlight	877.03	5,500.00	15.9%
4310009 · Water & Sewer Services	1,561.46	3,850.00	40.6%
4310011 · Real Estate Taxes	0.00	2,500.00	0.0%
4310015 · Maintenance - Vehicle Fuel	387.53	5,000.00	7.8%
4310016 · Maint - Vehicle Maintenance	55.60	3,000.00	1.9%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>20,575.74</b>	<b>200,335.00</b>	<b>10.3%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>56,525.62</b>	<b>416,156.00</b>	<b>13.6%</b>
<b>06 · ECONOMIC DEVELOPMENT</b>			
60000 · Tourism/Traveling Marketing	11,142.46	96,429.00	11.6%
60001 · Town Tourism	6,102.90	64,286.00	9.5%
60003 · Advertising	0.00	22,000.00	0.0%
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>17,245.36</b>	<b>182,715.00</b>	<b>9.4%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>70000 · HAYMARKET COMMUNITY PARK</b>			
7000001 · Grounds Maintenance/Repairs	5,760.00	25,000.00	23.0%
7000003 · Demolition	0.00	50,000.00	0.0%
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>5,760.00</b>	<b>75,000.00</b>	<b>7.7%</b>
<b>71110 · EVENTS</b>			
7111001 · Advertising - Events	1,800.00	5,000.00	36.0%
7111003 · Contractural Services	15,731.85	64,950.00	24.2%
7111004 · Events - Other	14,837.31	40,850.00	36.3%
7111005 · Police Department Events	3,700.11	7,800.00	47.4%
7111006 · Farmer's Market	1,600.00	12,000.00	13.3%

Total 71110 · EVENTS	37,669.27	130,600.00	28.8%
<b>72200 · MUSEUM</b>			
7220009 · Advertising	0.00	1,000.00	0.0%
7220012 · Telecommunications	281.55	2,200.00	12.8%
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%
<b>Total 72200 · MUSEUM</b>	<b>681.55</b>	<b>5,950.00</b>	<b>11.5%</b>
Total 07 · PARKS, REC & CULTURAL	44,110.82	211,550.00	20.9%
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
8110001 · Salaries & Wages - Regular	375.00	5,670.00	6.6%
8110002 · FICA/Medicare	26.97	500.00	5.4%
8110003 · Consultants - Engineer	1,524.78	15,000.00	10.2%
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	6,498.26	0.00	100.0%
<b>Total 81100 · PLANNING COMMISSION</b>	<b>8,425.01</b>	<b>28,120.00</b>	<b>30.0%</b>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
8111001 · Salaries & Wages - Regular	315.00	5,830.00	5.4%
8111002 · FICA/Medicare	21.23	446.00	4.8%
8111005 · Convention & Education	0.00	1,500.00	0.0%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>336.23</b>	<b>7,776.00</b>	<b>4.3%</b>
<b>81111 · Board Of Zoning Appeals</b>			
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%
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>2,928.00</b>	<b>0.0%</b>
Total 08 · COMMUNITY DEVELOPMENT	8,761.24	38,824.00	22.6%
<b>09 · NON-DEPARTMENTAL</b>			
<b>95100 · DEBT SERVICE</b>			
9510002 · General Obligation Bond - Prin	70,700.00	70,700.00	100.0%
9510003 · General Obligation Bond - Int	1,646.18	2,463.00	66.8%
<b>Total 95100 · DEBT SERVICE</b>	<b>72,346.18</b>	<b>73,163.00</b>	<b>98.9%</b>
Total 09 · NON-DEPARTMENTAL	72,346.18	73,163.00	98.9%
<b>94104 · Street Scape - Park Sidewalk</b>			
9410402 · Construction	0.00	836,586.00	0.0%
<b>Total 94104 · Street Scape - Park Sidewalk</b>	<b>0.00</b>	<b>836,586.00</b>	<b>0.0%</b>
<b>EMPLOYEE BENEFITS</b>			
6560 · Payroll Processing Fees	-0.06		
<b>Total EMPLOYEE BENEFITS</b>	<b>-0.06</b>		
Total 94105 · PERSONNEL	-0.06		
<b>94106 · TOWN CENTER MASTER PLAN</b>			
9410601 · Architectural/Engineering Fees	0.00	50,000.00	0.0%
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.0%</b>
94107 · BLIGHT MITIGATION	0.00	40,000.00	0.0%
<b>94108 · Capital Improvement Funds Expens</b>			
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	100,324.00	3.0%
9410806 · Message Board Trailer	19,507.02	20,000.00	97.5%
<b>Total 94108 · Capital Improvement Funds Expens</b>	<b>27,579.02</b>	<b>325,324.00</b>	<b>8.5%</b>
<b>Total Expense</b>	<b>835,504.86</b>	<b>4,816,932</b>	<b>17.3%</b>

upfront cost for the year; next payment will be in February 2025

upfront cost for the year; next payment will be in February 2025

	<b>Net Ordinary Income</b>	<b>-161,514.80</b>	<b>-6,400</b>	<b>2,523.7%</b>
<b>Other Income</b>				
50001 · American Rescue Plan Funds	0.00	50,000.00	0.0%	
50002 · Development Funds	0.00	75,000.00	0.0%	
	<b>Total Other Expense</b>	<b>0.00</b>	<b>125,000</b>	<b>0.0%</b>
<b>Other Expense</b>				
<b>98000 · Development Expenditures</b>				
98000-1 · Parks & Recreation	0.00	75,000.00	0.0%	
<b>Total 98000 · Development Expenditures</b>	<b>0.00</b>	<b>75,000.00</b>	<b>0.0%</b>	
<b>97001 · American Rescue Plan Expenses</b>				
97001-2 · Town Website	0.00	50,000.00	0.0%	
<b>Total 97001 · American Rescue Plan Expenses</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.0%</b>	
	<b>Total Other Expense</b>	<b>0.00</b>	<b>125,000</b>	<b>0.0%</b>
	<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
	<b>Total Net Income Operational / Other Budget</b>	<b>-161,514.80</b>	<b>-6,400.00</b>	<b>2,523.7%</b>



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

## Memorandum

To: Honorable Mayor and Town Council  
From: Matthew Gallagher, Councilman  
Re: Communication Plan

---

The following is a DRAFT version of the Town Communication Plan based on input from Town Council member Mary Ramirez and Joe Pasanello.

DRAFT

# Table of Contents

- Memorandum* ..... 1
- Introduction* ..... 4
  - Purpose ..... 4
  - Scope..... 4
  - Objectives and Goals ..... 5
- Target Audience*..... 7
  - Internal Stakeholders:..... 7
  - External Stakeholders: ..... 7
- Key Messages*..... 11
  - Town Council and Board Meetings: Public Notices, Decisions & Updates ..... 11
  - Town Taxes & Financial Information ..... 12
  - Community Events and Initiatives..... 13
  - Public Safety ..... 13
  - Infrastructure and Public Works ..... 14
- Communication Channels*..... 16
  - Traditional Media / Press..... 16
  - Digital Media ..... 16
  - Direct Engagement..... 17
- Communication Methods*..... 18
  - Proactive Communication..... 18
  - Reactive Communication..... 18
  - Feedback Mechanisms ..... 18
- Implementation Plan*..... 20
  - Roles and Responsibilities..... 20
  - Timeline..... 21
- Crisis Communication Plan*..... 24
- Evaluation and Monitoring*..... 25



*Legal and Ethical Considerations*..... 26

*Appendix A*..... 27

*Appendix B*..... 27

*Appendix C*..... 27

*Appendix D*..... 27

DRAFT

# Introduction

## Purpose

The purpose of this Communication Plan is to establish a clear and consistent approach for sharing information between the Town of Haymarket's government, its residents, and other stakeholders. It aims to foster transparency, build trust, and enhance community engagement by ensuring that all communications are timely, accurate, and accessible. This plan will serve as a framework for effective dialogue on town policies, initiatives, events, and emergency situations, while also providing channels for residents to share their feedback and voice their concerns. By setting defined strategies and guidelines, the Communication Plan supports the Town Council's commitment to open and proactive communication, ultimately strengthening the connection between the town's leadership and its community.

## Scope

This Communication Plan outlines the strategies, tools, and processes that will be used to ensure clear, consistent, and effective communication between the Town Mayor and Council, Town Staff, residents, businesses, and other stakeholders of Haymarket. The plan covers all official communications, including but not limited to, announcements, public meetings, emergency notifications, policy updates, and community engagement initiatives. It applies to the following areas:

1. **Geographical Area:**
  - All communications are intended for audiences within the Town of Haymarket and its immediate surrounding areas, including residents, local businesses, and community organizations.
2. **Target Audiences:**
  - **Internal Stakeholders:** Town Mayor, Town Council members, Town Staff, Town Police, and other governmental or advisory bodies.
  - **External Stakeholders:** Haymarket residents, business owners, community groups, homeowner's associations, local media, and social media followers.
3. **Communication Channels:**

- The plan covers all official channels used by the town, including the town website, social media platforms, the town GoGov application, newsletters, printed and electronic materials, and public meetings.

**4. Topics Covered:**

- Town policies, decisions, and updates
- Infrastructure projects and public safety initiatives
- Community events and programs
- Emergency notifications and public health information
- Opportunities for public input and feedback

**5. Exclusions:**

- The plan does not cover private communications between town officials and residents outside the official capacity.
- Communications related to personal or political opinions of individual council members or staff, which are not representative of the Town of Haymarket, are outside the scope of this plan.

**6. Duration:**

- This plan will be effective for the fiscal year 2025, with a review and potential update annually or as needed to adapt to changing communication needs.

**7. Review and Updates:**

- The scope of this plan will be reviewed bi-annually to ensure it remains relevant and effective. Changes in town policies, new communication channels, or significant community events may prompt interim updates.

**Objectives and Goals**

The Town of Haymarket, Virginia, is dedicated to serving our residents, businesses, and visitors by delivering public services in a fiscally responsible and socially conscious manner. Our mission is rooted in preserving our historic heritage while fostering a vibrant and prosperous future. Guided by core values—transparency, innovation, integrity, respect, accountability, inclusiveness, loyalty, teamwork, and leadership—we are committed to strategic initiatives that

promote community and economic development, good governance, active civic engagement, and long-term financial sustainability.

This comprehensive Communication Plan has been developed to support these core values and principles. The objectives of this plan are to:

- Foster meaningful community engagement with our residents, businesses, and visitors.
- Ensure the timely dissemination of emergency and non-emergency information through appropriate channels.
- Increase awareness of town events, volunteer opportunities, and community initiatives.
- Promote local businesses and highlight their offerings.

By achieving these goals, the Communication Plan will strengthen connections within the community and support the town's mission of nurturing our historic past while embracing a positive and inclusive future.

DRAFT

# Target Audience

## Internal Stakeholders:

Internal stakeholders, such as town council members, staff, and other governmental bodies, play a crucial role in the effective governance and overall success of the Town of Haymarket. Their involvement and collaboration are vital in shaping and implementing policies, programs, and services that directly impact the community. By maintaining open lines of communication and fostering a culture of inclusivity and transparency, the town ensures that these stakeholders are well-informed, engaged, and aligned with its strategic goals. This alignment not only promotes cohesive decision-making and operational efficiency but also empowers internal stakeholders to serve as ambassadors of the town's mission and values. Their commitment and proactive participation are essential for building a strong foundation of trust, ensuring that the town's vision and initiatives are successfully realized, and ultimately enhancing the quality of life for all residents.

The following individuals and groups have been identified as key internal stakeholders whose roles are pivotal in ensuring cohesive governance and operational efficiency:

- Town Mayor
- Town Vice Mayor
- Town Council Members
- Town Manager
- Town Police Chief
- Town Police Officers
- Town Clerk
- Town Vice Clerk
- Town Maintenance Staff
- Town Treasurer
- Town Events Coordinator
- Town Planning Commission
- Town Architectural Review Board (ARB)
- Town Board of Zoning Appeals (BZA)
- Town Attorney

These stakeholders are entrusted with upholding the town's mission, fostering a positive and inclusive environment, and promoting the well-being of the entire community. Their active engagement and collaboration are essential for effective decision-making, transparent communication, and the successful execution of strategic initiatives.

## External Stakeholders:

External stakeholders, including residents, businesses, community organizations, local homeowner's associations (HOA), and visitors, are fundamental to the vitality and growth of the

Town of Haymarket. Their perspectives, needs, and active participation help shape the town's policies, programs, and initiatives, ensuring that they reflect the community's collective interests. Homeowner's associations, in particular, play a key role in representing the interests of neighborhood residents and fostering a cohesive community environment. By fostering open and reciprocal communication with these stakeholders, the town builds a sense of trust, collaboration, and shared purpose. Engaging with external stakeholders not only enhances community involvement and support but also promotes a thriving local economy, enriches the cultural and social fabric of the town, and ensures that the voices of all those invested in Haymarket's future are heard and valued.

