



ARCHITECTURAL REVIEW BOARD

REGULAR MEETING ~ AGENDA ~

Kenneth Luersen,
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, December 17, 2014

7:00 PM

Council Chambers

1. Call to Order

2. Citizens Time

3. Minutes Approval

A. Architectural Review Board - Regular Meeting - Nov 19, 2014 7:00 PM

4. Certificate of Appropriateness

A. 15315 Washington Street - Rebuild

5. Town Council Update

A. Town Council and Appointed Officials Code of Ethics and Standards of Conduct
Councilwoman Pam Swinford

6. Planning Commission Update

7. New Business

8. Old Business

A. ARB Task List

9. Adjournment



ARCHITECTURAL REVIEW BOARD

REGULAR MEETING ~ MINUTES ~

Kenneth Luersen,
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, November 19, 2014

7:00 PM

Council Chambers

A Regular Meeting of the Architectural Review Board of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:00 PM

Chair Kenneth Luersen called the meeting to order.

1. Call to Order

Sheila Jarboe: Present, Councilwoman Pam Swinford: Present, Chair Kenneth Luersen: Present, Architect John Parham: Absent, Commissioner Ralph Ring: Present, Board Member Susan Edwards: Present, Board Member Robert Day: Present.

2. Citizens Time

No citizen spoke.

3. Minutes Approval

A. Architectural Review Board - Regular Meeting - Jul 16, 2014 7:00 PM

RESULT:	ACCEPTED [5 TO 0]
MOVER:	Ralph Ring, Commissioner
SECONDER:	Sheila Jarboe
AYES:	Jarboe, Swinford, Luersen, Ring, Day
ABSTAIN:	Susan Edwards
ABSENT:	John Parham

B. Architectural Review Board - Regular Meeting - Sep 17, 2014 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Ralph Ring, Commissioner
SECONDER:	Sheila Jarboe
AYES:	Jarboe, Swinford, Luersen, Ring, Edwards, Day
ABSENT:	John Parham

4. Certificate of Appropriateness

A. 14812 Cypress Park Lane - Patio

Move to approve the Certificate of Appropriateness for a patio to be located at 14812 Cypress Park Lane, as applied for.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ralph Ring, Commissioner
SECONDER:	Susan Edwards, Board Member
AYES:	Jarboe, Swinford, Luersen, Ring, Edwards, Day
ABSENT:	John Parham

B. 6648 Hunting Path Road - Deck

Move to approve the Certificate of Appropriateness for a deck to be built at 6648 Hunting Path Road, as applied for.

Minutes Acceptance: Minutes of Nov 19, 2014 7:00 PM (Minutes Approval)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Ralph Ring, Commissioner
SECONDER: Susan Edwards, Board Member
AYES: Jarboe, Swinford, Luersen, Ring, Edwards, Day
ABSENT: John Parham

C. 15001 Gossom Manor Place

Move to approve the Certificate of Appropriateness for a fence to be located at 15001 Gossom Manor Place, as applied for.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Susan Edwards, Board Member
SECONDER: Sheila Jarboe
AYES: Jarboe, Swinford, Luersen, Ring, Edwards, Day
ABSENT: John Parham

D. 15020 Washington Street - Sign

Move to Approve the Certificate of Appropriateness for an individual letter sign to be located at 15020 Washington Street, as applied for, with the following exception:

- Mounting must be done with minimal visual impact and allowing for maintenance of the sign

RESULT: ADOPTED [5 TO 1]
MOVER: Ralph Ring, Commissioner
SECONDER: Sheila Jarboe
AYES: Swinford, Luersen, Ring, Edwards, Day
NAYS: Sheila Jarboe
ABSENT: John Parham

E. 15101 Washington Street - New Building

Move to approve the Certificate of Appropriateness for construction of the Winterham II building to be located at 15101 Washington Street, as applied for, with the following exception:

- To include optional commercial window design with the ARB approval.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Pam Swinford, Councilwoman
SECONDER: Ralph Ring, Commissioner
AYES: Jarboe, Swinford, Luersen, Ring, Edwards, Day
ABSENT: John Parham

F. 15111 Washington Street - Sign

Move to approve the Certificate of Appropriateness for the Winterham sign located at 15111 Washington Street, as applied for.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Susan Edwards, Board Member
SECONDER: Pam Swinford, Councilwoman
AYES: Jarboe, Swinford, Luersen, Ring, Edwards, Day
ABSENT: John Parham

G. 15315 Washington Street - Rebuild

Steico, Inc. is here tonight requesting approval of their Certificate of Appropriateness for the building facade, canopy and signage for the Sheetz building located at 15315 Washington Street.

Based on prior comments made by the Architectural Review Board, Steico Incorporated is providing revisions the following:

- Outdoor table umbrellas were suggested to be a darker green - suggestion was accepted
- Metal capping on the top of the building wall - use the bronze color instead of red
- Signs on the building will be externally illuminated
- Efficient LED down lighting fixtures will be used for the building, lot and under canopy lighting
- Fuel canopy will be faced with ACM (aluminum composite material) and will not be back lighted
- Canopy columns will be colored bronze (to match the bronze color on the stone) and have a brick or stone base
- Trash dumpsters will be screened, using brick and other materials, to make them more visually pleasing.
- The light post along the main street frontage will match the Town's lighting design and the applicant shall utilize the fixture selected by the ARB

Table the Certificate of Appropriateness

Move to table the Certificate of Appropriateness for the building facade, canopy, and signage for Sheetz located at 15315 Washington Street. Matter will be considered when the applicant provides the following revisions:

- Sample materials of pylon sign
- Sample of canopy with the crown molding
- Sample of window awning
- Specification sheet of colors from umbrella vendor
- Acorn lighting to match the streetscape
- Diesel signs will have back lighting
- The Sheetz logo will have back lighting but the awning will not
- Square post opposed to round
- Brick water table on the sign to match the pump area

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ralph Ring, Commissioner
SECONDER:	Pam Swinford, Councilwoman
AYES:	Jarboe, Swinford, Luersen, Ring, Edwards, Day
ABSENT:	John Parham

5. Town Council Update

Councilmember Swinford discusses the two day retreat attended by the Town Council. During this retreat the vision for the Town was discussed. Training will be provided for all of the Town's boards and the Town Manager is looking into finding training for the ARB locally.

6. Planning Commission Update

Commissioner Ring discusses the final recommendation regarding the power lines. The recommendation by the PC is underground power lines on the north side of 66. Also, there are still things going on with John Marshall Commons and the traffic circle.

7. New Business

Marchant Schneider the Town Planner/Zoning Administrator briefs the ARB on the following new business:

- The Town hired a consulting firm to master plan the Harrover properties. There will be meetings to talk about it.
- The contract for the master plan for the Town Hall site was done. Some preliminary engineering was done that was taken from the three master plan options. Once it is submitted I will bring it before you.
- A sign study will be done.
- We received the Payne Lane project site plan. They will have to come before the ARB for demolition of the existing structures.
- We received a rezoning for the fairgrounds property. They want to re-zone the back half of the property to R-2. This would allow for one hundred or so town homes.

