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Sent: Tue, 24 Jun 2025 18:56:35 +0000
To: "Frank Cassidy" <fcassidy@warrentonva.gov>
Cc: "Rob Walton" <rwalton@warrentonva.gov>
Subject: Meetings

Frank,

The Transparency Committee may be interested to know that staff previously conducted research on meeting disclosure policies in other jurisdictions for the Planning Commission. During their discussion on the Bylaw update, they explored the following approaches, while weighing the pros and cons for the benefit of the Town:

1. No outside meetings with applicants.
2. Meetings only with staff in attendance.
3. Meetings that they record and if the applicant objects, then the meeting ends.

The Town's Planning Commission updated their bylaws this year to include the following:

It is understood that Planning Commission meetings are best conducted through the adopted Regular Meeting and Work Session schedule. Meeting held outside the adopted schedule with the public, business interests, or applicants shall be conducted in the following manner:

- ***All meetings shall be conducted pursuant the Va. Code § 2.2-3700, et seq.***
- ***Planning Commissioners shall disclose all meetings by reporting them verbally at the next Planning Commission meeting before any subsequent vote is taken on the subject the meeting was related to in part or in whole. Such disclosures shall include whether the matter is a conflict of interest or a personal interest of the Planning Commissioner pursuant to Va. Code 2.2- 3100, et seq.***
- ***The purpose of such meetings is limited to fact finding and clarification for all parties.***
- ***Planning Commissioners shall not make a commitment of their voting intent in such meeting.***
- ***Planning Commissioners are encouraged to contact the Community Development Department staff prior to such meetings to gather facts on the subject matter and to be aware of any potential legal ramifications before speaking to the subject matter. Staff will attend such meeting.***
- ***Any information received by an individual Planning Commissioner, whether in person, by telephone, in writing, or by electronic means, that is relevant to the matter before the Planning Commission should be forwarded to the Community Development Department staff for distribution to the entire Planning Commission.***

- ***The term “public” in this section does not include persons employed by the Town of Warrenton or elected or appointed to any seat on the Town of Warrenton Town Council or Planning Commission.***

This language closely follows the Town of Vienna’s PC Bylaws. In researching multiple jurisdictions, it was found that most do not have formal policies in writing.

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