TOWN COUNCIL – WORK SESSION MEETING

Monday, November 30, 2026 at 7:00 PM

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

http://www.townofhaymarket.org/

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. TOWN MANAGER REPORT

1. Monthly Report

IV. CHIEF OF POLICE REPORT

1. Monthly Report

V. AGENDA ITEMS

1. Town Treasurer Monthly Financial Report
2. Discussion on Amending the Cigarette Tax Ordinance and Authorization for Public Notice
3. Draft Median Ordinance
4. Draft Mural Ordinance and Authorization for Public Notice
5. Arts Van Go Signage Approval
6. Town Museum Lease and Cost Evaluation - Continued Discussion
7. TIA After Action Discussion
8. VML Conference Report - Councilmember Pasanello
9. December Work Session Discussion
10. Draft of 2027 Town Council Meeting Schedule

VI. ADJOURNMENT

Town of Haymarket Town Manager Report and Tracking Log

Task	Assigned to	Strategic Plan Goals and Strategies	Comments:
Office of the Town Manager and Zoning Administrator			
Communications Plan	EK, Tracylynn, Matt Gallagher	Goal 6: Enhance Community Engagement .. Strategy 6.1 Complete and implement the communications plan for the Town	Working with Julia to gather data on the current efforts. Will continue to gather data through the end of the calendar year and then discuss with Vice Mayor if there are areas of concern that need addressing. Working to schedule a meeting with Julia and the VM to review document and practices
GOGov App	Emily and Julia		No issues with the app, running smoothly at this time. Working to continue advertising the Contact Us/Submit a Request feature to the community. The GoGov Request feature has been added to our website. UPDATE: We are actively receiving alerts and messages through the Contact Us feature on the app. We have been able to successfully correspond with residents and share feedback. We will continue to advertise this feature. Updated the app to include the new website links.
County Contact RE: Pedestrian Path Jefferson Street/Somerset Crossing across the Railroad	Emily		The County is moving forward with an agreement with VDOT to accept the FY 2027 Transportation Alternatives Program (TAP) funding approved for the Jefferson St-Old Carolina Rd sidewalk. We have received confirmation of the $2,470,256 in TAP funding and $618,000 local match provided by the County. The total estimated cost of the project is $4,764,202 and the County committed additional funds to cover this gap per the attached Resolution. I will be connecting with PWC in regards to timelines, project details and any support letters needed from the Town.
County Contact RE: Stormwater Assessment Program	Emily and Lydia		Town Staff scheduled drain cleaning and CCTV scoping for Nov 30th till Dec 4th. There will be a crew from Quality Underground and a crew from MF Build to assist in the process. Additionally, a member from JMT and PWC will be at the Dec 7th regular meeting to present the project and the outcome to Council.
Business Roundtable, Town Business Visits and Check-Ins	Emily K and Roberto	Goal 4: Foster Economic Development, Tourism, and Support Town Businesses Strategy 4.4 Investigate ways to use economic development funds and increase participation at the Business Roundtable	The Town hosted a meeting on August 11th with local businesses. A majority of the meeting was discussing the upcoming Fox 5 Zip Trip that occurred on August 14th and the Summer Concert on August 15th. We also discussed the upcoming park community meeting, shared updates on the park planning process as well as the construction on Old Post Office. Next Meeting is December 7th at the Hotel
Staff Meetings	Staff		Staff Meetings held weekly on Wednesdays
Strategic Plan Implementation	Emily		The Town Council has adopted the amended Strategic Plan as of March 2026. The new website is being updated to include a page specific to the Strategic Plan and project updates.
Museum: ArtsVanGo	Emily/ Tracylynn		Arts VanGo has completed their lineup of summer camps for the year. They continue to offer camps/workshops/classes for youth. The next Colors of the Market will be October 25th. Staff is working on the analysis of the utility costs over the past 6 months for evaluation. The discussion will continue at the November 30th Work Session
Town Park/Playground	Emily K.	Goal 1. Improve Transportation and Infrastructure to Enrich Quality of Life and Maintain Small Town Feel .. Strategy 1.1 Complete the implementation of the town park; to include the park pavilion and public restrooms	The Town has held it's first community meeting for the Town Park on August 24th at 7pm. We had several residents and community members attend the meeting and provide input to the consultants. We asked residents to place color coordinated stickers on the visuals for features they liked and disliked. We provided a presentation on the history of the project and the steps going forward. The presentation can be found on the Town's Website. Following Survey Feedback the Town responses are favoring the Option #2 Layout of the Town Park. LSG is working on the mock-ups and modifications following the community meeting and survey results
Meeting with CXO/County Correspondence	Emily K		Due to feedback from other jurisdictions and schedule conflicts the CXO has halted all Quarterly meetings and instead offered to meet with the Town Managers on an as needed basis, one on one. I have requested a meeting with the PWC Fire Chief to discuss the Town's Special Events, PWC Fire & Rescue involvement and the Fire Funds Application request from Station 4.
Haymarket Compensation Study	Emily		Evergreen Consultants finalized the report and it has been delivered to Council. Council will reconvene on December 7th.

Website Redesign	Emily/Julia		Signed the updated agreement and contract with CivicPlus. Completed website training on February 24th and 26th and learned how to update the new site. I have started to update information on the new site and will continue to do this over the next few weeks. Our website launched on May 18th. I am currently working on updating information and working through any problems that come up. I will be having a follow up meeting with Emily and Chief to discuss the police departments section of the website and will begin redesigning it. I have completed the Planning & Zoning section of the website and will continue to update it. I have added a "Town Park" page and will continue to update it as the process goes on. (We are working with Dave C regarding the switch over to .gov. Julia completed all steps and has acquired the domain name. Awaiting research into Microsoft Office Licensing prices)
Town Center Site Plan RFP Process	Emily	Goal 1. Improve Transportation and Infrastructure to Enrich Quality of Life and Maintain Small Town Feel .. Strategy 1.7 Fund and Implement the Town Hall Site Plan to include improved security and safety measures for the Town Hall Complex	The Town has contracted with RDA to develop an electrical plan to provide to the proposed offerors. The electrical plan will allow all offerors to bid on the same information for the parking lot lighting vs. estimating the work to be done. The electrical plan is typically done with the structural improvements and thus was not included in the original exterior site plan work for the Town Center. Bids are due December 7th.
Town Center Site Plan FUNDING	Emily/Finance Liaisons	Goal 1. Improve Transportation and Infrastructure to Enrich Quality of Life and Maintain Small Town Feel .. Strategy 1.7 Fund and Implement the Town Hall Site Plan to include improved security and safety measures for the Town Hall Complex	Town Manager and Treasurer have discussed with the Finance Liaisons the option of hiring VML VACo Finance to run the financial RFP process and assist the Town in securing and reviewing the loan options. The Finance Liaisons requested clarifying information from the team and we have reported back as of November 23rd to the committee. No further concerns were discussed at the meeting on November 23rd. Town Manager and Treasurer will discuss November 30th and proceed with next steps to initiate contract with VML/VACo Finance.
Town Complex Building Maintenance/Repairs	Emily		Monitoring HVAC units in Town Hall building after a few problematic days in early November. All units holding at this time and the thermostats have been relocated to better control temperatures and access.
Asset Inventory	Emily/Matt	Goal 2. Promote Fiscal Responsibility and Organizational Excellence, Strategy 2.1 Volunteer Assistance/Internship to create Asset Inventory	The FMX team is in the process of uploading the surveyed assets into our database. This should be completed by mid-November. Once completed we will prepare a demo of the system for Town Council. Matt is also in the process of organizing and inventory all events equipment post Haymarket Day. General Event Assets will be categorized and logged into the system for tracking.
Old Post Office Building	Emily		The contractor began work in the Old Post Office in early August. The roof was lifted 4 inches, structural supports/joists were added to the second floor, leveling it out. HVAC permits were applied for at the County Building Department for the two new units. I am working with the County Economic Development Department to run comps in the area to determine rent pricing for future tenants. The contractor is waiting on the HVAC permits through PWC at this time. I am in touch with the contractor on the status of the permits and the remaining work on site.
Mayor's Message Series	Emily, Julia, Mayor	**Goal 4.5** Investigate ways to engage face to face with existing businesses. **Goal 4.4** Investigate ways to use economic development funds and increase participation at the Business round table **Goal 4.6** Develop a plan to highlight the business community: .. etc.	Currently trying to coordinate a day with the film crew for the continuation of the Mayors Message Series for 2026. Received really positive feedback from business owners and residents/viewers.
Franchise Agreement for Comcast	Emily/Olaun		The Town has received a draft Franchise Agreement from Verizon - awaiting Council feedback.
Town Policy Updates	Emily/Roberto/ Chief		The Procurement Policy and Elected Official Training and Travel Policy were adopted and will be distributed accordingly.
VDOT Correspondence	Emily/Chief	Goal 1: Improve Transportation and Infrastructure … Strategy 1.5 Collaborate with … VDOT to improve traffic flow and safety including bike, rail and pedestrian	VDOT has been in the Town of Haymarket the past few weeks working on restriping along Washington Street, painting the crosswalks at Crossroads Village/Costello Way and fixing signage. I have notified VDOT of the damaged curb inlet on Washington Street in front of Town Hall. It has been logged into the repair request database. There is no set timeline on the repair. I will continue to monitor the status of the curb inlet and if the damage becomes more significant/impactful to the traffic on Washington Street we will request the repair to be expedited if possible. UPDATE - Storm inlet has not been repaired to date, damage is holding and has not significantly worsened. Finalizing report of crosswalks to submit to VDOT for review and discussion in terms of assisting with repainting or adding high visibility options to side-street crosswalks.
Va Women's Municipal Leadership Institute	Emily		I have graduated from the Virginia Women's Municipal Leadership Institute as of October 16th! I have joined the Virginia Women Leading Gov't organization and currently sit on the committee for the reunion planning for VWMLI
Maintenance Truck	Emily/Chief/Matt		The Town's Maintenance Truck is in process of the final build out to include the appropriate signage on the vehicle. Matt is currently utilizing the truck in and around Town for daily tasks

Personnel Manual Meeting	Emily/Roberto/ Chief		Employee Manual Draft will be passed out to the Town Council at the July 20th Meeting. Council will be asked to review the document and provide feedback/comments to the Town Manager by August 31st work session. UPDATE: No comments received from the Town Council, please submit comments for review and editing
Land Use Planning Department			
Town Center Site Plan (Bonding)	Emily/Katie/ Lydia	Goal 1: Improve Transportation and Infrastructure … Strategy 1.6 Fund and Implement the Town Hall site plan	Staff is working to reissue the RFP for Town Center Phase 1 Site Plan work following the removal to draft and include the necessary Bid Bond form. The RFP was reposted for bid on October 1st and is due Dec 7th. A pre-bid meeting was held oct. 13th, there is an addendum still to be posted with necessary architectural detailing's and an electrical plan. Electrical engineers were on site Nov 18th to meet with staff and review the current system.
Chick Fil A (SUP, Site Plan Review)	Katie/ Lydia		Construction is complete as planned, initial inspection was completed on Wednesday Sept 30th. The property owner and engineers are working to landscaping placed before inspection.
Chick Fil A As Built Review (from 2017, Bond Release from original construction)	Emily/Katie/ Lydia		The landscaping inspection revealed some necessary work before the bond can be released. The engineer will have to get the landscaping replaced before bond can be released.
Robinson's Paradise (As-Built, Bond Release)	Katie/ Lydia		The Town Planner and Town Engineer meet with DR Horton on Nov. 2nd to discuss plans for work to extend into private property to address stormwater runoff issues. A initial inspection of the work was completed on Nov 18th., the Town is awaiting as-built submission for a formal review.
Van Metre -- Robinson Village (Bond Release)	Katie/ Lydia		Nothing further required by Van Meter until May 2028 for final landscaping bond release the Town Planner has provided a letter.
Ramsai Hotel & Retail	Katie/ Lydia		Ramsai Hotel & Retail owners meet with Town Planner and Town Engineer, to discuss final site plan submission. Owners have requested NOVA Haymarket approved preliminary plans, a final engineer has not be contracted.
Crossroads Village Center (As-Built, Bond Release)	Emily/Katie/ Lydia		Property owner has requested the final landscape bond release, a site inspection is completed and report was shared with the property owner. There is a large amount of outstanding landscaping to be planted.
Taco Bell (As-Built, Bond Release)	Emily/Katie/ Lydia		Engineer resubmitted as-builts for Taco Bell. Comments from the Town are due back November 16th.
Crossroads Village, Kiddie Academy (Construction)	Katie/ Lydia		Kiddie Academy re-submitted as-builts on 04/02/2026 and were approved by the Town Engineer and Planner. The Town has received signed and scanned soft copy. The property owner has requested a landscaping inspection.
Karter School (Plan Review)	Katie/ Lydia		On 7/21/26 the applicant received a E&S approval letter was provided to be forwarded to DEQ. The applicant addressed Planning Commission on Nov 11th., the Commission requested clarification on a number of items, Town Staff have received updated plans. The next PC meeting is Dec 8th.
Self Storage (preliminary plan)	Katie/ Lydia		The property has been sold to new owners, Town Staff are in communication with the new owners to work through land use and zoning violation compliance. The new owners have secured a contract with a new engineer to develop the property.
Haymarket Lifetime Smiles (As-Built, Bond Release)	Emily/Katie/ Lydia		Town Staff received As-Built submission from developer 04/13/2026, comments were due back 05/13/2026 and have been forwarded to the engineer to review and resubmit. The Town has not received a resubmission.
Bleight Drive Townhomes [Magnolia Crossing] (Plan Approved, Bond Submission)	Emily/Katie/ Lydia		Demolition Permit Expired, applicant has not reached out to Town Staff regarding renewal.
South Fayette Street - 6792 & 6794 Fayette (Chestnut Tree LLC Lots)	Emily/Katie/ Lydia		Town staff provided comments to the applicant engineer on Nov. 13th.

Jordan Lane	Emily/Katie/ Lydia		Town Staff meet with developers on 04/14/2026 to discuss a by-right Jordan Lane subdivision development (8 single family homes averaging 1 acre lots). The development is happening in coordination with a potential townhomes development on the PWC line on Old Carolina Road. No update 11/23/26
Jefferson/Fayette St Site Plan (Bond Release, As-Built)	Emily/Katie/ Lydia		A meeting was held on Sept 25th to discuss the installation of landscaping on 6800 Fayette St. A secondary photometric plan is being conducted by a third party engineer for the developer.
Lane Motors Site / Water creek Homes	Lydia		Water Creek Homes has closed on the property and will be returning to the ARB to resubmit for demolition.
B&M Steel	Katie/Lydia		Town Staff meet on-site (04/02/2026) and followed-up on 04/08/2026 to discuss on-going flooding issues on site. Staff determined B&M Steel required a site plan for all site improvements. No Updates 11/23//26
Lidl	Lydia		Meet with Lidl representative and engineer on 08/04/26 to discuss new plans for Lidl site including small building, rearrangement of parking, and early discussions regarding signage. No update 11/23//26
QBE/Schoolhouse Rezoning	Emily/Katie/ Lydia		Town Council voted on Nov. 2nd to deny the rezoning application based on concerns for traffic and safety.
PWC Shared Use Path - Old Carolina & Jefferson St	Lydia		PWC has published an advertisement for willingness to hold a public hearing and received approval from VDOT. The site plan was submitted to VDOT and PWC for final comment on 11/17. All Town comments and concerns were addressed adequately and the trail route has been staked out.
PWC Shared Use Path - Somerset Crossing & Jefferson St	Lydia		Meeting set for 08/31/26 with the PWC DOT lead project engineer to discuss right-of-way improvements and impact on PWC Stormwater Assessment Solution Plans prior to design kickoff.
PWC 1 Mile Review	Lydia		The Lumina Rezoning Planning Commission Public Hearing was held on 10/14, the Commission recommended the application to Board of Supervisors on 12/05. The Del Webb Rezoning Public hearing is scheduled for the Planning Commission on 12/09.
Violation Notices	Lydia		Meet with PWC Building inspectors on 07/07/26 for 6796 Fayette St. A stop work order has been issued by PWC Building Inspectors, this order was appealed by the homeowner and the case will be presented to the PWC Building Codes Appeal Board. The Town Planner and Town Attorney were present on 09/02/26, to present expert testimony on the Town of Haymarket Zoning Ordinance. The violation was upheld and a meeting is scheduled with the property owner to file the necessary paperwork on 09/23/26. The property owner meet with Town Staff on 9/23. No update 11/23/26
Comprehensive Plan	Emily/ Lydia	Goal 2: Promote Fiscal Responsibility and Organizational Excellence (Action 2.3)	A draft background and demographics section of the Comp Plan was presented to the Planning Commission on 09/15/26.
Zoning Ordinance Review	Emily/ Lydia		A second draft of the mural ordinance will be discussed on 11/30.
Town Clerk			
Board/Committee Updates	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	We still have a vacancy on the Board of Zoning Appeals. Let me know if you have anyone who might be interested. We will also have a vacancy on ARB in January with the election of Greg Eischeid to Council.
Agendas/Minutes	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	Senator Roem and Delegate Thomas will be at the December 7th regular meeting to share bills that they will be taking to the General Assembly in February. Alexandra and I started working with Civic Plus on the minute and agenda migration for Spring 2027.

Directives	Kim	6.1. Complete and implement the communications plan for the Town	I have scheduled a tentative date with Joe Underwood from the FOIA Council to hold a class on the third week of January, weather permitting. I will also be scheduling a Robert's Rule of Order webinar for all Council and Boards early 2027.
Desk Book	Kim	6.1. Complete and implement the communications plan for the Town	No new updates to report
FOIA	Kim	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	I received 1 FOIA request on purchase orders. Since the Town does not do purchase orders, I did not have any information to give.
Outside Meetings/Conferences	Kim	2.4 Investigate opportunities to network with other small-town jurisdictions	Mayor and Emily attended TANV meeting hosted by Occoquan on Wednesday November 4th. I have registered Greg for the Newly Elected Officials conference in Richmond for January 7-8.
Maintenance			
Town Park/Playground	Playground canopy removed, inspected, and stored for winter.		
Town Hall	Thermostat conflict between suite 200 and suite 201. Had zone control unit and two thermostats disconnected, Tenant in suite 201 has main thermostat to control those offices.		
Copper Cricket	Hallway and bathroom work is completed, removed a few dead branches from tree out front.		
Cupcake Heaven	Holiday lights up, no other issues at this time.		
Old Post Office Building	Holiday lights up, no other issues at this time.		
Museum	No issues to report.		
Events	Streetscape garland completed, only a few outlets to replace. Continuing preparing for holiday bazaar.		
Streetscape	Only a few outlets to replace and three streetlights out to retrofit. Those will be addressed in the next couple of weeks.		
Event/Business Marketing			
Farmers Market	Julia		The 2026 Farmers Market season officially concluded on November 15th. Turnout remained consistent throughout the season, and I received positive feedback from both vendors and residents. I will be sending a survey to all participating vendors to gather feedback on their experiences and see any opportunities for improvement in future seasons. Applications for the 2027 Farmers Market season will be released in February.
Government Open House	Julia		We hosted our Government Open House on June 18th. Over 200 people participated in the tie-dye craft. Organizations that participated included PWC Historic Dept., Girl Scouts, Leopolds Preserve, Police Department, B & M Steel, Nokesville Fire Department, and American Trash Disposal. We worked with Wholeheart Murals and Arts VanGo to have a community mural that will be displayed in Town Hall.
Summer Concert 8/15	Julia		The Summer Concert took place on August 15th and was very well attended. This year's theme was Haymarket Carnival. We had eight vendors participate, including Aroma II, Flynn's Wood Fired Pizza, Fosters, Junies, Trouvaille Brewery, Mandi's Dandies, Smokin Shawn's, and Bruster's. Arts VanGO also joined us to provide a free craft for the community, along with Crafty Llama offering animal balloons for guests. Three bands performed throughout the evening, and all were very well received by attendees. We have already begun discussing potential themes for the 2027 Summer Concert! Applications have been updated to reflect the 2027 information.

Haymarket Day	Julia		Haymarket Day 2026 was a great success! Despite a chilly start to the morning, we had a wonderful day with an excellent turnout. This year's event featured 300 vendors and 40 parade entries, and I have received a great deal of positive feedback from both attendees and vendors. Our volunteers were also a tremendous help during morning setup, and their assistance was greatly appreciated. A special thank you to all of this year's sponsors for helping make the event possible, Wegmans, UVA Health, Dunegan & Cole Orthodontics, Thrive Medical Spa and Wellness, School of Rock Haymarket, F.H. Furr Plumbing, Heating, Air Conditioning & Electrical, 7-Eleven Haymarket, i9 Sports, Valley Energy, Wakefield School, Park Valley Church, and the Phillis Wheatley Chapter. We held a post-event debrief at the beginning of the month and identified areas for improvement as we begin looking ahead to next year's event. Overall, I am very pleased with how the event came together and appreciate everyone who played a role in making this year's Haymarket Day a success!
Holiday Event 12/12	Julia		We received over 100 vendor applications for this year's Holiday Bazaar, and all applicants were notified of their acceptance status on November 6th. I designed and ordered new monument signs for the event, which have since been installed. All event rentals have been confirmed, and I have reached out to performers to confirm their participation. I am also working with Matt to coordinate decorations and event logistics. I designed two new holiday mug designs, and both orders are expected to arrive by the end of the week. Additional holiday merchandise has also been ordered to sell at the event and is expected to arrive around the same time. Santa's gifts for the children have been ordered, and I am currently working on the Nutcracker Scavenger Hunt, which I will begin promoting on social media. I am continuing to finalize the event layout and plan to distribute it to participating vendors by December 4th.
Event Misc.:	Julia	Goal 4.5 Investigate ways to engage face to face with existing businesses. Goal 4.4 Investigate ways to use economic development funds and increase participation at the Business round table. Goal 4.6 Develop a plan to highlight the business community. Goal 5.2. Develop a plan of recognition of historical of historical sites through a walking program ad signage program	I have started to work with potential sponsors for the 27-28 fiscal year. The 2026 ornament has been ordered and was released at Haymarket Day. This years ornament is Winterham (School of Rock). We sold 122 of the 2026 ornaments at Haymarket Day. I will continue to advertise all the ornaments. ATG title purchases a nutcracker this year, which was ordered and has already been delivered.
Social Media/Website/GOGov	Emily/Alexandra/ Julia	Goal 4. Foster Economic Development, Tourism, and Support Town Businesses Goal 2.4 Create and distribute a Town Services "one-pager"	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, and public notices. GOGov app was promoted during Haymarket Day, Farmers Market, Summer Concert, and the Holiday Bazaar. We have continued to receive a good amount of requests on the My Haymarket app. Our Community Connection one pager is complete and available at Town Hall. I have been sharing it at the town tent during the farmers market and will continue to advertise it. I am continuing to advertise the Holiday Bazaar, the Farmers Market, and all other town related events.
Deputy Clerk/Administration			
Newsletter	Alexandra	6.1. Complete and implement the communications plan for the Town	1st quarter 2027 draft beginning soon.
Real Estate Tax	Alexandra		Continue to manage and maintain real estate tax accounts, including updating invoices, processing payments, reviewing and processing exemptions. Respond to inquiries from residents, mortgage lenders, and others regarding tax balances, payment status, billing questions etc.
Administrative	Alexandra		Manage incoming/outgoing mail and respond to resident, business and general inquiries. Process purchase orders, enter monthly invoices into QuickBooks, and prepare invoices and payments for Finance Committee Meetings. Maintain filing system; manage and record meals tax, tenant payments and engineering fees; follow up on outstanding invoices; manage late 2026 BPOL filings; maintain military banner records, route & respond to trash inquiries, and additional administrative and treasury support as needed.
ARB	Alexandra	2.3 Research rules of engagement, roles and responsibilities of liaisons and council members	There was no ARB meeting held in October due to a lack of quorum. The November ARB Meeting was held 11/18/2026, with two sign applications on the Agenda.
Office Misc.:	Alexandra		Capital Area Food Bank assistance; Assist with farmers markets; assistance with Haymarket Day cleanup; provide support to other departments/staff as needed. Attended VMCA Conference 10/21-10/23;
New/Old Business Updates			
New Businesses			

Police Department Report to Council

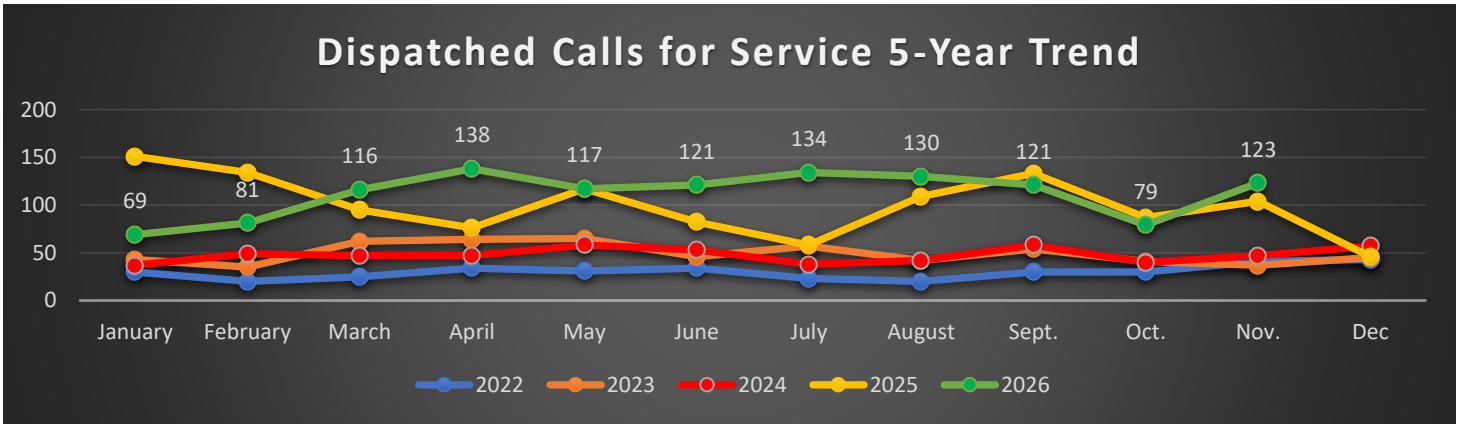
Activity Period October 15, 2025 to November 14, 2026

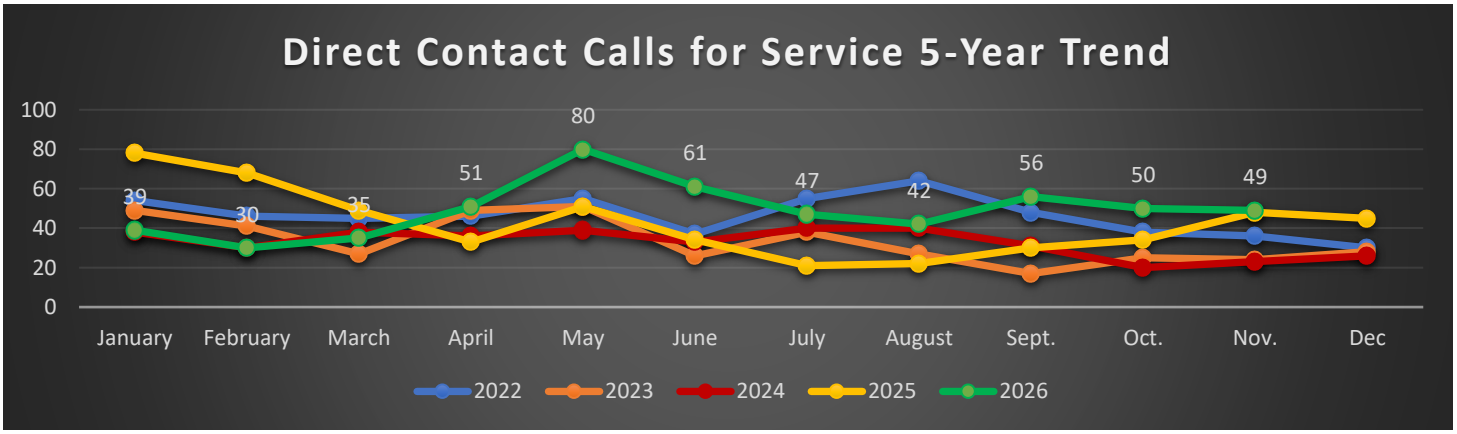
Calls for Service: Reportable, non-reportable, and deferment calls for service received from Prince William County Dispatch, through direct contact with citizens, or initiated by the police officers through their observations.

