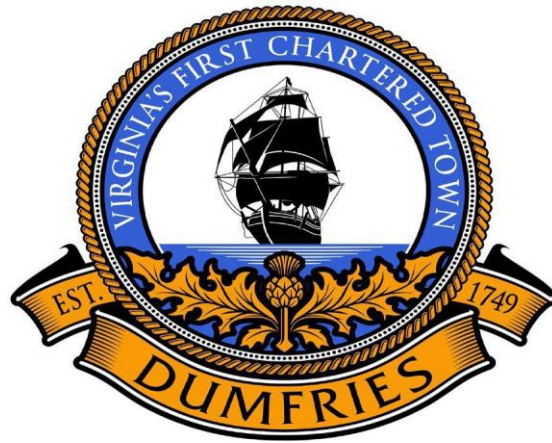


Town of Dumfries Council Meeting Packet



Derrick Wood, Mayor
Monaé Nickerson, Vice Mayor
Selonia Miles, Chair Pro Tem
Tyrone Brown, Councilmember
Brian Fields, Councilmember
Shaun Peet, Councilmember
Caetrina Peterson, Councilmember

Tangela Innis, Town Manager
Sandra Robinson, Town Attorney
Tangi Hill, Town Clerk

December 5, 2023



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building
17739 Main Street, Suite 200
Dumfries, Virginia 22026
Tel: 703-221-3400 / Fax: 703-221-3544
www.dumfriesva.gov

**DUMFRIES TOWN COUNCIL
MEETING TUESDAY, DECEMBER 5, 2023,
AT 7:00 PM
COUNCIL CHAMBERS**

- I. Call to Order and Roll Call
- II. Invocation
- III. Pledge of Allegiance
- IV. Adoption of Agenda
- V. Oath of Office
 - A. Town Attorney Sandra Robinson – Prince William County Circuit Court Clerk
Jacqueline Smith
- VI. Awards and Proclamations
 - A. Proclamation for Strong Foundation Academy – Mayor Derrick Wood
 - B. Proclamation Recognizing the 49th Annual Dumfries Christmas Parade
Grand Marshall Former Vice Mayor Willie J. Toney – Mayor Derrick Wood
 - C. Proclamation Honoring the 90th Birthday of Thelma McGlothlin – Mayor
Derrick Wood
 - D. Brian K. Fields 2023 Community Service Award Presentation to LKQ North
Virginia Auto Parts – Councilman Brian Fields
- VII. Approval of Minutes
 - A. Minutes of the November 8, 2023, Meeting
- VIII. Citizen Comment Period
- IX. Reports and Presentations
 - A. Town Manager's Report – Tangela Innis, Town Manager

- X. Action Items (Public Hearing)
 - A. Public Hearing on Amendments to Town Code Regarding Certain Traffic Fees – Vernon Gaylen, Chief of Police
 - B. Consideration of an Amendment to the FY24 Dumfries Town Council Meeting Schedule to Reschedule the January 2, 2024, Council Meeting to January 9, 2024 – Mayor Derrick Wood
 - C. Resolution Authorizing a Public Hearing to Employ the Services of a Private Collection Attorney to Assist with the Collection of All Delinquent Accounts and to Authorize the Imposition of a Fee to Cover the Cost of Retaining a Private Collection Attorney (Public Hearing Date: January 9, 2024) – Stacey Jordan, Chief Financial Officer
 - D. Resolution Authorizing a Public Hearing Initiating Consideration of an Application for Approval of a Comprehensive Sign Plan for Signage Associated with a Proposed Wawa Convenience Store with Gasoline Sales at 3600 Pointe Center Court (Public Hearing Date: January 9, 2024)– Reggie Tabor, Director of Community, Planning and Economic Development
 - E. Consideration of a 4th Amendment to the Town Manager’s Employment Agreement – Tangela Innis, Town Manager
- XI. Adjournment



PROCLAMATION FOR STRONG FOUNDATION ACADEMY

WHEREAS, the Town of Dumfries values and appreciates organizations that go above and beyond to maintain and beautify our community; and

WHEREAS, Strong Foundation Academy has consistently demonstrated an exceptional commitment to maintaining their property, enhancing the aesthetic appeal of our town, and contributing to the overall beautification of Dumfries; and

WHEREAS, Strong Foundation Academy has set a commendable example of community engagement and care by keeping their premises well-maintained throughout the year; and

WHEREAS, in addition to their dedication to beautification, Strong Foundation Academy has also shown remarkable commitment to public health by maintaining a COVID-free facility, ensuring the safety and well-being of our community; and

WHEREAS, their dedication to maintaining a beautiful and welcoming environment, along with their achievement of being named Dumfries' Best Preschool in Northern Virginia Magazine for five consecutive years, aligns with our vision of creating a vibrant and attractive community.

NOW, THEREFORE, the Town Council of Dumfries, Virginia, do hereby proclaim December 5, 2023, as "Strong Foundation Academy Beautification and Excellence Day" in recognition of their outstanding efforts in beautifying our town and their commendable actions in maintaining a COVID-free facility and receiving prestigious awards.

By Order of the Town Council
Derrick R. Wood, Mayor
December 5, 2023



PROCLAMATION RECOGNIZING FORMER VICE MAYOR WILLIE J. TONEY AS THE 49TH ANNUAL TOWN OF DUMFRIES CHRISTMAS PARADE GRAND MARSHALL

WHEREAS, this year, the Town of Dumfries will hold its 49th Annual Christmas Parade on December 9, 2023, at 10:00 a.m.; and

WHEREAS, the Town of Dumfries appoints a Grand Marshall for its Christmas parade that has a connection to its township; and

WHEREAS, the Town of Dumfries Parade Committee unanimously voted to appoint as the 49th Annual Christmas Parade Grand Marshall it's very own Dumfries Former Vice Mayor Willie J. Toney; and

WHEREAS, Former Vice Mayor Willie J. Toney has many years of service to the Town of Dumfries having served on the Planning Commission, Board of Appeals, and Town Council; and

WHEREAS, he has been instrumental in the political careers of many currently serving on the Dumfries Town Council; as well as those who have served Prince William County and the Commonwealth of Virginia; and

WHEREAS, Former Vice Mayor Willie J. Toney resides in the Town of Dumfries, along with his wife, better known as his "Lucky Penny".

NOW, THEREFORE, BE IT PROCLAIMED that the Town Council of Dumfries, Virginia, hereby recognizes the appointment of Former Dumfries Vice Mayor Willie J. Toney, the 49th Annual Town of Dumfries Christmas Parade Grand Marshall.

By Order of Council:

Derrick R. Wood, Mayor
Town of Dumfries
December 5, 2023



PROCLAMATION HONORING THE 90TH BIRTHDAY OF THELMA MCGLOTHLIN

WHEREAS, Thelma McGlothlin, a cherished and venerable resident of the Town of Dumfries, Virginia, celebrates her 90th birthday; and

WHEREAS, Thelma McGlothlin has graced our community with her presence, wisdom, and unwavering spirit of service for many decades; and

WHEREAS, Thelma McGlothlin, alongside her late husband, Ed McGlothlin, has significantly contributed to the growth, development, and spirit of our town; and

WHEREAS, Thelma McGlothlin has been a vital force in the beautification of our town, serving on one of its first beautification committees, demonstrating her commitment to creating a vibrant and welcoming community environment; and

WHEREAS, Thelma McGlothlin continues to be an invaluable advisor to the progress and future development of our town, sharing her vision and experience for the ongoing enhancement of our community; and

WHEREAS, Thelma McGlothlin's tenure on the Dumfries Town Council and her many roles in community events, including her selection as a Grand Marshall in the Dumfries Christmas Parade, reflect the high regard in which she is held by all who know her; and

WHEREAS, it is said, "Don't just count your years, make your years count." Thelma McGlothlin's life is a testament to this principle, and her presence is a blessing that uplifts our community.

NOW, THEREFORE, the Town Council of the Town of Dumfries, Virginia, do hereby proclaim profound respect and warmest congratulations to Thelma McGlothlin on the occasion of her 90th birthday. We celebrate her life's journey, her lasting contributions to the beautification and development of our town, and the inspiration she continues to be for us all.

We urge all residents of Dumfries to join us in expressing our gratitude and best wishes to Thelma McGlothlin, a true pillar of our community, on this momentous occasion.

By Order of the Town Council
Derrick R. Wood, Mayor
December 5, 2023



**COUNCILMAN BRIAN K. FIELDS
OUTSTANDING COMMUNITY SERVICE AWARD
PRESENTED TO LKQ NORTH VIRGINIA AUTO PARTS**

WHEREAS, the Cosner family started Skips Auto Parts in 1954, which later became known as LKQ North Virginia Auto Parts; and

WHEREAS, this year, LKQ North Virginia Auto Parts is celebrating their 25th year of business in the Town of Dumfries;

WHEREAS, during this time, LKQ North Virginia has employed between 50 to 60 employees; and

WHEREAS, LKQ North Virginia Auto Parts has served 3,000 or so different customers either in store or by delivery services; and

WHEREAS, LKQ North Virginia Auto Parts will be closing their doors due to the road project in the very near future; and

WHEREAS, the Town of Dumfries greatly appreciates the service LKQ North Virginia Auto Parts has provided to not only residents of our town but throughout the Commonwealth of Virginia and beyond.

NOW, THEREFORE, BE IT PROCLAIMED, I, Brian K. Fields, Councilman of the Town of Dumfries, do hereby recognize the **LKQ North Virginia Auto Parts** as the recipient of the **Outstanding Community Service Award 2023** on this the 5th day of December 2023 in the Town of Dumfries, and urge all citizens to congratulate them for the honor they are receiving today.

