



**PLANNING COMMISSION
AGENDA
February 11, 2026
6:30 P.M.**

The Planning Commission will hold a meeting in the City of Fredericksburg Visitor Center at the FXBG City Center, 601 Caroline Street 1st Floor, Fredericksburg, Virginia.

This meeting will not be streamed or televised, but members of the public are invited to attend this meeting.

1. Call To Order
2. Pledge Of Allegiance
3. Determination Of A Quorum
4. Approval Of Agenda
- 4.A. Agenda

Documents:

[2026-02-11 AGENDA.PDF](#)

5. Discussion Of Potential Policies, Ordinances Or Applications
- 5.A. The Planning Commission's Organizational Goals, Its By-Laws, Remote Participation Policy, And Committees. The Planning Commission Will Also Elect Its Officers For The Upcoming Year.

Documents:

[1 STAFF MEMO - PLANNING COMMISSION ORGANIZATIONAL WORK.PDF](#)
[2 PLANNING COMMISSION BY-LAWS.PDF](#)

6. Declaration Of Conflict Of Interest And Disclosures Of Contact
7. Old Business
8. Other Business
9. General Public Comment

A general public comment period is provided at each regular meeting for comments by citizens regarding any matter related to Commission business that is not listed on the

agenda for Public Hearing. The Chair will request that speakers state their name, address and zip code; observe the five-minute time limit; and yield the floor when the Clerk indicates that their time has expired. No dialogue between speakers will be permitted.

Citizens who wish to make general public comments without attending the meeting will be able to send their comments in writing by (1) delivering to the Community Planning and Building office located at 601 Caroline Street - 4th Floor, (2) U.S. Mail at 601 Caroline Street, Suite 400, Fredericksburg, VA 22401, or (3) email to [\[EMAIL PROTECTED\]](#). Comments must be received by 2:30 p.m. the day of the meeting. Such comments will be read aloud during the public comment portion of the Commission meeting. In written public comments, the writer must identify themselves by name and address, including zip code, and limit the remarks to three minutes, when read aloud. There will be a total 40-minute cap for all written comments read aloud. Public comments submitted during the meeting, through the Facebook Live streaming video, will not be considered part of the official public comments of the meeting.

10. Approval Of Minutes

11. Election Of Officers

11.A. Election Of Officers: Chair, Vice-Chair, And Secretary

12. Planning Commissioner Comment

12.A. Chairman Comments

12.B. Commissioner Comments

13. Planning Director Comment

13.A. FAMPO – Transportation Goals & Needs Survey

14. Adjournment

The next Planning Commission Regular Meeting is scheduled for Wednesday, March 11, 2026, at 6:30 p.m.



**PLANNING COMMISSION
AGENDA
Regular Meeting
February 11, 2026
6:30 P.M.**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. DETERMINATION OF A QUORUM**
- 4. APPROVAL OF AGENDA**
- 5. DISCUSSION OF POTENTIAL POLICIES, ORDINANCES, OR APPLICATIONS**
 - A. The Planning Commission's organizational goals, its by-laws, remote participation policy, and committees. The Planning Commission will also elect its officers for the upcoming year.
- 6. DECLARATION OF CONFLICTS OF INTEREST OR DISCLOSURES OF CONTACT**
- 7. OLD BUSINESS**
- 8. OTHER BUSINESS**
- 9. GENERAL PUBLIC COMMENT**

A general public comment period is provided at each regular meeting for comments by citizens regarding any matter related to Commission business that is not listed on the agenda for Public Hearing. The Chair will request that speakers state their name, address and zip code; observe the five-minute time limit; and yield the floor when the Clerk indicates that their time has expired. No dialogue between speakers will be permitted.

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- 10. ADOPTION OF MINUTES**
- 11. ELECTION**

- A. Election of Officers: Chair, Vice-Chair, and Secretary

12. PLANNING COMMISSIONER COMMENTS

- A. Chairman Comments
- B. Commissioner Comments

13. PLANNING DIRECTOR COMMENTS

- A. FAMPO – Transportation Goals & Needs Survey

14. ADJOURNMENT

The next Planning Commission Regular Meeting is scheduled for Wednesday, March 11, 2026, at 6:30 p.m.