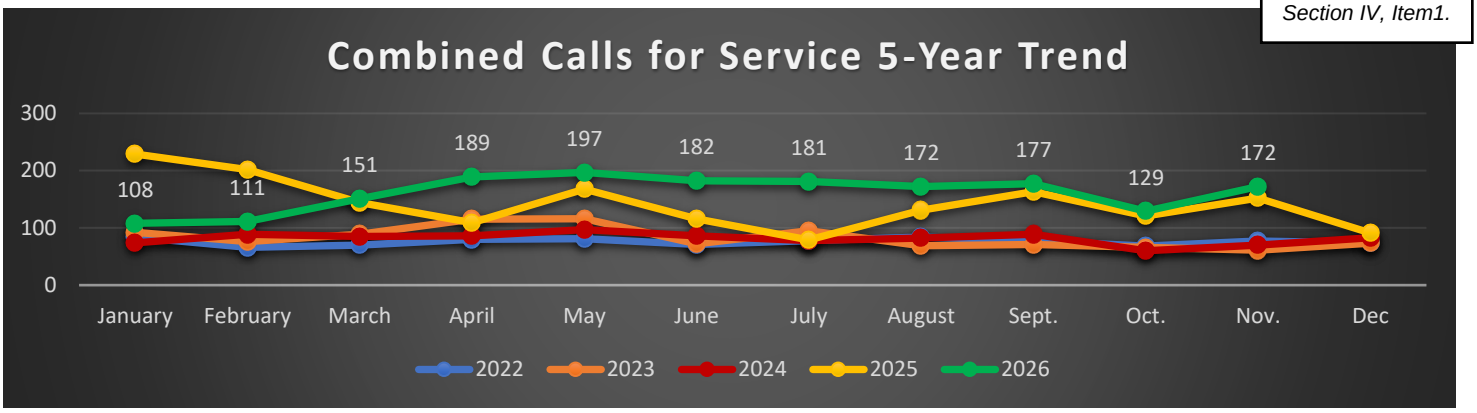
- Reportable Calls: 15
- Non-Reportable Calls: 156
- Deferments: 1



Trending Data on Calls for Service

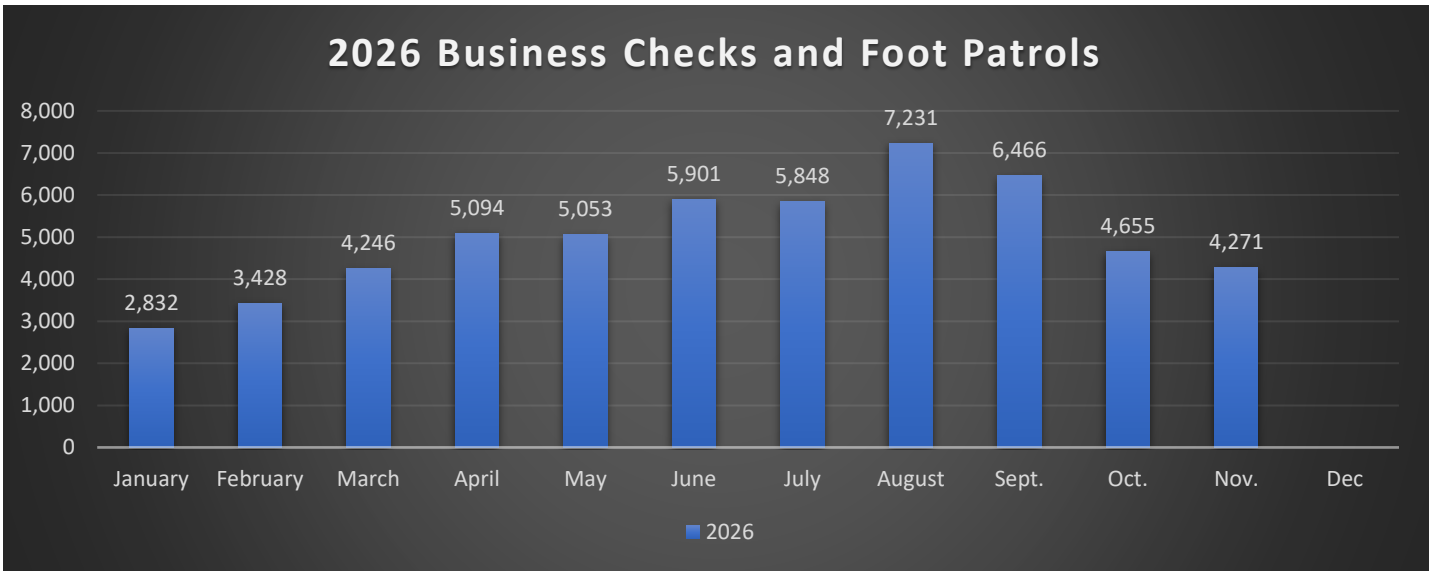


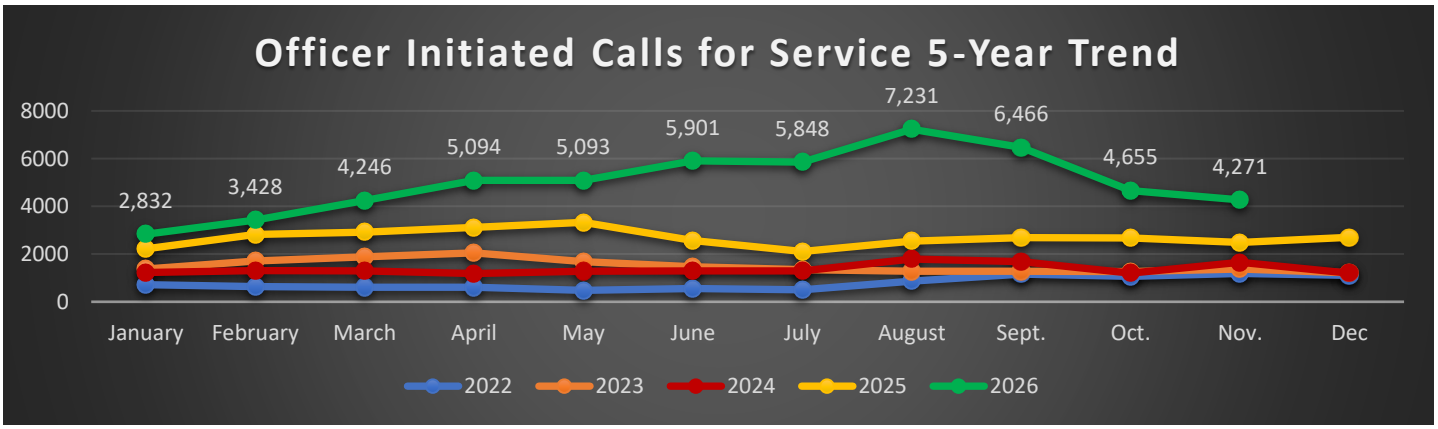




Business Checks and Foot Patrols: These checks are a proactive approach to assure safety, security, and crime prevention at all local businesses. Officers will speak directly to the business owner(s) or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct physical checks when the business is closed to ensure that all doors and windows are locked. Officers will also conduct foot patrols in residential and commercial areas allowing community members to engage in discussion while simultaneously preventing crime. Lastly, enhanced patrols are conducted by officers in specific areas to deter criminal activity or traffic violations.

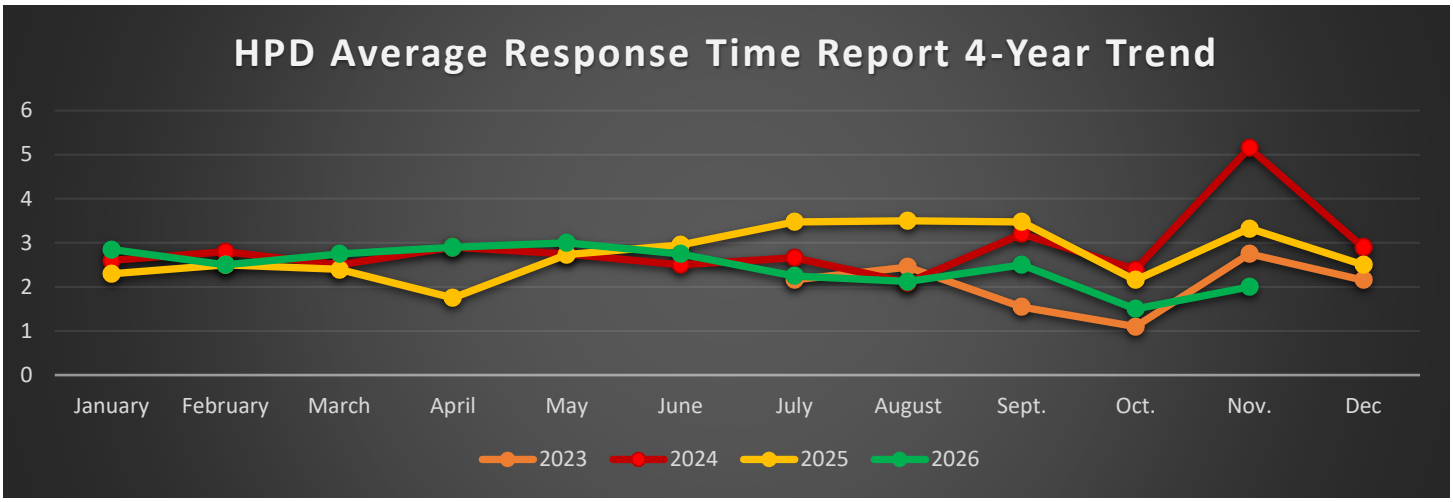
- Personal Contact: 84
- Physical Check: 4,035
- Foot Patrols: 17
- Enhanced Patrols: 135





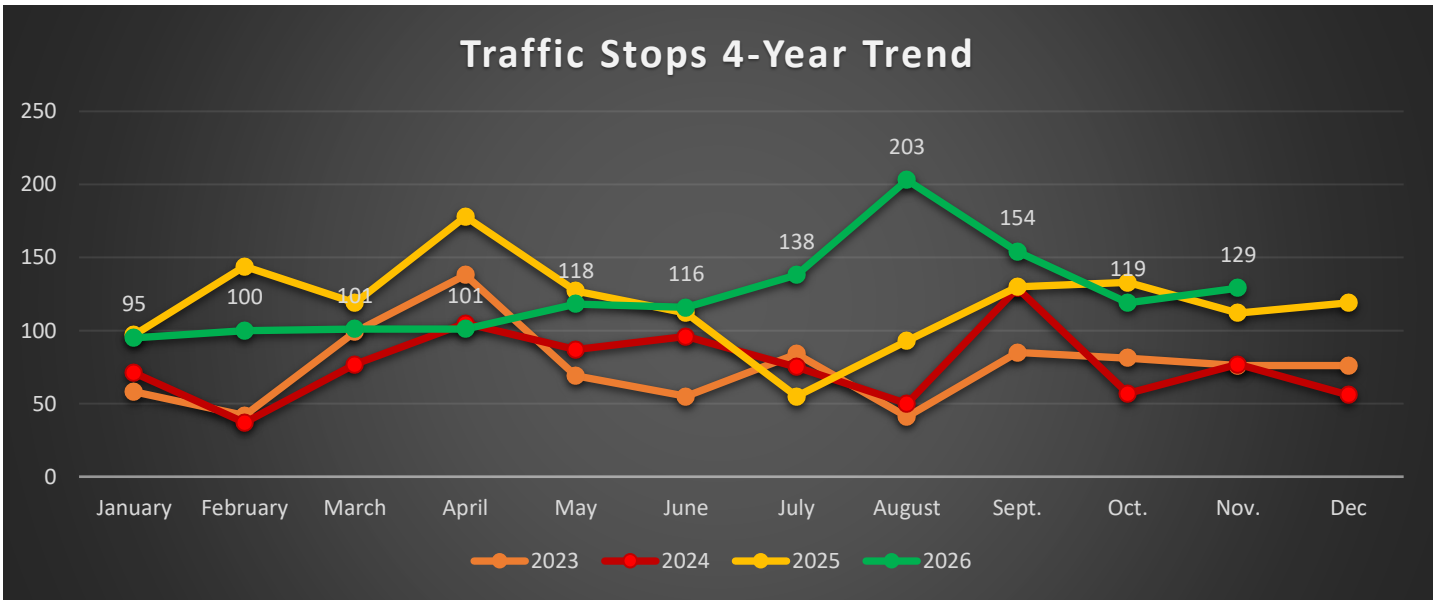
Average Response Time: This is the average of all response times to calls for service answered by Haymar
Officers.

- 2 minute 00 seconds



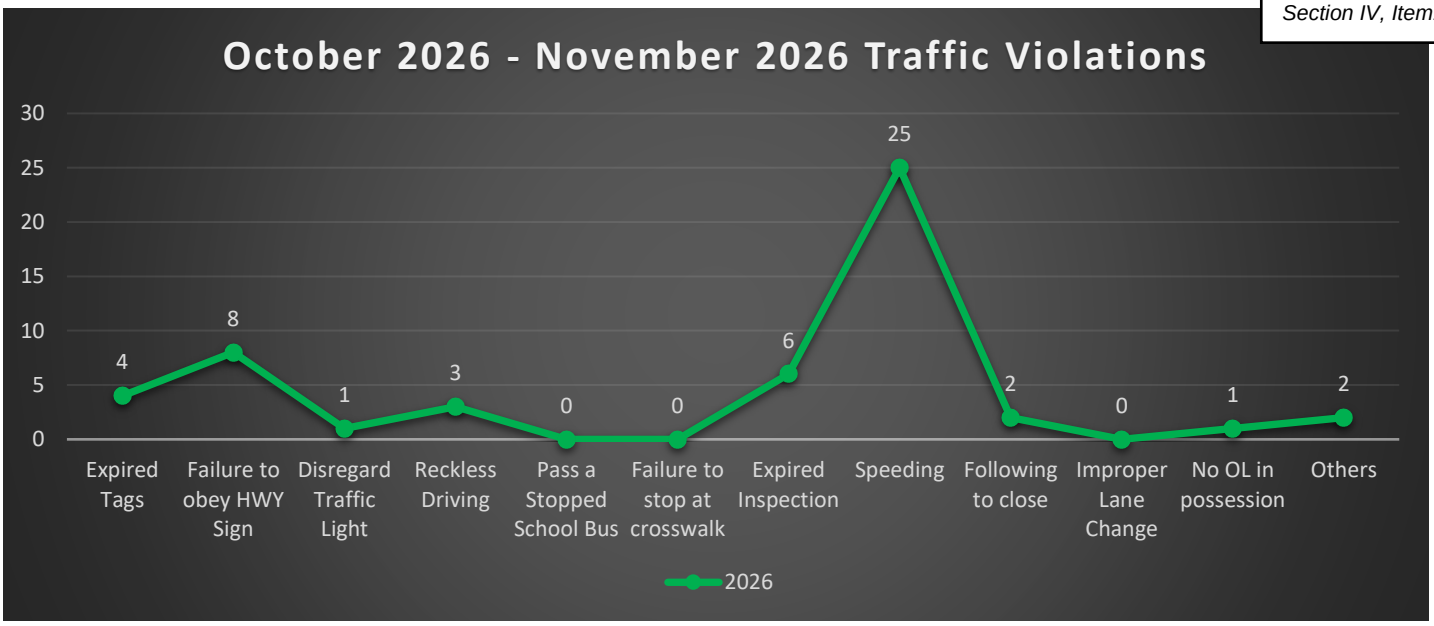
Traffic Stops: Haymarket Police Officers are tasked with keeping the Town of Haymarket a Pedestrian Friendly Town. Officers achieve this goal by keeping high-profile visibility during routine patrols and conducting RADAR operations throughout the town. Although a vehicle is stopped, the officer may issue a summons or use the interaction as an educational moment thus providing a written or verbal warning.

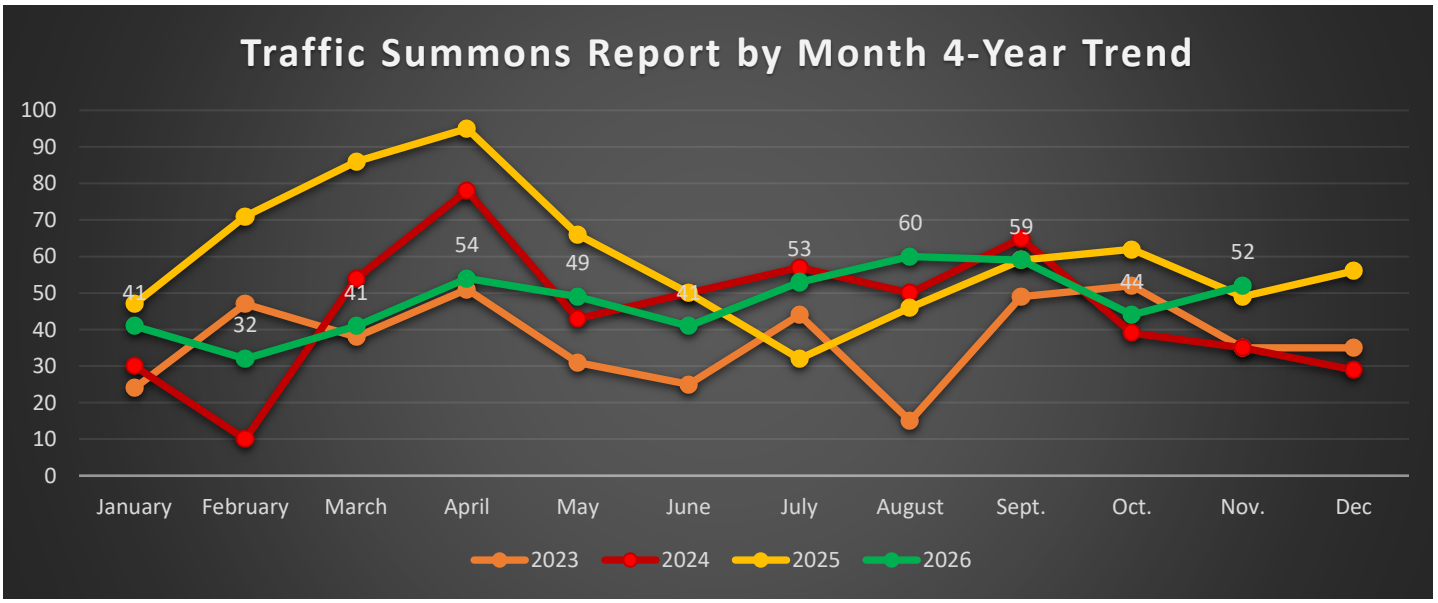
- Traffic Stops: 129
- Summons: 51
- Warnings: 103

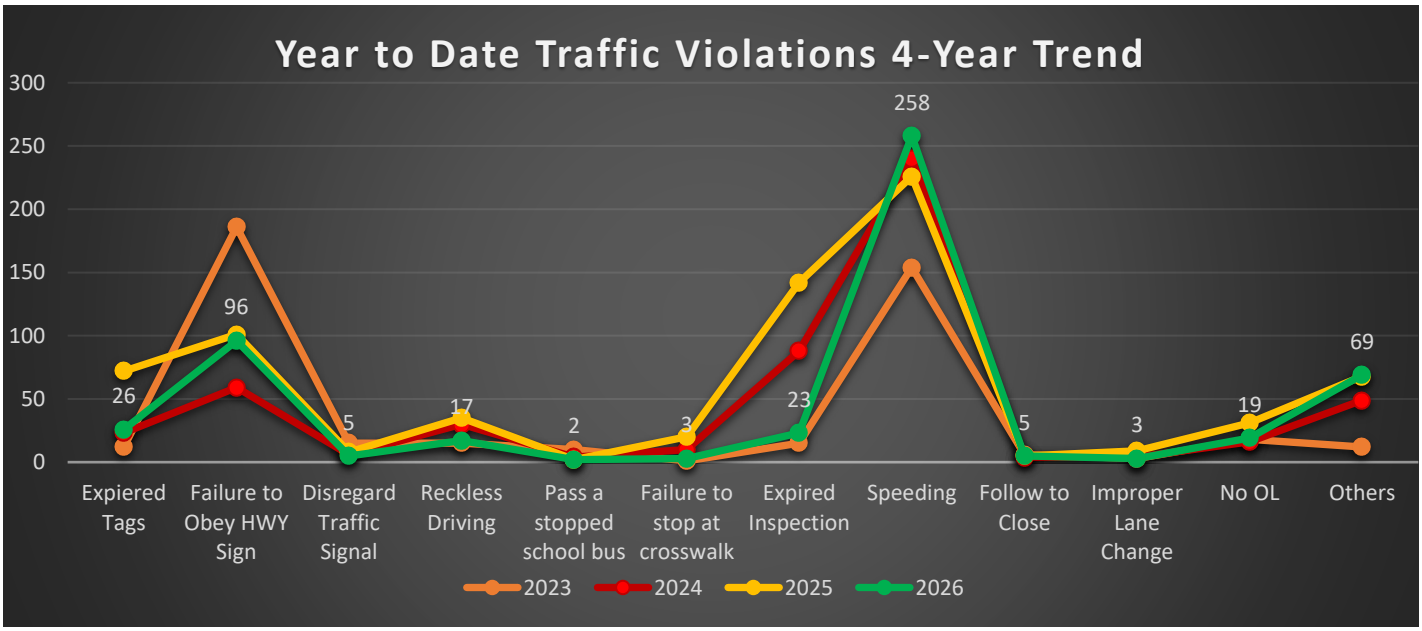


Traffic Summons Issued: Summons issued for traffic violations. **52**

46.2-646 – Expired Registration – 4
46.2-833.1 – Disregard a traffic light – 1
46.2-859 – Pass a stopped school bus – 0
46.2-1158 – Expired inspection – 6
46.2-816 – Follow to close – 2
46.2-300 – No operator's license - 1
46.2-830 – Failure to obey a highway sign – 8
46.2-852 – Reckless Driving – 3
46.2-924 – Failure to stop at crosswalk – 0
46.2-874 – Speeding – 25
46.2-804 – Improper Lane change – 0
Others – 2 (Failure to secure child, Driving 2 passengers underage of 18)



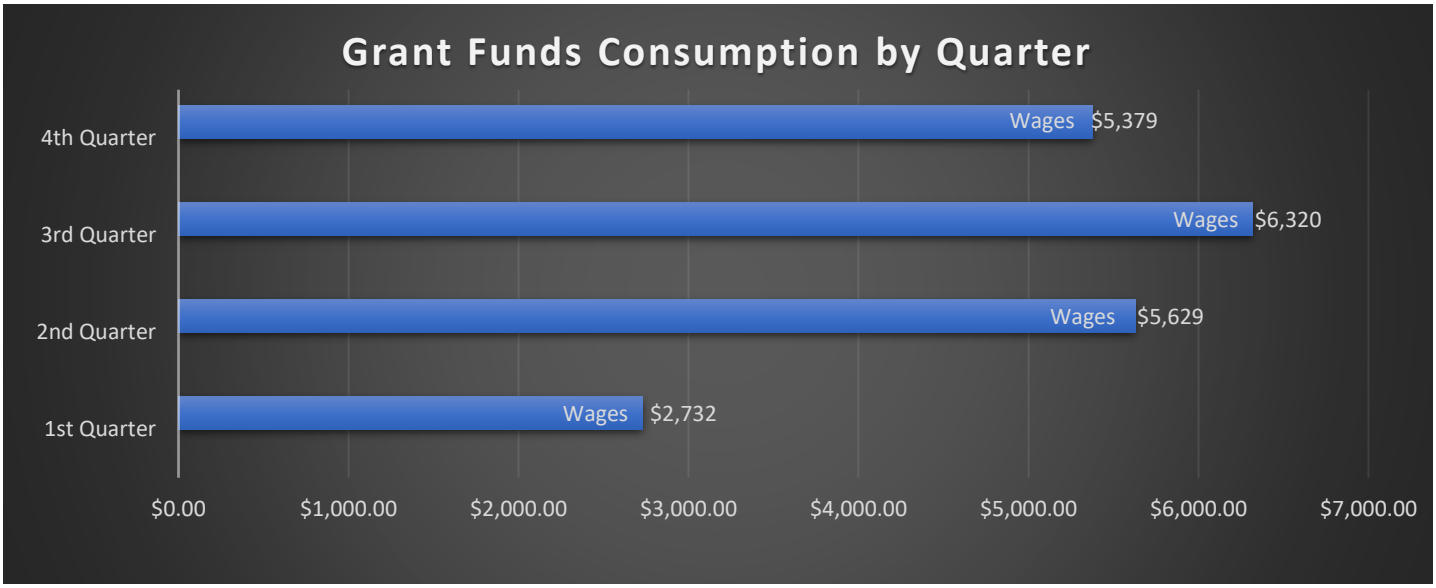


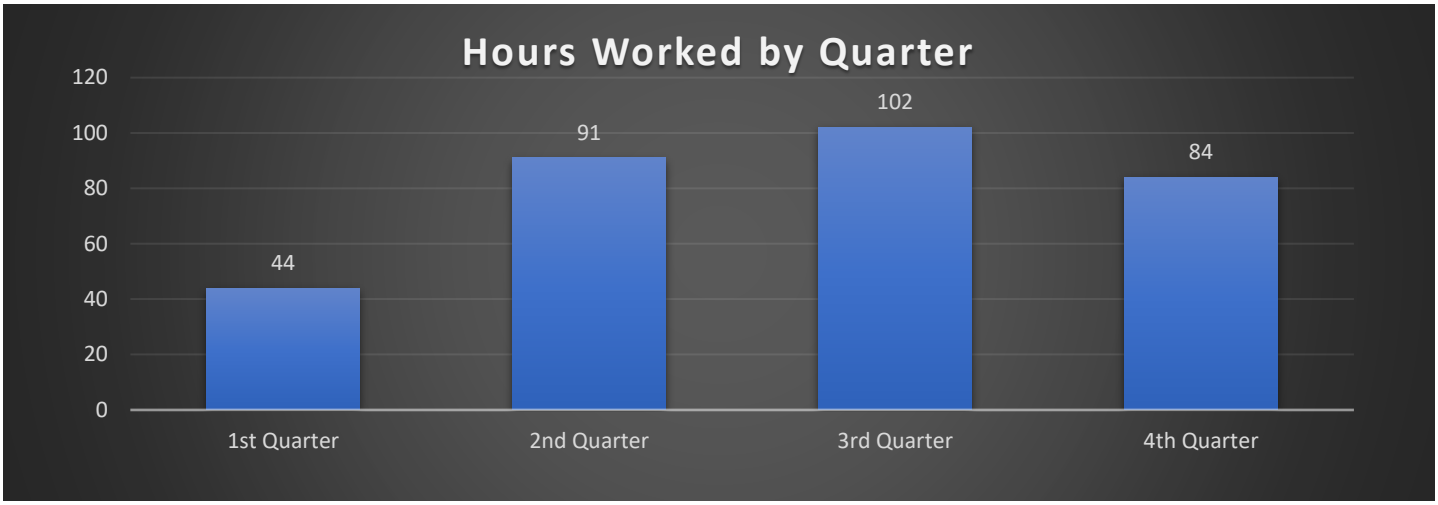


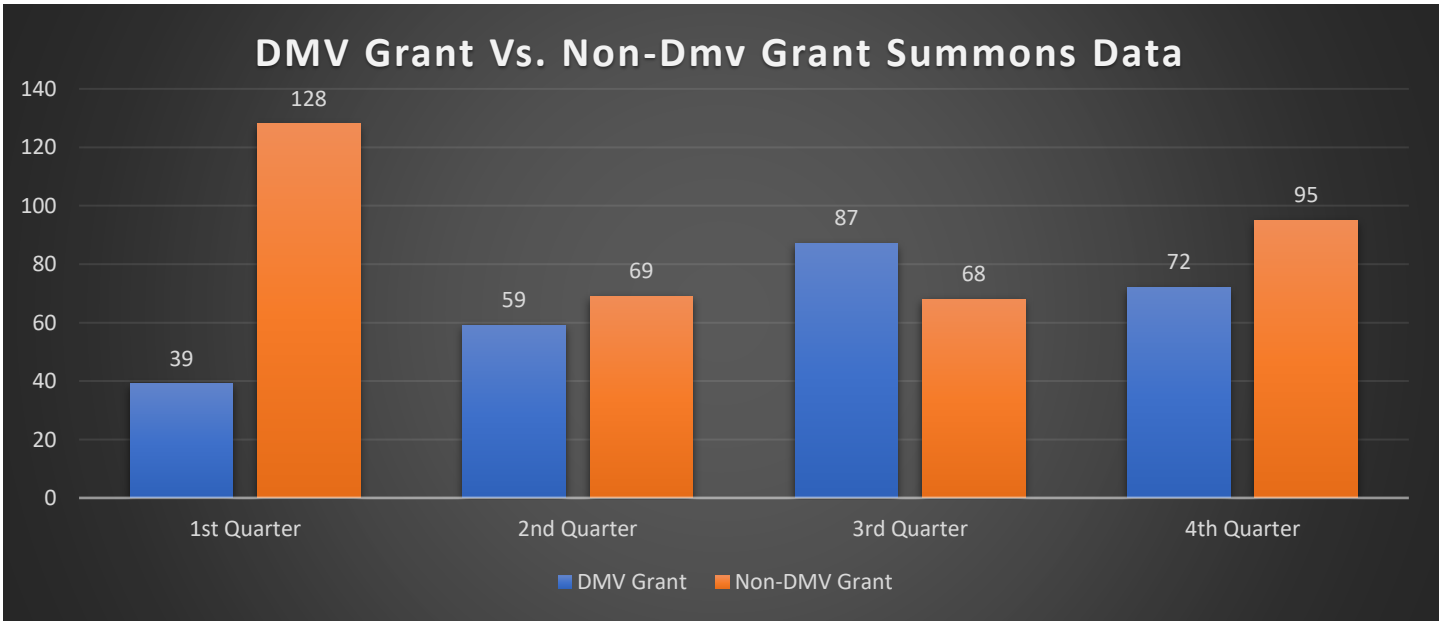
Total Summons Issued 2026: 526

DMV Grant: Quarterly reporting October 1, 2025 through September 30, 2026

Grant Award Amount Total: $20,240 - 1st – 4th Quarters Consumed: $20,059 - Remaining Amount: $181

