



PLANNING COMMISSION - REGULAR MEETING

Tuesday, June 10, 2025 at 7:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. CITIZENS TIME

IV. MINUTE APPROVAL

1. Planning Commission - Regular Monthly Meeting: April 8, 2025

V. AGENDA ITEMS

1. Planning Commission Bylaws
2. Draft Code of Ethics

VI. OLD BUSINESS

VII. NEW BUSINESS

VIII. ARB UPDATES

IX. TOWN COUNCIL UPDATES

X. ADJOURNMENT



PLANNING COMMISSION - REGULAR MEETING

Tuesday, April 08, 2025 at 7:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

DRAFT MINUTES

I. CALL TO ORDER

A Regular Meeting of the Planning Commission of the Town of Haymarket, VA was held this evening in the Council Chambers, commencing at 7:00 PM.

Chairman Jerome Gonzalez called the meeting to order.

PRESENT

Chairman Jerome Gonzalez
Vice Chairman Justin Baker
Commissioner Walt Young
Commissioner Dave Capossela

ABSENT

Commissioner Pankaj Singla

II. PLEDGE OF ALLEGIANCE

Chairman Gonzalez invited everyone to stand for the Pledge of Allegiance.

III. CITIZENS TIME

There were no citizens present at this meeting.

IV. MINUTE APPROVAL

Councilmember Baker moved to adopt the Planning Commission minutes from January 14, 2025. Commissioner Young seconded the motion. The motion carried.

Motion made by Vice Chairman Baker, Seconded by Commissioner Young.

Voting Yea: Chairman Gonzalez, Vice Chairman Baker, Commissioner Young, Commissioner Capossela

1. Planning Commission - Regular Monthly Meeting: January 14, 2025

V. AGENDA ITEMS

1. Discussion on Updating the Comprehensive Plan

Town Planner Thomas Britt reported that at a previous meeting he would look into obtaining an outside source to help with updating the Town's Comprehensive Plan. He gave a brief history about the Comp Plan. He shared that it has not been updated since 2013. He stated that generally a Comprehensive Plan is updated every 5 years. He shared that staff is looking at outsourcing the project to do the work required for public engagement while Town Staff works

on the details of the Plan such as the maps. He provided an update on what has been budgeted. He also shared that he is in the process of reaching out to different consulting firms for pricing and services. A discussion followed on the subject including the vision of growth and including the citizens, the monies budgeted for the update and what's currently in the plan.

2. Discussion on updating the Planning Commission Bylaws

Chairman Gonzalez asked Town Clerk Kim Henry to lead the Commission in the discussion on updating the By-laws. Ms. Henry shared that the by-laws have not been updated since 2015. She stated that since the Planning Commission is looking at updating the Comp Plan and the Town Council have been reviewing their Policies and Procedures for updates, she would provide suggested edits to update the by-laws. She shared that the by-laws just needed some formatting changes but didn't have many suggested edits. The Commission reviewed each section and the edits that Ms. Henry provided. Discussion followed on the by-laws. After the Planning Commission provided their suggested edits, Ms. Henry stated that she would present a clean copy for final review and adoption at the May meeting.

VI. OLD BUSINESS

Town Planner Thomas Britt gave the updates to Old Business. He shared that the Bleight Drive townhomes, referred to as Magnolia Crossing, are waiting on the building permits from Prince William County. He also gave the updates on the drive thru expansion Special Use Permit for Chick Fil-a. He shared that the Town Council approved the Special Use Permit.

VII. NEW BUSINESS

Town Planner Thomas Britt shared that comments have been sent on the site plans for the Karter School. He shared that the Planning Commission will have those site plans before them for consideration at a meeting in the near future.

VIII. ARB UPDATES

Commissioner Caposella gave the Architectural Review Board updates. He shared that the Board reviewed and approved 2 fence applications. He also shared that the Board reviewed 2 sign permit applications; Zandra's was approved with conditions and Kidde Academy sign and lighting was approved. He also shared that the ARB reviewed and approved windows and siding for the rectory at St. Paul's Episcopal Church.

IX. TOWN COUNCIL UPDATES

Councilmember Baker gave the Town Council updates. He shared that the Council had a public hearing on the FY26 tax rate and the FY26 budget public hearing is scheduled for May. He also shared that Council received comments from citizens about the Park House demolition and their concerns of possible after hours activity and loitering. He also shared that the SUP for religious assembly at 14600 Washington Street was deferred by the applicant until the April Work Session. He shared that the Special Use Permit for the drive thru expansion at Chick Fil-a was approved with the applicant obtaining approval from all outside agencies, including the approval from Prince William County Fire Marshal. He stated that the applicant will need to provide a new site plan, which will be seen by the Planning Commission at a future meeting. Lastly, Councilmember Baker shared that the Haymarket Farmer's Market started this past Sunday and encouraged everyone to attend.

