

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
<b>Active Plans/Projects</b>					
Crossroads Village - Kiddie Academy	Katie/Emily	7/27/2022	12/30/2025	Applicant	-Construction and Town E&S inspections ongoing
Jefferson/Fayette Street Site Plan	Katie/Emily	10/5/2018	12/30/2025	Applicant	-Construction and Town E&S inspections ongoing -Landscape inspection and report for bond release sent 8/22. Coordinating bond release requirements between developer and homeowner -As-builts to be requested -Streetlights to be installed by developer
Schoolhouse Commons	Katie/Emily	6/11/2025	12/23/2025	Katie	-TIA scoping 6/11 -Follow up meeting with VDOT 8/13 + Town 9/24 -2nd Submission received 12/23
Crossroads Village - Hotel Preliminary Plan	Katie/Emily	11/10/2025	12/22/2025	Applicant	-First submission comments sent 12/22
Crossroads Village - Retail Preliminary Plan	Katie/Emily	11/10/2025	12/22/2025	Applicant	-First submission comments sent 12/22
Chick-fil-A SUP + Site Plan	Katie/Emily	11/16/2021	12/19/2025	Town/Applicant	-2nd submission plan amendment comments sent 11/24 -Coordinating adjacent plan number info
Park Sidewalk	Katie/Emily	4/27/2021	12/18/2025	Groupe/Town	-Change orders approved -Plat/deed recorded. Property corners set. -As-Builts in process -Final punchlist items completed
Meladon Self Storage	Katie/Emily	4/11/2025	12/17/2025	Applicant	-Preliminary plan 2nd submission comments sent 12/17
Lumina	Staff	11/29/2025	12/17/2025	Staff	-Met with applicant to discuss SWM facility in Conservation zone -Town comments due to PWC
EPA Stormwater Grant	Staff	12/4/2024	11/24/2025	Town/County	-Scope will focus on known drainage issues in Town -Re-kickoff meeting scheduled 7/2. Added Robinson Paradise to scope -Coordinated CVC plans to JMT
Park Pavilion and Restrooms	Emily	11/13/2025	11/24/2025	Town	-RFP Question coordination

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<b>Active Plans</b>					
Chick-fil-A As-Builts, Bonds and Closeout	Katie/Emily	7/3/2025	11/19/2025	Applicant	<ul style="list-style-type: none"> <li>-As-built conditional approval 12/15. Need SWM Maintenance agreement and outfall spreadsheet</li> <li>-Landscape bond to be kept active from original plan</li> </ul>
Chestnut Street Lots	Katie/Emily	9/19/2025	11/10/2025	Applicant	<ul style="list-style-type: none"> <li>-Site plan submitted 9/19</li> <li>-Comments sent 11/10</li> </ul>
Crossroads Village - Taco Bell	Katie/Emily	1/6/2022	11/6/2025	Katie	<ul style="list-style-type: none"> <li>-As-builts submitted 7/8.</li> <li>Comments provided 8/29</li> <li>-Landscape re-inspection report due early December</li> </ul>
Bleight Residential Plan	Katie/Emily	8/5/2022	11/4/2025	Applicant	<ul style="list-style-type: none"> <li>-Review of sidewalk waiver request sent 12/5/23</li> <li>-Resubmission approved 2/3</li> <li>-Coordination of status of deed/plat recordation and bonds with Applicant</li> </ul>
Crossroads Village	Katie/Emily	10/18/2018	11/4/2025	Applicant	<ul style="list-style-type: none"> <li>-Stockpile permit coordination</li> <li>-E&amp;S bond release inspection completed. Report provided 11/4</li> <li>-As-builts resubmitted 4/18. Ready for approval pending signed copy and recorded BMP maintenance agreement</li> </ul>
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	10/29/2025	Town	<ul style="list-style-type: none"> <li>-Plans approved</li> <li>-Town to submit registration statement</li> <li>-Cost estimate provided to Town 7/31. Turn lane cost breakout analysis completed 10/29</li> </ul>
Robinson's Paradise	Katie/Emily	1/4/2021	10/29/2025	Applicant/Town	<ul style="list-style-type: none"> <li>-Landscape bond released</li> <li>-Site visit for resident flooding concerns 7/23</li> <li>-Received geotech report 10/20</li> <li>-Waiting on as-built resub and need to provide feedback on SWM agreement and sort ownership of SWM facility before bond release</li> </ul>

Engineer's Report 11/26/25 through 12/30/25

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<b>Active Plans</b>					
Karter School	Katie/Emily	8/20/2020	10/23/2025	Applicant	<ul style="list-style-type: none"> <li>-Plan revision submitted 12/15.</li> <li>Comments provided 3/31</li> <li>-Met with applicant.</li> <li>-2nd submission comments sent to Applicant 10/23</li> </ul>
Robinson Village	Katie/Emily	8/13/2020	10/8/2025	Applicant	<ul style="list-style-type: none"> <li>-Performance Bond released</li> <li>-E&amp;S Bond released</li> <li>-Landscape bond release inspection report sent 10/8</li> </ul>
Iceplex	Katie/Emily	10/4/2024	7/14/2025	Applicant	<ul style="list-style-type: none"> <li>-Meeting 11/22 to coordinate ramp to second story on site plan revision</li> <li>-Plan revision requirement coordination meeting held 7/14 no site plan required</li> </ul>
QBE	Katie/Emily	1/20/2017	6/11/2025	Applicant	<ul style="list-style-type: none"> <li>-Minor Site plan revision revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8</li> <li>-Met with VDOT and Applicant on TIA scoping for rezoning</li> </ul>
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<b>Low Activity Open Plans</b>					
Masonic Lodge/Tobaccology Parking Lot	Katie/Emily	10/18/2022	2/17/2023	Applicant	<ul style="list-style-type: none"> <li>-Applicant wishes to pave lot and install parking lot lights. Updates to site plan sheets required</li> </ul>
MWCoG	Katie	2/14/2022	4/22/2022	Katie	<ul style="list-style-type: none"> <li>-Katie to provide summary memo regarding MWCoG and rider clauses</li> </ul>
Transform Power Yoga Site Plan	Katie/Emily	1/28/2021	8/23/2021	Applicant	<ul style="list-style-type: none"> <li>-Resubmission received 6/21.</li> <li>Engineering comments provided 7/26</li> <li>-Met with applicant to discuss comments 8/23/22</li> </ul>
Morais - Aroma II	Katie/Emily	1/15/2019	9/25/2020	Applicant	<ul style="list-style-type: none"> <li>-Plan approved 10/11/19.</li> <li>-Construction completed</li> <li>-Site inspection 5/22/20.</li> <li>-As built submitted for review 7/9/20.</li> <li>-As built comments provided 7/28. Comment review call ~9/28</li> </ul>
Zupan Property Preliminary Site Plan	Katie/Emily	2/25/2020	3/4/2020	Applicant	-Engineering review comments provided 3/4/20