

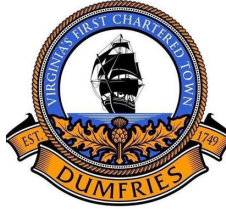
# Town of Dumfries Council Meeting Packet



Derrick R. Wood, Mayor  
Monaé S. Nickerson, Vice Mayor  
Tyrone Brown, Councilmember  
Shaun Peet, Councilmember  
Selonia B. Miles, Councilmember  
Cydney A. Neville, Councilmember  
Brian K. Fields, Councilmember

Keith C. Rogers, Jr., Town Manager  
Sharon E. Pandak, Town Attorney  
Tangi R. Hill, Town Clerk

November 15, 2022



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## DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town  
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building  
17739 Main Street, Suite 200  
Dumfries, Virginia 22026  
Tel: 703-221-3400 / Fax: 703-221-3544  
[www.dumfriesva.gov](http://www.dumfriesva.gov)

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### DUMFRIES TOWN COUNCIL MEETING TUESDAY, NOVEMBER 15, 2022 AT 7:00 PM COUNCIL CHAMBERS

- I. Call to Order and Roll Call
- II. Moment of Silent Prayer
- III. Pledge of Allegiance
- IV. Adoption of Agenda
- V. Awards and Proclamations
  - A. Proclamation Small Business Saturday – Vice Mayor Monae Nickerson (Page 1)
  - B. Proclamation Recognizing Sigma Gamma Rho Sorority, Incorporated – Councilwoman Cydny Neville (Page 2)
- VI. Approval of Minutes
  - A. Dumfries Town Council Meeting Minutes – November 1, 2022 (Pages 3-5)
- VII. Citizen Comment Period
- VIII. Reports and Presentations
  - A. Town Managers Report - Town Manager Keith Rogers, Jr. (Pages 6-8)
- IX. Action Items (Public Hearings)
  - A. Ordinance to Approve a Conditional Use Permit, CUP2022-002, for a Childcare Center, Les Souliers Du Shores to be Located at 17606 Main Street, Suites 201 and 202 with Town Council - **Public Hearing** (Pages 9-14)
- X. Adjournment



## SMALL BUSINESS SATURDAY PROCLAMATION

**WHEREAS**, the government of Dumfries, Virginia celebrates our local small businesses and the contributions they make to our local economy and community; and

**WHEREAS**, according to the United States Small Business Administration, there are 32.5 million small businesses in the United States, small businesses represent 99.7% of firms with paid employees, small businesses are responsible for 62% of net new jobs created since 1995, and small businesses employ 46.8% of the employees in the private sector in the United States; and

**WHEREAS**, 79% of consumers understand the importance of supporting the small businesses in their community on Small Business Saturday®, 70% report the day makes them want to encourage others to Shop Small®, independently-owned retailers, and 66% report that the day makes them want to Shop Small all year long; and

**WHEREAS**, 58% of shoppers reported they shopped online with a small business and 54% reported they dined or ordered takeout from a small restaurant, bar, or café on Small Business Saturday in 2021; and

**WHEREAS**, Dumfries, Virginia supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

**WHEREAS**, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

**NOW, THEREFORE BE IT PROCLAIMED BY THE TOWN COUNCIL OF DUMFRIES, VIRGINIA**, do hereby proclaim November 26, 2022, as **SMALL BUSINESS SATURDAY** in the Town of Dumfries, Virginia and urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

By Order of Council:

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Derrick R. Wood, Mayor  
Town of Dumfries  
November 15, 2022



**SIGMA GAMMA RHO SORORITY, INCORPORATED CENTENNIAL  
PROCLAMATION**

**WHEREAS**, Sigma Gamma Rho Sorority, Incorporated was founded on November 12, 1922 in Indianapolis, Indiana by seven trailblazing educators: Mary Lou Allsion Gardner Little, Dorothy Hanley Whiteside, Vivian Irene White Marbury, Nannie Mae Gahn Johnson, Hattie Mae Annette Dulin Redford, Bessie Mae Downey Rhoades Martin and Cubena McClure.

