



## DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town  
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TO: Town Council  
FROM: Debi Sandlin, Director of Community and Economic Development  
DATE: May 23, 2012  
RE: Department of Community & Economic Development May 2012 Staff Summary

### **SUMMARY**

During the month of May staff has continued to work on the Economic Development Strategic Plan process, and continuing to monitor and follow-up on zoning violations.

Priorities for the Department of Community and Economic Development include:

1. Economic Development Strategic Planning
2. Technical Updates to the Town Code
3. Continuing to monitor and take action on Zoning Violations in the Town

### **ECONOMIC DEVELOPMENT**

#### **Status Update for Economic Development Strategic Plan**

The following initiatives have been implemented as part of the Economic Development Strategic Planning process:

- Business Focus group – 20 businesses, property owners and interested parties participated in the business focus group for the Economic Development Strategic Planning Process
- Community Focus group – 10 members of the community participated in the Community Focus group as part of the Economic Development Strategic Planning Process
- Gave a presentation during the Quantico Marine Corps Bases Commanders' Monthly mandatory Welcome Brief to talk about the Town's Economic Development Strategic Planning Process

The Economic Development Advisory Group (EDAG) has met twice and started to take the information gathered from the stakeholder surveys and the focus groups to identify common threads and begin the process of developing goals, objectives and strategies for the Economic Development Strategic Plan. This process included a vision, goals, objectives and task exercise to identify priority areas identified through the surveys and focus group responses.

## **Other Economic Development Initiatives**

As part of a collaborative partnership with the Prince William Chamber of Commerce, the Director sent out two separate emails to businesses in the Town and the Dumfries Business Association inviting them to participate in two free Chamber Networking events, 1) a Business After Hours Event and 2) a monthly Business networking breakfast. Two businesses, the Belle Framing Shop and Croppers Towing and Auto Care responded that they planned to attend the Business After Hours Event on May 24<sup>th</sup>.

## **New Business Activity Report**

See attached report.

## **Website Statistics**

Visits to website – 3,532  
Pages visited per visit – 3.20  
Average time on website – 2 minutes and 27 seconds  
New Visits to website – 70.53%  
Search traffic – 71.29%  
Referral traffic – 13.22%  
Direct traffic – 15.49%

## **Meetings the Director Participated in during March**

1. With Mayor West and the Town Manager, attended the Quantico Regional Planning Conference at the Clubs of Quantico on Quantico Marine Corps Base.
2. Attended the Chamber of Commerce's Economic Development Committee meeting.
3. Both the Director and Town Planner met with Council Lady Gwen Washington and Linda Walkin's, owner of Evolution Auto Care to explain the process of applying for a Certificate of Appropriateness through the Architectural Review Board.

The Director also attended classes as part of preparing for the certification process for the Certified Economic & Community Development Certification.

## **BOARDS AND COMMISSIONS**

### **PLANNING COMMISSION**

The Planning Commission held a work session to discuss the following text amendments:

- a. Section 70-13(h)(1) related to the definition of "floor area" as it relates to minimum parking space requirements
- b. Section 70-13(i) relating to minimum parking space requirements for multifamily residential units

- c. Section 70-13(k) Parking credit allowance, a new section related to allowing a portion of required parking spaces to be waived for uses that might accommodate different parking needs at different times of the day
- d. Section 70-14(p) Consideration of modification of sign provisions, a new section related to allow modification of sign requirements to allow for a uniform sign package, subject to Conditional Use Permit
- e. Section 70-30 - Secondary residential uses in certain commercial zoning districts, a new section related to the allowance of residential units above commercial, retail or office uses on the ground floor
- f. Section 70-282(B), Uses Allowable Pursuant to a Conditional Use Permit in the B-2 zoning district specifically related to the allowance of multifamily/residential units above commercial, retail or office uses on the ground floor
- g. Section 70-287 related to allowable heights in the B-2 zoning district to allow modification of height and setback requirements subject to Conditional Use Permit
- h. Section 70-542 Procedures related to the process and responsible agents for approval of site plans; specifically to allow site plans to be approved administratively by the Zoning Administrator and the Director of Public Works
- i. Section 70-22 (Temporary Uses) & Section 70-23 (Temporary Use General Standards)

2. Commission openings

- a. Posted on Town website

## **BOARD OF ZONING APPEALS**

There was not a BZA meeting in the month of May.

## **ARCHITECTURAL REVIEW BOARD**

The Architectural Review Board considered and approved a Certificate of Appropriateness for Evolution Auto Care located at 17875 Mine Road.

They also started to review and discuss revising the sign and fence section of the ARB's current Design Guidelines

They are looking at other communities with historic districts to see what their policies are and how the Town's Historic District can benefit from policies already established and in place.

The ARB will be breaking down the guidelines into manageable pieces over the next few months

## **GINN MEMORIAL PARK COMMITTEE MEETING**

The Ginn Memorial Park Committee met to discuss what will be accomplished during Phase I and Phase II of the project.

Phase I will include:

1. A multi-purpose court
2. Stoned parking area for 25 cars
3. Stone dust trail
4. Multi-purpose field

Phase II will include:

1. Fencing
2. Playground equipment
3. Conduits

## **PLANNING & ZONING ACTIVITIES**

### **Projects**

1. Fee Schedule
  - a. Town Council approved on May 22, 2012
2. First Town Center Text Amendments
  - a. Currently being reviewed by the Planning Commission
3. First Town Center Conditional Use Permit
  - a. Conducted a flood study and staff is in the process of review
  - b. Applicant has asked staff to place this project on hold until flood study is approved
4. Dumfries Animal Hospital Conditional Use Permit
  - a. Submitted on May 22, 2012
  - b. Staff is in the process of reviewing

### **Building Permits**

1. Two Sign permits
2. Two Deck permits
  - a. Staff reviewed plans and is awaiting revisions from the applicant

### **Certificate of Occupancy Applications**

Currently reviewing 63 certificate of occupancy applications

### **Temporary Use**

1. One yard sale
2. Two events

### **Violation Notices Issued**

See attached report.

If Council has any questions regarding the Department of Community and Economic Development's May staff summary, please feel free to call me or Morgan and we will be happy to answer any of your questions

**New Business License issued in April 2012**

<b>Name of Business</b>	<b>Location</b>	<b>Type of Business</b>
<b>May</b>		
G3 Wireless	18069-A Triangle Shopping Center	Wireless
Bitty Fashion	17528 Summer Duck Drive	Not able to get a hold of as of this report
Dumfries Auto Sales	3443 Canal Road	Auto Sales
Another Planet	1557 Fort Sunter Court	Online T-shirt & apparel store

VIO#	Violation type	Status as of 5/23/12
V12-001	parking on vacant property	abated
V12-002	parking on vacant property	working with property owner to correct
V12-017	signs	partially abated
V12-025	certificate of occupancy	abated
V12-026	certificate of occupancy	abated
V12-031	signs	still in violation
V12-032	signs	still in violation
V12-035	signs	abated
V12-037	signs	still in violation
V12-042	signs	abated
V12-043	Nonconforming Use violation	abated
V12-044	signs	still in violation
V12-045	signs	abated
V12-046	signs	still in violation
V12-047	signs	still in violation
V12-048	signs	abated
V12-049	signs	working with property owner to correct
V12-050	signs	recently mailed
V12-051	signs	recently mailed
V12-052	fence	recently mailed
V12-053	signs	recently mailed