



By-Laws of the City of Snellville Planning Commission

Article I Establishment

- Section 1: The Planning Commission is created per Chapter 2, Administration, Article IV, Boards and Commission, of the City of Snellville Code of Ordinances, and its memberships have been appointed by the Mayor and City Council based on the composition and term requirements as required therein.
- Section 2: As allowed by Chapter 2, Administration, Article IV, Board and Commission, the Commission hereby adopts the rules, procedures, and guidelines for the transaction of its business as referenced herein.

Article II Membership, Appointment, Attendance, and Removal

- Section 1: The Planning Commission shall consist of six members who will be residents of the City of Snellville and who shall be appointed by the Mayor with confirmation of the City Council. Except for the initial appointments the term of the members shall be for two years. For the purpose of nominating the six members, there shall be six Planning Commission posts, to be designated Planning Commission 1 through Planning Commission 6.
- Section 2: The vacancies on the Planning Commission shall be filled through nomination by the Mayor with confirmation of the City Council for unexpired terms only.
- Section 3: Any member of the Planning Commission who is absent from three consecutive Planning Commission meetings, either regular or called, shall automatically be removed from the Planning Commission and shall not be eligible for reappointment. Any member of the Planning Commission who is absent from three regular Planning Commission meetings in a one-year period shall not be eligible for reappointment. The year shall be counted from July 1st through June 30th.

Section 4: Members of the Planning Commission serve at will and may be removed from office by request of the Mayor and the affirmative vote of three members of the City Council.

Section 5: Upon expiration of term of office, a member will continue to serve until a replacement is nominated by the Mayor and confirmed by the City Council.

**Article III
Elections and Officers**

Section 1: The Planning Commission shall elect one of its members as Chairperson and he/she shall serve for one year or until such person is reelected or a successor is named. The Chairperson shall conduct the meetings and vote as any other member. A second Planning Commission member shall be elected from the body as Vice-chairperson and shall serve until such person is reelected or a successor is named. The Vice-chairperson shall conduct the meetings in the absence of the Chairperson.

Section 2: The elections shall be held every year at the first regular meeting after the month of June.

Section 3: The Planning Commission shall appoint a secretary, who may be an officer or employee of the City or the Planning Commission.

**Article IV
Compensation**

The City Council, by ordinance, may provide for the compensation and reimbursement for actual and necessary expenses of the Planning Commission members.

**Article V
Meetings**

Section 1: The regular meetings of the Planning Commission shall be held on the fourth (4th) Tuesday of each month at 7:30 p.m. at the City of Snellville City Hall, located at 2342 Oak Road, Snellville, Georgia 30078.

Section 2: Special meetings of the Planning Commission may be called by the Chairperson, provided public notices are posted as required by law and all members are notified personally, by telephone, or by electronic communications to the designated e-mail address for such

communications at the City of Snellville designated e-mail address at least 24 hours in advance of the meeting.

Section 3: A quorum shall be present for a meeting of the Planning Commission to begin. A majority of the members of the Commission (four (4) members) shall constitute a quorum. If a quorum is not attained within twenty (20) minutes of the scheduled meeting time the Chairperson will reschedule the meeting.

Section 4: All meetings shall be open to the public. The staff is directed to draft an agenda for meetings based on the order of business as follows. The agenda shall be followed unless the Chairperson makes a motion to hear items in the agenda out of their assigned order.

1. Consideration of minutes of previous meetings
2. Consideration of Old Business
3. Consideration of New Business
4. Announcements
5. Adjournment

Section 5: All applications to the Planning Commission shall be accompanied by the applicant or agent representing the applicant. Should the applicant or agent for a particular application not be present at the time the subject application is heard, the application shall be moved to the end of the agenda. Should the applicant or agent not be available at the time of reconsideration (second time) at the meeting, the Planning Commission shall vote to defer the application to the next available Planning Commission meeting within which time the applicant shall have met all applicable deadlines for the resubmittal of material or vote to proceed with the hearing and consideration.

Section 6: Consideration of application by the Planning Commission shall be as follows:

1. The Chairperson identifies the application.
2. The staff presents the application to the Commission.
3. The Commission addresses questions to the staff regarding the application.
4. The Chairperson calls for the applicant or representative to present the application.
5. The Commission addresses questions to the applicant regarding the application.
6. The Chairperson opens the application for public comment.
7. The Chairperson calls for the applicant to present a rebuttal or closing statement.

8. The Commission addresses the questions to the applicant and staff regarding the application.
9. The Chairperson opens the application for a motion.
10. The Chairperson calls for a second to the motion.
11. The Chairperson calls for the discussion on the motion.
12. The Chairperson calls for a vote on the motion.

Section 7: The Planning Commission must take an action on an application if it is on a scheduled agenda. Decision of the Planning Commission shall be made by an affirmative majority vote of the members present. On applications the Commission may move to approve or partially approve; approve and impose conditions related to the application being considered; deny; deny without prejudice; hold for further study not less than 30 days or next meeting date; or withdraw.