**WHEREAS**, Sigma Gamma Rho Sorority, Incorporated, is a 100,000+ member nonprofit collegiate sorority dedicated to the encouragement and promotion of high scholastic attainment, community service, and improvement in the quality of life through its chapters, members, and affiliates located throughout the United States, South Korea, Bermuda, Africa, Bahamas, Virgin Islands, Canada, Germany, and the United Arab Emirates; and

**WHEREAS**, it is the mission of Sigma Gamma Rho Sorority, Incorporated to enhance the quality of life for women and their families in the U.S. and globally through community service, civil, and social action; and

**WHEREAS**, their goal is to achieve greater progress in the areas of education, health awareness, and leadership development. Its members, affiliates, staff, and community partners work to create and support initiatives that align with their vision; and

**WHEREAS**, the ladies of Sigma Gamma Rho Sorority, Incorporated visualize a world in which all women and their families reach their full potential in all aspects of life and are able to create unlimited opportunities for future generations.

**WHEREAS**, the local members of the Iota Epsilon Sigma Northern Virginia Alumnae chapter of Sigma Gamma Rho Sorority, Incorporated has consistently supported, enhanced, and partnered with the Town of Dumfries for community programs; and

**WHEREAS**, Sigma Gamma Rho Sorority, Incorporated is celebrating their Centennial year of enhancing communities world-wide through sisterhood, respect, honesty, accountability, integrity, excellence and communication; and

**NOW, THEREFORE BE IT PROCLAIMED BY THE TOWN COUNCIL OF DUMFRIES, VIRGINIA**, do hereby proclaim their Founder's Day of November 12<sup>th</sup> as "**SIGMA GAMMA RHO SORORITY, INCORPORATED DAY**" in the Town of Dumfries, Virginia and congratulate the ladies and wish them continued success in their Centennial year.

By Order of Council:

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Derrick R. Wood, Mayor  
Town of Dumfries  
November 15, 2022

**DUMFRIES TOWN COUNCIL  
MEETING MINUTES  
TUESDAY, NOVEMBER 1, 2022**

**MEETING HELD IN COUNCIL CHAMBERS**

*A video recording of this meeting is available on the Town's Website  
at [www.dumfriesva.gov](http://www.dumfriesva.gov) and YouTube Channel at  
<https://youtu.be/7z45psih2t0>*

**I. Call to Order and Roll Call**

At 7:00 PM, Mayor Wood called the meeting to order. The following members were recorded as present: Brown, Fields, Nickerson, Peet, and Wood; Neville and Miles were absent. Mayor Wood noted that Councilwoman Miles would be late, and Councilwoman Neville was ill. Miles arrived. at 7:22 p.m.

**II. Silent Prayer and Pledge of Allegiance**

A moment of silent prayer was held followed by the Pledge of Allegiance.

**III. Adoption of the Agenda**

On a motion made by Vice Mayor Nickerson, seconded by Councilman Peet to adopt the agenda as presented. Mayor Wood requested to amend the agenda to add a proclamation. On a motion by Vice Mayor Nickerson, seconded by Councilman Peet to amend the agenda to add the proclamation. Vote 5-0-0 (Yes: Brown, Fields, Peet, Nickerson, and Wood; No: N/A; Abstain: N/A)

**IV. Awards and Proclamations**

Proclamation Recognizing Native American Heritage Month –  
Councilwoman Cydny Neville

Driving Drowsy Proclamation – Mayor Derrick Wood

Mayor Wood informed the Council that the recipient was delayed due to traffic. He requested that the item be moved to after the Action Items.

**V. Approval of the Minutes**

On a motion made by Councilman Peet, seconded by Vice Mayor Nickerson to approve the minutes of the November 1, 2022, Town of Dumfries Council meeting. Vote 4-0-1 (Yes: Brown, Fields, Peet, and Wood; No: N/A; Abstain: Nickerson).

**VI. Citizen Comment Period**

Citizen comments were heard by the Council.

**VII. Mayor and Council Comments**

Councilwoman Miles arrived at 7:22 p.m.

Mayor and Council provided their comments.

**VIII. Action Item (Public Hearing)**

Ordinance to Authorize Lease of Town Real Estate at 17739 Main Street - Public Hearing

Following the public hearing on a motion made by Vice Mayor Nickerson, seconded by Councilman Peet to approve the Ordinance to Authorize Lease of Town Real Estate at 17739 Main Street. Vote 6-0-0 (Yes: Brown, Fields, Miles, Nickerson, Peet, and Wood; No: N/A; Abstain: N/A)

Initiating Resolution to Schedule a Public Hearing CUP2022-002, Les Souliers Du Shores (17606 Main Street) with Town Council - **Public Hearing Date of November 15, 2022**

On a motion by Councilman Fields, seconded by Councilman Peet to initiate a Resolution to Schedule a Public Hearing CUP2022-002, Les Souliers Du Shores (17606 Main Street) with Town Council. Vote 6-0-0 (Yes: Brown, Fields, Miles, Nickerson, Peet, and Wood; No: N/A; Abstain: N/A)

Mayor Wood requested a recess at 7:40 p.m. Council reconvened at 8:01 p.m.