X. ADJOURNMENT

With no further business before the Planning Commission, Councilmember Baker moved to adjourn seconded by Commissioner Young. The motion carried.

Motion made by Vice Chairman Baker, Seconded by Commissioner Young.

Voting Yea: Chairman Gonzalez, Vice Chairman Baker, Commissioner Young, Commissioner Capossela

DRAFT



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Memorandum

To: Planning Commission
From: Kim Henry
Re: By-Laws and Code of Ethics

I apologize I won't be at the Planning Commission meeting on June 10th. However, below are the two agenda items that you will need to address.

Attached is the clean version of the Bylaws with the suggested changes from your meeting in April. I have also attached the red line version so that you can compare. If there are no other changes, a motion will need to be made to adopt the Bylaws with an effective date upon adoption.

Draft Motion: I move that the Haymarket Planning Commission adopt the revised Planning Commission Bylaws effective June 10, 2025.

Or Alternate Motion.

The second item is a draft of the Code of Ethics. This was presented to the Town Council for review. Since this is for all Boards and Commissions, they asked for the Planning Commission and Architectural Review Board to also review them. Please review and share your comments to Councilmember Baker so that he can take them back to Council.

BYLAWS

Town of Haymarket, Virginia

Planning Commission



Adopted and Effective December 14, 2015

Revised June 10, 2025

ARTICLE I – AUTHORIZATION

1-1.This Planning Commission is established in conformance with a resolution adopted by the Haymarket Town Council in March 2004; and in accordance with the provisions of Section 15.2-2210, Code of Virginia (1997), as amended.

1-2.The official title of this Planning Commission shall be the “Town of Haymarket Planning Commission,” hereinafter referred to as the “Commission.”

1-3 These bylaws shall be interpreted to be consistent with state law; to the extent there is a conflict between these bylaws and state law, the provisions of state law shall govern.

ARTICLE II – PURPOSE

2-1.The purpose of the Commission is primarily to advise the Town Council with respect to anticipating and guiding future development and change by preparing plans, ordinances, capital improvements programs, studies, reports, and other documents for consideration by the Town Council.

ARTICLE III – MEMBERSHIP

3-1.Pursuant to Virginia Code Section 15.2-2212, the Commission shall consist of not less than five nor more than fifteen members appointed by the Town Council, all of whom shall be residents of the Town of Haymarket and qualified by knowledge and experience to make decisions on questions of community growth and development; provided, that at least one-half of the members so appointed shall be owners of real property. One member may be a member of the Town Council and one member may be an administrative official of the Town government.

3-2.The terms of office for the member who is a member of the Town Council and the member who is an administrative official shall be coextensive with the term of office to which he or she has been elected or appointed, unless the Town Council, at the first regular meeting each year, appoints others to serve as their representatives. As to the remaining members of the Commission, upon expiration of the statutorily mandated staggered terms of the members first appointed, subsequent appointments shall be for terms of four (4) years each or such other terms as established by the Town Council.

3-3.Any vacancy in membership shall be filled by appointment of the Town Council and shall be for the unexpired portion of the term only.

3-4.Any member of the Commission shall be eligible for reappointment.

3-5.Any member of the Commission may be removed by the Town Council for malfeasance in office or other grounds permitted by law. In either such event, a successor shall be appointed by the Town Council for the unexpired portion of the term of the member who has been removed.

Complying to Virginia Code § 15.2-2212 - If a member misses three (3) consecutive meetings for any reason with the exception of conflict with their professional work or unforeseen emergencies, they shall resign from the Commission.

3-6.The term of a Commission member shall expire upon the swearing in of his or her successor or if the Commission member is re-appointed, then his or her prior term expires upon such reappointment to another term.

3-7.The Town Council may provide for the payment of expenses incurred by Commission members in the performance of their official duties and compensation for services.

ARTICLE IV – SELECTION OF OFFICERS

4-1. The Commission shall elect from the appointed members a Chairman and a Vice- Chairman, whose terms shall be for one (1) year. A clerk shall serve at the request of the Commission and shall be an employee of the Town government. The Clerk shall be deemed “secretary” for the purposes of complying with Virginia. Code § 15.2-2214.

