

## 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					Kim and Alexandra have completed training for the new CivicPlus Agendas and Minutes software. We are finalizing the transfer of files from the old system to the new system, as well as connecting the encoder to the new system. Kim is continuing to work with CivicPlus to transfer our encoder to move the live recordings to the new channel. Determining next steps and need for IT assistance
RFP for Sidewalk	Emily K/Thomas B					RFP to be posted week of October 2nd for Bids to be submitted. RFP will remain open for 30 days. Site plan for sidewalk is under planning review 11-3-2023. The Town Engineer and Town Manager are in the review process and provide a recommendation to the Town Council. Working with the Engineering Groupe on a change order discussion/request regarding the Crosswalk Study, Landscape Plan and Lighting Plan. 5-31 Expect full VDOT approval 6/2024, moving forward with Procurement UPDATE 6/26 VDOT approval expected 7/2024
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
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 6/27/2024 TM Emailed the County for a status update, awaiting a response

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. UPDATE 6/26/2024 Final ZTA to be brought to Town Council for review and recommendaiton for public hearing.</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. Last Zoning Inspection 6/27/2024, letters and notices to go out week of 7/1/2024</p>
Town Business Visits and Check-Ins	Emily K and Roberto					<p>Visited or met with the following businesses: Cookies and Cream, Great Mane, Hidden Julles, Vitality Aesthetics, Studio B,</p>
Park Building	Emily					<p>Town Manager and Town Planner preparing Certificate of Appropriateness requesting demolition for the structure. Application to be submitted to the ARB for the October meeting 10/30/2023: Town Staff have presented application to the ARB in the October 18th meeting. 11/27/2023: Town Staff will present follow up on previous application in the December 6th ARB meeting UPDATE 12/22/2023 ARB denied application for COA for demolition of the building, TC has authorized for Town Staff to appeal the decision to Council 2/1/2024 Town Planner to report back to ARB on the Town Council approving the appeal of the denied COA for demolition of the park building. 2/28/2024 ARB to meet onsite for a March 6th work session to discuss salvageable materials and future pavilion design to present to Town Council for consideration of the pavilion design. UPDATE 3/26/2024-6/26/2024 TC Liaison to ARB presented design ideas for pavilion in March 25th TC work session, demolition RFP to continue forward, TC directive given that Architectural design RFP for pavilion to be drafted by Town Staff</p>

