

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	7/30/2025	Applicant	<ul style="list-style-type: none"> -Construction and Town E&S inspections ongoing -FH revision approved 1/30
Jefferson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	7/30/2025	Applicant	<ul style="list-style-type: none"> -Construction and Town E&S inspections ongoing -VDOT revision approval by Town/VDOT 4/18 -Landscape inspection and report for bond release due 8/8
Park Sidewalk	Katie/Thomas	4/27/2021	7/25/2025	Groupe/Town	<ul style="list-style-type: none"> -Change orders approved -Deed coord w/ VDOT and ROW monument installation. ROW to be dedicated to Town rather than VDOT -Punchlist walk completed 4/23 -Closeout coordination meeting 7/23. Punchlist received 7/25.
Haymarket Town Center Final Site Plan	Katie/Thomas	9/8/2016	7/25/2025	Town/Cost Estimator	<ul style="list-style-type: none"> -Plans approved -DEQ requested VSMP registration statement. RDA provided. Town to submit -Coordinating cost estimate updates. Due early August
Robinson's Paradise	Katie/Thomas	1/4/2021	7/23/2025	Applicant/Town	<ul style="list-style-type: none"> -Landscape bond released -Sent Contractor E&S reports 5/5 -Site visit for resident flooding concerns 7/23
Karter School	Katie/Thomas	8/20/2020	7/15/2025	Applicant	<ul style="list-style-type: none"> -Plan revision submitted 12/15 -Comments provided 3/31 -Met with applicant
Iceplex	Katie/Thomas	10/4/2024	7/14/2025	Applicant	<ul style="list-style-type: none"> -Meeting 11/22 to coordinate ramp to second story on site plan revision -Plan revision requirement coordination meeting held 7/14 -no site plan required
Crossroads Village - Taco Bell	Katie/Thomas	1/6/2022	7/10/2025	Applicant	<ul style="list-style-type: none"> -Construction and Town E&S inspections ongoing -Landscape inspection and report for bond release completed 7/10

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Active Plans					
Chick-fil-A	Katie/Emily	11/16/2021	7/10/2025	Katie	<ul style="list-style-type: none"> -2nd submission SUP comments sent 5/23 -As-built comments provided 5/24 -Met with Applicant 6/12. Plan accepted for review 7/10. Comments due 8/22
Crossroads Village	Katie/Thomas	10/18/2018	7/1/2025	Katie	<ul style="list-style-type: none"> -As-built 3rd submission 4/18. Comments due 6/4 -Stockpile permit coordination -E&S and landscape bond release re-inspection completed. Report to be provided
EPA Stormwater Grant	Staff	12/4/2024	6/30/2025	Town/County	<ul style="list-style-type: none"> -Met with County+consultant 12/13 to discuss scope - will focus on known drainage issues in Town -Town to compile as-builts to provide to County's consultant for analysis -Re-kickoff meeting scheduled 7/2
QBE	Katie/Emily	1/20/2017	6/11/2025	Applicant	<ul style="list-style-type: none"> -Minor Site plan revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8 -Met with VDOT and Applicant on TIA scoping for rezoning
Bleight Residential Plan	Katie/Thomas	8/5/2022	5/14/2025	Applicant	<ul style="list-style-type: none"> -Review of sidewalk waiver request sent 12/5/23 -Resubmission approved 2/3 -Drive by site 5/14
Nova Haymarket Hotel	Katie/Thomas	11/17/2023	7/11/2024	Applicant	<ul style="list-style-type: none"> -Insert submission received 6/11. Approved 7/11
Highpointe at Haymarket	Emily/Thomas/ Katie	6/29/2023	9/26/2023	Applicant	<ul style="list-style-type: none"> -Provide review comments of plan -Meeting with Applicant

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Low Activity Open Plans					
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	5/1/2023	Applicant	-Landscape reinspection conducted 4/25/23. Report issued 5/1
Masonic Lodge/Tobaccology Parking Lot	Katie/Thomas	10/18/2022	2/17/2023	Applicant	-Applicant wishes to pave lot and install parking lot lights. Updates to site plan sheets required
MWCoG	Katie	2/14/2022	4/22/2022	Katie	-Katie to provide summary memo regarding MWCoG and rider clauses
Transform Power Yoga Site Plan	Katie/Emily	1/28/2021	8/23/2021	Applicant	-Resubmission received 6/21. Engineering comments provided 7/26 -Met with applicant to discuss comments 8/23/22
Morais - Aroma II	Katie/Emily	1/15/2019	9/25/2020	Applicant	-Plan approved 10/11/19. -Construction completed -Site inspection 5/22/20. -As builts submitted for review 7/9/20. -As built comments provided 7/28. Comment review call ~9/28
Zupan Property Preliminary Site Plan	Katie/Emily	2/25/2020	3/4/2020	Applicant	-Engineering review comments provided 3/4/20