By Order of Council:

Derrick R. Wood, Mayor
Town of Dumfries
December 5, 2023

**DUMFRIES TOWN COUNCIL MEETING MINUTES
TUESDAY, NOVEMBER 8, 2023**

MEETING HELD IN COUNCIL CHAMBERS

A video recording of this meeting is available on the Town's Website at www.dumfriesva.gov and YouTube Channel at https://www.youtube.com/live/IMKXP9FFo_E?si=HRIGZK1-Sdqd-x4M

Call to Order and Roll Call

At 7:00 PM, Mayor Derrick Wood called the meeting to order. The following members were recorded as present: Fields, Peet, Miles, Peterson, Nickerson, and Wood. Councilman Brown was absent.

Invocation

The invocation was led by Jake Rogers, Executive Pastor of Pillar Church of Dumfries, Virginia.

Pledge of Allegiance

Mayor Derrick Wood asked all to stand for the Pledge of Allegiance.

Adoption of the Agenda

Councilman Fields requested the addition of a proclamation for the retirement of Rev. Dr. Joseph B. Fields, Jr. On a motion by Chair Pro Tem Miles, seconded by Vice Mayor Nickerson, to adopt the agenda as amended. Vote 6-0-0 (Yes: Peterson, Peet, Fields, Miles, Nickerson, and Wood; No: N/A; Abstain: N/A).

Awards and Proclamations

The following proclamations were presented:

International Men's Day read and presented by Vice Mayor Nickerson.

Retirement of the Reverend Doctor Joseph B. Fields, Jr. read by Councilman Fields.

Recognizing Eileen Thrall as a Living Legend read by Mayor Wood. A representative from Senator Tim Kaine's office also presented Ms. Thrall with a

certificate on his behalf.

The representative from Senator Tim Kaine's office presented a certificate to Raya Nickerson recipient of the Town of Dumfries Employee of the Year Award on his behalf.

Approval of Minutes

Minutes of October 17, 2023, Regular Meeting

On a motion by Chair Pro Tem Miles, seconded by Vice Mayor Nickerson, to approve the Dumfries Town Council Meeting Minutes of the October 17, 2023, Regular Meeting. Vote 6-0-0 (Yes: Nickerson, Peterson, Fields, Peet, Miles, and Wood; No: N/A; Abstain: N/A).

Citizen Comment Period

No citizens signed up or came forward to speak for the Citizen Comment Period.

Mayor and Council Comments

The Mayor and Council provided their comments.

Reports and Presentations

The representative from Senator Tim Kaine's office presented a certificate of special recognition as the Police Officer of the Year to Officer Carrick Robertson on his behalf.

Introduction of New Police Officers

Dumfries Police Chief Gaylen introduced Carolyn Solarte and Robert Mervin. After the introduction, each officer was administered the oath of office by Town Clerk Hill.

Action Items (Public Hearing)

Authorize Public Hearing on Amendments to Town Code Regarding Certain Traffic Fees – Vernon Gaylen, Chief of Police

On a motion by Councilman Peet, seconded by Vice Mayor Nickerson, authorizing a public hearing for December 5, 2023, on amendments to the Town Code Regarding Certain Traffic Fees. Vote 6-0-0 (Yes: Peterson, Fields, Peet,

Miles, Nickerson, and Wood; No: N/A; Abstain: N/A).

Ordinance Amending the Borrowing Ordinance to Include Additional Permitted Uses for 2023B Note – F. Jessie Bausch, Attorney, Sands Anderson PC

On a motion by Vice Mayor Nickerson, seconded by Councilman Peet, to adopt the Ordinance Amending the Borrowing Ordinance to Include Additional Permitted Uses for 2023B Note. Vote 6-0-0 (Yes: Peet, Miles, Nickerson, Peterson, Fields, and Wood; No: N/A; Abstain: N/A).

Amendment to the Rules and Procedures to Include Provision for a Consent Agenda – Sharon Pandak, Town Attorney

On a motion by Chair Pro Tem Miles, seconded by Vice Mayor Nickerson, to amend the Rules and Procedures to Include Provision for a Consent Agenda. Vote 6-0-0 (Yes: Nickerson, Peterson, Miles, Fields, Peet, and Wood; No: N/A; Abstain: N/A).

Adjournment

Mayor Wood adjourned the meeting at 7:57 PM.



Town Manager's Report

November 30, 2023

Mayor Wood, Vice-Mayor Nickerson, Honorable Councilmembers,

My team and I continue to persevere to ensure that the core functions of our government continue and that we meet or even exceed the strategic goals established by the Council. Please note the following updates by agency:

TOWN WIDE PERFORMANCE MEASURES			
Goal	FY23 Target/Result	FY24 Target/Result	October FY24
ADMINISTRATION			
Receive GFOA Distinguished Budget Presentation Award	YES/YES	YES/YES	YES
Achieve 98% Collection Rate for Real Estate Taxes	98%/YES	98%/TBD	TBD
Create and establish financial policies related to Unassigned Fund Balance, RainyDay Fund, and Debt	Submitted and adopted by Town Council by March 30, 2023/ YES	Submitted and adopted by Town Council by March 30, 2024/ TBD	YES
Improve Average Customer Service Total Transaction Time	7 Minutes/YES	7 Minutes/TBD	6 Minutes
Improve Accounts Payable Processing Time	All payments will be processed within 21 days/ YES	All payments will be processed within 21 days / TBD	2 Days
PLANNING & COMMUNITY DEVELOPMENT			
Achieve Average Zoning Application Review Time	14 DAYS/ YES	14 DAYS/ TBD	10 Day
Achieve Average Land Use Application Review Time	14 Days/YES	14 Days/TBD	N/A**

POLICE			
Host Regular Community Educational Workshops	1 per month/ NC	1 Per Month/NO	2
Improve average response time	TBD	TBD	TBD
Reduce property crime rate by 5%	161 Total Calls/ N/A	175 Total Calls/ 8% INCREASE	TBD
Reduce violent crime rate by 5%	277 Total Calls/ N/A	240 Total Calls/ 13% DECREASE	TBD
PUBLIC WORKS			
Achieve Average Permit Approval Time	14 Days/TBD	14 Days/TBD	14 Days/TBD
Increase Inspections on Private BMPs	50% PRIVATE/ 100% PUBLIC	50% PRIVATE/ 100% PUBLIC	50% PRIVATE/ 100% PUBLIC

*To Be Determined (TBD) – Anticipating Result.

** Not Applicable (N/A) – Data or reporting not available.

Community Concerns

One stormwater complaint was received regarding erosion coming from the hill at The Rose. It is currently being handled by the contractor and town staff.

The final patching and paving for Possum Point is completed. More water line improvements are expected near the Point Center building in the spring.

Civic Engagement

- The Town of Dumfries will host its annual Christmas Tree Lighting Ceremony on Friday, December 1, 2023, at 6:00 pm. This year we will have live nativity animals, which include a camel.
- The Town of Dumfries Holiday Fair will be held on Saturday, December 2, 2023, at 11:00 am at the Clyde N. Washington, Jr. Community & Recreation Center. We have a total of 8 vendors registered.
- The Town of Dumfries Christmas Parade will be held on Saturday, December 9, 2023, at 10:00 am. We have over 50 participants registered for this year's parade. The theme is "Holiday Movies in Dumfries. The Parade Grand Marshall is Former Vice Mayor Willie J. Toney.
- We anticipate training and going live with Granicus for the Council's agenda and voting system in January. Staff will schedule training with the Council prior to going live.
- GoGov implementation is almost complete. We should have a preview of the app within the next couple of weeks and a training schedule with staff.
- The 2024 Dumfries Black History Celebration is scheduled for Saturday, February 24, 2024. The theme for this year's event is "African Americans and the Arts".

Finance/Procurement

- The Town is still collecting payments for the 2nd half of Real Estate taxes. The deadline is December 5th.
- 2023A & B Bond series have closed, and funds have been received.
- FY23 onsite visit with external auditors was conducted the week of November 13th through November 16th. RFC to have the audit completed in December.
- FY25 Budget memo and spreadsheets have been sent to department heads with the requested return date of January 3rd.
- Forensic Auditing Services – The Town has received four proposals that are currently under review and evaluation.
- Architectural and Engineering Design Services for the Adaptive Reuse of an Existing Rescue Station – The Town has received eight proposals that are currently under review and evaluation.

Public Works

- The Town has two new vehicles. Additional vehicles are being built by Ford and are anticipated to be ready by March.
- Bulk pickup services are scheduled for Williamstown, Port O'Dumfries, and South Cove for January 3rd. Flyers will be sent to the HOAs.
- Staff are on track to have a great Christmas Parade. No parking signs have been posted. OmniRide and the Williamstown HOA have been informed of the planned route.
- Four permits were issued last month.

Respectfully submitted,

Tangela Innis

Town Manager

**AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON
DECEMBER 5, 2023: ON A MOTION DULY MADE BY
_____, AND SECONDED BY _____, THE
FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:**

**Tyrone A. Brown, ____;
Brian K. Fields, ____;
Selonia B. Miles, ____;
Monae S. Nickerson, ____;
Shaun R. Peet, ____;
Caetrina A. Peterson, ____;
Derrick R. Wood, ____;**

**ADOPT AMENDMENTS TO TOWN CODE REGARDING
CERTAIN TRAFFIC FINES**

WHEREAS, as permitted by Va. Code § 46.2-113 and other relevant statutes, the Town may adopt an ordinance which enables the imposition of fines for certain traffic offenses which do not impact a driver's DMV record; and

WHEREAS, a public hearing was advertised and, on this date, the Town Council held a public hearing on the proposed amendments;

NOW, THEREFORE, BE IT ORDAINED that the Town Council of the Town of Dumfries hereby adopts the attached amendments to the Town Code to enact Secs. 62-95 and 62-96.