8. Old Business

A. ARB Monthly Task List

No updates at this time.

9. Adjournment

A. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Robert Day, Board Member
SECONDER:	Sheila Jarboe
AYES:	Jarboe, Swinford, Luersen, Ring, Edwards, Day
ABSENT:	John Parham

Submitted:

Approved:

Denise Hall, Assistant Clerk

Ken Luersen, ARB Chair

Minutes Acceptance: Minutes of Nov 19, 2014 7:00 PM (Minutes Approval)



TO: Architectural Review Board
SUBJECT: 15315 Washington Street - Rebuild
DATE: 12/17/14

Steico, Incorporated would like to submit their revised renderings and comprehensive sign package for the Sheetz service station located at 15315 Washington Street.

ATTACHMENTS:

- 15315 Washington Street-Sheetz-Rebuild 2 (PDF)



ZONING PERMIT APPLICATION

ZONING PERMIT #: ZP20141114

NOTE: This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.

ZONING ACTIVITY: ☒ New Construction ☐ Alteration/Repair ☐ Addition ☐ Sign
(Check all that apply) ☐ New Tenant/Use ☐ Change of Use ☐ Relocation

NAME OF BUSINESS/APPLICANT: Sheetz, Inc.

PROPOSED USE: service station with fuel sales.* Size (Sq. Ft./Length) of Construction: 6558 sf

SITE ADDRESS: 15315 Washington Street Parcel ID #: 7298-70-1093

Subdivision Name: N/A Lot Size: 2.25 acres

ZONING DISTRICT: ☐ R-1 ☐ R-2 ☐ B-1 ☐ B-2 ☒ I-1 ☐ C-1 Site Plan Required: ☒ Yes ☐ No

Special Use Permit Required: ☒ Yes ☐ No Homeowners Association (HOA) Approval: ☐ Yes ☒ No

Off-street Parking: Spaces Required: 42 Spaces Provided: 57

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, type and dimensions of signs, height/length of fencing, etc.)

Rebuild of existing Sheetz service station with fuel sales, quick service food store /fast food

*quick service food store as accessory use, fast food and comprehensive sign plan package

Supporting Documentation (attached): ☒ Narrative ☒ Plan/Plat ☐ Specification Sheet

FEE: ☐ \$25.00 Residential ☒ \$50.00 Commercial

CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc.)

See attached narrative and supporting documentation

Supporting Documentation (attached): ☐ Specification Sheet ☐ Photograph(s)

PERMIT HOLDER INFORMATION			PROPERTY OWNER INFORMATION		
Name			Steico, Inc.		
Address			5700 6th Avenue		
City	State	Zip	City	State	Zip
			Altoona	PA	16602-1111
Phone#	Email		814-330-4512	astevens@sheetz.com	
			Phone#	Email	

Attachment: 15315 Washington Street-Sheetz-Rebuild 2 (2199 : 15315 Washington Street - Rebuild)

APPLICANT / PROPERTY OWNER SIGNATURE

*****REQUIRED*****

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.

Allen Stevens on behalf of Steco
 Applicant Signature
Authorized Agent

 Property Owner Signature

*****OFFICE USE ONLY*****

Date Filed: 11/14/14 Fee Amount: \$ 50.00 Date Paid: 11/14/14

DATE TO ZONING ADMINISTRATOR: 11/14/14

☐ APPROVED ☐ DISAPPROVED ☐ TABLED UNTIL: _____ ☐ DEFERRED UNTIL: _____

 SIGNATURE

 PRINT

CONDITIONS:

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): 11/19/14

☐ APPROVED ☐ DISAPPROVED ☒ TABLED UNTIL: 12/17/14 ☐ DEFERRED UNTIL: _____

 SIGNATURE

 PRINT

CONDITIONS:

DATE TO TOWN COUNCIL (IF APPLICABLE): _____

☐ APPROVED ☐ DISAPPROVED ☐ TABLED UNTIL: _____ ☐ DEFERRED UNTIL: _____

TOWN COUNCIL (where required):

 SIGNATURE

 PRINT

CONDITIONS:



**WALSH COLUCCI
LUBELEY & WALSH PC**

Marian Harders, AICP
Planner
(703) 680-4664 Ext. 121
mharders@pw.thelandlawyers.com

December 16, 2014

Via Hand Delivery

Marchant Schneider
Town of Haymarket
15000 Washington Street
Suite 100
Haymarket, VA 20168

Re: Application for Certificate of Appropriateness – Sheetz Haymarket
Address: 15315 Washington Street (the “Property”)
2nd Submission

Dear Mr. Schneider:

In connection with the above-referenced matter and in response to comments made at the November 19, 2014 ARB meeting, enclosed please find ten (10) copies of the following revised application drawings:

1. “Front and Side Exterior Elevations, A-9A,” dated December 15, 2014. This sheet did not change, only the date has been updated.
2. “Rear and Side Exterior Elevations, A-9B,” dated December 15, 2014. Corrected storefront window count to “8” windows.
3. “Gas Price Pole Sign Details,” dated December 6, 2014. Revised the support poles to match the columns under the gas canopy, i.e., brick base to match building and A.C.M. cladding to match under the gas canopy.
4. “Gas Canopy Awning Details,” dated December 15, 2014. Revised to show cornice style canopy.
5. “Trash Enclosure, Propane, and Air Machine Details,” dated December 15, 2014. Revised to include the signage for the propane cages and the air station detail.
6. “Trash Enclosure Floor Plan,” dated December 15, 2014. Revised to add labels.
7. “Site Plan,” Sheet 4 of 23, dated December 15, 2014. Updated to reflect latest engineering.

ATTORNEYS AT LAW

703 680 4664 ■ WWW.THELANDLAWYERS.COM
4310 PRINCE WILLIAM PARKWAY ■ SUITE 300 ■ WOODBRIDGE, VA 22192-5199
ARLINGTON 703 528 4700 ■ LOUDOUN 703 737 3633


Attachment: 15315 Washington Street-Sheetz-Rebuild 2 (2199 : 15315 Washington Street - Rebuild)

Marchant Schneider
December 16, 2014
Page 2

We believe the revised drawings address all of the comments raised by the ARB on November 19th and ask that you include this material in the ARB's December 17th agenda packet. The Applicant will be happy to review the modifications in detail on December 17th. Should you have any questions prior to the meeting, please do not hesitate to call me at 703.680.4664.

Sincerely,

WALSH, COLUCCI, LUBELEY & WALSH, P.C.



