

Town of Haymarket Town Manager Report and Tracking Log

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
Office of the Town Manager and Zoning Administrator						
Civic Plus: Meetings and Agendas	Kim Henry, Alexandra					The transition to the new CivicPlus system is completed. The file transfer is currently in progress by the CivicPlus team. Working to upload historic video recordings of the meetings
RFP for Sidewalk	Emily K/Thomas B					Construction continues at the Park Sidewalk project, next step is completing the asphalt work in the right away along Washington Street, installation of the street trees and signage. Work to be completed by mid November. Next progress meeting to be held on November 13th with Staff and Contractor. UPDATE 11/26/2024 Landscaping installed, Contractor will update Staff on delivery ETA of lights, benches, and other items.
Communications Plan	EK, Tracylynn, Matt Gallagher					Councilmember Gallagher is working on the Communications Draft and will meet with Staff for the next steps - working to schedule meeting with VM and Councilmember Gallagher the first week of November
GOGov App	Emily and Julia					Continuing to post information about the app through various media sites, at community events and in all informational print material. Working to pull latest numbers for the app downloads and accounts created
County Contact RE: Stormwater Assessment Program						Town submitted a letter of support for the Stormwater Assessment application, the County has reached out to determine if the Town is still able to meet the 20% match, TM is coordinating with the County UPDATE: Received email from County stating that the Grant Application has officially been submitted to the EPA. They had a delay on their end due to a form issue and County Attorney delay. They will reach out when the official approval has been given from the EPA. At that time we will hold a meeting to discuss next steps and timelines. UPDATE 10/31 Working to coordinate a meeting with the County to discuss next steps and notify the lead that I will be transitioning to maternity leave shortly and Roberto will be main Point of Contact
Comprehensive Zoning Inspection	Emily K/Thomas B					Town Planner will work on next phase of comprehensive zoning inspection - inspecting landscaping/dead trees/overgrowth. Violations submitted to PWC Neighborhood Services as well as Zoning Violation Letters sent. PWC working on 3 building complaints, 2 on Washington St and 1 in Longstreet Commons - ONGOING
Town Business Visits and Check-Ins	Emily K and Roberto					Trouvaille Brewery, Great Mane Brewery, Parrandos, Duck Donuts, Brusters, Luxe Nail Bar, Chick-fil-a, Hidden Julles, Haymarket Baptist Church, Battlefield Juijitsu, Cookies and Cream/Ghosted Concepts, Studio B Salon and Spa, A Pups Valley, School of Rock, CMC
Park Building	Emily					Reviewing single RFP that was submitting, following up with the Contractor to clarify questions and receive more information on the package submitted. RFP was discussed at the October 7th Meeting and the October 28th Meeting, both in Closed Session. The RFP will be on the agenda for November 4th discussion
Staff Meetings	Staff					Staff Meetings held weekly on Tuesday

Strategic Planning Discussion	Emily					Strategic Planning Retreat completed and draft will be sent out to the public first week of November.
Museum: Crossroads Arts Alliance	Emily/Tracylyn n					Everyone's Hometown Show has opened at the Museum
Security Door at Town Hall	Emily					Security door is fully functioning, need to develop an internal policy for Staff to follow, regarding the implementation of the security door
Youth In Government Preparations	Emily/Mary					Youth in Government Program in process, week of October 28th-November 4th
Town Park/Playground	Emily K.					Inspection completed, working with company to repair the large aeroglider - currently the glider is not moving as it should
Meeting with CXO	Emily K					Attended the first quarterly meeting with the PWC CXO, Chris Shorter, and the other Town Managers in PWC. Discussed County/Town relations, resources, met with Department heads. Requested several topics to be discussed at the January Meeting -- How to better share Economic Development resources with our businesses, what grant opportunities/assistance are available for the Towns, other shared resource opportunitites for the Towns
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					Revised draft in review by Town Manager and Chief of Police
Land Use Planning Department						
Town Center Site Plan	Emily K and Katie					Rinker Design Associates has resubmitted a second submission of the Town Center Site Plan following the change order for the test holes. The second submission is currently in review by the Town Staff and agencies. 2/2/2023 A second submission for the Town Centre plan has been submitted. The Town Planner and Engineer will review the plan and take comments from the Planning Commission at their February meeting. 8/2 Town Manager will bring Town Center Site Plan to August Work session to discuss the cost estimates. The SWPPP has been completed. 11/27 The SWPPP has been submitted to the Town. UPDATE 2/1/2024--11/26/2024 Town Staff and Town Council discussing prioritization of and financing of project.