MEMORANDUM

TO: Chair Durham and Planning Commissioners
FROM: Mike Craig, Community Planning & Building Director
DATE: February 6, 2026, for the February 11, 2026 Planning Commission Meeting
 (to be held at the Visitors Center – 601 Caroline Street)
SUBJECT: High Performing Planning Commission – Organizational Meeting

ISSUE

How should the Planning Commission approach its organizational goals and objectives for the next year?

BACKGROUND

Over the last several years, the Planning Commission has handled a high work load including:

- The Fredericksburg Forward Comprehensive Plan Update,
- Several Small Area Plans,
- Major land use cases including unique projects like the Jeremiah Community and Technology Overlay District,
- Unified Development Ordinance text amendments,
- Adaptive reuse cases, and
- Community engagement through various committees (CIP, Parking Advisory, Regional Housing Assembly, etc.)

This high volume of critical work has resulted in an average of **17 regularly scheduled Planning Commission meetings annually** over the last three years. The numbers in this section are taken from those meetings televised on www.regionalwebtv.com. This figure does not include the substantial number of additional community meetings, community engagement, and committee meetings such as what occurred with the Comprehensive Plan update, accessory dwelling unit considerations, small area planning, and other initiatives.

Diving deeper into the data to look at how the Planning Commission has operated **regular meetings** in the three years before COVID-19 (2017, 2018, 2019), during COVID-19 (2020, 2021, 2022), and post COVID (2023, 2024, 2025) some additional trends emerge:

	Avg. Annual Regular PC Meetings	Meeting Length (Avg. Minutes)
Pre-COVID Averages	12	124
COVID Averages	16	121
Post-COVID Averages	17	163

Peak Meeting # in a Year	2021, 2024	20 Regular Meetings
Peak Avg. Meeting Length by Year	2024	185 Minute Avg. Meeting Length

In short, the Planning Commission is now holding more meetings on average and those meetings are substantially longer.

In his book, *The 7 Habits of Highly Effective People*, Stephen Covey illustrates a time management matrix that organizes work into four quadrants as summarized below:

	Urgent	Not Urgent
Important	<p>Quadrant 1 Critical issues / Pressing Problems Emergent issues Obligations / Timely decisions</p>	<p>Quadrant 2 Important goals / Planning ahead Strategic tasks / Studying in advance Long-term projects and relationships</p>
Not Important	<p>Quadrant 3 Incoming questions or queries Minor issues Fun / social events</p>	<p>Quadrant 4 Trivial/ tangents Busy work Gossip / some social media trends</p>

With the high demand the public business places on the Planning Commission, the Planning Commission has an ideal opportunity to work together on some organizational strategy / planning reflected in Quadrant 2 through review of the Commission’s practices and goals. The majority of the Planning Commission members will be in its first term over the next several years. Based on recent discussions, Several concepts have emerged recently that should be a focus of that discussion, including:

- Reviewing the Planning Commission’s by-laws to ensure efficient meeting practices. One concept to discuss is new Planning Commission organizational roles, including modifying the Secretary position and adding other roles that could help, such as a parliamentarian or outreach liaison. Another is how to handle the COVID-19 practice (adopted in September 2022) of reading written comments out loud during regular meetings.
- Annual visioning / strategy meeting to be held outside of Council Chambers.
- Process improvements to the Status of Land Use Annual Report and Capital Improvements Plan review processes.
- Revisiting (annually) the remote participation policy; and
- Reviewing and revisiting Planning Commission committee assignments.

An outcome of this meeting should be a framework for a Planning Commission by-law update if desirable as well as an update to the Planning Commission Committee Membership List. The purpose of this memo is to continue the dialogue on this subject and set a general framework for the organizational meeting.