4-2. Nomination for the offices of Chairman and Vice-Chairman shall be made from the floor with the election to immediately follow at the regular July meeting each year or if a quorum is not present, or if no one is elected, then the nomination and election of officers shall be held as reasonably close in time as possible to such regularly scheduled meeting. A candidate receiving a majority vote of those present and voting shall be declared elected.

4-3. Said officers shall serve until the expiration of their terms of office or until a successor takes office.

4-4. Any vacancy in office of Chairman or Vice-Chairman shall be filled for the unexpired portion of the term in the same manner as such officers are originally chosen, with the election taking place as reasonably close in time as possible to when the vacancy occurs.

ARTICLE V – DUTIES OF OFFICERS

5-1. The Chairman shall be a member of the Commission and shall:

- 5-1-1. Preside at all meetings.
- 5-1-2. Appoint all committees.
- 5-1-3. Rule on all procedural questions (subject to a reversal by a majority vote by the members present and voting).
- 5-1-4. When informed immediately of any official communication, report same at the next regular Commission meeting.
- 5-1-5. Certify all official documents involving the authority of the Commission.
- 5-1-6. Certify all minutes as true and correct copies.
- 5-1-7. Carry out other duties as assigned by the Commission.

5-2. The Vice-Chairman shall be a member of the Commission and shall:

- 5-2-1. Act in the absence or inability of the Chairman to act, with the full powers of the Chairman.

5-3. The Clerk shall:

- 5-3-1. Record attendance at all meetings.
- 5-3-2. Record the minutes of the Commission meetings.
- 5-3-3. Notify all members of all meetings.
- 5-3-4. Maintain a file of all official Commission records and reports.
- 5-3-5. Certify all maps, records, and reports of the Commission.
- 5-3-6. Give notice and be responsible for publishing public notices of all Commission public hearings and public meetings.
- 5-3-7. Attend to the correspondence necessary for the execution of the duties and functions of the Commission.

ARTICLE VI – COMMITTEES

6-1. Committees, standing or special, may be appointed by the Chairman, to serve as needed. Such committees shall be subject to the approval of the Commission by a vote in accordance with Article VIII hereof.

ARTICLE VII – MEETINGS

- 7-1. Regular meetings of the Commission shall be held at least once a month. If the Commission has no pending business, the Chairman may cancel the meeting by notice through the Clerk; provided, however, that the Commission shall meet at least once every two months. Special meetings shall be called as needed in accordance with § 7-2 of these bylaws. When a meeting date falls on a legal holiday, the meeting shall be held on the day following unless otherwise designated by the Commission.
- 7-2. Special meetings may be called by the Chairman or by two (2) members upon written request to the Clerk. The Clerk shall mail and email to all members, at least five (5) days before a special meeting, a written notice giving the time, place and purpose of the meeting.
- 7-3. All meetings of the Commission shall be open to the public unless closed in accordance with the

ARTICLE VIII – VOTING

- 8-1. The presence of a quorum is necessary for a vote on any matter.
- 8-2. A majority of the currently serving members shall constitute a quorum. Vacant seats are not counted as “currently serving members.” Notwithstanding the foregoing, for a quorum to exist, there must be at least three currently serving members present.
- 8-3. No action of the Commission shall be valid unless authorized by a majority vote of those present and voting.

ARTICLE IX – ORDER OF BUSINESS

- 9-1. The order of business for a regular meeting shall be:
- 9-1-1. Call to order by the Chairman.
 - 9-1-2. Roll call.
 - 9-1-3. Citizens Time (for those who do not have an active application)
 - 9-1-4. Minute Approval
 - 9-1-5. Report of Standing Committees (if applicable)
 - 9-1-6. Agenda Items
 - 9-1-7. Old Business: Report from Town Planner or Zoning Administrator on items that were brought before the Planning Commission
 - 9-1-8. New Business: Report from Town Planner or Zoning Administrator on items that will be addressed at future meetings
 - 9-1-9. Architectural Review Board Updates: A report from the Planning Commission member who serves on the Architectural Review Board as the liaison
 - 9-1.10. Town Council Updates: A report from the Town Council liaison on recent actions taken by Council
 - 9-1-11. Adjournment
- 9-2. Parliamentary procedure in Commission meetings shall be governed by Robert’s Rules of Order applicable to small boards.
- 9-3. The Commission shall keep a set of minutes of each meeting, and these minutes shall become a public record.
- 9-4. The Clerk and Chairman shall sign all minutes and, at the end of the year, shall certify that the minutes of the preceding year are a true and correct copy.

