



**AT A REGULAR MEETING OF THE PLANNING COMMISSION, HELD ON
DECEMBER 16, 2013, AT 7:00 P.M., IN COUNCIL CHAMBERS, 17755 MAIN STREET,
DUMFRIES, VIRGINIA:**

I. Call to Order

Mr. Webb called the meeting to order.

II. Roll Call

Present: John Webb, Chair
Naeem Arshad
Selonia Miles
Lou Praino
William O'Kelly Russell
Louise Waggy

Absent: Christopher Padberg, Vice-Chair

Staff Present: Laura O'Dell, Town Planner/Zoning Administrator

III. Approval/Adoption of minutes

Mr. Praino moved, seconded by Ms. Waggy, to adopt the November 18, 2013 minutes as amended. The motion carried by the following voice vote: Mr. Arshad, yes; Ms. Miles, yes; Mr. Padberg, absent; Mr. Praino, yes; Mr. Russell, yes; Ms. Waggy, yes; Mr. Webb, yes.

IV. Discussion and consideration of the following:

Mr. Webb stated that Item A and B needed to be removed from the agenda for further discussion.

Mr. Praino moved, seconded by Mr. Arshad, to remove Item A and B as listed below. The motion carried by the following voice vote: Mr. Arshad, yes; Ms. Miles, yes; Mr. Padberg, absent; Mr. Praino, yes; Mr. Russell, yes; Ms. Waggy, yes; Mr. Webb, yes.

A. Consideration of Off-street parking ordinance amendment (removed)

B. Consideration of Planning Commission Bylaws (removed)

C. Consideration of Planning Commission Calendar

Mr. Arshad moved, seconded by Ms. Miles, to adopt the 2014 Planning Commission Meeting Schedule as presented. The motion carried and the following schedule was adopted by

the following voice vote: Mr. Arshad, yes; Ms. Miles, yes; Mr. Padberg, absent; Mr. Praino, yes; Mr. Russell, yes; Ms. Waggy, yes; Mr. Webb, yes.

**PLANNING COMMISSION
2014 MEETING SCHEDULE**

January 13
February 10
March 10
April 7
May 12
June 9
July 14
August 11
September 15
October 13
November 10
December 8

D. Consideration of Site Plan for Ice Cream Stand in Dumfries Shopping Plaza

Mr. Russell started to make the recommendation to move the site plan forwarded to Town Council, but questioned whether it needed to move to a public hearing.

Ms. O’Dell noted the site plan would go to Town Council for review and then Council would schedule a public hearing.

Mr. Webb asked if the Planning Commission needed to hold a public hearing.

Ms. O’Dell noted the Planning Commission did not.

Mr. Russell noted that as per the work session discussion the Planning Commission recommends showing on the site plan the location of the dumpster with screening, the use of bollards or safety restraints around the seating area, location of the signage to be utilized, and site lighting if any additional lighting is being proposed.

Ms. Waggy moved, seconded by Mr. Arshad, to move the site plan forward to Town Council for a public hearing, with the changes made that were recommended, for an ice cream stand in the Dumfries Shopping Plaza. The motion carried by the following voice vote: Mr.

Arshad, yes; Ms. Miles, yes; Mr. Padberg, absent; Mr. Praino, yes; Mr. Russell, yes; Ms. Waggy, yes; Mr. Webb, yes.

Mr. Webb explained to the applicant that the Planning Commission has recommended the site plan for the ice cream stand go to Town Council for a public hearing. Town Council will schedule a public hearing. Ms. O'Dell will let the applicant know when and she will want to see the site plans before it goes to the public hearing to make sure that all of the requests from the Planning Commission are on the site plan. It will move forward from the Planning Commission to Town Council with the recommendation that they set a joint public hearing only if those items are addressed on the site plan.

V. Member Comments

Ms. Waggy wished a Happy Holiday Season to all.

Mr. Arshad wished everyone Happy Holidays.

Mr. Russell asked if a date had been set for a public Charrette for the Comprehensive Plan.

Ms. O'Dell noted it had not.

Mr. Russell wished everyone a Happy Holiday and to please drive safe.

Ms. Miles wished everyone a Happy Holiday.

Mr. Webb made the following comments about the meeting Town Council had on December 10.

- From now on, according to the Town Manager, there will be no more joint public hearings.
- He noted some issues with the way the agenda was set up for that meeting; however, before the meeting, the issues were addressed and this is what brought about the change.
- He mentioned that Mr. Praino noted there was an additional cost having two separate public hearings. The Town Manager was made aware of this. The Town Manager explained there would be no additional cost. The Planning Commission would already be holding a meeting and it would not be an additional charge to the Town for the Members of the Planning Commission to attend the Town Council's public hearing. He noted the cost of the advertisement for the public

hearing would be the same as paying Members of the Planning Commission to attend a joint public hearing with Town Council.

Ms. O'Dell noted there would be one last joint public hearing for the Grass Roots Fellowship Christian Church because they were under the impression and given the indication that this is what would happen.

Mr. Webb asked Ms. O'Dell to look at the agenda for the meeting Town Council will be having for the joint public hearing to make sure that it is lined up and not the way it was. He asked when the public hearing was going to be held.

Ms. O'Dell did not know.

Mr. Webb asked if Council holds public hearings at their work sessions.

Ms. O'Dell noted Council could. She explained Council would review the application at their next work session, which will not be until January and then be under the consent agenda in February for a March public hearing.

Mr. Russell noted that during the work session earlier, Mr. Pete Singh presented his latest plan for the planned development on Main Street. He asked when the next time Mr. Singh would publicly provide the presentation again.

Ms. O'Dell noted the presentation would be done at the next Planning Commission meeting and arrangements are being made to make that a joint meeting with the Architectural Review Board, because the Architectural Review Board will need to be as involved as the Planning Commission in the beginning due to the demolition of the structures on the sites. The next meeting, January, will be with the Architectural Review Board.

Mr. Russell mentioned the meeting would be for presentation purposes, questions by the committee, and there will not be an opportunity for public comments.

Ms. O'Dell agreed.

Mr. Russell asked if citizens are being encouraged to come and see the presentation.

Ms. O'Dell agreed.

VI. Next Meeting

- A. January 13, 2014** - Work session scheduled for 6:00 pm with the regular session starting at 7:00 pm.

Mr. Webb noted he would work with Ms. O'Dell a week prior to make sure that the work session agenda was not too loaded, if it is, the time will be adjusted accordingly.

VII. Adjournment of Business Meeting

Ms. Waggy moved, seconded by Mr. Russell, to adjourn the regular meeting and return to the work session. The motion carried by the following voice vote: Mr. Arshad, yes; Ms. Miles, yes; Mr. Padberg, absent; Mr. Praino, yes; Mr. Russell, yes; Ms. Waggy, yes; Mr. Webb, yes.

Minutes submitted by

Approved by

Dawn Hobgood
Town Clerk

John Webb
Chair