



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

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**AT A REGULAR MEETING OF THE PLANNING COMMISSION, HELD ON JUNE 9, 2014, AT 6:50 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  
Christopher Padberg, Vice-Chair  
Naeem Arshad  
Selonia Miles  
Lou Praino  
William O'Kelly Russell  
Louise Waggy

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

**PUBLIC HEARING**

**I. Flood Plain Management Ordinance Amendment**

Mr. Webb opened the public hearing.

Richard West, Public Works Director, explained the amendment was previously introduced to the Planning Commission (PC). What is being done is an amendment to the Floodplain Management Ordinance to bring it up to date to Federal Emergency Management Agency (FEMA) standards in order to maintain activity in the National Floodplain Insurance Program (NFIP). He was available to answer any questions the PC might have.

Ms. Waggy asked why no maps were provided.

Mr. West stated the maps were still being developed by FEMA. The maps are going to be in a digitized form.

Ms. Waggy pointed out the ordinance refers to maps and overlay districts throughout and the PC does not have them to view.

Mr. West noted the maps are available on FEMA's website.

Ms. Waggy questioned the maps being available.

Mr. West clarified the older maps are available and the newer digitized versions will be available sometime this Summer.

Mr. Praino asked if there was any reason the Zoning Administrator was not put in charge of the amendment. He noted the Zoning Administrator has the ability to designate the administrator. It appeared that more bureaucracy and work for the Zoning Administrator was added.

Ms. O'Dell noted the ordinance is part of the Town's Zoning Ordinance and what the State recommends.

Mr. West indicated the Zoning Administrator would be immediately handing the responsibility over to the Public Works Director.

Mr. Praino noted the more layers you add, the more confusing it gets.

Mr. Webb questioned the word amendment and asked if it was the same ordinance previously presented or a brand new ordinance.

Ms. O'Dell explained it is amending the current ordinance.

Mr. Webb asked if it would be called the FP-1 District.

Ms. O'Dell noted it would.

Mr. Webb suggested, in the future, changing the title or leaving it as is. He felt when the recommendation is made the title should be the same as it is in the Zoning Ordinance. He did not see anything in the Zoning Ordinance with the title of Floodplain Management Ordinance. He did see Floodplain Districts FP-1. He wanted to make sure the amendment was for the Floodplain District FP-1, was what was presented at the last meeting, and what the public hearing is being held on.

Ms. O'Dell pointed out Floodplain District FP-1 in in the title.

Mr. West clarified that the title includes the words amending Chapter 70 Zoning, Article III. Districts, Division 9. Floodplain Districts FP-1.

Mr. Webb did not see that and was good to go.

Mr. Arshad mentioned the maps Ms. Waggy referred to and asked if the Town had any maps currently.

Ms. Waggy noted that Mr. West stated the maps were available online.

Mr. West explained the maps are available on FEMA's website.

Mr. Arshad asked if that was the one to refer to and not the County.

Mr. West explained the maps are referred to as Prince William County maps because they are done by county.

The public hearing was opened to citizen comment.

There being no comments the public hearing was closed.

I. Adoption Approval of Minutes from May 12, 2014

Ms. Waggy moved, seconded by Mr. Praino, to adopt the May 12, 2014 meeting minutes as presented. The motion carried by the following voice vote: Mr. Arshad, yes; Ms. Miles, yes; Mr. Padberg, yes; Mr. Praino, yes; Mr. Russell, yes; Ms. Waggy, yes; Mr. Webb, yes.

II. Adoption Approval of Minutes from January 14, 2013

Ms. Waggy moved, seconded by Mr. Arshad, to adopt the January 14, 2013 meeting minutes as presented.

Ms. Miles questioned Ms. Waggy being the Vice-Chair at that meeting. The minutes reflect Mr. Russell as Chair and Mr. Padberg as the Vice-Chair.

Ms. Waggy stated she was not the Vice-Chair then.

The motion carried by the following voice vote: Mr. Arshad, yes; Ms. Miles, yes; Mr. Padberg, yes; Mr. Praino, yes; Mr. Russell, yes; Ms. Waggy, yes; Mr. Webb, yes.

III. Consideration of Flood Plain Management Ordinance Amendment

Ms. Waggy asked if, as far as Town Council is concerned, there was a rush to pass the ordinance.

Ms. O'Dell did not know.

Ms. Waggy felt she needed to look at the changes one more time.

The PC took a few minutes to allow Ms. O'Dell to bring Mr. West back to answer the question.

