

# PLANNING COMMISSION REGULAR MEETING MINUTES

Tuesday January 3, 2023  
4:00 P.M.

Town Hall

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**Members Present:** Chair Rae Davis, Vice Chair Charlie Banks, Member Caleb Pozsik, Member Yvonne Hudson (arrived at 4:12 p.m.)

**Staff Present:** Planning & Zoning Manager Kevin Singletary, Town Clerk Shannon Bowers

**Call to Order:** Chair Davis called the meeting to order at 4:10 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Chair Davis moved to amend the agenda to move the election of Chair and Vice Chair to the end of the meeting. Before a second was offered, Member Hudson arrived. Chair Davis withdrew the motion and continued with the meeting.

**Approval of Minutes:** Member Pozsik made the motion to approve the November 1, 2022 work session minutes as presented. Member Hudson seconded the motion. Motion passed unanimously.

Chair Rae Davis:	Yes
Member Yvonne Hudson:	Yes
Vice Chair Charlie Banks:	Yes
Member Caleb Pozsik:	Yes

Vice Chair Banks moved to approve the November 1, 2022 regular meeting minutes as presented. Member Pozsik seconded the motion. No further discussion was had. Motion passed unanimously.

Chair Rae Davis:	Yes
Member Yvonne Hudson:	Yes
Vice Chair Charlie Banks:	Yes
Member Caleb Pozsik:	Yes

## **Public Comments related to agenda items:**

There were no public comments.

## **New Business**

**Elections:** Mr. Singletary explained the process on electing a Chair and Vice Chair. Rae Davis volunteered to continue serving as Chair of the Planning Commission (PC). Member Pozsik nominated Charlie Banks as Chair of the PC. Members cast written ballots for their choice for Chair. The vote was split two to two. The PC agreed to postpone the elections to the next meeting in anticipation of adding the 5<sup>th</sup> member to the board.

**2023 Meeting Calendar:** The PC discussed the 2023 schedule and potential issues for the upcoming year. Member Pozsik moved to accept the 2023 meeting calendar as presented. Member Hudson seconded the motion. Motion passed unanimously.

Rae Davis:	Yes
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Yvonne Hudson: Yes  
Charlie Banks: Yes  
Caleb Pozsik: Yes

**2023 UDO Meeting Schedule:** Mr. Singletary explained the dates for the UDO Committee for 2023. Member Hudson moved to accept the 2023 UDO schedule as presented. Vice Chair Banks seconded the motion. Motion passed unanimously.

Rae Davis: Yes  
Yvonne Hudson: Yes  
Charlie Banks: Yes  
Caleb Pozsik: Yes

**Planning Commission By-laws & Procedures review:** Mr. Singletary explained a few points in the by-laws including meeting attendance, member roles as they pertain to the Chair/Vice Chair, and meeting conduct. PC Members discussed the by-laws and asked questions pertaining to the attendance and potentially increasing the board to seven members. Mr. Singletary noted that if increasing membership were a topic the board would like Council to consider, he encouraged the members to put together a presentation for Council to review. Mr. Singletary did not suggest any changes to the by-laws currently, therefore there were no changes made by the PC to the by-laws and procedures at this meeting.

**Open Comments for PC Members and staff:** Mr. Singletary noted that he has completed a draft edit of the zoning districts and use table for the UDO committee to review in January. He noted that it would not be beneficial at this time to include a zoning map as a part of this discussion, but he is developing a map to be made available when the topic is ready for the committee to discuss.

**Adjournment:** Vice Chair Banks moved to adjourn the meeting. Member Hudson seconded the motion. The meeting was adjourned at 4:45 p.m.

PC APPROVED (Date): \_\_\_\_\_  
\_\_\_\_\_, PC Chairman

ATTEST: \_\_\_\_\_  
Shannon Bowers, Town Clerk