**IX. Driving Drowsy Proclamation – Mayor Derrick Wood**

Mayor Wood presented the Drowsy Driver proclamation.

**X. Adjournment**

Mayor Wood adjourned the meeting at 8:14 PM.



**Town Manager's Report**

November 10, 2022

Mayor Wood, Vice-Mayor Nickerson, Honorable Councilmembers,

My team and I, continue to persevere to ensure that the core functions of our government continue and that we meet or even exceed the strategic goals established by Council. Please note the following updates by agency:

Goal	FY21 Target/Result	FY22 Target/Result	FY23 Target/Result	October FY23
<b>ADMINISTRATION</b>				
Receive GFOA Distinguished Budget Presentation Award	YES/YES	YES/TBD	YES/TBD	YES
Achieve 98% Collection Rate for Real Estate Taxes	98%/98%	98%/TBD	98%/TBD	YES
Create and establish financial policies related to Unassigned Fund Balance, Rainy Day Fund, and Debt	Submitted and adopted by Town Council by March 30, 2021/ No	Submitted and adopted by Town Council by March 30, 2022/ TBD	Submitted and adopted by Town Council by March 30, 2023/ TBD	YES
Improve Average Customer Service Total Transaction Time	7 Minutes/ N/A	7 Minutes/TBD	7 Minutes/TBD	6 minutes
Improve Accounts Payable Processing Time	N/A	All payments will be processed within 21 days / TBD	All payments will be processed within 21 days / TBD	TBD
<b>PLANNING &amp; COMMUNITY DEVELOPMENT</b>				
Achieve Average Zoning Application Review Time	14 DAYS/ TBD	14 DAYS/ TBD	14 DAYS/ TBD	2 DAYS
Achieve Average Landuse Application Review Time	N/A	14 DAYS/ TBD	14 DAYS/ TBD	N/A



Goal	FY21 Target/Result	FY22 Target/Result	FY23 Target/Result	October FY23
<b>POLICE (AUGUST FY23 DATA)</b>				
Host Regular Community Educational Workshops	N/A	1 PER MONTH	1 PER MONTH	1
Improve average response time	N/A	TBD	TBD	TBD
Reduce property crime rate by 5%	N/A	TBD	TBD	14
Reduce violent crime rate by 5%	N/A	TBD	TBD	19
<b>PUBLIC WORKS</b>				
Achieve Average Permit Approval Time	N/A	14 DAYS/ TBD	14 DAYS/ TBD	10 DAYS
Increase Inspections on Private BMPs	N/A	50% PRIVATE/ 100% PUBLIC	50% PRIVATE/ 100% PUBLIC	50% PRIVATE/ 100% PUBLIC

Respectfully submitted,



Keith C. Rogers, Jr.

# TOWN OF DUMFRIES POLICE DEPARTMENT

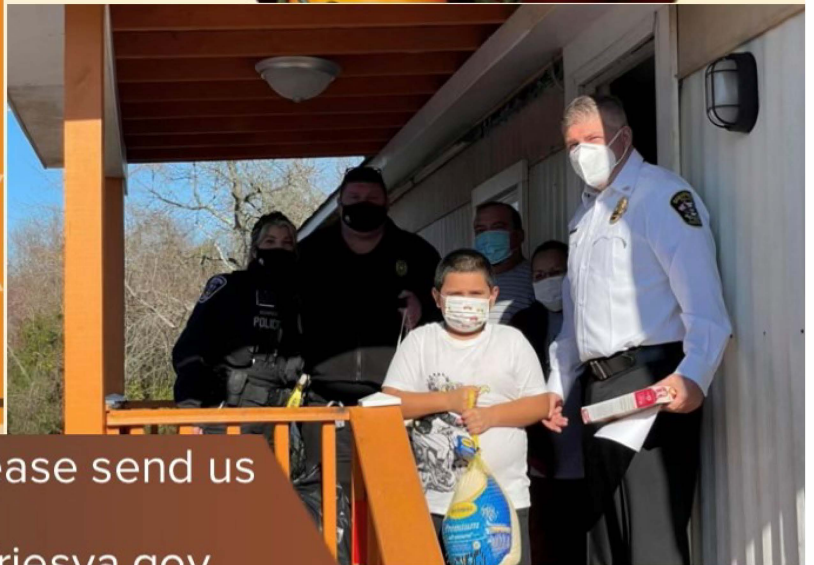


## THANKSGIVING *urkey* DRIVE

### NOVEMBER 17TH

OFFICERS WILL BE DELIVERING TO  
NEIGHBORS

Donations are appreciated and can be  
dropped off at our Police Department  
17755 Main St, Dumfries VA 22026



