



# TOWN COUNCIL PUBLIC HEARING/ORGANIZATIONAL MEETING

Monday, January 13, 2025 at 7:00 PM

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

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

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## AGENDA

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### I. CALL TO ORDER

### II. PLEDGE OF ALLEGIANCE

### III. INVOCATION: BRIAN JOHNSON - HAYMARKET CHURCH

### IV. COMMUNITY SPOTLIGHT: SARAH FORD - WILLING WARRIORS

### V. PUBLIC HEARING: RESOLUTION #2025-001 - BUDGET AMENDMENT

1. PUBLIC NOTICE
2. STAFF REPORT
3. CITIZEN COMMENT
4. CLOSE PUBLIC HEARING

### VI. CITIZENS TIME

### VII. ORGANIZATIONAL ITEMS

1. APPOINTMENT OF VICE MAYOR
2. APPOINTMENT OF LIAISONS
3. REVIEW OF POLICIES AND PROCEDURES

### VIII. CONSENT AGENDA

#### A. Minute Approval

1. Mayor and Council – Work Session – November 18, 2024
2. Mayor and Council – Public Hearing/Regular Meeting – December 2, 2024

#### B. Department Reports

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

### IX. AGENDA ITEMS

1. PLANNING COMMISSION VACANCY APPOINTMENT

2. BOARD OF ZONING APPEALS APPOINTMENT
3. CONSIDERATION OF SUP #2024-001: CHICK FIL-A DRIVE THRU EXPANSION
4. Resolution #2025-001: Budget Amendment
5. DISCUSSION ON VML/VACO 2-5 YEAR BUDGET FORECAST

**X. COUNCILMEMBER TIME**

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

**XI. ADJOURNMENT**

**NOTICE OF PUBLIC HEARING  
TOWN OF HAYMARKET  
FISCAL YEAR 2024/2025 AMENDMENT TO THE ADOPTED BUDGET**

The Haymarket Town Council will hold a public hearing on Monday, January 06, 2025 beginning at 7:00 p.m. at the Haymarket Town Hall, 15000 Washington Street, #100, Haymarket, Virginia 20169, and/or at such other times as to which such hearing may be continued, to consider amending the FY 2024/2025 budget as summarized below. This amendment will now increase the adopted– Transfer from ARPA Funds budget for Fiscal Year 2024- 2025 by \$111,749. The new overall adopted budget with these increases will be \$5,059,494.

The proposed budget amendments are available for public review both online at [www.townofhaymarket.org](http://www.townofhaymarket.org) and in the Clerk’s office at 15000 Washington Street, #100 Haymarket, Virginia 20169.

The hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility to the facility should contact the Town Clerk at the above address or by calling 703-753-2600.

**Budget Amendment for FY2024-2025 Budget**

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<b>Operational Budget</b>			
	<u><b>Adopted 2024-25 Budget</b></u>	<u><b>Amended Budget</b></u>	<u><b>Change</b></u>
<u>REVENUE:</u>			
Transfer from ARPA Funds	\$ 836,586	\$ 948,335	\$ 111,749
<u>EXPENDITURE:</u>			
Haymarket Community Park: Demolition	\$ 50,000	\$ 161,749	\$ 111,749

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TOWN OF HAYMARKET

**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.

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**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.



# TOWN COUNCIL – WORK SESSION MEETING

Monday, November 18, 2024 at 7:00 PM

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

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

## DRAFT MINUTES

### I. CALL TO ORDER

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

Mayor Kenneth Luersen called the meeting to order.

#### PRESENT

- Mayor Ken Luersen
- Vice Mayor Tracylynn Pater
- Councilmember Alexander Beyene
- Councilmember Matthew Gallagher
- Councilmember Joe Pasanello
- Councilmember Mary Ramirez

#### ABSENT

- Councilmember Marchant Schneider

### II. PLEDGE OF ALLEGIANCE

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

### III. CITIZENS COMMENTS STRATEGIC PLAN

Town Clerk Kim Henry read 2 emails into the record regarding the draft strategic plan. Laurie Parker, Gainesville Va, addressed the traffic flow and difficulty to navigate into the Crossroads Village Center west end entrance of Chick Fil-a, VNB and CVS. The second email came from Jacob Heminger, Jefferson Street, on playground upgrade options that they would like to the Council to consider.

### IV. AGENDA ITEMS

#### 1. Monthly Financial Report

Town Treasurer Roberto Gonzalez gave an update on the monthly financial report. He shared that funds were transferred from the ARPA funds for the second payment of the park sidewalk. Mr. Gonzalez also shared with the Town Council that the 20% grant match for the water assessment program has been paid and explained where he pulled the funds from for reallocation. He stated that he will provide a memo along with an overview of the project at the regular meeting. A discussion followed on items on the report, particularly the funds for the Town Hall security system. There was also a question on the convention and education line item. Mr. Gonzalez provided that he would pulling from Council salaries line item to offset the convention line item. Mr. Gonzalez shared that he may reallocate funds to meals and lodging

once he finishes his monthly reconciliations. There was also a discussion on the expenses for the shirts and hats sold at Haymarket Day. There was also a brief discussion on the Haymarket Museum expenses.

2. Strategic Plan Discussion

The Town Council address the comments made from the citizens on the strategic plan draft. There was a brief discussion and suggestion on meeting with VDOT and request a traffic study. There was also a discussion on the comments about the Town Park playground. Councilmember Pasanello asked that Council consider consolidating some items on the plan. He provided the items that he would like to consolidate. Councilmember Beyene asked that 1.3 of the plan read ..'traffic flow and safety...' The Council also discussed the draft goals and suggested changes. The Council also asked staff to push the plan out to the public again in hopes to get additional feedback. A discussion continued on the plan. There was a suggestion that under each item a short narrative is provided for clarity and transparency purposes. Acting Town Manager Roberto Gonzalez summarized that the Council wanted to consolidate 1.3 and 1.6 in the first section of the draft and consolidating 1.4 and 1.5. Discussion continued with adding the word "investigate the feasibility for traffic...." to 1.5. Lastly, the Council addressed the goal item title to say "Improve transportation and infrastructure to enrich quality of life and maintain small town feel."

3. 2025 Meeting Schedule

Town Clerk Kim Henry presented the 2025 meeting schedule to the Town Council. She asked for direction on the meetings in November and December that would be close to the holidays. The Town Council recommended to keep the meeting schedule as presented and will address the November and December meetings as they get closer to the date. There was a short discussion on this year's December Work Session scheduled for December 16. Ms. Henry shared that she is trying to get all agenda items on the December 2nd regular monthly meeting in case the Council would like to cancel the Work Session for December.

V. ADJOURNMENT

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

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



# TOWN COUNCIL – REGULAR MEETING

Monday, December 02, 2024 at 7:00 PM

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

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

## DRAFT MINUTES

### I. CALL TO ORDER

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

Mayor Kenneth Luersen called the meeting to order.

#### PRESENT

- Councilmember Alexander Beyene
- Councilmember Matthew Gallagher
- Mayor Ken Luersen
- Councilmember Joe Pasanello
- Vice Mayor Tracylynn Pater
- Councilmember Mary Ramirez
- Councilmember Marchant Schneider

### II. PLEDGE OF ALLEGIANCE - Scout Troop #924

Mayor Luersen introduced Scout Troop #924 and invited them to lead in the Pledge of Allegiance.

### III. INVOCATION- Pastor Mark Brady, Park Valley Church

Mayor Luersen introduced Pastor Mark Brady from Park Valley Church and invited him to the podium to give the evening's invocation

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

Prince William County Clerk Jacqueline Smith was present at this evening's meeting to administer the Oath of Office to Mayor Elect TracyLynn Pater and Town Councilmembers Elect Justin Baker, Alexander Beyene, Matthew Gallagher, Ken Luersen, and Joe Pasanello with their term beginning January 1, 2025 and ending December 31,2026.

### V. RECOGNITIONS

At this time, Mayor Luersen recognized Councilmember Marchant Schneider for his years of service to the Town of Haymarket. Mr. Schneider was recognized for his years of service on the Town Council and on the Architectural Review Board, as well as his volunteer hours for Haymarket Day and the Longstreet Commons end of the school year water balloon fight. Mayor Luersen also thanked Mr. Schneider's wife, Jeanne, for sharing him with the Town. Mayor Luersen presented Mr. Schneider with a plaque and his daughters accepted a bouquet a flowers on behalf of their mother, who was unable to be at the meeting.

Vice Mayor TracyLynn Pater recognized Mayor Ken Luersen for his years of service as the Mayor for the Town of Haymarket. She thanked him for his years of dedicated service to the community as first serving on the Architectural Review Board and then as Mayor since 2020. Vice Mayor Pater stated that under his leadership, our Town made important strides and is grateful for the work he has done to shape the Town and that the foundation can help build for the next administration to spring forward. She also shared that Mayor Luersen leads by example and that his goal has always been the best possible outcome for the citizens of the Town that everyone flourish and grow.

**VI. CHRISTMAS TREE LIGHTING**

Mayor Luersen shared that the Christmas tree lighting was usually something the Town did at the Holiday event but said that the Council preferred not to wait. He asked to take a small break so that the tree could be lit tonight to celebrate the holiday season in Haymarket. Mayor Luersen asked Councilmember Schneider and his family to light the tree this year.

**VII. HAYMARKET DAY RECAP AND RECOGNITIONS**

1. Recap of the Event

Event Coordinator Julia Crofford gave a brief recap on the Haymarket Day event. She recognized the sponsors and volunteers that make the event successful.

2. Volunteer Recognitions

Ms. Crofford recognize Park Valley Church for their participation on all Town events for 2024. She presented them with a check for their dedication and sponsorship to the Town. She also recognized Scout Troop #924 for their dedication and work on Haymarket Day with making sure the trash cans were emptied and their help with clean up at the end of the day. Ms. Crofford presented a check to the Scout Troop in appreciation of their hard work on Haymarket Day. Lastly, Ms. Crofford recognized Wakefield School for their bus service they provided for Haymarket Day. She provided the school with a donation check in appreciation of their service they provided to the day.

3. Parade Winners

Event Coordinator Julia Crofford announced and provide a plaque to the winners of the Haymarket Day Parade.

**VIII. FARMER'S MARKET SEASON RECAP**

Event Coordinator Julia Crofford gave a brief presentation on the Farmers' Market Season. She stated that the market had 41 vendors with 18 drop in vendors. She shared that she sent a survey out at the end of the season to the vendors to get feedback on the season and how the market can improve for next season. She shared the results of the survey. After the presentation, Ms. Crofford asked open the floor for any comments or questions. There was a short discussion on the music.

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

1. Public Notice

Town Clerk Kim Henry read the public notice into the record.

2. Staff Report

Town Planner Thomas Britt gave a report on the application to the Council. Mr. Britt shared that the Special Use Permit application before the Council was for a drive thru expansion at Chick Fil-a located at 15180 Washington Street. He provided a history on the existing drive thru was approved by Special Use in 2015. He shared that the goal of the application before the Council is to add a bypass lane to the existing drive thru. He shared that currently there are two order lanes that narrow down to one pick up lane. He stated that the bypass lane would continue from the order lane pass the pick up window. He shared that this concept would facilitate faster delivery of products for the customer with a long term goal of this lane being dedicated to the mobile thru concept from Chick Fil-a. Mr. Britt stated that the proposed expansion of the lane would require the landscaping buffer that currently exist would be removed and would be replaced with delineators that would separate their property and the Virginia National Bank property. He continued to state that the parking and drive thru area at the bank would be reduced and would incorporate a one way counter clockwise flow of traffic both when entering and exiting the property. Mr. Britt also shared that the improvement would use the entry point at the north side end of the Chick Fil-a property would be reduced to exit point only. Mr. Britt shared that the removed landscaping would be planted in other areas of the property. He referred to 58-4.28 of the Town's Zoning Ordinance which relates to traffic, noise, light, hours of operation, and number of employees involved. He shared that the applicant provided a traffic impact analysis along with the other items addressed in the referenced zoning. Mr. Britt stated with the landscaping removed and the alterations to the bank parking lot, there would be potential hardship and safety issues involved with the bank parking lot and drive thru area even with wayfinding signs. He continued to state that this area would not be pedestrian friendly, as the Town prides in being a pedestrian friendly town. Mr. Britt also addressed the entry point for truck delivery to the site. Mr. Britt shared that the Planning Commission held a public hearing in July with a vote in September with a recommendation to deny the SUP based on the negative affect on the site and surrounding area with increase in traffic, increase in potential safety hazards to pedestrians and employees, decrease in driver access to the site and surrounding businesses and negative affects to the adjacent businesses. Lastly, Mr. Britt read into the record an email from Town Manager/Zoning Administrator Emily Kyriazi to Chick Fil-a stating that she supports the recommendation of denial. At this time, Mr. Britt introduced the representatives of the applicant and invited them to the podium to provide any additional information.

### 3. Report from Applicant

Kristina Hughes, the civil engineer from Bohler Engineering, started the applicant report on the Special Use Permit. She shared that the proposal is continue the second lane for a bypass to increase efficiency. She stated that there is no other impact to the building and no increase in traffic based off of studies. She shared that even though there will be some adjustments to the bank parking lot, Chick Fil-a is being proactive in making some adjustments to the site. She also shared that the team feels that the application reduces three potential conflict points with traffic. She stated that the bank traffic would be one way going counter clockwise around the building which would be opposite of the Chick Fil-a traffic, the entry point to the north would be an exit point only so that no traffic would back up to any shared sites, and Chick Fil-a is working with the landlord to place several wayfinding signs on the site to help clear up the traffic concerns especially those on Washington Street. She introduced Les Adkins, the traffic engineer from Galloway and Company, to address the traffic concerns associated with the application. Mr Adkins shared that they based their assessments off of a data set that Chick Fil-a maintains across the country but specifically in this region of different store types, sizes, and drive thru alignments. He stated that based on those studies, in his opinion, the addition of the bypass lane would not increase trip generation. He stated that he would anticipate that this would help serve the existing customer base and improve efficiency for the future.

Don Wooden, Meladon Group and the owner of the Crossroads Village Center, was next to address the Town Council. He shared that the company takes great pride in working with all the tenants. He shared that he has been working with both Chick Fil-a and Virginia National Bank to

make sure that there would be minimal impact on the daily operations of the businesses. He shared also shared that the group was prepared to present 3 different options for the Council to consider. He stated that any of the options work for both businesses. Ms. Hughes distributed the plans to the Town Council. The Town Council asked Town Planner Britt if he has seen the iterations. He replied that he has not seen the options before this evening's meeting. He shared that the team tried to address staff concerns in the options provided. He shared that the group met with staff looking at wayfinding, the barrier between Chick Fil-a and the bank parcel, and different angles of parking. Mr. Wooden stated that in discussion with Virginia National Bank, they would prefer the option with the one way traffic but not changing the parking or the sidewalks. There were questions from the Town Council to both Mr. Wooden regarding correspondence with Virginia National Bank and Mr. Adkins if a traffic analysis was done. He stated that there was not a traffic analysis just a trip generation study. There was also a question on how many cars can fit in the queuing lane. There was also a question on the barrier between the two parcels. The next speaker on the applicant was Chad Baker, from Chick Fil-a headquarters, who answered questions from the Town Council on the choke point when the two lanes goes back down to one lane before exiting the property. He stated that the employees would monitor the choke point and directing the traffic accordingly. Lastly, Jason Ward, owner of the Haymarket and Gainesville Chick Fil-a franchise, came to the podium to answer any questions from the Town Council on the application. He shared that he is very passionate about how he runs his business and how he takes care of his staff. Mr. Ward asked that the Town Council to give them the opportunity with this change to take care of more customers , to impact more customers, to serve the better and to be more efficient. He stated he would like the opportunity to grow his business for the community. The Town Council continued to ask questions to the team on traffic, improving efficiency and the possibility of increasing traffic, looking at ways to prepare for large orders so that it won't impact traffic flow. Mr. Baker stated that the drive thru channel is affecting how the dine in channel is working. He stated that the goal is to build capacity into the drive thru beyond the order points. There was a question to the Town Planner if he had seen the other options that was brought forth at the evening's meeting. Town Planner Britt stated although there was a discussion about the options, nothing concrete was presented to him. There was also a discussion on the safety of the employees and what steps are being taken to ensure that the employees that are walking between the cars remain safe. Ms. Hughes from Bohler and Mr. Ward answered the question.

4. Citizen Comment

Several past, present and employees of Chick Fil-a in other locations were present speaking in favor of the second drive thru concept. Laurie Parker, Gainesville, spoke in favor of the second thru concept. Tom Tomlinson, Dominion Valley, was also present at the evening's meeting in favor of the second drive thru for efficiency. Connor, Robinson Village, was also in support of the drive thru. James George, Sudley Road, stated his support of the second drive thru. A citizen stated that the impact of traffic coming into and exiting the site should be considered as well. She raised her concern of trying to make a left coming into the site as well as a left trying to get out of the site.

5. Close Public Hearing

With no further comments from the audience, Mayor Luersen closed the public hearing.

**X. CITIZENS TIME**

There were no citizens present wishing to address the Council at this time. Town Clerk Kim Henry stated that she received 4 emails on the subject of the Strategic Plan that she would like to read into the record. The emails were from Jim & Maureen Carroll, 6862 Track Court; and three from the survey that was conducted on the town's facebook page.

**XI. CONSENT AGENDA**

Mayor Luersen asked if anyone would like to pull any of the reports in the Consent Agenda. Councilmember Ramirez asked to pull the Police Report. Councilmember Pasanello asked to pull the Town Admin report and the Town Engineer's report.

**Councilmember Pasanello moved that the Haymarket Town Council adopt Consent Agenda items A:1-2, B:2 and 5 and C:1-5. Vice Mayor Pater seconded the motion. The motion carried.**

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

**After the discussion on the pulled reports, Councilmember Pasanello moved that the Haymarket Town Council adopt Consent Agenda items B:1,3,and 4. Councilmember Ramirez seconded the motion. The motion carried.**

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

**A.**

**Minute Approval**

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

**B. Department Reports**

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

1. Town Administration Report

Councilmember Pasanello asked for any updates on the Town Park sidewalk. Acting Town Manager Roberto Gonzalez provided the updates. Councilmember Pasanello also asked for any updates on the Taco Bell drive thru. Town Planner Thomas Britt provided the most recent updates by stating the permit has not been finalized at the County level.

2. Police Chief Report

Councilmember Ramirez asked in the progress of the new officer. Chief Sibert shared that the officer was almost out of field training and should be on her own by December 4. Councilmember Ramirez asked about the Toys for Tots drop off location as well as the Boxes of Basics drop off location. Chief Sibert shared that the Police Department has partnered with a Boy Scout Troop to be the drop off point for the Toys for Tots. He also shared that the department has been working with the Boxes of Basics organization as a drop off point and that everything is going well. Councilmember Ramirez also asked about if there were any updates for using the Town Hall as a comfort station. Chief Sibert shared that he met with an emergency services representative from Prince William County. He provided information from the meeting. He stated that the discussion is still in the early stages and that he has future meetings set up. Chief Sibert shared that the Police Department is looking for a new location for future blood drives. A discussion ensued on the closure at the railroad tracks that took place for repairs and the traffic impact on the Town. Chief Sibert shared that he is working with VDOT and Prince William County Board of Supervisors to get better signage for no through traffic for tractor



trailers.

3. Town Engineer Report - Councilmember Pasanello stated that he had his questions answered by the Acting Town Manager in the Admin report and had no other questions.

**C. Liaison Reports**

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

**XII. AGENDA ITEMS**

Before going onto the Agenda Items, the Town Council took a brief recess.

- 1. Consideration of SUP 2024-001: Chick Fil-a Drive Thru Expansion

Town Planner Thomas Britt address the Town Council on the consideration of the SUP. He shared that during the public hearing, he took notes and can address the questions that were raised. He stated that he recommends that the Council gather all the information at this meeting and vote on the SUP at the regular meeting in January. Mr. Britt asked several questions to the applicant in regards to options provided earlier. Mr. Britt also addressed wayfinding signs for the entire Crossroads Village parcel as a whole. Discussion ensued on the subject and the need for wayfinding signs even if the SUP is denied. A discussion continued on the concept of the second lane with the potential of that lane becoming a lane specifically for mobile orders. Mr. Britt also asked about the angle parking at the bank and the spaces lost. Mr. Britt stated that he still has concerns about the landscaping barrier on the bank side. There was a discussion on the time line as to when a decision needs to be made. A question was asked to the Town Attorney if both parties agree to delay decision until January, would that allow the timeline expected. There was a discussion on the wayfinding signs and options to safely get out of the complex. There was also a discussion with the bank angle parking and the traffic flow around the parcels. There was also a discussion on the closing the north entrance of Chick Fil-a and how it could impact the internal circulation around the parcel. There was also a question if the plan was reviewed regarding emergency response and fire safety perspective. Town Planner Thomas Britt stated that the plan has not been reviewed in response to fire safety emergency response perspective. Councilmember Schneider stated that even though he understands the passion of getting this approved, this application is a land use decision. He stated that Council has to evaluate if they are making an existing situation worse, especially with the affect on neighboring parcels, if they approve the SUP. After lengthy discussions on the subject, the Town Council decided to defer the decision to the next meeting on January 6, 2025..

- 2. Adoption of Strategic Plan

Acting Town Manager Roberto Gonzalez shared the changes that were requested by the Town Council and asking the approval the strategic plan. A discussion followed.

**Vice Mayor Pater moved to adopt the strategic plan with the following changes: 1. on the front page to read improve transportation infrastructure to enrich quality of life and maintain a small town feel; and 2.In Section 1.4 add traffic flow and safety.**

**Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.**

**Motion made by Vice Mayor Pater, Seconded by Councilmember Ramirez.**

**Voting Yea: Councilmember Beyene, Councilmember Gallagher, Councilmember**

**Pasanello, Vice Mayor Pater, Councilmember Ramirez, Councilmember Schneider**

3. Planning Commission Resignation

Town Clerk Kim Henry shared with the Town Council the resignation of Justin Baker from the Planning Commission effective December 2 since he has been elected to the Town Council. Ms. Henry stated that she has reached out to a couple interested parties and but will be putting it out publicly on all platforms. There was a short discussion on the various roles Mr. Baker had as a Commissioner that will also need to be filled. Ms. Henry shared that she will be reaching out to other Planning Commission Members on the BZA and ARB liaison vacancy that will need to be filled as well.

