



**PLANNING COMMISSION
MINUTES
February 11, 2026
6:30 PM
Regular Meeting**

This meeting was held in the City of Fredericksburg Visitor Center in the FXBG City Center, 601 Caroline Street 1st Floor, Fredericksburg, Virginia. The meeting was not streamed or televised, but members of the public were invited to attend this meeting.

You may review the minutes and associated documents on the Agenda Center webpage: <https://www.fredericksburgva.gov/AgendaCenter>

The agenda, staff report and associated documents are also available on the Planning Commission page: <https://www.fredericksburgva.gov/241/Planning-Commission>

MEMBERS

David Durham , Chair
Carey Whitehead, Vice-Chair
Dugan Caswell, Secretary
Thomas Johnson
Mary-Margaret Marshall
Jane McDonald
Joseph Winterer

CITY STAFF

Mike Craig, Director
Josh Crump, Principal Planner
Bailey Thompson, Community Development Planner
Tanagra Cafferky, Administrative Assistant

1. CALL TO ORDER

Chairman Durham called the meeting to order at 6:30 p.m. in City of Fredericksburg Visitor Center in the FXBG City Center, 601 Caroline Street 1st Floor, Fredericksburg, Virginia and explained meeting procedures for the public. Members of the public were invited to attend.

2. PLEDGE OF ALLEGIANCE

3. DETERMINATION OF A QUORUM

There were seven members in attendance at the call to order.

4. APPROVAL OF AGENDA

Ms. Whitehead motioned for Item 11. A. Election of Officers to be delayed to the next Planning Commission Regular Meeting on March 11, 2026. Mr. Johnson seconded. Motion to Amend the Agenda passed 7-0.

5. DISCUSSION OF POTENTIAL POLICIES, ORDINANCES, OR APPLICATIONS

- A. The Planning Commission's organizational goals, its by-laws, remote participation policy, and committees.

Mr. Craig presented the purpose of the meeting, which was to focus on organizational goals, Planning Commission operations, processes, and committee appointments. Discussion included the meeting format and expected meeting outcomes.

Mr. Craig reviewed Steven Covey's time management matrix from his book *The 7 Habits of Highly Effective People*. The tool was discussed to emphasize the purpose of the meeting, which is to take time out from the press of on-going emergent issues like land use cases and area plans to focus on strategic tasks and organizational goals.

Discussion included trends in the number of meetings the Planning Commission holds annually and meeting length. Topics of discussion included components of meetings like written comment, identifying Planning Commission priorities, setting up quarterly meetings to focus on long term priorities, the Capital Improvements and Status of Land Use Annual Report processes, the responsibilities of Planning Commission officers including an expanded role for the Secretary, and data development. The Planning Commission focused on specific sections of its by-laws as well as the provisions governing Planning Commission operations in the Unified Development Ordinance. Further discussion included the remote participation policy, how to accommodate business travel, committee memberships, and an annual organizational meeting.

The Planning staff proposed to take the meeting dialogue and produce draft amendments to the by-laws and Unified Development Ordinance for review at a subsequent Planning Commission meeting.

6. DECLARATION OF CONFLICTS OF INTEREST OR DISCLOSURES OF CONTACT

None.

7. OLD BUSINESS

None.

8. OTHER BUSINESS

None.

9. GENERAL PUBLIC COMMENT

Mr. Durham invited the public to come to the lectern and present their comments to the Planning Commission.

Madison Morgan of the Tri County Soil and Water Conservation District invited the Dais to the Legislative Pasture Tour on March 26, 2026, held at the Aspen Grove Farm, 399 Caledon Road, King George, Virginia 22485.

Sue Sargeant spoke about Mary-Margaret Marshall's time on the commission. See attachment.

Mr. Durham requested for any written letters received to be read into the record. See attachment.

Phil Robins, 306 Amelia Street, Fredericksburg, Virginia 22401 wrote about Ms. Marshall and about the change of venue for the meeting.

10. ADOPTION OF MINUTES

None.