### **Residents**

The Town of Haymarket is home to a vibrant community of 1,545 residents, made up of 529 households, according to the 2020 U.S. Census. Our population has been steadily growing, with new communities being built at Robinson Village and the Crossroads community, contributing to this expansion. With a median age of 37.3 years and an average household income of \$153,125, the town is characterized by dynamic, family-oriented households, where over 78% of residents are families with children and most households have three or more members. These demographics are essential to consider when determining the most effective communication strategies to reach and engage our residents.

Effective communication strategies for residents shall leverage a blend of digital, mobile-friendly, and traditional channels to reach and engage residents. The use of social media platforms like Facebook, along with regular email newsletters, provides timely updates and fosters community interaction, catering to the tech-savvy and family-oriented households that make up a large portion of the population. Mobile communication tools, such as SMS alerts, ensure quick dissemination of important information, while the town's website serves as a comprehensive resource for accessing town services and news. In-person interactions through town hall meetings and community events remain invaluable for fostering personal connections and building trust. Complementing these methods with printed materials, such as flyers and brochures, ensures inclusivity by reaching all demographic groups. This multi-channel approach acknowledges the diverse communication preferences within the community, ensuring that all residents stay informed and engaged.

### **Town Businesses**

Town businesses are a vital component of Haymarket's economic and social fabric, contributing to the local economy, providing essential services, and enhancing the overall quality of life for residents and visitors alike. Effective communication with these businesses is crucial, as it not only keeps them informed about town policies, events, and opportunities but also fosters a collaborative environment where businesses can thrive and support community initiatives. Maintaining open lines of communication helps ensure that business owners feel valued and engaged, promoting a strong partnership between the town government and the local business community. This, in turn, supports mutual growth and development, making Haymarket a more vibrant and attractive place to live, work, and visit. For a comprehensive list of current town businesses, please refer to Appendix A.

### **Community Organizations**

Community organizations play a pivotal role in enriching the social, cultural, and civic life of Haymarket. These groups, ranging from nonprofits and advocacy groups to cultural and recreational clubs, provide valuable services, resources, and opportunities for residents to connect and contribute to the community. Effective communication with these organizations is essential to support their initiatives, promote collaboration, and ensure they have the information and resources needed to thrive. By actively engaging with community organizations, the town can foster a strong sense of unity, encourage volunteerism, and leverage diverse perspectives to address local challenges and enhance the overall quality of life. A full list of these vital organizations can be found in Appendix B.

### **Houses of Worship**

Houses of worship are integral to the spiritual and cultural fabric of the Town of Haymarket, serving as places of faith, community support, and social connection. These institutions offer not only spiritual guidance but also play a key role in addressing community needs through charitable activities, educational programs, and volunteer efforts. Open communication with houses of worship is essential to support their efforts, collaborate on community initiatives, and ensure they have the resources and information needed to serve their congregations and the broader community effectively. By maintaining strong relationships with these institutions, the town can foster a more inclusive, compassionate, and cohesive community. A detailed list of houses of worship in Haymarket is included in Appendix C.

### **Homeowner's Associations**

Homeowner's Associations (HOAs) are crucial partners in maintaining the quality of life and community standards within the Town of Haymarket. They play a vital role in managing neighborhood affairs, addressing residents' concerns, and fostering a sense of community among homeowners. Effective communication with HOAs is essential for sharing important town updates, coordinating on local issues, and ensuring alignment on community priorities and standards. By working closely with these associations, the town can better address the unique needs of each neighborhood, enhance resident engagement, and support initiatives that promote the safety, appearance, and cohesion of the community. A comprehensive list of local HOAs can be found in Appendix D.

### **Local Media**

Local media play a crucial role in the communication strategy of the Town of Haymarket, serving as a vital bridge between the town government and the broader community. A strong relationship with the press is essential for ensuring accurate and timely dissemination of information, helping to keep residents and nearby communities informed about important town news, events, and initiatives. By fostering a positive and collaborative partnership with local media outlets, the town can enhance its visibility, build public trust, and effectively manage its public image. Engaging with the press also provides an opportunity to highlight the town's achievements, share stories that resonate with the community, and address concerns in a transparent and responsive manner. A proactive and respectful relationship with local media is key to amplifying the town's voice and ensuring that its messages reach a wide and diverse audience.

### **Visitors**

Visitors, as well as residents and businesses in close proximity to Haymarket, play a vital role in enriching the town's community life and supporting its economic growth. Their participation in popular events like Haymarket Day, the Sunday Farmer's Markets, and the annual Holiday Event not only strengthens the local economy but also enhances the town's vibrant and welcoming atmosphere. Effective communication with these audiences is crucial to promote such events and showcase the unique charm of Haymarket. By engaging with these groups through targeted outreach and partnerships, the town can encourage greater participation, foster regional collaboration, and ensure that Haymarket remains a lively and attractive destination for all who live, work, and visit here.



## Key Messages

As a Town, our Key Messages emphasize the importance of maintaining message consistency across all communication platforms to ensure that the Town of Haymarket effectively conveys its values, goals, and initiatives. Consistent messaging not only strengthens the town's brand identity but also builds trust and credibility with residents, businesses, and visitors. It is essential that we tailor these messages to resonate with different audiences, adapting content as needed while preserving the core message. This may involve language adaptations or customized messaging to address the unique needs of diverse community groups. By doing so, we ensure that everyone receives clear, cohesive, and inclusive information that aligns with the town's strategic vision and fosters a unified community.

Our Key Messages will generally fit into one of the 5 categories discussed below.

### Town Council and Board Meetings: Public Notices, Decisions & Updates

To ensure transparency and encourage community participation, all Town Council and board meetings, including regular meetings, public hearings, work sessions, Planning Commission meetings, ARB meetings, BZA meetings, and other special meetings, will be widely advertised. Meeting notices will be published in the local media, posted on the Town of Haymarket website, shared through the My Haymarket app, and promoted on the Town's official Facebook page. Each advertisement will include a direct link where stakeholders can access and review the meeting agenda, providing residents and interested parties with all the necessary information to stay informed and engaged in local governance.

Effective communication of new town policy changes and key decisions is essential to maintaining transparency and trust within the community. Such announcements will be promptly shared through multiple channels, including the Town website, My Haymarket app, social media platforms, and local media outlets, ensuring that residents, businesses, and other stakeholders receive timely and accurate information. Each communication will include clear explanations of the policy changes or decisions, their potential impact on the community, and any actions that residents may need to take. By proactively informing the public of these developments, the Town of Haymarket fosters an environment of openness and collaboration, encouraging community engagement and dialogue around important issues that shape the future of our town.

The Town Clerk plays a key role in promoting civic engagement by advertising open positions on boards such as the Planning Commission and Architectural Review Board (ARB). These opportunities will be communicated through the Town website and Facebook page, where information about the openings and the appropriate application forms will be provided to encourage residents to participate in shaping the community. Additionally, the Town Clerk will inform residents about upcoming elections and the necessary procedures to run for elected office, ensuring that all members of the community have access to the information they need to get involved in local governance. By actively promoting these opportunities, the Town Clerk helps to foster a more inclusive and engaged community, empowering residents to contribute to Haymarket's future.

### Town Taxes & Financial Information

Each year in October, Property Tax bills are mailed to all Haymarket residents via the U.S. Postal Service. These bills provide essential information regarding the amount due and the due date, and it is the responsibility of residents to ensure timely payment. If property taxes are paid through an escrow account with a mortgage company, residents should verify with their lender that the payment has been made on their behalf. This communication will clearly outline these responsibilities to avoid any misunderstandings and to ensure that all residents are fully informed about the payment process and deadlines. Timely payment of property taxes is crucial for supporting the services and operations that benefit the entire community.

Residents of Haymarket are required to register all vehicles that are owned and will be parked within town boundaries. Information about this program will be provided to all new residents upon moving to the town and will also be available on the My Haymarket app and the Town website. To ensure ongoing compliance and awareness, regular reminders will be sent out at least once per year through newsletters and other town communications. This proactive approach helps residents stay informed and ensures that the town maintains accurate vehicle records, supporting community safety and effective management of town resources.

The Town of Haymarket is committed to maintaining clear and proactive communication with local businesses regarding their financial responsibilities. The Town will notify new businesses of the appropriate Business License fees upon registration and provide detailed information to ensure compliance. Additionally, timely reminders will be sent to all businesses each year, well in advance of the May 1 renewal deadline, to facilitate the prompt renewal of their licenses. The Town Treasurer is also responsible for ensuring that all businesses are regularly informed about

their obligations regarding the collection and submission of the Meals Tax. Clear, consistent communication helps businesses understand and meet their responsibilities, supporting the town's financial health and contributing to a thriving business community.

## Community Events and Initiatives

Community events are a cornerstone of what makes Haymarket a vibrant and welcoming place to live, fostering a sense of connection and shared identity among residents and visitors. To ensure maximum participation and engagement, information about key events such as Haymarket Day, the annual Holiday Event, the Farmers Market, Summer Concerts, and other special gatherings will be communicated through multiple channels. These events will be prominently featured on the Town website and the My Haymarket app, as well as on social media platforms like Facebook to reach a broad audience. Additionally, event details will be shared through email newsletters, local media outlets, and printed flyers distributed at community centers and local businesses. By leveraging these diverse communication methods, we aim to keep the community informed and excited about the many opportunities to come together and celebrate the unique spirit of Haymarket.

As information becomes available, updates on additional activities and events from both our community and the surrounding area will be shared on the Town of Haymarket's Facebook page. This includes details about community programs such as recreational activities like VSL and GHBL sports leagues, arts initiatives from organizations like the Crossroads Art Alliance, and various volunteer opportunities. Additionally, cultural activities such as museum exhibits and historical information will be highlighted to engage residents and visitors alike. By using social media to promote these diverse offerings, the Town aims to keep the community informed and connected, while encouraging active participation in the vibrant cultural and recreational life of Haymarket and its surrounding area.

## Public Safety

Sharing information about public safety is essential to maintaining the well-being and security of the Haymarket community. Timely and accurate communication ensures that residents, businesses, and visitors are aware of potential risks, ongoing safety initiatives, and how to respond in case of emergencies. The Chief of Police plays a critical role in this process, overseeing all public safety communications to both internal and external stakeholders. This includes providing updates on community safety programs, crime prevention tips, and emergency alerts, as well as coordinating with other town departments to ensure a unified

response to public safety concerns. By keeping the community informed and engaged, the Chief of Police helps to foster a safer environment and build trust between law enforcement and the community.

Within public safety, outgoing communication is categorized into emergency and non-emergency notifications. For emergency notifications, such as severe weather, natural disasters, or other situations that have an immediate impact on residents, it is essential to provide timely and accurate information to ensure public safety. In these instances, communication should be sent out as soon as reasonably possible through the Haymarket Emergency Text Alert System to reach residents quickly and effectively. Whenever possible, additional updates will also be shared on the Town’s Facebook page to maximize reach and provide real-time information. This proactive approach helps to keep the community informed and prepared, enabling residents to take necessary precautions and respond appropriately during emergencies.

Non-emergency communications are primarily informational and serve to keep residents and stakeholders updated on various town activities and conditions. These communications include announcements about road and park closures, general public safety tips, and updates on ongoing town projects. Additionally, they provide information on events and programs that the police or town staff will be participating in, such as community outreach initiatives, safety workshops, and public forums. By sharing this information through the Town’s website, social media channels, and newsletters, we ensure that the community remains well-informed and engaged with the activities and services that contribute to the quality of life in Haymarket.

