



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

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**TO: Mayor Foreman, Vice Mayor Toney, Council
Dan Taber, Town Manager**
FROM: Laura O'Dell, Zoning Administrator
DATE: August 7, 2013
RE: July 2013 Report

Honorable Mayor Foreman, Vice Mayor Toney and Town Council:

This past month I have had the pleasure of working with the Planning Commission, Architectural Review Board, and Town Council. Below is a list of items that I have been working on. Please feel free to contact me directly via email at lodell@dumfriesva.gov or phone 703-221-3400 ext. 118 to inquire more particularly on any of the following matters.

- Received application for Temporary Use Permit for an event being sponsored by Star of Bethlehem Church. On August 17th they plan to host their annual 'Community Tent Revival' in the Triangle Shopping Plaza. In July this church also held a large community yard sale in the Dumfries Shopping Center.
- Met with representative from ACTS who will be hosting a 5K October 19 and plan to use the Town Hall parking lot for parking for the event. Assisted them with signage and questions related to the event. They have also spoken with the Police Department about the 5K.
- Assisted a representative from AMP Security based out of Utah, who plans to obtain a peddlers and solicitors license for employees to sell security systems in Town.
- Reviewed drawings submitted by Rick Barbee for homes to be built on the Orange Street lots. Researched ordinances and old minutes to determine if sidewalks were required. All staff could located was an ordinance from 2007 requiring curb and gutter to be installed, therefore the Town can't require that sidewalks be installed at the end of Orange Street.
- Met with CUP applicants several times for a private school at Dumfries United Methodist Church, and a child care facility at Word of Faith Christian Fellowship Church. Both applications are moving forward. At the August 12th Planning Commission meeting, the Planning Commission plans to move the applications forward to the Town Council for final Approval. At the August 20th Town Council Work Session a Public Hearing will be held for the applications and staff request that the Council vote on the applications at that time. This was proposed to aid the businesses in opening in a timely manner before the school year begins.

- Continued to work with Darren Coffee from The Berkley Group on the update to the Comprehensive Plan, many revisions were made and further review has taken place.
- Made final adjustments to the Historic District Design Guidelines to accommodate residents living in the district, and prepared a resolution to move the guidelines forward.
- Continued to work on the Campbell property located at Colonial Port Road. Information tire clean-up was provided to the property manager and owner.
- Worked with interns. Discussed Zoning and violations, gave a tour of violations in town, showed how to look up property information on the Prince William County Mapper to write a notice of violation, and taught how to write the notice of violation.
- Responded to several complaints concerning but not limited to: parking in the grass (for which we currently do not have an ordinance), commercial business in residential district, and property maintenance issues.
- Met with Potomac Landfill and discuss future expansion options for the landfill, and uses for the land surrounding the landfill.