If you're in need of donations please send us  
an email:  
[tdpdcommunitypolicing@dumfriesva.gov](mailto:tdpdcommunitypolicing@dumfriesva.gov)  
Or send us a PM on our Facebook page.

**AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON NOVEMBER 15, 2022: ON A MOTION DULY MADE BY \_\_\_\_\_, AND SECONDED BY \_\_\_\_\_, THE FOLLOWING ORDINANCE WAS ADOPTED BY THE FOLLOWING VOTE:**

**Tyrone A. Brown, \_\_\_\_\_;**  
**Brian K. Fields, \_\_\_\_\_;**  
**Selonia B. Miles, \_\_\_\_\_;**  
**Cydney A. Neville, \_\_\_\_\_;**  
**Monae S. Nickerson, \_\_\_\_\_;**  
**Shaun R. Peet, \_\_\_\_\_;**  
**Derrick R. Wood, \_\_\_\_\_;**

**ORDINANCE TO APPROVE A CONDITIONAL USE PERMIT,  
CUP 2022-002 FOR A CHILDCARE CENTER,  
LES SOULIERS DU SHORES, TO BE LOCATED AT 17606 MAIN STREET,  
SUITE 201 and 202.**

**WHEREAS**, Les Souliers Du Shores submitted a Conditional Use Permit application, CUP 2022-002, to the Town of Dumfries Department of Planning and Community Development on August 16, 2022; and

**WHEREAS**, the Dumfries Planning Commission held a duly advertised public hearing on November 14, 2022; and recommended approval of the Conditional Use Permit Application to the Town Council; and

**WHEREAS**, the Dumfries Town Council held a duly advertised public hearing on November 15, 2022; and

**WHEREAS**, in accordance with Section 70-10 of the Town Zoning Ordinance, the application as submitted or as modified will not affect adversely the health, safety, or welfare of persons residing or working in the neighborhood of the proposed use, and will not be detrimental to public welfare or injurious to the property or improvements in the neighborhood; and

**WHEREAS** the application is consistent with the Town of Dumfries Comprehensive Plan; and

**WHEREAS** the Council acts in accordance with public necessity, general welfare, and good zoning practice.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Dumfries, on this 15th day of November 2022, that the Conditional Use Permit application (CUP 2022-002), as proposed by Les Souliers Du Shores is approved with the following conditions:

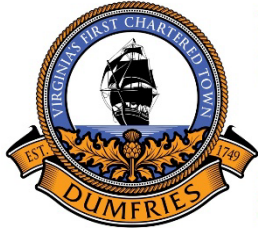
1. This Conditional Use Permit (“CUP”) for a Daycare Center is granted for and runs with the land indicated in this application, 17606 Main Street, Suite 201 and 202. This CUP is not transferable to other land.
2. The Conditional Use Permit is subject to the requirements outlined in Section 70-7 of the Zoning Ordinance which authorizes a daycare center; and requirements of a Building Permit as may be determined by the Town Department of Public Works.
3. The applicant must obtain a Certificate of Occupancy in accordance with current building and zoning regulations of the Town of Dumfries and the Virginia Statewide Uniform Building Code.

By Order of Council:

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Derrick R. Wood, Mayor

ATTEST: \_\_\_\_\_  
Tangi Hill, Town Clerk



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### Staff Report

**Conditional Use Permit, CUP2022-002:** To allow the use of a Childcare Facility within the General Business, B-1 zoning district at a property known as 17606 Main Street (GPIN #8289-02-0582).

#### APPLICANT

Les Souliers Du Shores

#### LOCATION

17606 Main Street

Dumfries, VA 22026

GPIN #8289-02-0582

#### PROPOSAL

Approval of a Conditional Use Permit (CUP) to allow operation of a Childcare center in Suites 201 and 202 at 17606 Main Street (Liberty Village).

