



Department of Planning and Development

Planning Commission  
**DRAFT** Minutes of Meeting  
January 11, 2016 at 5:30pm

The Town of Moncks Corner Planning Commission met in regular session on January 11, 2016 at 5:30 p.m. The meeting was open to the public and took place in Town Council Chambers, Municipal Building, 118 Carolina Avenue, Moncks Corner, S.C.

**A. Call to Order**

The meeting was called to order at 5:37 p.m.

**B. Roll Call**

**The Following members were present:**

Mattie Gethers  
Roscoe Haynes  
Rev. Robin McGhee-Frazier  
Tobie Mixon

**Members absent**

John Dulude  
Jamie Grady  
Robert Harrelson  
Jennifer Schlette

**Staff:**

Douglas Polen, Town Planner

**Guest**

Chris Bailey, BCD COG

**Additional Public Officials**

Councilwoman Charlotte Cruppenink

**C. Adoption of December 14, 2015 Minutes**

Motion to adopt December 14, 2015 Planning Commission Minutes: motion made by Commissioner Haynes, seconded by Commissioner Gethers. Motion passed unanimously.

**D. Staff Comments**

In order to give proper time to the guest, Chris Bailey from the Berkeley-Charleston-Dorchester Council of Governments, staff comments were moved up in the agenda.

Mr. Polen explained that Chairman Dulude has resigned. With his resignation, and with the beginning of a new year and new round of reappointments, a new Chairperson and Vice-

Chair will be required. Commissioners were encouraged to consider who they would like to serve as Chair and Vice-Chair and speak with those individuals prior to the next meeting so that nominations can move smoothly.

Mr. Polen passed out handouts giving a basic overview of parliamentary procedure, at the request of Councilwoman Cruppenink. Mr. Polen explained that the Chair should be versed in the procedures, but that the most important aspects are politeness to each other and letting everyone have an opportunity to speak.

Mr. Polen gave a quick overview of state mandated training. All members of the Planning Commission and Board of Zoning Appeals are required to receive a six hour orientation class after being appointed and then receive three hours of additional training every year thereafter. Mr. Polen pointed out that Ms. Mixon and Mr. Grady were the only members of the current commission that required orientation, as would the members to be appointed. Once the Planning Commission and Board of Zoning Appeals are set by Council, Mr. Polen will schedule an orientation session. Mr. Polen is an approved facilitator by the Municipal Association of South Carolina.

**E. New Business**

**1. Comprehensive Plan**

Chris Bailey gave a presentation about the comprehensive planning process and explained that the February meeting of the Planning Commission would include a discussion of goals to be included in the 2016 plan. He went on to explain that the goals of the comprehensive plan will not change the laws of the Town, but can guide the decision making of the planning commission and Town Council.

Mr. Polen will reach out to the community and advertise heavily in an effort to bring many people to the meeting to discuss the goals of the plan.

Mr. Polen went over the sample goals included in the Planning Commission packet, and gave a brief presentation on residential density.

**F. Motion to Adjourn**

Motion to adjourn: motion made by Commissioner Haynes, seconded by Commissioner McGhee-Frazier. Motion passed unanimously.

Meeting adjourned at 6:45 p.m.