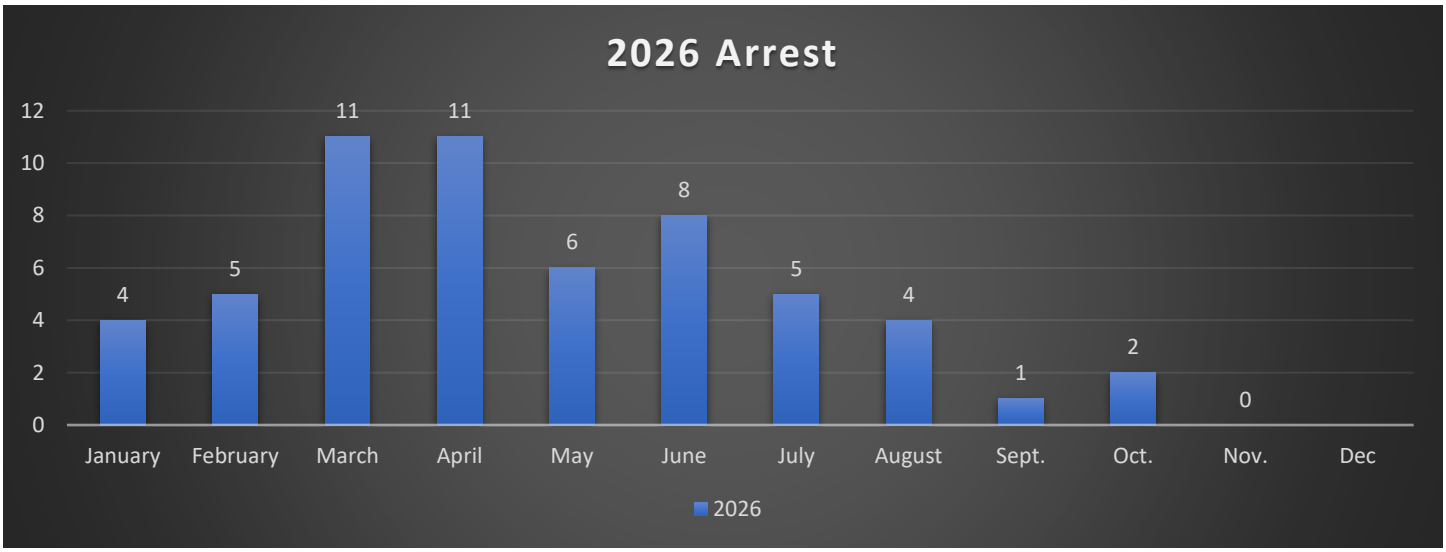






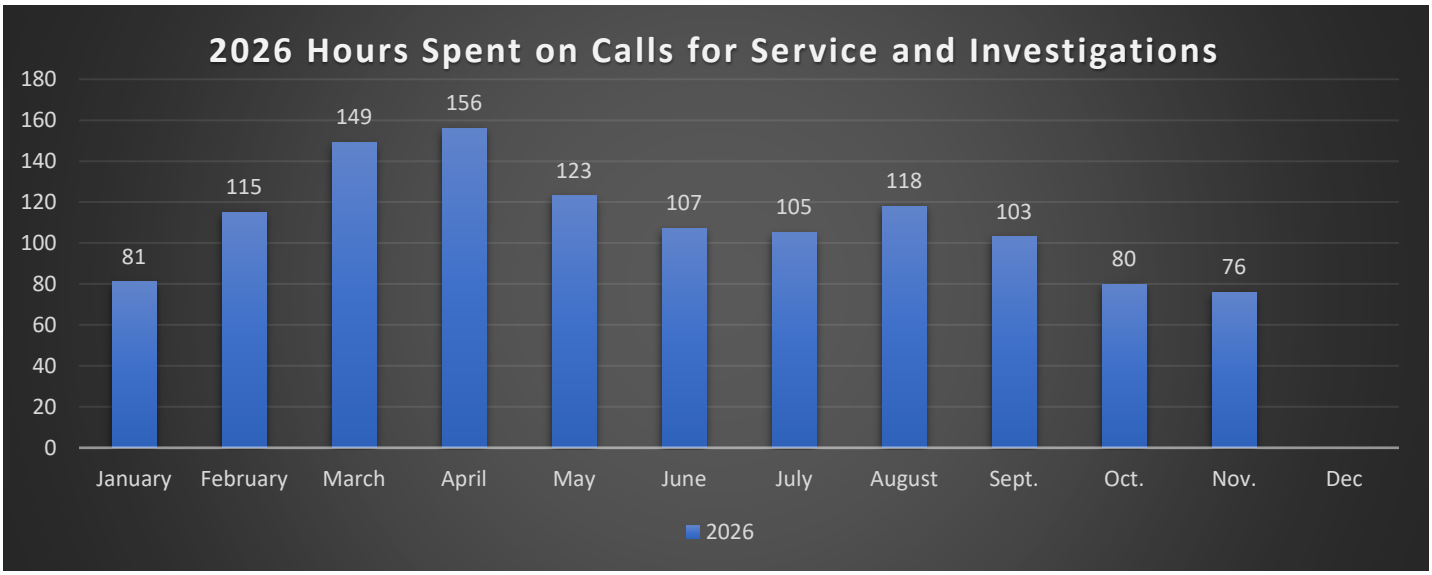
Arrest: These numbers reflect all arrests made by Haymarket Officers to include warrant, without a warra
jurisdiction papers.

- Misdemeanor: 0
- Felony: 0



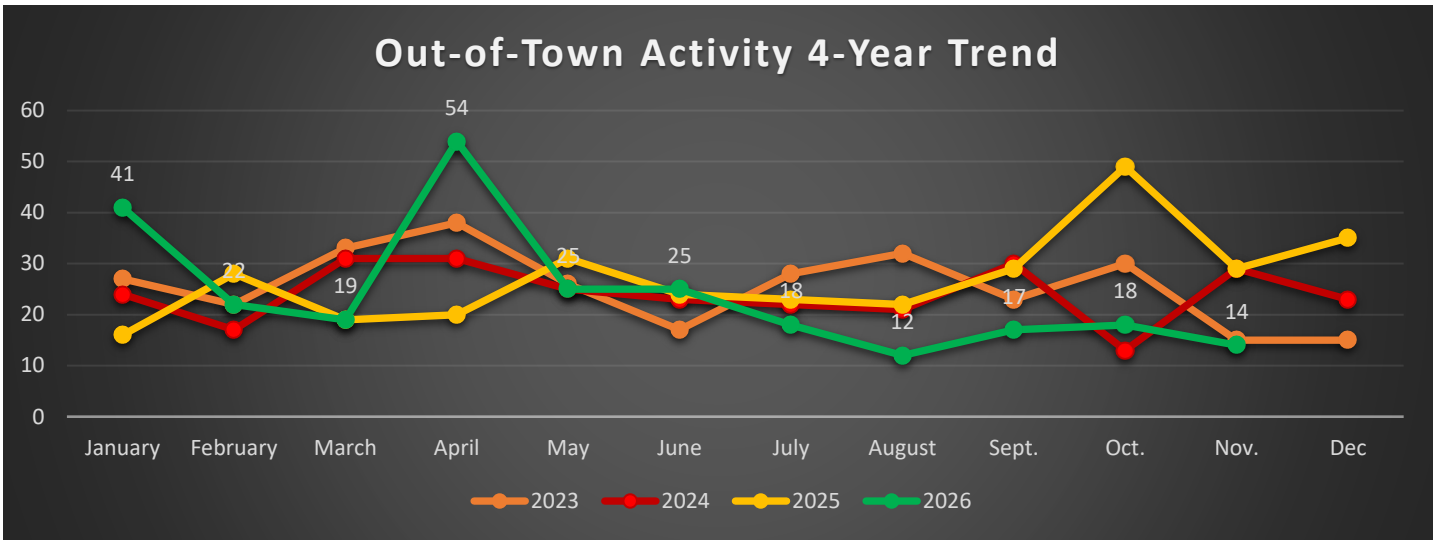
Hours spent on Calls for Service and Investigations: These numbers reflect the amount of time officers spend answering calls for service and conducting follow-up investigations, interviews, and reports.

- Calls for service: 60
- Follow-up Investigations: 16

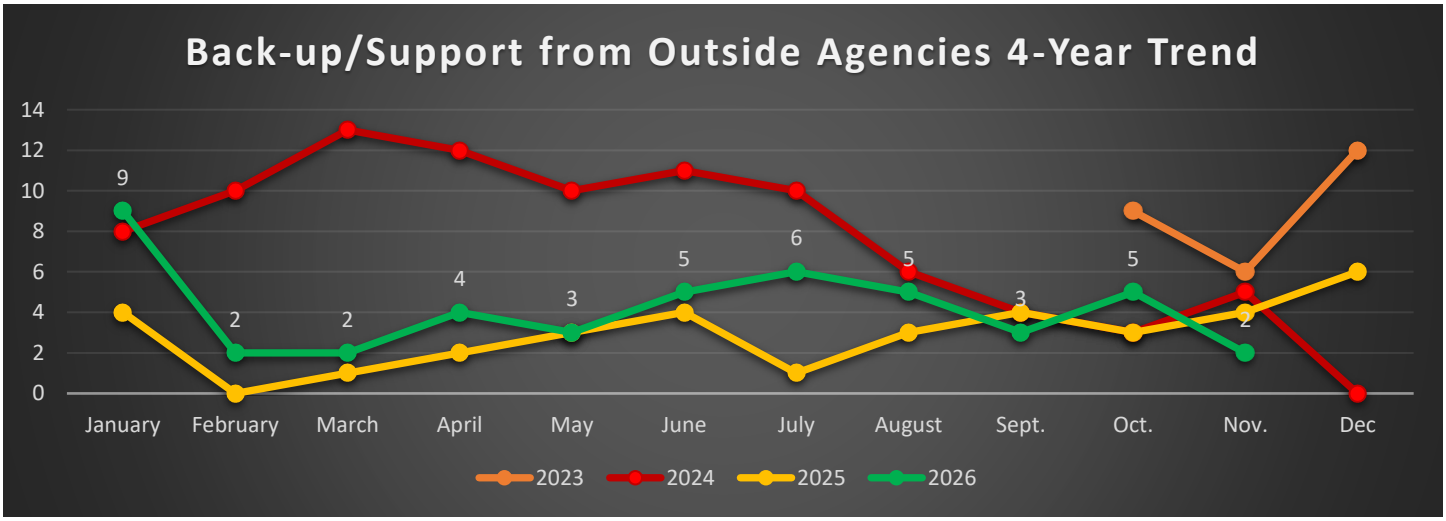


Out of Town Activity: On occasion, Officers will assist Prince William County Police Department, Prince W
Fire Department and Virginia State Police with calls for service outside of town.

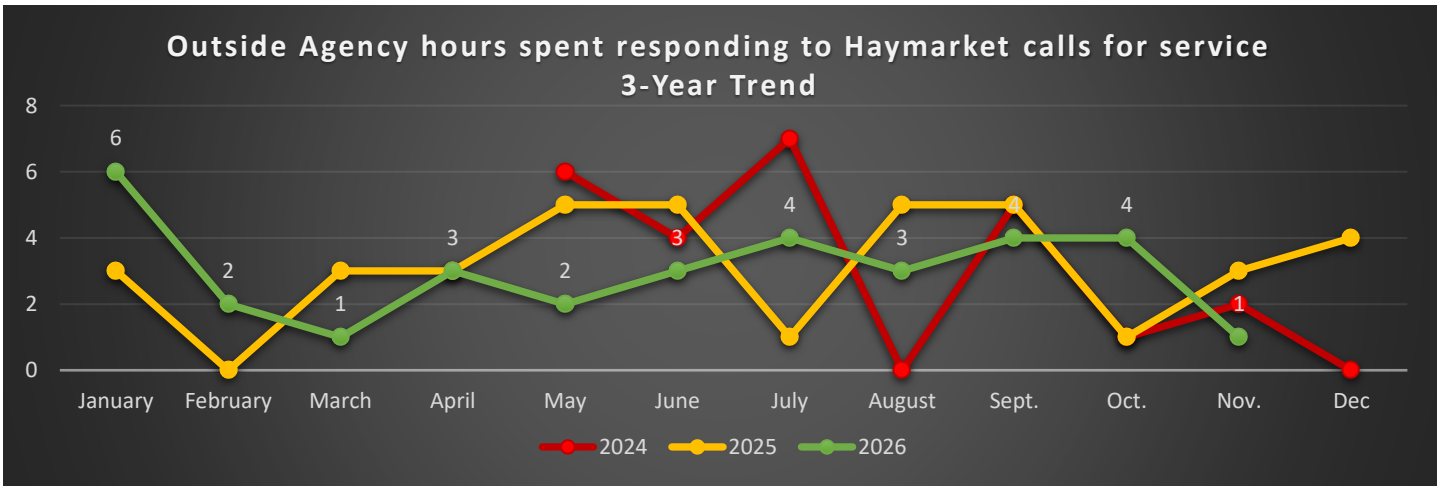
- Back Up: 14



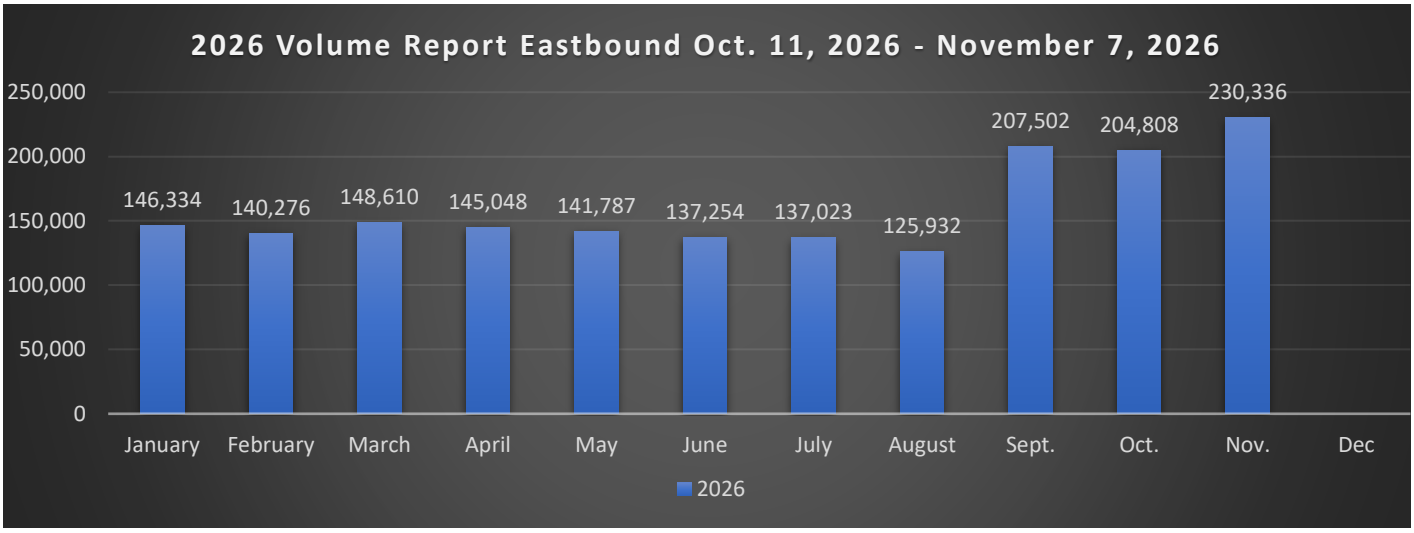
Request for Outside Agencies to Assist the Haymarket Police Department in corporate limits: 2

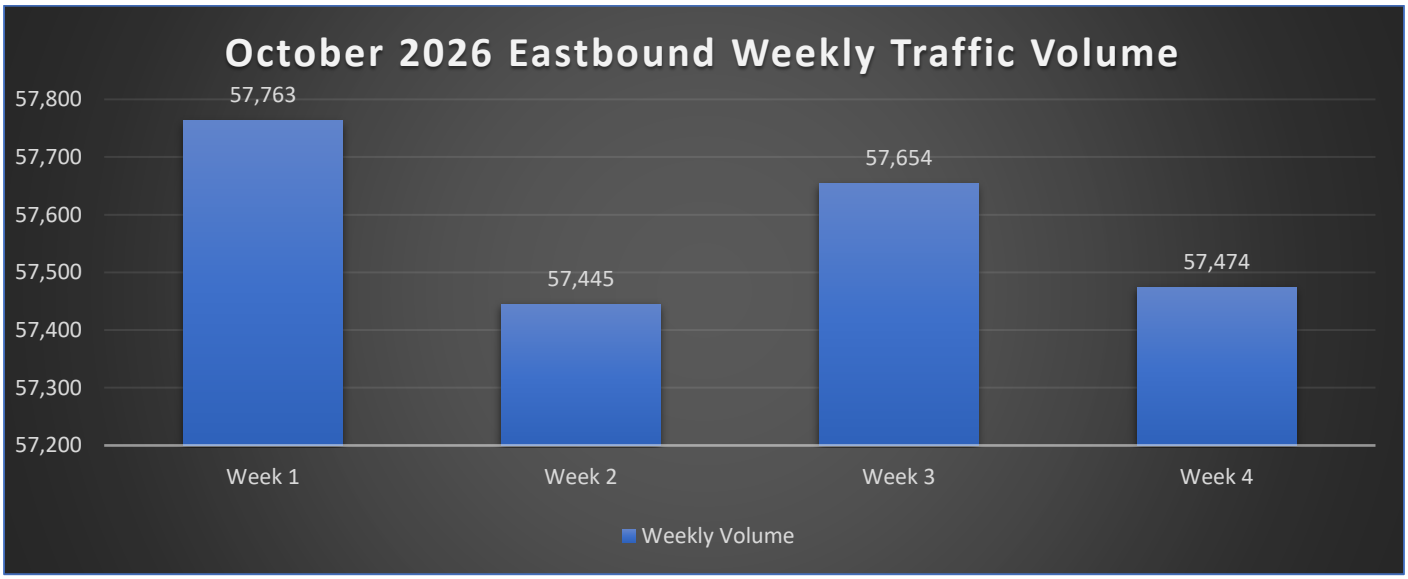


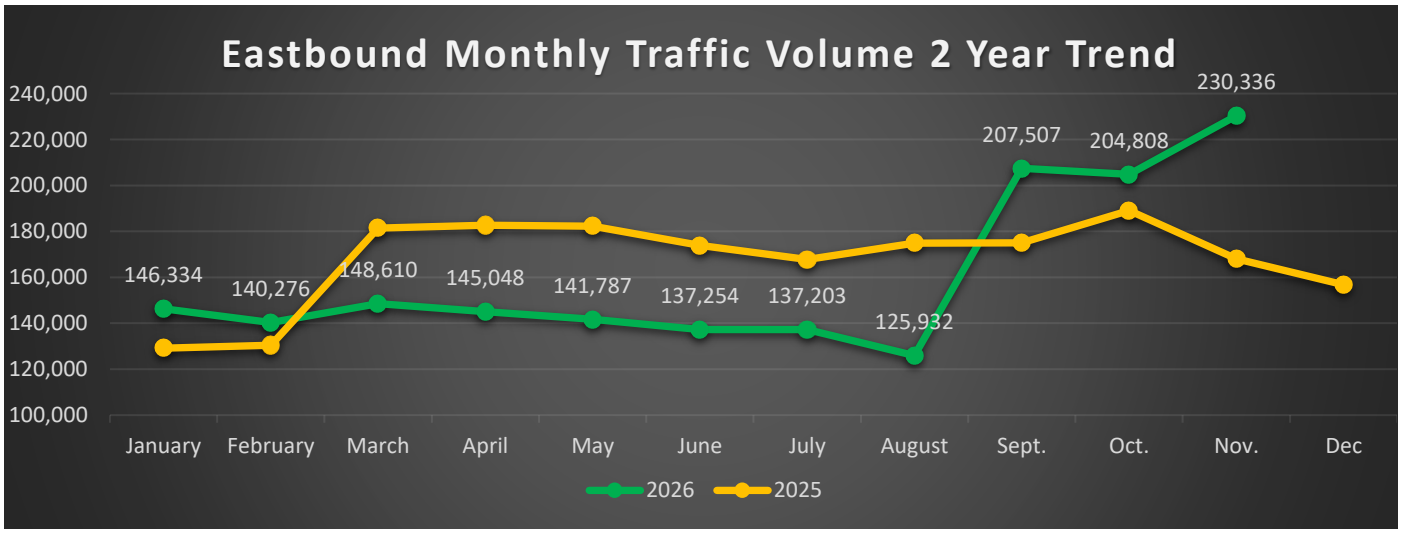
Time spent by outside agencies on calls for service as primary responders: Approximately 1 hour