#### STAFF RECOMMENDATION

Staff recommends approval of CUP2022-002, subject to the development conditions provided in this report.

It should be further noted that the content of this report reflects the analysis and recommendations of staff; it does not reflect the position of the Town Council.

#### Background

##### Conditional Use Permit

As outlined in Section 70-10 of the Town Zoning Ordinance, *“Conditional Use Permits may be granted by the Town Council for any of the uses for which a CUP is required by the Zoning Ordinance. In granting any such CUP, the Council may impose any such conditions in connection therewith as will assure that the use(s) will conform with the requirements contained herein and will continue to do so and may require a guarantee or bond to insure the conditions imposed are being and will continue to be complied with.”*

Staff report: CUP 2022-002

A CUP shall not be issued unless the Council shall find that:

1. The proposal as submitted or as modified will not affect adversely the health, safety, or welfare of persons residing or working in the neighborhood of the proposed use; and will not be detrimental to public welfare or injurious to the property or improvements in the neighborhood. Among matters to be considered in this connection are traffic congestion, noise, lights, dust, odor fumes, and vibrations, with due regard for timing of operation, screening, and other matters which might be regulated to mitigate adverse impact.

2. The proposal as submitted or modified will conform to the Comprehensive Plan for the Town or to specific elements of such Plan, and the official policies adopted in relation thereto, including the purposes and the express intent of this chapter.”

A. Request - This is an application for a Conditional Use Permit by Les Souliers Du Shores to locate and operate a Child Care Center in Suites 201 and 202 at 17606 Main Street. The owner plans to hire 2 additional staff members to serve as Teaching Assistants, while she serves as the Manager of the Facility. They plan to serve children aged 3 months to 5 years at this location.

B. Site Location - The site is 1.16 acres and located on the intersection of Main Street and Possum Point Road, seen below in Figure 1. The subject site currently contains 1 primary structure, with the applicant proposing to occupy approximately 3000 square feet of the space. The existing parking lot on-site has approximately 90 parking spaces. For the use of a daycare facility the Town Code requires 1 parking space per 175 square feet of building area, multiplied by the core factor of 0.8. Based on the proposed square footage, the proposed daycare facility meets the parking requirements of 16 spaces (14 based on square footage plus 2 for the employees).

Figure 1



Staff report: CUP 2022-002

C. Comprehensive Plan – This parcel is part of Main Street Small Area Plan, with the proposed land uses to be considered as part of the Planned Main Street Area.

D. Zoning –The site is currently zoned B-1, General Business District.

E. Surrounding Land Uses - The subject site is the location of Liberty Shopping Village. There are multiple existing businesses in the same building as this proposed childcare center including a hair salon, medical offices, and insurance agency.

F. Previous Use of the Property - These suites were previously occupied by an insurance company.

### **SUMMARY/CONCLUSION**

Staff has determined that the proposed development is consistent with the goals of the Comprehensive Plan. This proposal will benefit the residents of the Town of Dumfries by locating a quality daycare facility within the Main Street area. The location fronts a major roadway and provides an abundance of parking, which will make for safe egress and ingress for parents. In addition, staff concludes that the development proposal will not adversely affect the health, safety, and general welfare of persons occupying the site as well as those in the neighboring vicinity of the site.

Staff recommends approval of Conditional Use Permit, CUP22-001, to allow the use of a Childcare Facility within the General Business, B-1 zoning district at a property known as 17606 Main Street, subject to the Development Conditions below:

1. This Conditional Use Permit (“CUP”) for a Daycare Center is granted for and runs with the land indicated in this application, 17606 Main Street, Suite 201 and 202. This CUP is not transferable to other land.
2. The Conditional Use Permit is subject to the requirements outlined in Section 70-7 of the Zoning Ordinance which authorizes a daycare center; and requirements of a Building Permit as may be determined by the Town Department of Public Works.
3. The applicant must obtain a Certificate of Occupancy in accordance with current building and zoning regulations of the Town of Dumfries and the Virginia Statewide Uniform Building Code.



## AGENDA ITEM REQUEST FORM

### Item Type

Award     Proclamation     Resolution/Ordinance     Motion     Discussion

### Statement of Purpose

Public Hearing- CUP22-002

### Background/References

N/A

### Fiscal Impact

N/A

### Suggested Motion

Approve CUP22-002 as proposed

### Requested Meeting Date

November 15, 2022

### Attachments