

## Town of Haymarket Town Manager Report and Tracking Log

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
<b>Office of the Town Manager and Zoning Administrator</b>						
Civic Plus: Meetings and Agendas	Kim Henry, Alexandra					The transition to the new CivicPlus system is completed. The file transfer is currently in progress by the CivicPlus team.
RFP for Sidewalk	Emily K/Thomas B					Pre Construction Meeting to be held August 19th, Construction to begin August 26th
Communications Plan	EK, Tracylynn, Matt Gallagher					Will set meeting date with Vice Mayor and Councilmember Gallagher to discuss the Communications Plan and determine next steps
GOGov App	Emily and Julia					App is finalized and live for the community to download, will begin social media campaign to introduce the app to the community, 219 downloads of the app so far since launch
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 8/1 County Awaiting approval of the application

DEQ: CBPA Audit and Follow-Up Requirements	Emily K/Thomas B					<p>Held meeting with DEQ Rep Daniel Moore to follow up on the CBPA Audit the Town had in 2020 and the action items that resulted from the audit. Working with Mr. Moore to address the issues and complete all action items in coordination with the County UPDATE: 8/30/2022 Continue to work with the County on assistance with the outstanding CBPA issues, updating Mr. Moore on action taken, 9/29/2022 Public Hearing for ZTA scheduled 10/17 for Planning Commission 11/1/2022 Working with Thomas Britt, Town Planner to do a hand over of the CBPA Action Items, requesting a meeting with Daniel Moore to discuss the remaining items and introduce Thomas to Daniel. Updates will be given as we continue to work through the remaining items 11/30/2022 Town Planner has coordinated with Daniel Moore on action items, ZTA amendment to have public hearing Monday 5th of December. Process for completing the septic system item on hold, all other items proceeding smoothly. 4/5/2023: The Town Planner will submit two maps and a comprehensive plan narrative to the Planning Commission in the April PC meeting to fulfill two CBPA requirements. 6/1/2023: The Town Planner continues to work with Daniel Moore on fulfilling CBPA Items 7/27/2023: All outstanding items to be resolved by August 21, 2023. 9/26/2023: Town Staff finalizing ZTA resolution with DEQ, then all items fulfilled. 10/30/2023: Town Planner to present CBPA items to Town Council for work session. 11/27/2023 Public Hearing to be held for outstanding CBPA items in the December 4th TC meeting 12/22/2023 Resolutions presented to TC passed unanimously. UPDATE 2/1/2024--2/28/2024 Town Planner will present all resolution and council minutes to DEQ Coordinator to confirm all outstanding items are resolved. 3/26/2024-4/30/2024 Final ZTA for CBPA presented to Planning Commission, public hearing for ZTA in the May 20 PC meeting. 6/26/2024 Final ZTA to be brought to Town Council for review and recommendaiton for public hearing. UPDATE 7/30 public hearing held for ZTA, amendment to be voted on by TC in August 5th meeting</p>
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
Town Business Visits and Check-Ins	Emily K and Roberto					Business Roundtable, 18 businesses in attendance
Park Building	Emily					August 12th Demolition RFP is due to the Town. Will update Council on the number of bids received and next steps
Staff Meetings	Staff					Staff Meetings held weekly on Tuesday
Strategic Planning Discussion	Emily					<p>Discussed Strategic Planning with the Town Council at the January 29th Work Session. Outlined the top priorities that each Council had at this time, identified patterns in the priorities and selected the top three. The priorities identified are Town Park, Public Parking and Town Center Exterior. Expanding notes and timeline objectives for the top three identified priorities as well as other priorities, discussing Park Elements - working through notes and follow up on action items. Interviewing two consultants to discuss options for assisting the Town in developing a full Strategic Plan</p>

