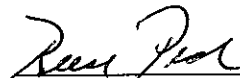


## **Planning Commission Guidelines for Outside Communications with Applicants**

Planning Commissioners are permitted to meet with applicants outside of a public hearing pursuant to the below. Applicants are defined as all individuals directly participating in the preparation of or having a material financial stake in the application that is the subject of the meeting.

1. Commissioners may find it helpful to contact Planning Division staff prior to such meetings to gather facts about the application; the staff may attend such meetings if requested by the Commissioner and approved by the Planning Director or designee.
2. The purpose of such meetings is limited to fact finding and clarification for all parties.
3. Commissioners shall not make a commitment of their voting intent.
4. Commissioners shall disclose all meetings by reporting them verbally at the Planning Commission meeting where the case is scheduled for public hearing.



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Reese Peck  
Chair

Adopted by the Planning Commission of James City County, Virginia, this 7th day of April, 2010 by a vote of 7-0.