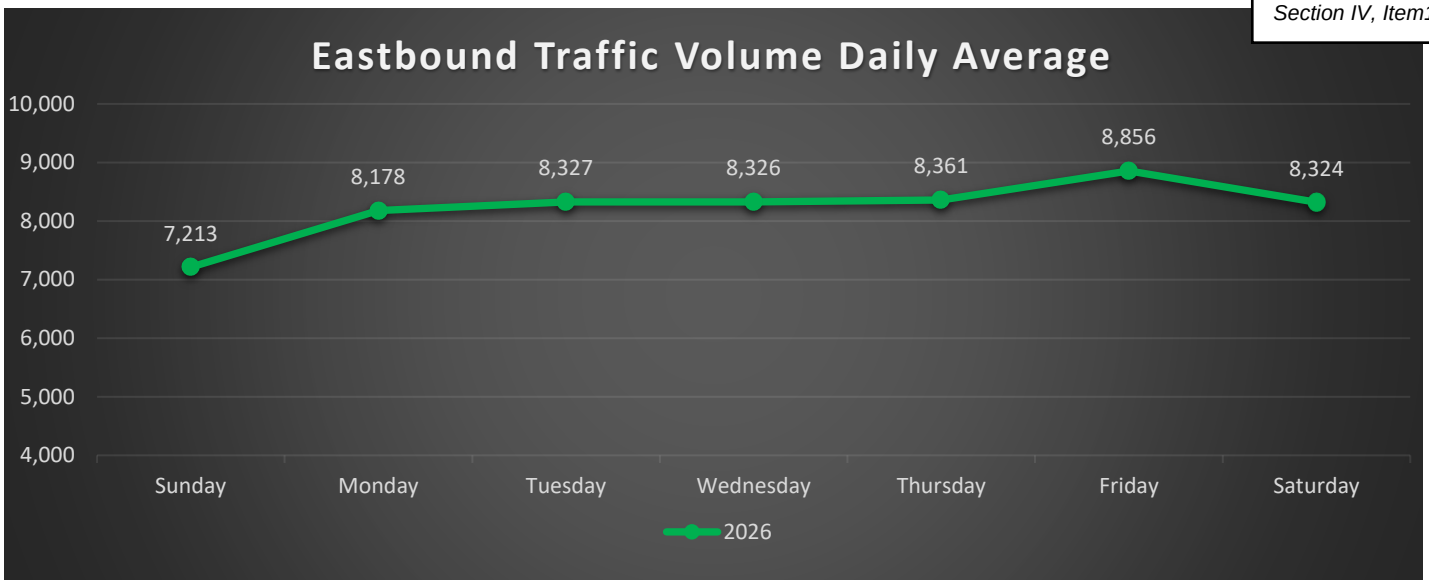


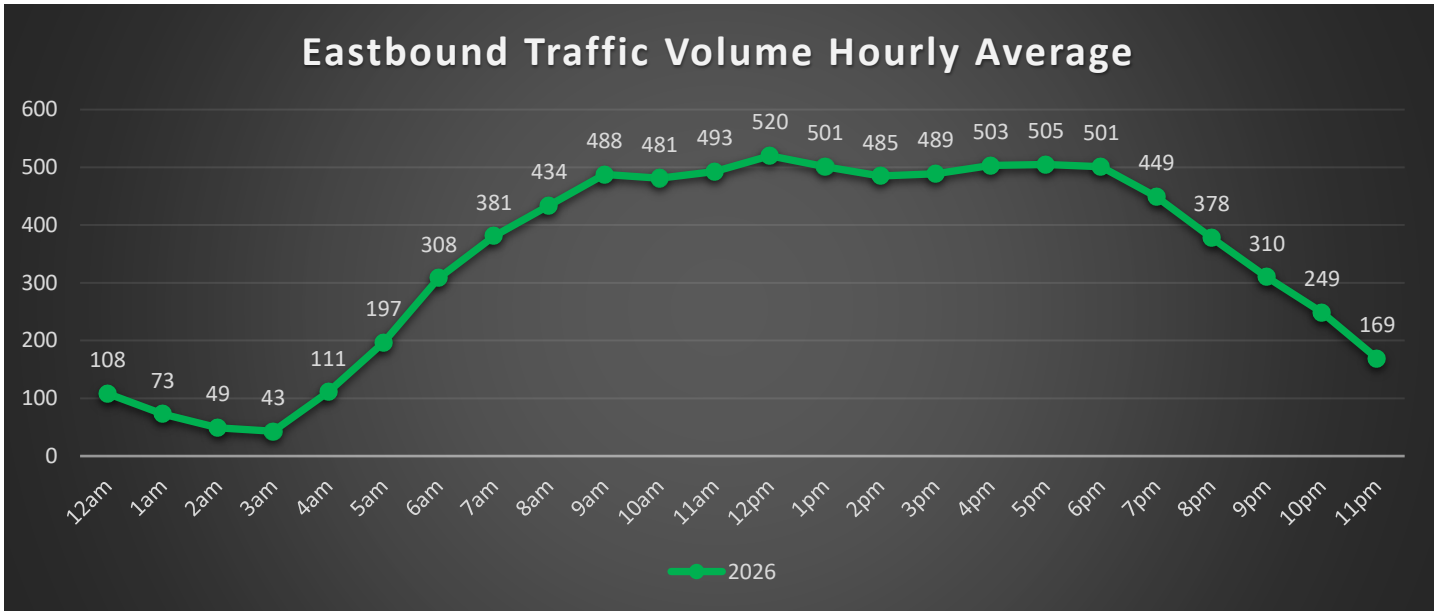
Monthly Traffic Volume

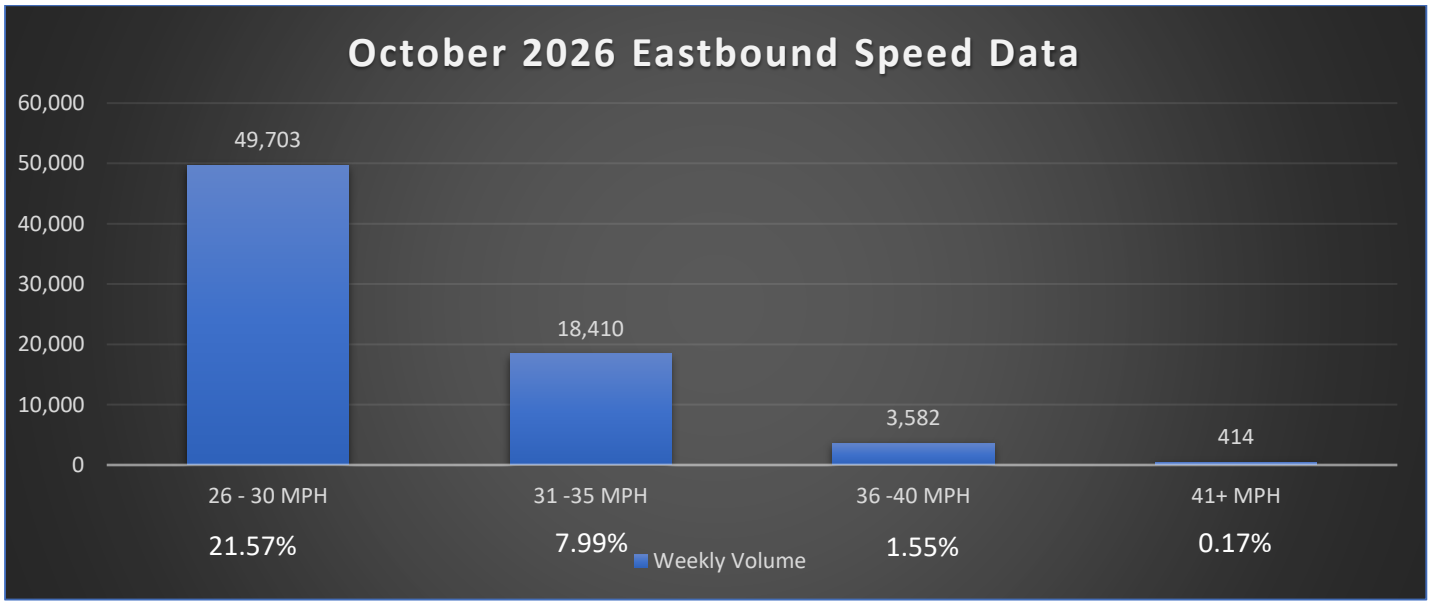


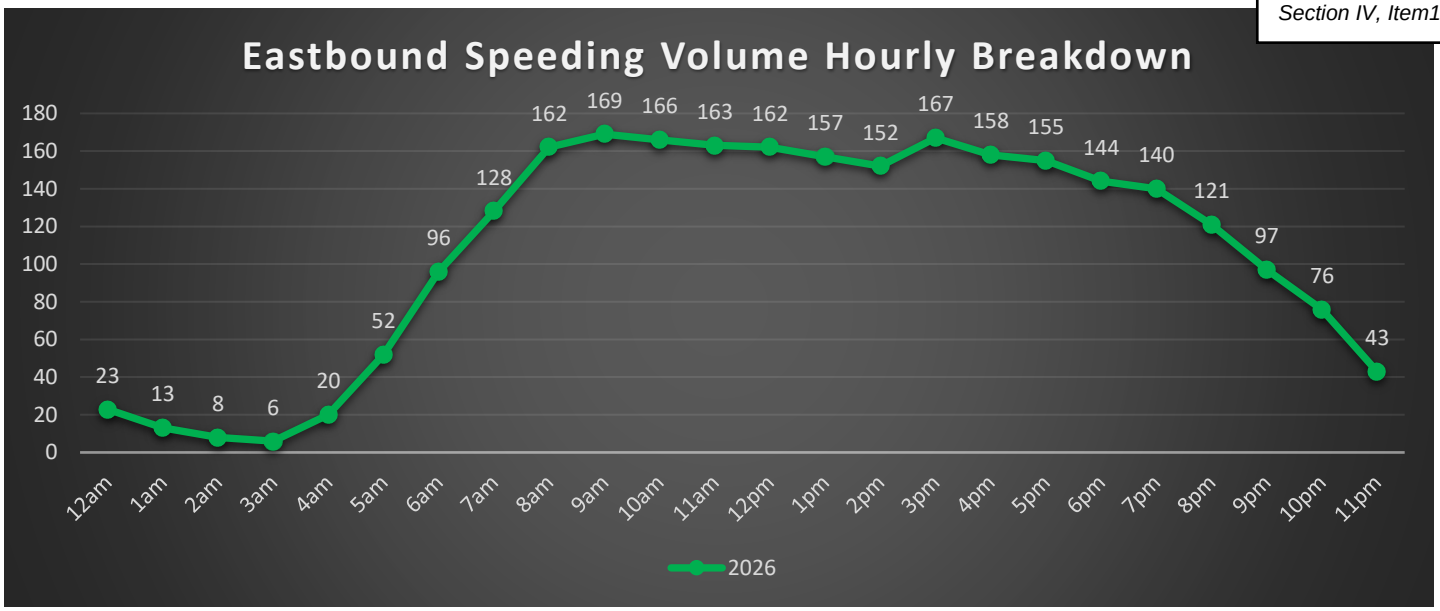


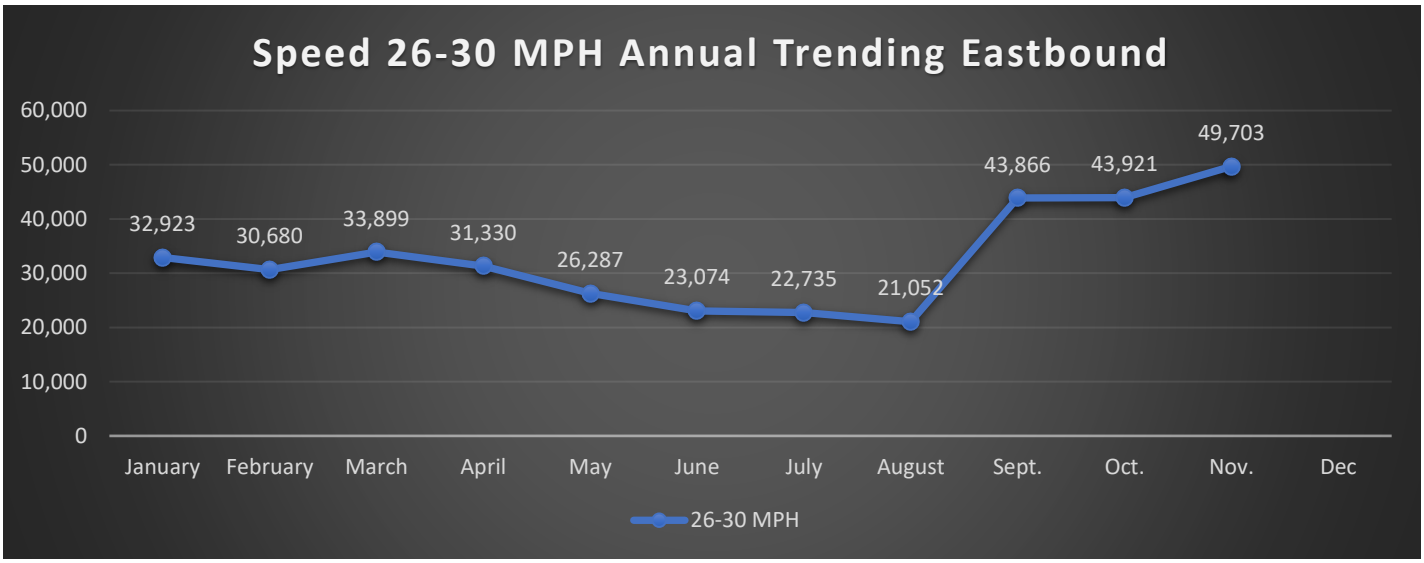


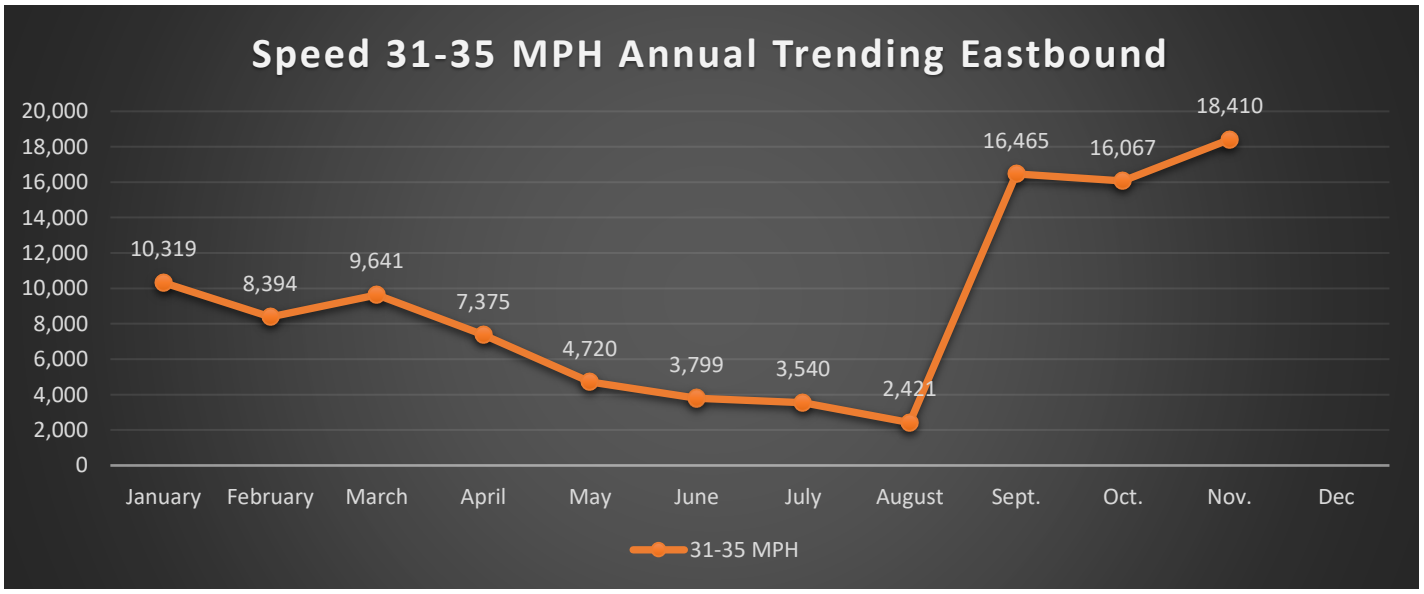

Eastbound Traffic Volume Daily Average
10,000
9,000
8,000
7,000
6,000
5,000
4,000
7,213
8,178
8,327
8,326
8,361
8,856
8,324
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
2026

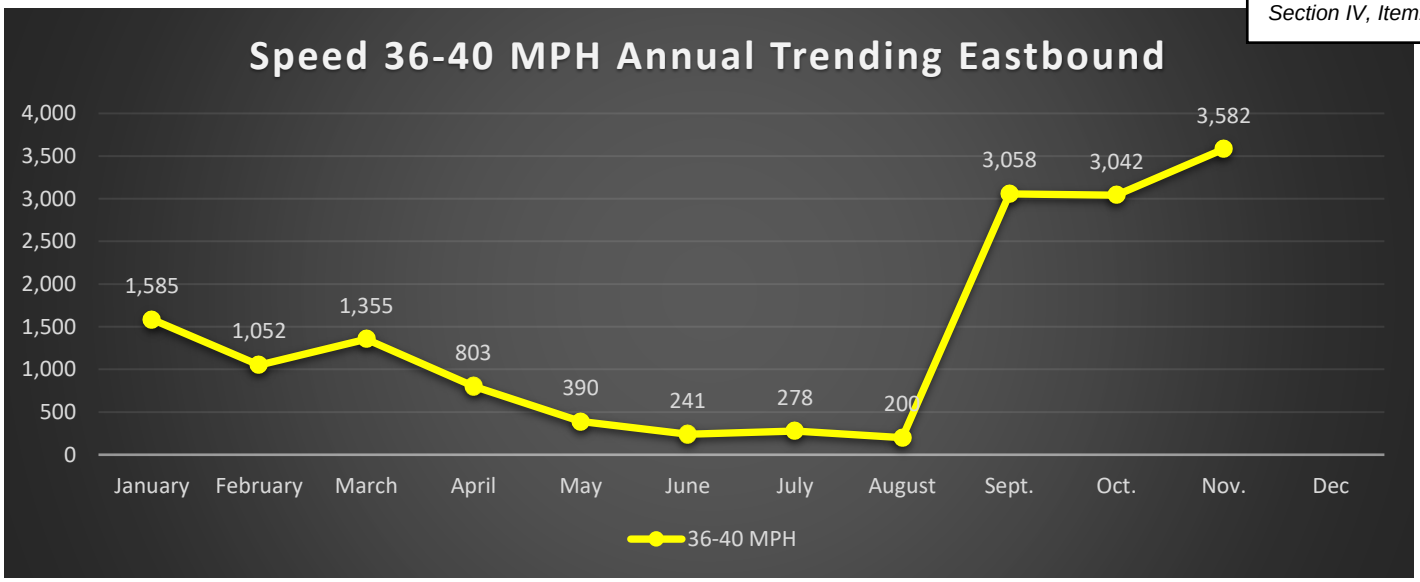

Eastbound Traffic Volume Hourly Average
600
500
400
300
200
100
0
108
73
49
43
111
197
308
381
434
488
481
493
520
501
485
489
503
505
501
449
378
310
249
169
12am
1am
2am
3am
4am
5am
6am
7am
8am
9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm
6pm
7pm
8pm
9pm
10pm
11pm
2026

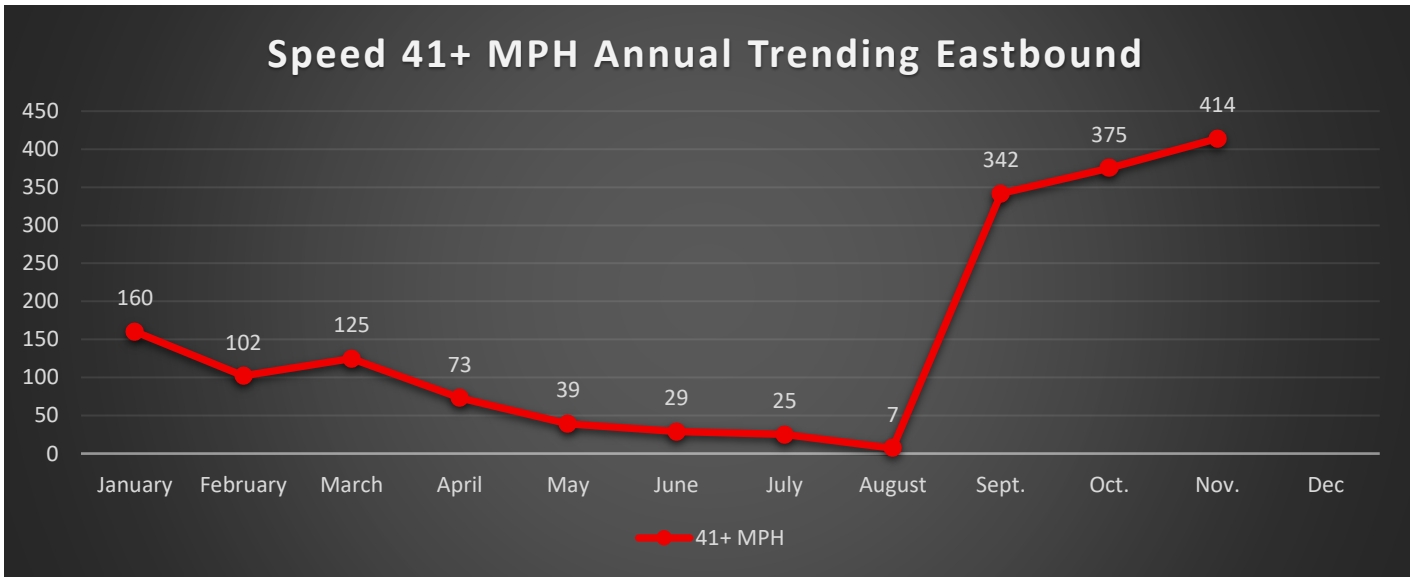

October 2026 Eastbound Speed Data
60,000
50,000
40,000
30,000
20,000
10,000
0
49,703
18,410
3,582
414
26 - 30 MPH
31 -35 MPH
36 -40 MPH
41+ MPH
21.57%
7.99%
1.55%
0.17%
Weekly Volume

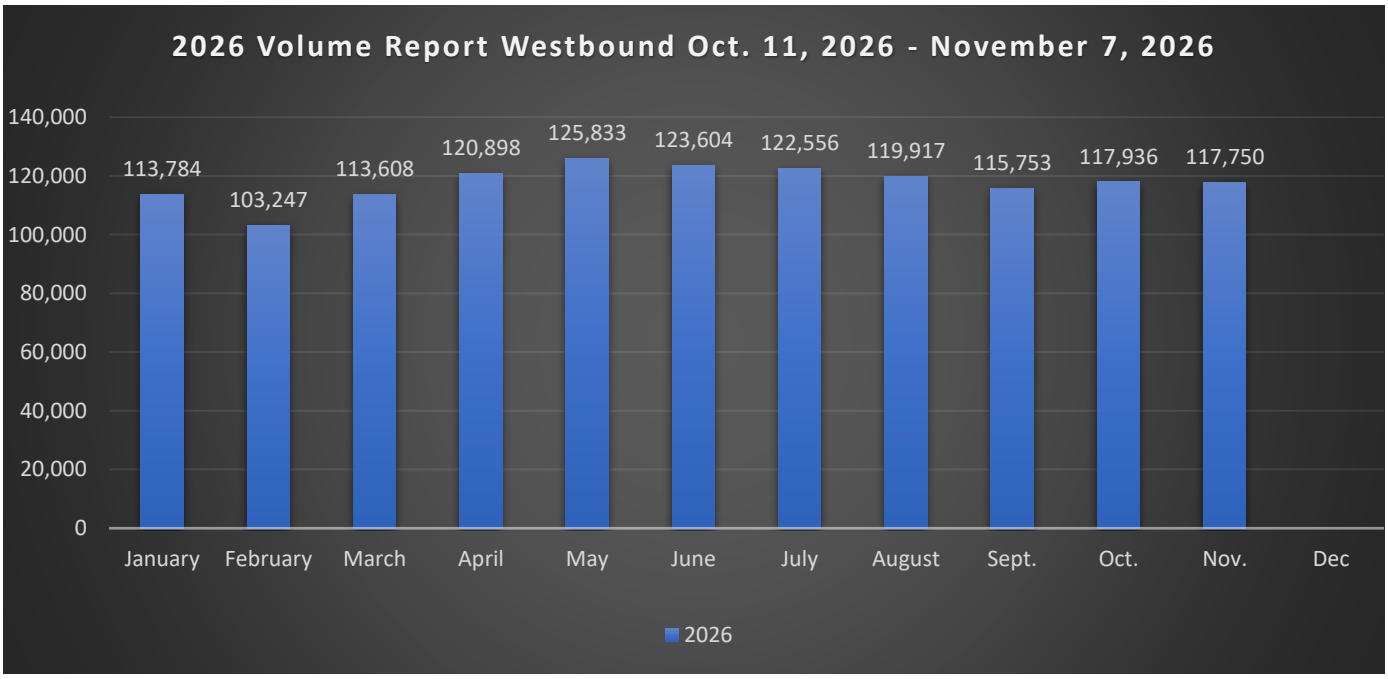

Eastbound Speeding Volume Hourly Breakdown
180
160
140
120
100
80
60
40
20
0
23
13
8
6
20
52
96
128
162
169
166
163
162
157
152
167
158
155
144
140
121
97
76
43
12am
1am
2am
3am
4am
5am
6am
7am
8am
9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm
6pm
7pm
8pm
9pm
10pm
11pm
2026

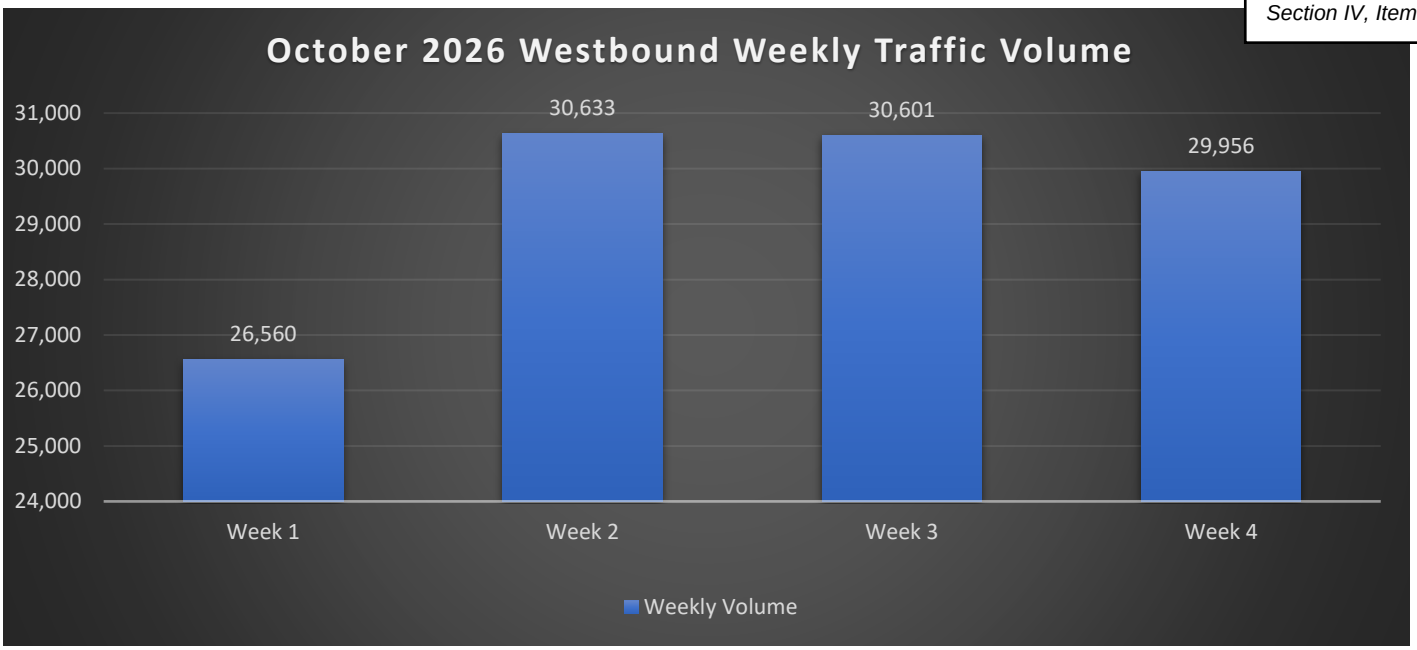

Speed 26-30 MPH Annual Trending Eastbound
60,000
50,000
40,000
30,000
20,000
10,000
0
32,923
30,680
33,899
31,330
26,287
23,074
22,735
21,052
43,866
43,921
49,703
January
February
March
April
May
June
July
August
Sept.
Oct.
Nov.
Dec
26-30 MPH