By Order of Council:

Derrick R. Wood, Mayor

ATTEST: _____
Tangi Hill, Town Clerk

Attachment: as stated

Chapter 62 – Traffic and Vehicles
Article III – Operation of Vehicles

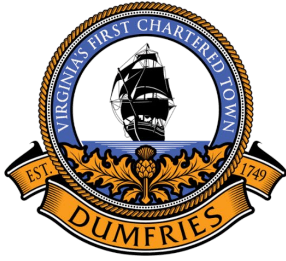
Sec. 62-95. Operator to Give Full Time and Attention to Driving.

- (a) No person shall operate a motor vehicle upon the highways of the town without giving his or her full time and attention to the operation of the vehicle.
- (b) Any person who violates this section shall, upon conviction, be punished pursuant to the provisions of § 62-2(b).

Sec. 62-96. Proper Control of Vehicle While Operating.

- (a) No person shall operate a motor vehicle upon the highways of the town without keeping the vehicle under proper control at all times.
- (b) Any person who violates this section shall, upon conviction, be punished pursuant to the provisions of § 62-2(b).

Secs. 62-97—62-115. Reserved.



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FY2024 TOWN COUNCIL MEETING SCHEDULE (JULY 1, 2023 – JUNE 30, 2024)

(All meetings will begin at 7pm in the Council Chambers)

Tuesday, July 11, 2023

Wednesday, August 8, 2023

Tuesday, September 5, 2023

Tuesday, September 19, 2023

Wednesday, October 4, 2023

Tuesday, October 17, 2023

Wednesday, November 1, 2023

Tuesday, November 21, 2023

Tuesday, December 5, 2023

Tuesday, January 2, 2024- Consideration of Rescheduling to Tuesday, January 9, 2024

Tuesday, January 16, 2024

Tuesday, February 6, 2024

Tuesday, February 20, 2024

Tuesday, March 5, 2024

Tuesday, March 19, 2024

Tuesday, April 2, 2024

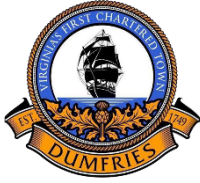
Tuesday, April 16, 2024

Tuesday, May 7, 2024

Tuesday, May 21, 2024

Tuesday, June 4, 2024

Tuesday, June 18, 2024



AGENDA ITEM REQUEST FORM

Item Type

Award Proclamation Resolution/Ordinance Motion Discussion

Statement of Purpose

Consideration of an Amendment to the FY24 Dumfries Town Council Meeting Schedule to Reschedule the January 2, 2024 Council Meeting to January 9, 2024.

Background/References

Fiscal Impact

Suggested Motion

Motion to reschedule the January 2, 2024, Dumfries Town Council Meeting to January 9, 2024.

Requested Meeting Date

December 5, 2023

Attachments

FY24 Dumfries Town Council Meeting Calendar

**AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON
DECEMBER 5, 2023: ON A MOTION DULY MADE BY
_____, AND SECONDED BY _____, THE
FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:**

Tyrone A. Brown, ____;
Brian K. Fields, ____;
Selonia B. Miles, ____;
Monae S. Nickerson, ____;
Shaun R. Peet, ____;
Caetrina A. Peterson, ____;
Derrick R. Wood, ____;

**AUTHORIZE PUBLIC HEARING ON AMENDMENT TO TOWN CODE
REGARDING FEES FOR COLLECTION OF DELINQUENT TAXES AND
OTHER DELINQUENT ACCOUNTS**

WHEREAS, Va. Code §58.1-3958 authorizes the Town to impose administrative fees to cover the costs of collection of delinquent taxes or other delinquent charges and may also add collection agency or attorney's fees actually contracted for, not to exceed 20% or other percentages or amounts set by State law, to the delinquent bill; and

WHEREAS, the costs of collection of delinquent accounts should be borne by those who have failed to meet their obligations and not by the general citizenry; and

WHEREAS, these fees would help cover the administrative costs and reasonable collection agency's or attorney's fees in the event a delinquent account is assigned to a collection agency or attorney; and

WHEREAS, the Town is engaging attorneys to collect delinquent accounts; and adoption of such an ordinance will improve collection of delinquent taxes; and

WHEREAS, the Council desires to consider adoption of the proposed ordinance; unless otherwise provided by this Code or statute.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Dumfries hereby approves the scheduling of a public hearing to consider the attached amendment to the Town Code to enact new Sec. 58-197 on _____.

By Order of Council:

Derrick R. Wood, Mayor

ATTEST: _____
Tangi Hill, Town Clerk

Attachment

New - ARTICLE VIII. TAX COLLECTION GENERALLY.

Sec. 58-197. Payment of administrative fees, attorney's fees, and collection agency's fees to cover the costs associated with the collection of delinquent taxes.

Any person liable for local taxes or other local accounts who fails to pay the amount due within 30 days after notice of the delinquency has been sent may, in addition to all penalties and interest, pay a fee to cover the administrative costs associated with the collection in such amount and for collection agency's or attorney's fees as allowed by Va. Code §58.1-3958, or such other Virginia statute regulating the amount of such fees or covering the subject of fees in such cases.

The administrative costs shall not exceed \$30 for taxes or other charges collected subsequent to 30 or more days after notice of delinquent taxes or charges but prior to the taking of any judgment with respect to such delinquent taxes or charges, and \$35 for taxes or other charges collected subsequent to judgment. If the collection activity is to collect on a nuisance abatement lien, the fee for administrative costs shall be \$150 or twenty-five (25) percent of the cost, whichever is less; however, in no event shall the fee be less than \$25.

In addition to the administrative fee, any collection agency's fees or attorney's fees actually contracted for, not to exceed twenty (20) percent of the taxes or other delinquent charges so collected.



AGENDA ITEM REQUEST FORM

Item Type

Award Proclamation Resolution/Ordinance Motion Discussion

Statement of Purpose

A request to hold a Public Hearing on January 9, 2024 to Amend the Town Code regarding fees for collection of delinquent taxes and other delinquent accounts.

Background/References

Va. Code §58.1-3958 authorizes the Town to impose administrative fees to cover the costs of collection of delinquent taxes or other delinquent charges and may also add collection agency or attorney's fees actually contracted for, not to exceed 20% or other percentages or amounts set by State law, to the delinquent bill.

Fiscal Impact

The Town currently has outstanding BL, MT and RE taxes. Although, the Town Treasurer has done her diligence with trying to resolve the delinquent balances there are some accounts that require alternative action.

Suggested Motion

Recommended that Town Council approve resolution at the January 9, 2024 Council meeting

Requested Meeting Date

January 9, 2024

Submitter's Name

Stacey Jordan

Attachments:

AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL, HELD ON December 5, 2023 ON A MOTION DULY MADE BY _____, AND SECONDED BY _____, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE TOWN COUNCIL WITH THE FOLLOWING VOTE:

Tyrone A. Brown, _____;
Brian K. Fields, _____;
Selonia B. Miles, _____;
Monae S. Nickerson, _____;
Shaun R. Peet, _____.
Caetrina A. Peterson, _____;;
Derrick R. Wood, _____;

RESOLUTION INITIATING CONSIDERATION OF AN APPLICATION FOR APPROVAL OF A COMPREHENSIVE SIGN PLAN FOR SIGNAGE ASSOCIATED WITH A PROPOSED WAWA CONVENIENCE STORE WITH GASOLINE SALES AT 3600 POINTE CENTER COURT.

WHEREAS, at its December 5, 2023, meeting, the Town Council discussed a proposed Comprehensive Sign Plan associated with a proposed development of a Wawa Convenience Store with gasoline sales at 3600 Pointe Center Court; and

WHEREAS, pursuant to the Code of the Town of Dumfries as amended by the Town Council October 17, 2023, the Council has the authority to approve a Comprehensive Sign Plan; and

WHEREAS, in its initiating resolution, the Town Council refers the proposed Comprehensive Sign Plan to the Planning Commission and requests the Planning Commission review the proposed plan and provide the Town Council with its recommendation thereon.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Dumfries on this 5th day of December 2023 does hereby initiate consideration of a Comprehensive Sign Plan for a proposed development at 3600 Pointe Center Court.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the foregoing proposed Comprehensive Sign Plan is hereby referred to the Town of Dumfries Planning Commission for its review, conduct of a public hearing, and recommendation thereon.

By Order of Council:

Derrick R. Wood, Mayor

Attest:

Tangi Hill, Town Clerk

Comprehensive Sign Plan

The Comprehensive Sign Plan consists of one illuminated freestanding sign (Sign A), three wall signs (Signs B, C, and D), three canopy signs (Signs E and F), and directional signage (Sign G). The attached Comprehensive Sign Plan includes details concerning the location, size, and design of each of the proposed signs.

The Applicant has reviewed the regulations concerning signage and believes the signage in the proposed Comprehensive Sign Plan complies with the minimum requirements of the Zoning Ordinance pertaining to sign height, sign area/size, and number of signs, except for the illumination element of the freestanding sign, which is the reason the Comprehensive Sign Plan is necessary. The Zoning Ordinance requires any application for a Comprehensive Sign Plan to address, as part of this Statement of Justification, whether and how each sign will address the following:

- a. Assist motorists, bicyclists and/or pedestrians in finding a location without difficulty or confusion.
- b. Clearly identify places of business or communities, while avoiding unnecessary redundancy.
- c. Demonstrate compatibility with, and be subordinate to, the structures and land uses referenced by the sign.
- d. Address light pollution impacts with night-sky friendly equipment and operations.
- e. Incorporate energy efficient measures, where possible.
- f. Provide a sufficient number of graphic messages or displays without creating competing demands for visual attention.
- g. Minimize impacts on Historic Properties, if applicable to the site.

