

HANAHAN PLANNING COMMISSION  
RULES OF PROCEDURE  
HANAHAN, SOUTH CAROLINA

ARTICLE I  
ORGANIZATION

SECTION I. Rules.

These rules of procedure are adopted pursuant to S. C. Code 6-29-360 for the City of Hanahan Planning Commission which consists of seven (7) members appointed by City Council.

SECTION 2. Officers.

The officers of the Commission shall be a chairman and vice-chairman elected for one year terms at the regular May or the next regularly scheduled meeting of the Commission in each calendar year. The Commission shall appoint a member of the staff of the City as secretary of the Commission.

SECTION 3. Chairman

The chairman shall be a voting member of the Commission and shall:

- a.) Call meeting of the Commission;
- b.) Preside at meetings and hearings;
- c.) Act as spokesperson for the Commission;
- d.) Sign documents for the Commission;
- e.) Transmit reports and recommendations to Council; and
- f.) 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:

- a.) Provide notice of meetings;
- b.) Assist the chairman in preparation of agenda;
- c.) Keep minutes of meetings and hearings;
- d.) Maintain Commission records as public records;
- e.) Attend to Commission correspondence; and
- f.) Perform other duties normally carried out by a secretary.

ARTICLE II  
MEETINGS

SECTION I. Time and Place.

An annual schedule of regular meetings shall be adopted, published and posted at the designated City office in January of each year. Special meetings may be called by the chairman upon 24 hour 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 the news media three days prior to the meeting for regular meetings, and at least twenty four (24) hours prior to a special meeting. Items may be added to the agenda at a meeting by majority vote.

SECTION 3. Quorum

A 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 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. The question of disqualification shall be decided by the member affected, who shall announce the reason for disqualification, 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 Chairperson.

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 give written notice to the secretary prior to commencement of the hearing.

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 (5) 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 record all meetings and hearings of the Commission on tape 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, reports and forms shall be maintained as public records.

SECTION 3. Attendance.

The minutes shall show the members in attendance and those

absent at each meeting. The Commission shall recommend to the governing body the removal of any member who is absent from three (3) consecutive regular 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 thirty (30) days after receipt of the proposed amendments, unless additional time is given by the governing body. 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 of existing lots of record, minor subdivisions of land which meet all zoning requirements, and subdivisions which are exempt from regulation pursuant to S. C. Code 6-29-1110(2). The Commission shall be informed in writing of all staff approvals at the next regular meeting, and a public record of such actions shall be maintained. All other plats shall be subject to review and approvals by the 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 the 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 an applicant brings 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.

ARTICLE VI  
FINANCES

SECTION 1. Budget.

The Commission shall submit written recommendations to the governing body for funding in the annual budget. The recommendations shall include an explanation and justification for proposed expenditures.

SECTION 2. Expenditures.

Budgeted funds shall be expended only for approved purposes in accordance with financial policies and procedures set by the governing body, including procurement rules. Upon adoption of a budget by the governing body, the Commission, may adopt an authorization for specified expenditures by designated staff members within the limits provided. Reimbursement for actual expenses incurred in the performance of official duties approved in advance by the Commission shall be made to members of the Commission and staff upon submission of vouchers supported by receipts.

SECTION 3. Personnel.

The Commission shall employ such staff and consultants as may be authorized and funded by budget or make recommendations for staff members to be employed by the City. Consultants shall be engaged by majority vote of the Commission after review of proposals invited by public notice and mail, and personal interviews with applicants by the Commission, or a committee of Commission members and staff.

ARTICLE VII  
ADOPTION AND AMENDMENT

SECTION 1. Adoption.

These rules were adopted by vote of a majority of the members of the Commission at a regular public meeting on \_\_\_\_\_.

SECTION 2. Amendment.

These Rules of Procedure will, upon approval and adoption by the Commission, supercede and replace any and all previous rules

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and/or directives covering same subject least seven (7) days  
after the written amendment is delivered to all members.

\_\_\_\_\_  
Date