ARTICLE X – PUBLIC HEARING

10-1.The procedures normally followed for a public hearing involving a rezoning application, a special use permit, etc., amendment of the Zoning or Subdivision Ordinance, or matter other than the consideration of the comprehensive plan or part thereof, shall be:

- 10-1-1. Call to order; determination of quorum
- 10-1-2. Pledge of Allegiance
- 10-1-3. Staff Report on Public Hearing: a short description of the application without recommendation at this time.
- 10-1-4. Citizen Comment on the subject of the Public Hearing
- 10-1-3. Applicant's presentation (fifteen minutes).
- 10-1-4. Town Planner or Zoning Administrator's presentation with recommendations (twenty minutes)
- 10-1-5. Applicant's rebuttal (five minutes).
- 10-1-6. The normal time limitations are set forth in parentheses, but may be shortened or extended as determined by the Planning Commission.
- 10-1-7. Planning Commission discussion and action.
- 10-1-8. An applicant may appear in his own behalf, or be represented by an attorney or agent at the hearing.
- 10-1-9. In the absence of a personal appearance by the applicant or his agent, the Planning Commission may proceed to vote on the application on the record before it.

10-2. The Planning Commission shall publish a notice of public hearing in accordance with state law.

10-3.The procedures normally followed for a hearing involving consideration of the comprehensive plan or a part thereof shall be:

- 10-3-1. Call to order, determination of a quorum.
- 10-3-2. Description of area under study, together with presentation, by the Planning Commission or its representative of recommendations for development of the area.
- 10-3-3. Call by Chairman for names of interested parties who wish to speak to the proposed plan.
- 10-3-4. Presentation by interested parties to the proposed plan. (Time limitations as announced by the Chairman.)
- 10-3-5. Planning Commission – staff discussion of the proposed plan.
- 10-3-6. Planning Commission discussion and action.

10-4. The Planning Commission shall keep a set of minutes of all meetings, including the names and addresses of all witnesses giving testimony before the Planning Commission.

ARTICLE XI – CORRESPONDENCE

11-1. All official papers and plans involving the authority of the Planning Commission shall bear the signature of the Chairman, together with the certification signed by the Clerk.

ARTICLE XII – AMENDMENTS

12-1.These Bylaws may be amended by a vote of the Commission in accordance with Article VIII hereof after thirty (30) days' prior notice.

Done and originally adopted this 14th day of December, 2015, to be effective as of the date of adoption.

Revised and adopted this 10th day of June, 2025

Jerome Gonzalez, Chairman

Attest:

Kimberly Henry, Town Clerk

BYLAWS

Town of Haymarket, Virginia

Planning Commission



Adopted and Effective December 14, 2015

ARTICLE I – AUTHORIZATION

- 1-1.
- This Planning Commission is established in conformance with a resolution adopted by the Haymarket Town Council ~~on~~-in March 2004; and in accordance with the provisions of Section 15.2-2210, Code of Virginia (1997), as amended.
- 1-2.
- The official title of this Planning Commission shall be the “Town of Haymarket Planning Commission,” hereinafter referred to as the “Commission.”
- 1-3
- These bylaws shall be interpreted to be consistent with state law; to the extent there is a conflict between these bylaws and state law, the provisions of state law shall govern.

ARTICLE II – PURPOSE

- 2-1.
- The purpose of the Commission is primarily to advise the Town Council with respect to anticipating and guiding future development and change by preparing plans, ordinances, capital improvements programs, studies, reports, and other documents for consideration by the Town Council.

ARTICLE III – MEMBERSHIP

- 3-1.
- As of the effective date of these Bylaws, Town Council has approved a seven-member Commission. The Commission shall consist of not less than five nor no more than fifteen members appointed by the Town Council, all of whom shall be residents of the Town of Haymarket and qualified by knowledge and experience to make decisions on questions of community growth and development; provided, that at least one-half of the members so appointed shall be owners of real property. One member may be a member of the Town Council and one member may be an administrative official of the Town government.
- 3-2.
- The terms of office for the member who is a member of the Town Council and the member who is an administrative official shall be coextensive with the term of office to which he or she has been elected or appointed, unless the Town Council, at the first regular meeting each year, appoints others to serve as their representatives. As to the remaining members of the Commission, upon expiration of the statutorily mandated staggered terms of the members first appointed, subsequent appointments shall be for terms of four (4) years each or such other terms as established by the Town Council.
- 3-3.
- Any vacancy in membership shall be filled by appointment of the Town Council and shall be for the unexpired portion of the term only.
- 3-4.
- Any member of the Commission shall be eligible for reappointment.

