

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						<p>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. 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</p> <p>UPDATE 12/30/2024 Town Planner, Acting Town Manager, and Town Engineer met with PWC Officials and JMT (third party surveyor) on December 13, 2024 to discuss project goals and timelines. Goals for this project were narrowed down to focus surveying cost on three problem areas: 1. An existing channel between Fayette and Jefferson Street just South of Washington Street, 2. A historic water collection point between the Crossroads Village Center Development and the older single family homes on the north side of Fayette Street, and 3. A channel behind Haymarket Baptist Church that leads to I-66. The Town also requested JMT to provide a projected cost estimate of the magnitude of other stormwater issues in the Town that would require future funding to survey. All other locations in Town not considered for surveying will be covered by As-Built information from projects, which the Town Planner will provide to JMT. The deadline for final deliverables is December 2025; follow up will be as needed, with PWC reporting status every 3 months OR until assessment report is complete. The first target to be met by March 2025 will be as-built information to be submitted to JMT, and the full survey of the problem areas completed by April 2025.</p>
Comprehensive Zoning Inspection	Emily K/Thomas B					<p>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</p>
Town Business Visits and Check-Ins	Emily K and Roberto					<p>Trouvaille Brewery, Great Mane Brewery, Parrandos, Duck Donuts, Brusters, Luxe Nail Bar, Chick-fil-a, Hidden Jules, Haymarket Baptist Church, Battlefield Juijitsu, Cookies and Cream/Ghosted Concepts, Studio B Salon and Spa, A Pups Valley, School of Rock, CMC</p>
Park Building	Emily					<p>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</p>
Staff Meetings	Staff					<p>Staff Meetings held weekly on Tuesday</p>
Strategic Planning Discussion	Emily					<p>Strategic Planning Retreat completed and draft will be sent out to the public first week of November.</p>
Museum: Crossroads Arts Alliance	Emily/Tracylyn					<p>Everyone's Hometown Show has opened at the Museum</p>

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 opportunities 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--12/30/2024 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 7/30/2024-12/30/2024 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 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 10/31/2024-12/30/2024 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 builts 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-Builts 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. 10/1/2024-11/26/2024 Site Improvements bond released, E/S measures still being reinforced prior to bond release. UPDATE 12/27/2024 E/S Bond Release Approved on December 13th 2024</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.</p> <p>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 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. 12/22/2023--4/30/2024 none 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. 8/27/2024-12/30/2024 90% of the Landscaping Bond released to Meladon with 10% held in escrow, Town Staff have discussed next steps for site/subdivision bond release. Bond release will coincide with Approval of As Built Submissions</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. 10/31/2024--11/26/2024 Drive through features are being installed, will give full zoning release when installed. UPDATE 12/30/2024 Drive through approval finalized by PWC, Taco Bell Drive Through is now open. Full Zoning Release given for the site.</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--12/30/2024 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 singage installation and ARB approved applicaiton on October 16th. UPDATE 11/26/2024--12/30/2024 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. UPDATE 12/30/2024 Architectural submission brought to ARB in December and approved with conditons, Town Planner working with applicant to ensure conditions are met prior to issuing zoning approval.</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--12/30/2024 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 7/30-12/30 Site work continues, estimated completion date tbd
Town Clerk						
Board/Committee Updates	Kim					We have a candidate for the Planning Commission vacancy and the BZA vacancy. All 2025 meetings have been added to the website.
Agendas/Minutes	Kim					All approved minutes are current on the website.
Directives	Kim					I have sent the required letters and documents to the insurance company to have the damaged lightpole replaced.
Maintenance						
Tenant Buildings	Cupcake Heaven: Basement cellar flooded 8". Found discharge end lightly frozen up at drainage ditch. Unclogged ice, cellar is dry. Copper Cricket: Both exterior wall sconces and flood light INOP, replaced all three. Town Hall NOTE: exterior flood light in parking lot on west side INOP as well as both flood lights on the back of Cupcake Heaven, those may be replaced this spring.					
Museum	All exterior GFCI outlets need to be replaced due to age, one outlet INOP. All exterior GFCI outlets need to be replaced with "weather resistant" outlets.					
Benches	Remaining five benches to refurbish is on hold. No power to garage at this time.					

Events: Haymarket Day/Holiday event	Holiday breakdown in progress, will be having multiple meetings discussing permanent future set ups.					
Streetscape	Will be replacing the broken light pole at the intersection of Washington st and Jefferson this month.					
Staff						
Farmers Market	Julia					The last Sunday of the Farmers Market took place on November 10th. 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 favor 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. I am currently working on a schedule for the 2025 season and starting to reach out to musicians to book each Sunday of the market season.
Summer Concert 8/17	Julia					The application has been updated for the 2025 Summer Concert. I am currently researching bands to book for the concert.
Holiday & Christmas Event 12/14	Julia					The Holiday & Christmas Bazaar was a success. We received positive feedback from vendors, residents, and performers. Vendors liked the added lights in the tents and the larger signage on their tents. We continued to promote the GoGov app at the Town Hall tent during the event. Santa's mailbox was taken down after the event and we sent a total of 130 letters back to kids.
Haymarket Day 10/19	Julia					Haymarket Day was a great success. The Haymarket Day application was updated for 2025. I am currently updating event dates on the website. The town tent did great at Haymarket Day and all pre-ordered hoodies have been filled. 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 continue to go out on Facebook & GoGov for events, meetings, public notices, and park sidewalk updates. GoGov app was promoted during Haymarket Day, Farmers Market, Summer Concert, and the holiday bazaar. As of 10/22 we had 400 GoGov downloads. We received positive feedback on the Nutcracker Scavenger Hunt and a total of 45 families have completed the hunt.
Newsletter	Emily/Alex					Q1 2025 Newsletter draft in progress; Goal to be mailed to residents by 1/10- a bit delayed due to illness and holiday schedule.
Real Estate Tax	Roberto/Alex					Real Estate taxes were due 12/5. Processed all payments; Responded to inquiries from residents and/or financial institutions. Added late fees to all open invoices;

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; ARB Dec. Agenda/Meeting; Prepare & Assist with Holiday event setup/breakdown;
New/Old Business Updates						
New Businesses						