Ms. Waggy asked if she was the only one who needed additional time. The PC discussed being sufficiently briefed at the work session when the ordinance amendment was originally presented.

Mr. Webb asked if there was a real tight timeline for passing the ordinance due to the floodplain insurance.

Mr. West indicated it was, but not very tight. He believed the Town had up to a year after the maps are digitized; however, FEMA was expecting to see the changes at about this time. He noted the Town does not want to drift too far away from this. The changes were based on the FEMA model ordinance. The original draft was sent to FEMA, comments were received back, and those comments were addressed.

Mr. Padberg moved, seconded by Mr. Praino, to forward to Council the Floodplain Management Ordinance with a recommendation to approve as presented. The motion carried by the following voice vote: Mr. Arshad, yes; Ms. Miles, yes; Mr. Padberg, yes; Mr. Praino, yes; Mr. Russell, yes; Ms. Waggy, yes; Mr. Webb, yes.

IV. Election of Chair and Vice-Chair

Ms. Waggy nominated Mr. Webb to serve a second term as Chair.

Mr. Webb was willing to accept being the Chair; however, there are seven members and if the PC kept to one year then everyone would get a chance to serve as Chair or Vice-Chair.

Mr. Russell nominated Mr. Praino to serve as Chair.

Mr. Praino was willing to serve as Chair.

Mr. Webb stated a vote would be taken on the nomination of Mr. Praino first.

By a show of hands, Mr. Padberg and Mr. Russell voted for Mr. Praino. Mr. Praino and Mr. Webb abstained.

By a show of hands Ms. Waggy, Mr. Arshad, and Ms. Miles voted for Mr. Webb. Mr. Webb and Mr. Praino abstained.

Ms. Waggy nominated Mr. Praino to serve as Vice-Chair.

Mr. Russell nominated Mr. Arshad to serve as Vice-Chair.

By a show of hands Ms. Miles, Mr. Padberg, Ms. Waggy, and Mr. Arshad, voted for Mr. Praino, with Mr. Praino abstaining.

By a show of hands, Mr. Russell and Mr. Praino voted for Mr. Arshad.

The Chair is Mr. Webb and Vice-Chair is Mr. Praino for a term to start July 1, 2014 and end on June 30, 2015.

Mr. Webb stated he would not be able to attend the next Town Council or PC meeting. He asked for a volunteer to read the PC report at the Town Council meeting on July 8.

Ms. Miles volunteered to give the PC report.

Mr. Praino stated the PC still needed a secretary.

Mr. Webb stated the PC did not.

Mr. Praino pointed out it was still in the PC Bylaws.

Ms. Waggy stated that was why the Bylaws need to be amended.

Mr. Praino thought there are still things that are going to require a secretary.

Mr. Webb stated the Bylaws were changed. He did not know the exact wording, but he believed that Town staff would be taking the minutes. He stated the PC could still have a secretary.

Mr. Padberg noted the PC definitely addressed the matter.

Ms. Waggy mentioned the PC would need a Chair Pro Tem at the next meeting.

Mr. Praino asked if Ms. Hobgood, when she does the minutes, is writing them up as the recording secretary.

Mr. Webb stated that was correct.

Mr. Praino asked Ms. O'Dell if that was dumped on her too.

Ms. O'Dell stated it was not.

Mr. Webb thought it was addressed because the PC did not have a recording secretary for the past year.

Mr. Praino was going to check on that. He believes there is something in State Law about the secretary being responsible for storing the minutes.

Mr. Webb stated the Chair and Vice-Chair would not be present at the July 14 PC meeting so a Chair Pro Tem will need to be appointed. He was not sure if one could be voted on now, or whether it has to be done at the meeting.

Mr. Padberg clarified that it would be done at the meeting.

Mr. Praino stated that Robert's Rules states it is done at the beginning of the meeting.

Ms. O'Dell stated in reference to Robert's Rules of Order, the PC made it clear that they do not want to adopt them.

Mr. Webb noted that was correct.

Ms. O'Dell noted the Town Manager requested that the books provided to the PC be given back to the Town.

Mr. Russell asked that a reminder email be sent to the PC prior to the next meeting.

Ms. Waggy stated it would be nice to have one copy in case the PC has a need to use the book.

Mr. Padberg stated that if the PC is not using it, the PC is not using it.

V. Adjournment

Mr. Russell moved, seconded by Mr. Padberg, 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, yes; Mr. Praino, yes; Mr. Russell, yes; Ms. Waggy, yes; Mr. Webb, yes.

Minutes submitted by

Approved by

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Dawn Hobgood  
Town Clerk

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John Webb  
Chair