Type	Quantity	Building Frontage (ft)	1.5 x Building Frontage (sf)	Width (ft)	Height (ft)	Total Area (sf)
Freestanding Illuminated Sign (Sign A)	1	n/a	n/a	7.58'	20'	47.4 sf
Wall Sign (Sign B)	1	92'	138 sf	14.67'	6.67'	98.43 sf
Wall Sign (Sign C)	1	92'	138 sf	6.75'	3.75'	20.74 sf
Wall Sign (Sign D)	1	56'	84 sf	12.17'	5.5'	67.71 sf
Canopy Sign (Sign E)	2	n/a	n/a	19.67'	2'	39.30 sf
Canopy Sign (Sign F)	1	n/a	n/a	6.75'	1.67'	9.02 sf
Directional Signs (Sign G)	4	n/a	n/a	2.5'	2.5'	6.25 sf

Illuminated Freestanding Sign (Sign A):

The Applicant proposes one (1) Illuminated Freestanding Sign.

The proposed freestanding illuminated sign has a total sign area of approximately 47.4 square feet, which is less than the maximum permitted sign area for this style of signage within the B-1 Zoning District. Of that 47.4 square feet, approximately 18.4 square feet is dedicated to the electronic display that depicts the fuel prices. The electronic display area consists of less than fifty (50%) percent of the total sign area, which aligns with the standards set for electronic display signs that are permitted through the Comprehensive Sign Package process. Additionally, the proposed maximum height of the freestanding sign is twenty (20) feet, as permitted in the B-1. The proposed freestanding sign will assist motorists, bicyclists and/or pedestrians by clearly identifying the presence of a Wawa. Motorists will also be assisted by the sign through it alerting such motorists of the availability of fuel sales and the corresponding prices. The proposed freestanding sign is strategically placed at the corner of the Property along Route 1, which will allow motorists to become aware of the store prior to the right-turn onto Possum Point Road where the main vehicular entrance exists and should help limit difficulty or confusion in navigating to the site. The freestanding sign clearly identifies the Wawa brand without being redundant while also being designed in such a manner that it will match the architectural style and design of the other signage as well as the convenience store building and gas canopy. It is not anticipated that the lighting associated with the signage will create an adverse impact to the existing commercial corridor that contains other similar types of signage. The freestanding sign is the only proposed along the Property's Route 1 frontage and will not compete with other freestanding Wawa signs. The Applicant will seek to provide energy efficient measures, where possible and when appropriate. The Property is not located within the Town's Historic District.

Wall Signs (Signs B, C and D):

The Applicant proposes three (3) Wall signs.

Sign B is located on the building façade that faces Route 1 and is approximately 98 square feet. Building mounted signage in B-1 is permitted to be a maximum of 100 square feet in sign area for façade that is permitted such signage and, therefore, the sign area for Sign B aligns with the underlying requirements of the Zoning Ordinance. Sign C is on the rear building façade that faces away from Route 1 and is approximately twenty-one (21) square feet. Sign D is located on the building façade that faces Possum Point Road and is approximately forty-three (43) square feet. The proposed building mounted signs provide all potential customers (i.e., motorist, bicyclist and pedestrians) with information that the structure is a Wawa convenience store and does so in a manner that allows those individuals to easily and without confusion locate the Wawa. There is only one building mounted sign per each building façade, which alerts customers of the business without unnecessary redundancy. The building mounted signs match the Wawa style, design, and color for its business and will be complimentary to the other signs and structures on the Property. Due to the Property's location along a highly-trafficked, commercial corridor, the lighting associated with the signage is not anticipated to create any adverse impacts to the surrounding areas. Including only one sign on three of the four building facades, Wawa will be able to readily alert its customers of its location without creating competing demands for visual attention. The Applicant will seek

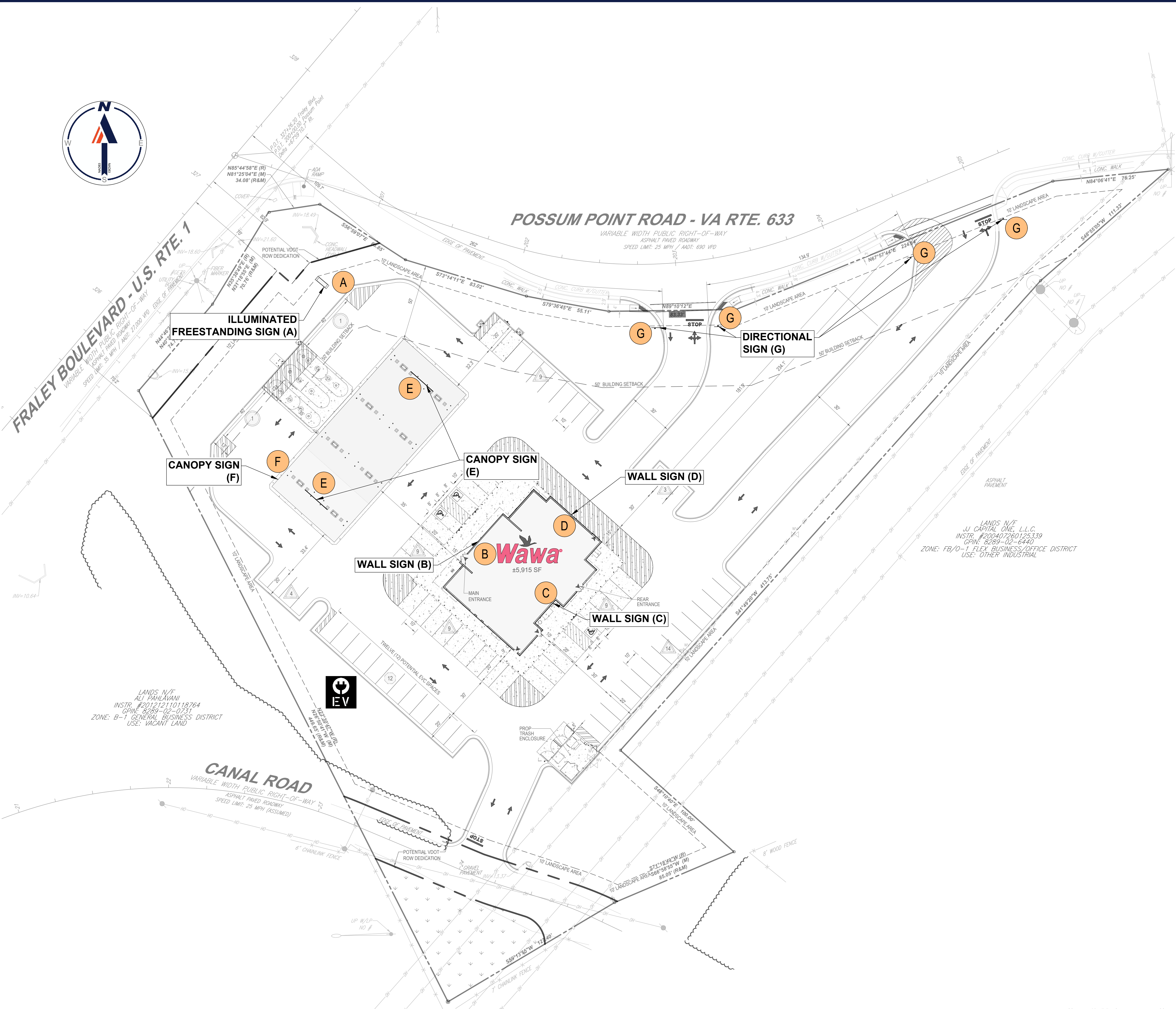
to provide energy efficient measures, where possible and when appropriate. The Property is not located within the Town's Historic District.

Canopy Signs (Signs E and F):

Sign F is approximately 9 square feet and is proposed to be affixed to the fuel canopy, as is commonplace with gas stations. Many gas stations actually feature more than one side of the canopy with a sign affixed to the roof such as Sign F. In lieu of additional canopy signs of the traditional nature, the Applicant proposes Sign E which is a sign that is attached to two columns that support the fuel canopy. There will be two signs of this style and each will be approximately 7.5 square feet. Fuel canopy signs of this nature are utilized to assist customers with identifying the location as a Wawa and should help limit confusion or difficulty for those customers traveling to the site. While the canopy signs will aide in identifying the business, the limited number and smaller size of the proposed canopy signs will not create unnecessary redundancy. Like each of the other signs proposed, the canopy signs will match the architectural style and design of the other proposed signage as well as the overall development of the Property. Please see Comprehensive Sign Package which includes a rendering of Sign E and its illumination at night. It is not anticipated that the canopy signs will create light pollution along the Route 1 commercial corridor. The canopy signs also permit Wawa to alert its customers while not creating a competing visual demand. The Applicant will seek to provide energy efficient measures, where possible and when appropriate. The Property is not located within the Town's Historic District.

Directional Signs (Sign G):

The Applicant proposes a total of four (4) directional signs of this style with two at either side of each entrance to the Property from Possum Point Road. Each directional sign will be approximately four (4) feet in height with a sign area of approximately 6.3 square feet. Directional signs are inherently provided to assist motorists with navigating to and from the Property without difficulty or confusion. The proposed directional signs help identify the business while avoiding unnecessary redundancy. It is not anticipated that the proposed directional signs will have an adverse impact on the surrounding areas from a light pollution perspective. Please see Comprehensive Sign Plan that demonstrates how the directional signs will appear at night. The small nature of this style of sign ensures that the signs will not create competing demands for visual attention. The Applicant will seek to provide energy efficient measures, where possible and when appropriate. The Property is not located within the Town's Historic District.