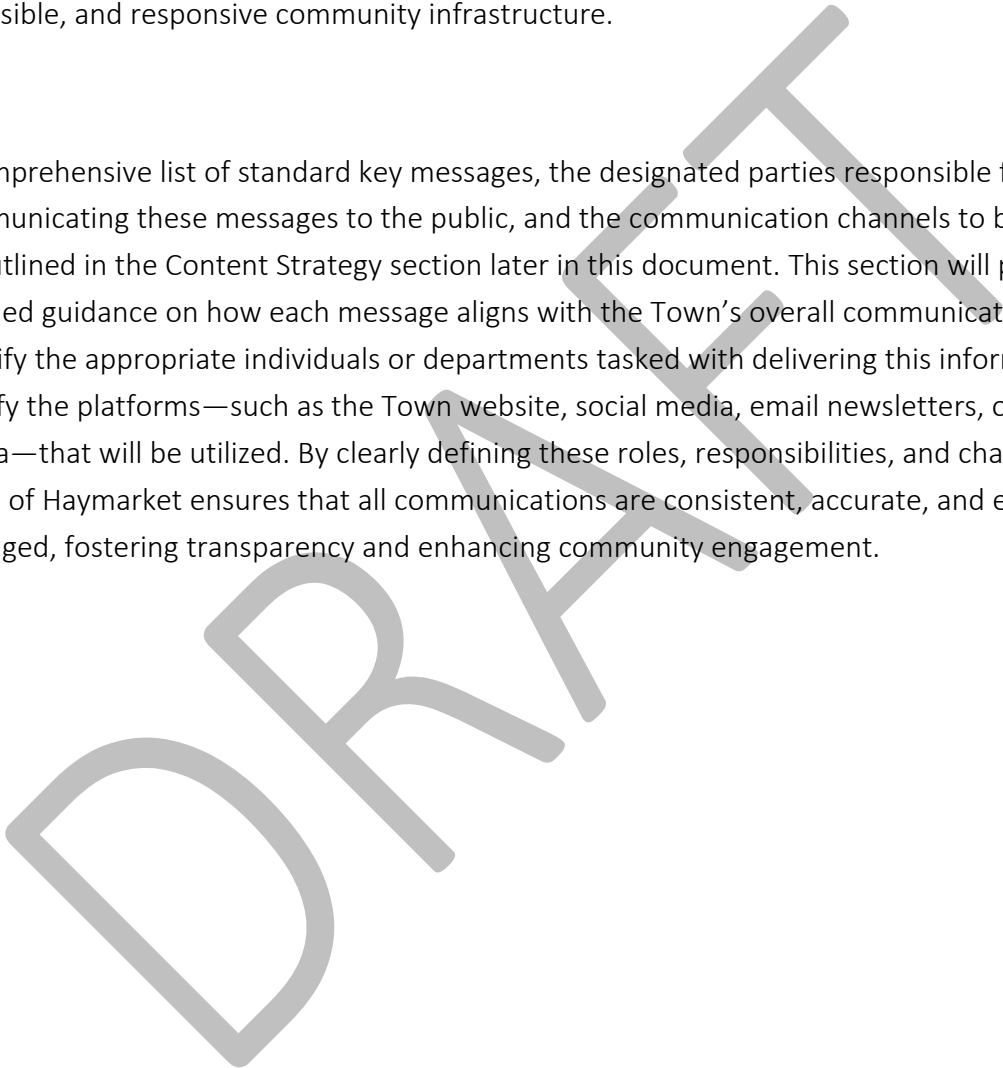
Health and Safety are vital components of Public Safety, and the Town of Haymarket is committed to keeping residents informed about issues that impact their well-being. Information regarding COVID-19 precautions, potential epidemic or pandemic outbreaks, and local water or air quality concerns will be communicated promptly through our standard channels, including the Town website, My Haymarket app, and social media platforms. Additionally, updates on community health initiatives such as local blood drives and vaccination clinics will be shared to encourage participation and promote a healthy, resilient community. By providing timely and accurate health and safety information, the Town aims to support residents in making informed decisions and taking proactive steps to protect themselves and their families.

### Infrastructure and Public Works

Public works and infrastructure updates are essential for keeping the community informed about activities that may affect daily life in Haymarket. These updates will include advance notice of

construction projects that could impact traffic or access to certain areas, as well as important information regarding changes to trash and recycling schedules and upcoming utility work. By providing this information through our standard communication channels, such as the Town website, My Haymarket app, and social media, we help residents and businesses plan accordingly and minimize disruptions. Clear and timely updates on public works ensure transparency and demonstrate the Town’s commitment to maintaining a well-functioning, accessible, and responsive community infrastructure.

A comprehensive list of standard key messages, the designated parties responsible for communicating these messages to the public, and the communication channels to be used will be outlined in the Content Strategy section later in this document. This section will provide detailed guidance on how each message aligns with the Town’s overall communication goals, identify the appropriate individuals or departments tasked with delivering this information, and specify the platforms—such as the Town website, social media, email newsletters, or local media—that will be utilized. By clearly defining these roles, responsibilities, and channels, the Town of Haymarket ensures that all communications are consistent, accurate, and effectively managed, fostering transparency and enhancing community engagement.



## Communication Channels

Utilizing standard communication channels is essential to maintaining consistency and clarity in the Town of Haymarket's messaging, ensuring that all internal and external stakeholders receive accurate and timely information. Standardized channels, such as the Town website, social media platforms, email newsletters, and local media, provide a reliable means of reaching diverse audiences and facilitate the seamless distribution of information. For internal stakeholders, such as town staff and council members, these channels support efficient communication and coordination, enhancing collaboration and decision-making. It is also critical that communication methods used for internal stakeholders comply with the Freedom of Information Act (FOIA) requirements, ensuring that all records are transparent, accessible, and properly maintained. For external stakeholders, including residents, businesses, and visitors, these platforms provide easy access to important updates, resources, and opportunities for engagement. By using well-established communication channels that cater to the needs of both internal and external audiences, the Town fosters transparency, builds trust, and strengthens the overall effectiveness of its communication strategy while upholding legal and ethical standards.

The Town of Haymarket utilizes a variety of communication channels to effectively engage with its diverse community and ensure the timely dissemination of information. Each channel serves a unique purpose, enabling the Town to reach both internal and external stakeholders through multiple platforms.

### Traditional Media / Press

Haymarket leverages several local media outlets to reach a broad audience and ensure coverage of town news and events. Publications such as the *Bull Run Observer*, *Prince William Times*, *The Gainesville Times*, *InsideNoVA*, and *Haymarket Lifestyle Magazine* are key partners in sharing important announcements, policy changes, and community highlights. These traditional media channels provide a trusted source of information for residents and help amplify the Town's message across the region.

### Digital Media

Digital media plays a critical role in keeping the community informed and engaged. The Town's website serves as a central hub for accessing information on government services, meeting agendas, and community resources. Social media, currently limited to Facebook, allows for real-time communication and interaction with residents, offering updates on events, public safety,

and town initiatives. Other platforms, such as X (formerly Twitter) or Instagram, may be considered for future use but are not currently needed or in use at this time. The My Haymarket App provides residents with a convenient platform for accessing town news, event information, and alerts directly from their smartphones. Additionally, the Town Emergency Text Platform is used to quickly disseminate urgent information, such as weather alerts or emergency situations, ensuring that residents receive critical updates promptly.

## Direct Engagement

Direct engagement initiatives are essential for fostering personal connections between the Town's leadership and the community. Public meetings, including Town Council sessions and public hearings, offer residents the opportunity to participate in local governance and voice their opinions. The Town's quarterly printed newsletter provides a comprehensive overview of town activities and developments, delivered directly to residents' homes. Programs like *Walk With the Mayor* offer a unique opportunity for one-on-one dialogue, allowing community members to discuss concerns and ideas directly with town leadership. Surveys are used to gather feedback on various issues, ensuring that the community's voice is heard and considered in decision-making. Town-sponsored events and community programming, such as *Youth in Government* and the *Historical Walking Tour*, further enrich community engagement and education, highlighting Haymarket's history and promoting civic involvement.

By effectively utilizing these varied communication channels, the Town of Haymarket ensures that all stakeholders remain informed, engaged, and connected to their community, supporting a vibrant and cohesive town environment.

## Communication Methods

The Town of Haymarket employs a variety of communication methods to keep the community informed and engaged, utilizing proactive and reactive strategies, as well as encouraging feedback from residents.

### Proactive Communication

Proactive communication is a key component of the Town's strategy to maintain transparency and keep the community updated on important matters. This approach includes regular updates on ongoing projects, plans, and developments, such as infrastructure improvements, town initiatives, and policy changes. By providing consistent and detailed information through channels like the Town website, My Haymarket app, newsletters, and Facebook, residents are kept well-informed about what is happening in their community. This not only helps to manage expectations but also fosters a sense of involvement and trust between the Town and its stakeholders. Proactive communication is essential for building a positive relationship with the community and ensuring that residents feel connected to the town's progress and development.

### Reactive Communication

Reactive communication is equally important, focusing on addressing community concerns, emergencies, and unexpected issues as they arise. This includes responding promptly to inquiries or complaints from residents, providing real-time updates during emergencies, and quickly disseminating information about unforeseen disruptions, such as road closures or public safety concerns. By utilizing platforms like the Town Emergency Text Alert System, Facebook, and direct email communication, the Town can effectively reach residents and provide clear, accurate information during critical situations. This responsive approach helps to alleviate confusion, reduce misinformation, and demonstrate the Town's commitment to the well-being and safety of its community.

### Feedback Mechanisms

Encouraging feedback from residents is a vital part of the Town's communication strategy, as it provides valuable insights into community needs and perspectives. The Town of Haymarket offers multiple channels for residents to share their thoughts and suggestions, including surveys, online forms, and dedicated email addresses. The *Citizen Request* feature in the My Haymarket App allows residents to submit specific requests or report issues directly to the Town, making it easier for them to communicate their needs and receive timely responses. Additionally,



residents can use the *Contact Us* form on the Town website at [townofhaymarket.org/contact](http://townofhaymarket.org/contact) to share their concerns, ask questions, or request information. The Town also maintains a comprehensive staff directory on its website, listing all administrative staff, the mayor, council members, and members of various boards, along with their contact information. This ensures that residents have easy access to communicate directly with the appropriate individuals. Furthermore, citizens are invited to share their views during Citizen's Time at the monthly regular meetings of the Mayor & Council, and during Public Hearings that are held on specific topics. These opportunities ensure that residents' voices are heard and considered in the town's decision-making process. By actively seeking and incorporating community feedback, the Town can make informed decisions that reflect the priorities and concerns of its residents, ultimately enhancing the overall quality of life in Haymarket.

Through a balanced use of proactive communication, responsive interactions, and robust feedback mechanisms, the Town of Haymarket is able to maintain a strong and open dialogue with its residents, fostering a community that is engaged, informed, and empowered.

# Implementation Plan

The Implementation Plan outlines the strategic steps and timeline for executing the Communication Plan effectively. This section details the specific actions, responsibilities, and resources required to ensure that all communication efforts are aligned with the Town of Haymarket’s goals and values. By establishing a clear and structured approach, the Implementation Plan provides a roadmap for systematically engaging stakeholders, disseminating information, and responding to community needs.

## Roles and Responsibilities

The following table outlines the key roles and responsibilities for managing various types of communications within the Town of Haymarket. It identifies the general content or message, the responsible parties, and the communication channels to be used, ensuring a structured and efficient approach to disseminating information and engaging with the community.

Content / Message	Responsible Party	Communication Channels	Audience
Town Policy Changes & Key Decisions	Town Manager, Town Council	Town Website, Facebook, My Haymarket App, Newsletters, Local Media	External
Emergency Notifications	Chief of Police, Town Manager	Town Emergency Text Platform, Facebook, Town Website, My Haymarket App	External
Public Meetings & Hearings	Town Clerk	Town Website, My Haymarket App, Facebook, Local Media	External
Community Events & Programs	Events Coordinator, Town Manager	Town Website, My Haymarket App, Facebook, Newsletters, Local Media	External
Business Licenses	Town Treasurer, Town Manager	Town Website, Direct Mail, Email, Facebook	External

Real Estate Tax Information	Town Treasurer, Town Manager	Town Website, Direct Mail, Email, Facebook	External
Health & Safety Information	Chief of Police, Town Manager	Town Website, Facebook, My Haymarket App, Town Emergency Text Platform	External
Public Works & Infrastructure Updates	Maintenance Manager, Town Manager	Town Website, My Haymarket App, Facebook, Newsletters	External
Board & Committee Openings	Town Clerk	Town Website, Facebook, My Haymarket App, Local Media	External
Citizen Feedback & Inquiries	Town Clerk, Town Manager, Relevant Departments	Town Website Contact Form, My Haymarket App, Direct Email, Phone	External
Council and Board Meeting Invitations	Town Clerk	Email	Internal
Agenda Preparation & Dissemination	Town Clerk	Email	Internal
Town Manager Weekly Report	Town Manager	Email	Internal
Chief of Police Weekly Report	Chief of Police	Email	Internal

**Timeline**

The Timeline provides a structured schedule for implementing the Communication Plan, outlining key milestones and deadlines for each communication initiative. This schedule ensures that all activities are executed in a timely and organized manner, allowing the Town of Haymarket to effectively engage with stakeholders and maintain consistent, proactive communication. The table below details these activities, helping the Town efficiently manage its resources, track progress, and make any necessary adjustments to support the successful delivery of its messages and strategic objectives.