Staff Meetings	Staff					Staff Meetings held weekly on Tuesday
Strategic Planning Discussion	Emily					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
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 -- Force Security has responded after significant delays, determining the next steps on proceeding forward
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. All written information is completed, contacting our graphic designer to meet and discuss formatting the information into a pamphlet
Youth In Government Preparations	Emily/Mary					Held the Youth in Government Open House, approximately 75 attendees, including parents - successful event
Town Park/Playground	Emily K.					Matt to contact an inspector for an annual playground inspection
Small Towns Conference	Emily K					Attended the Small Towns Conference June 10-11 in Abingdon, VA - Significant takeaways - Strategic Planning and the benefits, Financial wellbeing of a Town, Placemaking, Investing in the Community, Options for Blight
Personnel Manual Meeting	Emily/Roberto/ Chief/Chris M					Town Attorney working on Personnel Manual edits, Updated draft to be sent by attorney office by 6/30/2024 for staff review
<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--6/26/2024 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. UPDATE 6/26/2024 Town Staff coordinating with applicant to ensure proper hold are placed on the applicaiton.</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 6/26/2024 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 6/26/2024 Town Staff and Van Metre coordinating with VDOT to ensure ponding issue will be properly mitigated.</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 6/26/2024 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 UPDATE 6/26/2024 Town Staff Coordinating with Taco Bell on final architectural items, will follow up soon on opening date for the franchise</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 UPDATE 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.</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 UPDATE 6/26/2024 Construction of shell near completion, E/S inspections continue</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 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 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--6/26/2024 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. UPDATE 6/26/2024 Town Staff met with site superintendent at pre-construction meeting, groundbreaking to begin in the next month.</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 4/30/2024-6/26/2024 Grading continues, installation of new siding approved by the ARB in the April 10th Meeting.
<b>Town Clerk</b>						
Board/Committee Updates	Kim					With the probable appointment of a BZA member to the Planning Commission at the July meeting, I am in search of someone to fill that vacancy. Planning Commission will be voting to change their meeting day at their July meeting. PC will be holding a public hearing on an SUP application at their July meeting. Look for this to come to Council at the September regular meeting. All candidacy papers are in and recorded at PWC Board of Elections
Agendas/Minutes	Kim					All recorded meetings and agendas have been saved to a file for the switch over. All minutes up to end of May have been signed and recorded on the website.
Directives	Kim					We are going live with CivicPlus on July 1. I am working on streaming through the Town's YouTube channel that will hopefully interface with the website. I am still in communication with Granicus on maintaining our historic files for awhile. I have backed up all meetings and agendas in a file for reference. With our new furniture in the office and alot of things sitll in boxes, I have also started cleaning up old files and recording them to the Library of Virginia according to the retention schedule
<b>Maintenance</b>						
Tenant Buildings	Cupcake Heaven: Tenant remarked that air conditioning on second level INOP (in progress). Copper Cricket: Squirrel has been removed. Side soffits have been rebuilt. Neighboring trees need to be trimmed off the building (in progress). Washington Street Realty: No issues.					
Museum	Ordered umbrellas for the back patio. Everything is clean & good. No other news to report right now.					
Light Poles	Installed remaining flower baskets for a total of 17. Planted flowers etc. in baskets. Hung Veterans banners & flags for Memorial Day. New Globes have arrived. Will install summer banners soon.					
Events: Holiday Cleanup/Farmers Market Prep	Farmers market going good. No other issues/comments to report at this time.					
Other	1)Contractor utilities cleanup is still in progress. Verizon is slowly fixing loose cables throughout town. Dominion is still replacing light bulbs on their utility poles. Still trying to get Comcast to come out and clean up after their subcontractors. 2)Property Maintenance Plan still in progress. 3)Break down and remove all furnishings in the Town Hall. Set up of new furniture for Town Hall and Police Department. Still working to get things set up running smoothly (dias, cord cleanups etc.)					



Staff						
Farmers Market	Julia					We've had a successful 10 weekends of the market and have continued to receive positive feedback from vendors and town members. We have two new drop in vendors. Live music is booked for every Sunday.
Summer Concert 8/17	Julia					The theme is Boots, Brews, & BBQs. All bands/musical acts have been booked. Preferred food vendors have been contacted. Bruster's, Nothing Bundt Cakes, Flynn's Wood Fired Pizza, and Smokin' Shawn's BBQ have submitted their applications and payments. Currently working on a plan for alcohol vendors. Currently looking at decorations. Balloon arch is confirmed and will be a brown and tan theme. Potter's Potties, show mobile, and sound contract have been ordered and the contracts has been signed.
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.
Haymarket Day 10/19	Julia					Haymarket Day applications were sent out to previous vendors on May 20th and will be available to the public on June 3rd. We currently have 160 vendors and 20 parade participants signed up. Currently working on a plan for alcohol vendors. All bands have been booked.
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 the Community Outreach Summer Series events and Summer Concert. GoGov app will be launched this week, waiting to hear any suggestions or changes that need to be made before it is posted.
Newsletter	Emily/Alex					3rd Quarter Newsletter is finalized and getting ready to be mailed.
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 May invoices;
Office Misc.:	Alexandra					Continue processing incoming Event applications; Work on trash transition and flyers; Continue processing incoming BPOLs; Begin Audit prep; Participate in Gov. Day event; Attend local ribbon cuttings;
<b>New/Old Business Updates</b>						
New Businesses	<p style="text-align: center;"> <b>Ace Cabinet Granite Showroom</b>- Ribbon Cutting 6/27  <b>Five Guys</b>- Now Open  <b>Duck Donuts</b>- opening mid-August; date TBD  <b>Trouville &amp; Ghosted Concepts/Cookies &amp; Cream</b> celebrating 2 yrs in the Town  <b>1971 &amp; Crossroads Valley Barbershop</b> celebrating their 1 yr this month. </p>					