

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
EPA Stormwater Grant	Staff	12/4/2024	1/27/2026	Town/County	<ul style="list-style-type: none"> -Scope will focus on known drainage issues in Town. Added Robinson Paradise to scope -Coordinated CVC plans to JMT -Coordinating drive access to research JBIII office plans -Scheduling meeting for 1st week of Feb
Karter School	Katie/Emily	8/20/2020	1/23/2026	Applicant/Town	<ul style="list-style-type: none"> -2nd submission comments sent to Applicant 10/23 -E&S review approval letter requested by Applicant for DEQ
Schoolhouse Commons	Katie/Emily	6/11/2025	1/22/2026	Katie	<ul style="list-style-type: none"> -2nd Submission received 12/23. Comments due ASAP -Public hearing 1/20 -Follow up meeting with Applicant 1/28
Crossroads Village	Katie/Emily	10/18/2018	1/22/2026	Emily	<ul style="list-style-type: none"> -Stockpile permit coordination -E&S bond release inspection completed. Report provided 11/4 -As-builts approved. Emily to sign. J2 to provide pdf copy of Town signed plans
Crossroads Village - Kiddie Academy	Katie/Emily	7/27/2022	1/22/2026	Katie	<ul style="list-style-type: none"> -Construction and Town E&S inspections ongoing -As-builts submitted 1/21. Comments due 2/20 -Zoning approval sent 1/22
Robinson's Paradise	Katie/Emily	1/4/2021	1/21/2026	Applicant	<ul style="list-style-type: none"> -Landscape bond released -Site visit for resident flooding concerns 7/23 -Received geotech report 10/20 -Waiting on as-built resub and need to provide feedback on SWM agreement and sort ownership of SWM facility before bond release -Meeting with developer to be set up
Chick-fil-A SUP + Site Plan	Katie/Emily	11/16/2021	1/21/2026	Katie	<ul style="list-style-type: none"> -2nd submission plan amendment comments sent 11/24 -Plan submitted for approval 1/21. Review/approval due 1/30

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Jefferson/Fayette Street Site Plan	Katie/Emily	10/5/2018	1/20/2026	Applicant	<ul style="list-style-type: none"> -Construction and Town E&S inspections ongoing -As-builts to be requested -Met with developer to discuss revising plan for landscape and streetlights
Crossroads Village - Taco Bell	Katie/Emily	1/6/2022	1/16/2026	Applicant/Town	<ul style="list-style-type: none"> -As-builts submitted 7/8. Comments provided 8/29 -Landscape re-inspection report sent 1/16. Landscape bond to be released minus 10% escrow
Crossroads Village - Hotel Preliminary Plan	Katie/Emily	11/10/2025	1/14/2026	Applicant	<ul style="list-style-type: none"> -First submission comments sent 12/22 -Requested meeting with Applicant
Crossroads Village - Retail Preliminary Plan	Katie/Emily	11/10/2025	1/14/2026	Applicant	<ul style="list-style-type: none"> -First submission comments sent 12/22 -Requested meeting with Applicant
Park Sidewalk	Katie/Emily	4/27/2021	1/5/2026	Groupe/Town	<ul style="list-style-type: none"> -As-Builts in process -Waiting on information from contractor regarding final punchlist item
Meladon Self Storage	Katie/Emily	4/11/2025	12/17/2025	Applicant	<ul style="list-style-type: none"> -Preliminary plan 2nd submission comments sent 12/17
Lumina	Staff	11/29/2025	12/17/2025	Staff	<ul style="list-style-type: none"> -Met with applicant to discuss SWM facility in Conservation zone -Town comments due to PWC
Park Pavilion and Restrooms	Emily	11/13/2025	11/24/2025	Town	-RFP Response review
Chick-fil-A As-Builts, Bonds and Closeout	Katie/Emily	7/3/2025	11/19/2025	Applicant	<ul style="list-style-type: none"> -As-built conditional approval 12/15. Need SWM Maintenance agreement and outfall spreadsheet -Landscape bond to be kept active from original plan
Chestnut Street Lots	Katie/Emily	9/19/2025	11/10/2025	Applicant	<ul style="list-style-type: none"> -Site plan submitted 9/19 -Comments sent 11/10

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Bleight Residential Plan	Katie/Emily	8/5/2022	11/4/2025	Applicant	<ul style="list-style-type: none"> -Review of sidewalk waiver request sent 12/5/23 -Resubmission approved 2/3 -Coordination of status of deed/plat recordation and bonds with Applicant
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	10/29/2025	Town	<ul style="list-style-type: none"> -Plans approved -Town to submit registration statement -Cost estimate provided to Town 7/31. Turn lane cost breakout analysis completed 10/29
Robinson Village	Katie/Emily	8/13/2020	10/8/2025	Applicant	<ul style="list-style-type: none"> -Performance Bond released -E&S Bond released -Landscape bond release inspection report sent 10/8
Iceplex	Katie/Emily	10/4/2024	7/14/2025	Applicant	<ul style="list-style-type: none"> -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
QBE	Katie/Emily	1/20/2017	6/11/2025	Applicant	<ul style="list-style-type: none"> -Minor Site plan revision submission 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

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Low Activity Open Plans					
Masonic Lodge/Tobaccology Parking Lot	Katie/Emily	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