



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

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## MEMORANDUM

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**TO: Mayor Foreman, Vice Mayor Toney, Council  
Dan Taber, Town Manager**

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

**DATE: February 26, 2013**

**RE: February 2013 Report**

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Honorable Mayor Foreman, Vice Mayor Toney and Town Council:

Below is a list of items that I have been working on since my last report to you for the month of February 2013. It is not exhaustive, but gives you an overview.

- Consulted with Town Manager on matters concerning personnel, land use, planning and development issues—specifically the Town Center project as proposed by Mr. Singh, town ordinances, and other matters. Assisted in a draft letter requested by Mr. Singh for submission to secure his funding for the project.
- Criminal and Traffic Prosecutions – Obtained the dockets in Prince William County Court Clerk's offices, researched summons and statutes and met with officers in preparation for Court. Appeared in Prince William County General District Court and Juvenile and Domestic Relations Court. Responded to numerous discovery requests propounded by defense council. Appeared to argue motions in JDR and GDC. Appeared twice in Circuit Court for motions on the Commonwealth v. Ruhren.
- Consulted with Town Planner/Zoning Administrator to discuss pending determinations, violations, certificates of occupancy governing uses, public advertisements, and zoning text amendments.
- Attended staff meetings to plan Council meetings and follow up issues related to matters which arose during those meetings. Included in this effort is research of Town ordinances and state law, including applicable reported case law.
- Received comment from Council re: a FOIA policy and Fundraising and Donation policy. Holistic revisions made as discussed and resubmitted to Council for approval.
- Ongoing coordination with DPW and consultant RDA on the Tripoli Heights drainage improvement project. Continue to finalize purchase agreements, together with RDA. Compiled a list of properties that are ready for closing. Ongoing discussions with

attorney for Lacy LLC. regarding appraisal their desire to pursue a CUP for expansion. Requested engineering documents pursuant to their request to use storm water detention facility. Drafted notice and advertisement for public hearing on the 6 refusals which will require the Council to pass a resolution authorizing quick-take condemnation in order to keep the project moving forward.

- Completed significant revisions to proposed renewal and met with Comcast representative on franchise renewal with the intention of bringing the matter back to Council at its work session in March.
- Attended meeting with VDOT, PWC and Town representatives re: widening of Route 1.
- Assisted Town Manager with interview process for hiring of assistant to the town manager.
- Worked with the Director of Community Services for the revision of Farmer's Market rules, applications and indemnification.
- Attended a meeting with Town Manager and Public Works personnel on issues related to the Campbell property. Ongoing effort for enforcement of zoning, certificate of occupancy, fire code issues, run-off issues, etc.