**ILLUMINATED
FREESTANDING SIGN (A)**

**CANOPY SIGN
(F)**

WALL SIGN (B)

**CANOPY SIGN
(E)**

WALL SIGN (D)

WALL SIGN (C)

**DIRECTIONAL
SIGN (G)**

Wawa
±5,915 SF

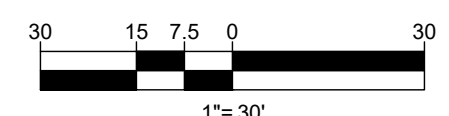
LANDS N/F
JJ CAPITAL ONE, L.L.C.
INSTR. #200407260125339
CPIN: 6289-02-6440
ZONE: FB/O-1 FLEX BUSINESS/OFFICE DISTRICT
USE: OTHER INDUSTRIAL

LANDS N/F
ALI PAHLAVANI
INSTR. #201212110118764
CPIN: 6289-02-0731
ZONE: B-1 GENERAL BUSINESS DISTRICT
USE: VACANT LAND

CANAL ROAD
VARIABLE WIDTH PUBLIC RIGHT-OF-WAY
ASPHALT PAVED ROADWAY
SPEED LIMIT: 25 MPH (ASSUMED)

POSSUM POINT ROAD - VA RTE. 633
VARIABLE WIDTH PUBLIC RIGHT-OF-WAY
ASPHALT PAVED ROADWAY
SPEED LIMIT: 25 MPH / AADT: 690 VPD

FRALEY BOULEVARD - U.S. RTE. 1
VARIABLE WIDTH PUBLIC RIGHT-OF-WAY
ASPHALT PAVED ROADWAY
SPEED LIMIT: 35 MPH / AADT: 7200 VPD



BOHLER
SITE CIVIL AND CONSULTING ENGINEERING
PROGRAM MANAGEMENT
LANDSCAPE ARCHITECTURE
SUSTAINABLE DESIGN
PERMITTING SERVICES
TRANSPORTATION SERVICES

REVISIONS

REV	DATE	COMMENT	CITY AND VDOT COMMENTS	CHECKED BY
1	8/10/2023			JTL DBR

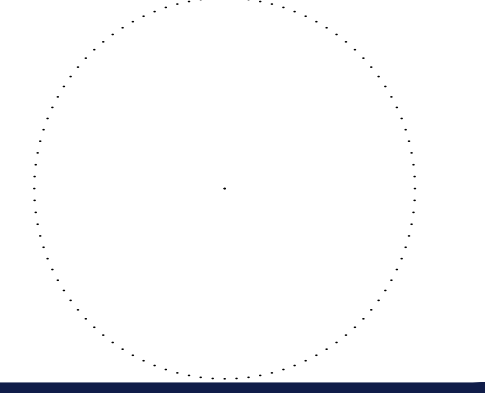
811
Know what's below.
Call before you dig.
ALWAYS CALL 811
It's fast. It's free. It's the law.

**FOR CONCEPT
PURPOSES ONLY**

PROJECT No.: VAB220143.01
DRAWN BY: DSH
CHECKED BY: DBR
DATE: 8/23/2023
CAD ID: CUFP-0

PROJECT:
**CONDITIONAL USE
PERMIT**
FOR
Wawa
PROPOSED
DEVELOPMENT
3600 POINTE CENTER COURT
DUMFRIES, VIRGINIA 22026
TOWN OF DUMFRIES, VA

BOHLER
28 BLACKWELL PARK LANE, SUITE 201
WARRENTON, VIRGINIA 20186
Phone: (540) 349-4500
Fax: (540) 349-0321
VA@BohlerEng.com



SHEET TITLE:
**SIGNAGE
PLAN**
SHEET NUMBER:
1
REVISION 1 - 8/10/2023

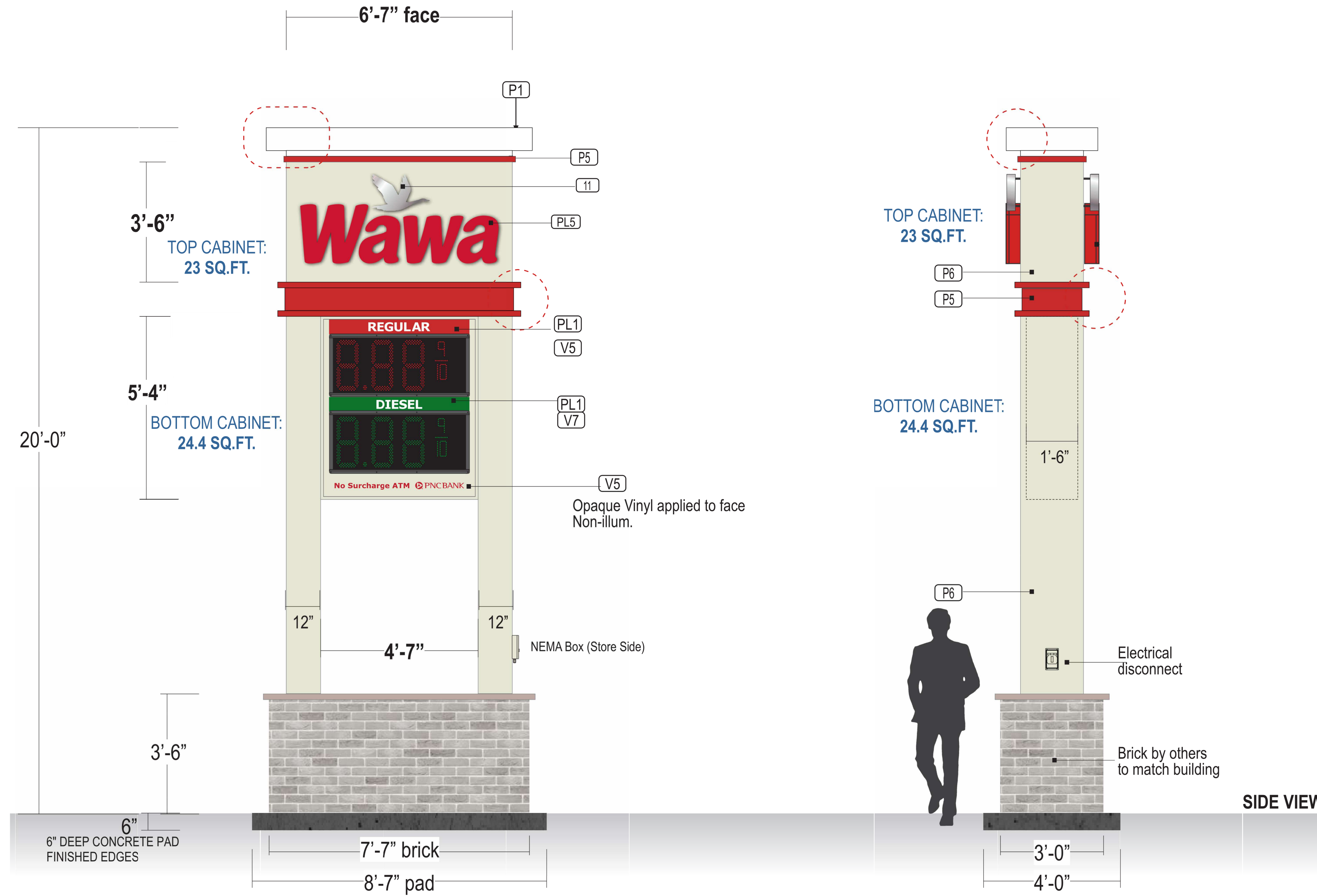
08/10/2023 10:00 AM C:\DRAWINGS\PROJECTS\2023\VA\220143.01\CAD\DRAWINGS\SIGNS\SIGNS\LAYOUT - SIGNAGE PLAN

ILLUMINATED FREESTANDING SIGN

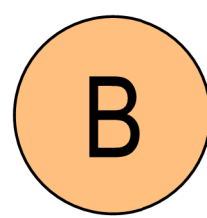
A

Scale: 1/4"=1'-0"

