



Mathews County Planning Commission

Regular Meeting

Historic Courthouse

27 Court Street, Mathews, VA 23109

Tuesday, June 9, 2026 at 7:00 PM

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. INVOCATION

3.A. Apostle Dr. Steven Forrest Sr. of the Kingdom Covenant Ministries is expected to deliver the Invocation.

4. ROLL CALL / ESTABLISHMENT OF A QUORUM

5. APPROVAL OF AGENDA

6. APPROVAL OF MINUTES CAN ADOPT BOTH SETS OF MINUTES IN ONE MOTION.

6.A. Approval of May 12th, 2026 Planning Commission Meeting Minutes

1. May 12th, 2026 Planning Commission Meeting_Minutes_DRAFT

6.B. Approval of the May 26th, 2026 Special Joint Meeting of Planning Commission & Board of Supervisors Meeting Minutes

1. JOINT MEETING OF THE PLANNING COMMISSION AND BOARD OF SUPERVISORS_Minutes_DRAFT

7. PUBLIC COMMENT PERIOD *(One opportunity of 3 minutes per speaker)*

8. PUBLIC HEARINGS *Review of Public Hearing Procedure*

A. ~~STVR Staff Report~~

B. Ordinance No 26-07 An Ordinance to Amend §175-15.28 Special Regulations for Short-Term Rentals

C. Ordinance No 26-08 To amend §175-20.8 of Mathews Code to Remove the Requirement that, Prior to the Initiation of Civil Zoning Enforcement Action in Court, Approval of the Board of Supervisors is Required.

9. NEW BUSINESS

9.A. Review of Planning Commission Code of Ethics

1. Code of Ethics (1)

10. CONSENT AGENDA

11. COMMITTEE REPORTS

A. Action Committee for Short Term Vacation Rentals

Members: Danette Mason, Susie Buckhalter, Frances Minor

B. Agritourism

Members: Mr. Rauch, Mr. Morgan

C. Workforce Housing

Members: Mr. Mead, Ms. Minor and Mr. Riddle from the Planning Commission and Ms. Phillips from the Board of Supervisors.

D. HRSD

Members: Mr. Cook, Ms. Minor and Mr. Riddle from the Planning Commission and Ms. Phillips from the Board of Supervisors.

12. UNFINISHED BUSINESS

13. PLANNING DIRECTOR'S REPORT *Notice of Variance and Appeal*

14. PLANNING COMMISSION REQUESTS/DIRECTIVES

15. PUBLIC COMMENT PERIOD *(One opportunity of 3 minutes per speaker)*

16. ADJOURN



Mathews County Planning Commission

Tuesday, May 12, 2026 at 7:00 PM

MINUTES

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. INVOCATION

- 3.A. Pastor Dede Parrish from the Saint Paul Comfort Church is expected to deliver the Invocation.
Pastor Dede Parrish delivered the Invocation.

4 ROLL CALL / ESTABLISHMENT OF A QUORUM

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Commissioners Present:	Chairperson Billy Cook Vice-Chair Harry Meeks Member Frances Minor Member James Meade Member Robb Riddle
Commissioners Absent:	Donald Morgan, Byron Rauch
Staff Present:	Bobby Andrade, Director of Planning Kelly Bassford, Administrative Support Patrick Beattie, Board of Supervisor, Ex-Officio

5. APPROVAL OF AGENDA

MOTION: On the motion of James Meade, seconded by Frances Minor, the Mathews County Planning Commission voted 5-0-0 as follows: Billy Cook, Harry Meeks, Frances Minor, James Meade, Robb Riddle - aye; None - nay; None - abstain; to Approve the May 12th, 2026 Planning Commission Meeting Agenda.

6. APPROVAL OF MINUTES

- 6.A. Approval of the April 14th, 2026 Planning Commission Meeting Minutes.

MOTION: On the motion of Frances Minor, seconded by James Meade, the Mathews County Planning Commission voted 5-0-0 as follows: Billy Cook, Harry Meeks, Frances Minor, James Meade, Robb Riddle - aye; None - nay; None - abstain; to Approve the April 14th, 2026 Planning Committee Meeting Minutes.

