



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

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## MEMORANDUM

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**TO:** Town Council  
**FROM:** Debi Sandlin, Director of Community and Economic Development  
**DATE:** November 9, 2011  
**RE:** Applications for the Vacant ARB Seats

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### SUMMARY

Attached are the Letters of Intent of the two candidates that have applied for the vacant Architectural Review Board seats for your consideration.

One of the candidates is applying for the vacant resident seat and one of the candidates is applying for the vacant seat to be occupied by a business. The business seat was created and adopted by Council in April of 2011 when the Council approved amending the code to allow for a business in the Town with a specific skill set to serve as a member of this board.

Sec. 15-432. Composition; organization.

- (a) The ARB shall be composed of five (5) voting members, at least three (3) whom are residents, one (1) which is a business located in the Town, and one (1) member at-large who may or may not be a resident of the Town but has special knowledge, experience or abilities particular to the duties of the ARB. . They shall be appointed by the council. Advisors may assist the active members without regard to residency. The advisors do not require appointment by the council. Advisors shall not have voting privileges on the ARB. Advisors may be limited at the discretion of the chairman. One (1) voting member may be from the planning commission. Members of this board shall not hold other public office in the town, except as indicate above.

#### Candidate for Vacant Resident Seat:

William O'Kelly Russell – recommended by the Planning Commission to fill the vacant residential seat of the ARB. The Planning Commission unanimously recommended Mr. Russell as candidate for the vacant ARB seat as defined in the Town Code, Sec. 15-432 during their November 7, 2011 Planning Commission meeting.

The ARB also recommended Mr. Russell as potential candidate during their October 18, 2011 meeting.

#### Candidate for the newly created business seat:

Tim Jabs – Jabs Construction

Jabs Construction is a small family owned business that started in 1978 and maintains that structure today with Jabs Construction still being owned, operated and managed by members of the Jabs Family. They were recently awarded the Prince William Chamber of Commerce Small Business of the Year.

The Town is very fortunate to have such qualified individuals express a desire to serve and become involved in moving the Town forward. All of the candidates are very qualified to serve on the ARB and each of the candidates will bring specific skill sets and experience to this board, especially as the ARB continues to evolve and reexamine their role in the development of the Main Street and Historical District of the Town.

The vacant seats were advertised on the Town's Facebook page and the Town website to encourage residents to apply for the vacant seats.

If you have any questions please feel free to contact me and I will be happy to answer any questions you may have.

Wm. O'Kelly Russell, RLA  
Planning • Landscape Architecture • Arboriculture

November 7, 2011

Debi Sandlin, Director of Community and Economic Development  
Town of Dumfries  
17755 Main Street  
Dumfries, VA 22026

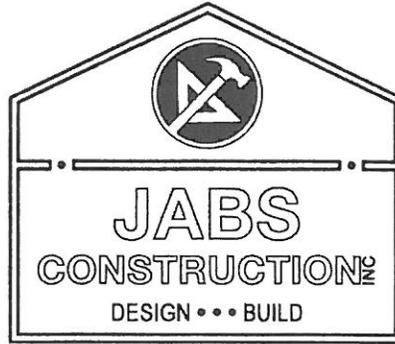
Re: Architectural Review Board Position

Dear Ms. Sandlin:

Please accept this letter as notification of my interested to serve the Town of Dumfries as a member of the Architectural Review Board. You will find attached with this letter a copy of my resume. If you have any questions, please contact me at your earliest convenience.

Sincerely,

Wm. O'Kelly Russell, RLA



17869 Fraley Boulevard

Dumfries, Virginia 22026

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November 9, 2011

Debi Sandlin  
Town of Dumfries  
17755 Main Street  
Dumfries, VA 22026

Re: Architectural Review Board

Dear Ms. Sandlin:

I have been asked to become a member of the ARB for the Town of Dumfries as a business within the Town. I understand the board meets once a month. I would be interested in becoming a board member and helping the Town of Dumfries.

I was asked to supply a resume. I have not done a resume since 1988 so I do not have anything to present. However, below is a very quick discussion of my work experience. I believe you will find it helpful for the position I have been asked to serve.

1984 – 1991: Worked for architectural/engineering firms as a draftsman, project architect and Architect. The companies I worked for are: DSCR Inc., Peck Peck & Assoc., Residential Design Group and Strang & Samaha.

Nov. 1990: Passed the Architectural Review Board exam.

1991 – Present: Work for/own a family operated residential remodeling company – Jabs Construction, Inc. Our office is presently located at 17869 Fraley Blvd., Dumfries, VA.

Respectfully submitted,

JABS CONSTRUCTION, INC.

Timothy L. Jabs  
Vice President/Architect