Marian B. Harders, AICP, LEED AP

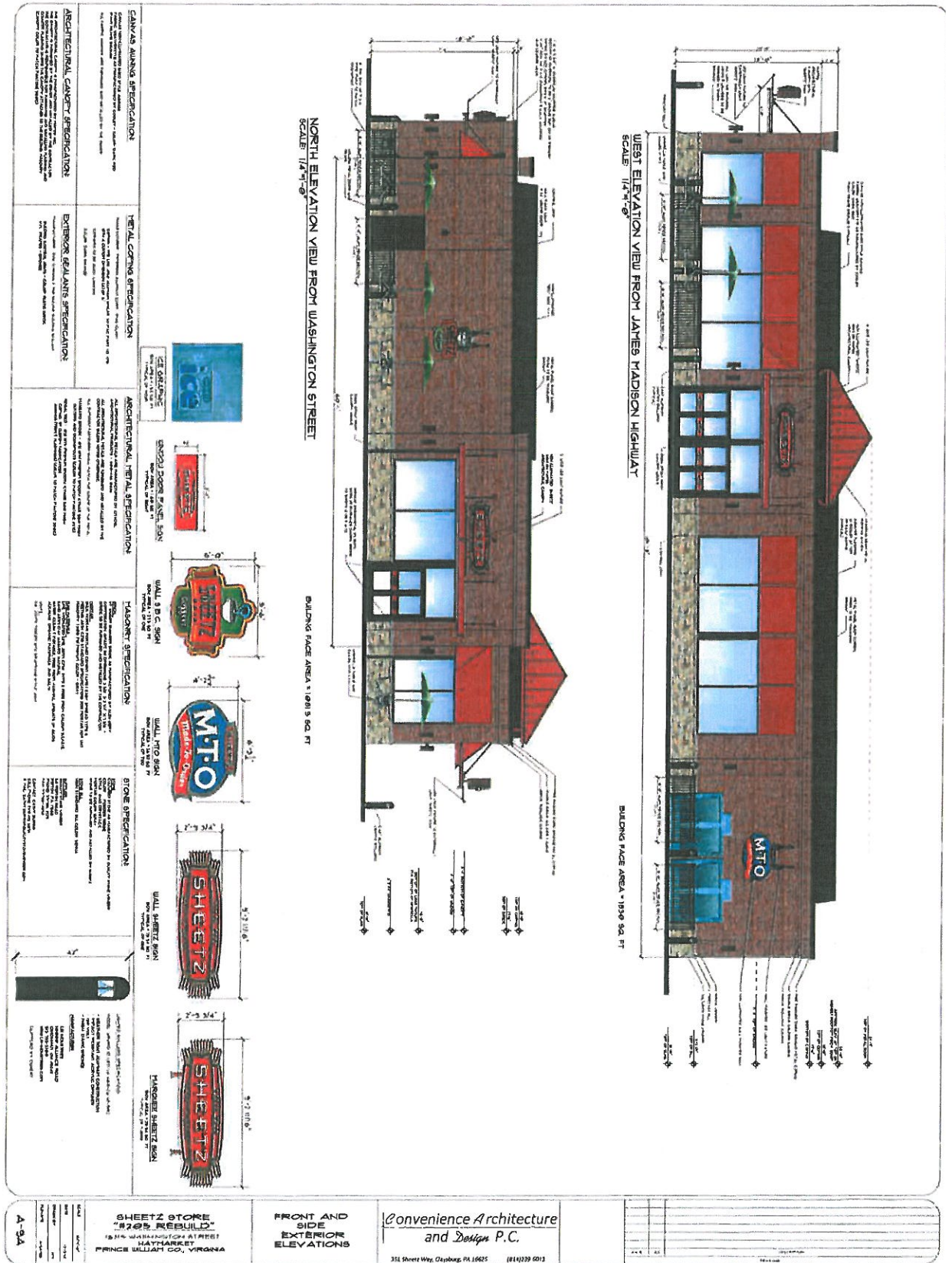
MBH

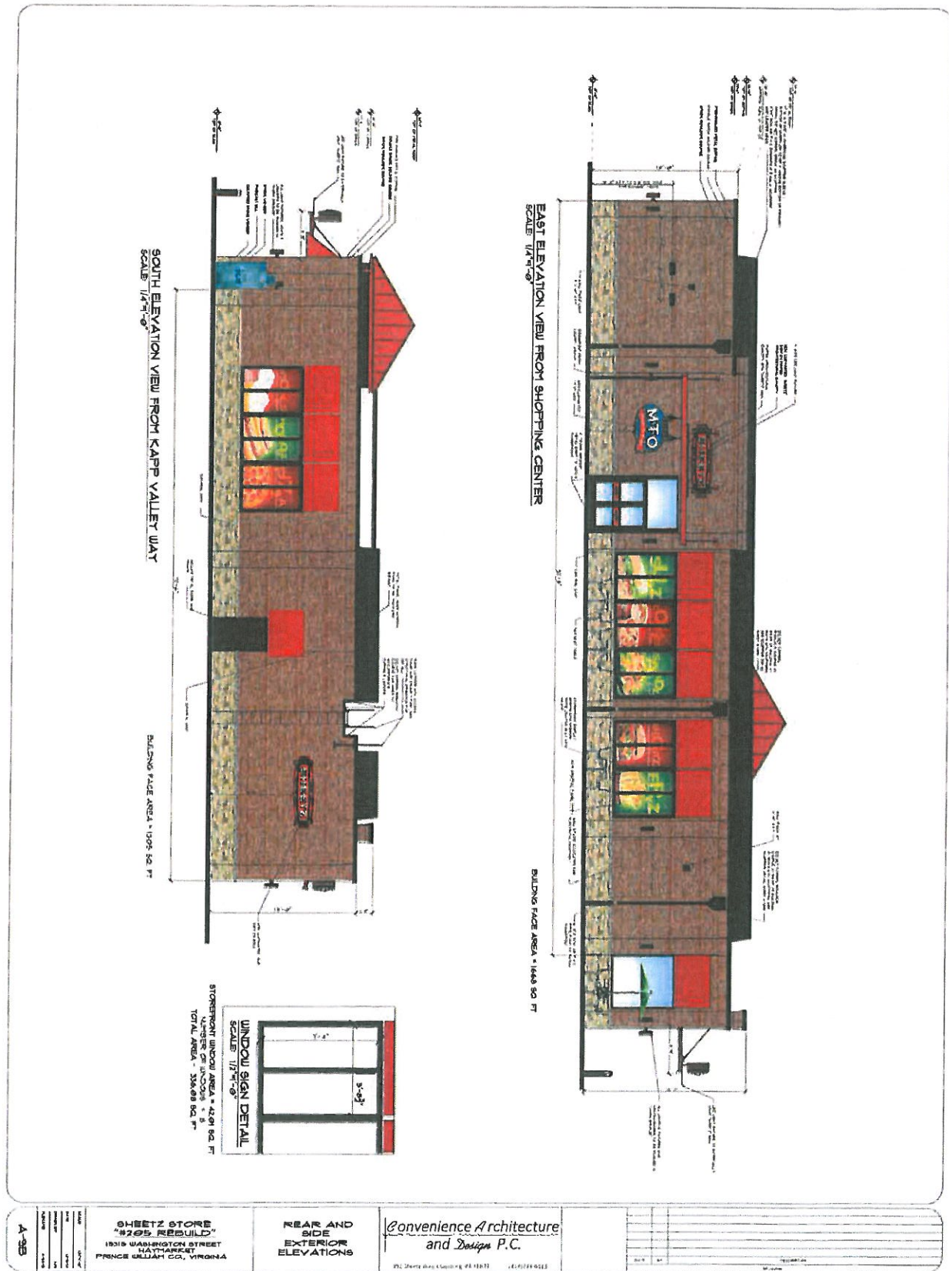
Enclosures: As stated

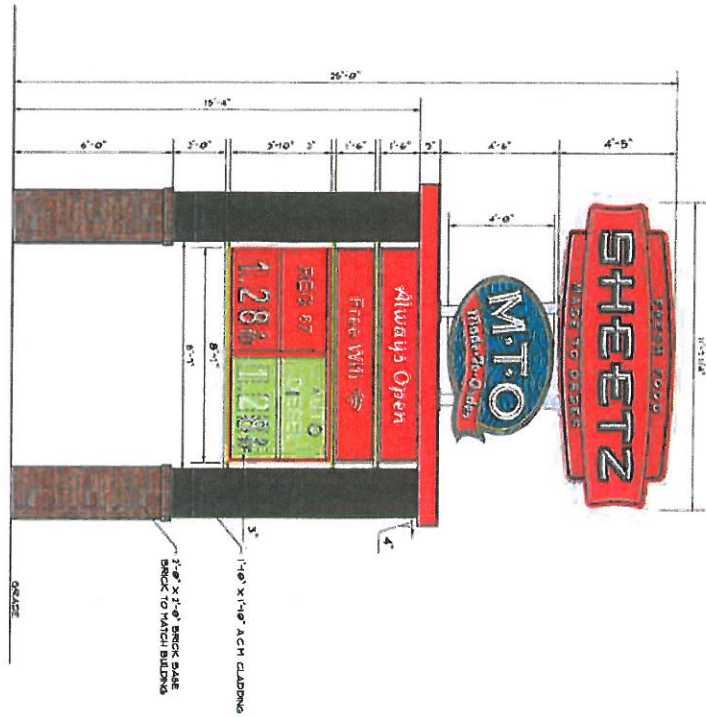
cc: Denise Hall (email only)
Allen Stevens (email only)
John Maxwell (email only)
Jim Skloda (email only)