Activity	Responsible Party	Start Date	End Date	Frequency	Notes
Launch Communication Plan	Council Communication Liaison, Town Manager	1-Jan	31-Jan	One-time	Initial rollout to all stakeholders.
Town Council & Board Meeting Notices	Town Clerk	Ongoing	Ongoing	Monthly	Post notices two weeks prior to each meeting.
Weekly Reports	Town Manager, Chief of Police	Ongoing	Ongoing	Weekly	Email distribution to internal stakeholders.
Community Event Promotions	Events Coordinator, Town Manager	Ongoing	Ongoing	As events occur	Promote events such as Haymarket Day, etc.
Property Tax Information Distribution	Town Treasurer	1-Sep	15-Oct	Annually	Mailed and posted on website for residents.
Business License Renewal Notices	Town Treasurer	1-Apr	30-Apr	Annually	Reminder sent one month before renewal deadline.
Health & Safety Updates	Chief of Police, Town Manager	Ongoing	Ongoing	As needed	Communicate during relevant health or safety issues.
Public Works Updates	Maintenance Manager, Town Manager	Ongoing	Ongoing	As projects occur	Regular updates on construction and roadwork.
Board & Committee Openings	Town Clerk	1-Jan	31-Dec	As positions open	Advertise on website and social media as needed.

Quarterly Newsletter Distribution	Town Clerk	1-Jan	31-Dec	Quarterly	Mailed to residents and posted online.
Citizen Feedback Initiatives	Town Manager, Council Communication Liaison	Ongoing	Ongoing	Quarterly & As Needed	Collect feedback via surveys, forms, and meetings.
Annual Communication Plan Review	Council Communication Liaison, Town Manager	1-Nov	31-Dec	Annually	Evaluate effectiveness and make necessary updates.

DRAFT

## Crisis Communication Plan

The Crisis Communication Plan is a critical component of the Town of Haymarket's overall communication strategy, designed to ensure rapid, clear, and coordinated communication in the event of an emergency or crisis situation. This plan is owned and managed by the Chief of Police, who is responsible for leading the town's crisis response efforts and serving as the primary spokesperson during emergencies. The Chief of Police will work closely with the Town Manager, Town Mayor, and Town Vice Mayor to disseminate accurate and timely information to the public, media, and internal teams.

The Crisis Communication Plan outlines specific protocols for various emergency scenarios, including natural disasters, public health crises, severe weather events, and other incidents that may pose a risk to the community. It defines the roles and responsibilities of each town department, establishes communication channels and methods, and provides guidelines for messaging to ensure that the community receives consistent and reliable information. As part of the plan, the town will develop standard Emergency Preparedness content that can be easily accessed and shared with residents for events such as snow emergencies, tornadoes, flooding, air and water quality emergencies, health crises, and other potential threats. This content will include safety tips, evacuation procedures, and resources to help residents prepare for and respond to emergencies effectively.

The plan will also work in coordination with Federal, State, and County resources as needed, ensuring a unified response and access to additional support during emergencies. A comprehensive list of specific roles and points of contact for various agencies will be maintained, enabling efficient communication and collaboration with external partners when required. The plan also includes procedures for monitoring and addressing misinformation, coordinating with external agencies, and conducting post-crisis evaluations to improve future response efforts. By proactively managing crisis communications and providing clear, actionable information, the Town of Haymarket can effectively minimize confusion, maintain public trust, and ensure the safety and well-being of all residents and stakeholders.

## Evaluation and Monitoring

Evaluation & Monitoring is essential to ensure the ongoing effectiveness of the Town of Haymarket's Communication Plan. Regular assessment and feedback mechanisms will be employed to measure how well the town's communication efforts are reaching and resonating with residents and other stakeholders. By continually evaluating the impact of these communications, the town can identify areas for improvement and adjust strategies to better meet community needs.

To gauge the effectiveness of communications, the town will conduct regular surveys and polls using Survey Monkey to solicit feedback from residents. These surveys will be open for a minimum of 3-4 weeks and advertised on Facebook, the My Haymarket App, and the Town website to encourage widespread participation. Council members will also be encouraged to share these surveys with their neighbors to further increase community engagement. The surveys will help measure community satisfaction, awareness of town initiatives, and the perceived transparency and responsiveness of local government.

Open forums will be held periodically, providing an opportunity for residents to discuss issues directly with town officials and share their thoughts on various topics. These forums will foster a sense of community involvement and allow for a more personal exchange of ideas and concerns.

Additionally, online feedback forms are always available on the Town website, My Haymarket App, and Facebook, offering residents a convenient way to submit comments, suggestions, and concerns at any time. These forms will be easy to use and accessible to all residents, ensuring that everyone has a voice in shaping the town's communication strategies.

To maintain transparency and drive continuous improvement, the Council Communication Liaison will work with the Town Manager to provide at least a quarterly report to the rest of the Council, summarizing feedback gathered from these various channels and recommending areas for enhancement. By actively gathering and analyzing feedback from these sources and sharing insights with the Council, the Town of Haymarket can refine its communication efforts, enhance transparency, and better serve the needs of the community.

## Legal and Ethical Considerations

Legal and ethical considerations are fundamental to the effective execution of the Town of Haymarket's Communication Plan. It is essential that all communications are conducted with integrity, transparency, and adherence to applicable laws and regulations to maintain public trust and accountability. The town must ensure that all information disseminated to residents and stakeholders is accurate, fact-based, timely, and relevant, while also being fair and respectful, and protecting privacy and confidentiality at all times.

Compliance with data protection and privacy laws is also crucial to maintaining the community's trust. The Town of Haymarket is committed to safeguarding personal information and ensuring that all data collected and stored is managed in accordance with applicable privacy regulations. This includes implementing appropriate security measures, limiting access to sensitive information, and ensuring that any use of data is lawful and transparent. Protecting residents' personal information is a key priority, and the town will take all necessary steps to prevent unauthorized access, misuse, or disclosure.

A key aspect of this commitment is compliance with the Freedom of Information Act (FOIA), which mandates that public records and meetings be accessible to the public. The town must ensure that all communications, including emails, meeting minutes, and other documents, are managed in accordance with FOIA requirements, providing transparency and allowing residents to stay informed about government operations. Proper record-keeping and timely responses to FOIA requests are essential to uphold the community's right to information and to foster an open and accountable government.

Additionally, all town communications should be free from bias, avoid conflicts of interest, and reflect the town's values of respect, inclusiveness, and fairness. The Town Attorney should be consulted prior to releasing any public information that may have legal implications to ensure that communications are compliant with all legal requirements and do not inadvertently expose the town to liability. By ensuring that all communications are fact-based, timely, and relevant, and by prioritizing data protection and privacy compliance, the Town of Haymarket can maintain the credibility and trust of its residents. Upholding these legal and ethical standards will help the town build a strong foundation of trust and integrity in its communication efforts, ensuring alignment with the community's best interests.



# Appendix A

Placeholder

# Appendix B

Placeholder

# Appendix C

Placeholder

# Appendix D

Placeholder

DRAFT



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

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

## MEMORANDUM

TO: Town Council  
FROM: Thomas Britt, Town Planner  
DATE: September 23, 2024  
SUBJECT: Public Hearing Authorization, SUP #2024-001

---

### Background:

Chick Fil A has applied for a Special Use Permit (referred to hereafter as SUP#2024-001) to expand the second lane of the existing drive through at the Haymarket location. To accommodate this proposal, the landscaping buffer between Chick Fil A and Virginia National Bank would be removed, and plastic delineators and/or cycling speed bumps would be installed to divide the expanded drive through lane and Virginia National Bank's parking lot. Virginia National Bank's lot would be altered into a one way counter clockwise pattern to account for the removal of parking lot space that would become part of the drive through. The applicant also requests that the Chick Fil A site plan be amended to change the northern ingress/egress point of the Chick Fil A parking lot into a one-way exit point.

The Planning Commission held a public hearing for SUP #2024-001 in the July PC meeting. The Planning Commission voted to recommend denial of the application in the September PC meeting (4 in favor, 0 against, 1 absent). Below are the PC Chair's comments within the motion to recommend denial.

*" I move the Planning Commission recommend denial of Special Use Permit # 2024-001 for the following reason:*

*The proposed drive through 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 through lanes for mobile order pick up,
- 2. Increase in potential safety hazards to pedestrians and employees as a result of the drive through 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 adjacent businesses. “

Items for the Town Council’s Reference:

The purpose of presenting this item in the Town Council work session is to authorize the advertising of and schedule the public hearing for SUP #2024-001.

The Town Planner has attached the staff report and items presented in the September PC agenda for SUP #2024-001. Additionally, the Town Planner has attached correspondence between the Town Planner, The Town Manager, and a Chick Fil A Representative regarding the staff recommendation to the PC for the application.

Staff Recommendation:

Town Staff recommend the Town Council authorize advertisement of the public hearing and the public hearing of SUP #2024-001 Chick Fil A Drive Through Expansion.

**Thomas Britt**

---

**From:** Emily Kyriazi  
**Sent:** Tuesday, September 10, 2024 1:55 PM  
**To:** Chad Baker; Thomas Britt; Alexander Beyene  
**Subject:** Re: Haymarket Chick Fil A SUP

Good Afternoon Chad,

I apologize I have not been able to give you a call to discuss as my meeting schedule has kept me tied up.

Thomas has shared with me your concerns regarding the Chick-fil-a SUP application and the Staff recommendation of denial. I am standing by my Staff's evaluation of the SUP application and the recommendation of denial. Based on the Chick-fil-a site restraints and the overall development, the Town of Haymarket Staff does not recommend the approval of the expansion. As we have worked to evaluate the plans submitted and the additional information provided we find the following factors remain;

- the current site has significant site constraints that do not allow for the improvement entirely on your property thus the need to expand to the neighboring property,
- the expansion into a neighboring property and redesign of their site creates an undue hardship on the neighboring property,
- based on the current functions of the business we do not find that the expansion is fully warranted especially in consideration of needing to modify the neighboring property and the direct impact to the immediate development,
- the proposed barriers between the properties have been a topic of discussion with the Planning Commission, they will continue that discussion tonight, however Staff is in favor of a hardscape vs the delineators.

The review of the SUP application takes into consideration the site factors, as well as many other factors to include the impact to the immediate area and overall Town. After thorough review of the application the Town Staff has made the recommendation for denial based on the reviewed elements and the special request impacts. The Staff recommendation is certainly not the final decision in this process, the Planning Commission will make their decision and recommendation for the SUP and forward it to the Town Council for a final decision.

I am happy to schedule a phone call or meeting with you to follow up and discuss. It may be of benefit to meet after tonight's Planning Commission meeting so that we can also discuss the actions from Planning Commission. I have availability to meet Thursday or Friday afternoon.

Thank you,  
Emily

**Emily L. Kyriazi**  
Town Manager and Zoning Administrator

Town of Haymarket  
15000 Washington Street, Suite 100  
Haymarket, VA 20169  
Office (703) 753 – 2600 ext. 204  
Cell (571) 469 - 0323  
[ekyriazi@townofhaymarket.org](mailto:ekyriazi@townofhaymarket.org)

---

**From:** Chad Baker <[chad.baker@cfacorp.com](mailto:chad.baker@cfacorp.com)>  
**Sent:** Monday, September 9, 2024 3:54 PM  
**To:** Thomas Britt <[tbritt@townofhaymarket.org](mailto:tbritt@townofhaymarket.org)>  
**Cc:** Emily Kyriazi <[ekyriazi@townofhaymarket.org](mailto:ekyriazi@townofhaymarket.org)>  
**Subject:** Re: Haymarket Chick Fil A SUP

You don't often get email from [chad.baker@cfacorp.com](mailto:chad.baker@cfacorp.com). [Learn why this is important](#)

Thomas,  
Thank you for following up and for taking my call this afternoon. I look forward to hearing from Emily before the meeting tomorrow night. If it all possible, this afternoon or tomorrow morning works better for my schedule.

**Chad Baker**  
Chick-fil-A, Inc.  
(404) 309-6301

On Sep 5, 2024, at 2:16 PM, Thomas Britt <[tbritt@townofhaymarket.org](mailto:tbritt@townofhaymarket.org)> wrote:

Good afternoon Chad,

Thank you for calling me earlier to discuss the staff recommendation for SUP application for the Haymarket Chick Fil A.

I've discussed with Emily, our Town Manager/Zoning Administrator, the concerns you brought up to me on the phone about the justification for recommending denial of the application. I also mentioned to Emily that you would like to speak with her on the phone regarding staff's recommendation on the SUP application. Emily will be out of office tomorrow; if she doesn't call you back today, she will be in touch with you as soon as she can to discuss this application further.

Thank you,

**Thomas Britt**  
Town Planner  
Town of Haymarket  
15000 Washington Street, Suite 100



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 traffic 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.

In the last Planning Commission meeting, 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 failed to depict 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 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 already 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.

