

**TOWN OF EDISTO BEACH
PLANNING COMMISSION**

Tuesday, December 15, 2015
5:00 P.M.
Regularly Scheduled Meeting

THESE MINUTES ARE NOT VERBATIM, BUT DO ACCURATELY REFLECT THE PROCEEDINGS.

Members attending: Chair Barb Habegger, Vice Chair Wanda McCarley, Members Reddick Bowman, David Cannon, Stephanie Renner, Tom Edens

Members absent: William Hackett without prior notice.

Staff attending: Building Code Administrator Patrick Brown, Code Enforcement Officer Celese Miller and Permit Technician Margaret Green

Chairperson Barb Habegger called the meeting to order at 5:00 p.m. Quorum declared.

Review of Minutes:

Minutes from September : Wanda McCarley moved to accept the minutes as presented. David Cannon seconded the motion, which was **approved unanimously**.

Old Business None

New Business

1. 1706 Palmetto Boulevard - Lot Line Adjustment

Chairperson Habegger reviewed the item and asked Building Code Administrator Patrick Brown for an update regarding documentation requested in the Planning Commission Work Session. Mr. Brown informed the Commission of the applicant's request to delay the matter until next month's (January) meeting. Member Reddick Bowman moved to accept the applicant's request to defer the matter until the January meeting. Member Tom Edens seconded the motion, which was **approved unanimously**.

2. Rules of Procedure

Ms. Habegger gave an overview of the Rules of Procedure review, referring to the Work Session discussion about voting in Section 5 on page 2; regarding abstention from voting. She shared information gathered concerning *Robert's Rules of Order* and the Municipal Association of South Carolina. Mr. Brown shared information from a discussion with the Town Attorney. Several questions were answered by Mr. Brown related to making the abstention procedure consistent with Town Council and whether motions were in order during the meeting. David Cannon made a motion to modify the language pertaining to abstention to be consistent with

what Town Council currently has. Mr. Bowman seconded. Chairperson Habegger called for discussion. Member Stephanie Renner raised a question about the review of the remainder of the Rules of Procedure. David Cannon revised his motion to include specific reference to "Section 5. Voting" and Reddick Bowman seconded the amended motion. A vote to accept the amended motion was **unanimous**. The vote for the amended motion "to modify the language in 'Section 5. Voting' to make an abstention be a true non-vote" **passed unanimously**. Ms. Habegger reiterated a request that the Town Attorney provide the proper language to modify the Rules of Procedure.

Chairperson Habegger asked for further discussion on changes to the Rules of Procedure. Member Renner suggested the discussion on the remainder of the Rules of Procedure continue in the next meeting to provide more time for review and to add the "Planning Commission Application" form. Wanda McCarley asked for the Application form to be emailed to the Commission. She also called attention to Article III on page 3 in regards to applicants being present during the hearing (meeting) when their matter will be discussed and/or decided. It was decided the Rules of Procedure will remain as an item on the agenda for the January meeting with inclusion of the "Planning Commission Application."

Ms. Habegger asked that the Meeting Calendar for 2016 be emailed to the Planning Commission.

Public Comment

No one was signed in to speak.

There being no further business to discuss, Chair Habegger asked for a motion to adjourn. Member Bowman so moved, with Ms. McCarley seconding. The vote was **unanimous to adjourn**.

The Freedom of Information Act, § 30-4-80(3) was complied with.

APPROVED BY THE PLANNING COMMISSION

Submitted by Margaret Green, Building Permit Technician

A digital recording of this meeting is on file at Town Hall.
A quorum of Council may be present.
No discussion or action on the part of Council will be taken.