OPERATING GUIDELINES
City of Charlottesville Planning Commission

Members shall ethically serve the public interest by making decisions and taking actions which will enhance the public health, safety and welfare of the region and the citizens served by the Planning Commission and by promoting public confidence in the integrity, independence, ability and impartiality of the Planning Commission.

1. Members shall uphold the prestige of their office and avoid impropriety and the appearance of impropriety.

2. When communicating with the public individual Members shall not convey the impression that they are in a position to dictate or control the outcome of a matter pending before the Commission. When addressing a matter outside of the public meeting context, Members should clearly articulate whether they are expressing their own personal opinion or a position of the Commission as reflected by a prior formal action.

3. Members shall discharge their duties and responsibilities in an impartial manner, without favor or prejudice toward any person or group. When making a decision or recommendation Members shall give due consideration to the recommendations of the professional planning staff, but shall ultimately be guided by good zoning and planning practices and the public health, safety and welfare.

4. Members shall be fully informed about all matters that come before the Commission for action. Requests for additional information or clarification about any agenda item shall be made to the appropriate City staff person, who will be responsible for obtaining and providing the information to the entire Commission.

    A public meeting of the Commission is the optimal setting for the receipt of input from the public about any matter within the Commission's jurisdiction. There are instances, however, where individuals or groups will request a meeting with an individual Member about a matter pending before the Commission. If the Member believes that such a meeting will promote a fuller understanding of the relevant issues, strong consideration shall be given to holding such a meeting (i) during normal business hours; (ii) at a public location, such as City Hall; and (iii) with a member of City staff present. When the particular agenda item comes before the Commission, the occurrence of any such meetings should be publicly disclosed and reflected in the Commission's minutes.

    Any information received by an individual Member, whether in person, by telephone, in writing or by electronic mail, that is relevant to a matter pending before the Commission should be forwarded promptly to the Planning Manager for distribution to the entire Commission.

5. Members shall not accept or solicit any money, gift, loan, payment, favor, service, business or professional opportunity, meal, transportation or anything else of value, that reasonably tends to influence the Member in the performance of his official duties, or is otherwise prohibited by section 2.2-3103 of the State and Local Government Conflict of Interests Act.

6. As private citizens Members may participate in political campaigns and elections. Any Member exercising those rights should be mindful that their conduct and actions not

compromise their ability to perform their duties as a Commissioner in a fair and impartial manner.

7. All members of the Planning Commission are subject to the State and Local Government Conflict of Interests Act, and are required by law to familiarize themselves with the provisions of the Act. Members must be particularly attentive of any potential conflict of interest that may arise from a personal, financial, business, employment or familial relationship between the Member and any individual interested in a transaction before the Commission. In the event of such potential conflict, whether actual or perceived, the Member shall consult with legal counsel for the Planning Commission before participating in any manner in the transaction.

8. Members shall remain vigilant against deviations from the Planning Commission by-laws, policies and mission statement.