Museum: Crossroads Arts Alliance	Emily/Tracylyn n					Met with Kerry Molina and Nancy Clark, discussed scheduling and upcoming events
Security Door at Town Hall	Emily					Security Door installed, awaiting security feature installs -- Signed contract with Force Security for the interior vestibule door security to be added
Historic Walking Brochure	Emily/Morgan					Working with an unpaid intern to research the Town's historic buildings and local history to revamp our Town's Walking Tour Brochure. Draft brochure to be submitted to the Town in August with print occurring in September
Youth In Government Preparations	Emily/Mary					Started discussions with Mary and Staff for the fall Youth in Government program
Town Park/Playground	Emily K.					Inspection completed, working with company to repair the large aeroglider - currently the glider is not moving as it should
Personnel Manual Meeting	Emily/Roberto/ Chief/Chris M					Received the draft for review the week of 7-29, will be reviewing draft and following up with Attorney mid August
<b>Land Use Planning Department</b>						
Town Center Site Plan	Emily K and Katie					Rinker Design Associates has resubmitted a second submission of the Town Center Site Plan following the change order for the test holes. The second submission is currently in review by the Town Staff and agencies. 2/2/2023 A second submission for the Town Centre plan has been submitted. The Town Planner and Engineer will review the plan and take comments from the Planning Commission at their February meeting. 8/2 Town Manager will bring Town Center Site Plan to August Work session to discuss the cost estimates. The SWPPP has been completed. 11/27 The SWPPP has been submitted to the Town. UPDATE 2/1/2024--7/30/2024 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 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 UPDATE 6/26-7/30 Lots 1, 8, 9, 11, 12, 17, and 18 given zoning release for occupancy, construction of remaining lots continues.</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 UPDATE 6/26-7/30 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</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. UPDATE 7/27/2023: Landscaping inspection and other outstanding items for CVC are almost complete, Town Planner to perform final inspection in the next two weeks. Additionally, Town Planner and Engineer are reviewing As Builts for property. 9/26 As built and landscaping bond review continue. 10/30/2023: The landscaping bond will be given 30% release. 11/27 30% release given for the landscaping bond. UPDATE 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</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. UPDATE 7/30/2024 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.</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. UPDATE 7/30/2024 Ground has been broken, site work continues, estimated completion date for site work is January 2025</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 UPDATE 7/30/2024 site work continues, estimated completion for site work is September 2024, with opening of facilities in November 2024</p>
Pulte Townhomes at CVC	Thomas					<p>4/3/2023: Townhomes will be given construction release 5 homes at a time. Model homes are the only current structures built out. The Town Planner will give construction release and perform zoning inspections as needed. Proffers have not been submitted yet for any of the Townhouses, submission will occur when each unit receives occupancy from the County. 4/24/2023: Zoning release given to the 7 model homes, Pulte will obtain occupancy from PWC. The Town Planner will follow up on the proffers for these lots. Construction permits are given as requested. 8/5/2023 The Town Planner has given zoning release for 10 lots to receive occupancy from PWC 9/26 The Town Planner has given construction release for 43 lots and zoning release for occupancy for 17 lots. 10/16 Town Planner has given construction release for 9 more lots. 11/27, Town Planner has given zoning release for occupancy for 10 more lots, and construction release for another 10 lots. 12/22/2023 Town Received the proffer checks for the latest 10 lots. 2/1/2024 Town Staff expecting Pulte to request zoning inspection of next set of lots within the next six weeks. 2/28/2024--4/30/2024 Town Planner has given zoning release for occupancy for 8 more lots, and proffers have been collected for those 8 lots. The final 10 lots should be ready for inspection in late May. UPDATE 6/26/2024-7/30/2024 Town Planner has given all townhomes zoning release for occupancy, all proffers collected.</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 6/26/2024-7/30/2024 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.</p>
Masonic Charitable Foundation/Tobaccology Parking Lot Paving Plan	Thomas					<p>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--7/30/2024 Town Staff are still waiting on applicant to submit bond agreement.</p>
Jefferson/Fayette St Site Plan (6804 Fayette St)	Thomas					<p>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 7/30/2024 Site work continues, estimated completion date tbd</p>

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 4/30/2024-7/30/2024 Grading continues, installation of new siding approved by the ARB in the April 10th Meeting.
<b>Town Clerk</b>						
Board/Committee Updates	Kim					Justin Baker was sworn in to the Planning Commission at their July meeting. The PC changed their meeting day to the second Tuesday of the month effective August 13.
Agendas/Minutes	Kim					All recorded meetings and agendas have been saved to a file for the switch over. All minutes up to end of June have been signed and recorded on the website. I am working with Civic Plus converting historic files from Granicus to their site, including agendas and minutes.
Directives	Kim					I hope everyone has had a chance to look at our new platform on live streaming. We are live streaming on YouTube. We are still working on some minor hiccups with Civic Plus on making it as user friendly as possible. I will be attending the Virginia Association of Government Archives and Records Administrators Conference in October. I look forward to updated record retentions, FOIA and collecting ideas moving from paper to digital in storing records.
<b>Maintenance</b>						
Tenant Buildings	Cupcake Heaven outdoor A/C units were low on freon, Indoor unit was struggling to keep up with the heatwave. Both units are now working properly but HVAC Technician noted those units are residential and not commercial units designed to keep up with a restaurant environment. Town Hall A/C unit was down, technician replaced part on outside unit and is working properly. Attic unit and ducting at Town Hall installed incorrectly per technician. Ducting barely moves any cool air to offices on east side of building above police side entrance. Technician working on plan to move ducting in attic this fall. Currently working on estimates to repair/replace deck on Copper Cricket, the deck was installed in 2010 when HPD moved in. Ramp boards are starting to rot out causing screws to rust and pop out.					
Museum	All loose boards on museum ramp have been secured, looking into replacing all boards on ramp and applying second coat of stain to deck floor only. Premier Landscaping was out to clean up and trim flower beds.					
Light Poles	All yellowed light pole globes have been replaced except the one by McDonald's. There are multiple bulbs that are out or blinking, those will be addressed when swapping out banners as needed. Numbering system is still in progress (slowly). The light poles that are out by CVS will be addressed this next month.					
Events: Holiday Cleanup/Farmers Market Prep	Cleaning and organizing of event equipment has started. Currently working on event set up scheduling.					
Other	Still waiting for Verizon to come back out and fix the mess their technician left at the museum, the cut wires left on the ground, the loose wires and box on the wall, and he drilled into the side of the museum to run another line in instead of using one of the current holes to run cable. I am in constant correspondence with Scott Tyler (damage control at Verizon) to make sure all these issues in town get resolved.					