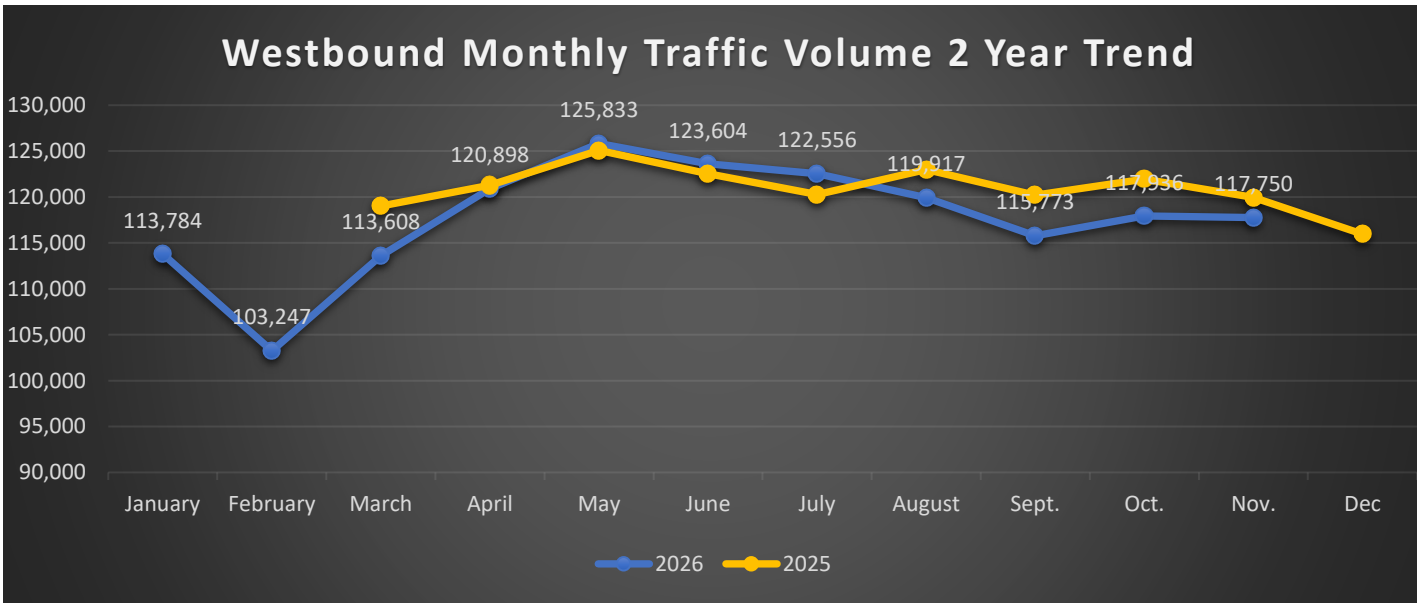

Speed 31-35 MPH Annual Trending Eastbound
20,000
18,000
16,000
14,000
12,000
10,000
8,000
6,000
4,000
2,000
0
10,319
8,394
9,641
7,375
4,720
3,799
3,540
2,421
16,465
16,067
18,410
January
February
March
April
May
June
July
August
Sept.
Oct.
Nov.
Dec
31-35 MPH

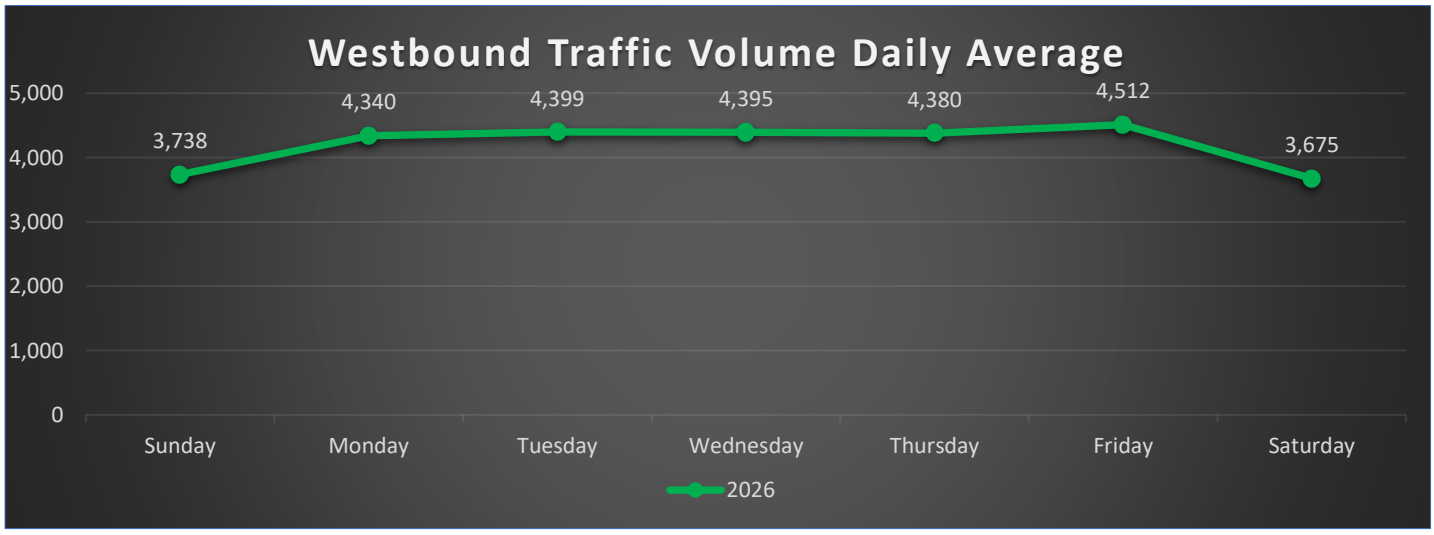

Speed 36-40 MPH Annual Trending Eastbound
4,000
3,500
3,000
2,500
2,000
1,500
1,000
500
0
1,585
1,052
1,355
803
390
241
278
200
3,058
3,042
3,582
January
February
March
April
May
June
July
August
Sept.
Oct.
Nov.
Dec
36-40 MPH

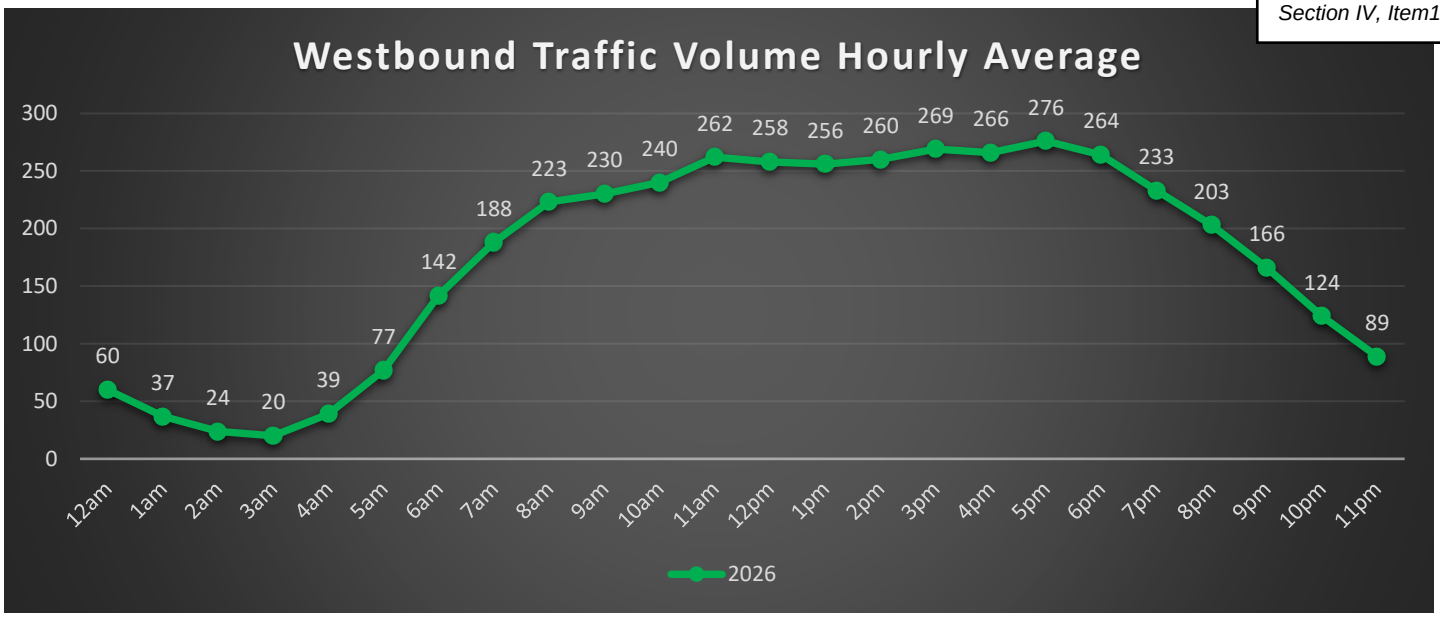

Speed 41+ MPH Annual Trending Eastbound
450
400
350
300
250
200
150
100
50
0
160
102
125
73
39
29
25
7
342
375
414
January
February
March
April
May
June
July
August
Sept.
Oct.
Nov.
Dec
41+ MPH

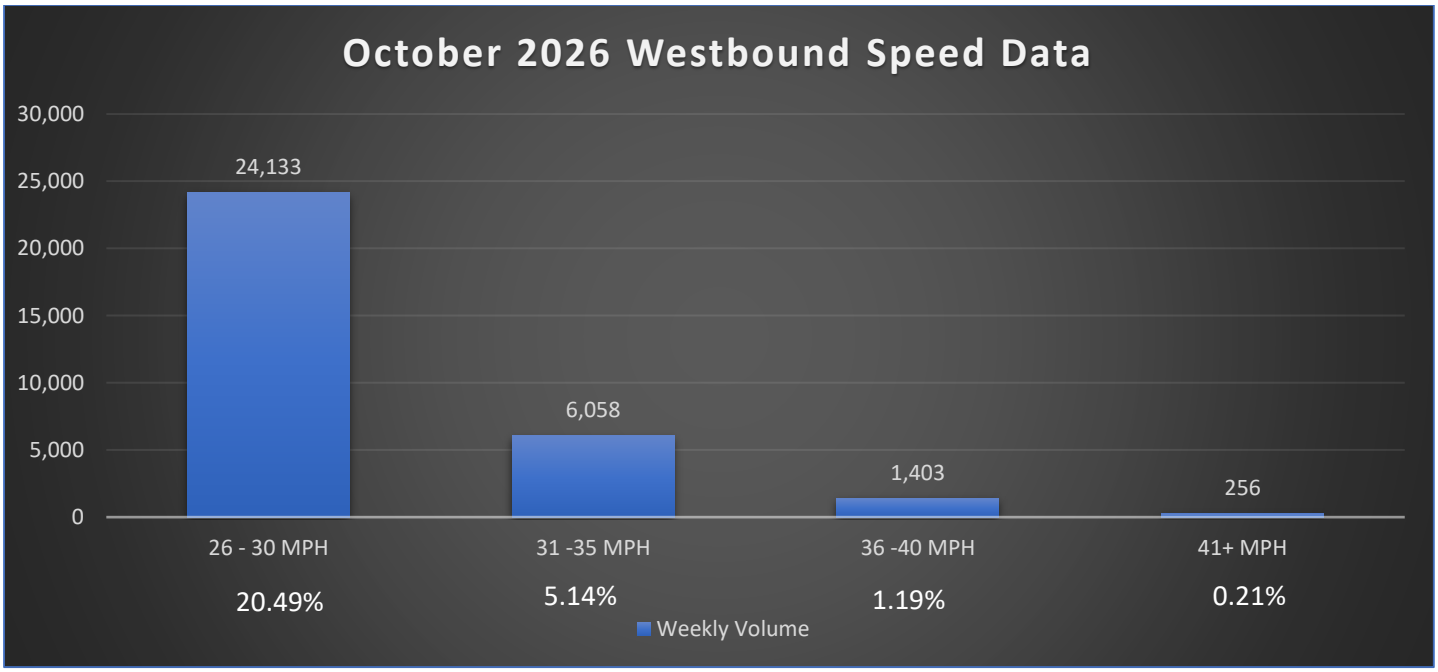

2026 Volume Report Westbound Oct. 11, 2026 - November 7, 2026
140,000
120,000
100,000
80,000
60,000
40,000
20,000
0
113,784
103,247
113,608
120,898
125,833
123,604
122,556
119,917
115,753
117,936
117,750
January
February
March
April
May
June
July
August
Sept.
Oct.
Nov.
Dec
2026

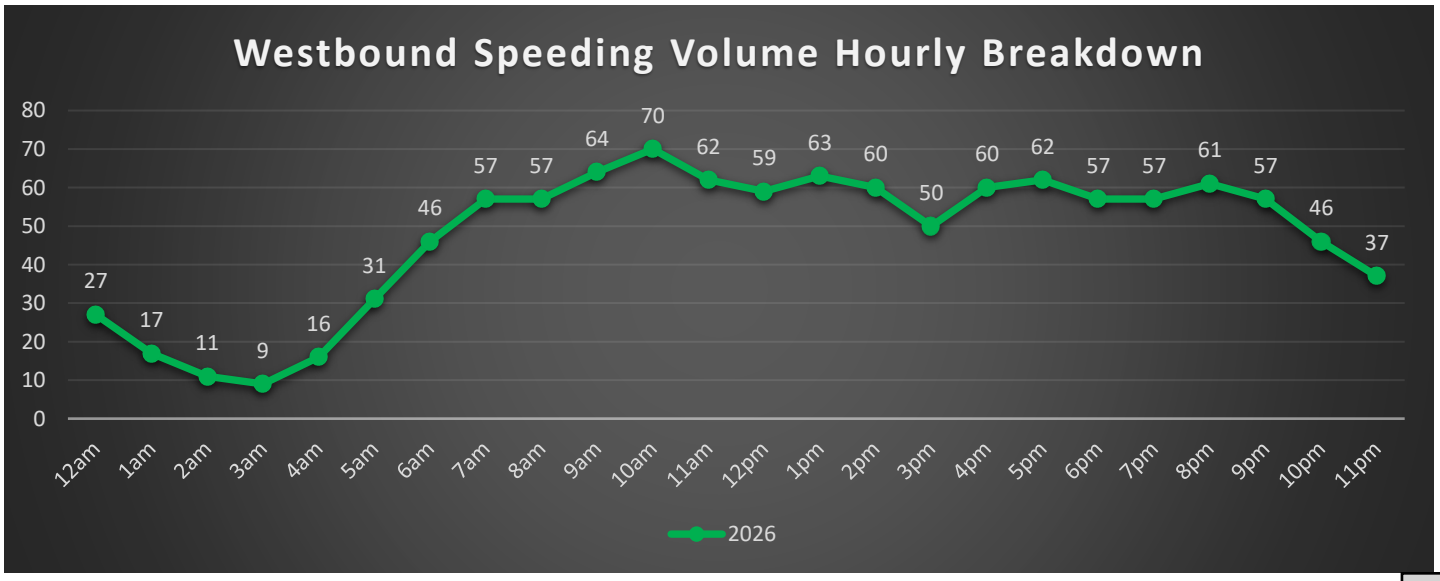

October 2026 Westbound Weekly Traffic Volume
31,000
30,000
29,000
28,000
27,000
26,000
25,000
24,000
26,560
30,633
30,601
29,956
Week 1
Week 2
Week 3
Week 4
Weekly Volume

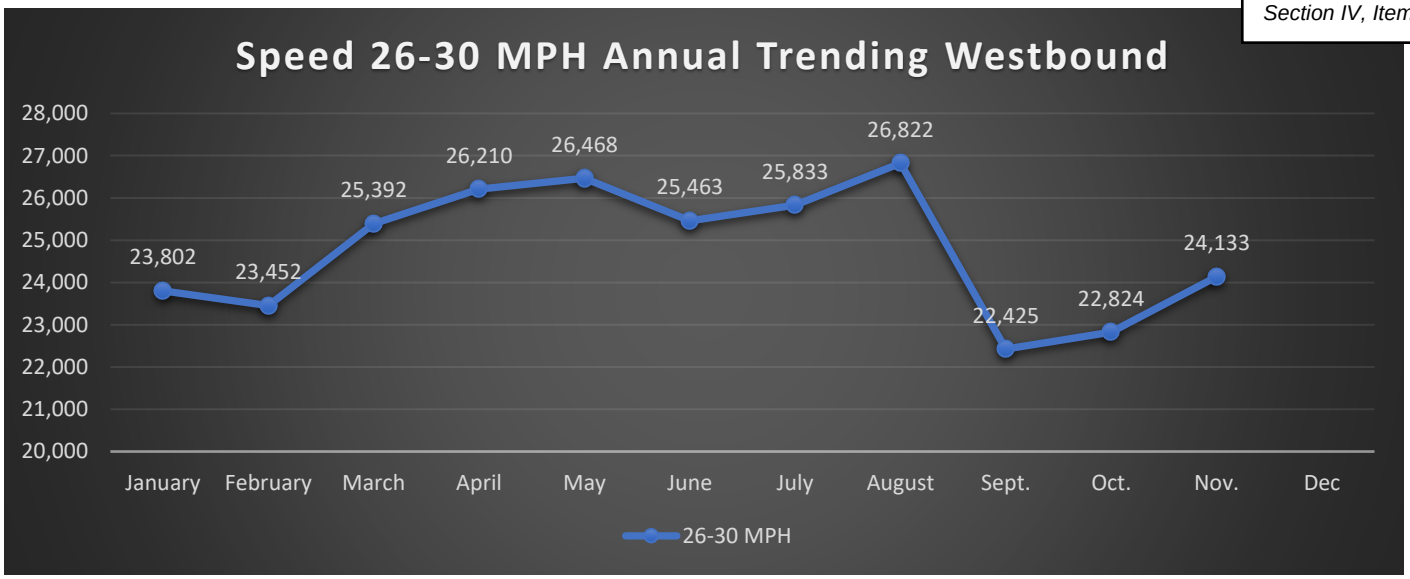

Westbound Monthly Traffic Volume 2 Year Trend
130,000
125,000
120,000
115,000
110,000
105,000
100,000
95,000
90,000
113,784
103,247
113,608
120,898
125,833
123,604
122,556
119,917
115,773
117,936
117,750
January
February
March
April
May
June
July
August
Sept.
Oct.
Nov.
Dec
2026
2025

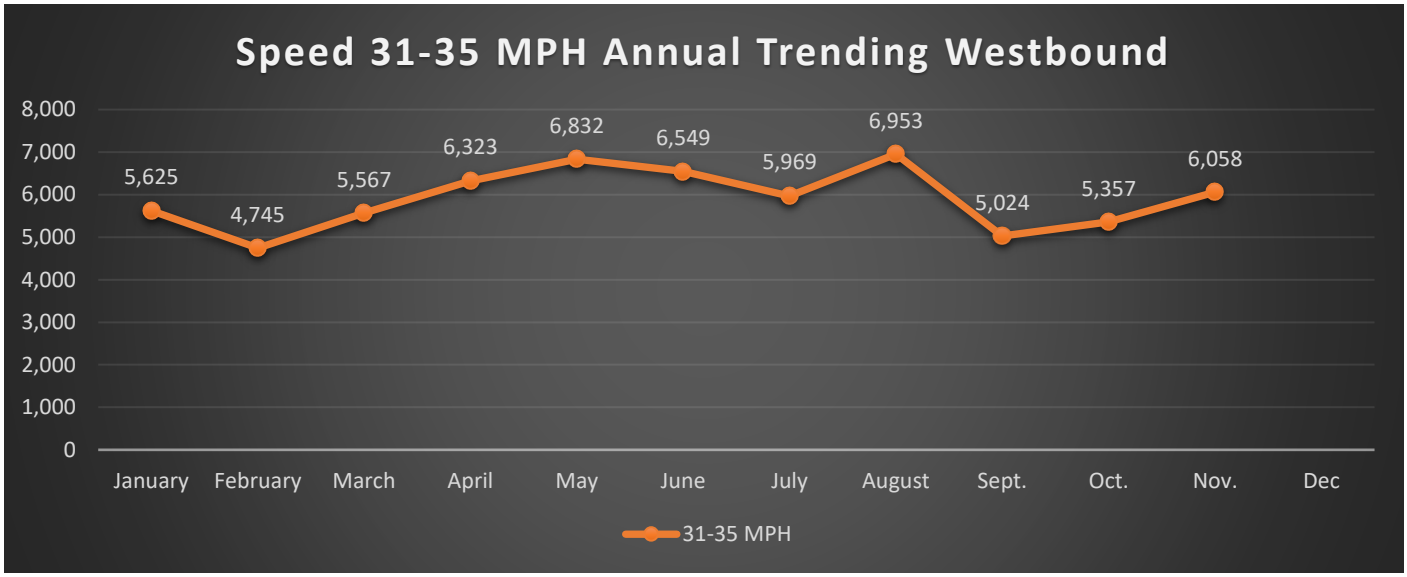

Westbound Traffic Volume Daily Average
5,000
4,000
3,000
2,000
1,000
0
3,738
4,340
4,399
4,395
4,380
4,512
3,675
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
2026

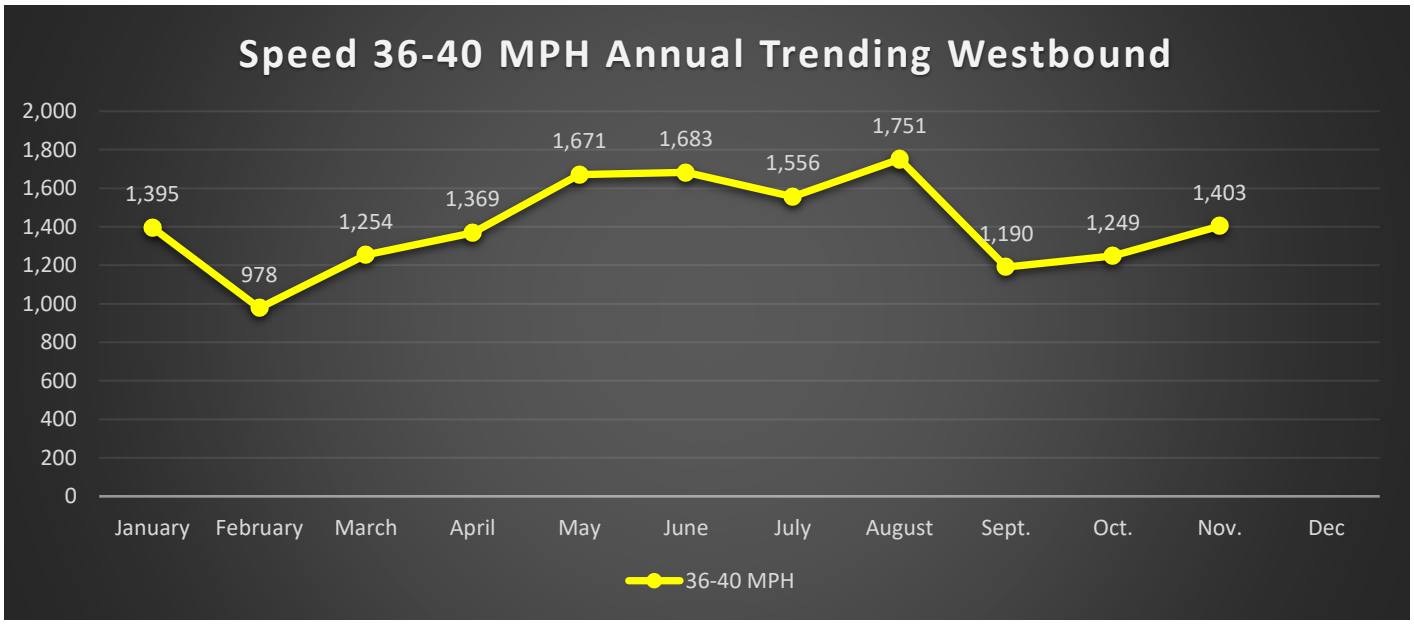

Westbound Traffic Volume Hourly Average
300
250
200
150
100
50
0
60
37
24
20
39
77
142
188
223
230
240
262
258
256
260
269
266
276
264
233
203
166
124
89
12am
1am
2am
3am
4am
5am
6am
7am
8am
9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm
6pm
7pm
8pm
9pm
10pm
11pm
2026

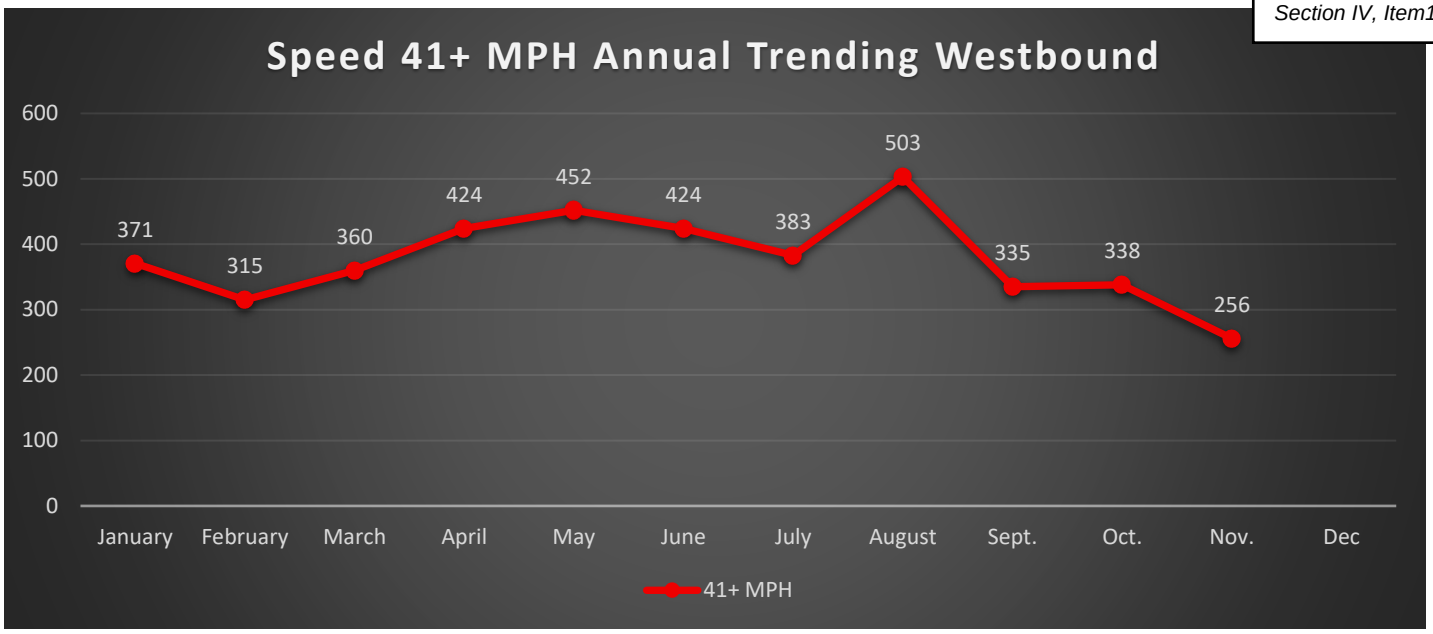

October 2026 Westbound Speed Data
30,000
25,000
20,000
15,000
10,000
5,000
0
24,133
6,058
1,403
256
26 - 30 MPH
31 -35 MPH
36 -40 MPH
41+ MPH
20.49%
5.14%
1.19%
0.21%
Weekly Volume

