



Town of Meggett Planning Commission Rules and Procedures

Sec. 1. Location

The Planning Commission meetings shall be held at the Meggett Town Hall, 4776 Hwy 165, Meggett, South Carolina.

Sec. 2. Meetings

- (A) Planning Commission meetings will be called at the discretion of the Planning Commission Chairman. All meetings will be noticed in accordance with the Town of Meggett Zoning and Land Development Regulations and South Carolina State Law.

- (B) Special meetings of the Planning Commission may be authorized by the Chairman or a majority of the Planning Commission members at a time or place designated by same. Twenty-four (24) hour notice or notice is required by provisions of the Freedom of Information Act, SC Code Sec. 30-4-10 et.-seq., shall be given to all members of the Commission and the public.

Sec. 3. Membership

The Planning Commission is composed of five (5) members appointed by the Town of Meggett Council. A quorum shall consist of three (3) members of the current membership. Any vacancy shall not prohibit the Commission from conducting its business.

Sec. 4. Voting

- (A) At all meetings of the Planning Commission, each member attending shall be entitled to cast one vote. Members having a conflict of interest in an application shall announce their conflict to the Chair and disqualify his or herself from voting on said application and may not take part in presentation and/or discussions.

- (B) The Chairman has the right to vote on questions presented to the Commission. The Chairman cannot vote twice however, first to make a tie and then to cast the tie-breaker vote. On a tie vote, the motion is lost, and in the case of a subdivision or zoning matter, the application is disapproved.

- (C) In cases where a decision of the Chair is appealed, a majority is required to sustain the ruling of the Chair. In these cases, the Chairman is entitled to vote, and even though his or her vote makes a tie, the tie defeats the ruling of the Chair.



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Sec.5. Meeting Procedures

- (A) The chairman shall set the agenda for all meetings of the Planning Commission.
- (B) The Commission may, in its discretion, suspend the rules of notice it has established for any application. The suspension requires a two-thirds affirmative vote of the members present at a meeting of the Planning Commission.

Sec.6. Minutes

- (A) A draft of the minutes of all meetings of the Commission shall be provided to each Commission member for review. After the minutes have been approved by the Commission, the minutes shall be the Commission's written report of its findings on all applications and other business of the Commission.
- (B) Upon approval by the Commission, a copy of the minutes of each Planning Commission meeting shall be dated with the approval date, signed by the Chairman, and a permanent file retained. Copies of the minutes will be available at Meggett Town Hall.
- (C) Meetings of the Commission shall be recorded on audio tape which shall be retained for two years, then destroyed, provided paper copies have been retained as a permanent record of each meeting.

Sec.7. Rules of Procedure

Meeting of the Planning Commission will be conducted in accordance with the latest edition of Robert's Rules of Order except when in conflict with these Rules and Procedures.

Sec.8. Officers

- (A) The officers of the Planning Commission shall consist of the Chairman and Vice Chairman elected by the Commission for one year. The Chairman and Vice Chairman shall be nominated and voted on by the Commission members at the first Planning Commission Meeting of the calendar year, and the new or reappointed Chairman and Vice Chairman will assume their duties at the next planning Commission meeting. Until the new or reappointed officers assume their respective Chairs at the appropriate meeting, the outgoing officers will retain all official duties and responsibilities.



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(B) The duties of the Officers of the Planning Commission shall be as follows:

(1) Chairman

- A. To preside at all meetings of the Commission.
- B. To call all meetings, including special and emergency meetings of the Commission in accordance with these Rules and Procedures.
- C. To sign documents of the Commission when authorized.
- D. To see that all actions of the Commission are properly implemented and effected.
- E. To announce the results of any votes of the Commission, and if the vote is not unanimous, the Chairman shall announce how each member voted.

(2) Vice Chairman

- A. During the absence, disability or disqualification of the Chairman, the Vice Chairman shall exercise or perform all the duties and be subject to all the responsibilities of the Chairman.

Sec.9. Administration

The Planning Director shall be the Administrative Officer of the Commission. The Administrative Officer shall do the following:

1. Provides administrative and technical assistance to the Commission, where necessary, to conduct the business and fulfill the responsibilities of the Commission.
2. Inform the Commission of correspondence relating to business of the Commission and assist the Commission in attending to such correspondence.
3. Prepare analysis and recommendations for zoning, and subdivision applications and other matters of business for consideration of the Commission.



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4. Provide members of the Commission with copies and updates of regulations, ordinances, rules, plans, and policies which govern or should be considered in the performance of their duties.
5. Provide members of the Commission with publications and notices of seminars, presentations, and instructions on matters which may expand members' knowledge and understanding in areas that would promote the mission of the Planning Commission.
6. Give or serve all notices required by statute or ordinance or by these Rules and Procedures or as directed by the Commission.
7. Provide members of the Commission with copies of proposed meeting agenda, copies of applications with support information, plats and maps, staff analysis and recommendations, other information and reports on business to be considered by Commission members at any meeting of the Commission.
 - (A) Regular meeting information is to be mailed to each member of the Commission five (5) days prior to the scheduled Commission meeting.
 - (B) Special meeting information shall be presented to each member of the Commission for review at least twenty-four (24) hours prior to the scheduled Commission meeting in accordance with Section 2.B.
8. Mail notices to applicants on all zoning and Comprehensive Plan amendments and subdivision applications including a copy of staff's analysis and recommendations. This notice shall be mailed at least five (5) days prior to the scheduled meeting. (Notices and reports may be picked up by applicants at the Planning Department office and, in these cases, would not be required to be mailed.)
9. Mail notices to abutting property owners on all zoning change applications. This is a courtesy notice from the Planning Commission and is not a legal requirement. Additional notices may be mailed upon request of any Commission member or public.



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Sec.10. Vacancies

- (A) Should any vacancy occur in the membership of the Planning Commission, immediate notice shall be given to the Meggett Town Council.
- (B) Should any vacancy occur among officers of the Planning Commission, the vacant office shall be filled in accordance with Sec.8. of these Rules and Procedures, such officer to serve the unexpired term of office.

Sec.11. Commission Member Attendance

- (A) It is most important that members of the Commission be present at meeting of the Commission. When a member is not able to attend a meeting of the Commission, said member should so notify the Town Clerk in advance, who will inform the Chairman of the anticipated absence.
- (B) If a member of the Commission should fail to be present at three or more consecutive meetings of the Commission, said member should present a request to the Chair for the Commission's consideration to excuse these absences.
- (C) Three or more consecutive, unexcused absences entail the Town of Meggett Council to review the member's position on the Planning Commission.

Sec.12. Amending Rules and Procedures

These Rules and Procedures may be amended at any meeting of the Planning Commission provided that the proposed amendment is introduced at the prior regular meeting.

The within Rules and Procedures shall become effective immediately upon its ratification by Meggett Planning Commission.

Ratified by Meggett Planning Commission

This _____ Day of _____ 2007.

Attest:

Chairman



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