- 3-5. Any member of the Commission may be removed by the Town Council for malfeasance in office or other grounds permitted by law. In either such event, a successor shall be appointed by the Town Council for the unexpired portion of the term of the member who has been removed.
- 3-6. The term of a Commission member shall expire upon the swearing in of his or her successor or if the Commission member is re-appointed, then his or her prior term expires upon such reappointment to another term.
- 3-7. The Town Council may provide for the payment of expenses incurred by Commission members in the performance of their official duties and compensation for services.
- 3-8. If a member misses more than three (3) consecutive meetings for any reason with exception of conflict with their professional work or unforeseen emergencies, they shall resign from the Commission.

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- 4-2. Nomination for the offices of Chairman and Vice-Chairman shall be made from the floor with the election to immediately follow at the regular July meeting each year or if a quorum is not present, or if no one is elected, then the nomination and election of officers shall be held as reasonably close in time as possible to such regularly scheduled meeting. A candidate receiving a majority vote of those present and voting shall be declared elected.
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members present and voting).

5-1-4. When informed immediately of any official communication, report same at the next regular Commission meeting.

_____ 5-1-5. Certify all official documents involving the authority of the Commission.

_____ 5-1-6. Certify all minutes as true and correct copies.

_____ 5-1-7. Carry out other duties as assigned by the Commission.

5-2. The Vice-Chairman shall be a member of the Commission and shall:

_____ 5-2-1. Act in the absence or inability of the Chairman to act, with the full powers of the Chairman.

5-3. The Clerk shall:

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7-3. All meetings of the Commission shall be open to the public unless closed in accordance with the Virginia Freedom of Information Act.

ARTICLE VIII – VOTING

- 8-1. The presence of a quorum is necessary for a vote on any matter.
- 8-2. A majority of the currently serving members shall constitute a quorum. Vacant seats are not counted as “currently serving members.” Notwithstanding the foregoing, for a quorum to exist, there must be at least three currently serving members present.
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 - ~~9-1-1. Call to order by Chairman.~~
 - ~~9-1-2. Roll call.~~
 - ~~9-1-3. Determination of a quorum.~~
 - ~~9-1-4. Public expression. Citizens Time – this time is for those who do not have an active application~~
 - ~~9-1-5. Reading of minutes. Minute Approval~~
 - ~~9-1-6. Report of standing committees. Agenda Items~~
 - ~~9-1-7. Report of special committees. Old Business: Report from Town Planner or Zoning Administrator on items that were brought before the Planning Commission~~
 - ~~9-1-8. Unfinished business. New Business: Report from Town Planner or Zoning Administrator on items that will be addressed at future meetings~~
 - ~~9-1-9. New business. Architectural Review Board Updates: A report from the Planning Commission member who serves on the Architectural Review Board as the liaison~~
 - ~~9-1.10 Town Council Updates: A report from the Town Council liaison on recent actions taken by Council~~
 - ~~9-1-110.~~ Adjournment.
- 9-2. Parliamentary procedure in Commission meetings shall be governed by Robert’s Rules of Order applicable to small boards.
- 9-3. The Commission shall keep a set of minutes of each meeting, and these minutes shall become a public record.
- 9-4. The Clerk and Chairman shall sign all minutes and, at the end of the year, shall certify that the minutes of the preceding year are a true and correct copy.

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ARTICLE X – PUBLIC HEARING

- 10-1. The procedures normally followed for a public hearing involving a rezoning application, a
special use permit, etc., amendment of the Zoning or Subdivision Ordinance, or matter
other than the consideration of the comprehensive plan or part thereof, shall be:
- _____ 10-1-1. Call to order; determination of quorum.
- _____ 10-1-2. ~~Description of properties in issue.~~Pledge of Allegiance