7. PUBLIC COMMENT PERIOD *(One opportunity of 3 minutes per speaker)*

Bob Shepker,

Mathews, Va; spoke against approving the location of the proposed cell tower that has been submitted under Conditional Use Permit Application #202600198.

8. NEW BUSINESS

8.A. Notice of Application #202600198: Requested by The Towers, LLC & Cellco Partnership (DBA Verizon Wireless) and James & Esther McFarland (Property Owners) for a Conditional Use Permit for the purpose of constructing and operating a 199-foot telecommunications facility pursuant to Section 175-23.4 by Resolution 25-04. The property is identified as Tax Map Parcel 11A216-C located on Cherry Point Rd on Gwynn's Island and is zoned Residential-2 (R-2). to be presented in a Mathews County Joint Board of Supervisors and Planning Commission Special Joint Meeting at the Mathews Historic Courthouse on Tuesday, May 26, 2026 at 7:00 PM.

Director Andrade presented Conditional Use Permit Application #202600198, which the Board of Supervisors will review to determine whether the Planning Commission should proceed with a Public Hearing.

9. CONSENT AGENDA *Items to be placed before the Board of Supervisors.*

9.A. The Planning Commission is requesting the following items of important ordinance matters to be placed on the Consent Agenda at the next meeting of the Board of Supervisors for evaluation and development by the Planning Commission:

Agritourism, Gun Ranges, Short-Term Vacation Rentals, Code Enforcement, Hampton Roads Sanitary District provisions, Medical Marijuana and Accessory Dwelling Units.

Chair Cook outlined the matters that will go before the Board of Supervisors for evaluation to be sent back to the Planning Commissioners for recommendation. Mr. Cook advised that this evaluation should take place on the May 26th Special Meeting of the Board of Supervisors and the Planning Commission.

10. COMMITTEE REPORTS

10.A. Action Committee for Short Term Vacation Rentals

Members: Danette Mason, Susie Buckhalter, Frances Minor

Frances Minor reported that the committee met and resolved many issues that were on the table to discuss. They have developed a plan that is ready to take in front of the Board of Supervisors at the next regular meeting slated for May 21st, 2026.

10.B. Agritourism

Members: Mr. Rauch, Mr. Morgan

10.C. Workforce Housing / Accessory Dwelling Units

Members: Mr. Mead, Ms Minor and Mr. Riddle from the Planning Commission and Ms. Phillips from the Board of Supervisors.

James Meade reported that the state code is being revised, and the Committee is going to match up the Mathews codes to align with the new state codes.

10.D. HRSD

Members: Mr. Cook, Ms. Minor and Mr. Riddle from the Planning Commission and Ms. Phillips from the Board of Supervisors.

Chair Cook presented a short brief on the progress of the HRSD Committee.

11. PLANNING DIRECTOR'S REPORT *Notice of Variance and Appeal*

Planner Director reported on the Applications that are in process of going toward the BZA. Mr. Riddle asked about the status of the Conditional Use Permit #202500831. This is scheduled for review with the Board of Supervisors at their May 21st regular meeting.

12. PLANNING COMMISSION REQUESTS/DIRECTIVES

Mr. Meade requested that the two outstanding out of compliance Conditional Use Permits (3-CUP-17 and 3-CUP-20) be added to the June 9th regular Planning Commission Meeting Agenda, to resolve them.

13. PUBLIC COMMENT PERIOD *(One opportunity of 3 minutes per speaker)*

14. ADJOURN

MOTION: On the motion of James Meade, seconded by Frances Minor, the Mathews County Planning Commission voted 5-0-0 as follows: Billy Cook, Harry Meeks, Frances Minor, James Meade, Robb Riddle - aye; None - nay; None - abstain; to Adjourn the May 12th, 2026 Planning Commission Meeting

Billy Cook, Chair

Kelly Bassford, Admin Specialist



Mathews County Joint Board of Supervisors / Planning Commission

Tuesday, May 26, 2026 at 7:00 PM

MINUTES

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF THE PLANNING COMMISSION AND THE BOARD OF SUPERVISORS

Members Present:

Chairperson Billy Cook
Vice-Chair Harry Meeks
Member Byron Rauch
Member Donald Morgan
Member Frances Minor
Member James Meade
Member Robb Riddle
Supervisor Tim Doss
Supervisor David Walsh
Supervisor Janice Phillips
Chairperson Tom Bowen

Members Absent: Vice-Chair Patrick Beattie

Team Members Present:

Ms. Kelly Bassford, Administrative Assistant
Mr. Robert Andrade, Planning Director
Ms. Ramona Wilson, County Administrator
Andrea Erard, Esq, County Attorney

4. APPROVAL OF AGENDA

5. PUBLIC COMMENT PERIOD

6. PUBLIC HEARING *(One opportunity of 3 minutes per speaker)*

6.A. Public Comments Received.

Administrative Assistant Kelly Bassford declared that there were written comments published in the Agenda Packet.

There were no speakers who were signed up to speak and none came forward to speak ahead of the public hearing.

- 6.B. Conditional Use Permit Application #202600198; Requested by The Towers, LLC & Celco Partnership (DBA Verizon Wireless) and James & Esther McFarland (Property Owners) for a Conditional Use Permit for the purpose of construction and operating a 199-foot telecommunications facility.

Planning Director Bobby Andrade presented the Staff Report for the Application

Lisa Murphy, Attorney for the Applicant - Verizon Wireless - gave a presentation on behalf of the Applicant.

Ms. Judy Rowe, Broadband Advisory Board

Mathews, Va. — spoke in favor of the cell tower.

Mr. Stephen Beebe,

Gwynn, Va. — spoke in favor of the cell tower but requested it be located to a different area.

Ms. Lanette Beebe

Gwynn, Va - spoke in favor of the cell tower if it could be constructed in a different area.

Mr. Mike Walls,

Mathews, Va. — spoke in favor of the cell tower.

- 6.C. Planning Commission Recommendations (*Once Public Hearing is Closed*)

Lisa Murphy, Applicant Attorney and Rui DeSilva, Representative of the Applicant, answered questions posed from the Supervisors and Commissioners.

MOTION: On the motion of Donald Morgan, seconded by James Meade, the Mathews County Planning Commission voted 7-0-0 as follows: Robb Riddle, Billy Cook, James Meade, Harry Meeks, Frances Minor, Byron Rauch, Donald Morgan - aye; None - nay; to Approve the Verizon Cell Tower Application with the title on the Plat being corrected to accurately reflect the location.

Roll Call Vote:

Donald Morgan - Aye

Byron Rauch - Aye

James Meade - Aye

Frances Minor - Aye

Robb Riddle - Aye

Harry Meeks - Aye

Billy Cook - Aye

7. PLANNING COMMISSION ADJOURN

8. FIVE MINUTE RECESS

9. BOARD OF SUPERVISORS CALL TO ORDER

- 9.A. Board of Supervisors Vote for Application# 202600198

MOTION: On the motion of Tim Doss, the Mathews County Board of Supervisors voted 4-0-0 as follows: Tom Bowen, Janice Phillips, David Walsh, Tim Doss - aye; None - nay; to Approve the Application #202600198, as amended with the address on the cover sheet of the plat to have the address corrected, which will cause the corresponding paragraph two of the ordinance to coincide with the corrected title, and also the second sentence of paragraph 7 of the ordinance to be deleted in entirety.

Roll Call Vote:

Patrick Beattie, Vice Chair - Aye
David Walsh, Supervisor - Aye
Tim Doss, Supervisor - Aye
Janice Phillips, Supervisor - Aye
Tom Bowen, Chairperson - Aye

10. BOARD OF SUPERVISORS ADJOURN

MOTION: On the motion of Tim Doss, seconded by Janice Phillips, the Mathews County Board of Supervisors voted 4-0-0 as follows: Janice Phillips, Tom Bowen, David Walsh, Tim Doss, - aye; None - nay; to Adjourn the Board of Supervisors Meeting.

Roll Call Vote:

David Walsh, Supervisor - Aye
Tim Doss, Supervisor - Aye
Janice Phillips, Supervisor - Aye
Tom Bowen, Chairperson - Aye



STAFF REPORT

Date: June 9, 2026
To: Planning Commission
From: Planning, Zoning & Wetlands
Subject: Short Term Vacation Rental Ordinance Change

Requested Action:

An ordinance to amend §175-15.28 of the Mathews County code to update and establish regulations governing short-term rentals, including permitting, licensing and tax obligations. This includes Mathews County code §145-66 – Rates of license taxes and §145-107 – Tax levied.