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

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

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

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

Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan	Thomas					4/3/2023: Site Plan has been approved by the planning commission in February. All exterior applications approved by the ARB in March. The applicant will bring hard copies of the site plan to sign in the next week. 6/1/2023: Town Planner is reviewing past records prior to the signing of the site plan. 7/27/2023: Town Staff are waiting for bond submission by applicant. UPDATE 9/26/2023--11/26/2024 Town Staff working with applicant on landscaping bond agreement.
Jefferson/Fayette St Site Plan (6804 Fayette St)	Thomas					4/3/2023: The applicant has provided all necessary edits to the site plan. The Town Manager signed the site plan Friday March 17, 2023. 9/26/2023 The applicant has demolished the old structure on the site. Town Planner is coordinating with the applicant on a potential footprint revision of the site plan prior to bond submission. 10/16 Applicant's contractor still drafting potential revision. Grass planted on dirt field and silt fences installed to prevent E/S issues in the interim. 11/27-12/22 Town Staff still waiting for decision by applicant on potential revision. 2/1/2024 Developer submitted minor site plan revision for the two lots, currently under review by Town Staff. 2/28/2024 Engineer Approval has been given for minor footprint revision, Town Planner to coordinate approval and signing of revision. 3/26/2024 Site Plan Revision to be signed in the next week 4/30/2024 revised site plan is signed, site/subdivision, E/S, and landscaping bonds accepted. Town Planner is scheduling the pre-construction meeting for these two single family lots with the applicant. 6/26/2024 Town Staff met with site superintendent at pre-constructon meeting, groundbreaking to begin in the next month. UPDATE 7/30-11/26 Site work continues, estimated completion date tbd
14750 Jordan Lane	Thomas					4/3/2023: The Town Engineer has sent comments on the 1st submission for the site plan. The Town Planner and Town Engineer are currently waiting for the 2nd submission to review. 6/1/2023: Applicant and Town will sign a stormwater management agreement, then sign off on the plan. 7/27/2023: SWM agreement included in final submission, Town Manager has signed the approved grading plan. 9/26 Grading to begin soon and E/S inspections will be performed. 10/16 Permitting still pending at County Level UPDATE 11/27/2023--2/1/2024 Applicant has begun grading, E/S inspections are being performed on lot. 2/28/2024--3/26/2024 E/S inspections continue for grading of lot UPDATE 4/30/2024-10/1/2024 Grading continues, installation of new siding approved by the ARB in the April 10th Meeting. 11/26/2024 All site improvements complete, E/S inspections complete, project closed out by Town Staff
Town Clerk						
Board/Committee Updates	Kim					Planning Commission will have a public hearing at their December meeting. They have a Special Use Permit application to have a religious assembly at the QBE property.
Agendas/Minutes	Kim					2025 Town Council Meeting Schedule has been added to the website. I am still cleaning up the historic files for easier access.