P0454727.DOC

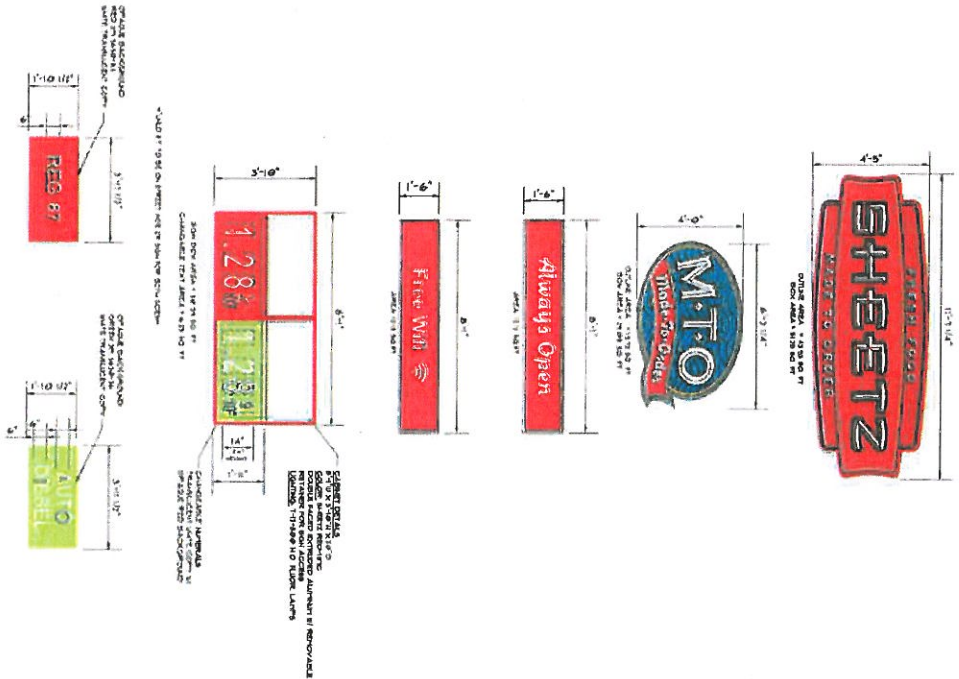
Attachment: 15315 Washington Street-Sheetz-Rebuild 2 (2199 : 15315 Washington Street - Rebuild)







DOUBLE-FACED GAS PRICE SIGN DETAIL - PARTIAL ELEVATION
SCALE 1/2" = 1'-0"



SIGN CABINET DETAILS
TOTAL SIGN AREAS: 19.96 SQ. FT.