Does not apply, as no cars are parked in this section of Chick Fil A and no unloading of trucks takes place either. Loading and unloading of trucks may be affected at the proposed one way exit point at the rear of Chick Fil A and the adjacent VNB and Haymarket Lifetime Smiles lots due to this alteration.

(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.

**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 June 27th and July 3rd, 2024.

**Timing**

The Planning Commission has until October 13, 2024, which is 90 days from the first public hearing date, to act on the proposed Special Use Permit (SUP) proposal. A recommendation to approve or deny the requests would meet the 90-day requirement.

**STAFF CONTACT INFORMATION**

---

Thomas Britt, (703) 753-2600  
[tbritt@townofhaymarket.org](mailto: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

SUP# \_\_\_\_\_



# 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]
1/25/2024 | 2:24 PM EST
Date

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

\*\*\*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 3<sup>rd</sup>, 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

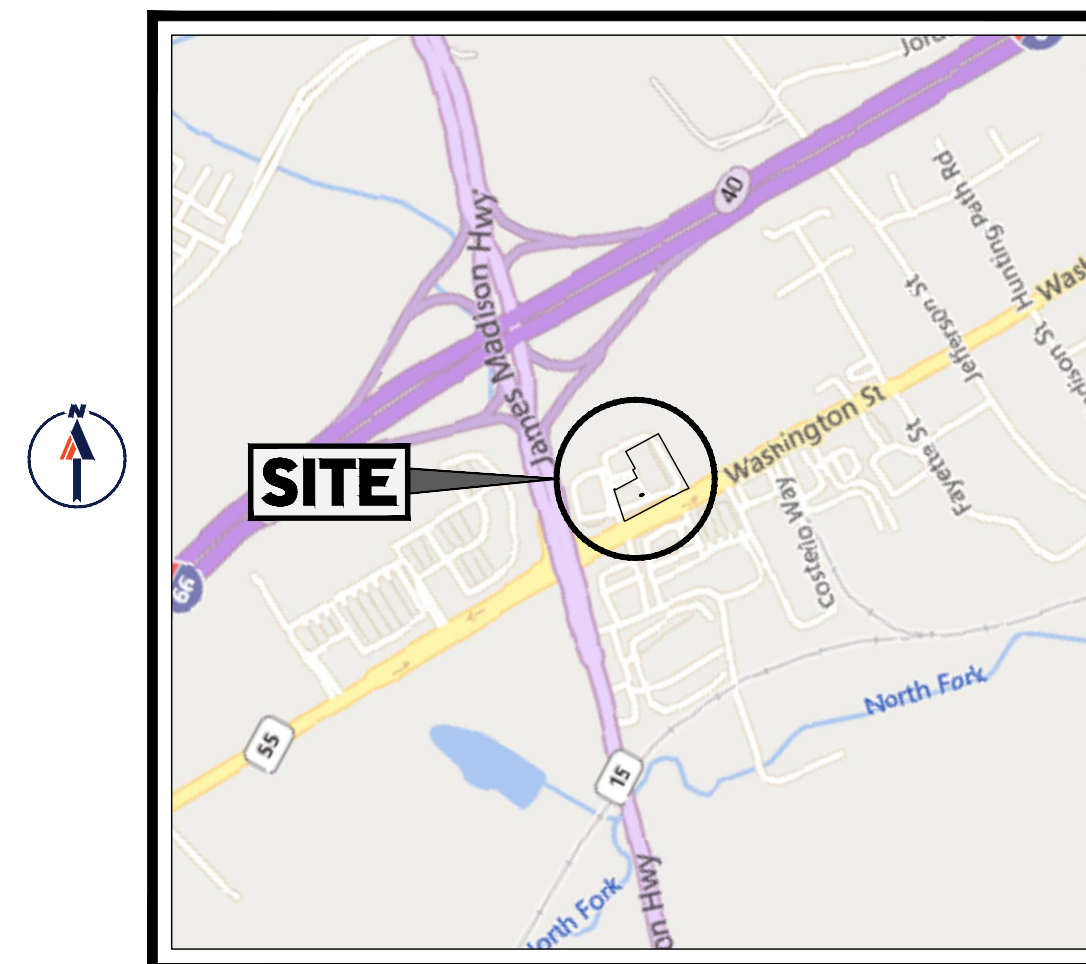


# SPECIAL USE PERMIT PLAN FOR CHICK-FIL-A AT 15180 WASHINGTON STREET

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) 309-6301

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

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

BOHLER

REVISIONS			
REV	DATE	COMMENT	CHECKED 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 30349-2988
    - CONTACT: CHAD BAKER
    - PHONE: (404) 309-6301
  - 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<br>(SUPPLEMENT AREA) | PROVIDED<br>(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<br>(BUSINESS FLOOR SPACE IS 75% OF<br>GFA: 0.75 X 4,874 = 3,656 SF) | 50       | 69 (UNCHANGED)       |                               |                              |
| ADA REQUIREMENT: (1 FOR EACH 25<br>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



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**



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



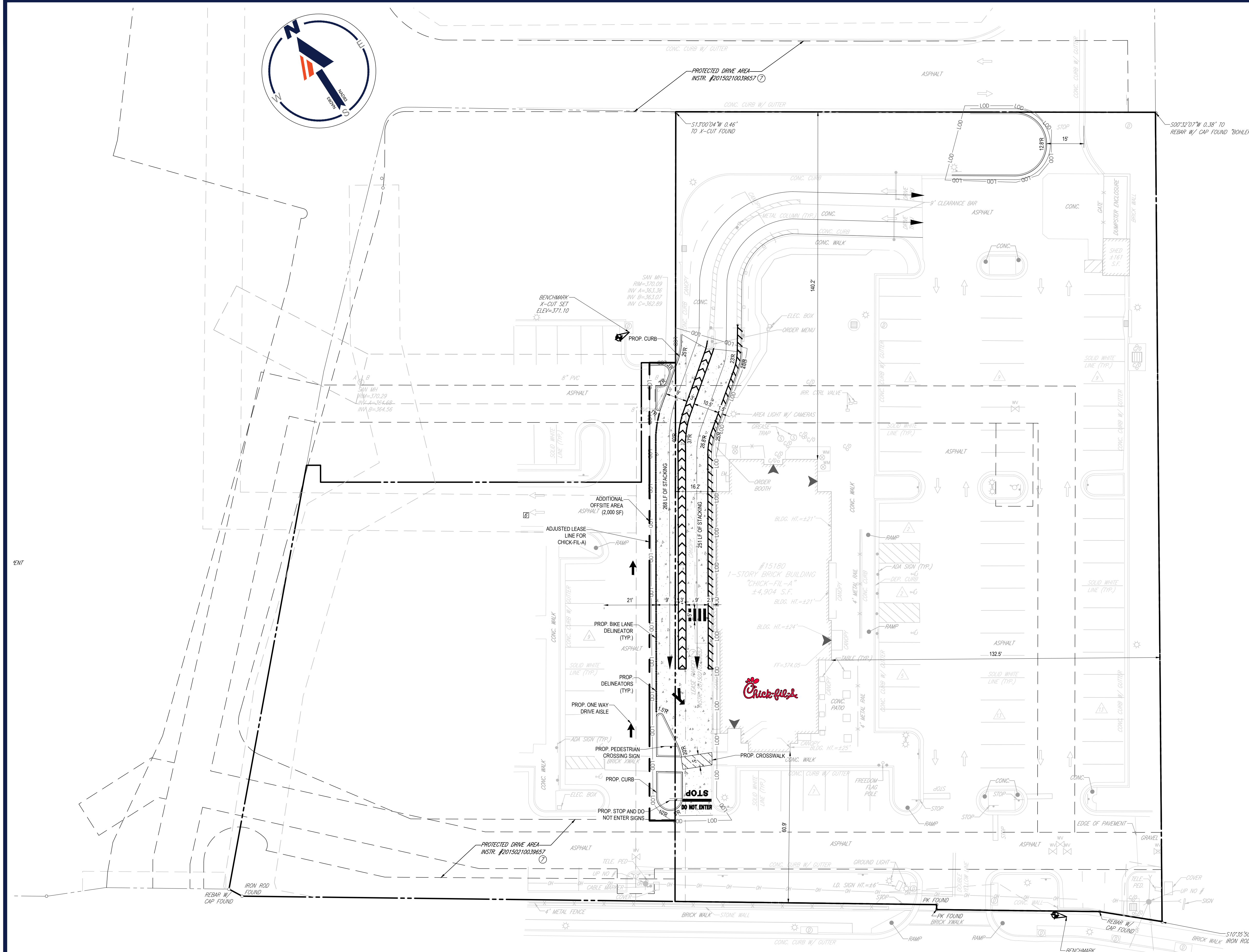
SHEET TITLE:

**SPECIAL USE PERMIT PLAN**

SHEET NUMBER:

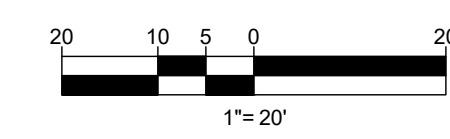
2

REVISION 1 - 05/02/2024



**LEGEND:**  
 --- LOD --- LIMITS OF DISTURBANCE

**FUNCTIONAL CLASSIFICATION:**  
 WASHINGTON STREET: 25 MPH DESIGN SPEED



**WASHINGTON ST**

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

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



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

**REVISIONS**

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



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

**NOT APPROVED FOR CONSTRUCTION**

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



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

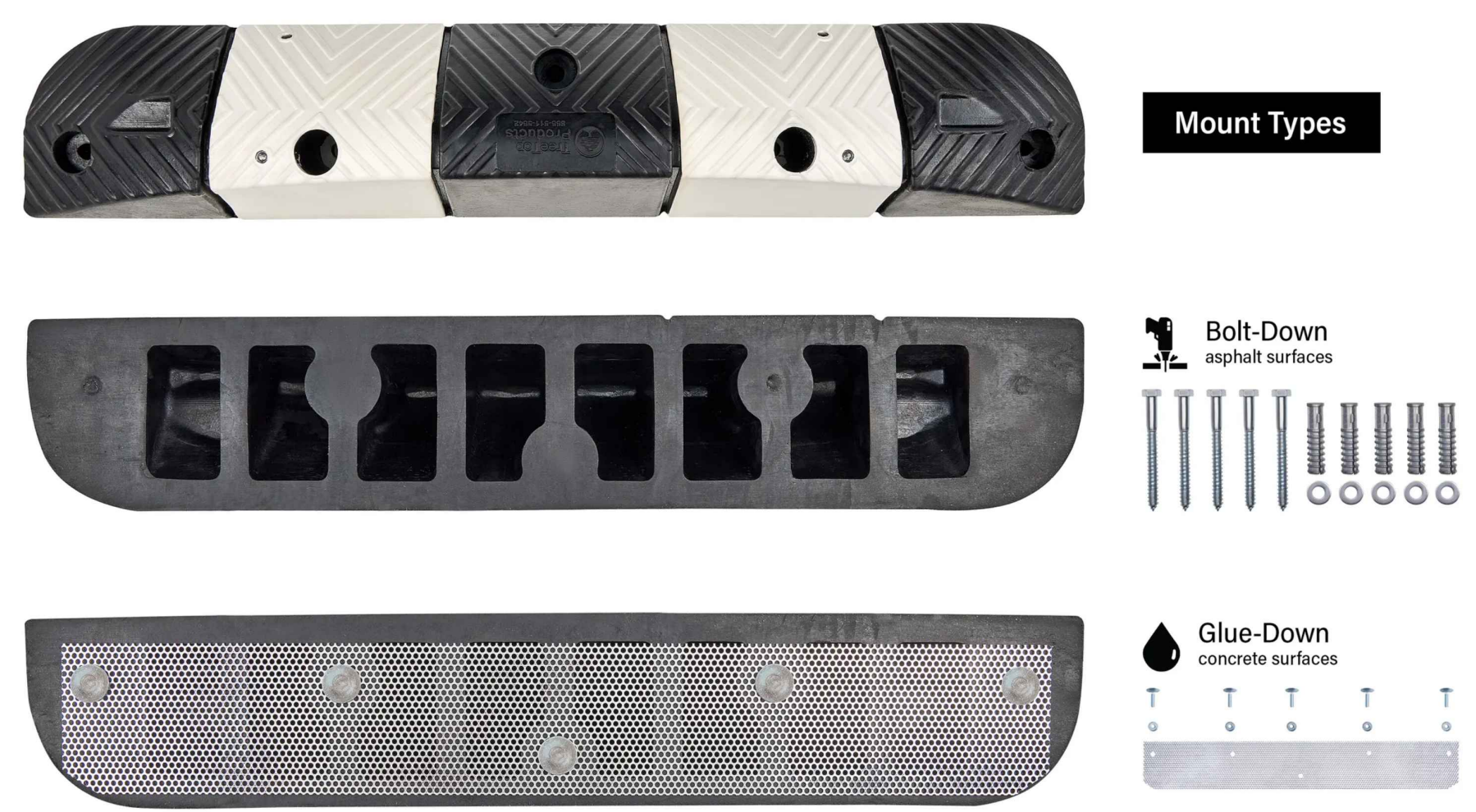
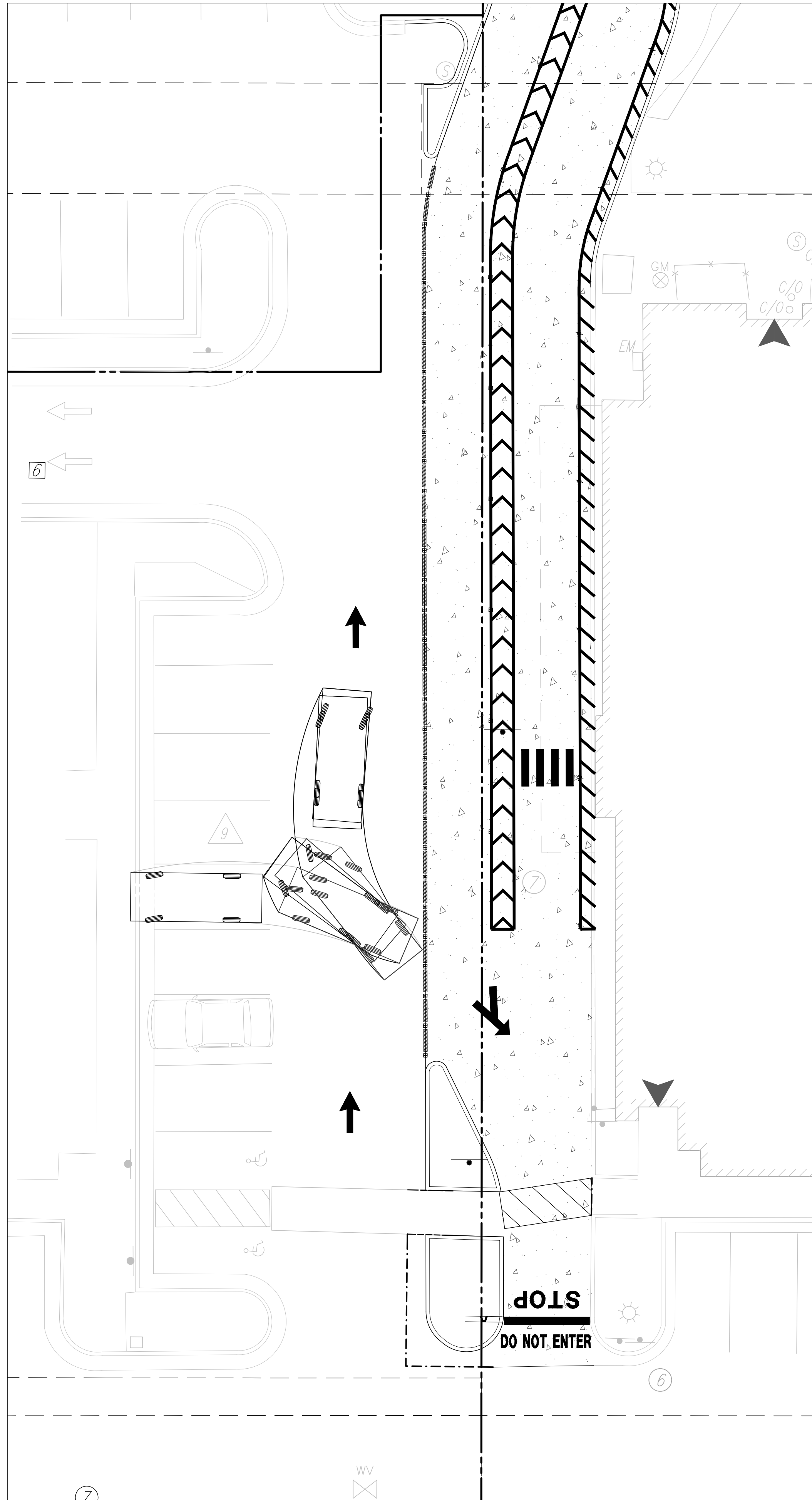
SHEET TITLE:

**VEHICLE MOVEMENT PLAN**

SHEET NUMBER:

**3**

REVISION 1 - 05/02/2024



**BIKE LANE DELINEATOR DETAIL**  
 NOT TO SCALE



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

**REVISIONS**

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



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

**NOT APPROVED FOR CONSTRUCTION**

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:

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



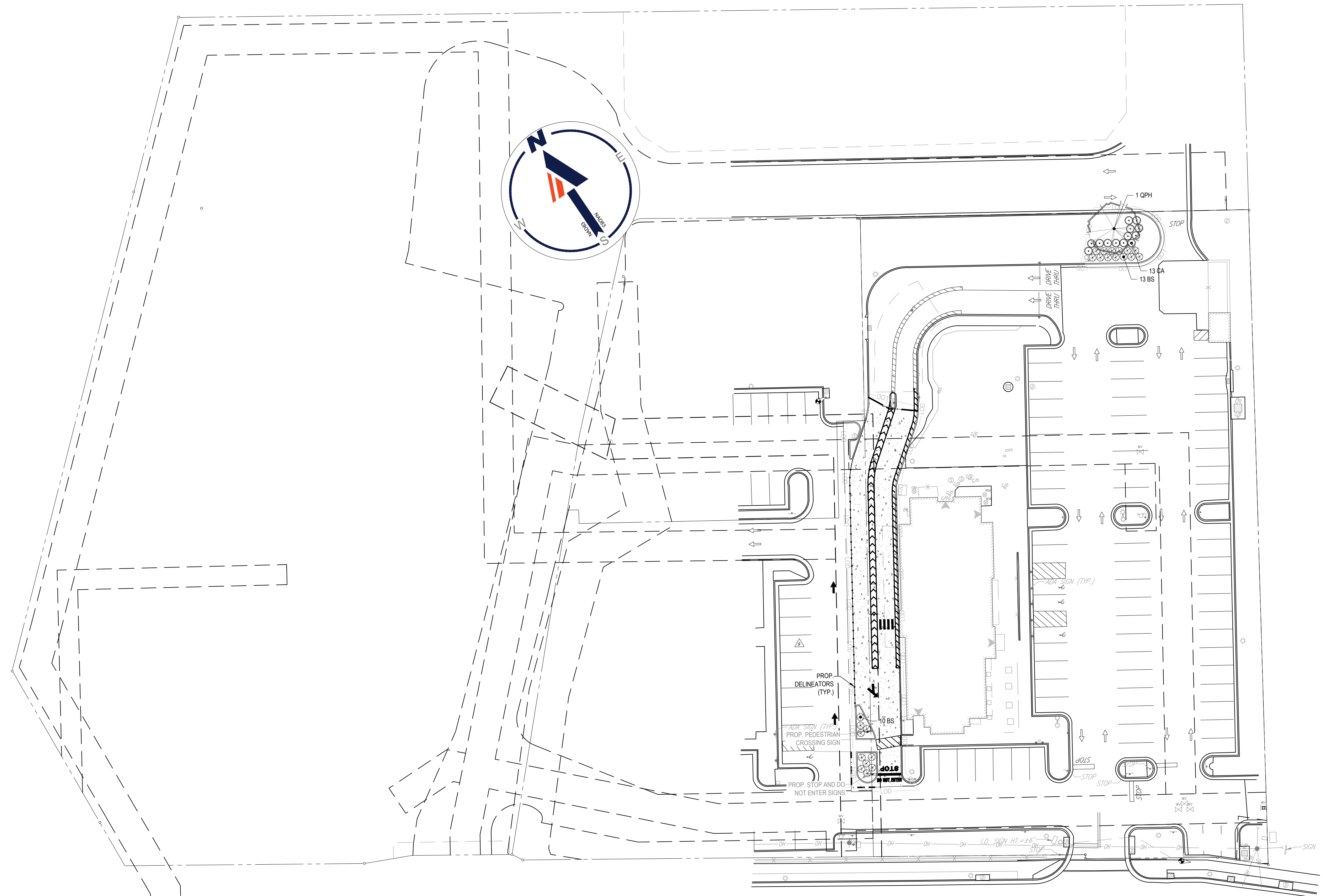
Katherine Roberts  
 Lic. No. 0402060193  
 05/02/2024  
 PROFESSIONAL ENGINEER

SHEET TITLE:  
**SPECIAL USE PERMIT PLAN**

SHEET NUMBER:  
**1**

REVISION 1 - 05/02/2024

JAMES MADISON HIGHWAY

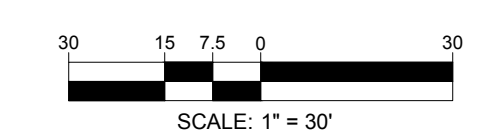


**WASHINGTON ST**  
 PUBLIC UTILITY PUBLIC RIGHT-OF-WAY  
 ASPHALT PAVED ROADWAY  
 SPEED LIMIT: 25 MPH  
 VDOT PLAN #0066-076-074, PE101,C501, RW201, B678, B686

**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.



# WELLS + ASSOCIATES

## MEMORANDUM

Section III, Item 3.



11220 Assett Loop  
Suite 202,  
Manassas, VA 20109  
703-365-9262  
[WellsandAssociates.com](http://WellsandAssociates.com)

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

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

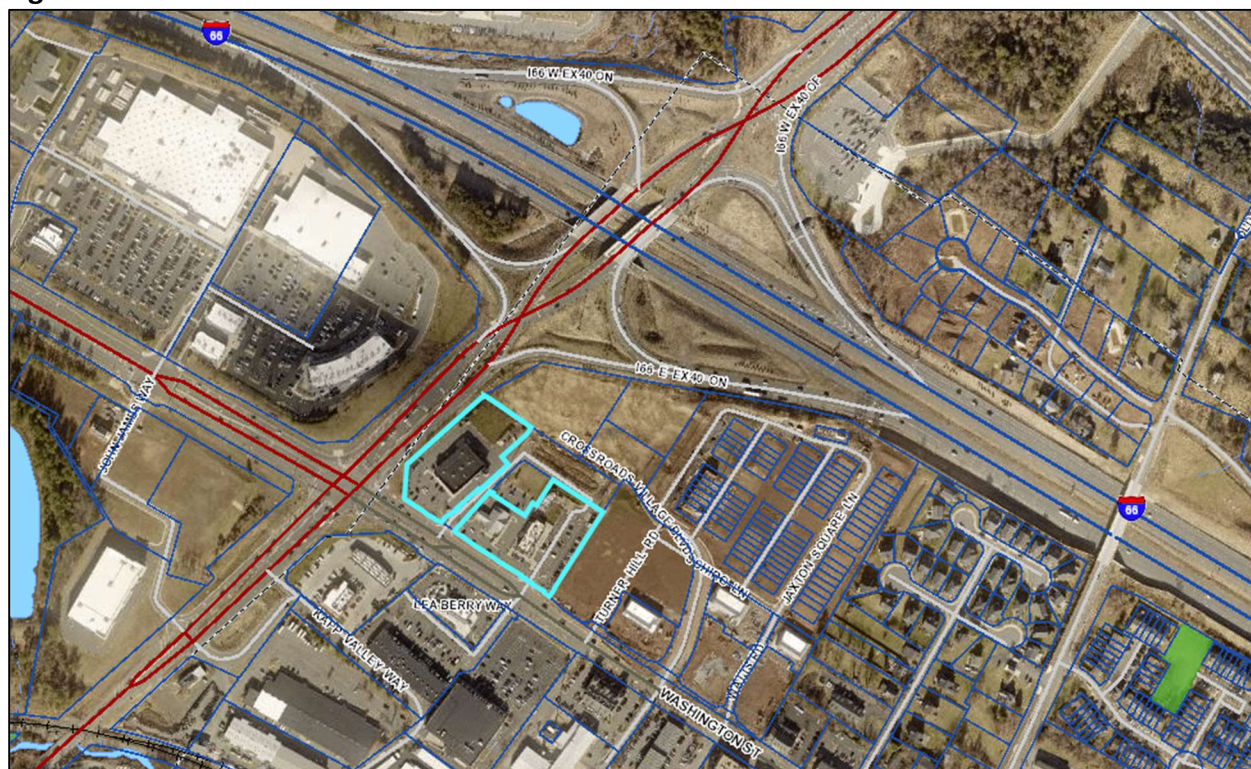
**RE:** Chick-fil-A Haymarket – Special Use Permit  
Town of Haymarket, Virginia

