

**Town of Sullivan's Island Planning Commission**

**November 8, 2006**

**6:30 PM**

**Minutes**

Present: Hal Currey, Aussie Geer, Robert Thompson, Pat Votava, Anne Kilpatrick

Absent: John Winchester, Elaine Fowler

**I. Call to Order**

Chairman Currey called the meeting to order at 6:35 pm.

**II. Approval of Minutes from October 11, 2006.**

Anne Kilpatrick made a motion to approve the minutes from the October 11, 2006 meeting of the Planning Commission; seconded by Pat Votava. All in favor.

**III. Approval of Agenda**

Aussie Geer made a motion to approve the agenda; seconded by Anne Kilpatrick. All in favor.

**IV. Election of new Vice-Chairman**

Robert Thompson made a motion to nominate Pat Votava as Vice-Chairman; seconded by Aussie Geer. All in favor.

**V. Correspondence and General Public Comments-None**

**VI. Unfinished Business-None**

**VII. New Business-Discussion Topics**

**i. Adopt Rules of Procedure**

Discussion ensued regarding adopting rules of procedure. The commission went through the handout from the 2006 Municipal Association of SC's Comprehensive Planning Guide. They received advice from Kent Prause, the zoning administrator for the Town of Sullivan's Island, and Andy Benke, Town Administrator, and came up with the following rules that will be discussed further at the next meeting before being formally adopted.

Proposed rules of procedure for conducting a meeting:

1. **Agenda** - A written agenda shall be furnished by the secretary to each member of the Commission and the news media, and shall be posted at least five days prior to each regular meeting, and at least 24 hours prior to a special meeting. Items may be added to the agenda at a meeting by consensus.
2. **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.
3. **Procedure** - The chairman will call the meeting to order by stating the meeting name, date, and time.
4. **Voting** - Motions may be passed by consensus. If abstaining, the member must announce the reason for disqualification, and refrain from deliberating or voting on the question.
5. **Conduct** – Except for public hearings, no person shall speak at a Commission meeting unless invited to do so by the Commission.

Proposed rules for conducting a public meeting:

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 the commencement of the hearing.
2. **Clarification** – Prior to opening up the public hearing, staff shall give a brief overview of the public hearing item to help the public understand the nature of the item.
3. **Agenda** – In order to be courteous to the public, the agenda may be amended to allow the public hearing item(s) to be moved to the beginning of the agenda.
4. **Procedure** – In matters brought before the Commission for public hearing items 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 three (3) 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 once the public hearing item has closed. 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.

**ii. Discussion regarding changing date and time of Planning Commission meeting**

Discussion ensued regarding the possibility of changing the date and time of the meeting. Consensus was reached that the meeting date and time should remain the same.

**iii. Recommendation to Town Council regarding the adoption of the updated Comprehensive Plan**

Pat Votava made a motion to recommend to Town Council the adoption of the updated Comprehensive Plan; seconded by Aussie Geer.

Discussion:

Call for the question:

All those in favor:

All those opposed:

Motion passed five (5) to zero (0).

**VIII. Adjournment**

Anne Kilpatrick made a motion to adjourn; seconded by Hal Currey. All in favor

Meeting adjourned at 7:22 pm.