**SHEETZ STORE
#203 REBUILD**
15315 WASHINGTON STREET
HAYMARKET
PRINCE WILLIAM CO., VIRGINIA

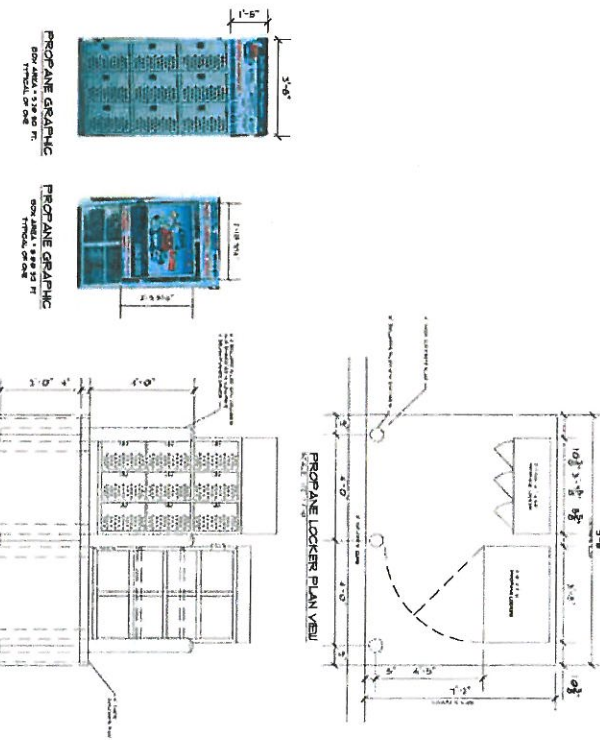
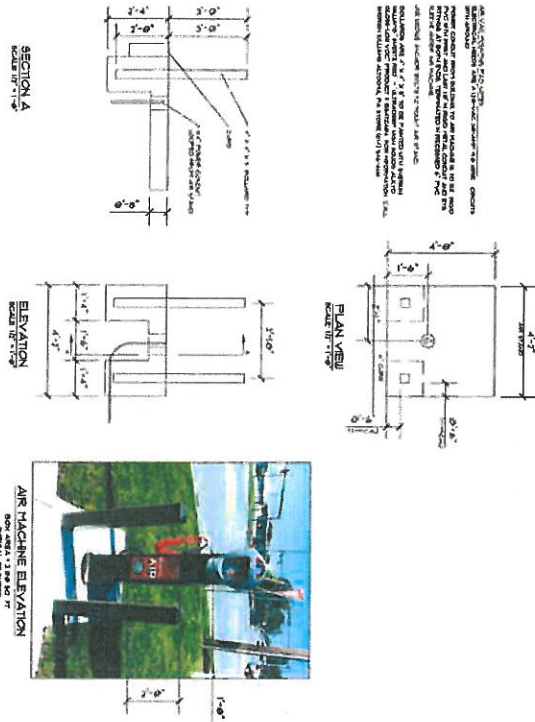
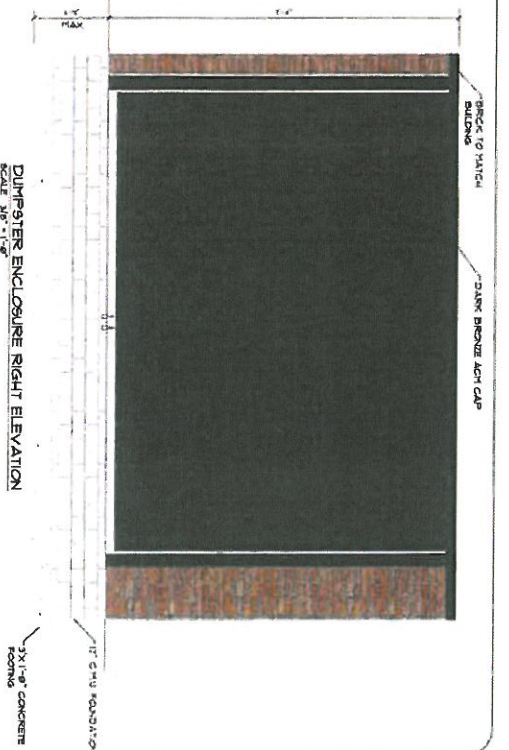
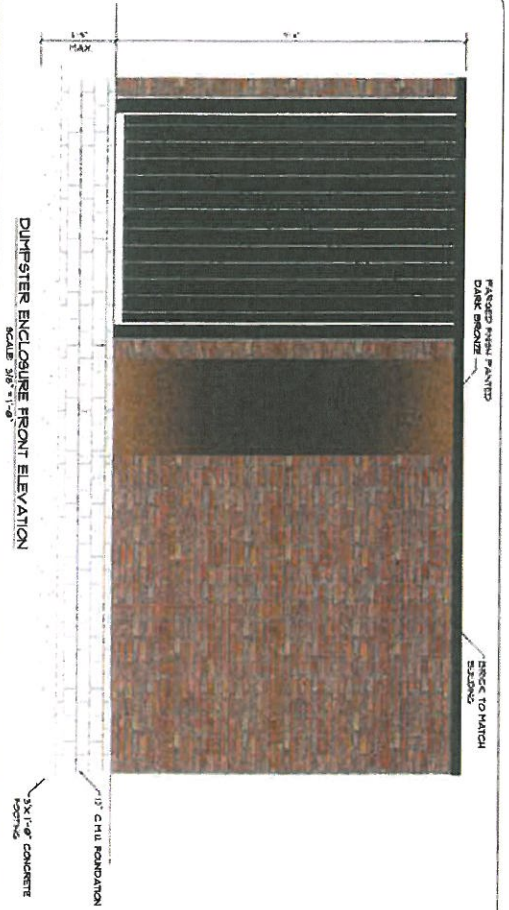
**GAS PRICE
POLE SIGN
DETAILS**

*Convenience Architecture
and Design P.C.*

351 Sheetz Way, Claysburg, PA 16675 (814)239 6013

DATE: BY: DESIGNED: REVIEWED:





SECTION A
SCALE 1/8\"/>

ELEVATION
SCALE 1/8\"/>

AIR MACHINE ELEVATION
SCALE 1/8\"/>

PROPANE GRAFIC
SCALE 1/8\"/>

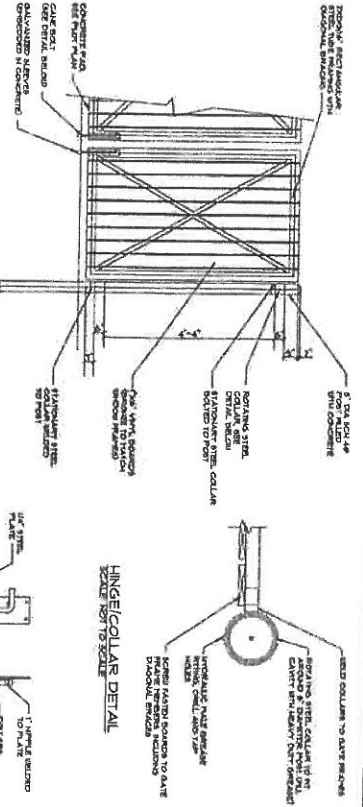
PROPANE GRAFIC
SCALE 1/8\"/>

PROPANE LOCKER ELEVATION
SCALE 1/8\"/>

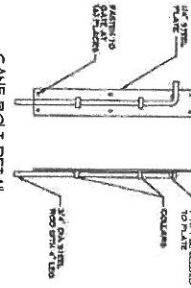
**SHEETZ STORE
"1208 REBUILD"**
15315 WASHINGTON STREET
HATTIESBURG
PRINCE WILLIAM COUNTY, VIRGINIA

**TRASH ENCLOSURE,
PROPANE, AND
AIR MACHINE
DETAILS**

*Convenience Architecture
and Design P.C.*
351 Sheetz Way, Claysburg, PA 16625 (814)239-6013