**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



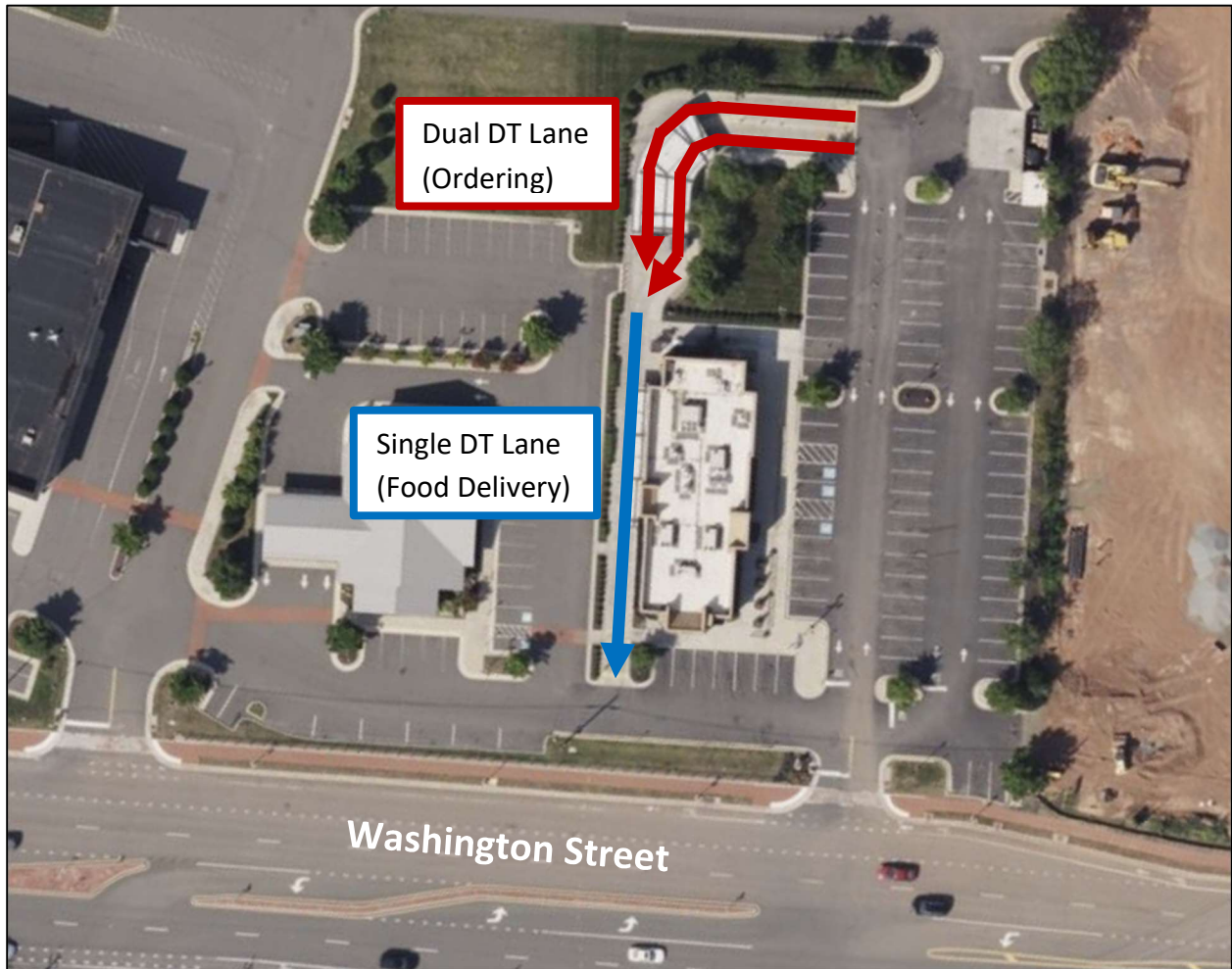
**MEMORANDUM**

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**



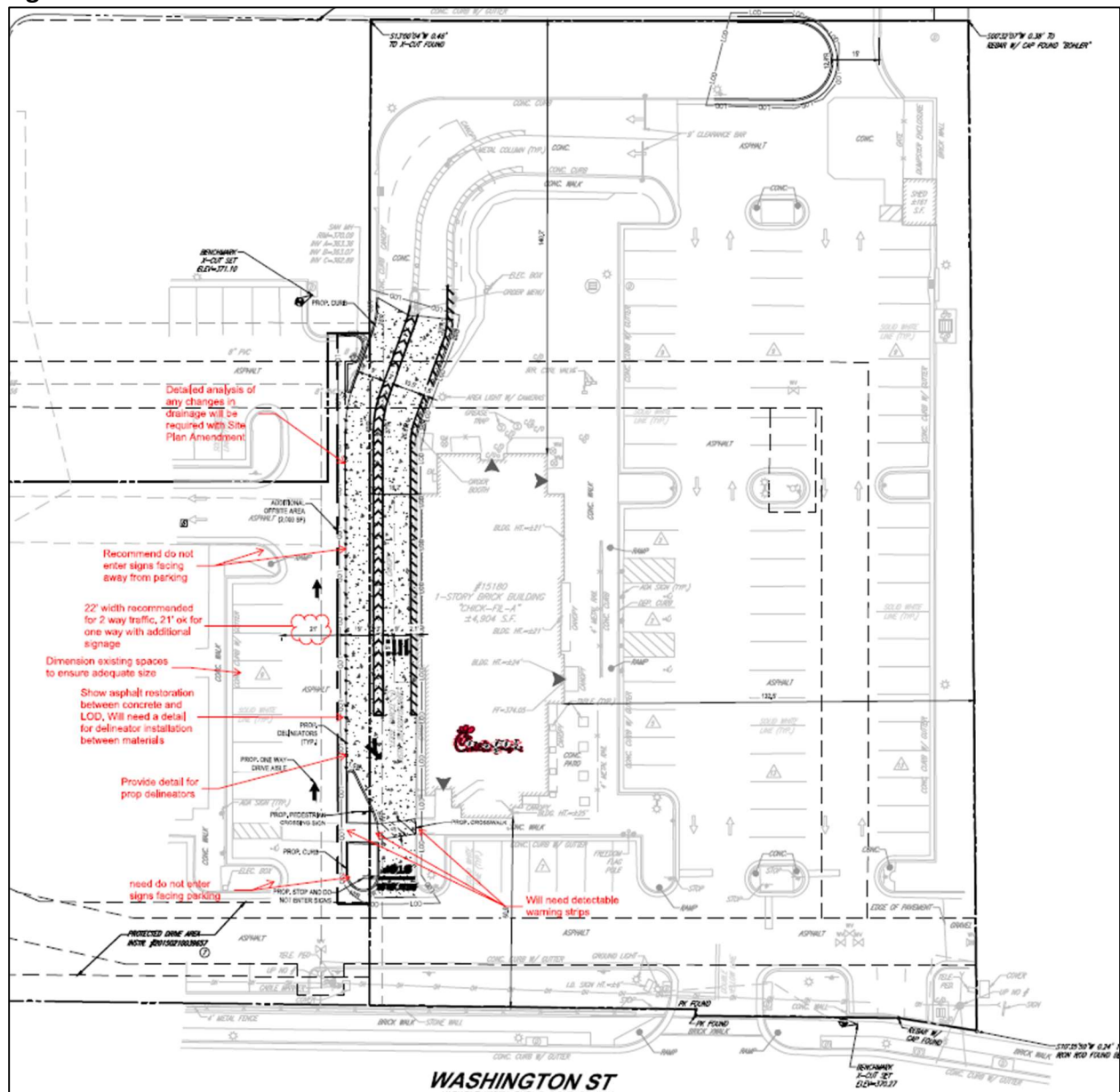
# WELLS + ASSOCIATES

## MEMORANDUM

### SUP Proposed Concept for Drive-Through

With the proposed SUP, the existing  $\pm 4,874$  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 <sup>(1)</sup>			PM Peak Hour <sup>(1)</sup>			Weekday Average Daily Trips <sup>(2)</sup>	SAT Peak Hour <sup>(1)</sup>		
			In	Out	Total	In	Out	Total		In	Out	Total
Existing Chick-fil-A	4,874	GSF	122	116	238	145	136	281	2,810	204	181	385
Proposed Chick-fil-A	4,874	GSF	122	116	238	145	136	281	2,810	204	181	385
<b>Net Change in Trip Generation</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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](mailto:leadkins@wellsandassociates.com).



**REVISIONS**

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



**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:

PROJECT:

**SPECIAL USE PERMIT**

FOR



STORE #3197  
 PROPOSED DEVELOPMENT

15180 WASHINGTON STREET  
 TOWN OF HAYMARKET, VA

**BOHLER**

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



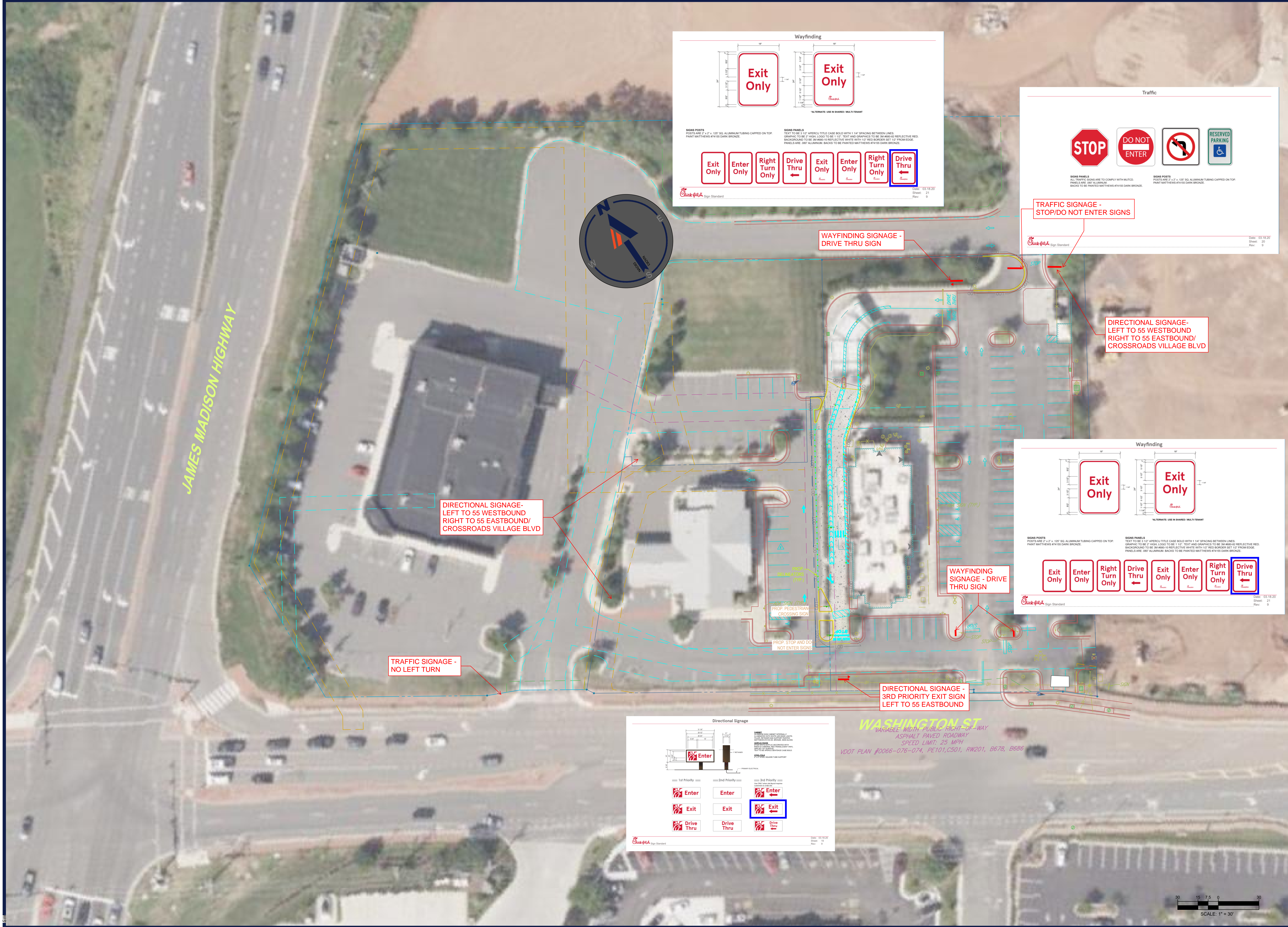
SHEET TITLE:

**SPECIAL USE PERMIT PLAN**

SHEET NUMBER:

1

REVISION 1 - 05/02/2024



**Wayfinding**

Signs Posts: Posts are 2" x 2" x 156" SQ ALUMINUM TUBING CAPPED ON TOP. PAINT MATTHEWS #1410 DARK BRONZE.