4. December 16, 2024 Work Session

Mayor Luersen asked Town Clerk Kim Henry what the agenda looked like for the December 16th work session. Ms. Henry stated that at this point the only item that would be on the agenda is the discussion of the SUP. There was a discussion to change the work session to January 6, 2025 at 6 pm to discuss the SUP. With no objections from the Town Council, Mayor Luersen directed the Town Clerk to cancel the December 16th work session. Town Planner Thomas Britt stated that he would notify the applicant of the work session.

**XIII. COUNCILMEMBER TIME**

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

1. Councilmember Schneider

Councilmember Schneider stated that when he moved to Haymarket, he didn't know the ties he had to the Town. He shared that the Council has all the resources, the staff and tools now more than ever in the Town's history. He stated that what the Council has what it needs for the Town to move forward in a positive way. He stated that the Capital projects are the key. He concluded with practice good governance, improve your government IQ, get trained on land use and government finance matters, talk to the liaisons and staff, and talk to other small town leaders. He wished everyone on the dais the best of luck in their next term as the leaders of Haymarket. He also thanked the staff and appreciates their hard work.

2. Councilmember Ramirez

Councilmember Ramirez shared about the recent Boxes of Basics shoe donation event. She stated that the Police Department is the drop off location for new or gently used shoes. She also shared that the Eagle Scout candidate Naomi Schneider will be recognized at the Haymarket Baptist Church on Wednesday, December 4. She also shared that the Police Department Santa Run is December 7 and the Town's Holiday Event is December 14. She concluded her report by wishing everyone a Happy and Safe Holiday.

3. Matthew Gallagher

Councilmember Gallagher thanked Councilmember Schneider for his service and dedication to the Town. He also thanked everyone that came out to the evening's public hearing on behalf of Chick Fil-a. Councilmember Gallagher concluded his report by wishing everyone a Happy Holiday and Happy New Year.

4. Alexander Beyene

Councilmember Beyene shared that he is very excited to be elected and to be sworn in to the Council and to be able to serve and give back to the Town. He stated that he is looking forward to working with the new Mayor and his fellow Councilmembers, as well as the staff.

5. Joe Pasanello

Councilmember Pasanello congratulated all who were elected for a new term. He also wished good luck to Councilmember Schneider. He also thanked the staff for arranging to have Prince William County Clerks office so that everyone could get sworn in. He also thanked State Senator Roem and State Delegate Thomas for attending and showing their support as they were sworn in. Councilmember Pasanello shared that County Board of Supervisor Bob Weir is holding an open house on Friday, December 13 from 5-8 pm. He also recognized Dave and Susan Bannion for being Serve Our Willing Warriors volunteers for December. He concluded his report by wishing everyone a Happy Holiday.

6. Vice Mayor Pater

Vice Mayor Pater shared that she is beyond proud for all of the accomplishments from the Farmer's Market and Haymarket Day. She thanked the staff and Council for making each a success. She stated that she is excited about the Toys for Tots drop off drive and the Boxes of Basics continued clothing drive and encourage everyone to continue to donate. She concluded her report by wishing everyone a Happy Holiday and that she looking forward to an amazing 2025.

7. Mayor Luersen

Mayor Luersen shared that with this being his last meeting as Mayor, he would like to thank staff for the support as well as Council. He congratulated Vice Mayor Pater as the future Mayor and stated that he hopes can serve under her well as a Councilmember. He also shared that his last Mayors walk will be December 14th at 9 am. He concluded his report by thanking everyone for the late night meeting.

**XIV. ADJOURNMENT**

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

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

**Town of Haymarket Town Manager Report and Tracking Log**

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
<b>Office of the Town Manager and Zoning Administrator</b>						
Civic Plus: Meetings and Agendas	Kim Henry, Alexandra					The transition to the new CivicPlus system is completed. The file transfer is currently in progress by the CivicPlus team. Working to upload historic video recordings of the meetings
RFP for Sidewalk	Emily K/Thomas B					Construction continues at the Park Sidewalk project, next step is completing the asphalt work in the right away along Washington Street, installation of the street trees and signage. Work to be completed by mid November. Next progress meeting to be held on November 13th with Staff and Contractor. UPDATE 11/26/2024 Landscaping installed, Contractor will update Staff on delivery ETA of lights, benches, and other items.
Communications Plan	EK, Tracylynn, Matt Gallagher					Councilmember Gallagher is working on the Communications Draft and will meet with Staff for the next steps - working to schedule meeting with VM and Councilmember Gallagher the first week of November
GOGov App	Emily and Julia					Continuing to post information about the app through various media sites, at community events and in all informational print material. Working to pull latest numbers for the app downloads and accounts created

<p>County Contact RE: Stormwater Assessment Program</p>						<p>Town submitted a letter of support for the Stormwater Assessment application, the County has reached out to determine if the Town is still able to meet the 20% match, TM is coordinating with the County UPDATE: Received email from County stating that the Grant Application has officially been submitted to the EPA. They had a delay on their end due to a form issue and County Attorney delay. They will reach out when the official approval has been given from the EPA. At that time we will hold a meeting to discuss next steps and timelines. 10/31 Working to coordinate a meeting with the County to discuss next steps and notify the lead that I will be transitioning to maternity leave shortly and Roberto will be main Point of Contact</p> <p>UPDATE 12/30/2024 Town Planner, Acting Town Manager, and Town Engineer met with PWC Officials and JMT (third party surveyor) on December 13, 2024 to discuss project goals and timelines. Goals for this project were narrowed down to focus surveying cost on three problem areas: 1. An existing channel between Fayette and Jefferson Street just South of Washington Street, 2. A historic water collection point between the Crossroads Village Center Development and the older single family homes on the north side of Fayette Street, and 3. A channel behind Haymarket Baptist Church that leads to I-66. The Town also requested JMT to provide a projected cost estimate of the magnitude of other stormwater issues in the Town that would require future funding to survey. All other locations in Town not considered for surveying will be covered by As-Built information from projects, which the Town Planner will provide to JMT. The deadline for final deliverables is December 2025; follow up will be as needed, with PWC reporting status every 3 months OR until assessment report is complete. The first target to be met by March 2025 will be as-built information to be submitted to JMT, and the full survey of the problem areas completed by April 2025.</p>
<p>Comprehensive Zoning Inspection</p>	<p>Emily K/Thomas B</p>					<p>Town Planner will work on next phase of comprehensive zoning inspection - inspecting landscaping/dead trees/overgrowth. Violations submitted to PWC Neighborhood Services as well as Zoning Violation Letters sent. PWC working on 3 building complaints, 2 on Washington St and 1 in Longstreet Commons - ONGOING</p>
<p>Town Business Visits and Check-Ins</p>	<p>Emily K and Roberto</p>					<p>Trouvaille Brewery, Great Mane Brewery, Parrandos, Duck Donuts, Brusters, Luxe Nail Bar, Chick-fil-a, Hidden Jules, Haymarket Baptist Church, Battlefield Juijitsu, Cookies and Cream/Ghosted Concepts, Studio B Salon and Spa, A Pups Valley, School of Rock, CMC</p>
<p>Park Building</p>	<p>Emily</p>					<p>Reviewing single RFP that was submitting, following up with the Contractor to clarify questions and receive more information on the package submitted. RFP was discussed at the October 7th Meeting and the October 28th Meeting, both in Closed Session. The RFP will be on the agenda for November 4th discussion</p>
<p>Staff Meetings</p>	<p>Staff</p>					<p>Staff Meetings held weekly on Tuesday</p>
<p>Strategic Planning Discussion</p>	<p>Emily</p>					<p>Strategic Planning Retreat completed and draft will be sent out to the public first week of November.</p>
<p>Museum: Crossroads Arts Alliance</p>	<p>Emily/Tracylyn</p>					<p>Everyone's Hometown Show has opened at the Museum</p>

Security Door at Town Hall	Emily					Security door is fully functioning, need to develop an internal policy for Staff to follow, regarding the implementation of the security door
Youth In Government Preparations	Emily/Mary					Youth in Government Program in process, week of October 28th-November 4th
Town Park/Playground	Emily K.					Inspection completed, working with company to repair the large aeroglider - currently the glider is not moving as it should
Meeting with CXO	Emily K					Attended the first quarterly meeting with the PWC CXO, Chris Shorter, and the other Town Managers in PWC. Discussed County/Town relations, resources, met with Department heads. Requested several topics to be discussed at the January Meeting -- How to better share Economic Development resources with our businesses, what grant opportunities/assistance are available for the Towns, other shared resource opportunities for the Towns
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					Revised draft in review by Town Manager and Chief of Police
<b>Land Use Planning Department</b>						
Town Center Site Plan	Emily K and Katie					Rinker Design Associates has resubmitted a second submission of the Town Center Site Plan following the change order for the test holes. The second submission is currently in review by the Town Staff and agencies. 2/2/2023 A second submission for the Town Centre plan has been submitted. The Town Planner and Engineer will review the plan and take comments from the Planning Commission at their February meeting. 8/2 Town Manager will bring Town Center Site Plan to August Work session to discuss the cost estimates. The SWPPP has been completed. 11/27 The SWPPP has been submitted to the Town. UPDATE 2/1/2024--12/30/2024 Town Staff and Town Council discussing prioritization of and financing of project.

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

<p>Van Metre -- Robinson Village</p>	<p>Emily K, Thomas</p>					<p>7/6/23 All home are granted occupancy and all proffers are collected. Awaiting the submission of the as builts for the development 9/26 Town Planner and Town Engineer are in talks with The Engineering Groupe on as built submission. 10/16 as built submission received and under review by Town Staff 11/27 Town Staff preparing first round of comments on As-Builts 12/22/2023 Town Comments submitted to Van Metre, Van Metre to resubmit as built design soon. 2/1/2024--2/28/2024 Van Metre has submitted the second round of as-built submissions, currently under review by Town Staff. 3/26/2024 Town Staff finalizing approval of the As Built submission for Robinson Village. 4/30/2024 Van Metre to resolve a stormwater pooling issue at the right turn lane into the development, then as-built approval will be granted 6/26-8/27 Town Staff and Van Metre coordinating with VDOT to ensure ponding issue will be properly mitigated. Town Waiting for VDOT to provide written confirmation that the maintenance of the ponding will be handled by VDOT. Van Metre to reinforce erosion control measures prior to E/S bond release. 10/1/2024-11/26/2024 Site Improvements bond released, E/S measures still being reinforced prior to bond release. UPDATE 12/27/2024 E/S Bond Release Approved on December 13th 2024</p>
<p>Crossroads Village Center</p>	<p>Emily K</p>					<p>Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. Working with the applicant on dirt complaints on Washington Street as well as dust complaints from neighboring residents. Will be monitoring the site closely for compliance. Requested updates on the schedule, timeline and update on tenants for the site, will keep Council posted on updates. UPDATE 4/24/2023: VDOT and Town Staff completed inspection of Washington Street Paving. The Town Planner will perform final site inspection in the next week. UPDATE 6/1/2023: Town Planner has finished landscaping inspection for CVC. 7/27/2023: Landscaping inspection and other outstanding items for CVC are almost complete, Town Planner to perform final inspection in the next two weeks. Additionally, Town Planner and Engineer are reviewing As Builts for property. 9/26 As built and landscaping bond review continue. 10/30/2023: The landscaping bond will be given 30% release. 11/27 30% release given for the landscaping bond. 12/22/2023--4/30/2024 none 6/26-7/30 Town Engineer performed landscaping inspection, Town Staff are coordinating 90% release of landscaping bond when requirements are successfully met by Meladon. As-builts currently under review. 8/27/2024-12/30/2024 90% of the Landscaping Bond released to Meladon with 10% held in escrow, Town Staff have discussed next steps for site/subdivision bond release. Bond release will coincide with Approval of As Built Submissions</p>



Taco Bell	Thomas					<p>7/27/2023: All bonds collected, grading permit issued by Town Planner. Construction has 5-6mo timeline for completion. 8/15/2023 Grading process has started 9/26 Taco Bell has received all architectural and site plan permits, construction continues. 10/30/2023-3/26/2024 construction continues. 4/20/2024 Taco Bell has installed a sidewalk connecting to the existing Washington Street sidewalk and to the rest of Crossroads Village Center. Opening date still pending while outstanding permits are processed by the PWC Building Department 6/26/2024 Town Staff Coordinating with Taco Bell on final architectural items, will follow up soon on opening date for the franchise. 7/30-10/1 Taco Bell given temporary zoning release for occupancy, the franchise has now opened, but the drive through is not operational yet. Full zoning release for occupancy will be issued when drive through features are installed. 10/31/2024--11/26/2024 Drive through features are being installed, will give full zoning release when installed. UPDATE 12/30/2024 Drive through approval finalized by PWC, Taco Bell Drive Through is now open. Full Zoning Release given for the site.</p>
Crossroads Village, Kiddie Academy	Thomas					<p>4/3/2023: 2nd submission of the final site plan currently under review by the Town Planner and Town Engineer. 6/1/2023: Kiddie Academy site plan to be brought before PC in June 20th meeting. 7/27/2023: Planning Commission wishes for applicant to consider reduction of parking spaces on site, and additional drop off point. Requests will be addressed at August 14th PC meeting. 9/26 Planning Commission approved the Kiddie Academy Site Plan in the August 14 PC meeting. Town Staff are holding final discussions about landscaping responsibility with the engineers of the site plan before signing 10/30 Site Plan for Kiddie Academy signed, awaiting bond submission and pre-con meeting with site superintendent. 11/27/2023--4/30/2024 all bond documents collected and signed, pre-construction meeting has been held, Construction to commence in late winter/early spring. Applicant discussed submitting application for signage in the near future 6/26/2024 Town Engineer and Town Planner to meet with new site superintendent Thursday the 27th of June to prepare for groundbreaking, signage applicaiton still pending. 7/30-10/1 Ground has been broken, site work continues, estimated completion date for site work is January 2025 UPDATE 10/31/2024--12/30/2024 applications for signage and other exterior elements to be submitted for ARB review.</p>

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

Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan	Thomas					4/3/2023: Site Plan has been approved by the planning commission in February. All exterior applications approved by the ARB in March. The applicant will bring hard copies of the site plan to sign in the next week. 6/1/2023: Town Planner is reviewing past records prior to the signing of the site plan. 7/27/2023: Town Staff are waiting for bond submission by applicant. UPDATE 9/26/2023--12/30/2024 Town Staff working with applicant on landscaping bond agreement.
Jefferson/Fayette St Site Plan (6804 Fayette St)	Thomas					4/3/2023: The applicant has provided all necessary edits to the site plan. The Town Manager signed the site plan Friday March 17, 2023. 9/26/2023 The applicant has demolished the old structure on the site. Town Planner is coordinating with the applicant on a potential footprint revision of the site plan prior to bond submission. 10/16 Applicant's contractor still drafting potential revision. Grass planted on dirt field and silt fences installed to prevent E/S issues in the interim. 11/27-12/22 Town Staff still waiting for decision by applicant on potential revision. 2/1/2024 Developer submitted minor site plan revision for the two lots, currently under review by Town Staff. 2/28/2024 Engineer Approval has been given for minor footprint revision, Town Planner to coordinate approval and signing of revision. 3/26/2024 Site Plan Revision to be signed in the next week 4/30/2024 revised site plan is signed, site/subdivision, E/S, and landscaping bonds accepted. Town Planner is scheduling the pre-construction meeting for these two single family lots with the applicant. 6/26/2024 Town Staff met with site superintendent at pre-constructon meeting, groundbreaking to begin in the next month. UPDATE 7/30-12/30 Site work continues, estimated completion date tbd
<b>Town Clerk</b>						
Board/Committee Updates	Kim					We have a candidate for the Planning Commission vacancy and the BZA vacancy. All 2025 meetings have been added to the website.
Agendas/Minutes	Kim					All approved minutes are current on the website.
Directives	Kim					I have sent the required letters and documents to the insurance company to have the damaged lightpole replaced.
<b>Maintenance</b>						
Tenant Buildings	Cupcake Heaven: Basement cellar flooded 8". Found discharge end lightly frozen up at drainage ditch. Unclogged ice, cellar is dry. Copper Cricket: Both exterior wall sconces and flood light INOP, replaced all three. Town Hall NOTE: exterior flood light in parking lot on west side INOP as well as both flood lights on the back of Cupcake Heaven, those may be replaced this spring.					
Museum	All exterior GFCI outles need to be replaced due to age, one outlet INOP. All exterior GFCI outlets need to be replaced with "weather resistant" outlets.					
Benches	Remaining five benches to refurbish is on hold. No power to garage at this time.					

Events: Haymarket Day/Holiday event	Holiday breakdown in progress, will be having multiple meetings discussing permanent future set ups.					
Streetscape	Will be replacing the broken light pole at the intersection of Washington st and Jefferson this month.					
<b>Staff</b>						
Farmers Market	Julia					The last Sunday of the Farmers Market took place on November 10th. I sent out a Farmers Market survey on November 11th to all of the vendors, including full-time, part-time, and drop-in vendors. 21 vendors filled out the survey. A majority of the vendors that filled out the survey were in favor of the three markets that were closed and enjoyed the live music. 100% of the vendors that filled out the survey said they are planning on applying for the 2025 season. Applications for the 2025 farmers market season will be available at the beginning of February. I am currently working on a schedule for the 2025 season and starting to reach out to musicians to book each Sunday of the market season.
Summer Concert 8/17	Julia					The application has been updated for the 2025 Summer Concert. I am currently researching bands to book for the concert.
Holiday & Christmas Event 12/14	Julia					The Holiday & Christmas Bazaar was a success. We received positive feedback from vendors, residents, and performers. Vendors liked the added lights in the tents and the larger signage on their tents. We continued to promote the GoGov app at the Town Hall tent during the event. Santa's mailbox was taken down after the event and we sent a total of 130 letters back to kids.
Haymarket Day 10/19	Julia					Haymarket Day was a great success. The Haymarket Day application was updated for 2025. I am currently updating event dates on the website. The town tent did great at Haymarket Day and all pre-ordered hoodies have been filled. I will start reaching out to bands and potential sponsors at the beginning of January.
Social Media/Website/GoGov	Emily/Alexandra/Julia					Respond to messages and comments on Facebook. Post/Re-share business updates and happenings on social. Town notifications continue to go out on Facebook & GoGov for events, meetings, public notices, and park sidewalk updates. GoGov app was promoted during Haymarket Day, Farmers Market, Summer Concert, and the holiday bazaar. As of 10/22 we had 400 GoGov downloads. We received positive feedback on the Nutcracker Scavenger Hunt and a total of 45 families have completed the hunt.
Newsletter	Emily/Alex					Q1 2025 Newsletter draft in progress; Goal to be mailed to residents by 1/10- a bit delayed due to illness and holiday schedule.
Real Estate Tax	Roberto/Alex					Real Estate taxes were due 12/5. Processed all payments; Responded to inquiries from residents and/or financial institutions. Added late fees to all open invoices;

Administrative	Alexandra					Daily Mail Check; enter all invoices into QB; process and prepare payments for finance meetings; keep track of late invoices/fees and payment processing for events and zoning applications. Record Square transactions; Process/track tenant and meals tax payments; process purchase orders; maintain business spreadsheets; file invoices;
Office Misc.:	Alexandra					Communicate questions and concerns from residents to American; ARB Dec. Agenda/Meeting; Prepare & Assist with Holiday event setup/breakdown;
<b>New/Old Business Updates</b>						
New Businesses						



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

## Treasurer's Report

To: Honorable Mayor and Town Council  
From: Roberto Gonzalez, Town Treasurer  
Date: January 06, 2025  
Re: Treasurer's Report

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### Highlights:

- Actuals as of 12.31.2024 are included in this agenda.
- The comparison report to where the Town was financially last year as of 12.31.2024.
- Park contract has been signed and pre-construction meeting will be scheduled in coming weeks.
- Attended Progress meeting with Park Sidewalk contractor/Engineer/ Town Planner.
- Assisted and worked the Haymarket Holiday Bazaar event.
- Beginning to work on pre-audit records collections for FY2024.
- Reviewed Administrators A/P entries and A/R entries.