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- 10.1-3 Staff Report on Public Hearing: a short description of the application without recommendation at this time
- 10.1-4 Citizen Comment on the subject of the Public Hearing
- 10-1-53. Applicant's presentation ~~including witnesses in support of application~~ (fifteen minutes).
- 10-1-4. Interested witnesses' presentation in opposition to application (twenty minutes); Town Planner or Zoning Administrator's presentation with recommendations (twenty minutes)
- 10-1-5. Applicant's rebuttal (five minutes).
- 10-1-6. The normal time limitations are set forth in parentheses, but may be shortened or extended as determined by the Planning Commission.
- 10-1-7. Planning Commission discussion and action.
- 10-1-8. An applicant may appear in his own behalf, or be represented by an attorney or agent at the hearing.
- 10-1-9. In the absence of a personal appearance by the applicant or his agent, the Planning Commission may proceed to vote on the application on the record before it.
- 10-2. The Planning Commission shall publish a notice of public hearing in accordance with state law.
- 10-3. The procedures normally followed for a hearing involving consideration of the comprehensive plan or a part thereof shall be:
- 10-3-1. Call to order, determination of a quorum.
- 10-3-2. Description of area under study, together with presentation, by the Planning Commission or its representative of recommendations for development of the area.
- 10-3-3. Call by Chairman for names of interested parties who wish to speak to the proposed plan.
- 10-3-4. Presentation by interested parties to the proposed plan. (Time limitations as announced by the Chairman.)
- 10-3-5. Planning Commission – staff discussion of the proposed plan.
- 10-3-6. Planning Commission discussion and action.
- 10-4. The Planning Commission shall keep a set of minutes of all meetings, including the names and addresses of all witnesses giving testimony before the Planning Commission.

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ARTICLE XI – CORRESPONDENCE

- 11-1. All official papers and plans involving the authority of the Planning Commission shall bear the signature of the Chairman, together with the certification signed by the Clerk.

ARTICLE XII – AMENDMENTS

- 12-1. These Bylaws may be amended by a vote of the Commission in accordance with Article VIII hereof after thirty (30) days' prior notice.

Done and originally adopted this 14th day of December, 2015, to be effective as of the date of adoption.

BY:

~~Matthew Caudle, Chairman of the Planning Commission~~

ATTEST:

~~Sherrie Wilson, Clerk of the Planning Commission~~

TOWN OF HAYMARKET
TOWN COUNCIL AND APPOINTED
OFFICIALS CODE OF ETHICS AND
STANDARDS OF CONDUCT



Preamble

The citizens and businesses of the Town Haymarket, Virginia, are entitled to have fair, ethical, and accountable local government, which has earned the public's full confidence for integrity. The effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Town of Haymarket Town Council has adopted this Code of Ethics and Standards of Conduct for the members of the Town Council, Planning Commission (PC) and Architectural Review Board (ARB) and recommends adoption by the Board of Zoning Appeals (BZA) to assure public confidence in the integrity of local government and its effective and fair operation.

CODE OF ETHICS

1. Uphold the Constitution, laws and regulations of the United States and of all governments therein and never knowingly be a party to their evasion.
2. Place loyalty to the highest moral principles and to the people of the Town of Haymarket, as a whole, above loyalty to individuals, districts, or particular groups.
3. Expose through appropriate means and channels: corruption, misconduct or neglect of duty when discovered.
4. Give a full measure of dedication and service to the positions of trust in which you have been placed, giving your best effort and thought to the performance of duties.
5. Seek to find and use the most equitable, efficient, effective and economical means for getting tasks accomplished.
6. Adopt policies and programs that are in accordance with the Town's EEO policy, and that support the rights and recognize the needs of all citizens regardless of gender, race, age, religion, creed, country of origin or disability.
7. Ensure the integrity of the actions of the Mayor, Town Council, PC, and ARB by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member shall never accept for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing

the performance of governmental duties. Per Section 2.2-3104.2 of the Virginia State Code, any member of the governing body may accept a gift that does not influence the performance of governmental duties of monetary value not to exceed \$25 per occurrence, provided they acknowledge the gift. The gift may include but not be limited to a meal, award, etc. No member shall benefit from Town sponsorship of special events, such as the acceptance of free tickets or other special favors. This shall not apply to attendance at an event in which the individual is performing official Town duties.

