



**DUMFRIES, VIRGINIA**  
Virginia's Oldest Continuously Chartered Town  
CHARTERED 1749 INCORPORATED 1961

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## MEMORANDUM

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**TO: Mayor Yohey, Vice Mayor West, Town Council  
Dan Taber, Interim Town Manager**

**FROM: Christine R. Sanders, Town Attorney**

**DATE: 09/20/11**

**RE: Staff Report**

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Honorable Mayor Yohey, Vice Mayor West and Town Council:

Below is a list of items that I have been working on since my last report to you of 8/18/2011. It is not exhaustive, but gives you an overview.

- Consulted with Interim Town Manager and reviewed and edited personnel contracts and researched legal issues with respect to personnel policies.
- Criminal Prosecutions – I appeared twice in Prince William County General District Court one once in the Juvenile and Domestic Relations Court.
- Obtained court docket from Clerks office in Prince William County Courthouse and met with Dumfries Town police officers to review cases in advance of court.
- Assist the Town Manager, Department Heads and other staff with various questions and issues that have come up on a day to day basis; specifically consulted with Director of Community Development, Town Planner and Zoning Administrator regarding zoning ordinance text amendments, meetings with property owners and legal counsel, and violation/interpretation of zoning ordinance.
- Researched nonconforming uses and special use/conditional use permit case law and
- Met with Council member, Town Manager, Community Development Staff and Planning Commission Chair regarding zoning text amendments.
- Reviewed and edited vendor agreements for Fall Festival and Holiday Parade guidelines.
- Reviewed and researched DCJS grant with ENS and Frontline program, DCJS grant, Dumfries Cares program, met with DCJS auditor and consulted with Town Manager and Temporary Community Services Director on issues.

- Responded to repeated FOIA requests submitted to me and the Police Department. The following individuals O. Keith Hallam, Jr. weekly up to and including 9/12/2011; Responded to citizen request (treated as a FOIA request) for documentation and studies underlying the zoning text amendment ordinances.
- Staffed Town Council meetings.
- Met with Zoning Administrator regarding interpretation of zoning ordinance.
- Researched and massage therapists and massage establishments and drafted a comprehensive revision of the Town ordinances relative to the same.
- Review RFP for building inspection services, review other RFPs and contracts for Town; discuss plats and survey requests for Market street and Fairfax Street.
- Attended meeting, discussed with staff and researched process for annexation of adjacent property into the Town.
- Researched Town Council rules of procedure, procedures and policies for conducting public hearings and the receipt of citizen comments.
- Prepared deed for land donation, arranged for its execution and recordation in Prince William County Land records.
- Researched enforcement of nonpayment of business license taxes. Developing a strategy for following up.