## Town of Haymarket Statement of Net Position As of December 31, 2024

	Dec 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	8,272,309.33
11010 · Virginia Investment Pool	358,624.42
<b>Total Checking/Savings</b>	8,630,933.75
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	122,201.88
12010 · A/R Permits	-2,159.99
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,529.52
<b>Total Accounts Receivable</b>	124,332.85
<b>Other Current Assets</b>	
11499 · Undeposited Funds	50,149.27
12099 · Allowance for Doubtful Accounts	-63,284.67
12200 · Prepaid Expenses	17,658.85
<b>Total Other Current Assets</b>	4,523.45
<b>Total Current Assets</b>	8,759,790.05
<b>Fixed Assets</b>	
12500 · General Property	4,787,203.47
12600 · Rental Property	1,130,768.59
<b>Total Fixed Assets</b>	5,917,972.06
<b>Other Assets</b>	
14003 · Accum Amort - SBITA Asset	-4,755.96
14002 · SBITA Asset	20,609.33
14001 · Accum Amort - ROU Asset	-1,799.90
14000 · Right of Use Lease Assets	10,799.18
12300 · Lease Receivable CP	155,821.13
12301 · Accrued Int Rec - G87	892.53
12350 · Lease Receivable - LT G87	204,611.44
19110 · Deferred Outflows - OPI	93,878.00
19000 · Net Pension Asset	172,687.00
19100 · Deferred Outflow - Pension Cont	393,548.00
19200 · Deferred Outflow - GLI OPEB	12,556.00
<b>Total Other Assets</b>	1,058,846.75
<b>TOTAL ASSETS</b>	<b>15,736,608.86</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	72,352.09
<b>Total Accounts Payable</b>	72,352.09
<b>Credit Cards</b>	
20041 · ToH Credit Card - SONA 1424/269	869.95
20042 · PD Credit Card - SONA 0277	113.90
<b>Total Credit Cards</b>	983.85

**Town of Haymarket**  
**Statement of Net Position**  
As of December 31, 2024

	Dec 31, 24
<b>Other Current Liabilities</b>	
20099 · Prepaid Rent	8,812.70
20095 · Deferred Revenue - Events	2,500.00
20096 · Deferred Revenue - Other	2,248,634.41
20098 · Deferred Revenue - ARPA Funds	1,220,919.89
20500 · Sales Tax Payable	91.10
21000 · Payroll Liabilities	65,467.98
22000 · Security Deposits	13,940.65
22010 · Escrow Deposits	204,941.60
<b>Total Other Current Liabilities</b>	<b>3,765,308.33</b>
<b>Total Current Liabilities</b>	<b>3,838,644.27</b>
<b>Long Term Liabilities</b>	
28006 · SBITA Liability - Non Current	10,400.10
28005 · SBITA Liability - CP	4,978.83
28004 · Accrued Int - G96	299.32
28002 · Lease Liability - LT	7,025.69
28001 · Lease Liability - CP	2,070.16
28003 · Accrued Int Exp - G87	25.09
28000 · Deffered Inflow G87	344,417.53
20080 · Accrued Interest Payable	2,748.94
23000 · Accrued Leave	36,581.32
25000 · General Obligation Bonds	277,900.00
29100 · Deferred Inflow - Pension Msmnt	378,349.00
29500 · Net OPEB Liability	39,254.00
29600 · Deferred Inflow - OPEB	9,244.00
<b>Total Long Term Liabilities</b>	<b>1,113,293.98</b>
<b>Total Liabilities</b>	<b>4,951,938.25</b>
<b>Equity</b>	
34121 · GASB 96 Activity Offset	175.12
34120 · GASB 87 Activity Offset	-121.66
34110 · Net OPEB Activity Offset	-35,942.00
34000 · Net Pension Activity Offset	281,764.00
30000 · Unrestricted Net Assets	4,608,502.27
31000 · Restricted Net Assets	80,200.00
32000 · Investment in Capital Assets	5,917,972.07
33000 · Amt Long Term Obligations	-317,230.27
Net Income	249,351.08
<b>Total Equity</b>	<b>10,784,670.61</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>15,736,608.86</b>



Income	Actuals	Budget	% of Budget	Comments
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	462,453.68	473,293.00	97.7%	
				a large increase in assessments due to increase reported by VEPCO due to underground conductors and devices
3110-02 · Public Service Corp RE Tax	25,428.49	12,600.00	201.8%	
3110-03 · Interest - All Property Taxes	106.61	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	3,034.27	1,000.00	303.4%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	491,023.05	486,893.00	100.8%	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	161,219.17	225,000.00	71.7%	Collection up to the month of November 2024
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	41,690.60	325,000.00	12.8%	
3120-03 · Cigarette Tax	71,996.37	140,000.00	51.4%	Collection up to the month of December 2024
3120-04 · Consumer Utility Tax	49,680.23	158,000.00	31.4%	
3120-05 · Meals Tax - Current	698,069.56	1,550,000.00	45.0%	Collection up to the month of November 2024
3120-06 · Sales Tax Receipts	57,919.75	160,000.00	36.2%	Collection up to the month of October 2024
3120-07 · Penalties (Non-Property)	2,566.52	5,000.00	51.3%	
3120-08 · Interest (Non-Property)	152.48	0.00	100.0%	
<b>Total 3120 · OTHER LOCAL TAXES</b>	1,083,294.68	2,587,000.00	41.9%	
<b>3130 · PERMITS, FEES &amp; LICENSES</b>				
3130-01 · Application Fees	1,300.00	4,500.00	28.9%	
3130-03 · Motor Vehicle Fees	229.00	0.00	100.0%	Town decals
3130-05 · Other Planning & Permits	3,101.56	1,000.00	310.2%	
3130-06 · Pass Through Fees	4,502.26	15,000.00	30.0%	
<b>Total 3130 · PERMITS, FEES &amp; LICENSES</b>	9,132.82	20,500.00	44.6%	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	10,379.11	20,000.00	51.9%	
<b>Total 3140 · FINES &amp; FORFEITURES</b>	10,379.11	20,000.00	51.9%	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	7,714.35	13,500.00	57.1%	Reconciled October 2024 currently
3150-03 · Interest on Bank Deposits	93,320.54	89,500.00	104.3%	Reconciled October 2024 currently
<b>Total 3150 · REVENUE - USE OF MONEY</b>	101,034.89	103,000.00	98.1%	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-07 · Haymarket Church Suite 206	26,338.13	49,207.00	53.5%	
3151-08 · 15020 Washington Realty	29,173.98	58,348.00	50.0%	
3151-09 · 15026 Copper Cricket	14,504.20	29,008.00	50.0%	
3151-11 · Cupcake Heaven and Cafe LLC	18,275.80	36,914.00	49.5%	
3151-15 · Revolution Mortgage	4,652.83	7,312.00	63.6%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	92,944.94	180,789.00	51.4%	
<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	65,169.88	80,000.00	81.5%	
3165-02 · Farmer's Market	8,588.75	12,000.00	71.6%	
3165-03 · Town Ornaments	4,351.00	10,000.00	43.5%	
3165-06 · Town Hats	764.00	0.00	100.0%	
3165-07 · Town Sweatshirts - Adult	2,636.00	0.00	100.0%	
3165-08 · Town Sweatshirts - Youth	25.50	0.00	100.0%	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	96,720.13	122,000.00	79.3%	
<b>3180 · MISCELLANEOUS</b>				
3180-00 · Convenience Fee	-2.33	300.00	-0.8%	
3180-01 · Citations & Accident Reports	75.00	0.00	100.0%	
3180-03 · Miscellaneous	50.00	0.00	100.0%	
<b>Total 3180 · MISCELLANEOUS</b>	122.67	300.00	40.9%	

<b>3200 · REVENUE FROM COMMONWEALTH</b>			
3200-02 · 599 Law Enforcement Grant	18,894.00	36,144.00	52.3% 2 of 4 Collection for FY2025
3200-05 · Communications Tax	33,693.01	80,000.00	42.1% Collection up to November 2024 taxes
3200-06 · Department of Fire Programs	15,000.00	15,000.00	100.0%
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%
3200-12 · Railroad Rolling Stock	1,535.23	1,300.00	118.1%
3200-16 · DMV Select Grant	2,667.54	27,213.00	9.8%
3200-17 · LOLE Grant	0.00	4,393.00	0.0%
3200-18 · Educational Reimbursement	796.02	0.00	100.0%
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>91,212.77</b>	<b>182,677.00</b>	<b>49.9%</b>
<b>3500 · Reserve Funds</b>	<b>0.00</b>	<b>283,000.00</b>	<b>0.0%</b>
<b>4002 · Transfer from ARPA Funds</b>	<b>431,327.00</b>	<b>836,586.00</b>	<b>51.6%</b> Funds transferred to make 1st payment on project

<b>Total Income</b>	<b>2,407,197.06</b>	<b>4,822,745.00</b>	<b>49.9%</b>
<b>Gross Profit</b>	<b>2,407,197.06</b>	<b>4,822,745.00</b>	<b>49.9%</b>

## Expense

### 01 · ADMINISTRATION

#### 11100 · TOWN COUNCIL

111001 · Convention & Education	8,941.89	10,050.00	89.0%
111002 · FICA/Medicare	719.86	2,000.00	36.0%
111003 · Meals and Lodging	4,489.69	6,300.00	71.3%
111004 · Mileage Allowance	897.15	1,050.00	85.4%
111005 · Salaries & Wages - Regular	9,050.00	22,000.00	41.1%

<b>Total 11100 · TOWN COUNCIL</b>	<b>24,098.59</b>	<b>41,400.00</b>	<b>58.2%</b>
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#### 12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	238,757.35	486,558.00	49.1%
1211002 · Salaries/Wages - Overtime	2,477.42	4,500.00	55.1%
1211003 · Salaries/Wages - Part Time	20,559.25	39,420.00	52.2%
1211004 · FICA/Medicare	19,182.89	40,238.00	47.7%
1211005 · VRS	36,313.55	78,978.00	46.0%
1211006 · Health Insurance	30,286.40	78,213.00	38.7%
1211007 · Life Insurance	2,874.51	5,857.00	49.1%
1211008 · Disability Insurance	1,640.97	3,360.00	48.8%
1211009 · Unemployment Insurance	339.71	5,995.00	5.7%
1211010 · Worker's Compensation	260.00	481.00	54.1%
1211011 · Gen Property/Liability Ins.	17,616.00	21,261.00	82.9%
1211012 · Accounting Services	5,015.58	12,000.00	41.8%
1211014 · Printing & Binding	4,768.41	8,298.00	57.5%
1211015 · Advertising	2,173.80	9,000.00	24.2%
1211016 · Computer, Internet &Website Svc	10,554.63	28,550.00	37.0%
1211017 · Postage	1,604.78	5,000.00	32.1%
1211018 · Telecommunications	3,002.94	7,500.00	40.0%
1211019 · Mileage Allowance	416.74	2,500.00	16.7%
1211020 · Meals & Lodging	2,237.42	7,000.00	32.0%
1211021 · Convention & Education	1,345.00	10,000.00	13.5%
1211022 · Miscellaneous	537.68	2,000.00	26.9%
1211024 · Books, Dues & Subscriptions	2,511.45	21,075.00	11.9%
1211025 · Office Supplies	3,972.52	8,500.00	46.7%
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%

<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>408,449.00</b>	<b>891,284.00</b>	<b>45.8%</b>
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#### 12210 · LEGAL SERVICES

1221001 · Legal Services	40,305.45	100,000.00	40.3% Services up to October 2024
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<b>Total 12210 · LEGAL SERVICES</b>	<b>40,305.45</b>	<b>100,000.00</b>	<b>40.3%</b>
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#### 12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	0.00	25,500.00	0.0%
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<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>0.00</b>	<b>25,500.00</b>	<b>0.0%</b>
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<b>Total 01 · ADMINISTRATION</b>	<b>472,853.04</b>	<b>1,058,184.00</b>	<b>44.7%</b>
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### 03 · PUBLIC SAFETY

#### 31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	288,933.99	675,291.00	42.8%
3110003 · Salaries & Wages - OT Premium	17,715.58	24,000.00	73.8%
3110004 · Salaries & Wages - Holiday Pay	17,905.96	38,041.00	47.1%
3110005 · Salaries & Wages - Part Time	27,560.00	27,000.00	102.1%
3110007 · Salary & Wages - DMV Grant	5,113.65	15,000.00	34.1%
3110012 · Salaries & Wages - PT Admin.	5,437.50	39,000.00	13.9%
3110020 · FICA/MEDICARE	27,166.58	66,545.00	40.8%
3110021 · VRS	38,095.14	88,666.00	43.0%
3110022 · Health Insurance	45,720.00	140,430.00	32.6%
3110023 · Life Insurance	3,387.48	8,036.00	42.2%
3110024 · Disability Insurance	1,102.08	3,070.00	35.9%
3110025 · Unemployment Insurance	120.98	4,320.00	2.8%
3110026 · Workers' Compensation Insurance	23,627.00	29,581.00	79.9%
3110027 · Line of Duty Act Insurance	5,118.00	5,120.00	100.0%
3110028 · Legal Services	11,915.01	30,379.00	39.2%
3110032 · Computer, Internet & Website	3,895.59	10,000.00	39.0%
3110033 · Postage	0.00	100.00	0.0%
3110034 · Telecommunications	5,634.15	15,300.00	36.8%
3110035 · General Prop Ins (Vehicles)	6,180.00	5,950.00	103.9%
3110037 · Meals and Lodging	505.24	5,000.00	10.1%
3110038 · Convention & Edu. (Training)	400.00	10,800.00	3.7%
3110040 · Annual Dues & Subscriptions	7,029.87	24,795.00	28.4%
3110041 · Office Supplies	2,221.52	6,000.00	37.0%
3110042 · Vehicle Fuels	12,727.43	36,700.00	34.7%
3110043 · Vehicle Maintenance/Supplies	15,410.73	22,000.00	70.0%
3110045 · Uniforms & Police Supplies	20,592.14	45,901.00	44.9%
3110049 · Grant Expenditures	11,088.58	12,213.00	90.8%
3110056 · Capital Outlay-Machinery/Equip	127,585.09	192,405.00	66.3%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>732,189.29</b>	<b>1,581,643.00</b>	<b>46.3%</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>732,189.29</b>	<b>1,596,643.00</b>	<b>45.9%</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	84,349.70	208,608.00	40.4%
<b>Total 43200 · REFUSE COLLECTION</b>	<b>84,349.70</b>	<b>208,608.00</b>	<b>40.4%</b>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
4310001 · Repairs/Maintenance Services	29,412.91	111,892.00	26.3%
4310002 · Maint Svc Contract-Pest Control	465.00	5,000.00	9.3%
4310003 · Maint Svc Contract-Landscaping	13,125.00	35,000.00	37.5%
4310004 · Maint Svc Contract Snow Removal	0.00	10,000.00	0.0%
4310007 · Electric/Gas Services	6,499.76	18,593.00	35.0%
4310008 · Electrical Services-Streetlight	1,568.06	5,500.00	28.5%
4310009 · Water & Sewer Services	3,033.01	3,850.00	78.8%
4310011 · Real Estate Taxes	561.87	2,500.00	22.5%
4310015 · Maintenance - Vehicle Fuel	810.86	5,000.00	16.2%
4310016 · Maint - Vehicle Maintenance	55.60	3,000.00	1.9%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>55,532.07</b>	<b>200,335.00</b>	<b>27.7%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>142,094.77</b>	<b>416,156.00</b>	<b>34.1%</b>
<b>06 · ECONOMIC DEVELOPMENT</b>			
60000 · Tourism/Traveling Marketing	57,911.59	96,429.00	60.1%
60001 · Town Tourism	13,903.80	64,286.00	21.6%
60003 · Advertising	0.00	22,000.00	0.0%
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>71,815.39</b>	<b>182,715.00</b>	<b>39.3%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
70000 · HAYMARKET COMMUNITY PARK			

Paid up to November 2024 services

7000001 · Grounds Maintenance/Repairs	8,064.99	25,000.00	32.3%
7000003 · Demolition	48,524.00	50,000.00	97.0%
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>56,588.99</b>	<b>75,000.00</b>	<b>75.5%</b>
<b>71110 · EVENTS</b>			
7111001 · Advertising - Events	5,319.54	5,000.00	106.4%
7111003 · Contractural Services	50,822.18	64,950.00	78.2%
7111004 · Events - Other	29,816.35	40,850.00	73.0%
7111005 · Police Department Events	4,317.90	7,800.00	55.4%
7111006 · Farmer's Market	6,947.50	12,000.00	57.9%
<b>Total 71110 · EVENTS</b>	<b>97,223.47</b>	<b>130,600.00</b>	<b>74.4%</b>
<b>72200 · MUSEUM</b>			
7220009 · Advertising	0.00	1,000.00	0.0%
7220012 · Telecommunications	645.90	2,200.00	29.4%
7200015 · Books, Dues & Subscriptions	30.00	250.00	12.0%
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%
<b>Total 72200 · MUSEUM</b>	<b>1,075.90</b>	<b>5,950.00</b>	<b>18.1%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>154,888.36</b>	<b>211,550.00</b>	<b>73.2%</b>
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
8110001 · Salaries & Wages - Regular	750.00	5,670.00	13.2%
8110002 · FICA/Medicare	51.07	500.00	10.2%
8110003 · Consultants - Engineer	1,845.35	15,000.00	12.3%
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%
8110005 · Mileage Allowance	0.00	250.00	0.0%
8110006 · Meals & Lodging	0.00	700.00	0.0%
8110007 · Convention/Education	0.00	1,000.00	0.0%
8110009 · Engineering - Pass Through	8,407.39	0.00	100.0%
<b>Total 81100 · PLANNING COMMISSION</b>	<b>11,053.81</b>	<b>28,120.00</b>	<b>39.3%</b>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
8111001 · Salaries & Wages - Regular	1,200.00	5,830.00	20.6%
8111002 · FICA/Medicare	96.58	446.00	21.7%
8111005 · Convention & Education	0.00	1,500.00	0.0%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>1,296.58</b>	<b>7,776.00</b>	<b>16.7%</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>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>12,350.39</b>	<b>38,824.00</b>	<b>31.8%</b>
<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>
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>72,346.18</b>	<b>73,163.00</b>	<b>98.9%</b>
<b>94104 · Street Scape - Park Sidewalk</b>			
9410402 · Construction	431,784.58	836,586.00	51.6%
<b>Total 94104 · Street Scape - Park Sidewalk</b>	<b>431,784.58</b>	<b>836,586.00</b>	<b>51.6%</b>
<b>EMPLOYEE BENEFITS</b>			
6560 · Payroll Processing Fees	-0.03		
<b>Total EMPLOYEE BENEFITS</b>	<b>-0.03</b>		
<b>Total 94105 · PERSONNEL</b>	<b>-0.03</b>		
<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>
<b>94107 · BLIGHT MITIGATION</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.0%</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

2nd payment of the park sidewalk project

<b>94108 - Capital Improvement Funds Expens</b>			
9410801 - Washington St - Streetscape	5,262.00	55,000.00	9.6%
9410802 - Sidewalk Repairs	0.00	50,000.00	0.0%
9410803 - Town Gateway Signs	0.00	50,000.00	0.0%
9410804 - VDOT Historic District Signage	0.00	50,000.00	0.0%
9410804 - Town Hall / Museum Security Sys	3,020.00	53,924.00	5.6%
9410806 - Message Board Trailer	19,507.02	20,000.00	97.5%
<b>Total 94108 - Capital Improvment Funds Expens</b>	<b>27,789.02</b>	<b>278,924.00</b>	<b>10.0%</b>
94109 - Storm Water Grant Match	40,000.00	40,000.00	100.0%
<b>Total Expense</b>	<b>2,158,110.99</b>	<b>4,822,745</b>	<b>44.7%</b>
<b>Net Ordinary Income</b>	<b>249,086.07</b>	<b>0</b>	<b>100.0%</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>249,086.07</b>	<b>0.00</b>	<b>100.0%</b>

## Town of Haymarket Statement of Revenue & Expenditures - Prev Year Comparison July through December 2024

	Jul - Dec 24	Jul - Dec 23	% Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>3110 · GENERAL PROPERTY TAXES</b>			
3110-01 · Real Estate - Current	462,453.68	438,308.02	5.5%
3110-02 · Public Service Corp RE Tax	25,428.49	13,659.92	86.2%
3110-03 · Interest - All Property Taxes	106.61	2,163.03	-95.1%
3110-04 · Penalties - All Property Taxes	3,034.27	1,789.56	69.6%
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	491,023.05	455,920.53	7.7%
<b>3120 · OTHER LOCAL TAXES</b>			
3120-00 · Transient Occupancy Tax	161,219.17	118,342.59	36.2%
3120-02 · Business License Tax	41,690.60	25,485.17	63.6%
3120-03 · Cigarette Tax	71,996.37	73,781.23	-2.4%
3120-04 · Consumer Utility Tax	49,680.23	49,889.53	-0.4%
3120-05 · Meals Tax - Current	698,069.56	603,876.23	15.6%
3120-06 · Sales Tax Receipts	57,919.75	56,869.59	1.9%
3120-07 · Penalties (Non-Property)	2,566.52	3,746.39	-31.5%
3120-08 · Interest (Non-Property)	152.48	306.99	-50.3%
Development Revenue Proffers	0.00	0.00	0.0%
<b>Total Development Revenue</b>	0.00	0.00	0.0%
<b>Total 3120 · OTHER LOCAL TAXES</b>	1,083,294.68	932,297.72	16.2%
<b>3130 · PERMITS, FEES &amp; LICENSESES</b>			
3130-01 · Application Fees	1,300.00	1,875.00	-30.7%
3130-03 · Motor Vehicle Licenses	229.00	257.00	-10.9%
3130-05 · Other Planning & Permits	3,101.56	5,120.00	-39.4%
3130-06 · Pass Through Fees	4,502.26	11,142.50	-59.6%
<b>Total 3130 · PERMITS, FEES &amp; LICENSESES</b>	9,132.82	18,394.50	-50.4%
<b>3140 · FINES &amp; FORFEITURES</b>			
3140-01 · Fines	10,379.11	8,566.13	21.2%
<b>Total 3140 · FINES &amp; FORFEITURES</b>	10,379.11	8,566.13	21.2%
<b>3150 · REVENUE - USE OF MONEY</b>			
3150-01 · Earnings on VACO/VML Investment	7,714.35	9,322.61	-17.3%
3150-03 · Interest on Bank Deposits	93,320.54	67,106.84	39.1%
<b>Total 3150 · REVENUE - USE OF MONEY</b>	101,034.89	76,429.45	32.2%
<b>3151 · RENTAL (USE OF PROPERTY)</b>			
3151-07 · Haymarket Church Suite 206	26,338.13	25,632.42	2.8%
3151-08 · 15020 Washington Realty	29,173.98	28,385.94	2.8%
3151-09 · 15026 Copper Cricket	14,504.20	12,169.32	19.2%
3151-11 · Cupcake Heaven and Cafe LLC	18,275.80	11,711.88	56.0%
3151-14 · Salman Home Realty Suite 204	0.00	3,920.00	-100.0%
3151-15 · Revolution Mortgage	4,652.83	7,098.67	-34.5%
3151-16 · Stirrup For Delegate 21	0.00	3,315.00	-100.0%
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	92,944.94	92,233.23	0.8%
<b>3160 · CHARGES FOR SERVICES</b>			
FOIA Receipts	5.00	0.00	100.0%
3160-01 · Public Safety	0.00	5,305.00	-100.0%
<b>Total 3160 · CHARGES FOR SERVICES</b>	5.00	5,305.00	-99.9%

## Town of Haymarket

### Statement of Revenue & Expenditures - Prev Year Comparison

July through December 2024

	Jul - Dec 24	Jul - Dec 23	% Change
<b>3165 · REVENUE - TOWN EVENTS</b>			
3165-00 · Sponsorships	15,185.00	25,600.00	-40.7%
3165-01 · Town Event	65,169.88	58,481.49	11.4%
3165-02 · Farmer's Market	8,588.75	9,218.30	-6.8%
3165-03 · Town Ornaments	4,351.00	11,458.26	-62.0%
3165-05 · Museum Revenue - Art	0.00	123.45	-100.0%
3165-06 · Town Hats	764.00	474.00	61.2%
3165-07 · Town Sweatshirts - Adult	2,636.00	0.00	100.0%
3165-08 · Town Sweatshirts - Youth	25.50	0.00	100.0%
3165 · REVENUE - TOWN EVENTS - Other	0.00	0.00	0.0%
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	96,720.13	105,355.50	-8.2%
<b>3180 · MISCELLANEOUS</b>			
3180-00 · Convenience Fee	-2.33	134.24	-101.7%
3180-01 · Citations & Accident Reports	75.00	20.00	275.0%
3180-03 · Miscellaneous	50.00	10.00	400.0%
3180-04 · Reimbursement from Insurance	0.00	46,018.56	-100.0%
3180-05 · Recovered Costs- Private Events	0.00	300.00	-100.0%
3180 · MISCELLANEOUS - Other	0.00	0.00	0.0%
<b>Total 3180 · MISCELLANEOUS</b>	122.67	46,482.80	-99.7%
<b>3200 · REVENUE FROM COMMONWEALTH</b>			
3200-02 · 599 Law Enforcement Grant	18,894.00	18,242.00	3.6%
3200-04 · Car Rental Reimbursement	0.00	0.00	0.0%
3200-05 · Communications Tax	33,693.01	27,485.58	22.6%
3200-06 · Department of Fire Programs	15,000.00	15,000.00	0.0%
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	0.0%
3200-12 · Railroad Rolling Stock	1,535.23	1,405.15	9.3%
3200-16 · DMV Select Grant	2,667.54	0.00	100.0%
3200-18 · Educational Reimbursement	796.02	0.00	100.0%
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	91,212.77	80,759.70	12.9%
<b>3300 · REVENUE FROM FEDERAL GOVERNMENT</b>			
3300-01 · DMV Transp Safety Grant	0.00	0.00	0.0%
<b>Total 3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	0.00	0.00	0.0%
<b>4002 · Transfer from ARPA Funds</b>	431,327.00	0.00	100.0%
<b>Total Income</b>	2,407,197.06	1,821,744.56	32.1%
<b>Gross Profit</b>	2,407,197.06	1,821,744.56	32.1%
<b>Expense</b>			
<b>01 · ADMINISTRATION</b>			
<b>11100 · TOWN COUNCIL</b>			
111001 · Convention & Education	8,941.89	647.00	1,282.1%
111002 · FICA/Medicare	719.86	618.11	16.5%
111003 · Meals and Lodging	4,489.69	125.79	3,469.2%
111004 · Mileage Allowance	897.15	0.00	100.0%
111005 · Salaries & Wages - Regular	9,050.00	9,150.00	-1.1%
<b>Total 11100 · TOWN COUNCIL</b>	24,098.59	10,540.90	128.6%
<b>12110 · TOWN ADMINISTRATION</b>			
1211001 · Salaries/Wages-Regular	238,757.35	197,962.38	20.6%
1211002 · Salaries/Wages - Overtime	2,477.42	1,428.45	73.4%
1211003 · Salaries/Wages - Part Time	20,559.25	25,406.00	-19.1%