8. Make no private promises of any kind binding upon the duties of any office, because a public servant has no private word which can be binding on public duty.
9. A member should identify any associations with an organization or interest group that presents in any manner to the body on which the member serves prior to any discussion or decision related to that organization or interest group
10. At all times, meet the requirements of the State and Local Government Conflict of Interest Act and the Public Procurement Act.
11. Adhere to the principle that the public's business should be conducted in the public view by observing and following the the Freedom of Information Act.
12. Recognize that interaction with the media is a vital link in maintaining good communication with the public. All media inquiries shall be forwarded to the Town Manager or designee for a response. Staff comments to the media shall be in a courteous, statesmanlike manner and shall maintain the propriety of the Town when speaking to public issues.
13. Make sure that a clear distinction is made between personal opinion or belief and a decision made by the Mayor, Town Council, PC, or ARB.
14. No member may disclose or use confidential information without the consent of Town Council. Confidential information includes discussions during executive or closed sessions, attorney-client communications and certain economic development information.
15. Members shall not use public resources that are not available to the public in general, such as the Town staff time, equipment, supplies or facilities, for private gain or personal purposes.
16. The Town Council determines the policies of the Town with the advice, information, and analysis provided by the public, council, commissions, boards, and committees and Town staff. The Town Council delegates authority for the administration of the Town to the Town Manager
17. Members, therefore, shall not interfere with the administrative functions of the Town or the professional duties of the Town staff; nor shall they impair the ability of staff to implement Town policy decisions. Inquiries to staff shall be made through the Town Manager for all administrative issues, unless the matter in question is clearly a police matter and should be addressed to the Chief of Police.
18. Members shall support the maintenance of a positive and constructive workplace environment for Town employees and for citizens and businesses dealing with the Town. Members shall recognize their special role in dealings with Town employees and in no way create the perception of inappropriate direction to staff.

19. Review orally and in public session at the annual organizational meeting each of these principles.
20. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

STANDARDS OF CONDUCT

Recognizing that persons holding a position of public trust are under constant observation by the media and the public, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government, the Mayor and every member of the Town Council, PC and ARB shall adhere to the following Standards of Conduct. It is recommended by Council that the BZA also adhere to the following these Standards of Conduct.

1. Avoid, during either public or private meetings and during the predominance of public duties, the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens or personnel.
2. Attend all regularly scheduled meetings of the Town Council, PC and ARB to which he or she has been assigned, resigning whenever personal circumstances preclude regular attendance.
3. Make a conscientious effort to be prepared for each meeting.
4. Members should not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.
5. Respect the rights of colleagues to have different opinions. Enter into constructive and factual discussions when attempting to resolve issues or reach a consensus, refraining from disparaging remarks.
6. Work to create a positive environment in public and private meetings, so that the environment is conducive to a productive dialogue between all parties and so that citizens will feel comfortable as observers or participants.
7. Maintain an attitude of courtesy and consideration toward all citizens, colleagues and staff during all discussions and deliberations.
8. Be open minded and patient. Allow citizens, employees, or colleagues sufficient opportunity to present their views.
9. Be concise. Avoid the practice of taking more time to address an issue before the body than is necessary and essential for an adequate consideration of those matters being discussed.

IMPLEMENTATION

As an expression of the standards of conduct for members expected by the Town, the Town of Haymarket CODE OF ETHICS and STANDARDS OF CONDUCT are intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for all newly elected and appointed officials. Members entering office shall be provided with the Town of Haymarket Code of Ethics and Standards of Conduct. In addition, the Town Council, PC and ARB annually review the Code of Ethics and Standards of Conduct and the Town Council shall consider recommendations from

commissions and committees to update it as necessary. The BZA is encouraged by Council to also adopt and uphold the Code of Ethics and Standards of Conduct as presented.

COMPLIANCE and ENFORCEMENT

The Town of Haymarket Code of Ethics and Standards of Conduct expresses standards of ethical conduct expected of members of the Town of Haymarket Town Council, PC and ARB and recommended for the Town's BZA. Member themselves have the primary responsibility to ensure that these ethical standards and that the code of conduct is understood and practiced during all times while serving the Town in order to assure the public can continue to have full confidence in the integrity of government.

Citizens may bring complaints about the conduct of elected or appointed officials to the mayor, any member of council, or the chair of the commission, board or committee on which the appointed official serves.

The Town Council may impose sanctions on members whose conduct does not comply with the Town's ethical standards, such as public or private reprimand, formal censure, loss of seniority or committee assignment, or budget restriction. Where allowed by law, the Town Council also may remove members of Council, PC, ARB, and committees from office. The Town Council acknowledges that it does not have such authority over the BZA for the Town.

A violation of this Code of Ethics and Standards of Conduct shall not be considered a basis for challenging the validity of a Town Council, board, commission or committee decision.

TOWN OF HAYMARKET
TOWN COUNCIL AND APPOINTED OFFICIALS CODE OF
ETHICS AND STANDARDS OF CONDUCT



Preamble

The citizens and businesses of the Town Haymarket, Virginia, are entitled to have fair, ethical, and accountable local government, which has earned the public's full confidence for integrity. The effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Town of Haymarket Town Council has adopted this Code of Ethics and Standards of Conduct for the members of the Town Council, Planning Commission (PC) and Architectural Review Board (ARB) and recommends adoption by the Board of Zoning Appeals (BZA) to assure public confidence in the integrity of local government and its effective and fair operation.

