



**MINUTES
CITY OF HARTSVILLE
PLANNING COMMISSION MEETING
MONDAY, JUNE 29, 2020 - 5:30PM
CITY COUNCIL CHAMBERS - 100 EAST CAROLINA AVENUE**

PURSUANT TO CITY OF HARTSVILLE EMERGENCY ORDINANCE 4389, DURING THE COVID-19 (CORONAVIRUS) PANDEMIC, THE CITY COUNCIL CHAMBERS MAY BE OPEN, MAINTAINING SOCIAL DISTANCING, AND FOLLOWING DHEC AND CDC GUIDELINES

PURSUANT TO FREEDOM OF INFORMATION ACT SC CODE 30-4-80: WRITTEN NOTICE WAS DELIVERED TO THE PRESS BY EMAIL ON THURSDAY, JUNE 25, 2020 AND DULY POSTED AT CITY HALL LOCATED AT 100 EAST CAROLINA AVENUE AN ON HARTSVILLESC.GOV. CITY HALL IS AN ACCESSIBLE FACILITY.

Members present: Chairman Curtis Lee, Vice Chairman Chris Shirley, Trevor McDonald, Nancy McGee and Analissa Smith. **Absent:** Dan Askins and Casey Hancock **Staff:** Brenda Kelley, Shannon Munoz and Karine Thomas. **Guest:** Daniel Moore. None. **Press:** Absent.

Call to Order/Welcome

Chairman Curtis Lee called the meeting to order at 5:30pm. He then recognized City Manager Daniel Moore. Mr. Moore introduced himself and briefly shared information about his background. The commissioners individually introduced themselves and briefly shared information about his/her background and his/her involvement in the community.

Approval of Minutes

Trevor McDonald made a motion to approve the May 18, 2020 meeting minutes; Second: McGee; Carried: All in favor.

Election of Officers

Chairman Lee nominated Nancy McGee for Chairman. No other nominations were made. Shirley made a motion to approve the nominee; Second: McDonald. All in favor.

Chairman Lee nominated Chris Shirley for Vice Chairman. No other nominations were made. McGee made a motion to approve the nominee; Second: Smith. All in favor.

McGee will take her position as Chairman at the July meeting. Shirley will continue as Vice Chairman.

Old Business

Comprehensive Plan/Vision 2020

Chairman Lee complimented staff on the format, graphics and the information contained in the Cultural Resources and the Community Facilities and Services Element. Staff Shannon Munoz stated she would work with the GIS Coordinator to add a map of cultural facilities as well as park and recreation facilities to the Cultural Resources Element. A map of the water lines would also be added to the Community Facilities and Services Element. She anticipates a complete draft in October 2020 and a recommendation to City Council in November 2020.

McGee asked that in light of COVID, each commissioner take an element and read it for things that might change for sustainability. Chairman Lee assigned the elements as follows: McGee – Housing and Natural Resources, Shirley – Transportation, Smith – Cultural & Recreational Resources, Hancock – Education and Community Facilities and Lee, Economic Development & Land Use.

New Orientation and Continuing Education Requirements for Commissioners

South Carolina Local Government Planning Enabling Act established mandatory training requirements for all appointees and staff involved with local planning and zoning. Members of the board must complete an initial six-hour orientation training followed by at least three hours of continuing education each year to comply with state law. In the past, members were required to attend a class that was proctored or facilitated. Because of COVID-19, the Municipal Association has the approval of the South Carolina Planning Education Advisory Committee to provide this mandatory training online so that each person can do his/her training individually without a proctor or facilitator.

Staff Brenda Kelley provided the website for training and reminded the members that training certificates were due on June 30, 2020. She informed the commissioners that she contacted the Municipal Association to ask if an extension had been granted because of the rise in COVID-19 cases in South Carolina.

Adjournment

McDonald made a motion to adjourn at 6:04pm; Second: Shirley.

Signature