## Town of Haymarket Statement of Revenue & Expenditures - Prev Year Comparison July through December 2024

	Jul - Dec 24	Jul - Dec 23	% Change
1211004 · FICA/Medicare	19,182.89	16,699.25	14.9%
1211005 · VRS	36,313.55	13,930.20	160.7%
1211006 · Health Insurance	30,286.40	26,080.80	16.1%
1211007 · Life Insurance	2,874.51	2,650.56	8.5%
1211008 · Disability Insurance	1,640.97	1,342.92	22.2%
1211009 · Unemployment Insurance	339.71	157.93	115.1%
1211010 · Worker's Compensation	260.00	279.75	-7.1%
1211011 · Gen Property/Liability Ins.	17,616.00	19,130.00	-7.9%
1211012 · Accounting Services	5,015.58	959.00	423.0%
1211013 · Cigarette Tax Administration	0.00	0.00	0.0%
1211014 · Printing & Binding	4,768.41	3,102.22	53.7%
1211015 · Advertising	2,173.80	1,807.50	20.3%
1211016 · Computer, Internet & Website Svc	10,289.63	11,685.86	-12.0%
1211017 · Postage	1,604.78	1,025.93	56.4%
1211018 · Telecommunications	3,002.94	3,559.41	-15.6%
1211019 · Mileage Allowance	416.74	277.72	50.1%
1211020 · Meals & Lodging	2,237.42	1,609.15	39.0%
1211021 · Convention & Education	1,345.00	1,206.15	11.5%
1211022 · Miscellaneous	537.68	312.00	72.3%
1211024 · Books, Dues & Subscriptions	2,511.45	8,461.94	-70.3%
1211025 · Office Supplies	3,972.52	3,278.28	21.2%
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>408,184.00</b>	<b>342,353.40</b>	<b>19.2%</b>
<b>12210 · LEGAL SERVICES</b>			
1221001 · Legal Services	40,305.45	40,013.23	0.7%
<b>Total 12210 · LEGAL SERVICES</b>	<b>40,305.45</b>	<b>40,013.23</b>	<b>0.7%</b>
<b>12240 · INDEPENDENT AUDITOR</b>			
1224001 · Auditing Services	0.00	18,400.00	-100.0%
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>0.00</b>	<b>18,400.00</b>	<b>-100.0%</b>
<b>Total 01 · ADMINISTRATION</b>	<b>472,588.04</b>	<b>411,307.53</b>	<b>14.9%</b>
<b>03 · PUBLIC SAFETY</b>			
<b>31100 · POLICE DEPARTMENT</b>			
3110001 · Salaries & Wages - Regular	288,933.99	248,125.84	16.5%
3110002 · Salaries & Wages - OT Regular	0.00	0.00	0.0%
3110003 · Salaries & Wages - OT Premium	17,715.58	15,253.78	16.1%
3110013 · Salaries & Wages - OT Select En	0.00	3,881.05	-100.0%
3110004 · Salaries & Wages - Holiday Pay	17,905.96	15,519.73	15.4%
3110005 · Salaries & Wages - Part Time	27,560.00	28,240.00	-2.4%
3110007 · Salary & Wages - DMV Grant	5,113.65	1,983.23	157.8%
3110012 · Salaries & Wages - PT Admin.	5,437.50	7,120.00	-23.6%
3110020 · FICA/MEDICARE	27,166.58	23,836.94	14.0%
3110021 · VRS	38,095.14	15,367.35	147.9%
3110022 · Health Insurance	45,720.00	42,036.00	8.8%
3110023 · Life Insurance	3,387.48	3,364.71	0.7%
3110024 · Disability Insurance	1,102.08	1,221.08	-9.8%
3110025 · Unemployment Insurance	120.98	41.62	190.7%
3110026 · Workers' Compensation Insurance	23,627.00	21,692.25	8.9%
3110027 · Line of Duty Act Insurance	5,118.00	4,705.00	8.8%
3110028 · Legal Services	11,915.01	13,321.30	-10.6%
3110032 · Computer, Internet & Website	3,895.59	2,095.00	86.0%
3110033 · Postage	0.00	41.20	-100.0%
3110034 · Telecommunications	5,634.15	6,265.18	-10.1%
3110035 · General Prop Ins (Vehicles)	6,180.00	4,871.00	26.9%
3110037 · Meals and Lodging	505.24	2,836.18	-82.2%
3110038 · Convention & Edu. (Training)	400.00	2,182.00	-81.7%
3110040 · Annual Dues & Subscriptions	7,029.87	10,744.09	-34.6%
3110041 · Office Supplies	2,221.52	3,420.47	-35.1%



## Town of Haymarket

# Statement of Revenue & Expenditures - Prev Year Comparison

### July through December 2024

	Jul - Dec 24	Jul - Dec 23	% Change
3110042 · Vehicle Fuels	12,727.43	15,650.39	-18.7%
3110043 · Vehicle Maintenance/Supplies	15,410.72	7,115.56	116.6%
3110045 · Uniforms & Police Supplies	20,592.14	24,284.07	-15.2%
3110049 · Grant Expenditures	11,088.58	0.00	100.0%
3110056 · Capital Outlay-Machinery/Equip	127,585.09	63,654.20	100.4%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>732,189.28</b>	<b>588,869.22</b>	<b>24.3%</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>732,189.28</b>	<b>588,869.22</b>	<b>24.3%</b>
<b>04 · PUBLIC WORKS</b>			
4110002 · Street Beautification - HF	2,213.00	0.00	100.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	84,349.70	61,850.22	36.4%
<b>Total 43200 · REFUSE COLLECTION</b>	<b>84,349.70</b>	<b>61,850.22</b>	<b>36.4%</b>
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	29,412.91	39,666.84	-25.9%
4310002 · Maint Svc Contract-Pest Control	465.00	2,914.00	-84.0%
4310003 · Maint Svc Contract-Landscaping	13,125.00	14,054.31	-6.6%
4310007 · Electric/Gas Services	6,499.76	7,700.16	-15.6%
4310008 · Electrical Services-Streetlight	1,568.06	2,118.94	-26.0%
4310009 · Water & Sewer Services	3,033.01	1,609.81	88.4%
4310010 · Janitorial Supplies	0.00	23.98	-100.0%
4310011 · Real Estate Taxes	561.87	573.29	-2.0%
4310015 · Maintenance - Vehicle Fuel	810.86	777.58	4.3%
4310016 · Maint - Vehicle Maintenance	55.60	0.00	100.0%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>55,532.07</b>	<b>69,438.91</b>	<b>-20.0%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>142,094.77</b>	<b>131,289.13</b>	<b>8.2%</b>
<b>06 · ECONOMIC DEVELOPMENT</b>			
60000 · Tourism/Traveling Marketing	57,911.59	41,064.42	41.0%
60001 · Town Tourism	13,903.80	25,177.39	-44.8%
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>71,815.39</b>	<b>66,241.81</b>	<b>8.4%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	8,064.99	3,340.00	141.5%
7000003 · Demolition	48,524.00	0.00	100.0%
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>56,588.99</b>	<b>3,340.00</b>	<b>1,594.3%</b>
71110 · EVENTS			
7111001 · Advertising - Events	5,319.54	1,944.00	173.6%
7111003 · Contractual Services	50,822.18	39,128.44	29.9%
7111004 · Events - Other	29,816.35	30,418.14	-2.0%
7111005 · Police Department Events	4,317.90	2,235.12	93.2%
7111006 · Farmer's Market	6,947.50	343.43	1,923.0%
<b>Total 71110 · EVENTS</b>	<b>97,223.47</b>	<b>74,069.13</b>	<b>31.3%</b>
72200 · MUSEUM			
7220012 · Telecommunications	645.90	710.25	-9.1%
7200015 · Books, Dues & Subscriptions	30.00	0.00	100.0%
7220018 · Exhibits & Programs	400.00	400.00	0.0%
<b>Total 72200 · MUSEUM</b>	<b>1,075.90</b>	<b>1,110.25</b>	<b>-3.1%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>154,888.36</b>	<b>78,519.38</b>	<b>97.3%</b>

## Town of Haymarket Statement of Revenue & Expenditures - Prev Year Comparison July through December 2024

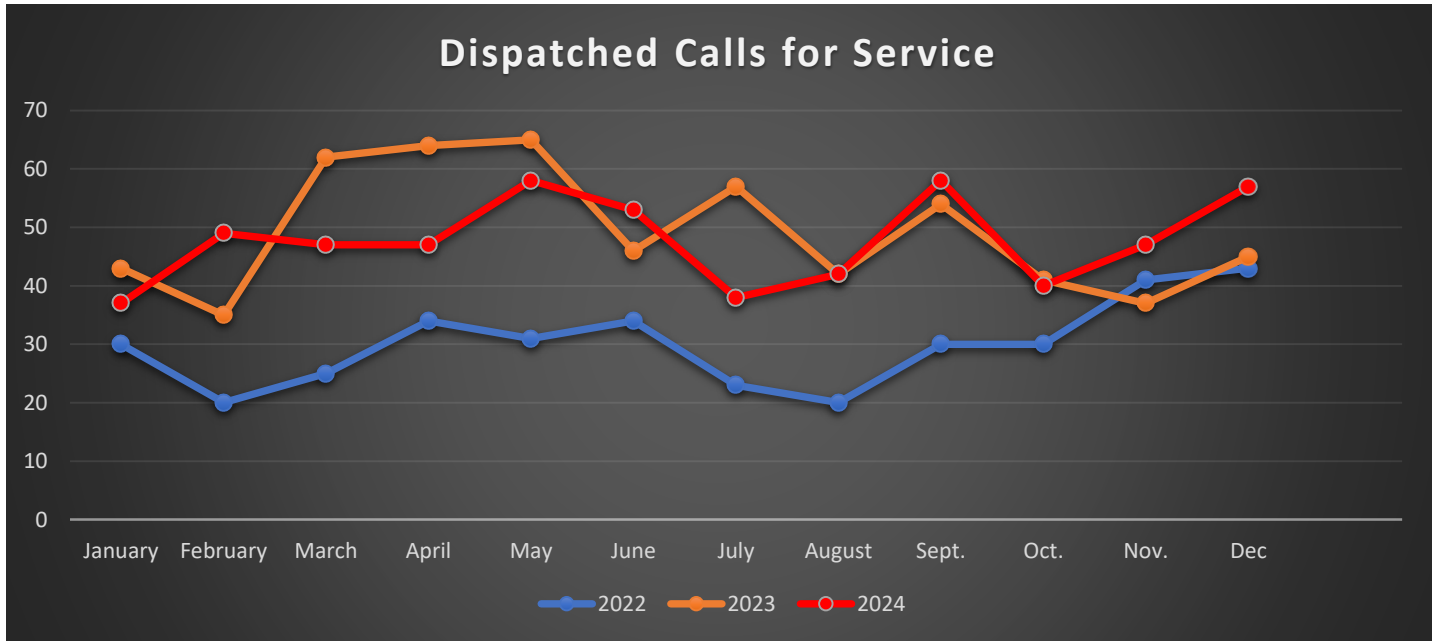
	Jul - Dec 24	Jul - Dec 23	% Change
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
8110001 · Salaries & Wages - Regular	750.00	1,435.00	-47.7%
8110002 · FICA/Medicare	51.07	130.63	-60.9%
8110003 · Consultants - Engineer	1,845.35	4,142.95	-55.5%
8110009 · Engineer - Pass Through	8,407.39	22,143.00	-62.0%
<b>Total 81100 · PLANNING COMMISSION</b>	11,053.81	27,851.58	-60.3%
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
8111001 · Salaries & Wages - Regular	1,200.00	945.00	27.0%
8111002 · FICA/Medicare	96.58	33.84	185.4%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	1,296.58	978.84	32.5%
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	12,350.39	28,830.42	-57.2%
<b>09 · NON-DEPARTMENTAL</b>			
90002 · Payment for Stolen Check	0.00	45,518.56	-100.0%
<b>95100 · DEBT SERVICE</b>			
9510002 · General Obligation Bond - Prin	70,700.00	137,800.00	-48.7%
9510003 · General Obligation Bond - Int	1,646.18	3,298.73	-50.1%
<b>Total 95100 · DEBT SERVICE</b>	72,346.18	141,098.73	-48.7%
<b>Total 09 · NON-DEPARTMENTAL</b>	72,346.18	186,617.29	-61.2%
<b>94104 · Street Scape - Park Sidewalk</b>			
9410401 · Architectural/Engineering Fees	0.00	8,457.73	-100.0%
9410402 · Construction	431,784.58	0.00	100.0%
<b>Total 94104 · Street Scape - Park Sidewalk</b>	431,784.58	8,457.73	5,005.2%
<b>94105 · PERSONNEL</b>			
<b>EMPLOYEE BENEFITS</b>			
6560 · Payroll Processing Fees	-0.03	0.00	-100.0%
<b>Total EMPLOYEE BENEFITS</b>	-0.03	0.00	-100.0%
<b>Total 94105 · PERSONNEL</b>	-0.03	0.00	-100.0%
<b>94106 · TOWN CENTER MASTER PLAN</b>			
9410601 · Architectural/Engineering Fees	0.00	2,015.20	-100.0%
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	0.00	2,015.20	-100.0%
<b>94108 · Capital Improvement Funds Expens</b>			
9410801 · Washington St - Streetscape	5,262.00	0.00	100.0%
9410805 · Town Hall / Museum Security Sys	3,020.00	0.00	100.0%
9410806 · Message Board Trailer	19,507.02	0.00	100.0%
94108 · Capital Improvement Funds Expens - Other	0.00	7,730.00	-100.0%
<b>Total 94108 · Capital Improvement Funds Expens</b>	27,789.02	7,730.00	259.5%
<b>94109 · Storm Water Grant Match</b>	40,000.00	0.00	100.0%
<b>Total Expense</b>	2,157,845.98	1,509,877.71	42.9%
<b>Net Ordinary Income</b>	249,351.08	311,866.85	-20.1%
<b>Net Income</b>	249,351.08	311,866.85	-20.1%

# Police Department Report to Council

Activity Period November 15, 2023 to December 14, 2024

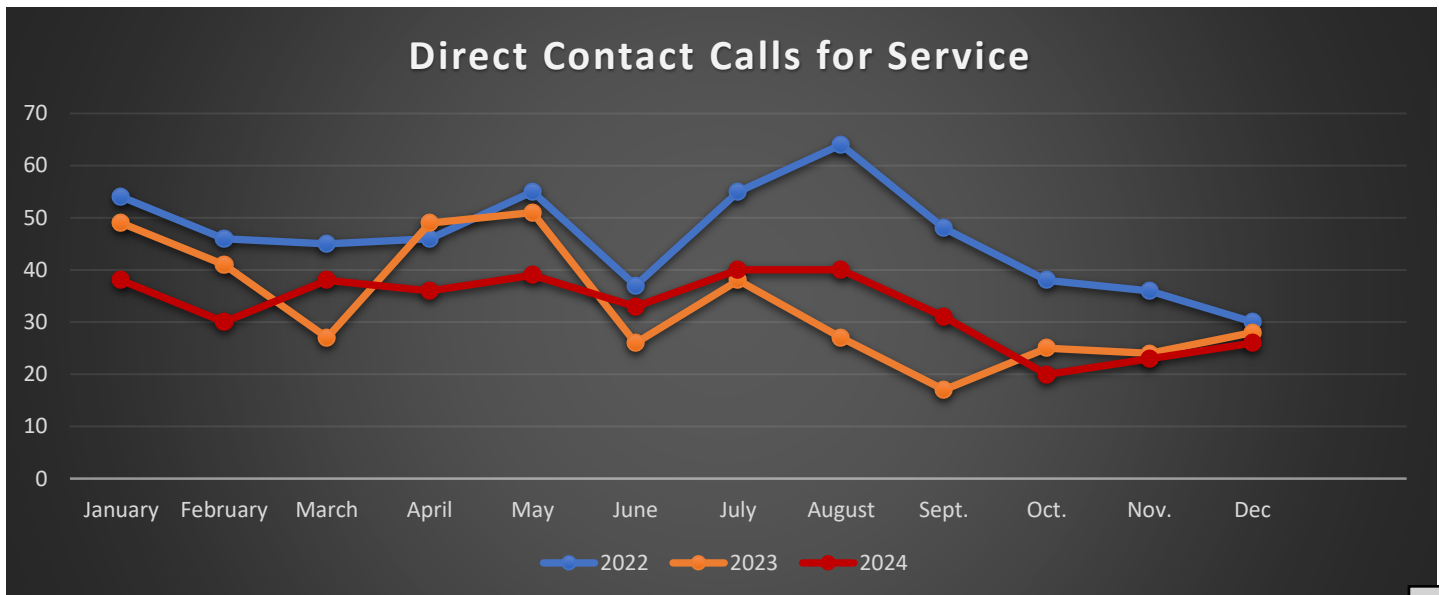
**Dispatched Calls:** Reportable, non-reportable, and deferment calls for service received from Prince William County Dispatch.

- Reportable Calls: 9
- Deferments: 0
- Non-Reportable Calls: 48



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

- Reportable Calls: 3
- Non-Reportable Calls: 23



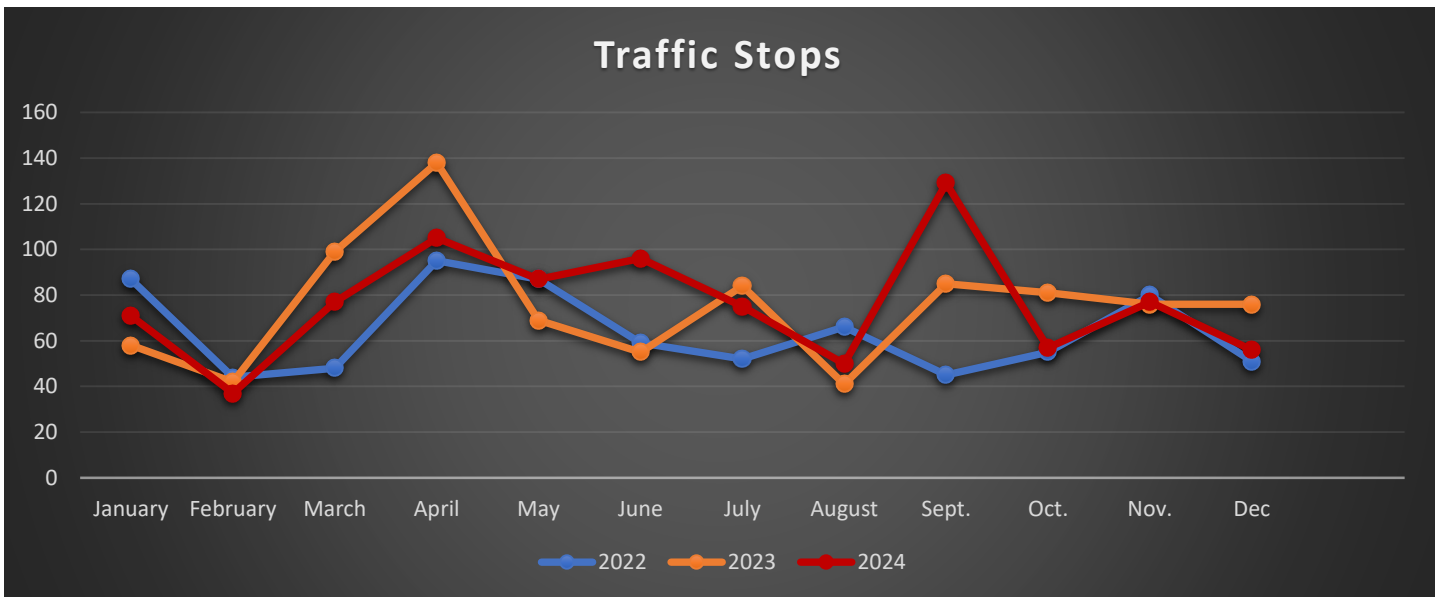
**Self-Initiated Calls:** Calls that are based on the officer’s own observations. Reportable, Non-Reportable, and Traffic Stops.