Ordinance for Consideration and action:

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND SECTION 175-15.28 OF THE
MATHEWS COUNTY CODE TO UPDATE AND ESTABLISH
REGULATIONS GOVERNING SHORT-TERM RENTALS,
INCLUDING PERMITTING, LICENSING, AND TAX OBLIGATIONS**

§ 175-15.28. Special Regulations for Short-Term Rentals.

[Added 10-25-2016; Amended 7-25-2023; 10-17-2024, June 19, 2026]

Definitions.

Short-Term Rental. As defined by Virginia Code § 15.2-983, a “short-term rental” means the provision of a room or space that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than thirty (30) consecutive days, in exchange for a charge for the occupancy.

Operator. As defined by Virginia Code § 15.2-983, an “operator” means the proprietor of any dwelling, lodging, or sleeping accommodations offered as a short-term rental,

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whether in the capacity of owner, lessee, sublessee, mortgagee in possession, licensee, or any other possessory capacity.

Transient Occupancy Tax. A tax levied by Mathews County on the charge paid by a transient occupant for the use or possession of a room or space in a short-term rental for fewer than thirty (30) consecutive days, imposed and administered pursuant to the Mathews County Code, Chapter 145, Article XVI, §§ 145-105 through 145-116 (adopted May 22, 2018), as amended, and enacted under the authority of Virginia Code § 58.1-3819. All Transient Occupancy Tax collections are deemed held in trust for Mathews County and shall be remitted to the Mathews County Treasurer on or before the twentieth day of each month for the preceding calendar month.

The following regulations shall apply to all short-term rental uses within Mathews County, Virginia:

- A. A Zoning Permit and a Mathews County Business License must be obtained prior to operating a short-term rental, as defined herein. All operators shall collect and remit the Transient Occupancy Tax in accordance with the Mathews County Code, Chapter 145, Article XVI, §§ 145-105 through 145-116, as amended. Failure to obtain the required permits or to collect and remit the Transient Occupancy Tax shall be subject to the penalties and enforcement provisions set forth in Mathews County Code, Chapter 145, Article XVI. Persistent or willful noncompliance may constitute grounds for revocation of the Zoning Permit and Business License.
- B. Occupancy limits for each dwelling unit used as a short-term rental shall be determined and approved by the Virginia Department of Health. A Zoning Permit shall not be issued until such occupancy limits have been established and approved.
- C. Minimum off-street parking for short-term rental use shall comply with Article 12 of the Mathews County Zoning Ordinance. No vehicles, watercraft, or trailers belonging to or associated with transient guests shall be parked within any private or public right-of-way in a manner that obstructs or blocks vehicle access to any property.
- E. A fire extinguisher shall be installed and maintained in compliance with the Virginia Statewide Fire Prevention Code. At a minimum, the fire extinguisher shall be operable, fully charged, and rated no less than 2-A:10-B:C, and shall be located in an accessible and clearly identifiable location inside the short-term rental.
- F. Portable or temporary shelters-No tents, travel trailers, recreational vehicles or similar portable or temporary shelters, including trailered boats, may be used as short-term rental.

- G. Nothing in this section shall be construed to limit the County's authority to enforce any other provision of the Mathews County Code or any applicable state or federal regulation.

Public Input

At the time of writing this report, no public input has been received save for the stakeholder's input in writing this ordinance.

Staff Analysis

Staff recommends approval of this ordinance as submitted.

Attachments:

1. Staff Report
2. Mathews County STVR Ordinance

**AN ORDINANCE TO AMEND SECTION 175-15.28
OF THE MATHEWS COUNTY CODE
REGARDING SHORT-TERM RENTALS**

BE IT ORDAINED by the Mathews County Board of Supervisors that Section 175-15.28, "Special Regulations for Short-Term Rentals" of the Mathews County Code, Chapter 175, "Zoning," be amended to read in its entirety as follows:

§ 175-15.28. Special Regulations for Short-Term Rentals.

