



## DUMFRIES, VIRGINIA

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17755 Main Street  
Dumfries, Virginia 22026-2386  
Tel: 703-221-3400 / Fax: 703-221-3544  
[www.dumfriesva.gov](http://www.dumfriesva.gov)

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**TO: Mayor Foreman, Vice Mayor Toney, Council  
Dan Taber, Town Manager**  
**FROM: Laura O'Dell, Zoning Administrator**  
**DATE: April 30, 2013**  
**RE: April 2013 Report**

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Honorable Mayor Foreman, Vice Mayor Toney and Town Council:

During my first month of work here, I have had the pleasure of meeting with the Planning Commission, Architectural Review Board, and Town Council. Below is a list of items that I have been working on since my start date at the end of March. Please feel free to contact me directly via email at [lodell@dumfriesva.gov](mailto:lodell@dumfriesva.gov) or phone 703-221-3400 ext. 124 to inquire more particularly on any of the following matters.

- Met with developer several times who plans to develop 3 large lots at the end of Orange Street, plans have been submitted, reviewed, amended, and I am awaiting re-submittal for approval.
- Worked diligently on the Roadside Food Vendors Ordinance with the Town Attorney. Met with the Prince William County Health District Department to discuss regulations and permitting as required by Prince William County.
- Met with Town Staff to discuss business licenses, there is a disconnect between business licenses being approved at the front counter and review of business licenses for compliance with Zoning Code. I have requested review of business licenses prior to approval to ensure conformance with Town Code to prevent businesses from attaining licenses in a district where they are not an allowable use.
- Met with Town Staff to discuss the Uniform Statewide Building Code and Property Maintenance Code, and VA state regulations for enforcement of the Building Code and Property Maintenance Code.
- Attended two training seminars provided by the State of Virginia for my VA Maintenance Code Official certification required continuing education hours.
- Toured the Town with Town Manager to view zoning violations. A lengthy list was compiled and I have been working to remedy the violations.

- Issued Sign permits, Certificate of Occupancy permits, a Home Occupation permit, and Temporary Use Permits.
- Met with three different groups opening day cares/private schools. One group wishes to open at the Dumfries United Methodist Church on Cameron Street and is beginning the Conditional Use Permit process. The Word of Faith Fellowship Christian Church will also need a Conditional Use Permit and is located on Possum Point Road. One is a by-right use on Fraley Boulevard.
- Met with Darren Coffee from the Berkley Group who is going to begin the update of the Town's Comprehensive Plan, as required by the State of Virginia. In the meeting we discussed starting the project and having a joint meeting with the Planning Commission and Town Council to begin the public review process.
- Worked with Planning Commission to update the Zoning Text Amendments for the FB-01, B-1, and B-2 Zoning Districts. The text amendments will be presented to Council at the May work session.
- Met with the ARB to discuss the Historic District Design Guidelines. There is a joint work session for the ARB and Town Council scheduled for May 14th at 6 pm to receive Council input.