- Reportable Calls: 4
- Non-Reportable Calls: 180
- Foot Patrols: 1,113



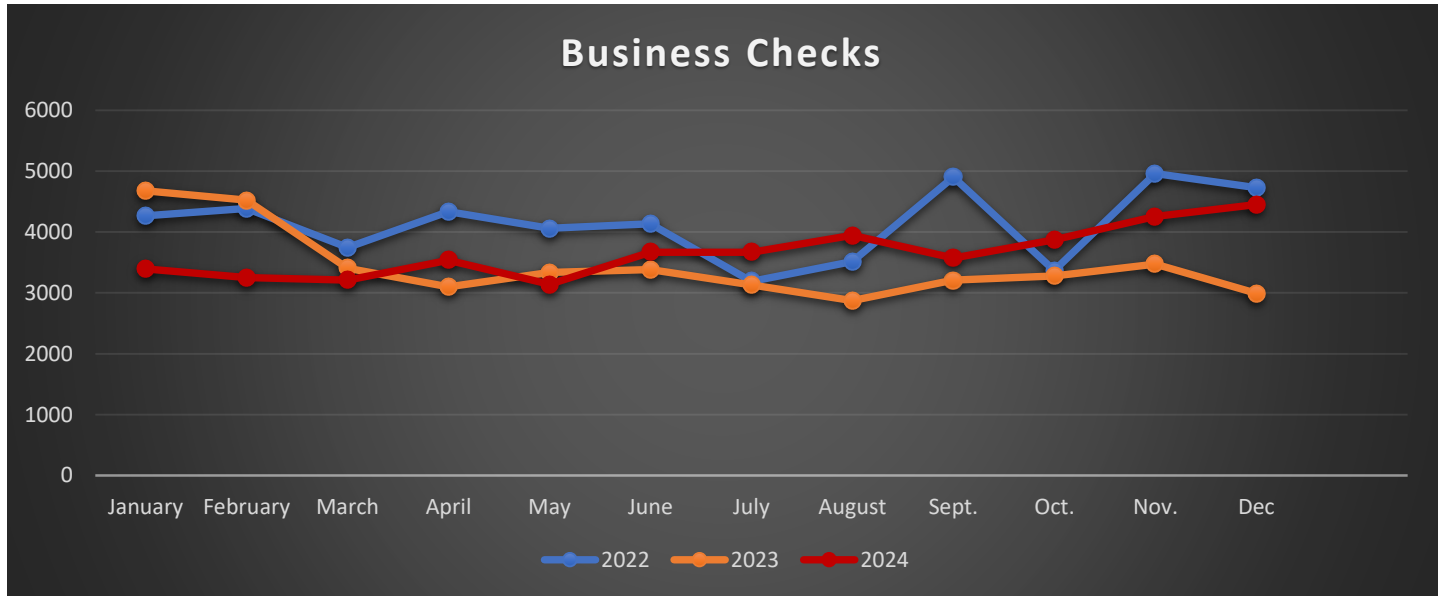
**Traffic Stops:** Haymarket Police Officers are task with keeping the Town of Haymarket a Pedestrian Friendly Town. Officers achieve this goal by keeping a high-profile visibility during routine patrol and conducting RADAR operations throughout the town.

- Traffic Stops: 56
  - Summonses: 29
  - Warnings: 48



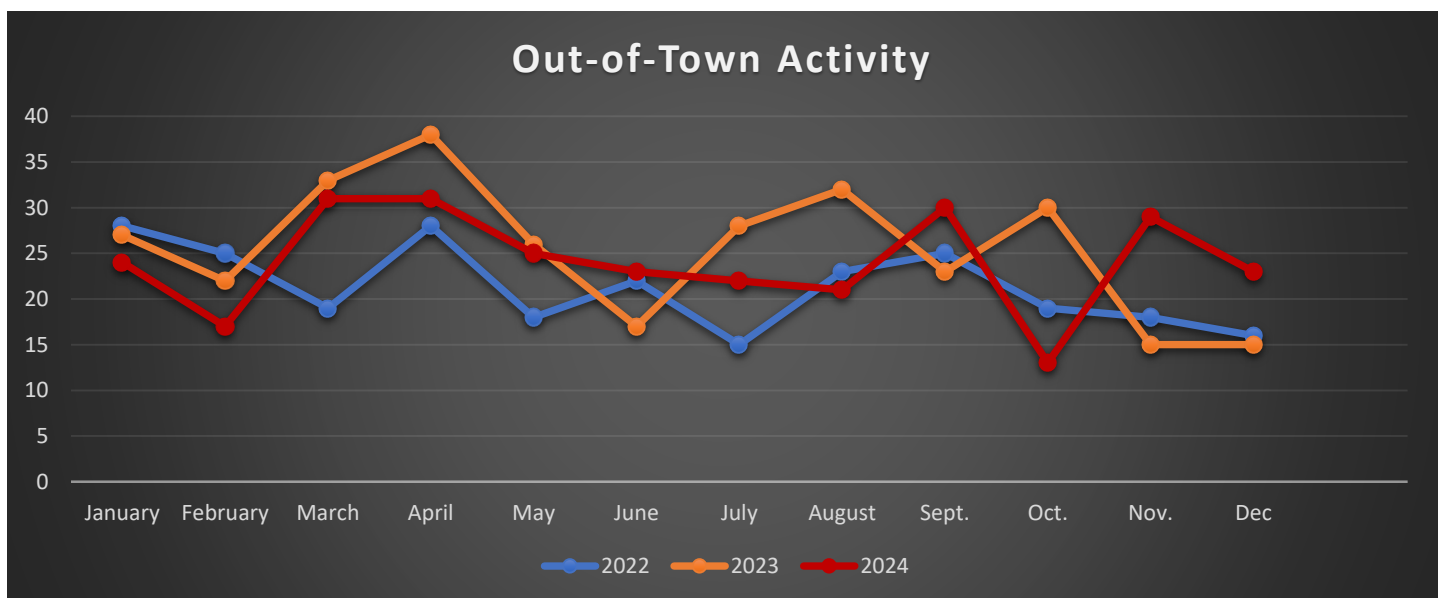
**Business Checks:** These checks are a proactive approach to assure safety and security at all local businesses. Officers speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is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

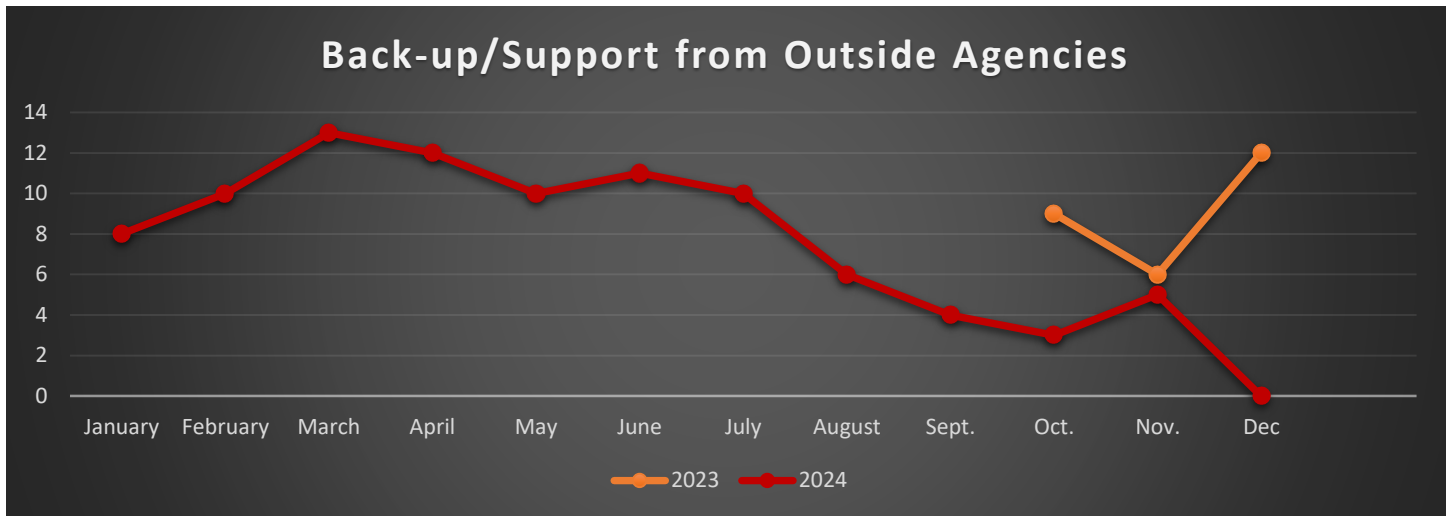
- Personal Contact: 274
- Physical Check: 277
- Drive By: 3,897



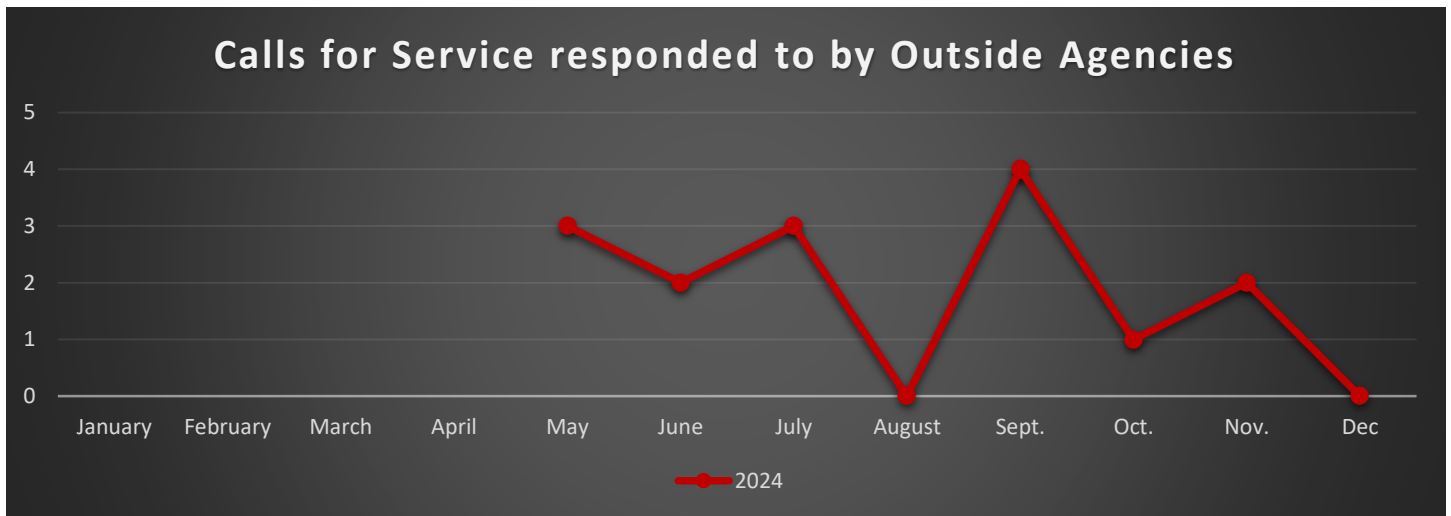
**Out of Town Activity:** On occasion, Officers will leave the town limits to assist other officers or deliver paperwork to the courthouse.

- Back Up: 16
- Other: 7

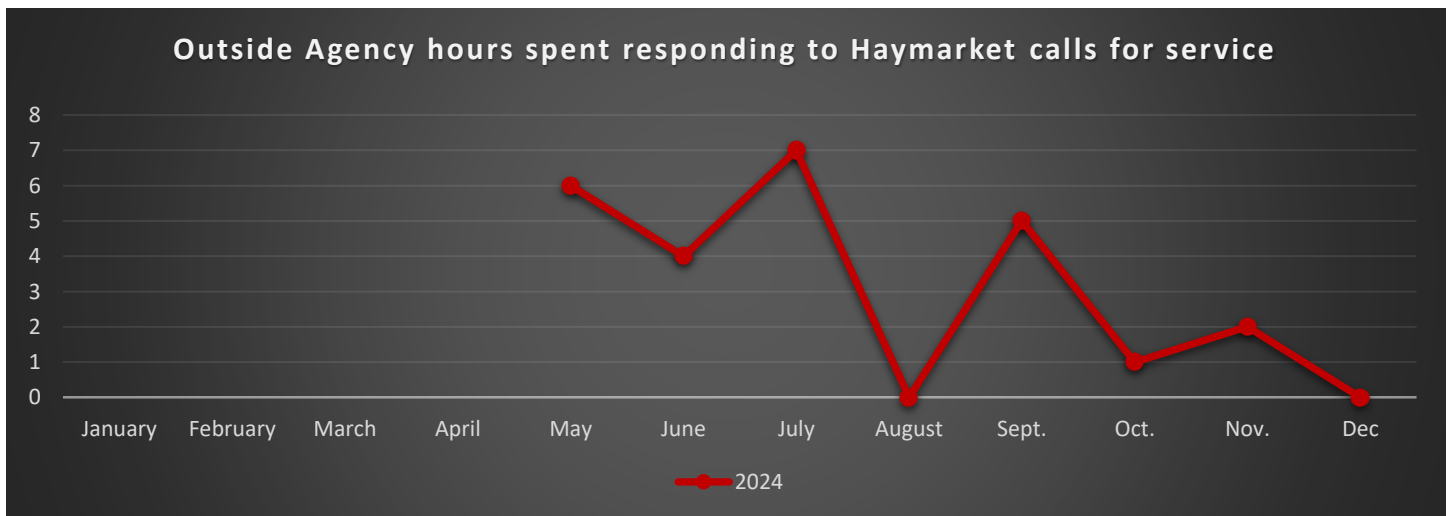




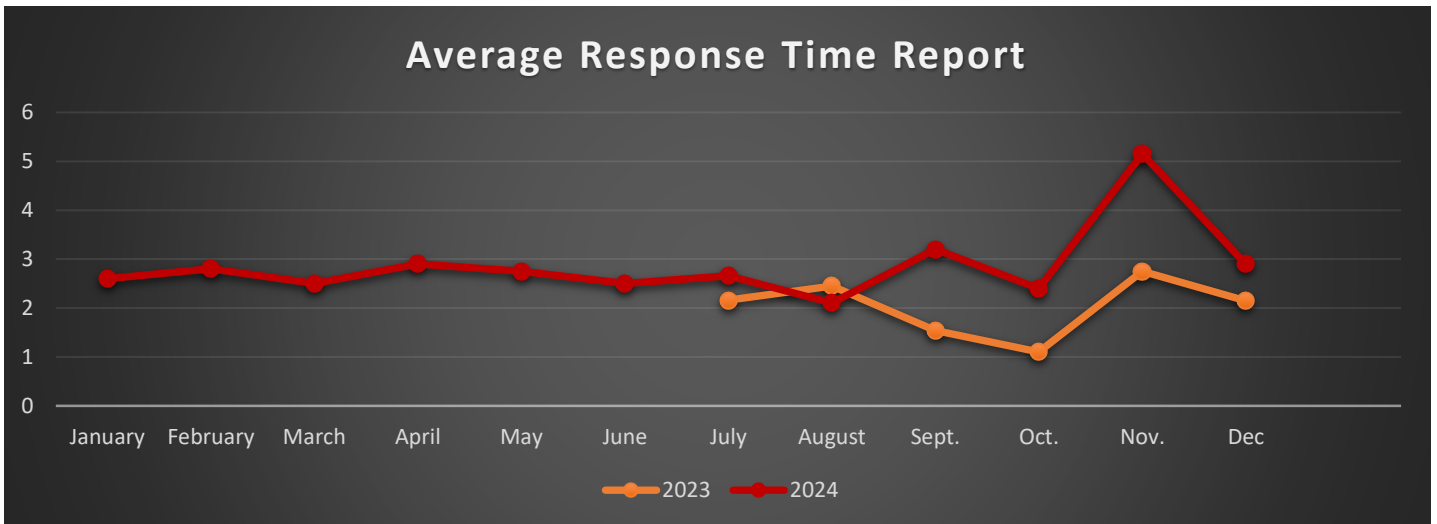
Calls for service answered by outside agencies: 0



Time spent by outside agencies on calls for service as primary responder: Approximately 0 hours.



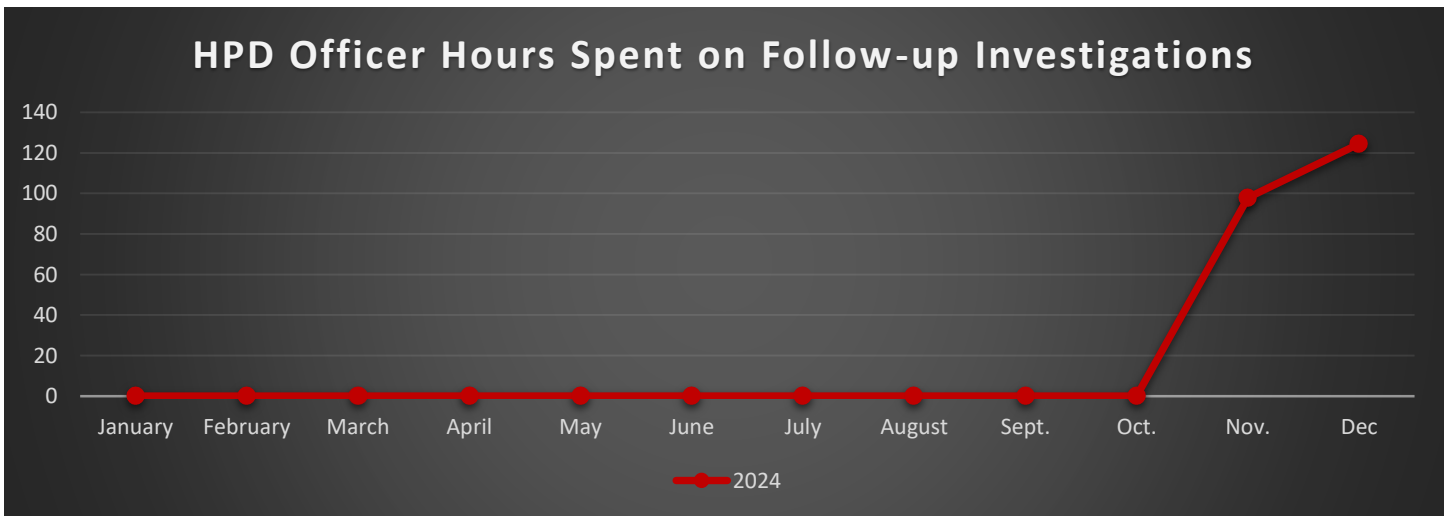
Average Officer Response times to all calls for Service: 2 minutes 52 seconds.



Hours spent by Haymarket Police Department Officers on Calls for Service: 149



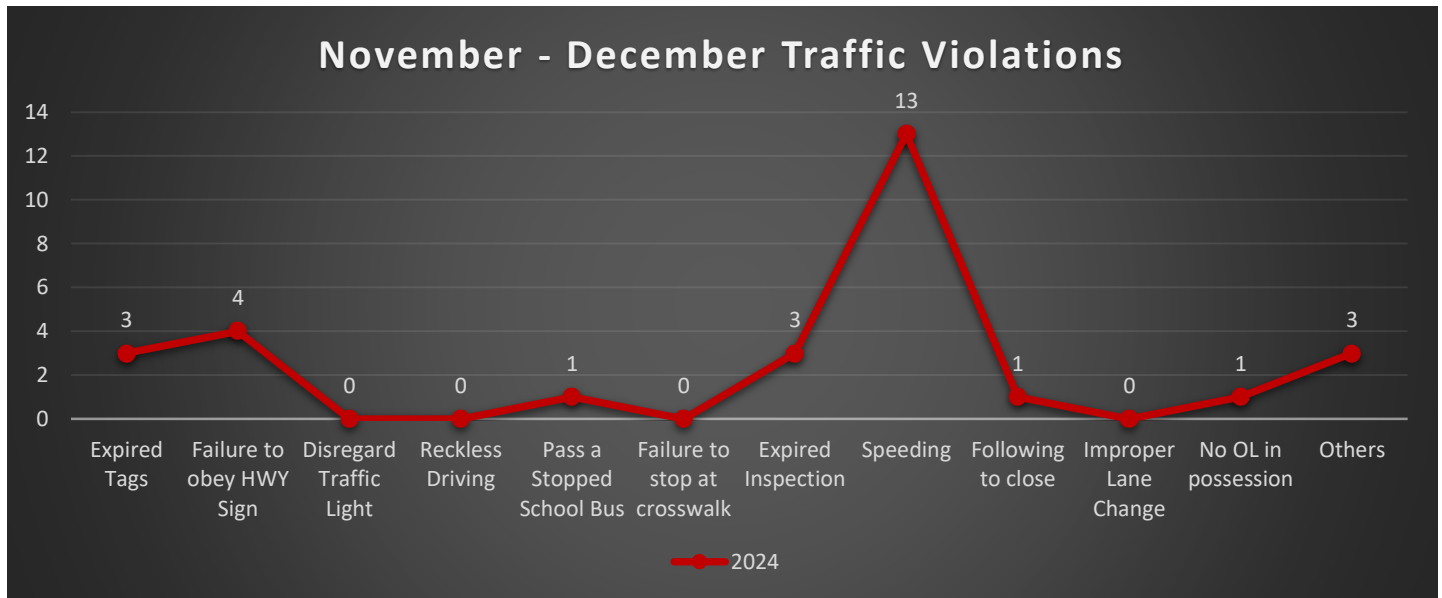
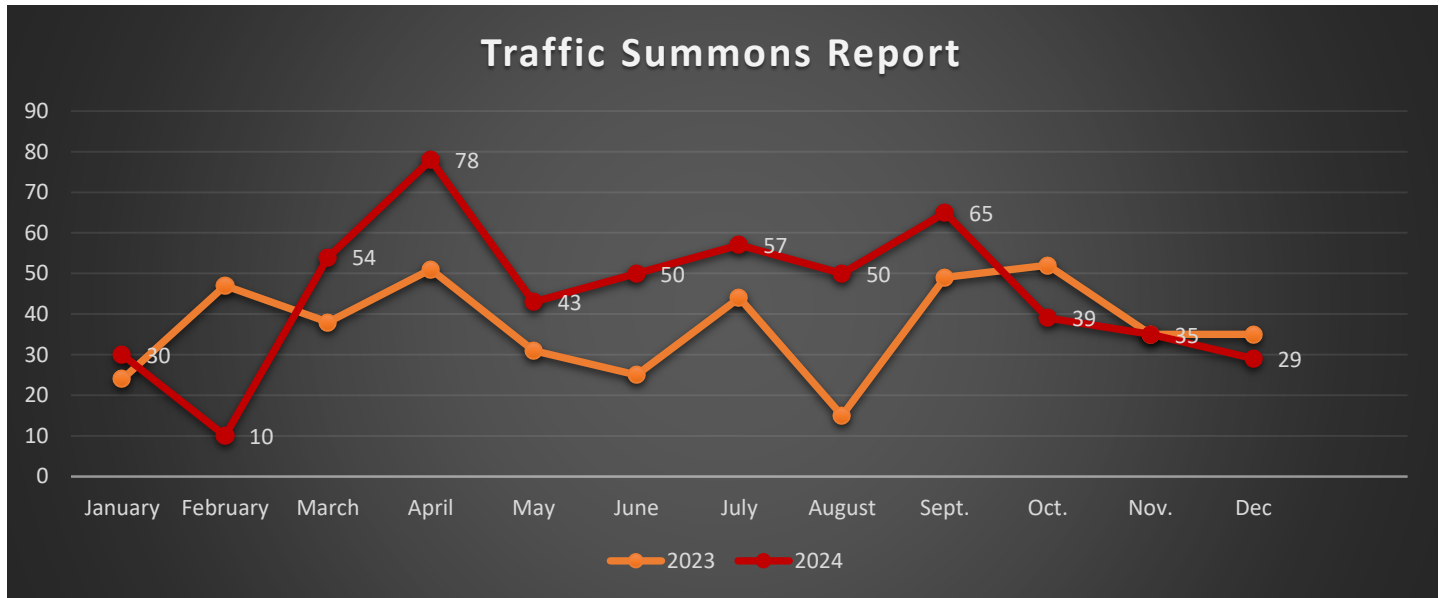
Hours spent by Haymarket Police Department Officers on Follow-up Investigations: 124.5