Section 8: A vote on a motion, to approve, resulting in a tie vote of the members present shall constitute a denial motion. A vote on a motion, to *deny*, resulting in a tie vote of the members present does not constitute approval of the motion. The Chairperson shall ask for a motion for approval, which shall be seconded and voted on and resulting in a tie vote of the members present to dispense of the matter. An abstention shall be counted as a non-vote.

Section 9: The Commission/Secretary shall keep minutes of its proceedings showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact. The Department of Planning and Development shall keep records of its examination and other official actions and shall be available for public record.

Article VI Robert's Rules of Order

In the event that a conflict occurs between the rules and procedures of this resolution and Roberts Rules of Order, the rules and procedures of this resolution shall prevail. In all other procedural questions, Roberts Rules of Order shall apply.

Article VII Modification of Bylaws

Section 1: Except for those requirements regulated by the City of Snellville Code of Ordinances, any of these Procedures may be modified by a majority vote of the Planning Commission at any regular meeting, provided the amendment was submitted in writing at a previous meeting and that said

notification contains a full statement of the proposed amendments. Any proposed amendment:

- a. Must include existing and proposed texts
- b. Must include a statement of the purpose and intended effect of the proposed change and
- c. Must be held for 14 days before it is presented to the Planning Commission for action.

Article VIII Duties and Powers

Section 1: The Planning Commission shall make careful and comprehensive surveys and studies of existing conditions and probable future developments and prepare plans for future developments and prepare plans for physical, social and economic growth in an effort to promote the public health, safety, morals, convenience, prosperity, or general welfare of the City of Snellville. In carrying out its objectives, the Planning Commission shall have the following specific powers and duties:

1. Prepare a master plan or parts thereof for the development of the City;
2. Prepare and recommend for adoption a zoning ordinance and map for the City;
3. Prepare and recommend for adoption regulations for the subdivision of land within the City limits and to administer the regulations that may be adopted;
4. Prepare and recommend for adoption a plat or plans or an unofficial map showing the exact location of the boundary lines of existing, proposed, extended, unlined, or narrowed streets, public open spaces, or public building sites and provide for the regulation of construction buildings or other structures within such lines;
5. Cooperate with and advise on accepting funds from federal, state or local public or quasi-public agencies; and
6. Exercise all other powers and duties conferred upon municipal Planning Commissions by O.C.G.A. § 36-66-1 et seq., and by any other provisions of state law.

Section 2. The Planning Commission shall work to maintain the significance of the Comprehensive Plan by encouraging that policies and recommended work programs are followed.

Section 3. The Planning Commission bases its decisions on compliance with the established policy of the Comprehensive Plan and through investigation and recommendation with respect to seven (7) factors listed below:

1. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby properties;
2. Whether the zoning proposal would adversely affect the existing use or usability of adjacent or nearby property;
3. Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned;
4. Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools;
5. Whether the zoning proposal is in conformity with the policy and intent of the Land Use Plan;
6. Whether there are other existing or changing conditions affecting the use and development of the property, which give supporting grounds for either approval or disapproval of the zoning proposal; and
7. Whether the zoning proposal will permit a use which can be considered environmentally adverse to the natural resources, environment and citizens of the City of Snellville.

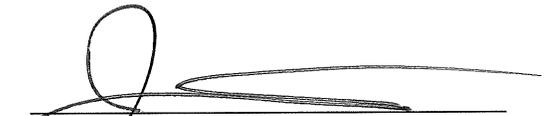
Article IX Standards of Conduct

Each and every member of the Planning Commission shall:

- Serve the public interest and not profit or advance personal interest;
- Use resources with efficiency and economy;
- Treat all people fairly;
- Use the power of the position for the well being of the community;
- Listen objectively and openly. Create an environment of honesty, openness, and integrity;
- Avoid the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens, or local government personnel during the public meetings and during the performance of public duties;
- Attend all regularly scheduled meetings relevant to your office;
- Be informed prior to debate. Make a conscientious effort to be prepared for each meeting;
- Stay focused on the overall and long range good of the City;
- Be tolerant. Allow citizens, colleagues, and staff sufficient opportunity to present their views;
- Be respectful and attentive; and

- Follow rules and procedures.

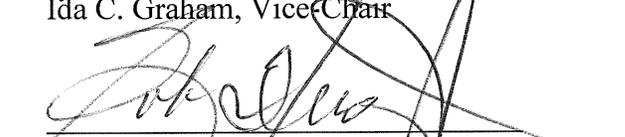
AMENDED and APPROVED this 25TH day of JULY, 2015.



Joe Williams, Chairman

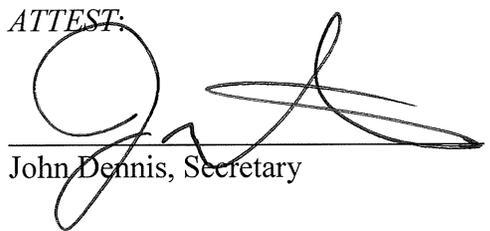


Ida C. Graham, Vice Chair



Bob Herrington, Member

ATTEST:



John Dennis, Secretary

Tod Warner, Member



Cristy Lenski, Member

Post 6 (Vacant)