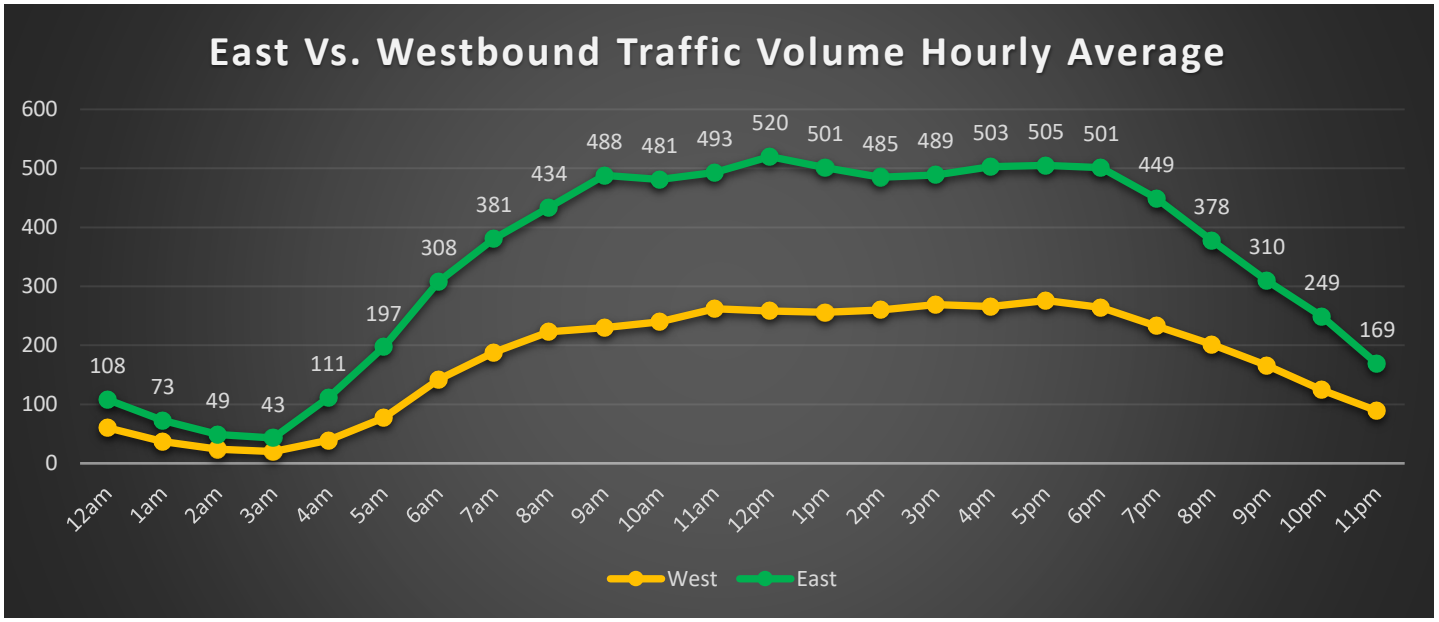

Westbound Speeding Volume Hourly Breakdown
80
70
60
50
40
30
20
10
0
27
17
11
9
16
31
46
57
57
64
70
62
59
63
60
50
60
62
57
57
61
57
46
37
12am
1am
2am
3am
4am
5am
6am
7am
8am
9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm
6pm
7pm
8pm
9pm
10pm
11pm
2026


Speed 26-30 MPH Annual Trending Westbound
28,000
27,000
26,000
25,000
24,000
23,000
22,000
21,000
20,000
23,802
23,452
25,392
26,210
26,468
25,463
25,833
26,822
22,425
22,824
24,133
January
February
March
April
May
June
July
August
Sept.
Oct.
Nov.
Dec
26-30 MPH


Speed 31-35 MPH Annual Trending Westbound
8,000
7,000
6,000
5,000
4,000
3,000
2,000
1,000
0
5,625
4,745
5,567
6,323
6,832
6,549
5,969
6,953
5,024
5,357
6,058
January
February
March
April
May
June
July
August
Sept.
Oct.
Nov.
Dec
31-35 MPH


Speed 36-40 MPH Annual Trending Westbound
2,000
1,800
1,600
1,400
1,200
1,000
800
600
400
200
0
1,395
978
1,254
1,369
1,671
1,683
1,556
1,751
1,190
1,249
1,403
January
February
March
April
May
June
July
August
Sept.
Oct.
Nov.
Dec
36-40 MPH





Current Projects/Events/Grant Info on following pages

Haymarket Police Department Grant Listing

June 2022 to present

Grant ID	Status	Year	Title	Program Area	Start	End	Amount
26050046	Applied	2026	Bullet Resistant Vest	DOJ BPV Partnership	TBA	TBA	$5,913
HPD2027	Awarded	2027	H.E.A.T. Grant	Virginia State Police	07/01/26	05/31/27	$10,000
274501	Underway	2027	Selective Enforcement OP-TS	DMV NHTSA LEG	10/01/26	09/30/27	$24,350
578327	Underway	2027	FY27 Byrne Equipment Grant	Byrne Justice ASST. Grant	11/01/26	08/31/27	$23,997
570660	Underway	2027	FY27 Byrne justice Assistance	BJAG Byrne Justice ASST. Grant	07/01/26	09/30/26	$74,792
576416	Underway	2027	2027 Haymarket PD 599 Grant	599 Grant	07/01/26	06/30/26	$37,790
HPD2026	Closed	2026	H.E.A.T. Grant	Virginia State Police	07/01/25	05/31/26	$10,000
26121	Closed	2026	Selective Enforcement PTS	DMV NHTSA LEG	10/01/25	09/30/26	$20,240
561967	Closed	2026	DCJS 2026 Unmanned Aircraft	DRGP Drone Replacement	01/01/26	12/31/26	$20,231
0162026	Closed	2026	2026 Firehouse Subs PSFB	Philips AEDs & Accessories	01/06/26	06/01/26	$14,032
567992	Closed	2026	Haymarket PD 2026 LOLE	LOLE Block Grant	02/01/26	08/31/26	$1,211
555532	Closed	2026	2026 Haymarket PD 599 Grant	599 Grant	07/01/25	06/30/26	$37,790
55241	Closed	2025	Selective Enforcement PTS	DMV NHTSA LEG	10/01/24	09/30/25	$31,886
548885	Closed	2025	Haymarket PD 2024-2025 LOLE	LOLE Block Grant	03/01/25	08/30/25	$3,200
534518	Closed	2025	2025 Haymarket PD 599 Grant	599 Grant	07/01/24	06/30/25	$37,790
54211	Closed	2024	Selective Enforcement PTS	DMV NHTSA LEG	10/01/23	09/30/24	$11,750
527097	Closed	2024	Haymarket PD 2023 LOLE	LOLE Block Grant	01/01/24	07/31/24	$622
518517	Closed	2024	2024 Haymarket PD 599 Grant	599 Grant	07/01/23	06/30/24	$36,484
510665	Closed	2023	Haymarket PD 2022 LOLE	LOLE Block Grant	03/01/23	09/30/23	$579
509929	Closed	2023	DCJS ARPA Equipment Grant	DCJS LE ARPA	07/01/22	06/30/24	$12,000
501688	Closed	2023	Haymarket PD 2021 LOLE	LOLE Block Grant	07/01/22	01/31/23	$1,299
498039	Closed	2023	2023 Haymarket PD 599 Grant	599 Grant	07/01/22	06/30/23	$34,687
496604	Closed	2022	Haymarket PD 2020 LOLE	LOLE Block Grant	04/01/22	09/30/22	$1,520
472392	Closed	2022	Haymarket PD 2019 LOLE	LOLE Block Grant	06/01/22	06/30/22	$1,547
Total	Total	Total	Total	Total	Total	Total	**$453,710**

Updated 11/18/26

Status of Current Projects/Events/Updates:

- Please subscribe to the Town of Haymarket's Emergency Management notification system. Text the word "Haymarket" to 888777 to subscribe.
- We have been moving forward with the new PowerDMS software. We are currently in the implementation and training phase.
- Officers attended annual TASER Training on November 10, 2026.
- Drug Take Back Day was held on October 24, 2026. Officer Randy Anderson assisted in receiving over 200 pounds of unused prescription drugs.
- Teen Driver Safety Week was held during the week of October 19, 2026.
- The Prince William County Truck or Treat was held on October 28, 2026.
- On November 11, 2026 we honored our departmental Veterans with a social media post thanking them for their service to our Country. Officer Randy Anderson - United State Marines, Officer Terry Orndorff - United States Marines, Officer Scott Madigan - United States Army, and Officer Matt Watson United States Army
- On October 31, 2026 Lt. Galbreath, Sgt. Culbertson, Officer Coppage, Officer Anderson, and Officer Davis took part in the department's annual Halloween Candy Handout. Officers visited the town neighborhoods while connecting with community members.
- On October 29, 2026, Sgt. Culbertson took part in the Karter School Trunk or Treat.
- The Haymarket Police Department took part in the October "Buzzed Driving is Drunk Driving Campaign" implemented by NHTSA.
- The last day of the 2026 Farmer's Market was held on November 15, 2026. Events Coordinator Julia Crafford did an excellent job with the Farmer's Market.
- The Thanksgiving Day "Click it or Ticket" Campaign begins on November 22, 2026. Both Message boards have been deployed in support of the campaign. Following the end of the campaign, message boards will continue to be deployed for the annual Town of Haymarket Christmas event.
- Sgt. Culbertson welcomed Cub Scout Pack 1382 for an office visit on November 2, 2026.
- Sgt. Culbertson, Sgt. Finley, and Officer Davis welcomed a group of Girl Scouts for an office visit on November 5, 2026.
- On October 29, 2026 we received a Community Safety Camera Alert. The registered owner of the vehicle was a fugitive. A short time later, Lt. Galbreath and Officer Madigan were able to locate the vehicle and apprehend the suspect. The suspect had a pending charge for violation of probation. He was transported to jail with no issues.
- On October 19, 2026, we received a Community Safety Camera Alert for a stolen vehicle. A short time later, Lt. Galbreath was able to locate the vehicle and apprehend the suspect. The suspect was charged with Possession of Stolen Property along with numerous drug violations. The case was ToT'd Prince William County since the vehicle was stolen from their jurisdiction.
- The 4th Quarter and final report for the 2025-2026 DMV grant was submitted and approved. The reimbursed amount for the final quarter was $5,379.24. The first quarter of the 2026-2027 DMV Grant began on October 1, 2026. The awarded amount for the 2026-2027 grant is $24,350.
- The Haymarket Police Department has been approved for the FY27 Byrne Equipment Grant in the amount of $23,997. The grant amount will be used to purchase new MDT's for departmental cruisers.
- Lt. Galbreath has applied for the 2026 Bullet Resistant Vest Grant through the DOJ BPV Partnership. The application amount is $5,913.

Haymarket Police Department 2026 Event Listing

#	Name of Event	Date of Event	Status
1	Drive Sober or get pulled over Campaign	January 1, 2026	Completed
2	Fans don't let fans drive drunk Campaign	February 8, 2026	Completed
3	Polar Plunge	February 14, 2026	Completed
4	Vehicle Safety Recall Week	March 2, – 8, 2026	Completed
5	Buzzed Driving is Drunk Driving Campaign	March 17, 2026	Completed
6	St. Baldricks Event	March 21, 2026	Completed
7	Firehouse Subs AED Event	March 24, 2026	Completed
8	Put the phone away or Pay Campaign	April 6, – 13, 2026	Completed
9	Coffee with a Cop	April 8, 2026	Completed
10	Farmer's Market	April 12, - Nov. 15, 2026	Completed
11	Drug Impaired Driving Campaign	April 20, 2026	Completed
12	Woman's Self Defense Class 1	April 20, 2026	Completed
13	HPD Senior Summit	April 23, 2026	Completed
14	Drug Take Back	April 25, 2026	Completed
15	Heat Stroke Prevention Day	May 1, 2026	Completed
16	Click it or Ticket Initiative	May 10, – May 31, 2026	Completed
17	Torch Run for Special Olympics	June 3, 2026	Completed
18	Ice Cream Social	June 12, 2026	Completed
19	Water Balloon Fight	June 12, 2026	Completed
20	Government Open House	June 18, 2026	Completed
21	Buzzed Driving is Drunk Driving	July 4, 2026	Completed
22	Speed Campaign	July 6, - July 31, 2026	Completed
23	National Night Out	August 4, 2026	Completed
24	Labor Day Impaired Driving DSOGPO	August 12, – Sept. 7, 2026	Completed
25	Fox News ZIPTRIP	August 14, 2026	Completed
26	Summer Concert	August 15, 2026	Completed
27	Cone with a Cop	August 25, 2026	Completed
28	9-11 Memorial Mission Bar-B-Q	September 11, 2026	Completed
29	Piney Branch Elementary School Carnival	September 11, 2026	Completed
30	PWC Police Department Community Fair	September 12, 2026	Completed
31	Child Passenger Safety Week	September 20 - 26, 2026	Completed
32	See Tracks, think Train Week	September 21 – 27, 2026	Completed
33	Flags for Hero's	September 26, 2026	Completed
34	Prince William County Public Safety Expo	October 3, 2026	Completed
35	Sweet Julia Grace Trunk or Treat	October 3, 2026	Completed
36	Coffee with a Cop	October 7, 2026	Completed
37	Piney Branch Elementary Truck or Treat	October 10, 2026	Completed
38	Haymarket Day	October 17, 2026	Completed
39	Teen Driver Safety Week	October 19, 2026	Completed
40	Drug Take Back	October 24, 2026	Completed
41	Prince William County Truck or Treat	October 28, 2026	Completed
42	Karter School Trunk or Treat	October 29, 2026	Completed
43	Halloween Candy Handout	October 31, 2026	Completed
44	Buzzed Driving is Drunk Driving Campaign	October 31, 2026	Completed
45	Click it or Ticket	Nov. 22, - Nov. 30, 2026	Upcoming
46	Buzzed Driving is Drunk Driving Campaign	Nov. 25, – Nov. 26, 2026	Upcoming
47	Operation Santa Claus	December 5, 2026	Upcoming
48	Christmas in Haymarket	December 12, 2026	Upcoming

49	Impaired Driving Initiative	Dec. 1, 2026 – Dec. 15, 2026	Upcom
50	Drive Sober or get pulled over Initiative	Dec. 16, 2026 – Jan. 1, 2027	Upcoming

Respectfully Submitted,
Allen Sibert, Chief of Police

REVENUE	Actuals	FY2027 Adopted Budget	Percentage of Budget Collected	Comments
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	501,436.07	520,944.00	96.3%	
3110-02 · Public Service Corp RE Tax	26,349.80	28,862.00	91.3%	
3110-03 · Interest - All Property Taxes	77.34	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	527,863.21	550,806.00	95.8%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	115,865.90	350,000.00	33.1%	Collected as of September 2026
3120-01 · Bank Stock Tax	0.00	70,000.00	0.0%	
3120-02 · Business License Tax	7,159.11	350,000.00	2.0%	
3120-03 · Cigarette Tax	46,261.21	132,466.00	34.9%	Collected as of October 2026
3120-04 · Consumer Utility Tax	36,263.56	140,000.00	25.9%	Collected as of August 2026
3120-05 · Meals Tax - Current	506,366.46	1,725,000.00	29.4%	Collected as of September 2026
3120-06 · Sales Tax Receipts	47,180.59	170,000.00	27.8%	Collected as of September 2026
3120-07 · Penalties (Non-Property)	2,877.60	5,000.00	57.6%	
3120-08 · Interest (Non-Property)	19.33	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	761,993.76	2,942,466.00	25.9%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	1,125.00	4,500.00	25.0%	
3130-03 · Motor Vehicle Licenses	45.00	0.00	100.0%	
3130-05 · Other Planning & Permits	500.00	1,000.00	50.0%	
3130-06 · Pass Through Fees	3,022.93	15,000.00	20.2%	
Total 3130 · PERMITS,FEES & LICENESES	4,692.93	20,500.00	22.9%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	12,309.29	25,000.00	49.2%	
3140-03 · E-Summons	0.00	10,000.00	0.0%	
Total 3140 · FINES & FORFEITURES	12,309.29	35,000.00	35.2%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	5,036.68	13,500.00	37.3%	as of September 2026
3150-02 · Interest on Bank Deposit	96,864.48	89,500.00	108.2%	as of September 2026
Total 3150 · REVENUE - USE OF MONEY	101,901.16	103,000.00	98.9%	
3151 · RENTAL (USE OF PROPERTY)				
3151-07 · Haymarket Church Suite 206	23,950.38	52,203.00	45.9%	
3151-09 · 15026 Copper Cricket	13,458.75	29,009.00	46.4%	
3151-11 · Cupcake Heaven and Cafe LLC	15,531.40	39,162.00	39.7%	
3151-15 · Revolution Mortgage	3,525.85	8,462.00	41.7%	
3151-17 · Yew Tree Wellness LLC	8,222.50	20,128.00	40.9%	
3151-18 · WSR Solutions LLC	2,887.50	7,138.00	40.5%	
3151-19 · Red Rock Title & Settlement LLC	8,204.56	4,590.00	178.7%	
3151-20 · Art VanGo LLC	3,250.00	4,550.00	71.4%	
Total 3151 · RENTAL (USE OF PROPERTY)	79,030.94	165,242.00	47.8%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	21,887.50	25,000.00	87.6%	
3165-01 · Town Event	78,122.37	75,000.00	104.2%	
3165-02 · Farmer's Market	15,710.44	15,000.00	104.7%	
3165-03 · Town Merchandise	869.00	15,000.00	5.8%	
3165-12 · Holiday Market	0.00	3,000.00	0.0%	
Total 3165 · REVENUE - TOWN EVENTS	116,589.31	133,000.00	87.7%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	90.83	300.00	30.3%	
3180-01 · Citations & Accident Reports	210.00	0.00	100.0%	
3180-02 · Vetern Banners	300.00	0.00	100.0%	
3180-03 · Miscellaneous	35.00	0.00	100.0%	
3180 · Miscellaneous - Other	35.71	0.00	100.0%	
Total 3180 · MISCELLANEOUS	671.54	300.00	223.8%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	9,448.00	37,790.00	25.0%	
3200-05 · Communications Tax	18,871.00	72,000.00	26.2%	
3200-06 · Department of Fire Programs	0.00	15,000.00	0.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	

3200-12 · Railroad Rolling Stock	1,609.52	1,500.00	107.3%
3200-16 · DMV Select Grant	0.00	20,240.00	0.0%
3200-17 · LOLE Grant	1,211.00	3,200.00	37.8%
3200-19 · HEAT Grant	0.00	10,000.00	0.0%
Total 3200 · REVENUE FROM COMMONWEALTH	49,766.49	178,357.00	27.9%
3300 · REVENUE FROM FEDERAL GOVERNMENT			
3300-07 · Edward Byrne Mem JAG Grant	15,365.92	59,977.00	25.6%
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	15,365.92	59,977.00	25.6%
4003 · Use of Fund Balance- Debt Servi	0.00	66,150.00	0.0%
Total Revenue	**1,670,184.55**	**4,254,798**	**39.3%**
Gross Revenue	**1,670,184.55**	**4,254,798**	**39.3%**
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	1,948.05	12,000.00	16.2%
111002 · FICA/Medicare	823.71	2,000.00	41.2%
111003 · Meals and Lodging	3,697.43	6,300.00	58.7%
111004 · Mileage Allowance	291.84	1,800.00	16.2%
111005 · Salaries & Wages - Regular	10,800.00	25,000.00	43.2%
Total 11100 · TOWN COUNCIL	17,561.03	47,100.00	37.3%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	253,413.77	614,240.00	41.3%
1211002 · Salaries/Wages - Overtime	2,098.52	6,000.00	35.0%
1211003 · Salaries/Wages - Part Time	1,408.50	8,000.00	17.6%
1211004 · FICA/Medicare	21,526.92	48,128.00	44.7%
1211005 · VRS	44,257.80	112,963.00	39.2%
1211006 · Health Insurance	37,116.00	135,697.00	27.4%
1211007 · Life Insurance	2,630.90	7,562.00	34.8%
1211008 · Disability Insurance	818.28	3,696.00	22.1%
1211009 · Unemployment Insurance	7.08	5,000.00	0.1%
1211010 · Worker's Compensation	241.36	380.00	63.5%
1211011 · Gen Property/Liability Ins.	21,009.00	22,850.00	91.9% upfront insurance costs
1211012 · Accounting Services	623.00	16,500.00	3.8%
1211014 · Printing & Binding	3,387.27	8,298.00	40.8%
1211015 · Advertising	187.45	8,000.00	2.3%
1211016 · Computer, Internet &Website Svc	9,000.98	28,550.00	31.5%
1211017 · Postage	1,461.11	5,000.00	29.2%
1211018 · Telecommunications	3,421.94	8,500.00	40.3%
1211019 · Mileage Allowance	1,497.42	3,250.00	46.1%
1211020 · Meals & Lodging	2,621.43	7,000.00	37.4%
1211021 · Convention & Education	1,525.00	10,000.00	15.3%
1211022 · Miscellaneous	90.00	2,000.00	4.5%
1211024 · Books, Dues & Subscriptions	5,617.68	19,075.00	29.5%
1211025 · Office Supplies	6,595.51	8,500.00	77.6%
1211030 · Capital Outlay-Machinery/Equip	506.68	5,000.00	10.1%
1211032 · Proffesional Services	1,850.00	0.00	100.0%
Total 12110 · TOWN ADMINISTRATION	422,913.60	1,094,189.00	38.7%
12210 · LEGAL SERVICES			
1221001 · Legal Services	23,705.89	104,300.00	22.7% covers up to September 2026
Total 12210 · LEGAL SERVICES	23,705.89	104,300.00	22.7%
12240 · INDEPENDENT AUDITOR			
1224001 · Auditing Services	0.00	28,050.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	28,050.00	0.0%
Total 01 · ADMINISTRATION	464,180.52	1,273,639.00	36.4%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	284,496.21	769,634.00	37.0%
3110003 · Salaries & Wages - OT Premium	14,001.29	30,000.00	46.7%
3110004 · Salaries & Wages - Holiday Pay	13,065.24	41,454.00	31.5%
3110005 · Salaries & Wages - Part Time	27,105.00	27,000.00	100.4%
3110007 · Salary & Wages - DMV Grant	9,376.80	20,240.00	46.3%
3110012 · Salaries & Wages - PT Admin.	5,700.00	47,600.00	12.0%
3110014 · Salaries & Wages - Byrne Grant	29,825.00	79,977.00	37.3%
3110020 · FICA/MEDICARE	25,684.70	72,478.00	35.4%

3110021 · VRS	42,983.48	118,755.00	36.2%	
3110022 · Health Insurance	57,212.00	165,936.00	34.5%	
3110023 · Life Insurance	2,952.92	8,521.00	34.7%	
3110024 · Disability Insurance	841.00	3,070.00	27.4%	
3110025 · Unemployment Insurance	0.00	5,760.00	0.0%	
3110026 · Workers' Compensation Insurance	25,370.46	30,350.00	83.6%	upfront insurance costs
3110027 · Line of Duty Act Insurance	5,117.00	5,120.00	99.9%	upfront insurance costs
3110028 · Legal Services	7,500.00	32,500.00	23.1%	covers up to September 2026
3110032 · Computer, Internet & Website	3,649.28	20,000.00	18.2%	
3110033 · Postage	40.49	100.00	40.5%	
3110034 · Telecommunications	3,798.10	18,700.00	20.3%	
3110035 · General Prop Ins (Vehicles)	7,318.00	7,630.00	95.9%	upfront insurance costs
3110037 · Meals and Lodging	2,997.28	10,000.00	30.0%	
3110038 · Convention & Edu. (Training)	5,500.00	15,800.00	34.8%	
3110040 · Annual Dues & Subscriptions	3,086.35	20,340.00	15.2%	
3110041 · Office Supplies	3,872.75	10,000.00	38.7%	
3110042 · Vehicle Fuels	16,729.14	51,700.00	32.4%	
3110043 · Vehicle Maintenance/Supplies	6,733.33	25,000.00	26.9%	
3110045 · Uniforms & Police Supplies	29,246.38	60,901.00	48.0%	
Total 31100 · POLICE DEPARTMENT	634,202.20	1,698,566.00	37.3%	
32100 · FIRE & RESCUE				
3210001 · Contributions to other Govt Ent	0.00	15,000.00	0.0%	
Total 32100 · FIRE & RESCUE	0.00	15,000.00	0.0%	
Total 03 · PUBLIC SAFETY	634,202.20	1,713,566.00	37.0%	
04 · PUBLIC WORKS				
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	72,696.00	225,675.00	32.2%	Paid up to October 2026
Total 43200 · REFUSE COLLECTION	72,696.00	225,675.00	32.2%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	16,221.43	100,000.00	16.2%	
4310002 · Maint Svc Contract-Pest Control	310.00	2,500.00	12.4%	
4310003 · Maint Svc Contract-Landscaping	10,375.00	45,000.00	23.1%	
4310004 · Maint Svc Contract Snow Removal	0.00	20,000.00	0.0%	
4310007 · Electric/Gas Services	5,787.72	18,593.00	31.1%	
4310008 · Electrical Services-Streetlight	907.80	5,500.00	16.5%	
4310009 · Water & Sewer Services	2,358.83	6,350.00	37.1%	
4310011 · Real Estate Taxes	0.00	1,500.00	0.0%	
4310015 · Maintenance - Vehicle Fuel	998.00	3,000.00	33.3%	
4310016 · Maint - Vehicle Maintenance	0.00	3,000.00	0.0%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	36,958.78	205,443.00	18.0%	
Total 04 · PUBLIC WORKS	109,654.78	431,118.00	25.4%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	32,460.05	150,000.00	21.6%	
60001 · Town Tourism	55,945.71	100,000.00	55.9%	
60003 · Advertising	0.00	22,000.00	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	88,405.76	272,000.00	32.5%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	9,231.35	15,000.00	61.5%	
Total 70000 · HAYMARKET COMMUNITY PARK	9,231.35	15,000.00	61.5%	
71110 · EVENTS				
7111001 · Advertising - Events	721.01	9,950.00	7.2%	
7111003 · Contractural Services	38,060.82	70,150.00	54.3%	
7111004 · Events - Other	10,054.85	38,900.00	25.8%	
7111005 · Police Department Events	6,679.18	7,800.00	85.6%	
7111006 · Farmer's Market	1,925.00	14,000.00	13.8%	
Total 71110 · EVENTS	57,440.86	140,800.00	40.8%	
72200 · MUSEUM				
7220009 · Advertising	0.00	1,000.00	0.0%	
7220012 · Telecommunications	688.56	2,200.00	31.3%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	842.01	2,500.00	33.7%	
Total 72200 · MUSEUM	1,530.57	5,950.00	25.7%	

Total 07 · PARKS, REC & CULTURAL	68,202.78	161,750.00	42.2%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	450.00	5,670.00	7.9%
8110002 · FICA/Medicare	16.45	500.00	3.3%
8110003 · Consultants - Engineer	13,809.99	30,000.00	46.0%
8110004 · Consultants - Comp Plan	0.00	35,000.00	0.0%
8110005 · Mileage Allowance	0.00	500.00	0.0%
8110006 · Meals & Lodging	0.00	1,000.00	0.0%
8110007 · Convention/Education	0.00	1,500.00	0.0%
8110009 ·Engineering - Pass Through	21,348.30	0.00	100.0%
Total 81100 · PLANNING COMMISSION	35,624.74	74,170.00	48.0%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	570.00	5,830.00	9.8%
8111002 · FICA/Medicare	25.06	446.00	5.6%
8111003 · Mileage Allowance	0.00	500.00	0.0%
8111004 · Meals & Lodging	0.00	1,000.00	0.0%
8111005 · Convention & Education	0.00	1,500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	595.06	9,276.00	6.4%
81111 · Board Of Zoning Appeals			
8111101 · Convention & Education	0.00	1,500.00	0.0%
8111102 · FICA / Medicare	0.00	103.00	0.0%
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%
8111104 · Mileage Allowance	0.00	500.00	0.0%
8111105 · Meals & Lodging	0.00	1,000.00	0.0%
8111106 · BZA Legal	0.00	1,500.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	5,928.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	36,219.80	89,374.00	40.5%
09 · NON-DEPARTMENTAL			
91000 · Contingency Funds	0.00	227,201.00	0.0%
95100 · DEBT SERVICE			
9510002 · General Obligation Bond - Prin	0.00	66,150.00	0.0%
Total 95100 · DEBT SERVICE	0.00	66,150.00	0.0%
Total 09 · NON-DEPARTMENTAL	0.00	293,351.00	0.0%
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.01		
Total EMPLOYEE BENEFITS	-0.01		
Total 94105 · PERSONNEL	-0.01		
94107 · BLIGHT MITIGATION			
9410701 · Building Official/Engr.	0.00	20,000.00	0.0%
Total 94107 · BLIGHT MITIGATION	0.00	20,000.00	0.0%
Total Expense	**1,400,865.83**	**4,254,798**	**32.9%**
Net Ordinary Income	**269,318.72**	**0.00**	**100.0%**
OTHER REVENUE			
Other Income			
50002 · Development Funds	0.00	743,664.00	0.0%
50003 · Capital Improvement Funds	0.00	529,292.00	0.0%
51000 · Loan Proceeds	0.00	1,100,000.00	0.0%
52000 · Use of Fund Balance	0.00	1,100,000.00	0.0%
Total Other Income	**0.00**	**3,472,956**	**0.0%**
OTHER EXPENDITURES			
98000 · Development Expenditures			
98000-1 · Parks & Recreation	86,354.81	443,664.00	19.5% 1st invoice for engineering project
Total 98000 · Development Expenditures	86,354.81	443,664.00	19.5%
97001 · American Rescue Plan Expenses			
97001-3 · Town Center	3,762.00	2,500,000.00	0.2%
Total 97001 · American Rescue Plan Expenses	3,762.00	2,500,000.00	0.2%
97002 · Captil Improvement Projects			
97002-0 · Police Department Equipment	58,050.66	121,800.00	47.7% PD vehicle purchase
97002-1 · Washington St - Streetscape	1,535.98	50,000.00	3.1%
97002-2 · Sidewalk Repairs	0.00	50,000.00	0.0%
97002-3 · Town Hall / Museum Security Sys	0.00	100,000.00	0.0%

97002-4 · Maintenance Vehicle	28,157.62	50,000.00	56.3%	Maintenance truck purchase
97002-5 · Post Office	137,436.84	157,492.00	87.3%	tracking of Post office renovations
97002 · Capitol Improvement Projects - Other	12,485.50	0.00	100.0%	
Total 97002 · Captil Improvement Projects	237,666.60	529,292.00	44.9%	
Total Other Expense	**327,783.41**	**3,472,956**	**9.4%**	
Net Other Income	-327,783.41	0.00	100.0%	
Net Income	**-58,464.69**	**0.00**	**100.0%**	

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: November 30, 2026
Re: Public Hearing for Town Ordinance Amendment

Background

Section 42-137 of the Town Code contains the definitions applicable to the Town's cigarette tax ordinance. The current definition of "cigarette" was adopted many years ago and includes language that differs from the current definition contained in the Code of Virginia.