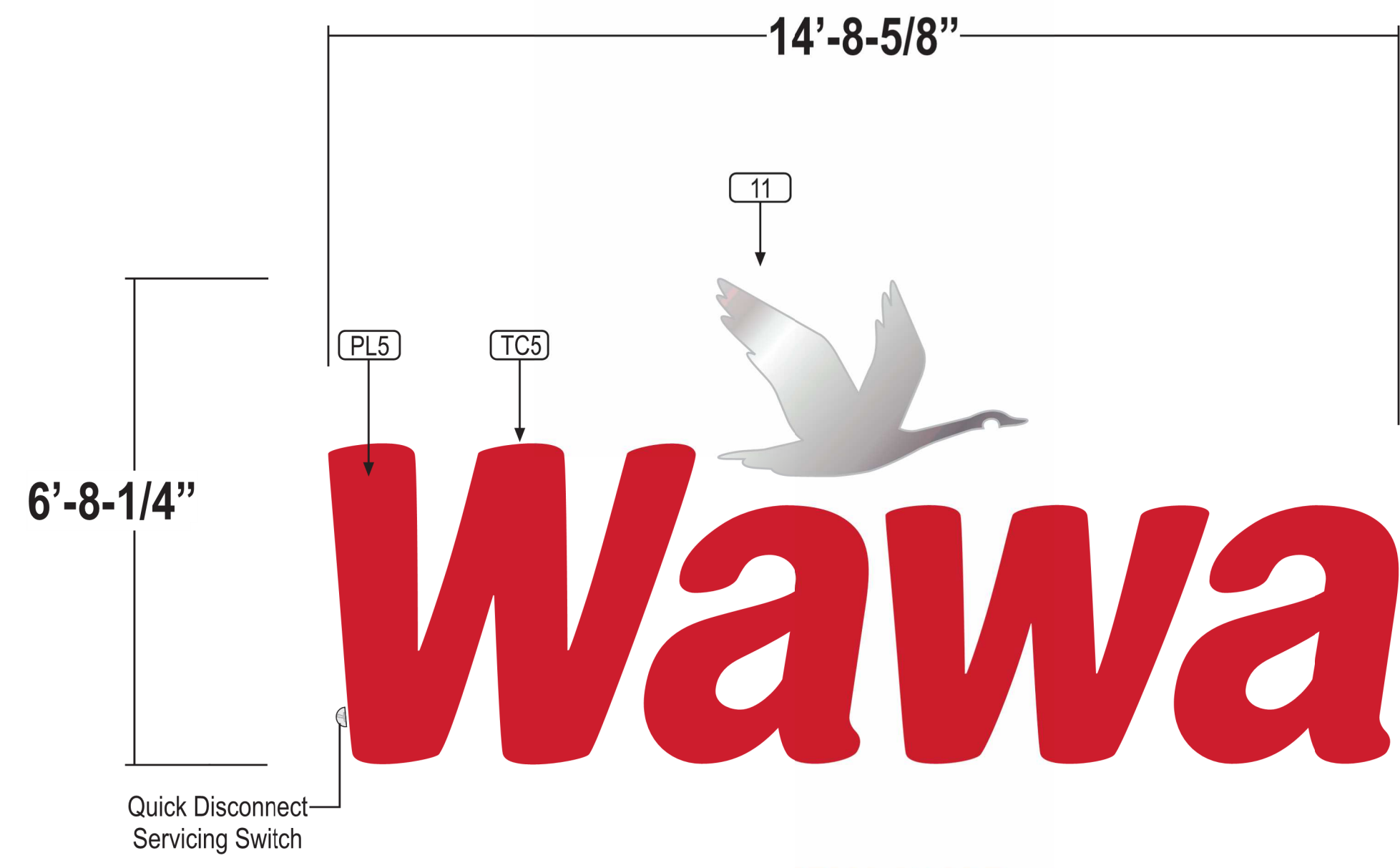
47.4 square feet



WALL SIGN

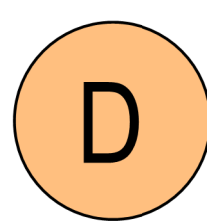


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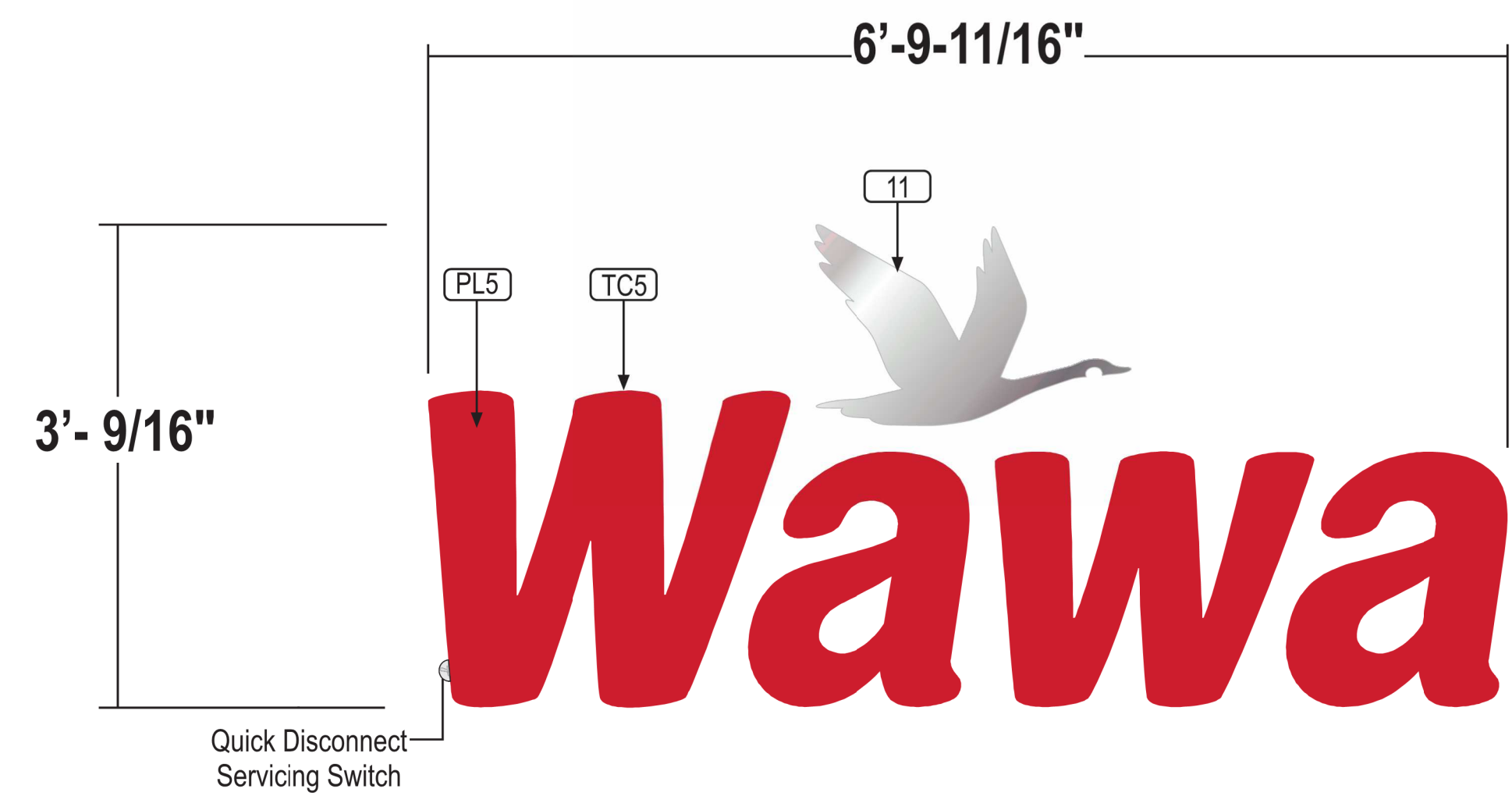


SQ.FT. of ONE(1) GEOMETRIC SHAPE = 98.43 SQ. FT.

WALL SIGN

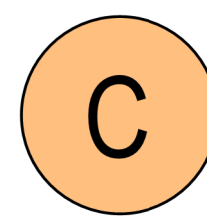


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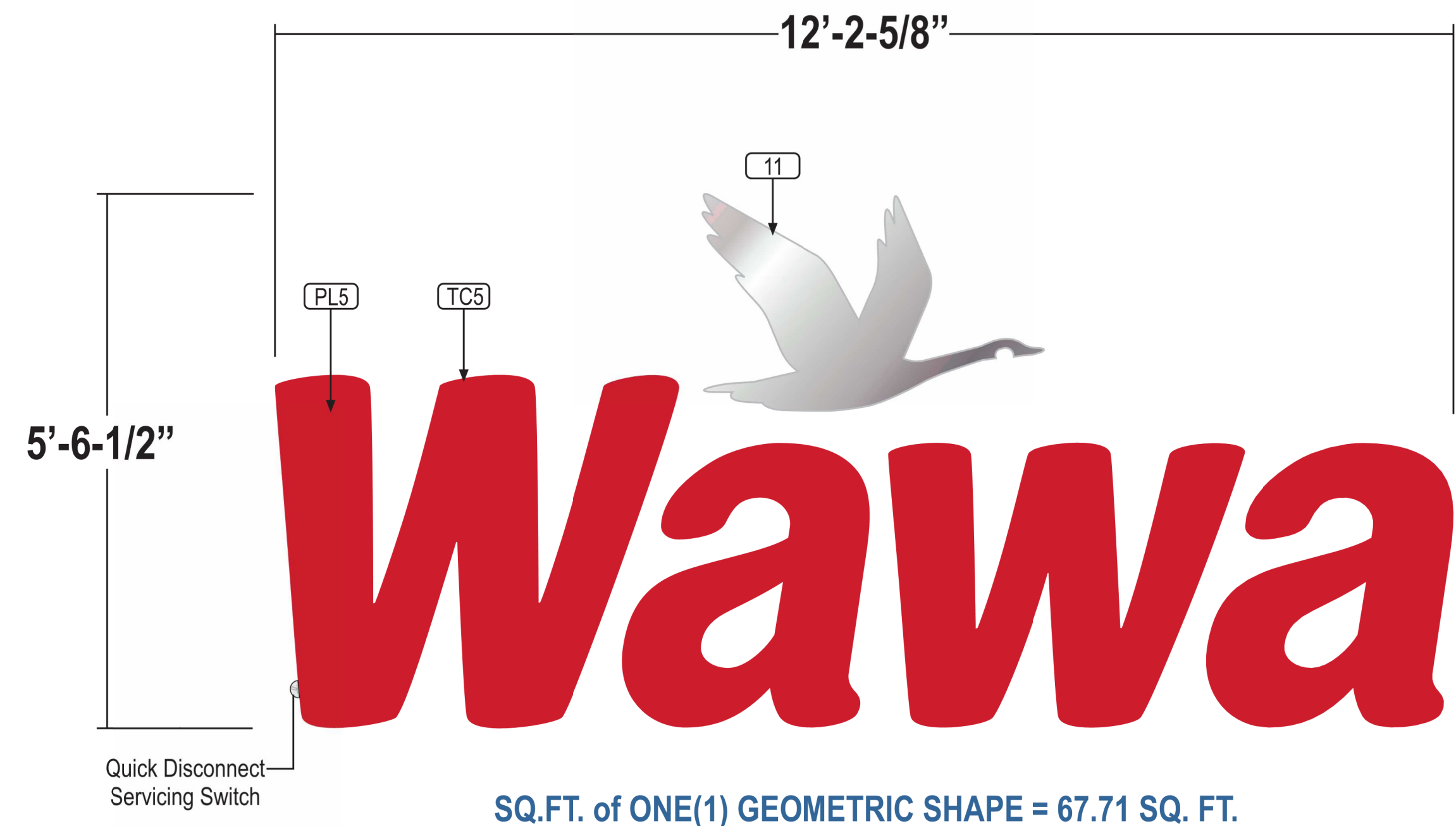


SQ.FT. of ONE(1) GEOMETRIC SHAPE = 20.74 SQ. FT.