ATTACHMENT

1. Planning Commission By-Laws.
2. Committee Membership List.

Planning Commission Committee Membership List

Committee	PC Member	
Area Plan – Request for Proposal	Carey Whitehead	Thomas Johnson
Housing	Dugan Caswell	
Art in the Asphalt	Dugan Caswell	
Parking	Joe Winterer	
Capital Improvement Plan	Mary-Margaret M.	Carey Whitehead



2024 September 25
Revised on 2026 January 14

**PLANNING COMMISSION
BY-LAWS**

PREAMBLE - These By-laws set forth the rules for the transactions of business by the Planning Commission of the City of Fredericksburg, which operates under the authority of the laws of Virginia and the ordinances of the City of Fredericksburg.

ARTICLE 1 - OBJECTIVES

- 1-1 The Planning Commission, as established by the City Council, has adopted the subsequent Articles in order to facilitate its powers and duties under Title 15.2, Chapter 22, Article 2, Code of Virginia.
- 1-2 The official title of this Commission shall be the City of Fredericksburg Planning Commission.

**ARTICLE 2 – PURPOSE, DUTIES, MEMBERSHIP, OFFICERS, MEETINGS, QUORUM,
VOTING, AND REGIONAL COOPERATION**

- 2-1 City Code Sections 10-331 through 10-335 shall establish the Purpose, Duties, Membership, Officers, Meetings, Quorum, Voting, and Regional Cooperation standards for the Commission.

ARTICLE 3 – OFFICER ELECTIONS

- 3-1 A Chair, Vice-Chair, and Secretary shall be elected during the first regular meeting in February of each year. The members of the Planning Commission may, by majority vote, postpone elections until all outstanding Planning Commission appointments have been made and all members are seated.
 - 3-1-1 Each candidate for office shall be nominated individually by a member and seconded by another member of the Commission.
 - 3-1-2 Each nominee for an office of the Commission shall be voted on individually. A nominee receiving a majority vote of the members present shall be declared elected

and shall take office immediately upon the conclusion of the regular meeting and serve for one year or until his/her successor shall take office.

ARTICLE 4 - DUTIES OF OFFICERS

- 4-1 The Chair shall:
 - 4-1-1 Preside at all meetings;
 - 4-1-2 Call the meetings to order at the appointed time;
 - 4-1-3 Announce the business in its proper order;
 - 4-1-4 Preserve order and decorum;
 - 4-1-5 Clarify and summarize points of agreement and disagreement for all questions properly brought before the Commission;
 - 4-1-6 Rule on all procedural questions, unless overruled by a majority vote of the members present;
 - 4-1-7 Be informed immediately of any official communication and report the same at the next regular meeting;
 - 4-1-8 Affix his/her signature to all correspondence issued by the Commission and all official minutes;
 - 4-1-9 Appoint committees as necessary; and
 - 4-1-10 Ensure new members are fully briefed on Commission policies and procedures and familiarized with Commission meeting places.
- 4-2 The Vice Chair shall act in the absence of the Chair and in doing so shall have all duties of the Chair.
- 4-3 The Secretary or the Planning Department staff shall:
 - 4-3-1 Keep a written record of all business transacted by the Commission;
 - 4-3-2 Notify all members of all meetings;

- 4-3-3 Keep a file of all official records and reports of the Commission;
 - 4-3-4 Attend to correspondence of the Commission;
 - 4-3-5 Provide public notice of all meetings and public hearings;
 - 4-3-6 Keep a set of minutes of all meetings;
 - 4-3-7 Maintain Commission records according to applicable statutes and make them available for public inspection; and
 - 4-3-8 Prepare an Annual Report to the City Council concerning the operation of the Commission and the status of planning within the City, as provided for in Virginia Code Section 15.2-2221. Planning staff shall prepare and submit such a report, in writing, to the Commission by October 1 of each year. The report shall include statistics on land use development during the preceding fiscal year, enforcement activities, and the implementation of recommendations set forth in the Comprehensive Plan. As agreed to by City Council, the Commission should present this report to City Council for discussion at a joint Council/Commission work session October of each year.
- 4-4 All members of the Planning Commission shall:
- 4-4-1 Take responsibility to become thoroughly familiar with applicable laws, statutes, ordinances, and procedures relating to the Commission;
 - 4-4-2 Vote on matters coming before the Commission unless formally excused due to a conflict of interest, or with the permission of the majority of the members of the Commission then in session; and
 - 4-4-3 Review applications presented at meetings they were unable to attend as well as minutes of those meetings, as practicable, before voting on such applications.