CODE OF ETHICS

1. Uphold the Constitution, laws and regulations of the United States and of all governments therein and never knowingly be a party to their evasion.
2. Place loyalty to the highest moral principles and to the people of the Town of Haymarket, as a whole, above loyalty to individuals, districts, or particular groups.
3. Expose through appropriate means and channels: corruption, misconduct or neglect of duty when discovered.
- ~~4. Give a full measure of effort and service to the positions of trust for which stewardship has been granted; giving earnest effort and best thought to the performance of duties.~~
4. Give a full measure of dedication and service to the positions of trust in which you have been placed, giving your best effort and thought to the performance of duties.
5. Seek to find and use the most equitable, efficient, effective and economical means for getting tasks accomplished.
6. Adopt policies and programs that are in accordance with the Town's EEO policy, and that support the rights and recognize the needs of all citizens regardless of gender, race, age, religion, creed, country of origin or disability.
7. Ensure the integrity of the actions of the Mayor, Town Council, PC, and ARB by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member ~~should~~ shall never accept for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties. Per Section 2.2-3104.2 of the Virginia State Code, any member of the governing body may accept a gift that does not influence the performance of governmental duties of monetary value not

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to exceed \$25 per occurrence, provided they acknowledge the gift. The gift may include but not be limited to a meal, award, etc. No member shall benefit from Town sponsorship of special events, such as the acceptance of free tickets or other special favors. This shall not apply to attendance at an event in which the individual is performing official Town duties.

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8. Make no private promises of any kind binding upon the duties of any office, because a public servant has no private word which can be binding on public duty.
9. A member should identify any associations with an organization or interest group that presents in any manner to the Council for a decision to the body on which the member serves prior to any discussion or decision related to that organization or interest group.
10. At all times, meet the requirements of the State and Local Government Conflict of Interest Act and the Public Procurement Act.
11. Adhere to the principle that the public's business should be conducted in the public view by observing and following the the Freedom of Information Act.
12. Recognize that interaction with the media is a vital link in maintaining good communication with the public. Town Council comments to the media should be in a courteous, statesmanlike manner and should maintain the propriety of the Council when speaking to public issues, or to opinions of colleagues and individuals. All media inquiries shall be forwarded to the Town Manager or designee for a response. Staff comments to the media shall be in a courteous, statesmanlike manner and shall maintain the propriety of the Town when speaking to public issues.
13. Make sure that a clear distinction is made between personal opinion or belief and a decision made by the Mayor, Town Council, PC, or ARB.
14. No member may disclose or use confidential information without the consent of Town Council. Confidential information includes discussions during executive or closed sessions, attorney-client communications and certain economic development information.
15. Members shall not use public resources that are not available to the public in general, such as the Town staff time, equipment, supplies or facilities, for private gain or personal purposes.
16. The Town Council determines the policies of the Town with the advice, information, and analysis provided by the public, council, commissions, boards, and committees and Town staff. The Town Council delegates authority for the administration of the Town to the Town Manager

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Members, therefore, shall not interfere with the administrative functions of the Town or the professional duties of the Town staff; nor shall they impair the ability of staff to implement Town policy decisions. Inquiries to staff shall be made through the Town Manager for all administrative issues, unless the matter in question is clearly a police matter and should be addressed to the Chief of Police.

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18. Review orally and in public session at the annual organizational meeting each of these principles.
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1. Avoid, during either public or private meetings and during the predominance of public duties, the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens or personnel.
- ~~2. Pay all taxes due to the Town, county, state or national government.~~
- ~~3.2.~~ Attend all regularly scheduled meetings of the Town Council, PC and ARB to which he or she has been assigned, resigning whenever personal circumstances preclude regular attendance.
- ~~4.3.~~ Make a conscientious effort to be prepared for each meeting.
- ~~5.4.~~ Members should not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.
- ~~6.5.~~ Respect the rights of colleagues to have different opinions. Enter into constructive and factual discussions when attempting to resolve issues or reach a consensus, refraining from disparaging remarks.
- ~~7.6.~~ Work to create a positive environment in public and private meetings, so that the environment is conducive to a productive dialogue between all parties and so that citizens will feel comfortable as observers or participants.
- ~~8.7.~~ Maintain an attitude of courtesy and consideration toward all citizens, colleagues and staff during all discussions and deliberations.
- ~~9.8.~~ Be open minded and patient. Allow citizens, employees, or colleagues sufficient opportunity to present their views.
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Signed _____

Date _____