

Planning Commission Rules of Procedure

Article I Organization

Section 1. Rules. These rules of procedure are adopted pursuant to S.C. Code § 6-29-360 for the Town of Summerville Planning Commission which consists of seven members appointed by Council.

Section 2. Officers. The officers of the Commission shall be a chairman and vice-chairman elected for one year terms at the first meeting of the Commission in each calendar year. A member of the staff shall serve as secretary of the Commission.

Section 3. Chairman. The chairman shall be a voting member of the Commission and shall:

- Call meetings of the Commission;
- Preside at meetings and hearings;
- Act as spokesperson for the Commission;
- Sign documents for the Commission;
- Transmit reports and recommendations to Council; and
- Perform other duties approved by the Commission.

Section 4. Vice-Chairman. The vice-chairman shall exercise the duties of the chairman in the absence, disability, or disqualification of the chairman. In the absence of the chairman and vice-chairman, an acting chairman shall be elected by the members present.

Section 5. Secretary. The secretary shall:

- Provide notice of meetings;
- Assist the chairman in preparation of agenda;
- Keep minutes of meetings and hearings;
- Maintain Commission records as public records;
- Attend to Commission correspondence in accordance with policies of the Town of Summerville and its Town Council; and
- Perform other duties as applicable.

Section 6. Training. All appointed members shall participate in required training per SC Code § 6-29-1310 in order to maintain membership on the Commission for the appointed term.

Article II Meetings

Section 1. Time and Place. An annual schedule of regular meetings shall be adopted, published and posted at the planning office in December of each year. Special meetings may be called by the chairman upon 24 hours notice, posted, and delivered to all members and local news media. Meetings shall be held at the place stated in the notices, and shall be open to the public.

Section 2. Agenda. A written agenda shall be furnished by the secretary to each member of the Commission and as required by State and Town statute including being posted at least 24 hours prior to each

regular meeting, and at least 24 hours prior to a special meeting. Items may be added to the agenda per State statute.

Section 3. Quorum. A simple majority of the members of the Commission shall constitute a quorum. A quorum shall be present before any business is conducted other than rescheduling the meeting.

Section 4. Rules of Order. Robert's Rules of Order Newly Revised, latest edition, shall govern the conduct of meetings except as otherwise provided by these Rules of Procedure.

Section 5. Voting. A member must be present to vote. Each member shall vote on every question unless disqualified by law. Disqualification shall also include recusal from the discussion of an item. The question of disqualification and / or recusal shall be decided by the member affected, who shall announce the reason for disqualification and / or recusal, give it to the chairman in writing, have it placed in the minutes, and refrain from deliberating or voting on the question.

Section 6. Conduct. Except for public hearings, no person shall speak at a Commission meeting unless invited to do so by the Commission.

Article III Public Hearings

Section 1. Notice. The secretary shall give the notice required by statute or ordinance for all public hearings conducted by the Commission. Members of the public desiring to be heard shall register with the secretary prior to being recognized by means of a sign in sheet at the meeting.

Section 2. Procedure. In matters brought before the Commission for public hearing which were initiated by an applicant, the applicant, his agent or attorney shall be heard first, members of the public next, and staff next. The applicant shall have the right to reply last. No person may speak for more than five minutes without consent of the Commission. No person speaking at a public hearing shall be subject to cross-examination. All questions shall be posed by members of the Commission. In matters not initiated by an applicant, members of the public shall speak in the order in which requests were received, or in such order as the Commission shall determine.

Article IV Records

Section 1. Minutes. The secretary shall audibly record via tape, digital or electronic means all meetings and hearings of the Commission which shall be preserved until final action is taken on all matters presented. The secretary shall prepare minutes of each meeting for approval by the Commission at the next regular meeting. Minutes shall be maintained as public records.

Section 2. Reports. The secretary shall assist in the preparation and forwarding of all reports and recommendations of the Commission in appropriate form. Copies of all notices, correspondence in accordance with policies of the Town of Summerville of its Town Council, reports and forms shall be maintained as public records.

Section 3. Attendance. The minutes shall show the members in attendance at each meeting. The Commission may recommend to the governing body the removal for cause of any member who is absent from three consecutive meetings.

**Article V
Review Procedure**

Section 1. Zoning Amendments. Proposed zoning text and district amendments shall be considered and recommendations shall be forwarded to the governing body within 30 days after receipt of the proposed amendments, unless additional time is given by the governing body. When so authorized, the Planning Commission shall conduct any required public hearing prior to making a recommendation.

Section 2. Plats. Plats submitted for review pursuant to land development regulations shall be reviewed by designated staff members who may approve for recording plats. A listing of approved plats shall be maintained by designated staff which may be requested for information by the Planning Commission.

Section 3. Comprehensive Plan. All zoning and land development regulation amendments shall be reviewed first for conformity with the comprehensive plan. Conflicts with the comprehensive plan shall be noted in any report to the governing body on a proposed amendment. The elements of the comprehensive plan shall be reviewed and updated on a schedule adopted by the Commission meeting the requirements of S.C. Code § 6-29-510(E).

Section 4. Reconsideration. The Commission may reconsider any review when so requested by the governing body, or when it is brought to the attention of the Commission new facts, a mistake of fact in the original review, correction of clerical error, or matters not the fault of the applicant which affect the result of the review prior to the final reading of Town Council or as Town Council directs.

**Article VI
Adoption and Amendment**

Section 1. Amendment. These rules may be amended at any regular meeting Of the Commission by a majority vote of the members of the Commission at least seven days after the written amendment is delivered to all members.

Section 2. Adoption. These rules were adopted by a vote of a majority of the members of the Commission at a regular public meeting on Feb. 22, 2016.

Attest :


Secretary


Chairman or Vice Chairman