11. ELECTIONS

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

Ms. Whitehead motioned to wait until the next meeting when the new Planning Commissioner will have been seated to vote on the election of officers. Ms. Marshall seconded. Motion passed 7-0.

12. PLANNING COMMISSIONERS COMMENTS

A. Chairman Comments

Mr. Durham thanked Ms. Marshall for her service on the Planning Commission.

Mr. Durham thanked Mr. Craig for his twelve years of service and dedication to Fredericksburg and presented him with a book.

B. Commissioner Comments

Ms. Whitehead and Ms. Marshall thanked Mr. Craig for his service and commented that they had applied for the Planning Commission position in part because of Mr. Craig's positive attitude.

13. PLANNING DIRECTOR COMMENTS

Mr. Craig:

Thanked Ms. Marshall for her service on the Planning Commission.

The Fredericksburg Area Metropolitan Planning Organization's – Transportation Goals & Needs Survey is currently active.

The City Council approved the 2015 / 2105 Princess Anne Street project, which makes three recent projects in Area 6 that involve the preservation of designated "character structures". Small Area Plan Area 8 is nearing finalization.

14. ADJOURNMENT

Mr. Durham said the next scheduled Planning Commission Meeting will be on Wednesday, March 11, 2026, at 6:30 p.m.

Chairman Durham adjourned the meeting at 8:10 p.m.



David B. Durham, Chairman



You're invited
*Join us for a delightful afternoon filled with
learning, conservation, and connection*



Legislative Pasture Tour
MARCH 26, 2026 | 5:00 PM-7:00 PM
ASPEN GROVE FARM
399 CALEDON RD., KING GEORGE, VA 22485

- Dress for being outdoors
- Connect with local conservation agencies
- Stay for dinner and connection!

RSVP to Madison Morgan
madison.morgan@tccswcd.org
(540) 621-6614

-OR-

Fill out the form on the QR code



Sue Sargeant, Ward 3, Fredericksburg, VA 22401

Neighbors sent me emails/phone calls about yesterday's Council agenda re: Mary-Margaret Marshall's first term ending on the Planning Commission. We asked that she be re-appointed for a second term.

Thank you to Vice Mayor Chuck Frye, and Councilors Jannan Holmes, Dr. Will Mackintosh for recognizing the significant contribution that Mary Margaret Marshall has on this Planning Commission and how community members so appreciate her service.

We look forward to every comment that Ms. Marshall makes during Planning Commission and community meetings, whether we're 'in person' in Chambers or watching on Regional Web TV. She comes prepared for each Planning Commission meeting, as shown by her comments and questions.

She often refers to the citizens' public comments made at the Planning Commission mic or in letters read out by staff which shows that she is listening to this input. She also seeks our questions and answers them.

We also see, again 'in person' and on Regional Web TV, how she maintains composure when chronically interrupted by another Commissioner. We're amazed at her patience and calm, her communication skills and strong ability and commitment to engage our community.

Ms. Marshall is pragmatic in her approach and knows what she is doing. She is fair-minded and considers both sides of an issue.

Her experience on Planning Commission in North Carolina helped her in understanding land use, ordinances, and site plans but her experience in the past four years on Fredericksburg's Planning Commission shows she is forward-thinking in addressing development goals for responsible growth in Fredericksburg.

Mary-Margaret Marshall is a Fredericksburg City treasure for community engagement.

Wow, we sure have been fortunate to have Mary-Margaret Marshall on Planning Commission.

Thank you MM.

From: [Phil Robins](#)

Sent on: Wednesday, February 11, 2026 9:05:27 AM

To: [Planning](#)

CC: [Phil Robins](#)

Subject: [EXTERNAL] For PUBLIC COMMENT at the 2-11-26 PC meeting to be read out loud by staff.

From:

Phil Robins
306 Amelia Street
Fredericksburg VA. 22401

Please explain your rationale for not extending the term of Mary-Margaret, she has the experience as a developer that we need on the planning commission.

Also please explain the rationale for giving such a short notice to the change of venue for the meeting of the Planning Commission.

Thank you

Phil Robins