The Town's cigarette tax ordinance currently contains its own definition of the term "cigarette." Staff is proposing to update Section 42-137 (Definitions) by replacing the existing definition with a reference to the definition contained in Virginia Code § 58.1-1000.

This change is intended to keep the Town Code consistent with Virginia law. Using the state's definition helps ensure that the Town and the Commonwealth apply the same standards when administering cigarette taxes and prevents discrepancies between local and state regulations. The amendment does not create a new tax or increase existing tax rates; it simply updates the Town's definition to match current state law.

Because this amendment modifies the Town Code, Virginia law requires a public hearing before the Town Council may consider adoption. The public hearing provides residents, business owners, and other interested parties an opportunity to review the proposed change and provide comments.

Sec. 42-137. Definitions.

For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section, except in those instances where the context indicates a different meaning:

Board or *NVCTB* means the Northern Virginia Cigarette Tax Board.

Carton means any container, regardless of material used in its construction, in which packages of cigarettes are placed.

Cigarette" means any product that contains nicotine, is intended to be burned or heated under ordinary conditions of use, and consists of or contains (i) any roll of tobacco wrapped in paper or in any substance not containing tobacco; (ii) tobacco, in any form, that is functional in the product, which, because of its appearance, the type of tobacco used in the filler, or its packaging and labeling, is likely to be offered to, or purchased by, consumers as a cigarette; or (iii) any roll of tobacco wrapped in any substance containing tobacco which, because of its appearance, the type of tobacco used in the filler, or its packaging and labeling, is likely to be offered to, or purchased by, consumers as a cigarette described in clause (i) of this definition. The term "cigarette" includes "roll-your-own" tobacco, which means any tobacco which, because of its appearance, type, packaging, or labeling, is suitable for use and likely to be offered to, or purchased by, consumers as tobacco for making cigarettes. For purposes of this definition of "cigarette," 0.09 ounces of "roll-your-own" tobacco shall constitute one individual "cigarette."

"Cigarette intended to be heated" means a cigarette containing tobacco that produces an inhalable aerosol (i) by heating the tobacco by means of an electronic device without combustion of the tobacco or (ii) by heat generated from a combustion source that only or primarily heats rather than burns the tobacco.

~~*Cigarette* means and includes any roll of any size or shape for smoking, whether filtered or unfiltered, with or without a mouthpiece, made wholly or partly of cut, shredded, or crimpled tobacco or other plant or substitute for tobacco, whether the same is flavored, adulterated, or mixed with another ingredient, if the wrapper or cover is made of any material other then leaf tobacco or homogenized leaf tobacco, regardless of whether the roll is labeled or sold as a cigarette or by any other name.~~

Cigarette machine operator means any individual, partnership, or corporation engaged in the sale of packages of cigarettes from vending machines.

Town means Town of Haymarket, Virginia.

Dealer means and includes every manufacturer's representative, wholesaler, retailer, cigarette machine operator, public warehouseman, or other person who shall sell, receive, store, possess, distribute, or transport cigarettes within or into the town.

Package means and includes any container, regardless of the material used in its construction, in which separate cigarettes are placed, without such cigarettes being placed into a container within the package. Packages are those containers of cigarettes from which they are consumed by their ultimate user. Ordinarily, a package contains 20 cigarettes; however, "package" includes those containers in which fewer or more then 20 cigarettes are placed.

Person means and includes any individual, firm, unincorporated association, company, corporation, joint stock company, group, agency, syndicate, trust or trustee, receiver, fiduciary, partnership, and conservator. The word "person", as applied to a partnership, unincorporated association, or other join venture, means the partners of members thereof, and as applied to a corporation, includes all officers and directors thereof.

Place of business means and includes any place where cigarettes are sold, placed, stored, offered for sale or displayed for sale or where cigarettes are brought or kept for the purpose of sale, consumption or distribution, including vending machines, by a dealer within the town.

Registered agent means and includes every dealer and other person who shall be required to report and collect the tax on cigarettes under the provisions of this article.

Retail dealer means and includes every person who, in the usual course of business, purchases or receives cigarettes from any source whatsoever for the purpose of sale within the town to the ultimate consumer; or any person who, in the usual course of business, owns, leases, or otherwise operates within his place of business, one or more cigarette vending machines for the purpose of sale within the town of cigarettes to the ultimate consumer; or any person who, in any manner, buys, sells, stores, transfers, or deals in cigarettes for the purpose of sale within the town to the ultimate consumer, who is not licensed as a wholesaler or vending machine operator.

Sale or *sell* means and includes every act or transaction, regardless or the method or means employed, including barter, exchange, or use of vending machines or other mechanical devices or a criminal or tortuous act whereby either ownership or possession, or both, of any cigarettes shall be transferred within the town from a dealer as herein defined to any other person for a consideration.

Stamp means a small gummed piece of paper or decal used to evidence provision for payment of the tax as authorized by the Northern Virginia Cigarette Tax Board, required to be affixed to every package of cigarettes sold, distributed, or used within the town.

Store or *storage* means and includes the keeping or retention of cigarettes in this town for any purpose except sale in the regular course of business.

Use means and includes the exercise of any right or power over any cigarettes of packages of cigarettes incident to the ownership or possession of those cigarettes or packages of cigarettes including any transaction where possession is given or received or otherwise transferred, other than a sale.

User means any person who exercises any right or power over any cigarettes or packages of cigarettes subject to the provisions of this article incident to the ownership or possession of those cigarettes or packages of cigarettes or any transaction where possession is given or received or otherwise transferred, other than a sale.

Wholesale dealer means any individual, partnership, or corporation engaged in the sale of cigarettes for resale into or within the county.

(Ord. of 8-15-2005, Ex. A(42-106))

Prohibited Activities on Public Roadways with Medians

I: The following words and phrases, as used herein, shall have the following meanings, unless a different meaning is plainly required by the context.

a. *Public roadways with a* median means improved public right-of-way designed for use of vehicular travel with a median area in the middle of the roadway separating two (2) or more lanes of travel, including the shoulder of the road, but excluding any designated sidewalk.

b. Median means any area in the middle of any roadway separating two or more lanes of travel, designed to provide a barrier to keep traffic on one (1) side of a roadway from going to the other side of the roadway. A median may be a raised concrete strip or a grass strip, with or without curbing, between any two (2) lanes of travel on a public roadway.

II: For any public roadway with a median, it shall be illegal for any individual to sit or stand in or on any unpaved median, or any median forty-eight (48) inches or less in width, for any period of time.

III: *Penalties*. Any person violating the provisions of this section shall be guilty of a Class 2 misdemeanor. Each separate incident may be considered a new violation.

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

Memorandum

To: Town Council

From: Lydia Schauss, Town Planner
Emily Kyriazi, Town Manager & Zoning Administrator

Date: November 10, 2026

Re: Mural Ordinance Draft

I have updated the draft Mural and Wall Art Ordinance for the Town of Haymarket and would appreciate your review and feedback. The update includes the necessary appeals process, accountability of property owner or design professional to install the mural or wall art in conformance with the approved application, required maintenance, and clearly define "design professional" and requirements for work on historical structures.

The intent of the ordinance is to provide opportunities for public art and creative expression while maintaining the Town's historic character and visual appeal. It establishes guidelines for mural placement, size, material, and maintenance, with additional consideration for historic properties and structures where murals could affect architectural integrity or cultural significance.

Please review the draft and share any comments, recommendations, or areas that may need clarification or revision.

I can be reached at lschauss@townofhaymarket.org.

DRAFT

TOWN OF HAYMARKET MURAL AND WALL ART ORDINANCE

Section 1. Purpose

The purpose of this ordinance is to permit murals as a form of artistic and creative expression while protecting public safety, supporting an attractive and harmonious community, preserving the historic character of the Town, and ensuring that murals are appropriately located, installed, and maintained. Murals can enhance the quality of life in the Town of Haymarket, contribute to placemaking, support tourism and economic vitality, and benefit the Town as a whole.

Section 2. Definitions

1. Mural or Wall Art ("Mural"). A work of visual art applied to, attached to, or displayed on an exterior wall or a structure associated with a building, or an approved Hardscape, intended primarily for artistic expression, beautification, or enhancement of a public or private space. The term does not include a digital display, projected image, banner, or changeable-copy display. The classification of a display as a Mural shall not depend on the viewpoint expressed or the artistic merit, perceived quality, or popularity of the display.

2. Primary Facade or Primary Elevation. The principal exterior face of a building, generally oriented toward a public street or public space, or otherwise identified as a primary elevation based on the building's architectural design, historic significance, or relationship to the surrounding streetscape.

3. Secondary Façade or Secondary Elevation. An exterior building elevation that is not a Primary Facade. A Secondary Facade may face a side or rear lot line, alley, parking area, private open space, or public space. An elevation shall not be classified as secondary solely because it faces a side street or is commonly described as the side of a building.

4. Historic Property. A property or structure listed on, designated by, or otherwise recognized as contributing to an applicable historic register, historic district, or historic inventory recognized by the Town, including any property or structure that qualifies as historic under the Town of Haymarket Zoning Ordinance.

5. Contributing Structure. A building or structure that contributes to the historic, architectural, or cultural significance of a designated historic district.

6. Non-Contributing Structure. A building or structure located within a historic district that does not contribute to the district's historic, architectural, or cultural significance.

7. Removable Mural Surface. A panel, board, framed surface, or other suitable material on which mural art is applied and which may be secured to and removed from a building or other approved surface without damaging or permanently altering the building's historic materials or architectural features.

8. Commercial Message. Any words, images, logos, symbols, or other visual elements that propose a commercial transaction, advertise the availability or sale of goods or services, or identify a business or its products or services.

9. Artist/Design Professional. An individual or entity responsible for the design, creation, or installation of a Mural who has demonstrated experience, training, and ability appropriate to the proposed artwork, materials, and installation method, as evidenced by a portfolio of at least three (3) completed exterior murals or comparable public art installations, or by equivalent professional credentials acceptable to the ARB. For any Mural on a Historic Property or Contributing Structure, the Artist/Design Professional shall also demonstrate experience working with historic building materials consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

10. Installation. The application, attachment, mounting, placement, or securing of mural or wall art to an authorized building, Removable Mural Surface, Hardscape, or other approved structure, including all associated fasteners, supports, coatings, and mounting materials.

11. Wall/Façade Area. The total surface area of the individual wall or facade on which a Mural is proposed, measured in square feet.. Windows, doors, and other openings shall not be included in the total wall area used to calculate the permitted mural size. The area of a Mural is measured as the smallest rectangle, or combination of rectangles, enclosing the artwork, including any background color applied as part of the Mural.

12. Hardscape. A constructed or natural, relatively permanent exterior surface or feature associated with a property or public space, other than the exterior wall of a building, on which mural or wall art may be proposed. Hardscapes may include retaining walls, freestanding walls, concrete or masonry walls, and large natural rock formations. Proposed artwork on hardscapes shall be reviewed for compatibility with the surrounding environment, public safety, material integrity, and historic or cultural significance, as applicable.

13. Historic Integrity and Significance. The architectural, historical, and cultural characteristics that convey the significance of a historic property, including its original materials, design, craftsmanship, setting, and character-defining features.

14. Architectural Review Board (ARB). The Town of Haymarket Architectural Review Board.

15. Certificate of Appropriateness (COA). Written approval issued by the ARB, or by the Town Council on appeal, in accordance with the Town of Haymarket Zoning Ordinance.

16. Routine Maintenance. Cleaning, touch-up, repainting, sealing, or repair that restores a Mural to its approved design, colors, dimensions, and materials without change.

Section 3. Applicability and Certificate of Appropriateness

1. A Certificate of Appropriateness (COA) issued by the ARB shall be required before the installation, painting, application, substantial alteration, or removal of any Mural on public or private property within the Town. Routine Maintenance does not require a COA..

2. An applicant shall obtain written authorization from the property owner before submitting a mural proposal for review. For murals on public property, written authorization shall be obtained from the public entity or agency with jurisdiction over the property.

3. No mural shall be installed before the required COA and any other applicable permits or approvals have been issued.

4. A COA for a Mural shall expire if installation has not begun within twelve (12) months after approval, unless extended by the ARB for good cause.

Section 4.Murals on Public and Private Property

1. Public Property.

   Murals may be considered on legally established structures located on public property, subject to approval of a COA and written authorization from the Town or public entity responsible for the property. All applications for a Mural on Town-owned property shall include a letter of support from the Town Council. Murals should enhance public spaces, reflect the history and character of the Town, and complement the surrounding district.

2. Private Property.

   Murals may be considered on commercial, industrial, institutional, and mixed-use structures, subject to approval of a COA and written approval from the property owner. Murals are generally

not permitted on buildings used solely for residential purposes. Proposals for murals on residential accessory structures may be considered on a case-by-case basis.

a. A building individually listed on the Virginia Landmarks Register shall not receive a COA for a Mural painted or applied directly to the building. Such a building may be considered only for a Mural on a Removable Mural Surface in accordance with Section 4.3.

3. Historic Properties.

   Murals shall not be painted directly onto the exterior walls of designated historic residences or other designated historic structures where the application would damage or diminish historic materials or architectural character. Murals associated with designated historic properties may be considered on a Removable Mural Surface secured to the building's exterior, provided that the installation is not on the front or another primary facade and does not damage historic materials or architectural features.

4. Non-Contributing Structures.

   Murals on non-contributing structures within a historic district may be considered on a case-by-case basis, provided that the proposal is compatible with the district's character and does not adversely affect nearby historic resources.

Section 5. Design, Placement, and Installation Standards

All murals proposed on public or private property shall comply with the following standards, as applicable:

1. Murals shall be appropriately scaled to the building and surrounding district. Their appearance, colors, and design should complement the history and character of the district.

2. Murals shall generally not be placed on primary facades. Murals should generally be located on secondary facades or other appropriate surfaces where they can enhance the district without overwhelming the building's architectural character. Exceptions may be considered on a case-by-case basis for Non-Contributing Structures, elevations facing public alleys, or other locations where the proposal would not adversely affect the historic character of the property or district.

3. A facade facing a side street, public alley, or corner shall not automatically be considered a secondary facade. The ARB shall evaluate the function of the street, traffic volume, and

pedestrian activity, public visibility, building orientation, and relationship to the surrounding streetscape to determine whether the facade functions as a primary or secondary elevation.

4. Murals shall not obscure, distort, or conceal historic architectural features, including windows, doors, exterior glass, decorative trim, or other character-defining elements.

    a. Murals shall not extend above the roofline and are discouraged on elevations containing significant architectural details or materials.

5. Direct application of mural art to unpainted masonry, including brick, stone, and other historic materials, is discouraged and may be considered on a case-by-case basis.

6. The applicant shall provide sufficient information regarding the proposed paints, coatings, preparation methods, and removal procedures to allow the ARB to evaluate potential impacts on the underlying material.

    a. Alternative application methods, including removable panels and vinyl, are encouraged where they protect the underlying building materials.

7. Paint, mounting systems, and other installation materials shall be appropriate for exterior use, durable, and reversible where practicable.

    a. Fluorescent (day-glo), neon, luminescent, and highly reflective paints and materials shall not be used.

8. Murals and their supporting structures shall be securely installed on legally established structures and shall comply with applicable zoning, setback, height, building, and safety requirements.

9. Murals shall not function as a means of circumventing the Town's sign regulations. Murals displaying or referring to a Commercial Message, including business names, logos, products, or services, shall be reviewed for compliance with applicable sign requirements.

    a. Local and regional government seals, as well as placemaking elements that do not contain a Commercial Message (such as the name of the Town or a district), shall be reviewed on a case-to-case basis for design, and compatibility with the surrounding area.

10. Murals and wall art proposed on public or private hardscapes, including retaining walls, freestanding walls, and large natural rock formations, shall be reviewed on a case-by-case basis.

The ARB shall consider the size, visibility, material, location, surrounding landscape, public safety, maintenance requirements, and potential effects on historic or cultural resources.

a. The preferred application method shall be one that does not damage the hardscape or permanently alter its material. Direct painting on natural rock, historic masonry walls, or other culturally significant surfaces shall be subject to additional scrutiny and may be denied where the application would damage or diminish the material's integrity or significance.

Section 6. Mural and Wall Art Size Limitations

The maximum size of a mural or wall art installation shall be determined by the zoning area in which the property is located, as shown in the table below. Murals shall remain subordinate to the building's architecture and shall not overwhelm the surrounding streetscape.

1. The mural's total area shall be measured against the Wall/Façade Area, as defined in Section 2, of the individual wall or façade on which it is proposed.

2. The maximum percentage shall not exceed the limit established for the applicable zoning area. Except for Hardscapes, no mural or wall art installation shall exceed 70% of the wall facade.

3. Windows, doors, and other architectural features shall remain unobstructed and shall not be obscured or altered to accommodate a mural. Their presence shall not be used to justify covering or altering character-defining features.

4. Compliance with the maximum mural size does not exempt an applicant from requirements regarding facade placement, historic preservation, materials, setbacks, signage, or COA approval.

5. The ARB may require a smaller mural where necessary to preserve the architectural character of a building or the visual character of the surrounding district.

6. In Residential areas, the size limitation shall apply only to mural proposals otherwise permitted under this ordinance, including eligible accessory structures.

7. Murals proposed on public or private hardscapes shall be reviewed on a case-by-case basis, considering the location, materials, visibility, and compatibility with the surrounding area.

Wall Art or Mural Zoning Area	Maximum Percentage of Wall Facade
Residential	25% of Wall Area (eligible accessory structures only)
Gateway	60% of Wall Area
Core	70% of Wall Area
Hardscapes(all areas)	Case-by-case; maximum 100%

**Zoning areas are as designated in the Town of Haymarket Zoning Ordinance and Zoning Map. For any zoning area not listed above, the ARB shall apply the limit of the most comparable listed area.*

Section 7. Installation, Maintenance and Removal

1. All Murals shall be designed and installed by an Artist/Design Professional meeting the requirements of Section 2.

    a. For a Mural on a Historic Property or Contributing Structure, the applicant shall demonstrate that the Artist/Design Professional has experience working with historic materials and structures.

    b. The property owner and the Artist/Design Professional shall each be responsible for ensuring that the Mural is installed in conformance with the approved COA, including the approved design, location, dimensions, colors, materials, and installation method. Any change to an approved Mural, other than Routine Maintenance, shall require approval of an amended COA before the change is made.

    c. A Mural that is installed or altered without a COA, or that does not conform to its approved COA, shall be a violation of this ordinance and subject to the enforcement provisions of the Town of Haymarket Zoning Ordinance, which may include required correction or removal at the property owner's expense.

2. The property owner or responsible public entity shall maintain the mural and its supporting structure in a safe, stable, and presentable condition.

    a. The property owner or responsible public entity is required to install and maintain the mural/wall art as it was reviewed and approved by the ARB.

    b. Each application shall include a maintenance plan identifying the responsible party, the anticipated maintenance and inspection schedule, the expected lifespan of the Mural, and the method of repair or removal.

c. Maintenance will be the responsibility of the property owner or responsible public entity if not otherwise outlined in a maintenance agreement or reoccurring artist agreement. A maintenance agreement with an artist or other party shall not relieve the property owner or responsible public entity of responsibility to the Town for compliance with this ordinance.

3. Paint and other materials shall not corrode, deteriorate, or compromise the integrity of the underlying building materials. Peeling paint, deterioration, damage, or other conditions affecting the mural's appearance, safety, or the building shall be addressed by the responsible property owner or public entity.

    a. Installation material should be durable and weather resistant without causing damage to the building or hardscape.

    b. Upon receiving written notices from the Town that a mural has deteriorated or is not being maintained in accordance with this Section, the property owner shall, within thirty (30) days, coordinate with the Town Planner to establish a timeline and action plan for the maintenance, repair, or removal of the mural. Failure to respond to the notice or to complete the agreed action plan shall be a violation of this ordinance.

4. Mural installation, maintenance, alteration, and removal shall be performed in a manner that protects historic materials and architectural features. Corrective action or removal may be required in accordance with applicable Town ordinances and enforcement procedures.

    a. Before removing a Mural, the property owner or responsible public entity shall obtain any required COA, coordinate with the Town on the removal method, and restore the underlying surface to a condition compatible with the building and district.

Section 8. ARB Review and Certificate of Appropriateness

1. All Mural applications shall be processed in accordance with the Town's Certificate of Appropriateness procedures. An application shall not be scheduled for ARB review until it is complete.

2. Applicants shall submit a mural concept drawing for conceptual review by the ARB before submitting a formal COA application. Conceptual review is advisory only and does not constitute approval of a COA.

3. Applications shall include the property address, written property-owner authorization, photographs of the existing building and proposed location, a rendering or drawing of the proposed mural shown in context on the building or surface,, proposed colors and dimensions, the Wall/Façade Area and the percentage of that area the Mural will cover materials, and details of the application or mounting method , the proposed removal method, the maintenance plan required by Section 7.2.b, and the qualifications of the Artist/Design Professional. The ARB may request additional information necessary to evaluate the proposal.

4. The ARB's review of a Mural on private property shall be limited to the content-neutral standards of this ordinance, including location, scale, materials, installation, and compatibility, and shall not be based on the viewpoint or message expressed. The ARB shall not approve any Mural that is obscene as defined in Code of Virginia § 18.2-372. Murals on Town-owned property are also subject to Town Council support under Section 4.1.

5. In reviewing a mural application, the ARB shall consider:

    a. Compatibility with the historic character of the building and surrounding district.

    b. The mural's scale, colors, design, location, and visibility.

    c. The protection of historic materials and character-defining architectural features.

    d. The suitability, durability, and reversibility of the proposed materials and installation method.

    e. Compliance with applicable zoning, sign, and historic preservation requirements.

    f. The safety and maintenance of the mural and its supporting structure.

6. The ARB shall deny a mural or wall art application when the proposed installation would materially and adversely affect the historic integrity, architectural character, or cultural significance of a designated historic property or contributing structure.

    a. ARB shall consider impacts to historic materials, craftsmanship, character-defining features, setting, and the property's contribution to the historic district.

7. The ARB may determine that a secondary facade is unsuitable for mural placement where the proposed installation would adversely affect the character of a major thoroughfare, historic streetscape, or other prominent public-facing area.

8. When reviewing a proposal for direct application to unpainted masonry, the ARB shall consider:

    a. the age, condition, texture, color, and historic significance of the material;

    b. the proposed preparation and application methods;

    c. the potential for moisture retention, deterioration, and the feasibility of future removal.

Section 9. Appeals

1. Any decision of the ARB approving, approving with conditions, or denying a COA for a Mural may be appealed to the Town Council by the applicant or any aggrieved person, in accordance with the procedures for appeals of COA decisions in the Town of Haymarket Zoning Ordinance. An appeal shall be filed in writing with the Town Clerk within [thirty (30)] days after the ARB decision and shall state the grounds for the appeal.

2. The Town Council shall review the appeal under the same standards that apply to the ARB under this ordinance and may affirm, reverse, or modify the ARB decision.

3. Any person aggrieved by a final decision of the Town Council may petition the Circuit Court of Prince William County for review as provided in Code of Virginia § 15.2-2306(A)(3).

4. No Mural shall be installed while an appeal of its COA is pending.

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

Memorandum

To: Town Council

From: Lydia Schauss, Town Planner

Date: November 24, 2026

Re: New Town Museum and Arts VanGo Signage – Review and Comment

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The Town of Haymarket Architectural Review Board, on November 18, 2026, met for a regularly scheduled meeting. A conditional approval was passed for ZP#2026-024 Arts VanGo Sign Application at 15025 Washington St., I have provided a copy of the application and my subsequent staff report. Town Council will need to provide a directive, as landlord and property owner, regarding the sign for ARB approval conditions to be met.

The preexisting museum signage (pictured below) will be saved and stored for future use if Arts VanGo were to vacate the museum. The wooden posts will be repainted dark green to match the building historic roof and shudders.

Please let me know if you have any additional questions regarding these comments. I can be reach at lschauss@townofhaymarket.org



ZONING PERMIT APPLICATION

ZONING PERMIT #: 2026-024

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

ZONING ACTIVITY: ❑New Construction ❑Alteration/Repair ❑Addition ■Sign (See Spec sheet)
(Check all that apply) ❑New Tenant/Use ❑Change of Use ❑Relocation

NAME OF BUSINESS/APPLICANT: Arts VanGo: The Studio

PROPOSED USE: New sign for the Museum. Size (Sq. Ft./Length) of Construction: _____

SITE ADDRESS: 15025 Washington Street Parcel ID #: _____

Subdivision Name: _____ Lot Size: _____

ZONING DISTRICT: ❑ R-1 ❑ R-2 ❑ B-1 ❑ B-2 ❑ I-1 ❑

C-1 Special Use Permit Required: ❑ Yes ❑ No Site Plan Required: ❑ Yes ■ No

Off-Street Parking: Spaces Required: _____ Spaces Provided: _____

BRIEF DESCRIPTION OF ACTIVITY: (*i.e. previous use, height/length of fencing, deck specs, etc.*)
A new sign for the Haymarket Museum that includes Arts VanGo: The Studio. The sign would be made of the same material and it will be the same size as the exisitng sign.