Staff						
Farmers Market	Julia					We've had a successful 12 weekends of the market and have continued to receive positive feedback from vendors and town members. The market looks to be getting busier each weekend. We have two new drop in vendors and a few new applications have been submitted. Live music is booked for every Sunday. I have been posting 2-3 vendor spotlights on Instagram and Facebook each Sunday.
Summer Concert 8/17	Julia					The theme is Boots, Brews, & BBQs. All bands/musical acts have been confirmed. Vendors including Bruster's, Nothing Bundt Cakes, Flynn's Wood Fired Pizza, Smokin' Shawn's BBQ, and Sweet Cups have submitted their applications and payments. Barking Rose will be the brewery serving alcohol at the concert. Decorations and party favors have been ordered and delivered. Balloon arch is confirmed and will be a brown and tan theme. Potter's Potties, show mobile, and sound contract have been ordered and confirmed. Vendor maps will be sent to all vendors by the end of this week.
Holiday & Christmas Event 12/14	Julia					The contract for the show mobile and picnic tables has been signed. Potter's Potties has been ordered and contract has been signed. Sound contract has been signed. Nutcracker sponsorships were announced at the Business Round Table and applications were given out. We are now discussing the lighting for candy cane lane.
Haymarket Day 10/19	Julia					Haymarket Day applications were sent out to previous vendors on May 20th and became available to the public on June 3rd. We currently have 238 vendors and 29 parade participants signed up. Updated alcohol applications were sent out and we have 1 brewery that has signed up. We are expecting 2 other breweries to sign up shortly. All bands have been booked and contacted to confirm. We are finalizing numbers for Haymarket Day to see how many spaces are still available.
Social Media/Website/GoGov	Emily/Alexandra/Julia					Respond to messages and comments on Facebook. Post/Re-share business updates and happenings on social. Currently advertising for the Summer Concert. A Facebook event has been created for the Summer Concert. Gogov app was launched and notifications for events, meetings, and public notices have been going out. 21 users have created a MyHaymarket account, I have contacted GoGov for the total download count, we are currently at 219 downloads. I attended a Social Media and multi-channel communications training hosted by VRSA on zoom. Scavenger Hunt was advertised on social media and received great feedback. We have handed out over 135 scavenger hunt passports.
Newsletter	Emily/Alex					3rd Quarter Newsletter was mailed to all residents 7/1. Posted newsletter on Town Boards and to website. Begin preparing Q4 newsletter.
Real Estate Tax	Roberto/Alexandra					Continue to review outstanding invoices and mail; Respond to RE delinquency requests from financial institutions and land owners.
Administrative	Alexandra					Daily Mail Check; Enter all invoices into QB; Process & prepare payments for weekly finance meetings; Keep track of late invoices/fees, and payment processing for events & zoning applications. Process/track tenant payments & meals tax payments; Process purchase orders; Maintain business spreadsheets; File June & July invoices;
Office Misc.:	Alexandra					Cont. trash transitions/concerns-update website with new information; Continue processing incoming event applications; Update In-Town Businesses brochure; BPOL organization; Research Military Banner Program, prepare options; Youth in Gov. Meeting; Prepare Business Roundtable Agenda and communications;
<b>New/Old Business Updates</b>						

New Businesses

**Skyline Financial**- New Business at 6611 Jefferson St.

**Duck Donuts**- opening mid-August; date TBD.

Several new counselor/therapists at 6611 Jefferson St. currently being processed