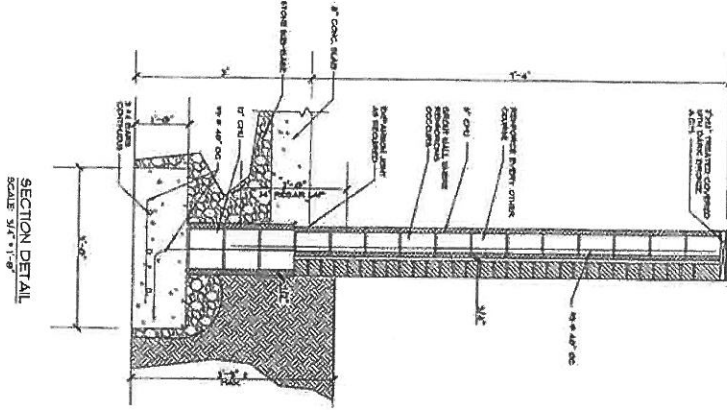


GATE AND POST DETAIL
FOR QUANTITIES OF GATES AND POSTS SEE PLOT PLAN

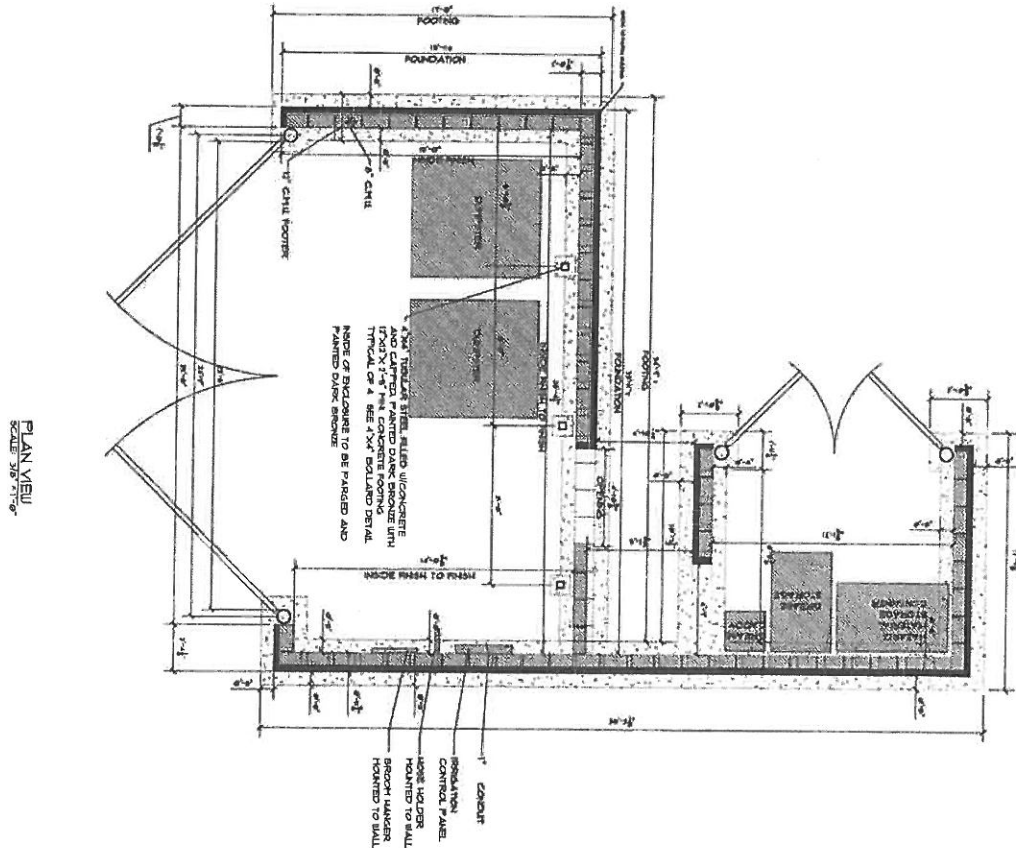


HINGE/COLLAR DETAIL
SCALE 1/2" = 1'-0"

CANE BOLT DETAIL
DUMPSITE GATE DETAILS
SCALE NOT TO SCALE

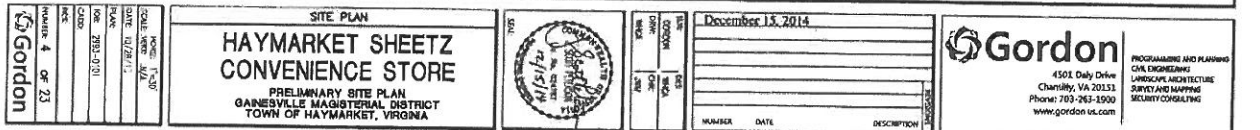


SECTION DETAIL
SCALE 3/4" = 1'-0"



PLAN VIEW
SCALE 3/8" = 1'-0"

1	SHEETZ STORE "205 REBUILD" 15315 WASHINGTON STREET MATHAMARKEET PRINCE WILLIAM COUNTY, VIRGINIA	Trash Enclosure FLOOR PLAN	Convenience Architecture and Design P.C. 351 Sheetz Way, Claysburg, PA 16825 (814) 239-6013	<table><tr><td>NO.</td><td>DATE</td><td>DESCRIPTION</td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>			NO.	DATE	DESCRIPTION												
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Standards of Conduct

TO: Architectural Review Board
SUBJECT: Town Council and Appointed Officials Code of Ethics and
DATE: 12/17/14

BACKGROUND:

- On Wednesday, October 29th and Thursday, October 30th of 2014, the Town Council met from 4:00pm til 9:00pm to conduct a strategic visioning session in order to discuss their direction and goals during their terms as the elected officials for the Town of Haymarket.
- The Council worked Michael Chandler a professional consultant to assist the Council in reaching a consensus with regard to creating a Vision Statement, a Mission Statement, establishing Core Values and a Tagline for the Town. Mr. Chandler also assisted the Council to identify 4 strategic initiatives and goals associated with each strategic initiative.
- The strategic action plan was adopted by the Town Council on December 1st 2014. Along with the strategic action plan each Council member adopted the attached Code of Ethics Standards of Conduct Policy.

ATTACHMENTS:

- Adopted Code of Ethics Standards of Conduct (PDF)
- 2014-2016 Council's Adopted Strategic Plan (PDF)

**TOWN OF HAYMARKET
TOWN COUNCIL AND APPOINTED OFFICIALS
CODE OF ETHICS AND STANDARDS OF CONDUCT**



Preamble

The citizens and businesses of the Town Haymarket, Virginia, are entitled to have fair, ethical, and accountable local government, which has earned the public's full confidence for integrity. The effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Town of Haymarket Town Council has adopted this Code of Ethics and Standards of Conduct for the members of the Town Council, Planning Commission (PC) and Architectural Review Board (ARB) and recommends adoption by the Board of Zoning Appeals (BZA) to assure public confidence in the integrity of local government and its effective and fair operation.

CODE OF ETHICS

1. Uphold the Constitution, laws and regulations of the United States and of all governments therein and never knowingly be a party to their evasion.
2. Place loyalty to the highest moral principles and to the people of the Town of Haymarket, as a whole, above loyalty to individuals, districts, or particular groups.
3. Expose through appropriate means and channels: corruption, misconduct or neglect of duty when discovered.
4. Give a full measure of effort and service to the positions of trust for which stewardship has been granted; giving earnest effort and best thought to the performance of duties.
5. Seek to find and use the most equitable, efficient, effective and economical means for getting tasks accomplished.
6. Adopt policies and programs that are in accordance with the Town's EEO policy, and that support the rights and recognize the needs of all citizens regardless of gender, race, age, religion, creed, country of origin or disability.
7. Ensure the integrity of the actions of the Mayor, Town Council, PC, and ARB by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member should never accept for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties. Per Section 2.2-3104.2 of the Virginia State Code, any member of the governing body may accept a gift that does not influence the performance of governmental duties of monetary value not

to exceed \$25 per occurrence, provided they acknowledge the gift. The gift may include but not be limited to a meal, award, etc.

