



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town

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DUMFRIES TOWN COUNCIL WORK SESSION MINUTES JULY 19, 2011, 7:00 PM

Present: Mayor Yohey, Vice-Mayor West (via telecom), Councilors Forrester, Toney, Foreman, Jurgensen, Barr

Others Present: Kim Alexander, *Town Manager*; Retta Ladd, *Treasure/Deputy Clerk*; Daniel Taber, *Chief of Police*; Greg Tkac, *Dir. of Public Works*; Debi Sandlin, *Dir. of Economic Development & Marketing*; Teresa Johnson, *IT Manager*; Christopher Padberg, *Planning Commission Chair*; Joann Barron, *HDV* and approximately 10 citizens

CALL TO ORDER

Mayor Yohey called the work session to order at 7:43 PM.

The following changes were made to the agenda:

Delete Action Item **7.a.1.2.3.**

CITIZEN COMMENTS

There were none.

MAYOR'S COMMENTS

Mayor Yohey's comment was that the Town Council and Town Staff work for the citizens.

BOARDS & COMMISSIONS

Planning Commission Report: Mr. Padberg, Chairman of the Planning Commission, thanked Council for taking time to meet with the Planning Commission on July 18, 2011. Mr. Padberg stated the Planning Commission meet July 11, 2011 for their regular meeting and discussed the Hashimi rezoning request and have set a public hearing for August 8, 2011; they also discussed parks and recreation and the addition of a section to the towns Com Plan to cover parks and recreation; and the Comp Plan, according to the steering committee should be ready for their review by November 2011.

Mr. Padberg stated their next meeting will be July 25, 2011 to discuss the proposed ordinance amendments heard this evening during the public hearing.

BOARDS & COMMISSIONS

Planning Commission Report (cont): Mayor Yohey asked Mr. Padberg to explain the importance of the Comprehensive Plan.

Mr. Padberg stated the Comprehensive Plan is a very important document, it is a zoning guideline foundation and a document that is to be updated every five years.

Mayor Yohey asked if it is the first thing new businesses go to when thinking about coming into the town.

Ms. Sandlin stated the Comprehensive Plan serves more as a guide for developers.

Historic Dumfries Report: Mrs. Joann Barron stated she had provided her monthly report along with HDV's FY11 financial report; current month financial report; and upcoming event schedule to Mrs. Ladd.

Mrs. Barron reviewed her monthly report, highlighting new days and hours of operation; being a Blue Star Museum; volunteers; children's day car activities; and grants.

Councilman Foreman stated there was a write-up on the Weems-Botts in a northern Virginia magazine that was very interesting. Mrs. Barron stated they have articles published quite often.

Mr. West stated he would like to wish Mr. & Mrs. Barron a happy 31st wedding anniversary.

Mayor Yohey asked Mrs. Barron how often is the financial report given to the town. Mrs. Barron stated she will provide it each month with her report.

Mayor Yohey also asked Mrs. Barron if she would provide to the town a list of grants applied for by HDV. Mayor Yohey stated that information will be helpful during the town's budget process.

Mrs. Barron stated a membership drive will soon be underway for HDV. Mayor Yohey asked the cost for a one year membership. Mrs. Barron stated for a student or senior it is \$10.00; for an individual it is \$15.00; and for a family it is \$30.00.

Treasurer's Report: Mrs. Ladd stated the Treasurer's Report was provided in the Council's packet, which included the **Schedule of Receipts & Expenditures for June 2011; Town of Dumfries bank accounts as of June 30, 2011; and FY11 Budget vs Actual as of June 30, 2011.**

Mayor Yohey asked the Treasurer at June 30, 2011 did the town have a surplus or deficient.

Mrs. Ladd stated at June 30, 2011 there was an unaudited surplus amount of \$241,086.62.

Treasurer's Report (cont): Councilman Foreman stated he had three questions the first being the **Telecommunications** line items. Councilman Foreman stated in each department that had this line item, except for one, they were all over the budgeted amount. Councilman Foreman asked what was paid from that line item.

Mrs. Ladd stated air cards and cell phones (through Sprint) are paid under that line item. Mrs. Ladd advised that the **Telecommunications** line item was a new line item for the FY11 budget (the expenditures used to be paid from **Utilities** 10-412-5300), they were separated by departments for the FY11 budget and that the FY12 budget numbers should be better.

Councilman Foreman stated on page 17 of 23, of the Budget vs Actual, the **Other Unbudgeted** line item was over budget and asked what expenses were paid from that line item.