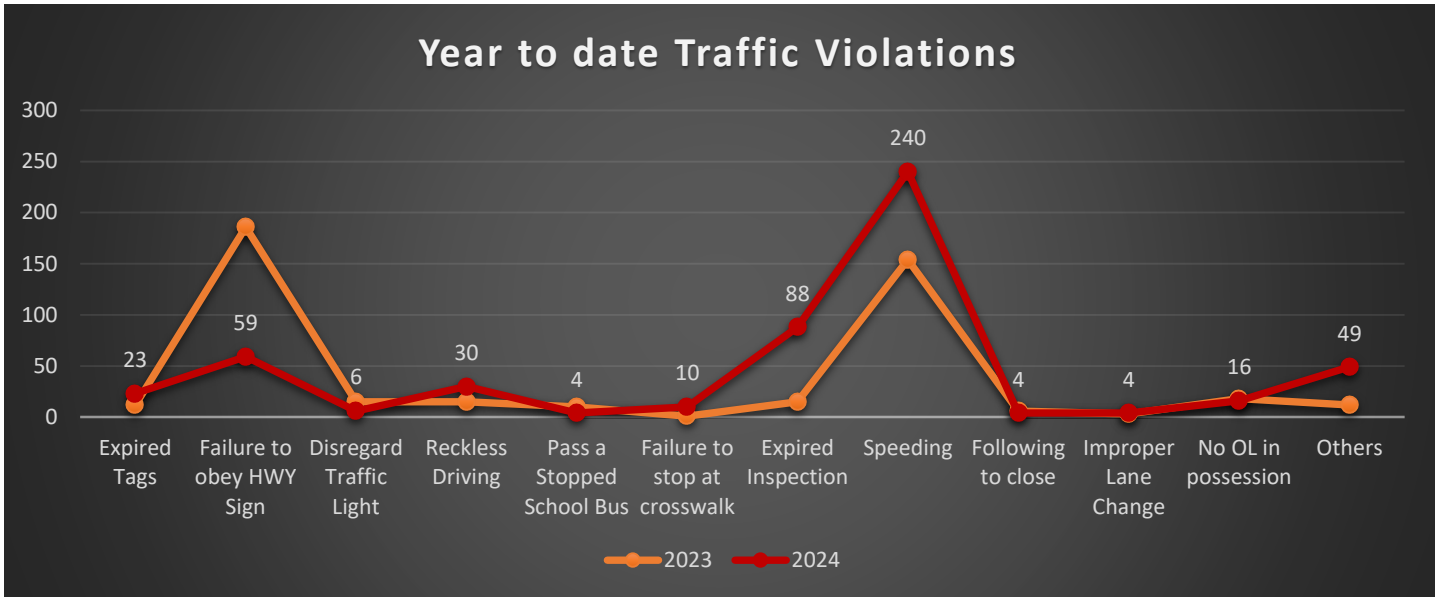
Arrest: Misdemeanor – 3 Felony – 0

**Traffic Summons Issued:** Summons issued for traffic violations. **29**

- 46.2-646 – Expired Registration – 3
- 46.2-830 – Failure to obey a highway sign – 4
- 46.2-833.1 – Disregard a traffic light – 0
- 46.2-852 – Reckless Driving – 0
- 46.2-859 – Pass a stopped school bus – 1
- 46.2-924 – Failure to stop at crosswalk – 0
- 46.2-1158 – Expired inspection – 3
- 46.2-874 – Speeding – 13
- 46.2-816 – Follow to close – 1
- 46.2-804 – Improper lane change – 0
- 46.2-300 – No operator’s license – 1
- Others – 3

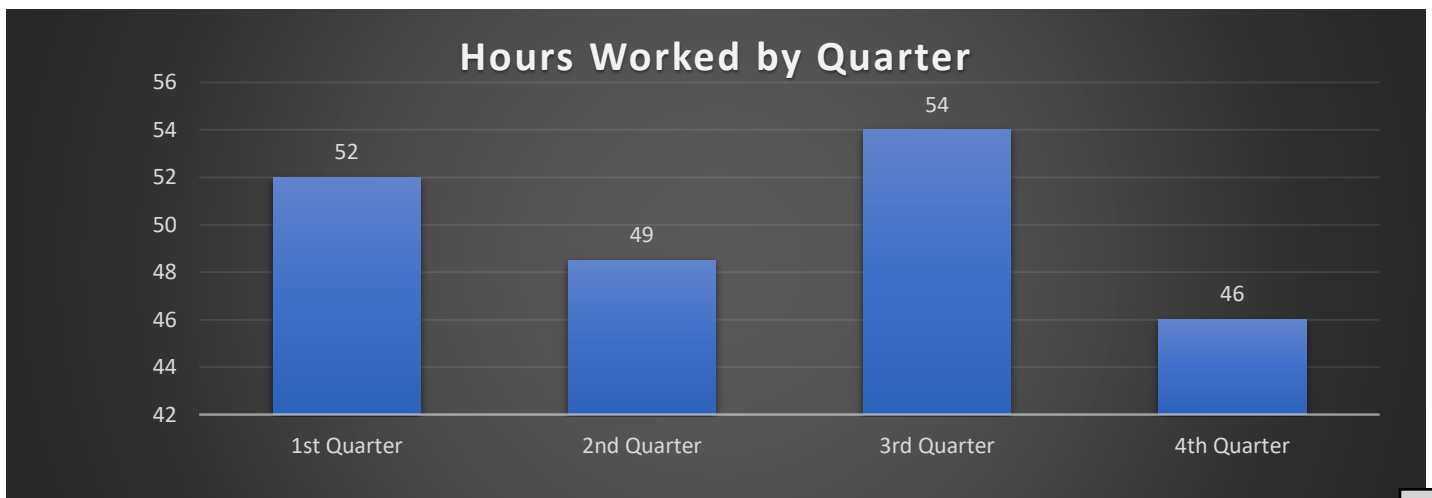
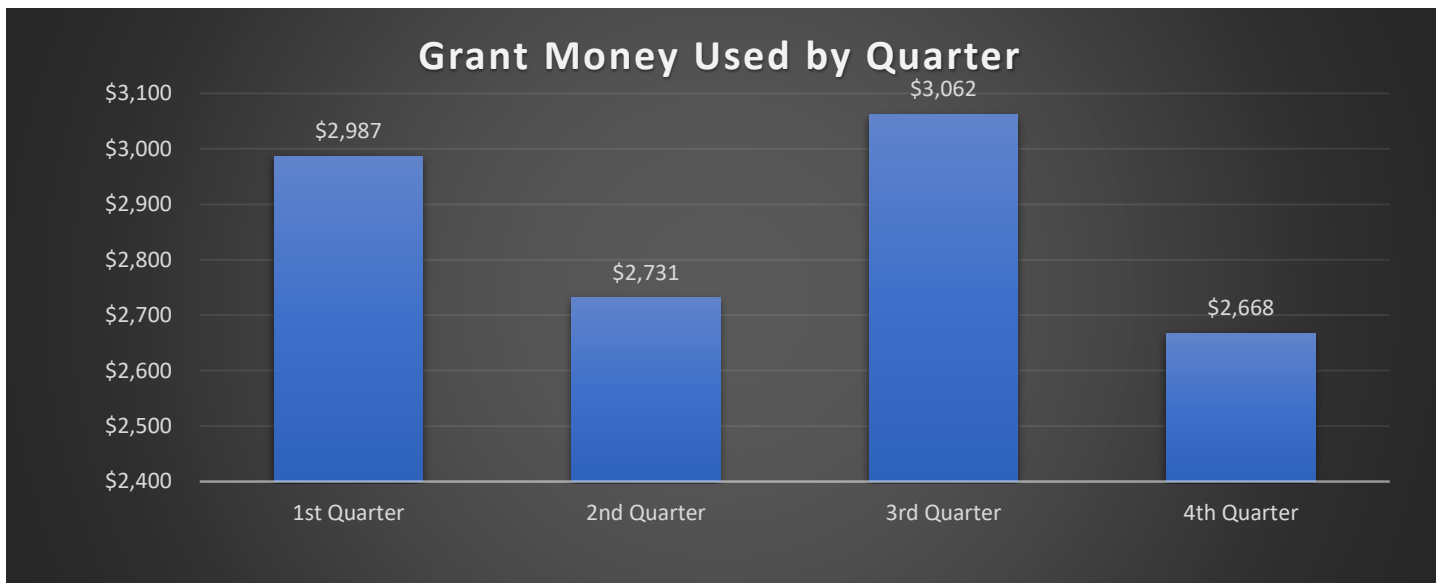


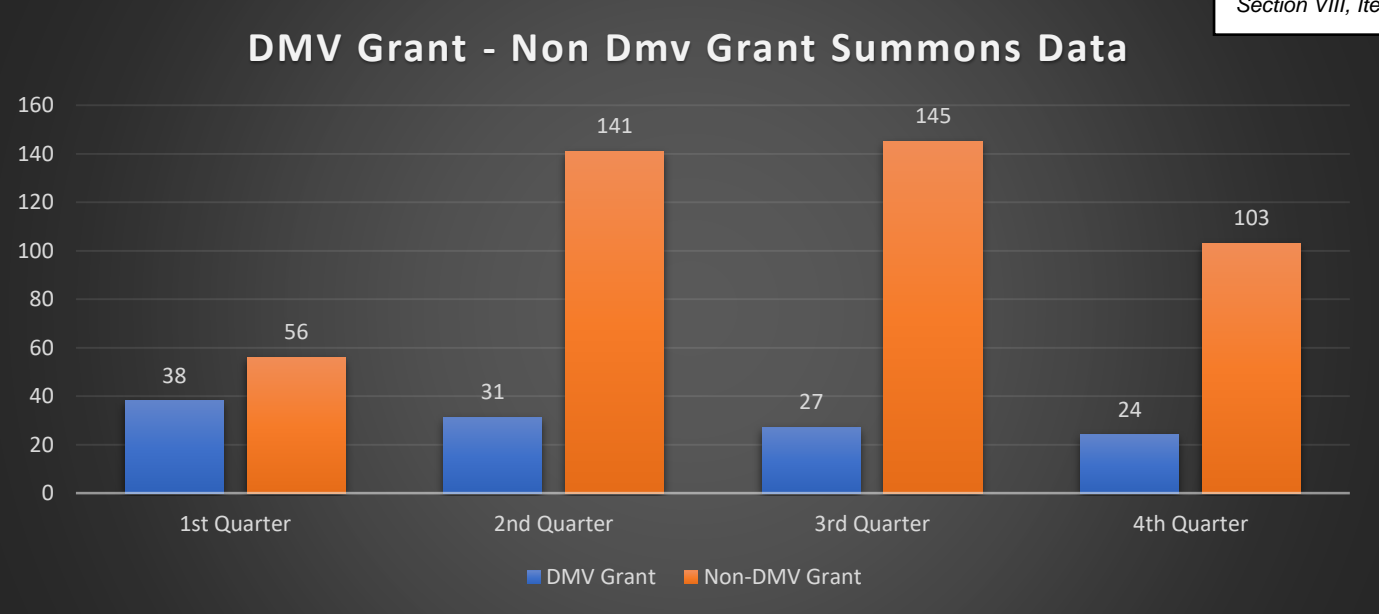




**DMV Grant: 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> and 4<sup>th</sup> quarter reporting October 1, 2023 through September 30, 2024**

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





**Status of Current Projects on next page.**

## Status of Current Projects/Events:

- Please subscribe to the Town of Haymarket’s Emergency Management notification system. Text the word “Haymarket” to 888777 to subscribe.
- Chief Sibert, Lt. Davis, and Officer Galbreath Continue to work with Motorola Solutions and the Prince William County Police Department to move forward on the department’s new RMS system.
- Chief Sibert attended the quarterly Local Emergency Planning Committee Meeting on December 4, 2024.
- Chief Sibert and Lt. Davis attended the Haymarket Business Roundtable meeting on November 19, 2024. Chief Sibert spoke to attendees about safety during the holiday season.
- Chief Sibert attended an overview program regarding weapons safety and security.
- Chief Sibert attended the Prince William County Public Safety meeting on December 5, 2024.
- HPD took part in the November 2024 Click it or Ticket Campaign.
- Chief Sibert completed State Asset Forfeiture training on December 5, 2024.
- Sgt. Burgoon and Sgt. Finley attended First Line Supervisors training on December 13, 2024.
- Several donations were accepted in the HPD lobby for Boxes of Basics and Toys for Tots during the month of December.
- The Christmas in Haymarket event was held on December 14, 2024. The event was well planned and attended. No issues were reported.
- Scene lights used for the Christmas event were returned to Prince William County Emergency Services.
- Operation Santa Claus was held on December 7, 2024. HPD Officer were joined by Santa, Vice Mayor Tracy Lynn Pater, and Councilman Matt Gallagher, (Buddy the Elf) in handing out over 300 stuffed animals to local youth.
- Chief Sibert completed Federal Asset Forfeiture training on December 19, 2024.
- Sent Audit information to DCJS Asset Forfeiture Office.
- Chief Sibert attended an FBI and Virginia Public Safety Briefing on UAS, (Drones).
- HPD staff have begun working on the 2024 Annual Report.
- Officer Kalisz resigned for personal reasons effective December 13, 2024. Chief Sibert is conducting background investigations on two experienced applicants currently.
- HPD is currently involved in the holiday Drive Sober or Get Pulled over Campaign for NHTSA.
- Chief Sibert attended the Secretary of Public Safety’s “Silence Shattered” Anti-Human Trafficking Kick-off Initiative on Dec. 23, 2024.

**Complete Listing of Events on next page.**

## **Haymarket Police Department 2024 Event Listing**

Section VIII, Item B.

#	Name of Event	Date of Event	Status
1	Drive Sober or get pulled over Initiative	January 1, 2024	Completed
2	Haymarket PD Blood Drive	January 25, 2024	Canceled
3	Drive Sober or get pulled over Initiative	February 11, 2024	Completed
4	Coffee with a Cop	February 14, 2024	Completed
5	Polar Plunge	February 17, 2024	Completed
6	Drive Sober or get pulled over Initiative	March 14 <sup>th</sup> -17 <sup>th</sup> , 2024	Completed
7	St. Baldricks Event	March 16, 2024	Completed
8	U Drive, U Text, U Pay Initiative	April 1 <sup>st</sup> – 8 <sup>th</sup> , 2024	Completed
9	Impaired Driving Enforcement Initiative	April 20, 2024	Completed
10	Drug Take Back	April 27, 2024	Completed
11	Farmers Market	April 21 <sup>st</sup> -November 10 <sup>th</sup> , 2024	On-going
12	HPD Senior Summit	April 25, 2024	Completed
13	Impaired Driving Enforcement Initiative	May 1 <sup>st</sup> – May 6 <sup>th</sup> , 2024	Completed
14	Relay for Life	May 11, 2024	Completed
15	Click it or Ticket Initiative	May 13 <sup>th</sup> – June 2 <sup>nd</sup> , 2024	Completed
16	Torch Run for Special Olympics	June 5, 2024	Completed
17	Ice Cream Social	June 7, 2024	Completed
18	Water Balloon Fight	June 7, 2024	Completed
19	Townhall Open House	June 14, 2024	Completed
20	Blood Drive	June 17, 2024	Completed
21	Drive Sober or get pulled over Initiative	June 30 <sup>th</sup> – July 4 <sup>th</sup> , 2024	Completed
22	Woman’s Self Defense Class 1	July 9, 2024	Completed
23	National Night Out	August 6, 2024	Completed
24	Drive Sober or get pulled over Initiative	August 14 <sup>th</sup> – Sept. 2 <sup>nd</sup> , 2024	Completed
25	Summer Concert	August 17, 2023	Completed
26	Flags for Hero’s	September 14, 2024	Completed
27	Child Passenger Safety Week	September 15 <sup>th</sup> – 21 <sup>st</sup> , 2024	Completed
28	See Tracks, think Train Week	Sept. 23 <sup>rd</sup> – 29 <sup>th</sup> , 2024	Completed
29	Coffee with a Cop	October 2, 2024	Completed
30	Prince William County Public Safety Expo	October 12, 2024	Completed
31	Haymarket Day	October 19, 2024	Completed
32	Prince William County Truck or Treat	October 30, 2024	Completed
33	Drug Take Back	October 26, 2024	Completed
34	Halloween Candy Handout	October 31, 2024	Completed
35	Coffee with a Cop	November 13, 2024	Completed
36	Operation Santa Claus	December 7, 2024	Completed
37	Christmas in Haymarket	December 14, 2024	Completed
38	Santa Cops (West)	December 14, 2024	Completed
39	Drive Sober or get pulled over Initiative	December 23 – Jan. 1, 2025	On-going

Respectfully Submitted,  
 Allen Sibert  
 Chief of Police

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
<b>Active Plans/Projects</b>					
Park Sidewalk	Katie/Thomas	4/27/2021	12/27/2024	Town/Contractor	-Change order for changes in material costs in negotiation -Deed sent for review 10/18 -Sidewalk construction complete. Light poles pending. -Mill/overlay to be completed pending change order
Crossroads Village	Katie/Thomas	10/18/2018	12/27/2024	Katie	-As-builts 2nd submission 6/10. Comments due 7/22. Katie to provide ASAP -Stockpile permit coordination -Sidewalk replacement coordination
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	12/26/2024	Applicant/Katie	-Construction and Town E&S inspections ongoing -FH revision submitted 11/13
Jefferson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	12/26/2024	Applicant	-Construction and Town E&S inspections ongoing
Robinson's Paradise	Katie/Thomas	1/4/2021	12/26/2024	Applicant/Katie	-Construction and Town E&S inspections ongoing -As-built comments due early January
Bleight Residential Plan	Katie/Thomas	8/5/2022	12/17/2024	Katie	-Review of sidewalk waiver request sent 12/5/23 -Resubmission Review comments sent 11/1
Karter School	Katie/Emily	8/20/2020	12/17/2024	Applicant	-Plan revision submitted
EPA Stormwater Grant	Staff	12/4/2024	12/13/2024	Town/County	-Met with County+consultant 12/13 to discuss scope - will focus on known drainage issues in Town -Town to compile as-builts to provide to County's consultant for analysis
Park Building Demo	Roberto/Katie	12/9/2024	12/11/2024	Contractor	-Coordinating pre-construction meeting
Robinson Village	Katie/Thomas	8/13/2020	12/6/2024	Applicant	-Performance Bond released -E&S Bond released
Iceplex	Katie/Thomas	10/4/2024	11/22/2024	Applicant	-Meeting 11/22 to coordinate ramp to second story on site plan revision
Lifetime Smiles Site Plan	Katie/Thomas	4/10/2023	8/22/2024	Applicant	-Construction and Town E&S inspections ongoing -Sidewalk addition coordination

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

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



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

## Memorandum

**To:** Town Council  
**From:** Olaun Simmons, Town Attorney  
**Re:** Town Attorney Report  
**Date:** January 2, 2025

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

1. Performed legal research and provided legal advice and counsel regarding a FOIA request.
2. Performed legal research and provided legal advice and counsel regarding time limitations for reviewing special use permit applications.
3. Provided legal advice and counsel regarding a demolition contract and related documentation.
4. Provide legal advice and comments regarding zoning verifications.



Ken Luersen, Mayor  
TracyLynn Pater, Vice Mayor  
Council Members:  
Mary Ramirez  
Joseph Pasanello  
Marchant Schneider  
Alexander Beyene  
Matthew Gallagher



15000 Washington Street  
Suite 100  
Haymarket, Virginia 20169  
703-753-2600  
www.townofhaymarket.org

Appointed Boards, Committees & Commission:  
Application for Appointment Consideration

Full Name: David Capossela

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Address: 6885 Jockey Club Lane, Haymarket, VA 20169

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Cell Phone: 202/748\*7469

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Email Address: dcapossela@gmail.com

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Please Circle One Below;

Town Council

Architectural Review Board

Planning Commission

Board of Zoning Appeals

Please use the space below or attach a letter describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact the Clerk of Council, Kim Henry, at [khenny@townofhaymarket.org](mailto:khenny@townofhaymarket.org) or by phone at 703-753-2600x205.

### **Reasons for Wanting to be part of the Planning Commission**

My wife and I moved to Gainesville in 1997, and have always lived on the north side of 29. We have been here to see the tremendous growth that has occurred in this area, but always yearned to move within the town limits to get more of the small-town walkable appeal that being within town limits gets.

In 2010 we had the opportunity to move into the Greenhill Crossing neighborhood, and have loved every minute of it. We have friends that come over to our house for Haymarket day, and I often walk my dog in town. We have seen the growth of this area in the 25+ years that we have been here, and even though most of it is good, there are some things that make us scratch our heads.

I would come into the town as a proponent of smart growth, and to ensure that anything new that happens within the town helps the town, but is also acceptable to the residents and infrastructure, both present, and planned for the future.

I currently work for Home Services of America (HSoA) as the Director of IT Service and Support, and would leverage my customer service standards that are in place for my team, but also be able to leverage my learnings as an employee of HSoA on the real estate side of things. I am also trained as a draftsman which allows me to understand floorplans and specifications. I will come into meetings prepared, and with a logical mindset that might force everyone (including myself) to better think things through before presenting them to the Town Council.

My wife and I have two college aged children, and do not see ourselves leaving the area anytime soon.

Please feel free to contact me if you have any questions or concerns.