8. Make no private promises of any kind binding upon the duties of any office, because a public servant has no private word which can be binding on public duty.
9. A member should identify any associations with an organization or interest group that presents in any manner to the Council for a decision.
10. At all times, meet the requirements of the State and Local Government Conflict of Interest Act and the Public Procurement Act.
11. Adhere to the principle that the public's business should be conducted in the public view by observing and following the the Freedom of Information Act.
12. Recognize that interaction with the media is a vital link in maintaining good communication with the public. Town Council comments to the media should be in a courteous, statesmanlike manner and should maintain the propriety of the Council when speaking to public issues, or to opinions of colleagues and individuals.
13. Make sure that a clear distinction is made between personal opinion or belief and a decision made by the Mayor, Town Council, PC, or ARB.
14. No member may disclose or use confidential information without the consent of Town Council. Confidential information includes discussions during executive or closed sessions, attorney-client communications and certain economic development information.
15. Members shall not use public resources that are not available to the public in general, such as the Town staff time, equipment, supplies or facilities, for private gain or personal purposes.
16. The Town Council determines the policies of the Town with the advice, information, and analysis provided by the public, council, commissions, boards, and committees and Town staff. The Town Council delegates authority for the administration of the Town to the Town Manager

Members, therefore, shall not interfere with the administrative functions of the Town or the professional duties of the Town staff; nor shall they impair the ability of staff to implement Town policy decisions. Inquiries to staff shall be made through the Town Manager for all administrative issues, unless the matter in question is clearly a police matter and should be addressed to the Chief of Police.
17. Members shall support the maintenance of a positive and constructive workplace environment for Town employees and for citizens and businesses dealing with the Town. Members shall recognize their special role in dealings with Town employees and in no way create the perception of inappropriate direction to staff.
18. Review orally and in public session at the annual organizational meeting each of these principles.
19. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

STANDARDS OF CONDUCT

Recognizing that persons holding a position of public trust are under constant observation by the media and interested Town of Haymarket residents, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government, the Mayor and every member of the Town Council, PC and ARB should adhere to the following Standards of Conduct. It is recommended by Council that the BZA also adhere to the following these Standards of Conduct.

1. Avoid, during either public or private meetings and during the predominance of public duties, the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens or personnel.
2. Pay all taxes due to the Town, county, state or national government.
3. Attend all regularly scheduled meetings of the Town Council, PC and ARB to which he or she has been assigned, resigning whenever personal circumstances preclude regular attendance.
4. Make a conscientious effort to be prepared for each meeting.
5. Members should not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.
6. Respect the rights of colleagues to have different opinions. Enter into constructive and factual discussions when attempting to resolve issues or reach a consensus, refraining from disparaging remarks.
7. Work to create a positive environment in public and private meetings, so that the environment is conducive to a productive dialogue between all parties and so that citizens will feel comfortable as observers or participants.
8. Maintain an attitude of courtesy and consideration toward all citizens, colleagues and staff during all discussions and deliberations.
9. Be open minded and patient. Allow citizens, employees, or colleagues sufficient opportunity to present their views.
10. Be concise. Avoid the practice of taking more time to address an issue before the body than is necessary and essential for an adequate consideration of those matters being discussed.

IMPLEMENTATION

As an expression of the standards of conduct for members expected by the Town, the Town of Haymarket CODE OF ETHICS and STANDARDS OF CONDUCT are intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for the Town of Haymarket, applicants to commissions, committees and newly elected and appointed officials. Members entering office shall be provided with the Town of Haymarket Code of Ethics and Standards of Conduct. In addition, the Town Council, PC and ARB annually review the Code of Ethics and Standards of Conduct and the Town Council shall consider recommendations from

commissions and committees to update it as necessary. The BZA is encouraged by Council to also adopt and uphold the Code of Ethics and Standards of Conduct as presented.

COMPLIANCE and ENFORCEMENT

The Town of Haymarket Code of Ethics and Standards of Conduct expresses standards of ethical conduct expected of members of the Town of Haymarket Town Council, PC and ARB and recommended for the Town's BZA. Member themselves have the primary responsibility to assure that these ethical standards and that the code of conduct is understood and practiced during all times while serving the Town in order to ensure the public can continue to have full confidence in the integrity of government.

Citizens may bring complaints about the conduct of elected or appointed officials to the mayor, any member of council, or the chair of the commission, board or committee on which the appointed official serves.

The Town Council may impose sanctions on members whose conduct does not comply with the Town's ethical standards, such as public or private reprimand, formal censure, loss of seniority or committee assignment, or budget restriction. Where allowed by law, the Town Council also may remove members of Council, PC, ARB, and committees from office. The Town Council acknowledges that it does not have such authority over the BZA for the Town.

A violation of this Code of Ethics and Standards of Conduct shall not be considered a basis for challenging the validity of a Town Council, board, commission or committee decision.

Signed

Date



HAYMARKET VISION STATEMENT

Haymarket...Where a historic past and a positive future flourish.

HAYMARKET MISSION STATEMENT

It is the mission of Haymarket to provide residents, businesses and visitors with public services in a fiscally prudent and socially responsible way.

HAYMARKET CORE VALUES

TRANSPARENT
INTEGRITY
ACCOUNTABLE

INNOVATIVE
RESPECTFUL
INCLUSIVE

HAYMARKET TAGLINE

"Haymarket...everyone's hometown"

HAYMARKET STRATEGIC DIRECTION/ACTION AGENDA 2014-2016

STRATEGIC INITIATIVE ONE: FOSTER ECONOMIC WELL-BEING

STRATEGIC INITIATIVE TWO: PRACTICE GOOD GOVERNANCE

STRATEGIC INITIATIVE THREE: STRENGTHEN COMMUNITY/CIVIC PARTNERSHIPS

STRATEGIC INITIATIVE FOUR: FUND THE FUTURE

INITIATIVE ONE: FOSTER ECONOMIC WELL-BEING.

Capitalize on Haymarket's location, heritage, and healthy mix of assets to grow, diversify and strengthen the economic well-being of town citizens and businesses.

➤ ACTION AGENDA:

1. Appoint a Haymarket business relations advisory committee to assist in fostering a positive town/business relationship. (2015)
2. Support local businesses and entrepreneurs by establishing a focused business appreciation and expansion program. (2015)
3. Finalize the Town Center master plan.
4. Select a development plan for the Harrover property and commence development.
5. Draft and adopt an economic development strategy for Haymarket inclusive of an implementation schedule.
6. Complete the Main Street streetscape program.

INITIATIVE TWO: PRACTICE GOOD GOVERNANCE.

Good governance means focusing on the town's mission, performing defined roles and government functions effectively and being accountable to the citizens of Haymarket.

➤ **ACTION AGENDA:**

1. Place a Mayor's message on the town's website and in the local newspaper on a quarterly basis. (2014)
2. Develop and adopt annually a Town Council Code of Performance that documents the council's commitment to witnessing the values inherent with good governance. (2014)
3. Conduct an efficiency/effectiveness audit of town sponsored programs and services with particular focus on need and cost.
4. Review and update the Haymarket comprehensive plan as well as the Haymarket zoning and subdivision ordinances.
5. Review the town charter to determine if amending is needed.
6. Develop an annual town report inclusive of a citizen's guide to town government and share it with town residents and town businesses.
7. Develop a Haymarket boards and commission policy guide inclusive of appointment procedures and membership performance expectations and required training.
8. Develop a financial/fiscal policy protocol for Haymarket.
9. Establish baseline performance measures for services and programs offered by the town of Haymarket.

