

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
<b>Active Plans/Projects</b>					
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	8/26/2025	Applicant	-Construction and Town E&S inspections ongoing -FH revision approved 1/30
Jefferson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	8/26/2025	Applicant	-Construction and Town E&S inspections ongoing -Landscape inspection and report for bond release sent 8/22
EPA Stormwater Grant	Staff	12/4/2024	8/26/2025	Town/County	-Met with County+consultant 12/13 to discuss scope - will focus on known drainage issues in Town -Town to compile as-builts to provide to County's consultant for analysis -Re-kickoff meeting scheduled 7/2. Added Robinson Paradise to scope
Chick-fil-A	Katie/Emily	11/16/2021	8/25/2025	Applicant	-As-built comments provided 5/24 -1st submission plan amendment comments sent 8/25
Crossroads Village - Taco Bell	Katie/Thomas	1/6/2022	8/22/2025	Katie	-Landscape inspection and report for bond release completed 7/10 -Reinspection scheduled 9/12 -As-builts submitted 7/8. Comments due ASAP
Robinson's Paradise	Katie/Thomas	1/4/2021	8/14/2025	Applicant/Town	-Landscape bond released -Site visit for resident flooding concerns 7/23 -Requested geotech report 8/14
Karter School	Katie/Thomas	8/20/2020	8/4/2025	Applicant	-Plan revision submitted 12/15 -Comments provided 3/31 -Met with applicant -Provided applicant deadline for September PC hearing date
Haymarket Town Center Final Site Plan	Katie/Thomas	9/8/2016	7/31/2025	Town	-Plans approved -DEQ requested VSMP registration statement. RDA provided. Town to submit -Cost estimate provided to Town 7/31

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<b>Active Plans</b>					
Park Sidewalk	Katie/Thomas	4/27/2021	7/30/2025	Groupe/Town	-Change orders approved -Deed coord w/ VDOT and ROW monument installation. ROW to be dedicated to Town rather than VDOT -Closeout coordination meeting 7/23. Punchlist received 7/25. -Punchlist work completed. Site to be re-walked. Storm drain
Iceplex	Katie/Thomas	10/4/2024	7/14/2025	Applicant	-Meeting 11/22 to coordinate ramp to second story on site plan revision -Plan revision requirement coordination meeting held 7/14 - no site plan required
Crossroads Village	Katie/Thomas	10/18/2018	7/1/2025	Katie	-As-builts 3rd submission 4/18. Comments due 6/4 -Stockpile permit coordination -E&S and landscape bond release re-inspection completed. Report to be provided
QBE	Katie/Emily	1/20/2017	6/11/2025	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 -Met with VDOT and Applicant on TIA scoping for rezoning
Bleight Residential Plan	Katie/Thomas	8/5/2022	5/14/2025	Applicant	-Review of sidewalk waiver request sent 12/5/23 -Resubmission approved 2/3 -Drive by site 5/14
Nova Haymarket Hotel	Katie/Thomas	11/17/2023	7/11/2024	Applicant	-Insert submission received 6/11. Approved 7/11
Highpointe at Haymarket	Emily/Thomas/Katie	6/29/2023	9/26/2023	Applicant	-Provide review comments of plan -Meeting with Applicant

Engineer's Report 7/31/25 through 8/28/25

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<b>Low Activity Open Plans</b>					
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
MWCoG	Katie	2/14/2022	4/22/2022	Katie	-Katie to provide summary memo regarding MWCoG and rider clauses
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 10/11/19. -Construction completed -Site inspection 5/22/20. -As built submitted for review 7/9/20. -As 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