



Planning and Zoning Department

Minutes

Planning Commission Meeting
City Council Chambers, City Hall
100 East Carolina Avenue
Tuesday, November 29, 2016 5:30p.m.

**PURSUANT TO FREEDOM OF INFORMATION ACT SC CODE 30-4-80: WRITTEN NOTICE WAS
DELIVERED TO THE PRESS BY EMAIL ON NOVEMBER 28, 2016 AND DULY POSTED IN CITY
HALL.**

Members present: Chairman Richard Boiteau, Sandi Brown, Glenn Chappell, Curtis Lee, and Chris Shirley. **Guest:** None. **Staff:** Brenda Kelley. **Press:** Absent.

Call to Order/Minutes

Chairman Dick Boiteau called the meeting to order at 5:30pm and welcomed new member Christopher Shirley. He then presented the July 26, 2016 meeting minutes for approval. Sandi Brown made a motion to approve the minutes as submitted. Curtis Lee seconded. All in favor.

Old Business – Food Truck Ordinance

Development Project Manager, Brenda Kelley, updated the commission on the status of the food truck ordinance. The ordinance was included as a part of revamping the zoning ordinance. The steering committee would have an opportunity to review the draft on December 14, 2016. Of course the planning commission would have to review the final document and make a recommendation to City Council before the ordinance can be adopted.

Training/Power Point Presentation

Through a Power Point Presentation that Ms. Kelley created, she provided training for the commission. The presentation included: roles and responsibilities, creation and election of officers, the responsibilities of officers, terms of office and vacancies, liabilities of members, compensation, the agenda, meetings, minutes, quorum, rules of procedures, staff responsibilities, planning legislation, basic planning documents, home rule authority, the

comprehensive plan, zoning, land development regulations, site plan review, public hearing vs. public meeting, and pitfalls to avoid.

Staff Update

- The Gandy Drive Project is 90% complete.
- The Magnolia Senior Village Apartment Complex is scheduled to accept its first tenants on December 8, 2016.
- The Black Creek Dialysis Project should be underway soon.

Adjournment

Sandi Brown made a motion to adjourn at 6:32pm. Curtis Lee seconded. The next meeting is scheduled on Tuesday, December 27, 2016 at 5:30pm in Council Chambers at City Hall, 100 East Carolina Avenue.

Signature

Date