Thanks,  
- Dave



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

## Memorandum

**To:** Honorable Mayor and Town Council  
**From:** Kimberly Henry, Town Clerk  
**Re:** Planning Commission and BZA Vacancy

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Update: Councilmember Justin Baker served on the Haymarket Planning Commission until he was elected to the Town Council in November. He also served as the liaison to the Architectural Review Board and a member of the Haymarket Board of Zoning Appeals. He filled the unexpired term of Commissioner Rob Hallet, who decided not to continue to serve on the Planning Commission. Once Mr. Baker was elected to the Town Council, he resigned as the member of the Planning Commission and the Board of Zoning Appeals. The staff advertised the vacancy on social media and the Town's website. We also approached the rest of the members of the Planning Commission to see if there was an interest in someone serving on the Board of Zoning Appeals and/or the liaison for the Architectural Review Board. We received one interest from the Planning Commission for the Board of Zoning Appeals vacancy. We also received an interest for the Planning Commission vacancy. This person is also interested in being the liaison to the Architectural Review Board.

Jerome Gonzalez has served on the Planning Commission since his appointment in April 2023. His term expires in June of 2025. But he has expressed an interest in continuing to serve on the Planning Commission. He has expressed an interest to serve on the Board of Zoning Appeals. He comes to the Board with a wealth of knowledge in land use and zoning regulations. The Town Council will make a recommendation to the Circuit Court to appoint Mr. Gonzalez to the Board of Zoning Appeals. His term would begin February 1, 2025 and expire January 31, 2030.

David Capossela, a resident of Greenhill Crossing, has expressed an interest in serving on the Planning Commission and also as the liaison to the Architectural Review Board. In your packet is a brief biography provided by Mr. Capossela and his desire to serve the Town of Haymarket. His term would begin January 13, 2025 and would expire June 30, 2028.

Recommended Motion:

I move that the Haymarket Town Council nominate Jerome Gonzalez to the Haymarket Board of Zoning Appeals with a term beginning February 1, 2025 and expiring January 31, 2030.

Or Alternate Motion

I move that the Haymarket Town Council appoint David Capossela to the Haymarket Planning Commission filling the unexpired term of Justin Baker beginning January 13, 2025 and expiring June 30, 2028.

Or Alternate Motion

Ken Luersen, Mayor  
TracyLynn Pater, Vice Mayor  
Council Members:  
Mary Ramirez  
Joseph Pasanello  
Marchant Schneider  
Alexander Beyene



15000 Washington Street  
Suite 100  
Haymarket, Virginia 20169  
703-753-2600  
www.townofhaymarket.org

Appointed Boards, Committees & Commission:  
Application for Appointment Consideration

Full Name: Jerome L. Gonzalez

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Address: 6643 Hunting Path Road, Haymarket VA 20169

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Cell Phone: 817.681.9107

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Email Address: [jeromelg@gmail.com](mailto:jeromelg@gmail.com)

---

Please Circle One Below;

Town Council

Architectural Review Board

Planning Commission

**Board of Zoning Appeals**

Please use the space below or attach a letter describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact the Clerk of Council, Kim Henry, at [khenry@townofhaymarket.org](mailto:khenry@townofhaymarket.org) or by phone at 703-753-2600x205.

I write in interest to serve on the Board of Zoning Appeals in the Town of Haymarket, Virginia, and submit my application for appointment consideration. I have lived in the Town of Haymarket with my family since July 2019, and have had the honor of serving on the Town's Planning Commission since April 2023, including serving as Planning Commission Vice Chair since July 2024. I am interested in the Board of Zoning Appeals role due to its opportunity, on behalf of the Town and its residents, to consider both sides fairly in ensuring an appropriate administrative zoning decision has been made in line with the Town's Zoning Ordinance, as well as to consider and decide appropriately on applications for relief from certain provisions of the Town's Zoning Ordinance and to provide interpretations of the Town's Zoning Map as the needs arise.

I am professionally trained as an urban and regional planner, having received my Master's in City and

Regional Planning from Rutgers University in the Spring of 2019. I am also currently a certified planner with the American Institute of Certified Planners (AICP), the nationally accepted professional certification in the field, which requires adherence to a Code of Ethics. With my background in planning, and as an ethical person that can fairly consider facts to make a decision, I have the ability to provide an understanding of the Town's Zoning Ordinance and can sort through and analyze reasons for and against a particular decision in order to ensure a most appropriate decision has been made or would be made. I also possess the ability to work collaboratively with others to achieve this end. In addition to my Planning Commission service, I have worked the past five years in the greater Haymarket area as a planning consultant, working with a variety of Zoning Ordinance requirements. Therefore, with my professional experiences and certifications, I believe I would be a great fit to serve with fairness as a member of the Board of Zoning Appeals.

It should also be noted that, per Title 15.2, Chapter 22, Article 7 of the Code of Virginia, particularly Section 15.2-2308 (a) related to the membership of any Board of Zoning Appeals, "Members of the board shall hold no other public office in the locality, except that one may be a member of the local planning commission..." I believe I would fit the qualifications to serve.



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Or Alternate Motion

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Or Alternate Motion





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

# STAFF REPORT

**TC Meeting Date:** January 6, 2025  
**Agenda Title:** Special Use Permit Application #2024-001, Chick Fil A Drive Through  
**Zoning District:** B-2 Business Commercial  
**Requested Action:** Denial of Special Use Permit #2024-001  
**Staff Lead:** Thomas Britt, Town Planner



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

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

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

## **BACKGROUND**

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

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

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

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

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

The expansion of the drive lane will reduce the travel lanes on the bank property to a single lane, in a counter clockwise direction. The expansion will also narrow the entry point into the parking lot of the Haymarket Lifetime Smiles dentist office 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.

The applicant has provided two additional exhibits that are provided for with the additional attachments. Differences between the initial proposal (Exhibit 1) and Exhibits 2 and 3 are as follows:

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

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

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

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

**STAFF RECOMMENDATION**

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

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

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

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

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

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

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

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

The applicant discussed with Town Staff that installation of a curbed island in place of the landscaping buffer would reduce the Virginia National Bank parking lot depth from 24ft to 21 ft.

To mitigate the effects of this proposed alteration on Virginia National Bank, while also improving the drive through traffic for existing customers, the applicant 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 potential for 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. 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. If the exhibits meet outside agency parking and safety requirements, Town Staff prefer the exhibits with curb installation versus delineators. Per the last correspondence with the Prince William County Fire Marshal office, exhibits 1 and 2 are preferred over exhibit three to ensure that emergency vehicles can turn within the site.

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

The Haymarket Lifetime Smiles dentist office’s main entry to the site will be significantly narrowed to one travel lane into the parking lot. The applicant has not shown the entire Haymarket Lifetime Smiles site and parking lot on the site plan, therefore the Staff is unable to fully determine the impacts on the site. The site plan associated with this SUP is on hold until Town Council votes on SUP #2024-001. If the SUP is approved, the applicant shall fully depict the site on the site plan further showing the travel lanes into and out of the parking lot, the proposed exit area for the site and the full extent of the parking.

Lastly, the reduction of entry points into Chick Fil A will force any and all potential customers of Chick Fil A—which includes nearby residents, users of the future daycare facility and adjacent businesses—and any other users or customers of the multitenant structures along Washington street, to circle around Crossroads Village Boulevard and access the Chick Fil A drive through via the Washington Street and VNB entrance to the facility. The proposed alteration in the traffic pattern has not been significantly analyzed to provide an accurate estimate of the traffic alterations to the surrounding sites, but the traffic pattern change would direct all vehicles to the drive aisles between CVS and VNB/Lifetime Smiles rather than distribute accessibility of adjacent sites evenly along Crossroads Village Boulevard.

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

Town Comprehensive Plan. 1.2.9 Community Design Policy

*Industrial/Retail, West of Fayette Street*

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

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

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

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

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

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

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

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

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

Exhibit 3 provides the best balance of the proposed use, preserving driver safety, and mitigating any negative effects of the proposal. However, due to the Fire Marshal office's recommendations of exhibits 1 and 2 in regard to emergency vehicle turns, the

aforementioned removal of the original landscaping buffer, and the alterations of Virginia National Bank’s façade to preserve the aisle width for the angled parking, exhibit 3 is not a feasible proposal.

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

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

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

Or an alternate motion.

**Public Notice and Input**

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

**STAFF CONTACT INFORMATION**

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

**ATTACHMENTS**

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- A—Special Use Permit Application
- B—Applicant Narrative
- C—Revised Special Use Permit Plan Exhibit 1—includes delineator options
- D—SUP Proposal Exhibit 2
- E—SUP Proposal Exhibit 3
- F—Proposed Landscaping Relocation
- G—Submitted Traffic Impact Study
- H—Proposed Signage and Wayfinding Installations on CFA and Adjacent Properties



- I—Written approval from landlord of Quarles Property for traffic rerouting
- J—September 10, 2024 Planning Commission Minutes with Vote on SUP#2024-001

SUP# 2024-001



# SPECIAL USE PERMIT APPLICATION

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

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

**SITE ADDRESS:** 15180 Washington Street, Haymarket, VA 20169

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

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

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

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

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

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

**FLOOR AREA DEVOTED TO HOME OCCUPATION:** \_\_\_\_\_ (sq. ft.)

**NUMBER / TYPE OF VEHICLES:** \_\_\_\_\_

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

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

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

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



TOWN OF HAYMARKET SPECIAL USE PERMIT APPLICATION

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

APPLICANT / PROPERTY OWNER CONSENT

\*\*\*\*\*REQUIRED\*\*\*\*\*

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

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

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

\*\*\*OFFICE USE ONLY\*\*\*

DATE FILED: \_\_\_\_\_ FEE AMOUNT: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

DATE TO ZONING ADMINISTRATOR: \_\_\_\_\_ STAFF REVIEW COMPLETE: \_\_\_\_\_

APPLICABLE ZONING ORDINANCE SECTION(S) / RECOMMENDED CONDITIONS:
\_\_\_\_\_

ZONING ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_

DATE TO PLANNING COMMISSION: \_\_\_\_\_ PUBLIC HEARING DATE: \_\_\_\_\_

RECOMMENDATION options: RECOMMEND APPROVAL, RECOMMEND DENIAL, NO RECOMMENDATION

RECOMMENDED CONDITIONS:
\_\_\_\_\_

CHAIRMAN \_\_\_\_\_ DATE \_\_\_\_\_

DATE TO TOWN COUNCIL: \_\_\_\_\_ PUBLIC HEARING DATE: \_\_\_\_\_

APPROVED / DENIED options

CONDITIONS:
\_\_\_\_\_

May 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.

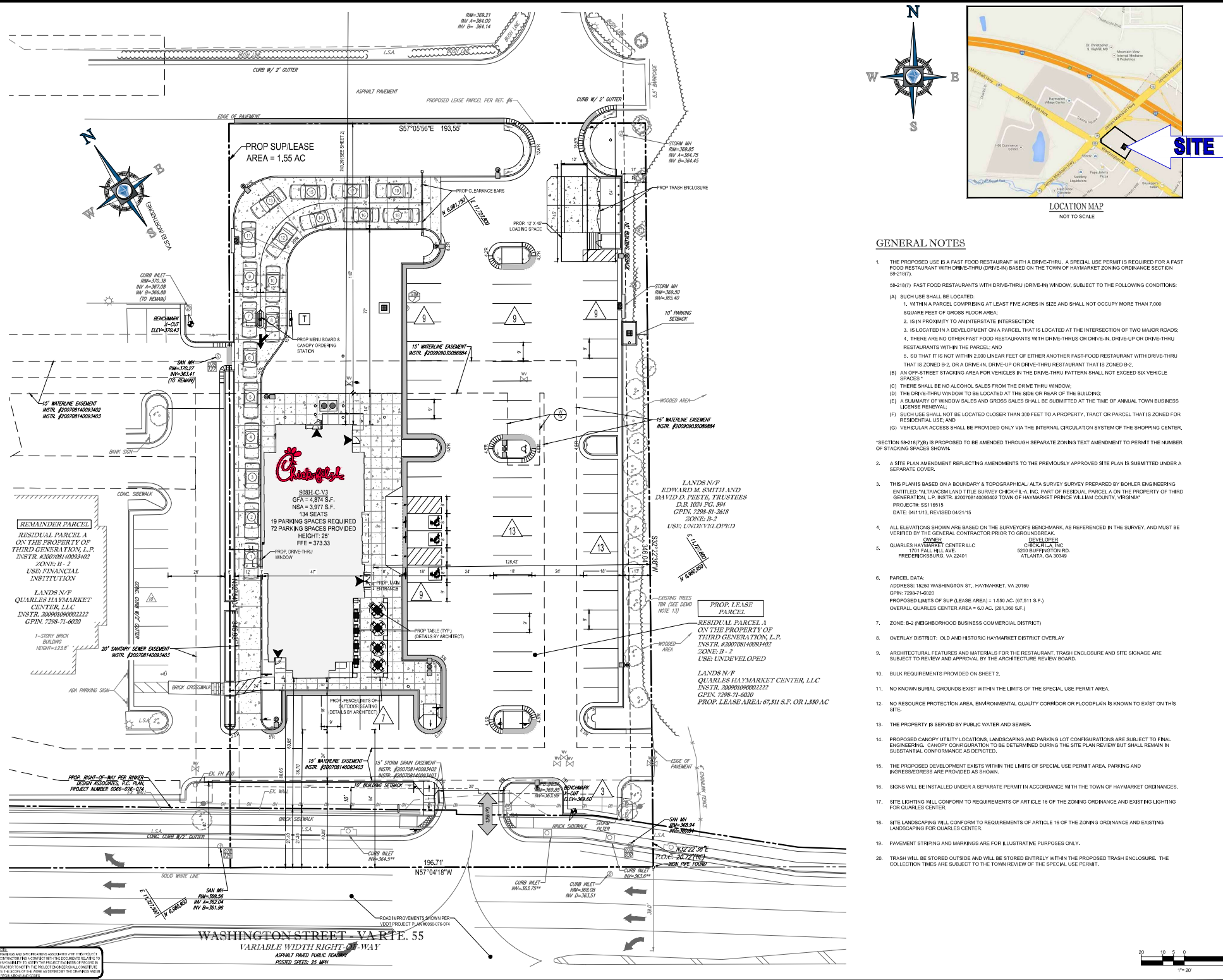
Sincerely,

**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



**Section IX, Item 3.**

**BOHLER ENGINEERING**

CIVIL & CONSULTING ENGINEERS  
SURVEYORS  
PROJECT MANAGERS  
ENVIRONMENTAL CONSULTANTS  
LANDSCAPE ARCHITECTS

**GENERAL NOTES**

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

**REVISIONS**

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



**NOT APPROVED FOR CONSTRUCTION**

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

**SPECIAL USE PERMIT**

FOR

**CHICK-FIL-A**

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

**BOHLER ENGINEERING**

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

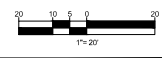
**KEITH SIMPSON**

Lic. No. 040819  
9/22/15

SHEET TITLE:  
**SKETCH PLAN**

SHEET NUMBER:  
**1 OF 3**

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ALL UTILITIES AND TO BE RESPONSIBLE FOR ANY DAMAGE TO UTILITIES OR OTHER ADJACENT PROPERTIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE TOWN OF HAYMARKET. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE TOWN OF HAYMARKET. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE TOWN OF HAYMARKET.











**GENERAL NOTES:**

- THIS PLAN IS BASED ON THE FOLLOWING:
    - ALTANSPS LAND TITLE SURVEY - "CHICK-FIL-A, INC."
    - 15180 WASHINGTON STREET
    - GAINESVILLE MAGISTERIAL DISTRICT
    - PRINCE WILLIAM COUNTY, VIRGINIA
    - PREPARED BY: BOHLER ENGINEERING
    - BE# VAB230141.00
    - DATED: 08/10/2023
  - DEVELOPER:
    - CHICK-FIL-A
    - 5200 BUFFINGTON ROAD
    - ATLANTA, GA 30348-2988
    - CONTACT: CHAD BAKER
    - PHONE: (404) 309-8301
  - GPIN: 7298-71-6403.01
  - SITE AREA = 2.0903 AC
  - OFFSITE AREA: 2,000 SF (0.046 AC)
  - SUP AREA: 2.1363 AC
  - ZONING: BUSINESS COMMERCIAL DISTRICT (B-2)
  - OVERLAY DISTRICT: OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY
  - BULK REQUIREMENTS
- |  | ALLOWED  | REQUIRED             | PROVIDED<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       | 68 (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



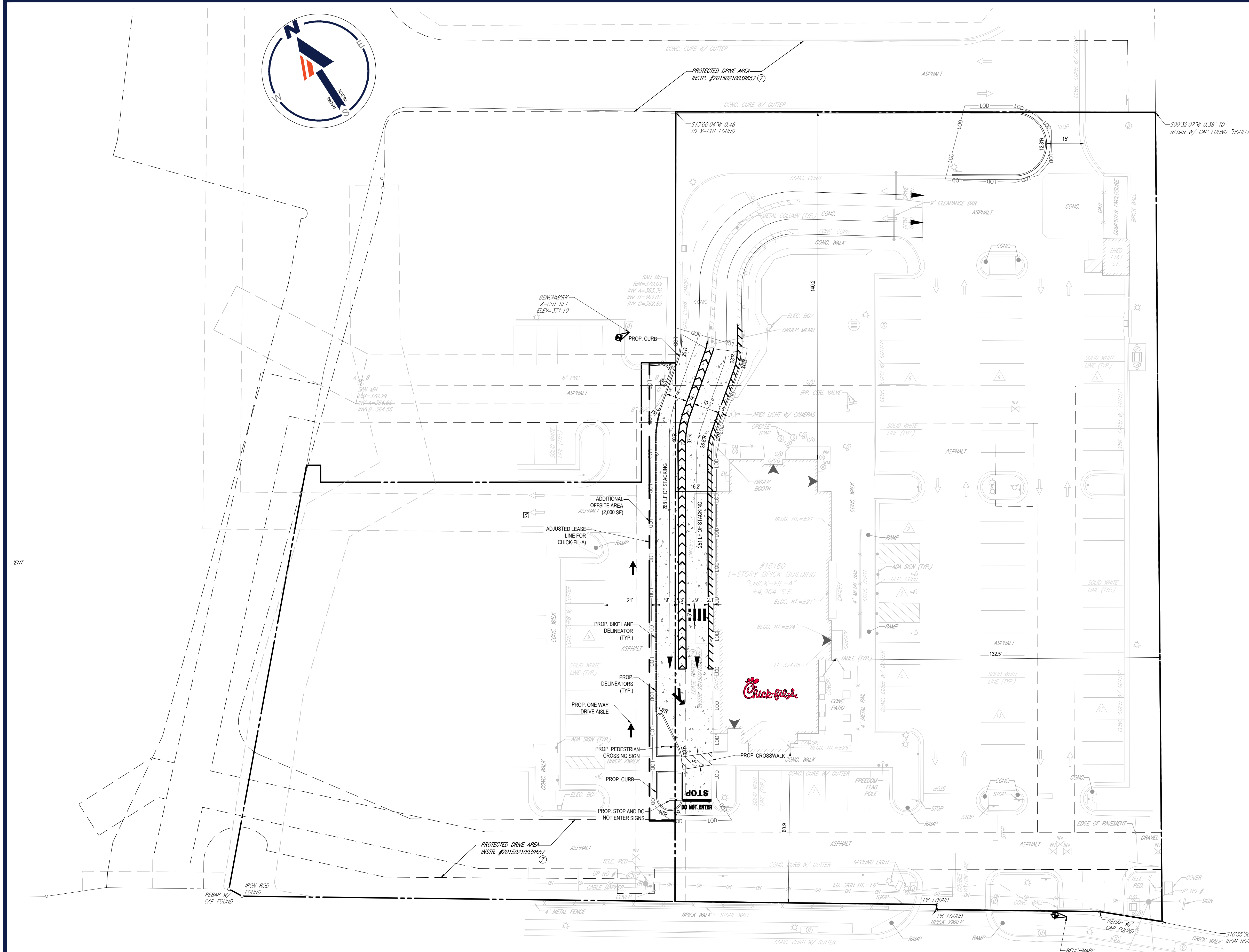
SHEET TITLE:

**SPECIAL USE PERMIT PLAN**

SHEET NUMBER:

2

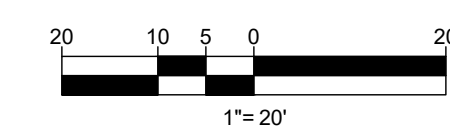
REVISION 1 - 05/02/2024



**WASHINGTON ST**

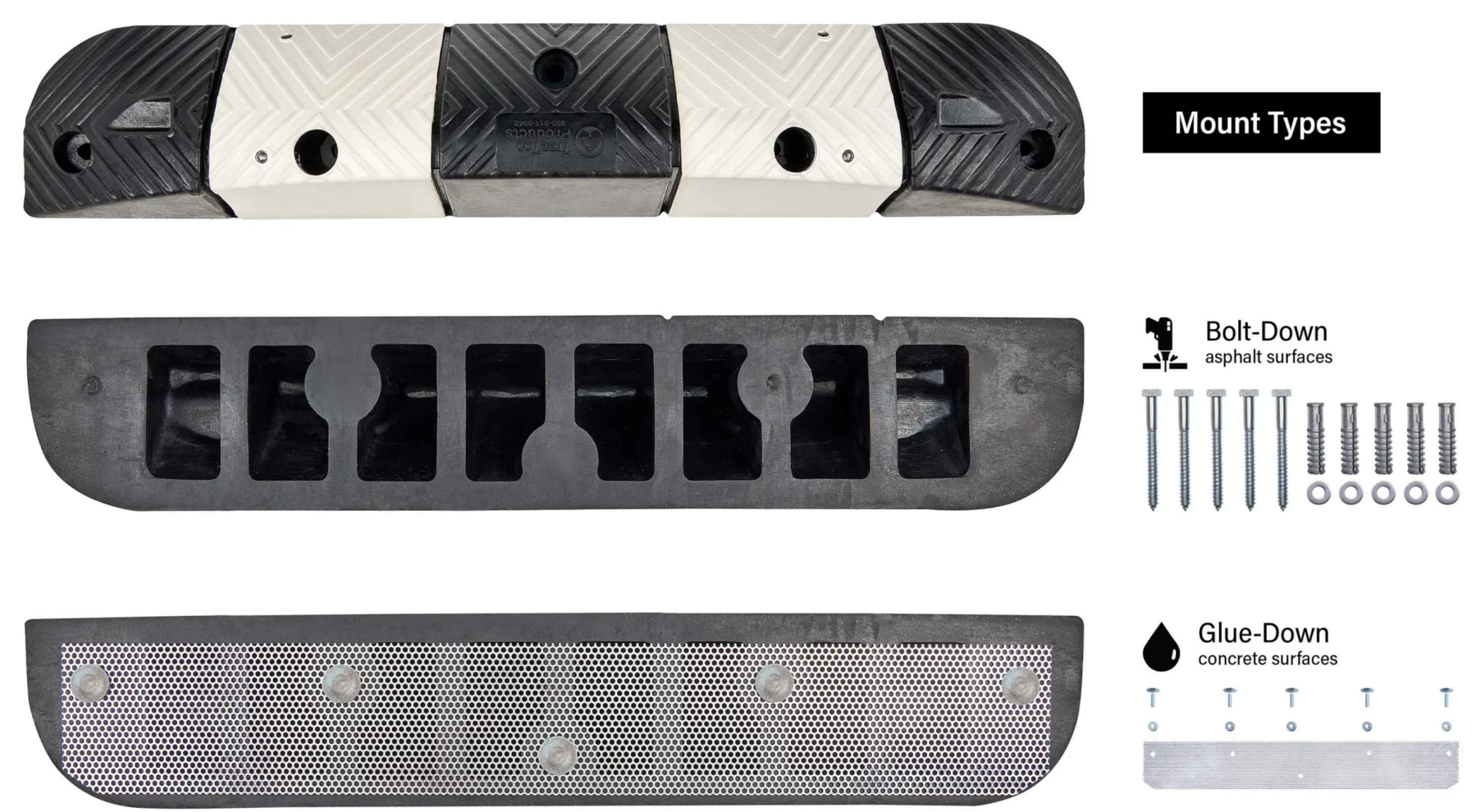
VARIABLE WIDTH PUBLIC RIGHT-OF-WAY  
 ASPHALT PAVED ROADWAY  
 SPEED LIMIT: 25 MPH