WALL SIGN



Scale: 3/8"=1'-0"

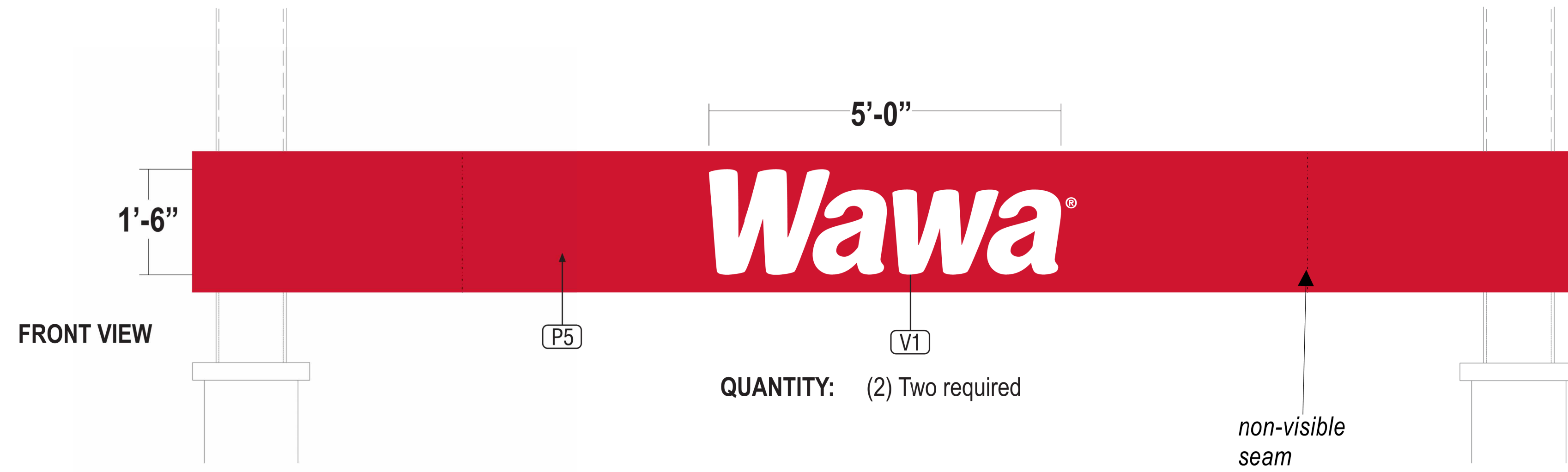


CANOPY SIGN

E

Scale: 3/8"=1'-0"

7.5 square feet of copy

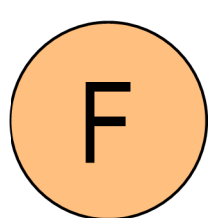


CANOPY ELEVATION (STACKED PUMPS)

not to scale

2023 UNIVERSAL SIGN FAMILY

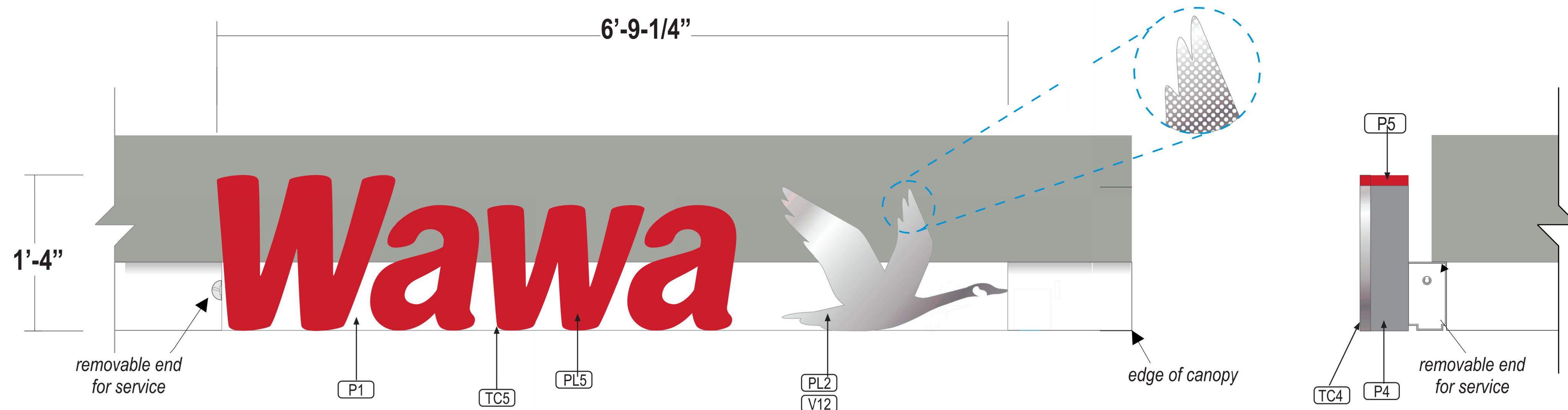
CANOPY SIGN



Scale: 3/4"=1'-0"

16 inch

9 square feet



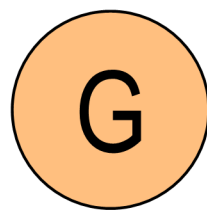
SIMULATED NIGHT VIEW



TYPICAL

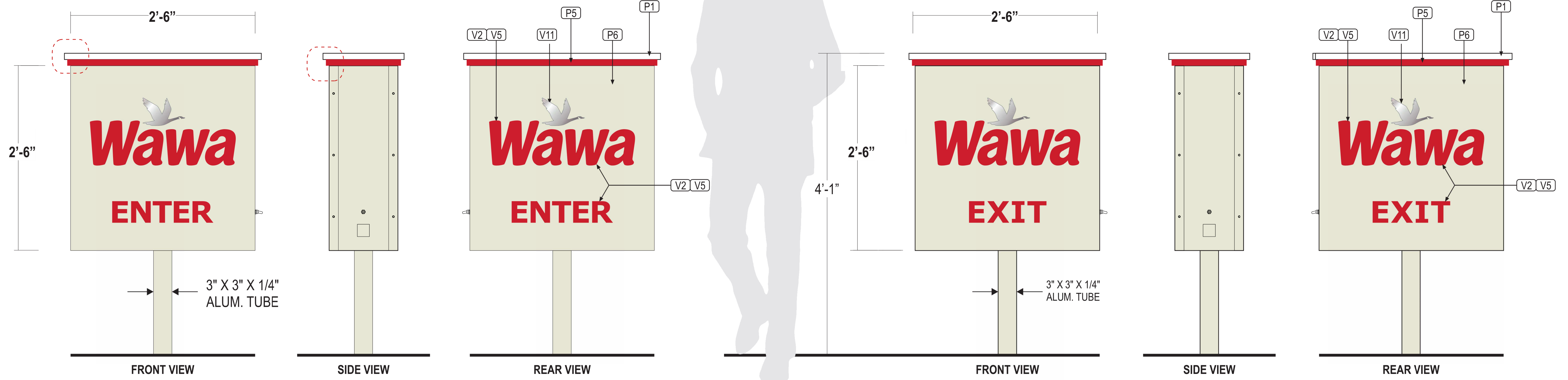
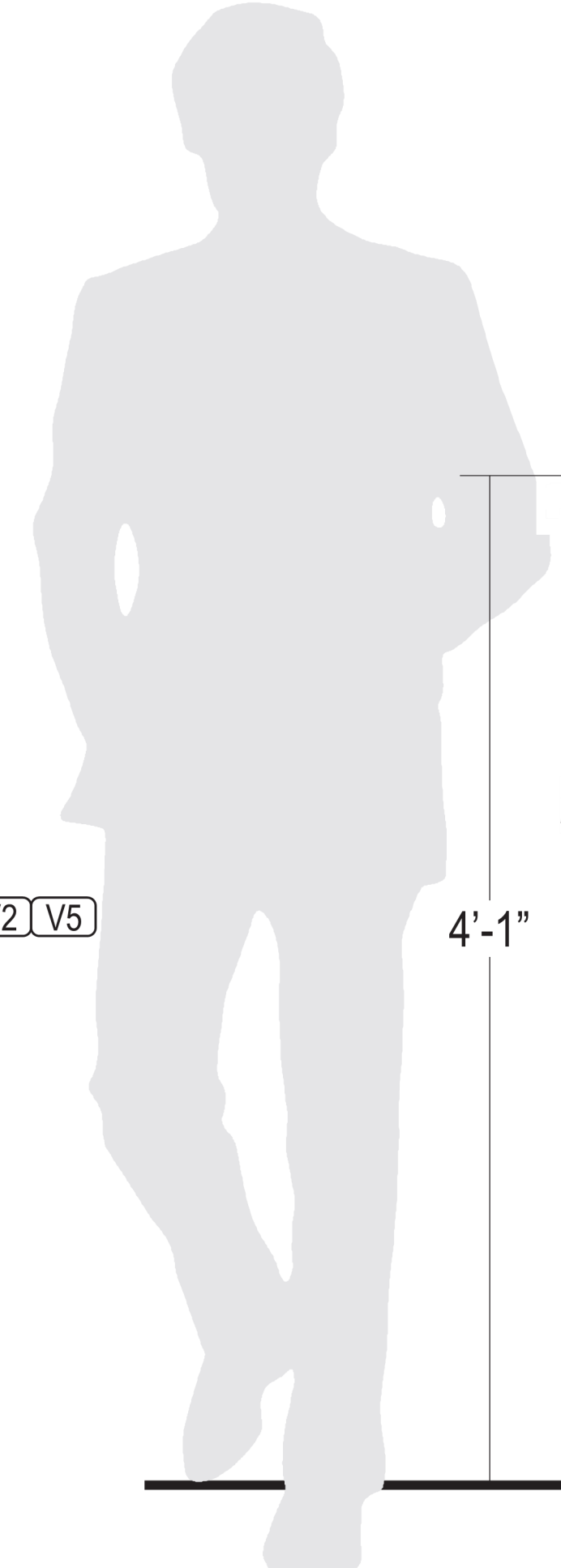
2023 UNIVERSAL SIGN FAMILY