Definitions.

Short-Term Rental. As defined by Virginia Code § 15.2-983, a “short-term rental” means the provision of a room or space that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than thirty (30) consecutive days, in exchange for a charge for the occupancy.

Operator. As defined by Virginia Code § 15.2-983, an “operator” means the proprietor of any dwelling, lodging, or sleeping accommodations offered as a short-term rental, whether in the capacity of owner, lessee, sublessee, mortgagee in possession, licensee, or any other possessory capacity.

The following regulations shall apply to all short-term rental uses within Mathews County, Virginia:

- A. A Zoning Permit must be obtained prior to operating a short-term rental.
- B. Occupancy limits for each dwelling unit used as a short-term rental shall be determined and approved by the Virginia Department of Health. A Zoning Permit shall not be issued until such occupancy limits have been established and approved.
- C. Minimum off-street parking for short-term rental use shall comply with Article 12 of the Mathews County Zoning Ordinance. No vehicles, watercraft, or trailers belonging to or associated with transient guests shall be parked within any private or public right-of-way in a manner that obstructs or blocks vehicle access to any property.
- E. A fire extinguisher shall be installed and maintained in compliance with the Virginia Statewide Fire Prevention Code. At a minimum, the fire extinguisher shall be operable, fully charged, and rated no less than 2-A:10-B:C, and shall be located in an accessible and clearly identifiable location inside the short-term rental.
- F. Portable or temporary shelters-No tents, travel trailers, recreational vehicles or similar portable or temporary shelters, including trailered boats, may be used as short-term rental.
- G. Nothing in this section shall be construed to limit the County’s authority to enforce any other provision of the Mathews County Code or any applicable state or federal regulation.

Effective Date. This Ordinance shall take effect upon adoption by the Mathews County Board of Supervisors.

ADOPTED by the Board of Supervisors of Mathews County, Virginia, at a duly noticed public meeting held on the ____ day of _____, 20____.

Attested to be true and accurate as approved on this ____ day of _____ 2026:

Ramona Wilson, PE, MPA
Clerk

T.C. Bowen, III, Chair
Janice Phillips _____
Tim Doss _____
David Walsh _____
Patrick Beattie _____
Tom Bowen _____

SAMPLE MOTIONS:

1. I MOVE TO RECOMMEND APPROVAL OF ORDINANCE 26-07 TO THE MATHEWS COUNTY BOARD OF SUPERVISORS.
2. I MOVE TO NOT RECOMMEND APPROVAL OF ORDINANCE 26-07 TO THE MATHEWS BOARD OF SUPERVISORS.
3. I MOVE TO RECOMMEND APPROVAL OF ORDINANCE 26-07 TO THE MATHEWS COUNTY BOARD OF SUPERVISORS WITH THE FOLLOWING SUGGESTED CHANGES: [SPECIFICALLY IDENTIFY THE PROPOSED CHANGES.]
 - a.
 - b.
 - c.

ORDINANCE NO. 26-08

ORDINANCE TO REMOVE THE REQUIREMENT THAT, PRIOR TO THE INITIATION OF CIVIL ZONING ENFORCEMENT ACTION IN COURT, THE COUNTY ATTORNEY REQUIRES FORMAL AUTHORIZATION FROM THE BOARD OF SUPERVISORS.

BE IT ORDAINED by the Mathews County Board of Supervisors that Section 175-20.8, "Enforcement Procedures," of the Mathews County Code, Chapter 175, "Zoning," be amended to read in its entirety as follows:

§ 175-20.8. Enforcement procedures.