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

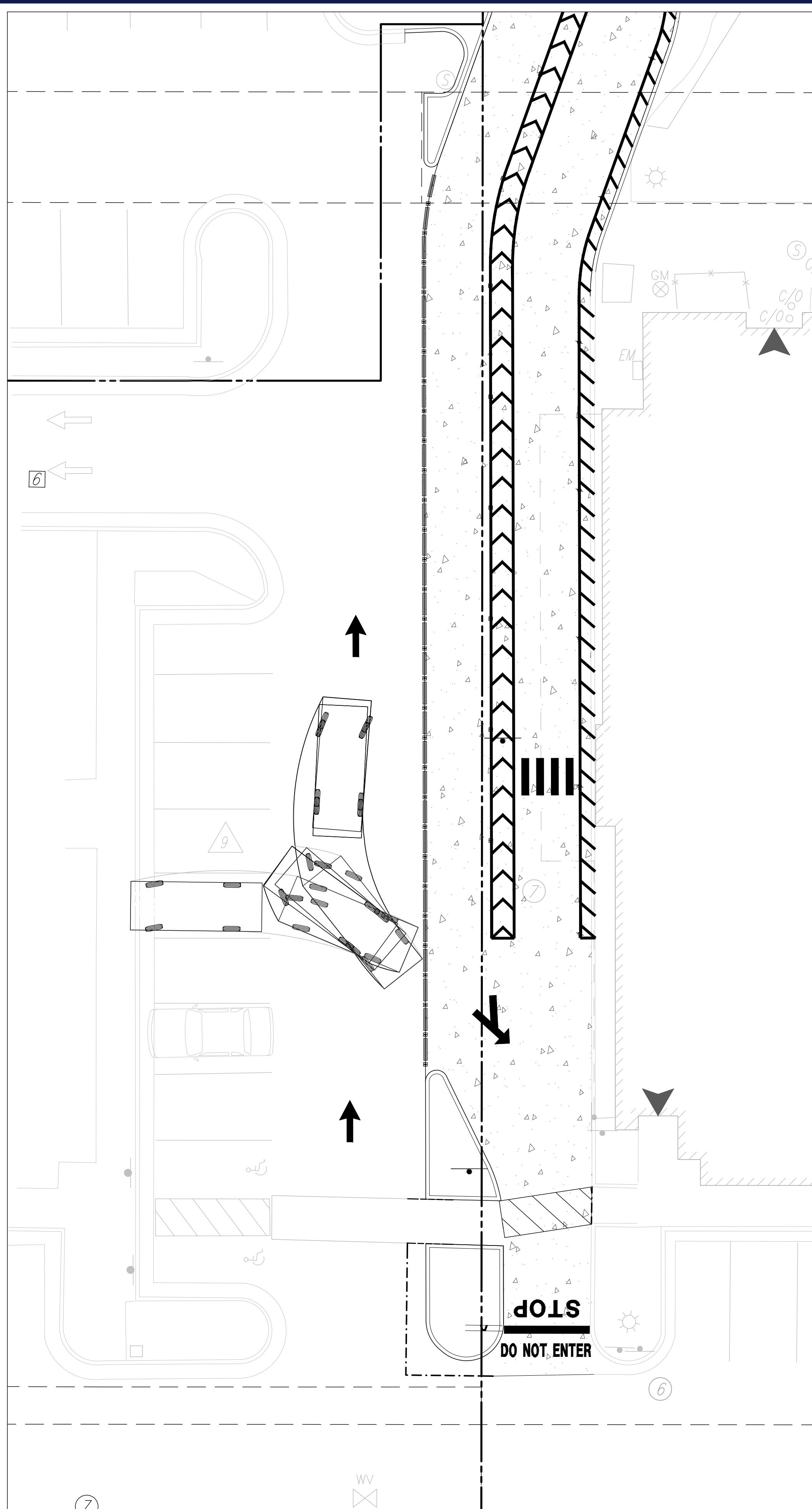




BOHLER  
 CIVIL AND CONSULTING ENGINEERING  
 PROGRAM MANAGEMENT  
 LANDSCAPE ARCHITECTURE  
 SUSTAINABLE DESIGN  
 PERMITTING SERVICES  
 TRANSPORTATION SERVICES



**BIKE LANE DELINEATOR DETAIL**  
NOT TO SCALE



**VEHICLE REVERSE MOVEMENT**  
NOT TO SCALE

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

**REVISIONS**

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

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**NOT APPROVED FOR CONSTRUCTION**

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

**SPECIAL USE PERMIT**  
 FOR  
  
 STORE #3197  
 PROPOSED DEVELOPMENT  
 15180 WASHINGTON STREET  
 TOWN OF HAYMARKET, VA

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

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

SHEET TITLE:  
**VEHICLE MOVEMENT PLAN**

SHEET NUMBER:  
**3**

REVISION 1 - 05/02/2024





**GENERAL NOTES:**

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

	ALLOWED	REQUIRED	PROVIDED (SUPPLEMENT AREA)	PROVIDED (QUARLES CENTER)
A. MIN LOT AREA			1,436 AC	6.00 AC
B. BUILDING AREA			4,874 SF (UNCHANGED)	N/A
C. MIN. PARKING SETBACK				
FRONT SETBACK (WASHINGTON STREET)	10'	60.9' (UNCHANGED)	21.56' (UNCHANGED)	
REAR SETBACK (VACANT LOT)	NONE	140.2' (UNCHANGED)	N/A	
SIDE SETBACK (VACANT LOT)	10'	132.5' (UNCHANGED)	11' (UNCHANGED)	
SIDE SETBACK (BANK)	NONE	16.2' (UNCHANGED)	N/A	
D. PARKING REQUIREMENTS				
PARKING REQUIREMENT:				
1 SPACE/100 SF OF GROSS FLOOR AREA (BUSINESS FLOOR SPACE IS 75% OF GFA: 0.75 X 4,874 = 3,656 SF)	50	69 (UNCHANGED)		
ADA REQUIREMENT: (1 FOR EACH 25 TOTAL SPACES)	2	3 (UNCHANGED)		
E. MIN. PARKING SPACE DIMENSIONS	9' X 18'	9' X 18' (UNCHANGED)		
F. BUILDING HEIGHT	35'	±25'		
G. NUMBER OF STORIES	N/A	1		

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

**REVISIONS**

REV	DATE	COMMENT	DRAWN BY	CHECKED BY

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

PROJECT:

**EXHIBIT #2**

FOR

STORE #3197  
PROPOSED DEVELOPMENT

15180 WASHINGTON STREET  
TOWN OF HAYMARKET, VA

**BOHLER //**

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

SHEET TITLE:

**EXHIBIT #2**

SHEET NUMBER:

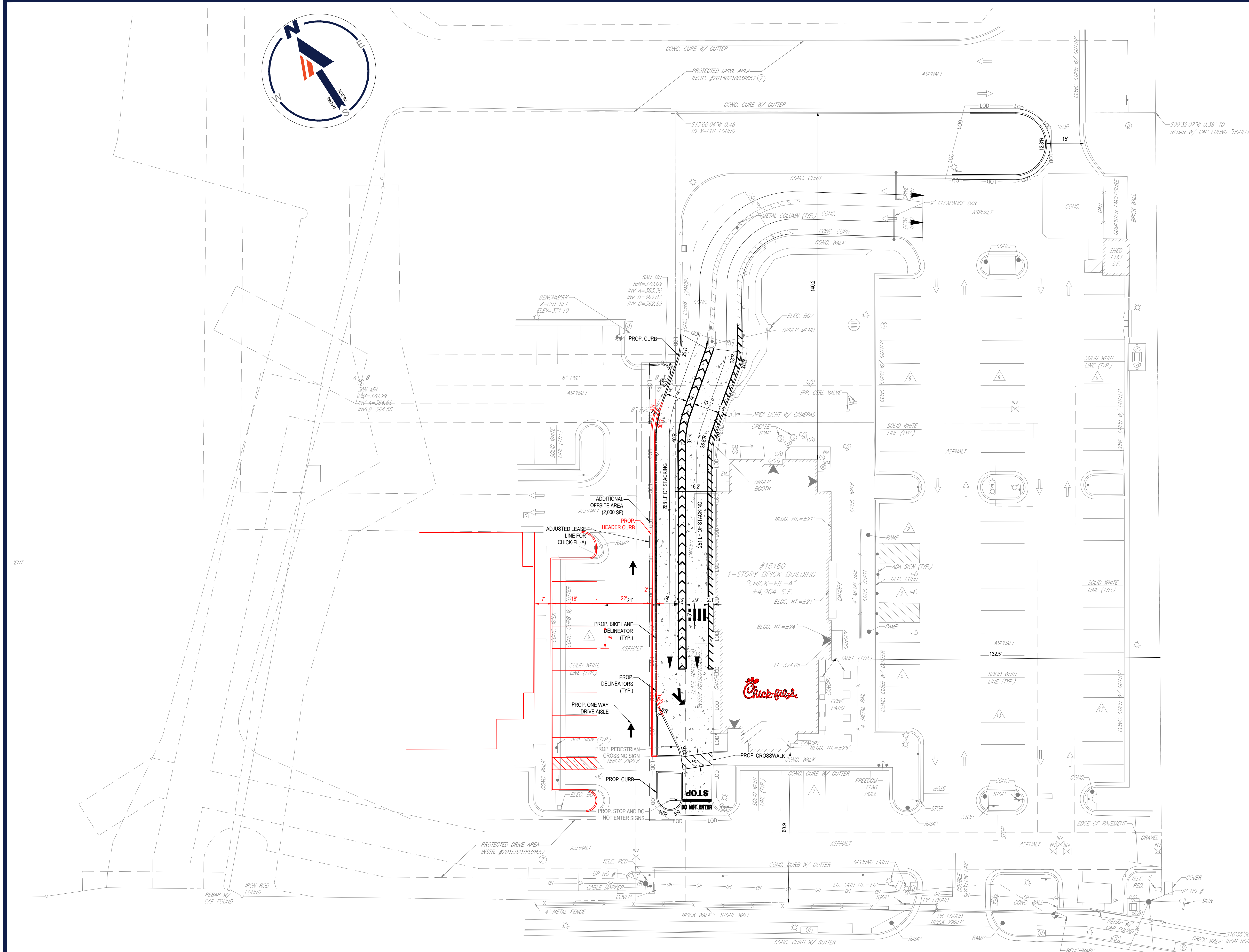
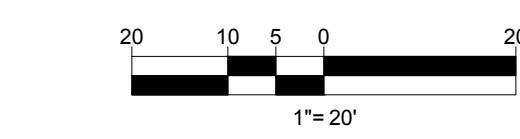
**1 OF 1**

ORG. DATE - 01/26/2024

**LEGEND:**

— LOD — LIMITS OF DISTURBANCE

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



**WASHINGTON ST**

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

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





**GENERAL NOTES:**

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**REVISIONS**

REV	DATE	COMMENT	DRAWN BY	CHECKED BY



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 DRAWN BY: TAL  
 CHECKED BY: KSR  
 DATE: 01/26/2024  
 CAD ID: SUP-0

PROJECT:

**EXHIBIT #3**



STORE #3197  
PROPOSED DEVELOPMENT

15180 WASHINGTON STREET  
TOWN OF HAYMARKET, VA

**BOHLER**

28 BLACKWELL PARK LANE, SUITE 201  
 WARRENTON, VIRGINIA 20186  
 Phone: (540) 349-4500  
 Fax: (540) 349-0321  
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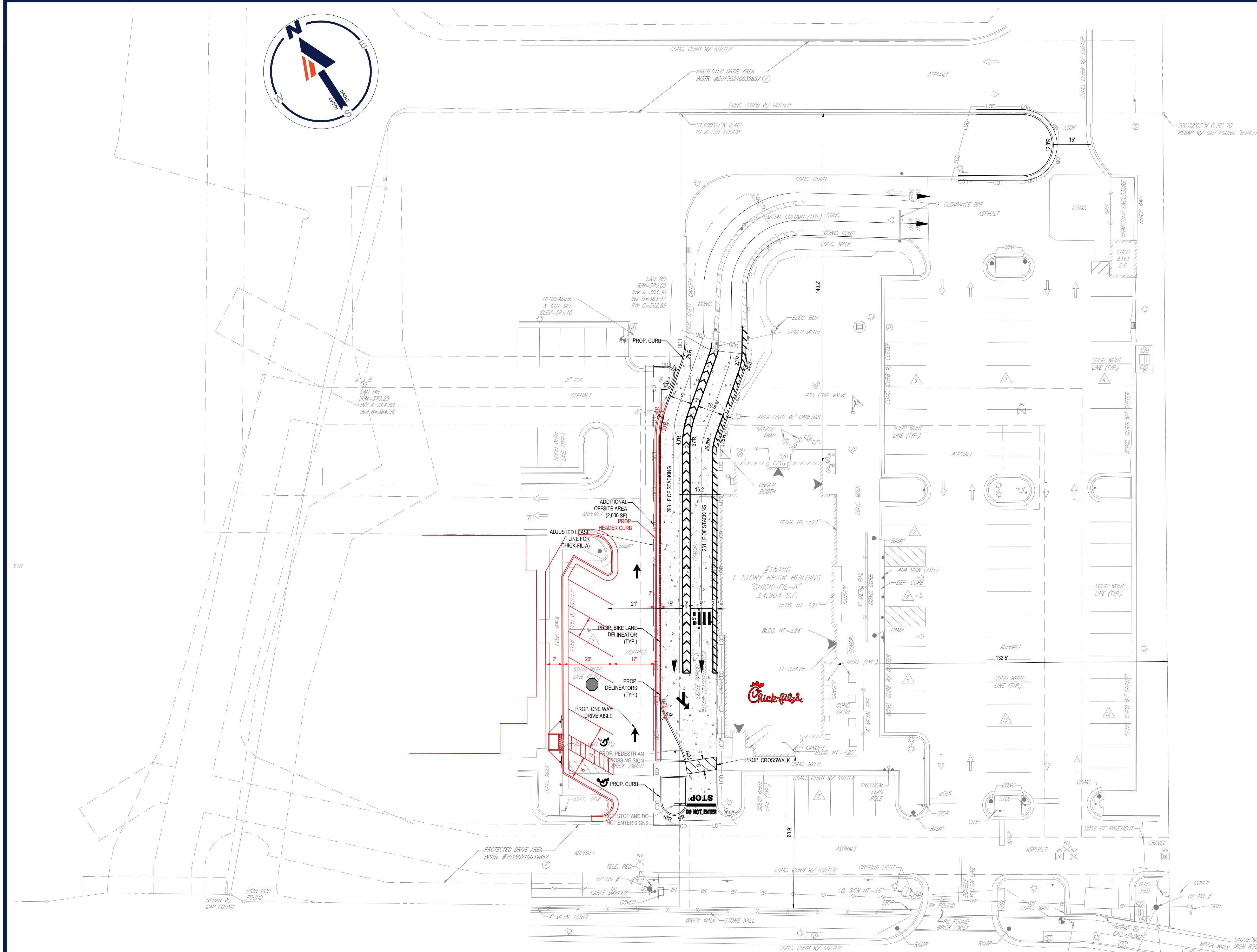
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**EXHIBIT #3**

SHEET NUMBER:

1 OF 1

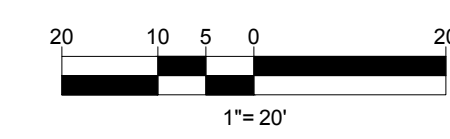
ORG. DATE - 01/26/2024



**WASHINGTON ST**

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# PLANNING COMMISSION - REGULAR MEETING

Tuesday, September 10, 2024 at 7:00 PM

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

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

## MINUTES

### I. CALL TO ORDER

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

Chairman Alexander Beyene called the meeting to order.

#### PRESENT

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

#### ABSENT

- Commissioner Pankaj Singla

### II. PLEDGE OF ALLEGIANCE

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

### III. CITIZENS TIME

There were no citizens present at this meeting.

### IV. MINUTE APPROVAL

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

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

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

### V. AGENDA ITEMS

1. SUP Application Chick Fila Drive Thru Expansion

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



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

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

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

## **VI. OLD BUSINESS**

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



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

### Staff Report

**To:** Honorable Mayor and Town Council  
**From:** Roberto Gonzalez, Town Treasurer  
**Date:** January 06, 2025  
**Re:** Fiscal Year 2024-2025 Budget Amendment

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment which exceeds one percent of the total expenditure shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since the requested amendment does exceed that amount, a Public Hearing is required. The Council may adopt the amendment at the January 06, 2025, meeting.

#### REQUESTED BUDGET AMENDMENT

1. The requested amendment to the adopted budget for Fiscal Year 2024-2025 is to amend the Transfer from ARPA Funds revenue line item by increasing funding by \$111,749 due to now having a final contract for the demo of the Park house being awarded. The expenditure will be amended as well in the budget to track the contracts cost for the project completion.

<b>Revenue Source Line Item</b>			
Line Item	Adopted 2024-25 Budget	Amended Budget	Change
<u>REVENUE:</u>			
Transfer from ARPA Funds	\$ 836,586	\$ 948,335	\$ 111,749
<u>EXPENDITURE:</u>			
Haymarket Community Park: Demolition	\$ 50,000	\$ 161,749	\$ 111,749

#### Sample Motion

*I move the Haymarket Town Council to approve an amendment to the Fiscal Year 2024 - 2025 budget as designated by Resolution #2024-008.*

*Or*

*Alternative Motion*



RESOLUTION 2025-001  
FISCAL YEAR 2024-2025 BUDGET AMENDMENT

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

WHEREAS, The proposed budget amendment will increase Transfer from ARPA Funds revenue line item by \$111,749; and

WHEREAS, The proposed budget amendment will increase expenditure line item 7000001 – Demolition Expenditures by \$111,749; and

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

**Budget Amendment for FY2024-2025 Budget**

**Operational Budget**

	<u>Adopted 2024-25 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>REVENUE:</u>			
4200			
Transfer from ARPA Funds	\$ 836,586	\$ 948,335	\$ 111,749
<u>EXPENDITURE:</u>			
Haymarket Community Park:			
7000001			
Demolition	\$ 50,000	\$ 161,749	\$ 111,749

Done this 06th Day of January 2025

Motion By:

Seconded By:

Ayes:

Nays:

Absent:

ATTEST:

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





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

## Memorandum

To: Honorable Mayor and Town Council  
From: Roberto Gonzalez, Town Treasurer  
Date: January 06, 2025  
Re: 2 to 5 year Revenue/Expenditure Forecasting Report

---

During the Strategic Planning session on October 26, 2024, the Town Council requested that the financial advisors be engaged to produce a comprehensive report to assist in forecasting the Town's revenue and expenditures over the next 2 to 5 years. Based on the recommendation of the Strategic Planning Consultant, it is advised that this analysis be conducted by the Town's financial advisors.

### Deliverables

#### Plan of Finance:

VML/VACo Finance will prepare a Plan of Finance ("Plan") for funding capital projects and equipment over the next five years that are identified in the Town's Capital Improvement Plan. The Plan will include a financial forecast of the Town's revenues and expenses for up to five years to determine if the projects and equipment purchases are affordable within the constraints of existing resources. The analysis will provide a detailed action plan for funding the projects and equipment that are affordable, including identifying sources of funding such as cash, equipment lease-purchase financing, and debt. Recommendations regarding the optimal timing of projects and equipment purchases will be an integral part of the Plan of Finance. The availability of cash and the Town's credit profile will be considered when preparing this analysis and developing the recommendations. A review of key debt and fund balance ratios will be incorporated into the analysis.

Our report will be prepared in presentation format to be presented to the Town Council, outlining the key points of the Plan of Finance. The report will be an actionable plan that will serve as a guide as the Town undertakes the projects and equipment purchases identified in its CIP.

VML/VACo Finance will meet with Town staff prior to presenting the Plan of Finance to the Town Council to solicit their feedback. Adjustments to the presentation will be made as appropriate.

In developing the Plan of Finance, VML/VACo Finance staff will rely on the Town's existing documents –ACFR, CIP, and Adopted Budget. We may request additional information as necessary.

**Fees:**

VML/VACo Fee:

The fee for a Plan of Finance is \$14,500. Upon execution of this agreement, an initial payment of \$5,000 will be due. The balance of \$9,500 will be due upon delivery (electronically or in-person) of the final report to Town staff.

VML/VACo Finance will be available to assist the Town with implementing financing recommendations provided in the Report according to its usual fee schedule effective at the time of financing. Methods of financing we support include, but are not limited to, municipal bonds, bank loans, government loans and grant programs, and equipment lease-purchase financing.

Any unanticipated services provided outside of the scope of these deliverables that do not have an established fee schedule may be provided upon request at the following hourly rates: Managing Director at \$195 per hour; and Municipal Advisor at \$145 per hour.

Staff recommends that the Town Council approve the agreement with the financial advisors to proceed with the revenue and expenditure forecasting study. This analysis will support the Town's Capital Improvement Plan (CIP) and will provide guidance to both the Council and Mayor during future budget sessions.

The report will be a great tool in informing the decision-making process, particularly as it relates to the prioritization and funding of upcoming CIP projects. By equipping the Council and Staff with a financial outlook, this study will enhance the effectiveness and strategic direction of the Town's budgeting process, ensuring alignment with long-term fiscal goals and priorities.