DIRECTIONAL SIGN



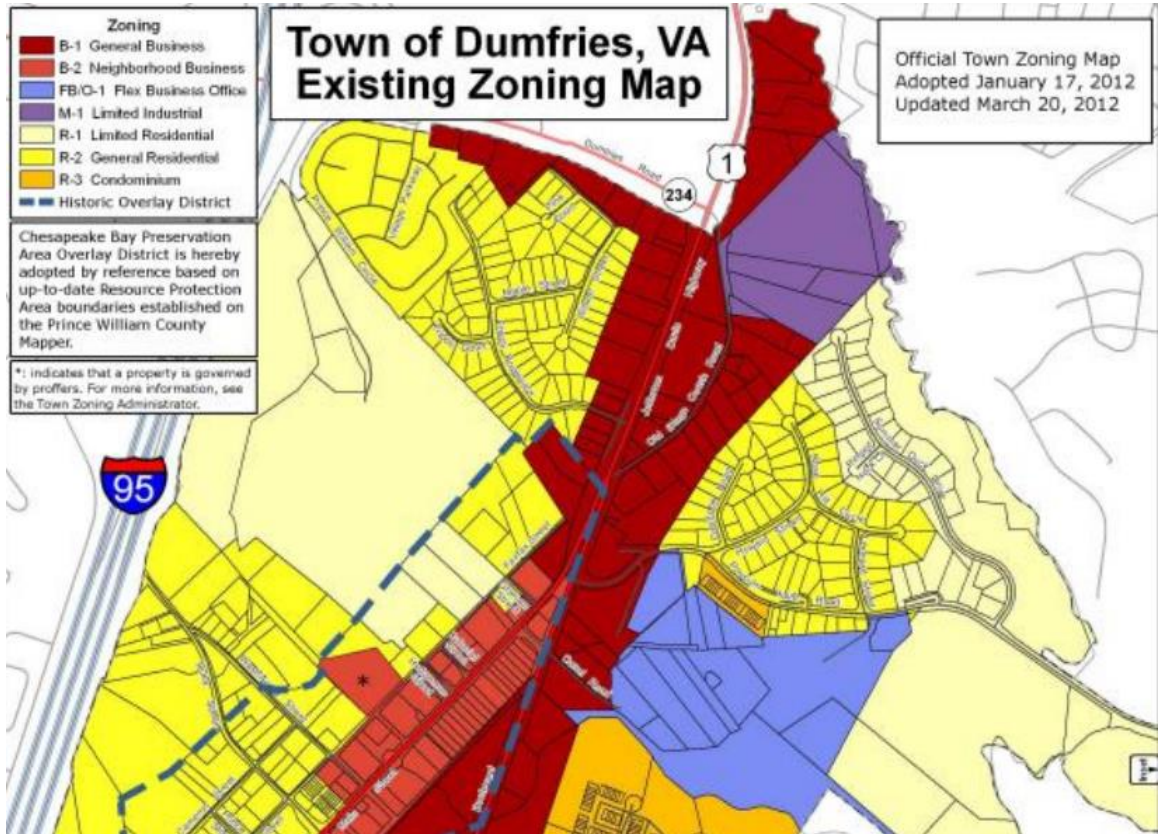
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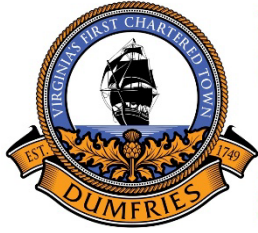
6.3 square feet



Simulated Night View - typ.







Staff Report

COMPREHENSIVE SIGN PLAN: A resolution initiating consideration of a Comprehensive Sign Plan for signage associated with a proposed Wawa convenience store with gasoline sales at 3600 Pointe Center Court.

PURPOSE

To consider a Comprehensive Sign Plan for signage associated with a proposed Wawa convenience store with gasoline sales at 3600 Pointe Center Court.

BACKGROUND

The Town of Dumfries received a proposed Comprehensive Sign Plan for signage associated with a proposed Wawa convenience store with gasoline sales at 3600 Pointe Center Court.

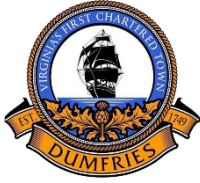
Pursuant to the Code of the Town of Dumfries as amended by the Town Council October 17, 2023, the Council has the authority to approve a Comprehensive Sign Plan. The ordinance established the Conditional Use Permit (CUP) process as defined in the Zoning Ordinance as the review and approval process for Comprehensive Sign Plans.

In its initiating resolution, the Town Council refers the proposed Comprehensive Sign Plan to the Planning Commission and requests the Planning Commission review the proposed plan and provide the Town Council with its recommendation thereon.

SUMMARY & RECOMMENDATION

The Conditional Use Permit (CUP) process as defined in the Zoning Ordinance is the review and approval process for Comprehensive Sign Plans. Staff recommends that the Town Council refers the proposed Comprehensive Sign Plan to the Planning Commission for review and a recommendation to the Town Council. Staff also recommends that the Town Council adopts the attached resolution, and schedules a Public Hearing and consideration of the Comprehensive Sign Plan.

STAFF CONTACT: Reginald Tabor, (703) 221-3400 x 121.



AGENDA ITEM REQUEST FORM

Item Type

Award Proclamation Resolution/Ordinance Motion Discussion

Statement of Purpose

A resolution initiating consideration of an application for approval of a Comprehensive Sign Plan for signage associated with a proposed Wawa convenience store with gasoline sales at 3600 Pointe Center Court.

Background/References

The Town of Dumfries received an application for approval of a Comprehensive Sign Plan for signage associated with a proposed Wawa convenience store with gasoline sales at 3600 Pointe Center Court. The Town Council adopted an ordinance approving a Conditional Use Permit for the proposed convenience store with gasoline sales use during the October 17, 2023 meeting. The Town Council also adopted an ordinance approving an amendment to the Town Code permitting consideration of a Comprehensive Sign Plan. This is an initiation of the review and approval process for a CUP.

Fiscal Impact

Revenue from the proposed development when becomes operational.

Suggested Motion

Staff recommends adoption of the resolution scheduling a public hearing for January 9, 2024 initiating consideration of .

Requested Meeting Date

December 5, 2023

Attachments

- Resolution

**AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON
DECEMBER 5, 2023: ON A MOTION DULY MADE BY
_____, AND SECONDED BY _____, THE
FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:**

**Tyrone A. Brown, ____;
Brian K. Fields, ____;
Selonia B. Miles, ____;
Monae S. Nickerson, ____;
Shaun R. Peet, ____;
Caetrina A. Peterson, ____;
Derrick R. Wood, ____;**

**APPROVE FOURTH AMENDMENT TO TOWN MANAGER'S
EMPLOYMENT AGREEMENT**

WHEREAS, the Town Council and Town Manager agree to amending Section 7 of the Town Manager's Employment Agreement to remove the requirement for monthly mileage reports;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Dumfries hereby approves the attached Fourth Amendment to Town Manager's Employment Agreement.

By Order of Council:

Derrick R. Wood, Mayor

ATTEST: _____
Tangi Hill, Town Clerk

Attachment: as stated

FOURTH AMENDMENT TO
TOWN MANAGER APPOINTMENT/EMPLOYMENT AGREEMENT

THIS FOURTH AMENDMENT to the TOWN MANAGER's EMPLOYMENT AGREEMENT ("Agreement"), dated the ____ day of _____, 2023, is by and between the TOWN OF DUMFRIES, VIRGINIA ("Town"), acting by and through its Town Council ("Council"), and TANGELA INNIS, Town Manager.

Section 7, as amended by the First Amendment dated June 6, 2023, is further amended to remove the requirement for a monthly statement of mileage used and to state as follows:

7. **Motor Vehicle.** The Town shall provide a public use vehicle use for Innis' use for business purposes. Innis may take the vehicle to her place of residence in order to readily perform Town business. The vehicle may not be used for personal matters.

All other provisions of the Agreement shall remain the same.

WITNESS the following signatures and seals:

TOWN OF DUMFRIES

By: _____ (SEAL)
Derrick R. Wood, Mayor

ATTEST:

Tangi Hill, Town Clerk

Tangela Innis, Town Manager

APPROVED AS TO LEGAL FORM:

Sandra Robinson, Town Attorney