Mrs. Ladd stated there were three expenses from that line item the first being **\$20,000.00** to Stephen Bamberger, as an earnest deposit on the Graham Park Road property; the second expense was to V. Lynn Kelsey in the amount of **\$2500.00** for the appraisal of the Graham Park Road property; and the third expense was the purchase of the Graham Park Road property in the amount of **\$39,035.67**.

CITIZEN COMMENTS

MAYOR COMMENTS

BOARDS & COMMISSIONS

- a. **Planning Commission:** Report presented by Chris Padberg, Chairman of the PC. Mr. Padberg stated the Planning Commission met on June 13th where they discussed the Hashimi rezoning application. The applicant has amended the application to reflect the majority of the changes requested by the PC and Town staff. A few additional changes were discussed with the applicant at the meeting and those are currently being addressed. The PC also held their annual officer elections. The following were elected as officers: Christopher Padberg, Chair; William O’Kelly Russell, Vice-Chair and Louis Praino, Recording Secretary.

- b. **Historic Dumfries, Virginia:** Report presented by Joann Barron. Mr. West announced the Weems-Botts museum has new hours of operations. They will be open Wednesday through Saturday from 10:00AM to 4:00PM and Sunday from noon to 4:00PM. He also announced the museum has been designated a “Blue Star Museum” which provides free admission to active-duty military and their immediate family (military ID holder and five immediate family members) from Memorial Day to Labor Day. He advised Council and the citizens of two upcoming events:

1. July 9, 2011, 7PM, Merchants Park: *"History of Dumfries"*
The lecture series will be given by historical interpreter, Nicholas Jesionka. The lecture will begin with the early history of Dumfries including the Native American history and the beginning of the colonization of Dumfries. Picnics welcomed.
2. September 17, 2011: *"They Behaved Like Soldiers-the 3rd Virginia Regiment of 1776"*
A presentation will be given by Michael Cecere, a local author, educator, re-enactor and HDV board president, to commemorate the 235th anniversary of the Battle of Harlem Heights. Reservations recommended.

STAFF REPORTS/COMMENTS

a. Treasurer: Ms. Ladd submitted her report as provided.

b. Town Manager: Ms. Alexander stated she wanted to follow-up on an email sent to Council. The Town has been awarded \$2 million dollars in VDOT Revenue Sharing funds to be matched with the bond funds for the Tripoli Heights and Main Street projects. She advised the community meetings for the Graham Park Road park (GPRP) will be scheduled soon. She announced the position of the Zoning Administrator/Planner has been filled. She introduced David Moss (present in the audience) to the Council. She stated he joins the Town from the PWC Planning Department and he will be starting on July 11th.

Council Lady Barr asked if there would be a Press Release for the new hires. Ms. Alexander affirmed.

Councilman Toney asked if there will be a format for the GPRP meetings. She stated the options available will be on display and feedback will be solicited from the citizens. Vice-Mayor West stated she would like to reiterate the park will be for the entire town. Ms. Holtzlander advised once scheduled, the meetings will be broadcast through the blackboard system.

ACTION ITEMS

a. Consider adopting the Real Estate Tax Rate for the Calendar Year

CLOSED SESSION

b. Consider Parking Restrictions in Tripoli Heights

Chief Taber advised Council that there has been a new development since the submission of this memorandum to Council regarding the parking issue in Tripoli Heights. He stated the issue seems to have been resolved. He stated he was informed that PWC tagged the vehicles recently advising the owners that vehicles cannot be abandoned for more than 10 days. He reported there have been no cars parked there without a Dumfries decal since Wednesday morning. He suggested Council keep the information provided, but that they take no action at this time. He advised, moving forward would have a fiscal impact and should only be considered if the issue returns. He yielded the floor to Council Lady Jurgensen for comments. Council Lady Jurgensen thanked the Chief and PWC for their efforts and agreed that no action is needed at this time. She advised she will revisit the issue if the problem returns.

The Council was in agreement, no action was taken on this item.

c. Historic District Boundaries

Ms. Sandlin reviewed the memorandum provided to Council. She stated the ARB is requesting Council take a formal vote on this item. She stated the ARB's recommendation is to affirm the current boundaries as defined in the Town code.

Vice-Mayor West asked if the current boundaries (as defined by the code) include the Henderson House, Weems-Botts, etc. as were added by the 2005 Council vote. Ms. Koslicki affirmed.

Councilman Toney asked if the current boundaries (as defined by the code) include the cemetery. Ms. Sanders advised cemeteries are protected by state statutes.

