



**MINUTES  
CITY OF HARTSVILLE  
PLANNING COMMISSION MEETING  
MONDAY, JULY 27, 2020 - 5:30PM  
CITY COUNCIL CHAMBERS - 100 EAST CAROLINA AVENUE**

**PURSUANT TO CITY OF HARTSVILLE EMERGENCY ORDINANCE 4397, DURING THE COVID-19 (CORONAVIRUS) PANDEMIC, COUNCIL CHAMBERS MAY BE OPEN, MAINTAINING SOCIAL DISTANCING, AND FOLLOWING DHEC AND CDC GUIDELINES. PURSUANT TO RESOLUTION 06-20-05 FACE COVERINGS ARE ENCOURAGED.**

**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 Nancy McGee, Vice Chairman Chris Shirley, Dan Askins, Casey Hancock, Curtis Lee, and Trevor McDonald. **Absent:** Analissa Smith. **Staff:** Brenda Kelley, Shannon Munoz and Karine Thomas, and Ex Officio Daniel Moore. **Press:** Absent.

**Call to Order/Welcome**

Chairman Nancy McGee called the meeting to order at 5:30pm and welcomed those in attendance.

**Approval of Minutes**

Curtis Lee made a motion to approve the June 29, 2020 meeting minutes; Second: Shirley; Carried: All in favor.

**Old Business**

**Comprehensive Plan/Vision 2020**

Staff presented the Land Use and Economic Development Elements. The commissioners made a few comments about the elements. Dan Askins expressed a concern about the traffic on Fourth Street. The Planning Commission agreed previously to recommend the comprehensive plan as a whole to City Council. No action was taken.

**Discussion Regarding COVID's Effect on the Elements and Sustainability**

Vice Chairman Shirley commented on public transportation and how it will be affected if the city shuts down again. He was concerned that if the city shut downs how would we get food and supplies to those in need who do not have transportation. He said it affects community connectedness.

Casey Hancock commented that we could build and support systems to provide food and supplies. We also could provide internet. We should constantly look at and collect data on tracking issues and having easy access continually. Curtis Lee stated that we need new housing choice leverages what we have. He said density should be considered when building new construction. Nancy McGee commented on putting emphasis on taking care of bike paths.

**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 asked the planning commissioners to complete the training and provide the completed certifications to staff by August 31, 2020.

**Discussion and Decision of Future Meetings – In Person vs. Virtual**

Casey Hancock suggested virtual meetings to reduce the risk and exposure to COVID-19. It would also involve less driving and could be more efficient. He also stated that it was his preference. Ex officio Daniel Moore stated that the Planning Commission could hold virtual meetings. However, because of the Freedom of Information Act we should try not to hold virtual meetings. Lawsuits could happen because of someone not having full access to a virtual meeting. Meetings that do not require actions could be held virtually. Meetings that require a vote especially on applications that have been submitted should not be done virtually. No action was taken.

**Comments from the Commission**

Curtis Lee commented that the book “Strong Towns” was a good read. He reminded the commissioners about an email he sent with links about COVID and planning. Chris Shirley stated that no health facilities in the South Hartsville Neighborhood is an issue. He said the gap that we need to bridge the gap that minorities face. He said the Butler Campus could be a great location for a health facility. Nancy McGee commented on her training on How to Run a Meeting. She presented a Recusal Form that she found during her training.

**Comments from Staff**

Staff had no comments.

**Adjournment**

McDonald made a motion to adjourn at 6:25pm; Second: Lee.

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Signature

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