- A. Upon receipt of a complaint, if the Administrator shall find, after an investigation, that any of the provisions of this chapter are being violated, he shall notify, in writing, the property owner, indicating the nature of the violation and stating the action necessary to correct it. This writing shall be known as a "courtesy letter" and shall include any and all photographs taken by the Administrator. The Administrator shall use best efforts to cooperatively resolve a zoning violation with a property owner.
- B. If the violation is not corrected following the courtesy letter and cooperative efforts by the Administrator, the Administrator shall then issue a notice of violation specifying the nature of the violation and the corrective action required. The notice of violation shall state that the property owner may appeal to the Board of Zoning Appeals within 30 days and shall indicate the cost of the filing fee. The notice of violation shall also state that if the notice of violation is not appealed to the Board of Zoning Appeals, the determination of the zoning violation by the Administrator shall be final and unappealable.
- C. If the zoning violation has not been corrected following expiration of the time to appeal the notice of violation, and if no appeal has been filed, the Administrator shall work with the County Attorney to initiate civil proceedings to bring about corrective action by the property owner as required by the notice of violation. Alternatively, after all appeals have been exhausted by the property owner the Administrator shall work with the County Attorney to initiate civil proceedings to bring about corrective action by the property owner as required by the notice of violation. ~~No civil proceeding for enforcement of the corrective action required by the notice of violation shall be initiated by the County Attorney without formal authorization by a majority vote of the Mathews County Board of Supervisors.~~
- D. In the event that a zoning violation presents a dangerous or imminent circumstance, with the approval of the County Administrator and the Chairman of the Board of Supervisors, the Administrator may deviate from the procedures outlined in this section and take such civil action, in conjunction with the County Administrator and the County Attorney, as is appropriate under the circumstances to protect the health, safety and welfare of the citizens.
- E. In the event of an extraordinary circumstance involving a zoning violation where criminal penalties may be appropriate, the Administrator may initiate criminal action to correct a zoning violation after obtaining formal authorization by a majority vote of the Mathews County Board of Supervisors.

ADOPTED by the Board of Supervisors of Mathews County, Virginia, at a duly noticed public meeting held on the ___ day of _____, 2026.

Ramona Wilson, PE, MPA
Clerk

T. C. Bowen, III, Chair
Janice Phillips ___
Tim Doss ___
David Walsh ___
Patrick Beattie ___
Tom Bowen ___

Mathews County Planning Commission

CODE OF ETHICS

Adopted August 16th, 2022

Recognizing that persons who have been appointed to public office have been given a public trust which demands the highest levels of ethical and moral conduct, any person serving on the Mathews County Planning Commission shall adhere to the following Code of Ethics.

1. Uphold the Constitution, laws, and regulations of the United States and of the Commonwealth of Virginia and the County of Mathews therein and never knowingly be a party to their evasion.
2. Put loyalty to the highest moral principles and to the citizens of Mathews County above loyalty to individuals, districts, or particular groups.
3. Give a full measure of effort and service to the position of trust which has been granted, giving earnest effort and best thought to the performance of duties.
4. Seek to find and use the most equitable, efficient, effective, and economical means for getting tasks accomplished.
5. Adopt policies and programs that do not discriminate against any citizens, and which support the rights and recognize the needs of all citizens regardless of race, sex, age, religion, creed, country of origin or disability.
6. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act.
7. A Planning Commission member should never accept for himself or herself or for family members, favors or benefits under circumstances that might be construed by reasonable persons as influencing the performance of governmental duties or personal gain.
8. Make no private promises of any kind, since a public servant has no private word that can be binding on public duty.
9. Participate in regular trainings to be well informed and educated as to the role and responsibilities of a member of a local planning commission.

10. Create a positive environment in meetings of the Planning Commissions.
11. Be open minded and patient. Allow all citizens, employees, colleagues or staff sufficient opportunity to present their views.
12. Avoid comments, body language or distrusting activity that conveys a message of disrespect or lack of interest.
13. Prepare for in advance all scheduled meetings relevant to the office.
14. Respect the rights of colleagues to have different opinions. Enter into constructive and factual discussions when attempting to resolve issues or reach a consensus, refraining from disparaging remarks.
15. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.
16. When any misconduct, neglect of duty, or corruption is discovered, the members of the Commission, as a body, shall. Notify the Board of Supervisors and pursue their direction.
17. Avoid using the position of public trust to criticize colleagues or citizens by impugning their integrity or vilifying their personal beliefs in public or through the media.
18. Make sure, when responding to the media and public, that a clear distinction is made between personal opinion or belief in a recommendation made by the Planning Commission.
19. Review orally and in public session at an annual meeting each of these principles.
20. Pledge to honor and uphold these principles, ever conscious that appointed office is a public trust.