ARTICLE 5 – CAPITAL IMPROVEMENT PLAN

- 5-1 Virginia Code Section 15.2-2239 provides that “[a] local planning commission may, and at the direction of the governing body shall, prepare and revise annually a capital improvement program [CIP] based on the comprehensive plan of the locality for a period not to exceed the ensuing five years.” The City of Fredericksburg City Council charges its

city government staff to prepare the CIP and for the Planning Commission to make recommendations to City Council and staff as to CIP completeness. To prepare these recommendations, in June the Commission Chairperson shall appoint a committee of at least two planning commissioners to conduct a review of the most current CIP. Using the Comprehensive Plan, data from the Status of Land Use Annual Report, and other information from staff, the Commission shall complete a comparative analysis of Comprehensive Plan land use goals and the approved CIP highlighting specific connections and disconnections between the two plans. The committee shall deliver a draft report of its analysis to the full Commission by its first meeting in September. In September and October, the Commission shall discuss the report in work session(s) and/or in public meeting(s) and finalize it for transmittal to the City Council and City Manager no later than the last business day of October. Following its transmission, the Commission shall seek to hold a joint work session with City Council in December to discuss report findings. Throughout the City's ensuing CIP development process, the Commission and City Manager will exchange information on how the draft CIP has incorporated the Commission's report findings. Prior to City Council's first public hearing regarding the proposed CIP for the succeeding fiscal year, the Commission shall transmit its final recommendations to the City Council and City Manager on this proposal.

ARTICLE 6 - MEETINGS

- 6-1 When applications or other Commission business are pending, regular meetings of Commission shall be held on the second and fourth Wednesday of each month. If a scheduled meeting is cancelled due to inclement weather, or other unforeseen reason, the backup meeting date will be the following regularly scheduled Planning Commission meeting date and time.
- 6-2 When a meeting falls on a legal holiday, the meeting shall be held on the following Wednesday unless otherwise designated by the Chair or by a vote of the Commission.
- 6-3 When no application or other business is pending, the Chair may dispense with a meeting by giving notice to all members. However, the Commission shall hold at least one regular meeting at least every two months.
- 6-4 The meetings shall begin at 6:30 p.m. The meetings shall adjourn by 11:00 p.m., unless a simple majority of the Commission members present at that time vote to suspend this rule and extend the time of adjournment.

- 6-5 A regular meeting may be adjourned if all business cannot be addressed on the meeting date set. The meeting shall be reconvened at a later date, as set at the meeting and properly advertised.
- 6-6 Special meetings may be called at the request of the Chair or by two members of the Commission with a written request to the Secretary or Zoning Administrator. The Secretary or Zoning Administrator shall e-mail to all members, at least five days in advance of a special meeting, a written notice fixing the time and place of the meeting and the purpose thereof. Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting, or if all members are present at the special meeting or file a written waiver of notice.
- 6-7 A member, other than the Chair, may introduce a motion. Any member of the Commission may second a motion. Motions shall be restated by the Chair before a vote is taken. The names of persons making and seconding motions shall be recorded.
- 6-8 Parliamentary procedure during Commission meetings shall be governed by Robert's Rules of Order.
- 6-9 A quorum of the Commission shall consist of four of the seven members, and no action of the Commission shall be valid unless authorized by a majority vote of those present and voting.
- 6-10 A member of the Planning Commission who cannot attend a meeting in person due to an emergency or personal matter may participate via Remote Participation.

"Remote participation" means participation by an individual member of the Planning Commission by electronic communication means (audio + optional video) in a public meeting where a quorum of the City Council is physically assembled.

Individual Planning Commission members may participate in meetings of the Commission by electronic communication as permitted by Va. Code §2.2-3708.3. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The grounds for remote participation are the following:

1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance;

2. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance;
3. The member's principal residence is more than 60 miles from the meeting location identified in the meeting notice; or
4. The member is unable to attend the meeting due to a personal matter, the nature of which is identified with specificity.

Whenever an individual member wishes to participate from a remote location, a quorum of the Planning Commission shall be physically assembled at the primary or central meeting location.

