



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

Memorandum

To: Chairman and Commissioners of Planning Commission
From: Kimberly Henry, Clerk of Council
Re: Planning Commission By-laws
Date: July 8, 2025

Attached is the revised clean copy of the Planning Commission By-laws. At the June 10th Planning Commission meeting, there were a few requested edits.

1. Article III - Section 3-5. I have changed this section some by referencing State Code 15.2-2212 stating that Town Council can remove someone from the Planning Commission if the member misses three consecutive meetings.

2. Article VII - Section 7-3. I finished the sentence adding Virginia Freedom of Information Act.

3.. Article IX - Order of Business. I added Pledge of Allegiance after the Roll Call. 9-1-3.

If the Planning Commission is satisfied with the edits and are ready to take action, below the motion to approve.

I move that the Haymarket Planning Commission adopted the revised Planning Commission By-laws as presented effective July 8, 2025.

Or Alternate Motion.