



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

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## MEMORANDUM

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**TO: Mayor West, Town Council  
Dan Taber, Town Manager**

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

**DATE: March 14, 2012**

**RE: February 2012 Report**

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Honorable Mayor West and Town Council:

Below is a list of items that I have been working on since my last report to you of 11/15/2011. It is not exhaustive, but gives you an overview.

- Consulted with Town Manager daily on matters concerning personnel, business licenses, occupancy permits, land use, planning and development issues, town ordinances, freedom of information act requests and other legal matters,
- 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 twice Prince William County General District Court and once in Juvenile and Domestic Relations Court.
- Met with Director of Community Development and Town Planner/Zoning Administrator to discuss pending violations, occupancy permit updating, public advertisements other land use matters. Also met with business owners regarding their business uses.
- Researched and prepared response on behalf of Town Manager for a business inquiring about the recent zoning text amendments in the B1, B2 and FBO districts.
- Collaborated with the Town Zoning Administrator/ Town Planner on zoning ordinance interpretations, legal publications, staff reports, and public hearing notices. In particular worked together on crafting appropriate rezoning conditions and draft conditions for pending conditional use permit applications. Collaborated on language for zoning text amendments for allowing residential uses in business districts, updated parking requirements, and building height exceptions.
- Worked with Director of Public Works, Town Planner and Director of Community Development on staff's response to First Town Center CUP application in advance of the scheduled planning commission meeting for the month of March.

- Resolved DCJS Frontline grant in order to close out the audit.
- Worked with business owner who intends to open a business by coordinating with Prince William County Health District office as it regulates the massage establishments and walked prospective business owner through the Town's permitting process with respect to massage permits and massage business permits.
- Attended several staff meetings to plan Council meetings and follow up issues related to matters that arose during those meetings. Included in this effort is research of Town ordinances and state law, including applicable reported case law. Drafted or revised several resolutions for council meetings.
- Responded to weekly FOIA requests.
- Staffed Town Council meetings. Revised, edited and/or drafted resolutions for Town departments' agenda items.
- Advised Town Treasurer on pending collection efforts.
- Ongoing coordination with DPW consultant RDA on the Tripoli Heights drainage improvement project and specifically receipt and review of BAR (basic acquisition reports), offer letters and purchase agreements.
- Begin draft FOIA Response Policy for adoption by Town.