Directives	Kim					Thomas and I have been working on the Land File room. We will have the room done and all unnecessary documents have been reported to the Library of Virginia for shredding approval. I have also been working on a company desktop that will have all forms and information in an easily accessible document. My target date is December 31 to be completed.
Maintenance						
Tenant Buildings	No issues to report at this time.					
Museum	Moved one display case out of Museum to the park house per request of the CAA.					
Benches	Five benches remain to be refurbished. Four on Washing ton across from town park and one for the front of Town Hall.					
Events: Haymarket Day/Holiday event	Currently working on holiday setup.					
Streetscape	Tractor trailor ran over lightpole in front of hotel on Jefferson / Washington stree. Only top flower cap and globe were not damaged. Truck broke the base alomost in half and bent out concrete bolts. Replacement pole coming soon.					
Staff						
Farmers Market	Julia					The last Sunday of the Farmers Market took place on November 10th. Each weekend of the market seemed to have a good crowd. I sent out a Farmers Market survey on November 11th to all of the vendors, including full-time, part-time, and drop-in vendors. 21 vendors filled out the survey. A majority of the vendors that filled out the survey were in fan of the three markets that were closed and enjoyed the live music. 100% of the vendors that filled out the survey said they are planning on applying for the 2025 season. Applications for the 2025 farmers market season will be available at the beginning of February.
Summer Concert 8/17	Julia					I am working on updating the Summer Concert application for 2025. I will begin reaching out to bands at the beginning of the year.

Holiday & Christmas Event 12/14	Julia					Vendors have been finalized for the Holiday & Christmas Bazaar. We have 38 craft vendors, 2 food vendors, 3 novelty vendors, and 5 vendors offering free crafts for kids. All preschools, carolers, and performers have been confirmed. I am working on creating goodie bags for Santa to pass out to children. I have started working on the backdrop for the Santa photos and will continue to do so. Santa suit and Mrs. Claus outfit have been ordered and will be delivered by Nov. 29th. 4Rs Preschool, St. Michaels, and Haymarket Baptist will be coming the week of Dec 2nd to decorate the trees in the front lawn. The graphic designer is currently working on getting the vendor signs printed. The town will be providing 100 smores kits and I am working on getting those ordered. The Santa mailbox has been placed outside and I am working on sending responses to the children.
Haymarket Day 10/19	Julia					Haymarket Day was a great success. I received positive feedback from vendors, performers, and guests. A Haymarket defried has been held and I am taking notes to make next year even better. I am currently updating the Haymarket Day application. All event dates will be updated on the Town website by the end of December. I am in contact with PWC Tourism who is currently running a report to get an estimate of how many people were in attendance. The town tent did great at Haymarket Day and I have since placed a reorder of Haymarket Hoodies. I will start reaching out to bands and potential sponsors at the beginning of January.
Social Media/Website/GoGov	Emily/Alexandra/Julia					Respond to messages and comments on Facebook. Post/Re-share business updates and happenings on social. Town notifications have continued to go out on Facebook & GoGov for events, meetings, public notices, and park sidewalk updates. GoGov app was promoted during Haymarket Day and the Farmers Market. As of 10/22 we had 400 GoGov downloads. Our Nutcracker Scavenger Hunt is now available and will continue to be advertised on Social Media. The draft of the Strategic Plan has been advertised on GoGov, Instagram, and Facebook. I created a survey for residents to easily submit their feedback and have received a few responses. I will continue to advertise the strategic plan.
Newsletter	Emily/Alex					Begin 2025 Q1 draft
Real Estate Tax	Roberto/Alex					Real Estate taxes were mailed 10/4. Currently processing payments and responding to inquiries from residents and/or financial institutions.
Administrative	Alexandra					Daily Mail Check; enter all invoices into QB; process and prepare payments for finance meetings; keep track of late invoices/fees and payment processing for events and zoning applications. Record Square transactions; Process/track tenant and meals tax payments; process purchase orders; maintain business spreadsheets; file invoices;
Office Misc.:	Alexandra					Communicate questions and concerns from residents to American; Final late BPOL letters before legal action; ARB Nov. Agenda/Meeting; Prepare for/Attend Business Roundtable Meeting; Assist with Christmas prep;

New/Old Business Updates

New Businesses

Little Adventure Home Daycare- In-Home business on Alexandra's Keep Lane
NEW Mobile Food Establishments-Flynn's Wood Fired Pizza and Bite Me Foodie