Councilman Foreman stated the ARB is simply asking for clarification from Council now so they can move forward. He stated the Council can always changed them later after the ARB has completed their survey of the town. Mayor Yohey stated he does not feel this issue is a priority for the ARB to complete the survey. The Town Attorney has already provided her opinion stating the boundaries are as they are listed in the code. Council Lady Barr stated it is more than just the survey. She stated there are possible legal issues at hand and the ARB is asking for Council to make a formal decision.

Council Lady Barr made a motion that the Historic District boundaries remain as defined in the Town Code, Sec. 70-383 and for a letter to be sent by the Council to the affected properties. The motion was seconded by Councilman Foreman. On roll call the vote was unanimous, motion passed. (Absent: Forrester)

Councilman Toney asked of the recommended changes had been sent to the PC. Ms. Sandlin stated her recommendation is to send the changes back to the PC. He asked "send to" or "send back to?" She apologized for using the wrong tense, she corrected herself and stated "send to" the PC for review and comment. He asked if the PC had seen the recommended amendments at all. She stated no. He said the purpose of the PC is land-use issues. Items

like these need to either start with the PC or go to the PC for review first. He further stated the PC should be making the recommendation in this item to the Council. Ms. Sandlin agreed.

Council Lady Barr asked if staff is asking for a first reading. Ms. Sandlin stated yes, if Council chooses. Ms. Koslicki advised Council the first reading is required by the Town Charter to be at a regular meeting of Council or a special-called meeting.

Vice-Mayor West pointed out that a sample motion has been provided for Council to consider. Mayor Yohey stated the motion affirms that the PC was not given notice of the possible changes.

Vice-Mayor West made a motion to send the recommended changes in the B1, B2 and Flex Office Districts to the Planning Commission for consideration and comments and report back to Council. The motion was seconded by Mayor Yohey.

Councilman Toney again stated this item should be coming from the PC to Council, not from Council to the PC. Council Lady Barr stated Council did direct staff to work on this item and bring recommendations before the Council.

Vice-Mayor West amended her motion to remove “and report back to Council”. There was no objection from the second. The motion was amended to “send the recommended changes in the B1, B2 and Flex Office Districts to the Planning Commission for consideration and comments.” Ayes: Jurgensen, West, Yohey; Nays: Barr, Foreman, Toney. Motion failed, 3-3.

Council Lady Barr made a motion to move the item forward to the next agenda as an action item to consider the first reading of the proposed ordinance amendments. The motion was seconded by Mayor Yohey. Ayes: Barr, Jurgensen, West, Yohey; Nays: Foreman, Toney. Motion passed, 4-2.

a. BPOL fee for Massage Parlors

Council Lady Jurgensen stated there is a prospective business that has interest in opening a Massage Therapy business in the Town. Under the current code, there is a \$1000 “Special License” fee (similar to the fee that was assessed under the “Circus” section) assessed for all “technicians.” She feels this fee makes it difficult for new businesses of this type to open. She would like for Council to consider removing, lowering or waiving the fee.

Vice-Mayor West stated she would like to hear from the business person in regards to this item. Council Lady Jurgensen stated she is sure the person would be amenable to that request.

Ms. Alexander advised Council that staff will look into this code section as well as others that fall under “Special Licenses” to consider possible revisions. Mayor Yohey asked for staff to also provide information on any funds collected under this provision. Councilman Foreman asked if the possible changes could be presented at the next meeting. Ms. Alexander affirmed.

COUNCIL COMMENTS

There were no Council members' comments.

CLOSED SESSION

Vice-Mayor West made a motion to enter into closed session under Virginia Code § 2.2-3711A (1) Personnel regarding the Town Manager and (7) Consultation with legal counsel regarding the Fairfax Street Encroachment. Council Lady Barr seconded the motion. On roll call the vote was unanimous, motion passed. (Absent: Forrester) Council entered closed session at 10:55 PM.

Vice-Mayor West read the certification to end the closed session and to return to open session. The motion was seconded by Council Lady Barr. On roll call the vote was unanimous, motion passed. (Absent: Forrester) The Council returned to open session at 11:50 PM. There was no business to report from Closed Session.

ADJOURN

Vice-Mayor West made a motion to adjourn with a second by Council Lady Barr. All Ayes. The meeting adjourned at 11:51PM.

Minutes submitted by

Approved by

Catherine H. Koslicki
Town Clerk

Fred E. Yohey, Jr.
Mayor