		Date Task	Last worked		
Task	Assigned To	Started	on	Action Needed By	Comments
Active Plans/Projects					
Crossroads Village	Katie/Thomas	10/18/2018	7/30/2024	Katie	-Construction and Town E&S inspections ongoing -As-builts 2nd submission 6/10. Comments due 7/22. Katie to provide ASAP -Landscape inspection and bond coordination
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	7/25/2024	Applicant	-PC approved FSP 8/14/23 -I-66 buffer coordination approval 10/11 -Preconstruction/inspection kickoff meeting 6/27 -Construction and Town E&S inspections ongoing
Jeffreson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	7/25/2024	Applicant	-Revision submitted 1/24 -Approved 2/22 -Bond coordination 4/30 -Preconstruction meeting held 5/10 -Construction and Town E&S inspections ongoing
14750 Jordan Lane Site Plan	Katie/Thomas	2/6/2023	7/25/2024	Applicant	-Construction and Town E&S inspections ongoing
Robinson's Paradise	Katie/Thomas	1/4/2021	7/25/2024	Applicant	-Construction and Town E&S inspections ongoing -Lot 1 yard requirement coordination 4/16
Lifetime Smiles Site Plan	Katie/Thomas	4/10/2023	7/25/2024	Applicant	-Construction and Town E&S inspections ongoing -Sidewalk addition coordination
Nova Haymarket Hotel	Katie/Thomas	11/17/2023	7/11/2024	Applicant	-Insert submission received 6/11. Approved 7/11
Chick-fil-A	Katie/Emily	11/16/2021	7/11/2024	Katie	-Town to confirm bond status for release coordination -2nd submission SP received 7/29. Comments due 9/12 -2nd submission SUP comments sent 5/23 -As-built comments provided 5/24 -SWM Agreement provided

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Active Plans					
Park Sidewalk	Katie/Thomas	4/27/2021	7/18/2024	Town/Contractor	-100% Plans approved by PC -Notice of Award letter drafted 4/17 -Park design memo sent 4/24 -Plan approved. Construction NTP 8/26 -Deed needed ASAP for recordation of plat
Crossroads Village - Taco Bell	Katie/Thomas	1/6/2022	6/27/2024	Applicant	-Construction and Town E&S inspections ongoing -Landscape inspection and bond coordination
Robinson Village	Katie/Thomas	8/13/2020	6/26/2024	Applicant	-Construction and Town E&S inspections ongoing -Pavement design submission expected -As-Built inserts provided 3/4/24. Conditional approval 4/11. Coordinating turn/bike lane ponding issue. Onsite meeting 6/13
Bleight Residential Plan	Katie/Thomas	8/5/2022	6/20/2024	Katie/Applicant	-Hard copy of final site plan submitted 3/1. Comments provided 4/12/23 -Coordination of VDOT concerns with Town -Review of sidewalk waiver request sent 12/5 -Resubmission Review comments due 8/2
Highpointe at Haymarket	Emily/Thomas/ Katie	6/29/2023	9/26/2023	Applicant/Katie	-Provide review comments of plan -Meeting with Applicant
Haymarket Town Center Final Site Plan	Katie/Thomas	9/8/2016	8/23/2023	Town/Katie	-Test pit change order approved -Plans approved -DEQ requested VSMP registration statement. RDA provided. Town to submit -Katie to update estimate

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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		
QBE	Katie/Emily	1/20/2017	12/14/2022	Applicant	-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 - Potential development discussion conference call w/ The Land Lawyers		
MWCoG	Katie	2/14/2022	4/22/2022	Katie	-Stacey Juran and Katie to provide summary memo regarding MWCoG and rider clauses		
Karter School	Katie/Emily	8/20/2020	11/3/2021	Applicant	-Received inserts and recommend for approval 11/3. Bonds to be posted		
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 10/11/19Construction completed -Site inspection 5/22/20As builts submitted for review 7/9/20As 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		