INITIATIVE THREE: STRENGTHEN COMMUNITY/CIVIC PARTNERSHIPS

To be effective, the town of Haymarket must have a positive and interactive relationship with town residents and must be committed to assisting citizens gain a greater understanding of their town government.

➤ **ACTION AGENDA:**

1. Develop fact sheets for major town issues/projects and share them with the public and the media. (2015)
2. Develop and distribute a quarterly Haymarket newsletter.
3. Sponsor a Haymarket open house annually.
4. Sponsor annually a training seminar for all town appointed and elected boards and commission chairpersons.
5. Establish a Haymarket bank of volunteers and involve them in town matters.
6. Sponsor a Haymarket business appreciation day or week by way of a town council proclamation.
7. Create a local business recognition program honoring town businesses celebrating their 1st, 5th, 10th, 20th and 25th anniversary in the town.
8. Sponsor a Haymarket Local Government Academy to help citizens learn about their town government.
9. Sponsor a Haymarket Community Planning academy to help citizens learn about town planning and zoning issues and practices.
10. Sponsor a "Welcome to Haymarket" program to be used when new businesses and new residents move into town.
11. Sponsor a Haymarket future forum to gain citizen input about the kind of future citizen's want for Haymarket.
12. Develop a "We are Haymarket" video message to be shared with town residents and businesses as well as with local economic development initiatives.

INITIATIVE FOUR: FUND THE FUTURE

To make the future happen in Haymarket will require a commitment to identifying and utilizing the range of revenue options authorized by the Commonwealth of Virginia.

➤ **ACTION AGENDA:**

1. Draft and adopt a fiscal policy for Haymarket.(2014)
2. In partnership with the county public service authority determine the capacity and condition of Haymarket's water and sewer infrastructure.
3. Identify all sources of revenue the town can use to finance local government programs and services and determine which sources Haymarket should utilize.(2015-2016)
4. Add a capital maintenance component, inclusive of life cycle costs, to the Haymarket Capital Improvement Program (CIP).
5. Develop a five-year revenue and expenditure forecast for programs and services offered by the town of Haymarket.
6. Develop a 10 year Haymarket CIP forecast inclusive of revenue and financing options.

Adopted this 1st Day of December 2014.

ATTEST:



Jennifer Preli, Town Clerk



TO: Architectural Review Board
SUBJECT: ARB Task List
DATE: 12/17/14

ARB Task List update from Chair Luersen.

ATTACHMENTS:

- ARB Tasking 201412 (PDF)

December ARB Tasking Status

Task Description	Owner	Date Started	Status	Chronologic Detail
Welcome Signs at Town entrance	Luersen	Aug. 2012	Open	<p>???? – Task Created</p> <p>Aug. 2012 – Tabled 'til next meeting</p> <p>Sep. 2012 – Board to review other towns signs via internet and prepare for Oct. 2012 concept discussion.</p> <p>Oct. 2012 – Concept Created. Ken to create formal ARB request package for town council. ARB review set for Nov. 2012. Packet submission to town council set for Dec. 2012 town meeting</p> <p>Nov. 2012 – ARB requested that town properties be included in package. ARB moved to submit document to Town council at the December TC meeting after changes are made.</p> <p>Dec. 2012 – Task tabled for the holidays</p> <p>Jan. 2013 – Town Council approved the concept and requested ARB to move forward with sign designs and costing. Next step. Get VDOT correspondence started and a list of road sign manufacturers.</p> <p>Feb. 2013 – Got feedback from VDOT to what concepts are possible and procedures to apply for right of way use. Also got POC's for PWC's sign designer/builder. Asked Marchant to contact Leesburg to request cost for their stone sign structure on 15 at the south entrance.</p> <p>Mar. 2013 – Luersen will be meeting with Bud Craiger, PWC sign designer, on March 22 to discuss fabrication costs. Marchant to initiate Leeseburg costs for Stone sign and landscaping costs for their sign at the south Rt15 entrance.</p> <p>Apr. 2013 – Bud Craiger to develop sign design/costs/time frame packet to ARB. No delivery date was set. Luersen to keep communications with Bud to determine a delivery date for the packet. Marchant talking with Leesburg and will be getting the RFP quotes for us to use as reference costs.</p>

Attachment: ARB Tasking 201412 (2197 : ARB Task List)

December ARB Tasking Status

Task Description	Owner	Date Started	Status	Chronologic Detail
				<p>May 2013 – Got two drawings from Bud’s group. Comments requested during meeting</p> <p>June 2013 – Luersen to reach out to Bud Crager to reignite progress</p> <p>July 2013 – No change</p> <p>Aug. 2013 – Luersen reached out to Bud Craiger to start back up after Summer Vacation</p> <p>Sep. 2013 – Bud said review sign types and we can meet again to develop costing figures.</p> <p>Oct. 2013 – Luersen to meet with Jenifer to get sign count for Town owned buildings and give Bud Craiger details to make up the build plan.</p> <p>Nov. 2013 – Luersen met with Jenifer and determined that only the Museum needed to be updated. Luersen working with Craiger to use the new town Logo. Craiger waiting to receive the Logo from Luersen.</p> <p>Dec. 2013 – No Change. Luersen still to follow up.</p> <p>Jan. 2014 – No Change. Luersen still to follow up.</p> <p>Feb. 2014 – No Change. Luersen still to follow up.</p> <p>Mar. 2014 – No Change. Luersen still to follow up.</p> <p>Apr. 2014 – No Change. Luersen still to follow up.</p> <p>May 2014 – No Change. Luersen still to follow up.</p> <p>Jun. 2014 – No Change. Luersen wants to let the new board to settle in and will follow up in August with Bud Craiger.</p> <p>Jul. 2014 – No Change.</p> <p>Nov. 2014 – No Change.</p> <p>Dec. 2014 - Luersen to work with Swinford to get the stalled status moving.</p>
Commercial Fencing	Marchant and ARB	December	On Hold	Jan. 2014 – A COA for a commercial Fence, led to the discussion

Attachment: ARB Tasking 201412 (2197 : ARB Task List)

December ARB Tasking Status

Task Description	Owner	Date Started	Status	Chronologic Detail
	staff	2014		<p>that commercial fences are not addressed in the ARB Guidelines. With the changes of the Historic district overlay, and comp-plan review, the ARB Guidelines will need to be updated. To that note, it was determined to begin outlining acceptable commercial fencing to include with the guideline changes.</p> <p>May 2014 – On hold until Historic District overlay is determined, requiring Guideline changes.</p> <p>Jun. 2014 – District overlay was voted down by Haymarket Town Board. Will keep this on hold until new Board Liaison gives direction.</p>

Attachment: ARB Tasking 201412 (2197 : ARB Task List)