



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

## Memorandum

To: Honorable Mayor and Town Council  
From: Kim Henry, Clerk of Council  
Re: Planning Commission Vacancy  
Date: June 30, 2025

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Background: Pankaj Singla was appointed to the Planning Commission in July 2023 filling the vacant seat when Alexander Beyene was appointed to the Town Council and became the liaison to the Planning Commission. Mr. Singla was then re-appointed to the Planning Commission in July 2024 for a 4 year term. Recently, Mr. Singla was needed in his home country of India for an undetermined amount of time and has resigned from the Planning Commission effectively immediately. He would like to continue serving in some capacity when he returns. Attached is the resignation letter from Mr. Singla. Once I received his letter, I posted the vacancy on the Town's website and through our social media platforms. We have received an interest from someone in Greenhill Crossing and another from someone in Haymarket Station. Both applications are attached.

Recommended Motion: ***I move to appoint \_\_\_\_\_ to the Haymarket Planning Commission filling the vacant seat held by Pankaj Singla with the term expiring on June 30, 2028.***

Or Alternate Motion