Supporting Documentation (*attached*): ❑ Narrative ❑ Plan/Plat ■ Specification Sheet

FEE: ❑ $50.00 Residential ❑ $100.00 Commercial

CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (*i.e. color, type of material, font style, etc. See Sign Spec Sheet for Signage detail)*

Supporting Documentation (*attached*): ■ Specification Sheet ■ Photograph(s)

PERMIT HOLDER INFORMATION

Dawn Quill
Name

4545 Geyser Creek Loop
Address

Haymarkert VA 20169
City State Zip

571-388-8981 dawnq@artsvango.com
Phone# Email

PROPERTY OWNER INFORMATION

Name

Address

City State Zip

Phone# Email

APPLICANT / PROPERTY OWNER SIGNATURE ********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 is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.

Applicant Signature

Property Owner Signature

OFFICE USE ONLY

Date Filed: _____ Fee Amount: _____ Date Paid: _____

DATE TO ZONING ADMINISTRATOR: _____

❑APPROVED ❑DISAPPROVED ❑TABLED UNTIL: _____ ❑DEFERRED UNTIL: _____

_____

SIGNATURE *PRINT*

CONDITIONS:

_____

_____

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): _____

❑APPROVED ❑DISAPPROVED ❑TABLED UNTIL: _____ ❑DEFERRED UNTIL: _____

_____

SIGNATURE *PRINT*

CONDITIONS:

_____

_____

DATE TO TOWN COUNCIL (IF APPLICABLE): _____

❑APPROVED ❑DISAPPROVED ❑TABLED UNTIL: _____ ❑DEFERRED UNTIL: _____

TOWN COUNCIL {where required): _____

SIGNATURE *PRINT*

CONDITIONS:

_____

_____

INSTRUCTIONS FOR COMPLETING APPLICATION

In addition to applying for a Certificate of Appropriateness, the applicant is responsible for obtaining any other required permits and approvals applicable to the project.

1. Provide name, phone number, and email address of business or individual requesting approval for proposed work. If different from property owner, please provide contact information for property owner as well.
2. Indicate site address
3. Indicate mailing address of applicant and owner (if different).
4. Describe in detail work proposed and then attach all required and any additional documentation or material that will describe the project in detail to the reviewing authority. Adequate documentation must be provided. Applicant should provide any necessary item(s), in addition to the items listed on the checklist below.

Check List

Signs/Fences/New Building/Additions/Remodel

The Completed application must be submitted to the Town Clerk's office no later than 4:30pm one week prior to the meeting date.

1) One copy of the Plat-showing location of sign/fence/addition on the façade or grounds
2) Photograph of the existing structure and closest neighboring structures
3) Photograph/drawings, including measurements, of the proposed change
4) Material specifications
5) Color/material samples
6) Description of method of mounting and description of hardware to be used
7) Landlord/HOA approval letter where indicated
8) Copy of business or occupational license if contractor has designed or will install
9) Narrative, if special requests or exceptions to the ARB Guidelines are being requested.
10) Applicant or a representative **must** be present at the ARB meeting, on the scheduled Wednesday of every month at 7:00pm. If a representative is not present at the meeting to answer any questions that may arise, your application may be deferred or denied until the next regularly scheduled meeting. Please check the Town's website for a list of the Town's scheduled meetings. It is the applicant's responsibility to keep apprised of the Town's meeting schedule.
11) If an interpreter is required, the applicant needs to bring one with them.

Please mail application and all applicable information and materials to:
Town of Haymarket
15000 Washington Street, Suite 100
Haymarket, VA 20169

SIGN SPECIFICATION SHEET

SIGN 1:

Type of Sign: ❑Wall ❑Hanging ■Freestanding ❑Menu ❑Individual Letter ❑Window ■Other To be installed on existing post.

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure:_____ Sign Width: 45 Length: 36 Area in Sq Ft:_____

Number of Faces: 2 Sign Material/Color/Font: Digital print with clear gloss laminate.

Location of Sign (Include photo): In front of the Museum where existing sign is now.

Lighting Type/Fixture (No internal illumination is allowed): Lighting is already installed for existing sign.

SIGN 2:

Type of Sign: ❑Wall ❑Hanging ❑Freestanding ❑Menu ❑Individual Letter ❑Window ❑Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure:_____ Sign Width:_____ Length:_____ Area in Sq Ft:_____

Number of Faces: _____ Sign Material/Color/Font:_____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed):_____

SIGN 3:

Type of Sign: ❑Wall ❑Hanging ❑Freestanding ❑Menu ❑Individual Letter ❑Window ❑Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure:_____ Sign Width:_____ Length:_____ Area in Sq Ft:_____

Number of Faces: _____ Sign Material/Color/Font:_____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

SIGN 4:

Type of Sign: ❑Wall ❑Hanging ❑Freestanding ❑Menu ❑Individual Letter ❑Window ❑Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure:_____ Sign Width:_____ Length:_____ Area in Sq Ft:_____

Number of Faces: _____ Sign Material/Color/Font:_____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

FREQUENTLY ASKED QUESTIONS

1. *What projects require architectural review?*
   Any project involving alterations to the exterior of an existing building, visible from public view (e.g. fences, signs, awnings, mechanical equipment, landscaping, façade changes) and the construction of new buildings, all require an architectural review.

2. *How long does the architectural review process take?*
   The time required to process an application will vary depending on the size of the project. Once the application has been deemed complete, the architectural review process can take between four to eight weeks, to complete, if no changes/revisions are required by any of the reviewing body throughout the process. Vague or incomplete description of the project or failure to provide any pertinent information regarding the project will delay the review process.

3. *What does the ARB look for in a project?*
   Refer to the Town of Haymarket Architectural Review Design Guidelines.

4. *What happens after I submit my application?*
   After an application is submitted, a town clerk will review it for its completeness (not for the accuracy or content of the submission). If the application is incomplete, the missing materials will be required BEFORE the application can be forwarded for review. If complete, the application (and all required supporting documentation) will continue with the review process.

5. *What is the review process?*
   For any submission, there are two reviewing bodies in the Town. The Zoning Administrator, and the Architectural Review Board (If applicable). All reviewing bodies in the Town meet once a month. (A schedule of all the meetings is available on our website at www.townofhaymarket.org/meetings).

6. *Is there a submission deadline?*
   An application must be submitted to the Town Clerk and verified as complete one week prior to the meeting date for proper review.

7. *What happens at the ARB meeting?*
   The ARB reviews any development project(s) to promote and maintain the historic architectural flavor of the Town consistent with the Town's Comprehensive Plan. The ARB reviews any proposal/project which currently or in the future could be visible from any public view.

8. *What should I present at my review?*
   To facilitate a more streamlined review of an application, it is required that an applicant (or representative) be present at the meeting(s) during the review of their proposed project. A brief overview of the project, site, and architecture should be presented. Speak briefly to the design and landscaping features, parking and circulation, delivery routes/access, drainage, lighting, signage, and trash enclosures. Provide sample(s) of colors and materials. For larger development projects, you will need to be able to discuss traffic impacts.

9. *When can I submit my plans for a building permit?*
   If the project is approved by all applicable Boards, the applicant can then receive their building permit (if a permit is required for the project).

Inv. # 23966

ARTS VANGO; THE STUDIO SIGN AT THE MUSEUM



(1) DOUBLE SIDED SIGN
42"W X 36"H
EACH FACE IS 1/4" THICK FACTORY WHITE ACM
WITH APPLIED DIGITAL PRINT W/ CLEAR GLOSS LAMINATE

INSTALLED ONTO EXISTING POSTS.
POSTS TO BE REPAINTED GREEN. MATTE SHEEN

2026©

Approval Signature:

Town of Haymarket
Attention: Emily Kyriazi
Date: 24OCT2022
Designer: SN
Contact: Shane

For your approval. If approved, please sign & send back to us.

Please check for correct spelling, numbers, names, etc.

Shane's Signs is not responsible for errors once signed proof is returned.

17015 Gaines Road, Broad Run, VA 20137 • p: 703-753-3016 • f: 703-753-3176

www.shanessigns.com

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

STAFF REPORT – CERTIFICATE OF APPROPRIATENESS

Signage Application

Applicant	Dawn Quill	**Property Owner**	Town of Haymarket
Business Name	Arts VanGo	**Application No.**	ZP#2026-024
Property Address	15025 Washington St	**Tax Map/Parcel**	Town of Haymarket Museum
Zoning District	B-1 District	**Historic District**	Town of Haymarket Historic District
Date Received	October 07, 2026	**Review Date**	October 21, 2026
Reviewing Body	Architectural Review Board		

APPLICATION SUMMARY

The applicant is requesting a Certificate of Appropriateness (COA) for the installation of new signage at 15025 Washington St in the Town of Haymarket.

The proposed signage consists of one, non-illuminated Aluminum Composite Material (ACM) installed on to existing posts within the public right of way, posts to be repainted matte sheen green.

The application is subject to review for conformance with the applicable provisions of the Town of Haymarket Zoning Ordinance and the Town's Historic District Guidelines.

PROPERTY BACKGROUND

The subject property is located at 15025 Washington St within the B-1 zoning district.

The museum space is currently occupied by the applicant, Dawn Quill (Arts VanGo). The proposed signage will freestanding in front of the Historic Museum Building.

Building Type/Age	Existing Signage	Surrounding Uses	Historic or Architectural Features
Wood Siding	Haymarket Museum Freestanding Sign	Commercial	Matches preexisting signage style and adheres to historic colors

PROPOSED SIGNAGE

Application materials submitted (check as applicable):

- ☒ Completed COA application
- ☒ Sign dimensions and total sign area
- ☒ Lettering, logo, and graphic details
- ☐ Site plan or location plan
- ☒ Photographs of existing building and proposed sign location
- ☐ Sign plan or elevation drawing
- ☒ Proposed materials and colors
- ☐ Illumination specifications, if applicable
- ☒ Other: [Specify]

STAFF REVIEW AND ANALYSIS

Zoning Ordinance Review

Staff reviewed the application for conformance with the applicable signage provisions of the Town of Haymarket Zoning Ordinance.

Sign Zoning: Core **Sign Type: Freestanding**

Review Item Sec. 58-17	Applicable Requirement / Section	Staff Finding
Permitted sign type	Wall, Freestanding, Channel Letter, projecting, Directional, Window, Awning	Complies (Freestanding)
Maximum sign area	18sq ft per sign; 24 sq ft total	Complies
Number of signs	1 per business per road frontage; 2 maximum per lot	Complies
Height and dimensions	8ft	
Location and placement	Permanent signs shall be located at least five feet to any lot line within the core sign area, or no closer than the building façade is to the lot line, whichever is less	Complies
Setbacks or clearance	N/A	N/A
Illumination	No sign, temporary or permanent, shall be permitted to have an illumination spread of more than a 0.05-foot candle at the lot line, shine into on-coming traffic, affect highway safety, or shine directly into a residential dwelling unit.	Complies
Materials and construction	White ACM mounted on painted post	Complies
Other applicable standards	Historic Building Inventory	Complies (Historic Museum)

Historic District Guidelines Review

Staff reviewed the proposed signage for consistency with applicable Historic District Guidelines, including design, materials, placement, scale, and relationship to the historic character of the building and district.

Review Item Sec. 58-16.8	Application Details	Staff Finding
Compatibility with building architecture	Matching existing tenant signage/plaques	Complies
Sign scale and proportion	42" W x 36" H (	Complies
Materials and finishes	Double Sided ¼" hick Factory White ACM	Complies
Colors and lettering	Black digital print with clear gloss laminate	Complies
Placement and attachment	Installed onto repainted matte green sheen	Complies
Illumination, if applicable	Non-Illuminated	Complies (preexisting lighting)
Compatibility with historic character	Compatible to preexisting signage.	Complies
Other applicable guidelines	N/A	N/A

STAFF FINDINGS

Based on the application submitted, the rendering provided, and additional information received from the applicant, the Zoning Administrator recommends the approval of the Certificate of Appropriateness for 15025 Washington St.

The signage is in keeping with the historic color palette and style of signage on the commercial building.

Recommended Conditions: N/A

Draft Motion

I move the Architectural Review Board approve ZP#2026-024, COA for Arts VanGo signage located at The Haymarket Museum. The approval includes the following detail: the freestanding sign as shown in the rendering, installed on a repainted matte sheen green post.

Prepared by: Lydia Schauss, Town Planner

Date: October 14, 2026

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

Memorandum

To: Town Council

From: Lydia Schauss, Town Planner

Emily Kyriazi, Town Manager & Zoning Administrator

Copy: Katie McDaniel, Town Engineer

Date: November 19, 2026

Re: Schoolhouse Commons Rezoning TIA – After Action Discussion

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This memorandum is provided in response to questions and discussion during the November 2, 2026, regular Town Council meeting regarding the Traffic Impact Analysis (TIA) submitted in conjunction with the Schoolhouse Commons Rezoning Application for 14600 Washington Street, Haymarket, Virginia.

The purpose of this memorandum is to clarify the applicable Town submission requirements, outline the professional engineering process undertaken in preparing the TIA, document the coordination that occurred between the applicant's engineering consultant, the Virginia Department of Transportation (VDOT), and Town staff, and address questions raised regarding the traffic routing assumptions used in the analysis.

The Town of Haymarket Zoning Ordinance, Section 58-4.11, *Landowner-Initiated Rezoning; Mandatory Submission Requirements*, identifies a Traffic Impact Analysis as a required component of a landowner-initiated rezoning application. Although Graystone Companies served as the applicant, the Town considers the Schoolhouse Commons application to be landowner-initiated, as the property owner's signature and authorization are required for a complete application.

The Town's ordinance does not establish a minimum threshold for additional daily trips, development size, or other qualifying characteristics that would exempt one landowner-initiated rezoning application from the TIA submission requirement. Accordingly, the TIA was required as part of the Schoolhouse Commons rezoning submission, regardless of the anticipated number of additional daily trips.

For comparison, Prince William County establishes specific trip-generation thresholds for when a TIA is required. Section 606.02(A) of the Prince William County Design and Construction Standards Manual (DCSM) states:

> *606.02. Requirements A. (602.01A) If a previous TIS was submitted at the rezoning or special use permit review stage, and the assumptions used in the TIS are consistent with the submitted site plan, no additional TIS will be required. However, if a previous TIS was not submitted in conjunction with the proposed development, a TIS shall be required for all developments, if the total generated additional trips meet or exceed one (1) or more of the following thresholds: 1. One hundred (100) or more total site generated peak hour trips or 1,200 trips per day as defined by the current edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual or by a trip generation study acceptable to the County.*

Similarly, VDOT generally requires a formal TIA when a proposed development is anticipated to generate 5,000 or more additional daily trips. The Schoolhouse Commons application did not meet this threshold but the Town's Zoning Ordinance independently required the applicant to provide one. The Town therefore appropriately required the submission and required additional outside agency review to evaluate the anticipated traffic impacts associated with the proposed rezoning.

Traffic Impact Analyses (TIA) are technical documents prepared by qualified transportation professionals to evaluate existing transportation conditions and forecast the potential impacts of proposed development. Traffic engineering, as defined by the Institute of Transportation Engineers (ITE), encompasses the planning, design, and operation of streets, highways, transportation networks, adjacent land uses, and their interaction with other modes of transportation.

The preparation of a TIA involves established engineering methodologies, accepted industry practices, and professional judgment. Licensed Professional Engineers (PEs) and Professional Traffic Operations Engineers (PTOEs) apply their education, technical training, and professional experience to develop reasonable assumptions and models for evaluating existing and anticipated transportation conditions. Because transportation models cannot account for every possible variable or future circumstance, professional assumptions are a necessary and accepted component of traffic engineering. These assumptions are not arbitrary; they are developed using established standards, available information, engineering judgment, and applicable industry practices.

VDOT provides administrative guidelines outlining the organization and technical components expected within a Traffic Impact Analysis Report. The guidelines generally address the following nine areas.

- Introduction and Summary, background Information: Proposed Development (Site and Nearby), Analysis of Existing Conditions, Analysis of Future Conditions without Development, Trip Generation, Site Traffic Distribution and Assignment, Analysis of Future Conditions with Development, recommended Improvements, and Conclusion.

The TIA submitted for Schoolhouse Commons was prepared by Gorove Slade, a professional transportation engineering firm, using established traffic engineering practices and professional

judgment. The routing assumptions utilized in the analysis were part of the engineer's technical evaluation and were not an attempt to misrepresent existing or anticipated traffic conditions.

Town staff reviewed the initial pre-scoping meeting and subsequent coordination that occurred between VDOT, Gorove Slade, and the applicant's representatives. During the required pre-scoping meeting, VDOT's primary concerns focused on the deemed necessary closure of the existing one-way entrance and exit loop and the need for the applicant to pursue an Access Management Exception (AME).

Following this discussion, Gorove Slade revised the proposed circulation plan to include, a two-way entrance and exit on Washington Street, aligned with Greenhill Crossing and a plan to abandon the Prince William County School maintenance road.

The TIA and its associated traffic routing assumptions were subsequently provided to VDOT for review at the Town's request. Although the project did not meet VDOT's 5,000-additional-daily-trip threshold that would otherwise trigger a VDOT-required TIA, the Town sought this additional review to provide another level of consideration of the anticipated traffic impacts. Through this review, VDOT did not identify additional concerns with the TIA's traffic routing assumptions or the professional engineer's methodology. VDOT also reviewed the General Development Plan and AME documentation and provided comments regarding the proposed 100-foot right-turn lane, the proposed crosswalk, drive aisle widths, and level-of-service labels.

One of the questions raised during the November 2 Council meeting concerned the treatment of existing by-right commercial traffic and its potential use of Bleight Drive.

The existing commercial use is a by-right use, and its continued operation is not contingent upon approval of the proposed rezoning. Accordingly, the Town's review of the rezoning application did not provide staff with authority to independently dictate the future access or routing patterns of an otherwise permitted commercial operation. As part of the AME process, Gorove Slade utilized professional judgment to account for existing by-right commercial traffic as entering and exiting the property exclusively from Washington Street. This routing assumption was incorporated to provide a more conservative traffic narrative in support of the requested AME. The assumption was part of the professional engineer's approach to evaluating and presenting the proposed access configuration. It was not an intentional omission of commercial traffic or an effort to direct Council away from potential traffic considerations.

Following the November 2 meeting, Town staff held a follow-up discussion with Gorove Slade regarding the questions raised about existing commercial traffic and its potential routing through Bleight Drive. During this discussion, it was noted that had the reviewing bodies requested, a Future Sensitivity

Analysis, (with the applicant's agreement to fund the additional analysis), additional future impacts from commercial traffic being routed to Bleight Drive could have determined.

While this may have provided an additional opportunity to examine a particular traffic scenario, it does not establish that the original TIA was incomplete or improperly prepared. Rather, it represents an additional analytical consideration that could have been requested and evaluated as part of the earlier review discussions.

The Schoolhouse Commons TIA was developed and reviewed through coordination involving three primary parties: the applicant's professional transportation engineering consultant, the Virginia Department of Transportation, and Town staff.
Each party fulfilled its respective role within the established application and review process:

- Applicant's Engineering Consultant: Prepared the TIA, established the traffic routing assumptions, evaluated anticipated transportation conditions, and developed the proposed access configuration using professional engineering judgment.
- VDOT: Participated in the pre-scoping process, reviewed the TIA and associated routing assumptions at the Town's request, identified access-related requirements, and reviewed the General Development Plan and AME documentation.
- Town Staff: Applied the Town's Zoning Ordinance requirements, required the TIA as part of the rezoning application, coordinated with VDOT, and facilitated the additional technical review of the submitted materials.

Based on the application requirements, documentation submitted, and coordination that occurred throughout the review process, Town staff maintains that the TIA satisfied the Town's mandatory submission requirement and was prepared using accepted professional engineering practices. No deficiency was identified by VDOT regarding the TIA, the TIA's routing assumptions or engineering methodology during its review.

Town staff's position is that the TIA was appropriately required, professionally prepared, reviewed through the applicable channels, and addressed the concerns identified during the application review process. The subsequent questions regarding alternative commercial traffic routing represent an opportunity for additional analysis, not evidence that the established review process was improperly conducted or that the submitted TIA was invalid.

Please let me know if you have any additional questions regarding these comments. I can be reached at lschauss@townofhaymarket.org.

Outlook

RE: Town of Haymarket -14600 Washington St Rezoning Follow Up

From Spencer, Erik (VDOT) <erik.spencer@vdot.virginia.gov>
Date Fri 11/20/2026 8:50 AM
To Lydia Schauss <lschauss@townofhaymarket.org>
Cc Katie McDaniel <kmcdaniel@townofhaymarket.org>; Emily Kyriazi <ekyriazi@townofhaymarket.org>

Overall, your summary is generally consistent with VDOT's review. However, I would note that VDOT recommended eliminating the existing one-way access on Washington Street due to its proximity to other existing entrances along Washington Street and the associated access management considerations. While removal of that access reduced the number of closely spaced connections, the proposed primary entrance on Washington Street, aligned with Greenhill Crossing, also did not meet the spacing requirements of VDOT's Access Management Regulations. As a result, an Access Management Exception (AME) was required for the proposed access. The proposed access to Bleight Drive was part of the applicant's original design and was not a recommendation made by VDOT.

With respect to the TIA, VDOT did not provide comments on the initial study submitted with the rezoning application. The traffic distribution and routing assumptions were prepared by the applicant's traffic engineer, and VDOT did not identify concerns with those assumptions or request modifications to the analysis.

The AME review was conducted separately from the rezoning and TIA review processes. VDOT also reviewed the General Development Plan and provided comments related to access management, roadway geometry, pedestrian accommodations, and other transportation design considerations.

VDOT |

Erik Spencer
Area Land Use Engineer, Prince William
Northern Virginia District
703-259-2948
erik.spencer@VDOT.Virginia.gov

Follow @vadotnova on Threads, Instagram, Reddit, X/Twitter, and Facebook!

From: Lydia Schauss <lschauss@townofhaymarket.org>
Sent: Wednesday, November 18, 2026 2:37 PM
To: Spencer, Erik (VDOT) <erik.spencer@vdot.virginia.gov>
Cc: Katie McDaniel <kmcdaniel@townofhaymarket.org>; Emily Kyriazi <ekyriazi@townofhaymarket.org>
Subject: Town of Haymarket -14600 Washington St Rezoning Follow Up

Hi Erik,

I know it has been some time since the Town last spoke with you regarding the Schoolhouse Commons Rezoning Application for 14600 Washington Street, Haymarket, VA. I wanted to provide an update and revisit a few items related to the application review process.

On Monday, November 2, Town Council voted to deny the rezoning application. Emily and I meeting with Council on Monday, November 30, to provide a final review of the application and discuss the process as part of an after-action discussion.

During the application's presentation and consideration by Town Council, much of the discussion and questioning centered on the Traffic Impact Analysis (TIA) prepared and submitted by Gorove Slade, particularly the existing and anticipated traffic conditions and the assumptions used to evaluate future traffic patterns.

As I understand the review process, following discussions between Town staff and Gorove Slade, the primary concerns identified by VDOT during the pre-scoping meeting involved the proposed closure of the existing one-way entrance/exit loop and the need to pursue an Access Management Exception (AME). In response, Gorove Slade revised the proposed circulation plan to include a two-way entrance/exit on Washington Street, aligned with Greenhill Crossing, as well as a two-way entrance/exit on Bleight Drive. As part of the AME process, the existing by-right commercial traffic was accounted for as entering and existing from Washington St.

The TIA and its associated routing assumptions were subsequently provided to VDOT for review, as requested by the Town. Although the project did not meet VDOT's threshold of 5,000 or more additional daily trips, which would otherwise trigger a VDOT-required TIA, the Town sought this additional review to provide further consideration of the anticipated traffic impacts. My understanding is that VDOT did not identify additional concerns with the TIA or the professional engineer's routing assumptions, aside from the AME requirement.

VDOT also reviewed the General Development Plan and AME, providing comments related to the proposed 100-foot right-turn lane, crosswalk, drive aisle widths, and level-of-service labels.

As we prepare for our final discussion with Council, I would appreciate your confirmation that the above accurately reflects VDOT's primary concerns and review comments, specifically that the only comment related directly to the TIA was the requirement to submit an AME. We want to ensure that we are accurately representing the review process, the feedback provided, and the coordination that took place throughout the application.

Thank you for your time and assistance. I appreciate your help in clarifying these items.

Thank you,

Lydia Schauss
Town Planner
Town of Haymarket
15000 Washington St, Ste 100 Haymarket, Va 20169
Office Phone: (703) 753 – 2600 ext. 208
lschauss@townofhaymarket.org

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

Memorandum

To: Mayor and Town Council

From: Kim Henry, Clerk of Council

Re: 2027 Town Council Meeting Schedule

Date: December 7, 2026

Background: I have attached the draft meeting schedule for 2027. Memorial Day falls on the date we would have a meeting. Our policy and procedures state that if a meeting falls on a holiday, then the meeting would be held the next day. Town Manager Emily Kyriazi would like to hold a Council retreat in January. She suggests either Saturday, January 9th or Saturday, January 23rd.

Tentative 2027 Town Council Meeting Schedule

Work Session	**Regular Monthly Meetings**
Monday, December 2026 - TBD	Monday, January 4, 2027 - *Organizational Meeting*
Saturday, January 9, 2027 retreat*	
Saturday, January 23, 2027 retreat*	
Monday, January 25, 2027	Monday, February 1, 2027
Monday, February 22, 2027	Monday, March 1, 2027
Monday, March 29, 2027	Monday, April 5, 2027 - possible public hearing RE tax rate
Monday, April 26, 2027	Monday, May 3, 2027 - possible public hearing FY28 budget
Monday, May 24, 2027 or June 1*	Monday, June 7, 2027 - adopt FY28 budget
Monday, June 28, 2027	**Tuesday, July 6, 2027 ****
Monday, July 26, 2027	Monday, August 2, 2027
Monday, August 30, 2027	**Tuesday, September 7, 2027 *****
Monday, September 27, 2027	Monday, October 4, 2027
Monday, October 25, 2027	Monday, November 1, 2027
Monday, November 29, 2027	Monday, December 6, 2027
Monday, December 27, 2027 TBD	

* Possible Dates for Council retreat in January

* Memorial Day this year is on the Monday, May 31st. Our policy and procedures state that when a holiday falls on a meeting day, the meeting will be scheduled for Tuesday after the holiday. However, the following day will take us into June. Does Council want to keep the work session on June 1 or to schedule it for the Monday prior to Memorial Day.

** Independence Day is on Sunday this year but will be observed on Monday, July 5th. Our policy and procedures state that when a holiday falls on a meeting day, the meeting will be scheduled for the Tuesday after the holiday. Tuesday, July 6th will be the scheduled meeting.

*** Labor Day is on Monday, September 6th. Our policy and procedures state that when a holiday falls on a meeting day, the meeting will be scheduled for the Tuesday after the holiday. Tuesday, September 7th will be the scheduled meeting.

- Christmas 2027 is on Saturday. The State is recognizing December 23, 2027 as a half day for Christmas Eve. They are observing Friday, December 24, 2027 for Christmas. Although, it doesn't effect meeting dates, the Council can determine if they would like to hold their Work Session on December 27th.