When such individual remote participation is due to a personal matter, such participation is limited to two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

A member who wishes to use remote participation will notify the Zoning Administrator to make the request in sufficient time for staff to make any necessary technical arrangements, and the staff will notify the Commission Chair of the request.

Unless a member of the Planning Commission objects to the remote participation at the beginning of the meeting, it is deemed approved without action by the Commission. If a member of the Commission does object to the remote participation, it may be disapproved, but only if it would violate FOIA or this policy.

The minutes of the meeting shall record all of the information required by Va. Code §2.2-3708.3.

- 6-11 There will be a general public comment period provided at each regular meeting for comments by citizens regarding any matter related to Commission business that is not listed on the Agenda for Public Hearing. The Chair will request that speakers observe a five-minute time limit and yield the floor when the Clerk indicates that their time has expired. No dialogue between speakers will be permitted. Citizens who wish to participate in the public comment period remotely can send their comments in writing by U.S. Mail or email to the Clerk. Comments must be received by 2:30 on the meeting date. Such comments will be read aloud during the public comment portion of the Commission meeting. In written public comments, the writer must identify themselves by name and address, including zip code, and limit the remarks to three minutes, when read aloud. There will be a total 40-minute cap for all written comments read aloud.

- 6-12 A member recusing himself from discussing and voting on an agenda item due to a conflict of interest, shall vacate his seat during the hearing of that agenda item.

ARTICLE 7 - ORDER OF BUSINESS

- 7-1 The order of business for a regular meeting shall be:
- 7-1-1 Call to order;
 - 7-1-2 Pledge of Allegiance;
 - 7-1-3 Determination of quorum
 - 7-1-4 Approval of agenda
 - 7-1-5 Discussion of potential policies, ordinances, or applications
 - 7-1-6 Declaration of conflicts of interest or Disclosures of contact;
 - 7-1-7 Deferred public hearing items;
 - 7-1-8 Public hearing items;
 - 7-1-9 Other business
 - 7-1-10 General public comment;
 - 7-1-11 Adoption of minutes;
 - 7-1-12 Planning Commissioner Items;
 - 7-1-13 Planning Director Items; and
 - 7-1-14 Adjournment.

ARTICLE 8 - PROCEDURES FOR HEARING ITEMS

- 8-1 The order for the public hearing shall be:

- 8-1-1 A staff presentation on each item prior to the applicant's comments.
- 8-1-2 The applicant or his representative may appear at the public hearing and shall be allowed to make a statement and/or presentation.
- 8-1-3 Any person may speak at a public hearing for up to five minutes. An applicant in a land use case may give an opening presentation of the case for up to 15 minutes, regardless of the number of speakers the applicant chooses to give the presentation, and may give a response after all citizens have spoken, for up to five minutes, regardless of the number of speakers the applicant chooses to give the response. The Chair may suspend these rules in order to adapt them to any special situation.
- 8-1-4 Before addressing a Planning Commission meeting, a Commission member desiring to speak shall address the Chair, who shall recognize the member as entitled to speak before he proceeds. After being so recognized, the member, except when called to order by the Chair, shall not be interrupted during the time allowed. No member shall speak more than ten minutes at any one time without permission of the Chair. No member shall speak more than twice upon the same question without permission of the Chair.
- 8-1-5 When public testimony is complete, the Chair shall then close the public hearing and the Planning Commission shall deliberate on the application and its recommendation to the City Council. Only input from the staff shall be permitted at this time, although the Commission may ask questions of the applicant or his representative. No further comments from the public will be allowed.
- 8-1-6 The Commission may vote on an agenda item immediately following the public hearing if there is a positive staff recommendation and there are no relevant negative comments from the public and no outstanding questions or requests for information.

ARTICLE 9 - AMENDMENTS

These By-laws may be amended by a majority vote of the entire membership of the Commission at a regularly scheduled meeting, provided notice of intent to amend these By-laws has been given at a prior regularly scheduled meeting by at least two members.

_____, Chair
David Durham

ADOPTED: Date: January 14, 2026
REVISED AND ADOPTED BY A VOTE OF: 7-0