Signs Panels: Panels are 12" x 18" APPLICABLE TITLE CASE BOLD WITH 1/4" SPACING BETWEEN LINES. GRAPHIC TO BE 2" HIGH LOGO TO BE 1/2" HIGH AND GRAPHICS TO BE 3/8" HIGH. REFLECTIVE RED BACKGROUND TO BE 3M 880-19 REFLECTIVE WHITE WITH 1/2" RED BORDER SET 1/2" FROM EDGE. PANELS ARE 08F ALUMINUM BACKS TO BE PAINTED MATTHEWS #1410 DARK BRONZE.

03/18/20  
 Sheet: 21  
 Rev: 9

**Traffic**

Signs Panels: All traffic signs are to comply with MUTCD. PANELS ARE 08F ALUMINUM BACKS TO BE PAINTED MATTHEWS #1410 DARK BRONZE.

Signs Posts: Posts are 2" x 2" x 156" SQ ALUMINUM TUBING CAPPED ON TOP. PAINT MATTHEWS #1410 DARK BRONZE.

03/18/20  
 Sheet: 20  
 Rev: 9

**Wayfinding**

Signs Posts: Posts are 2" x 2" x 156" SQ ALUMINUM TUBING CAPPED ON TOP. PAINT MATTHEWS #1410 DARK BRONZE.

Signs Panels: Panels are 12" x 18" APPLICABLE TITLE CASE BOLD WITH 1/4" SPACING BETWEEN LINES. GRAPHIC TO BE 2" HIGH LOGO TO BE 1/2" HIGH AND GRAPHICS TO BE 3/8" HIGH. REFLECTIVE RED BACKGROUND TO BE 3M 880-19 REFLECTIVE WHITE WITH 1/2" RED BORDER SET 1/2" FROM EDGE. PANELS ARE 08F ALUMINUM BACKS TO BE PAINTED MATTHEWS #1410 DARK BRONZE.

03/18/20  
 Sheet: 21  
 Rev: 9

**Directional Signage**

1st Priority: Enter, Exit, Drive Thru

2nd Priority: Enter, Exit, Drive Thru

3rd Priority: Enter, Exit, Drive Thru

03/18/20  
 Sheet: 19  
 Rev: 9

JUL 26, 2024  
 V:\BOHLER\NET\SHARES\VA\PROJECTS\2023\VA230141\_00\CAD\DRAWINGS\EA\HIBTS\BP\_EXHIBIT\VA230141\_00 - SUP - LAYOUT - C-201 - EX.DWG  
 BOHLER ENGINEERING, P.C.  
 57

**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](http://www.meladon.com)

"Our expertise and value lies in our knowledge of market driven land use/acquisitions, contract negotiation, entitlements, concept planning and development."

**Resolution #2022-011 AMEND COUNCIL RULES OF PROCEDURE**

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

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

**RULES OF PROCEDURE**

**Introduction**

These rules of procedure were designed and adopted for the benefit and convenience of the Haymarket Town Council. Their purpose is to help the Town Council conduct its affairs in a timely and efficient manner. They incorporate the general principles of parliamentary procedure found in *Robert's Rules of Order Newly Revised* and applicable Virginia laws. The rules of procedure do not supersede the provisions of the Town Charter. The rules of procedure do not create substantive rights for third parties or participants in proceedings before Town Council. Further, the Town Council reserves the right to suspend or amend the rules of procedure whenever a majority of Council decides to do so. The failure of the Town Council to strictly comply with the rules of procedure shall not invalidate any action of Town Council.

**SECTION 1 - PURPOSE AND BASIC PRINCIPLES**

**Section 1-1. Purpose of Rules of Procedure**

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

**Section 1-2. Basic Principles Underlying Rules of Procedure**

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

**SECTION 2 – MEETINGS**

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

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

- First Monday of the month, 6:00 p.m. Closed Session, As Needed 7:00 p.m. – Regular meeting
- Last Monday of the month, 7:00 p.m. – Work Session

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

**Section 2-1.1. Continued Meetings**

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

**Section 2-2. Special and Emergency Meetings**

- A. The Council may hold such special meetings, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time. A special meeting of the Council shall be called pursuant to Article III, Section 1(10) of the Town Charter.
- B. Special meetings may be called by the Mayor, or any two (2) members of the Council in writing to the Clerk of Council for the purpose stated in the notice of the special meeting. The Clerk of Council shall forthwith notify the members of the Council of the time and place designated and the purpose of the meeting. Written notice of the special meeting shall be

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

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

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

### **Section 2-3. Legal Holiday**

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

#### **Section 2-4. Adjourned or Recessed Meetings**

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

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

#### **Section 2-5. Cancellation or Rescheduling of Meetings**

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

#### **Section 2-6. Organizational Meeting**

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

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

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

#### **Section 2-7. Procedure for Election of Vice Mayor**

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

1. The Mayor shall call for nominations from the Council.
2. Any Council member, after being recognized by the Mayor, may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominees.
3. After all nominations have been made the Mayor shall close the nominating process and open the floor for discussion.
4. After discussion the Mayor shall call for the vote on each nominee in the order his or her name was placed into nomination.
5. A majority of those voting shall be required to elect the Vice Mayor.

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

#### **Section 2-8. Seating Arrangement**

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

## SECTION 3 – OFFICERS

### Section 3-1. Mayor and Vice Mayor

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

### Section 3-2. Parliamentarian

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

### Section 3-3. Preservation of Order

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

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

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

## **SECTION 4 – AGENDA**

### **Section 4-1. Preparation**

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

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

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

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

E. Nothing herein prohibits the Council from adding items to the agenda, provided that such a request is in the form of a motion, voted upon by a majority of the Council. Members must use discretion in requesting the addition of items on the agenda. It is considered desirable to have items listed on the published agenda.

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

### **Section 4-2. Delivery of Agenda**

The Council meeting package, including the agenda and related materials, shall be delivered to each member of the Council and the Town Attorney one week prior to the Monday work session and one week prior to the Monday regular Council meeting . Such materials shall be posted to the Town website on those dates.

### **Section 4-3. Copies**

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

### **Section 4-4. Internet**

The Town Clerk shall post the agenda for all Town meetings and work sessions on the Internet for public information as promptly as possible.



DRAFT

**SECTION 5 -- ORDER OF BUSINESS FOR COUNCIL MEETINGS**

**Section 5-1. Order of Business**

A. At regular meetings of the Council on the 1<sup>st</sup> Monday of the month, the order of business shall generally be as follows:

- 1. *Call to Order*
- 2. *Roll Call*
- 3. *Closed Session, As Needed*
- 4. *Adjourn Closed Session*
- 5. *Pledge of Allegiance*
- 6. *Public Hearings (if any)*
- 7. *Citizens' Time*  
*Consent Agenda*
  - a. *Minute Approval*
  - b. *Department Reports*
  - c. *Liaison Reports*
- 8. *Agenda Items*
- 9. *Councilmember Time*
- 10. *Adjournment*

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

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

D. Council elected to begin adopting a "consent agenda" based upon recommendation of the Mayor, Clerk and Town Manager for issues that do not need any additional discussion or deliberation by the Council. Please note, that any member of Council can request of the Mayor to remove an agenda item from the consent agenda prior to the adoption of the consent agenda.

**Section 5-3. Citizen Participation**

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

B. Public Comment

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

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

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

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

5. The presiding officer shall open the Public Comments.

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

7. There shall be a time limit for each individual speaker of 5 minutes.
8. A representative of a civic association, a home owners association, or any organizations formally recognized and current with Internal Revenue Service and/or the Commonwealth of Virginia State Corporation Commission shall have ten (10) minutes for their presentation. In the event that there is a question as to whether an organization is recognizable for purposes of the extended time limitation, the presiding officer shall so determine. The representative shall identify the group at the beginning of his or her presentation. A group may have no more than one spokesperson.

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

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

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

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

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

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

**Section 5-4. Prohibited Conduct**

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

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

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

**Section 5-5. Public Hearings**

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

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

**Section 5-6. Action Items**

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

**Section 5-7. Items Not on the Agenda**

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

**Section 5-8. Closed Meetings**

- A. Closed Meetings should only be used when the matter to be discussed is too sensitive for discussion in public and only as allowed by law.
- B. No meeting shall become a Closed Meeting until the Council takes an affirmative record vote during the open meeting.
  - 1. The motion shall state specifically the purpose or purposes which are the subject of the closed meeting and reasonably identify the substance of the matters to be discussed. The motion shall make specific reference to the applicable exemption(s) under the Freedom of Information Act, which authorizes the Closed Meeting.

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

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

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

1. Only public business matters lawfully exempted from open meeting requirements were discussed; and;

2. Only public business matters identified in the motion convening the Closed Meeting were heard, discussed or considered.

3. Any member who believes that there was a departure from the above requirements shall so state prior to the presiding officer's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken place.

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

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

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

# SECTION 6 – RULES OF PROCEDURE FOR COUNCIL MEETINGS

## Section 6-1. Quorum

- A. As provided by Section 15.2-1415 of the Code of Virginia, the Council may exercise any of the powers conferred upon it at any regular, special, or adjourned meeting at which a quorum is present. According to Article III of the Town of Haymarket Charter, a majority of the members of Council constitutes a quorum for the transaction of business. In the event that a meeting is held without a quorum of the Council, the Council may not take any action, whether formally or by consensus, including conducting public hearings.
- B. If a quorum fails to attend any meeting that contains agenda items requiring action on the part of the Council, no action shall be taken and the Town Clerk shall enter such adjournment to the next regularly scheduled meeting in the minute book of the Council. The Clerk shall notify absent members thereof in the same manner as required for special meetings.
- C. If the Virginia Conflict of Interests Act prevents some of the members of the Council from participating in an item of business, Sections 2.2-3112 and 15.2-1415 of the Code of Virginia provide that a majority of the remaining members of the Council shall constitute a quorum.

## Section 6-2. Priority in Speaking on the Council

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

## Section 6-3. Comments, Queries of Council Members

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

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

## Section 6-4. Action by the Council

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

## Section 6-5. Motions

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

## Section 6-6. Substantive Motions

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

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

### **Section 6-7. Procedural Motions**

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

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

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

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

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

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

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

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

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

(c) Section 15.2-2286 of the State Code requires that a zoning petition must be "acted upon" within a "reasonable time," not exceeding one year. The Council may defer action on a zoning petition for consideration at a more convenient time. However, the Council may not dispose of a zoning petition with a motion to postpone indefinitely.

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

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

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

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

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

### **Section 6-8. Debate**

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

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

### **Section 6-9. Duty to Vote**

A. Each voting member of the Council who is present at a meeting is expected to vote upon all issues presented for decision unless prohibited from doing so by the Virginia Conflict of Interests act.

B. If there is an abstention, it shall be the responsibility of the Town Clerk to note the abstention and the reason for abstaining, if stated, for the record.

### **Section 6-10. Method of Voting**

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



B. All questions submitted to the Council shall be determined by a majority vote of the members voting on any such question, unless otherwise required by special or general law. A majority is more than half.

C. An “affirmative vote” by a majority of the Council present being necessary to adopt a motion, a tie vote means that the motion has been rejected. When a motion fails on a tie vote, the “noes” prevail.

**Section 6-11. Decisions on Points of Order**

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

# SECTION 7 - BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

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

- A. Members of boards, commissions and committees requiring a Council vote shall be appointed by an affirmative vote of a majority to serve specified terms as may be deemed to be appropriate by the Council or as specified by statute.
- B. The Council by majority vote shall select the liaisons for the following: Planning Commission, Architectural Review Board, Finance, Police and Historical Commission. The liaisons shall be responsible for leading the discussion of the standing committees during Council meetings and for keeping the Council informed on issues related to their respective committees. Committee liaisons will serve two-year terms.
- C. Ad hoc committees, such as special task forces, may be created from time to time, for specific purposes, as determined by the Council.

## Section 7-2. Standing Committees Roles and Guidelines

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

**SECTION 8 -- GENERAL OPERATING POLICY**

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

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

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

It shall be the responsibility of the Clerk to number and index all resolutions and ordinances adopted by the Council. The resolutions shall be numbered consecutively, and use the four digits of the calendar year, the month and day.  
Example: for the first resolution made on January 1, 2013, the resolution number would be shown as: RES201301-01. Ordinances shall also be numbered consecutively.

**Section 8-3. Minutes of the Council Meetings**

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

**Section 8-4. Amending the Rules of Procedure**

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

**Section 8-5. Special Rules of Procedure**

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

## **SECTION 9 – CORRESPONDENCE POLICY**

### **Section 9-1. Town Clerk**

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

### **Section 9-2. Town Attorney**

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