



**BYLAWS
TOWN OF THOMPSON'S STATION
PLANNING COMMISSION**

GENERAL PROVISIONS

SECTION 1. OBJECTIVE

The objectives and authority of the Thompson's Station Planning Commission shall be set forth in Sections 13-3-101 through 13-3-105, and Sections 13-4-101 through 13-4-105, and Sections 13-7-201 through 13-7-210, Tennessee Code, and amendments and supplements, thereto.

SECTION 2. OFFICE AND RECORDS OF THE COMMISSION

The meeting place of the Commission shall be the Thompson's Station Community Center Building or as otherwise specified. The office and records of the Planning Commission are maintained by the Staff of the Town of Thompson's Station located in the Town offices and shall be available for public inspection during regular business hours through a public records request. A record of the business conducted at all Planning Commission meetings shall be kept on file in the Town offices, as adopted meeting minutes, which shall record the names of all commissioners present or absent, the names of all persons in attendance, the business conducted, and the vote or abstention of all commissioners on any item of business on which a vote is taken. The Planning Commission shall only speak through its minutes, which shall be prepared by the Secretary or designee. The adopted meeting minutes shall be affirmed by the Secretary and signed for approval by the Chair.

SECTION 3. MEMBERSHIP

The membership of this Commission shall consist of seven (7) members. Each member shall be appointed for a term of three (3) years. One (1) of the members shall be the Mayor or his designee/appointee of the municipality, and one (1) of the members shall be a member of the chief legislative body of the municipality selected by such legislative body. All other members shall be appointed by the Mayor. A record of the membership of the Commission shall be maintained by the Town Staff.

MEETINGS

SECTION 4. ANNUAL ORGANIZATION MEETINGS

The annual meeting of the Planning Commission shall be the regular January meeting of each year. Such meeting shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled by the Planning Commission.

SECTION 5. REGULAR MEETINGS

Regular meetings of the Planning Commission shall be held at the Thompson's Station Community Center or as otherwise specified, on the Fourth Tuesday of every month at 6:00 p.m., except the month of December (in which there will be no regularly scheduled meeting). At such meetings, the Commission shall consider all matters properly brought before the Commission. The commission, by majority vote of all members present, may add item(s) to the agenda that are presented to Commissioners, Chair, or Staff prior to the meeting, unless otherwise specified by law.

SECTION 6. PUBLICATION

Notice of all Regular Meetings of the Planning Commission shall be posted prior to each meeting at the

Thompson's Station website with an agenda of items to be considered at the meeting. Notice of all Special Meetings shall be published in at least one (1) newspaper of general circulation in Thompson's Station area and on the Town website, with an agenda, prior to holding such meeting.

SECTION 7. SPECIAL MEETINGS

Special meetings of the Planning Commission shall be held at a time and place designated by the officer calling the same and shall be called by the Chair or four (4) members of the Planning Commission. Written notice and an agenda of items to be considered at the meeting, shall be given to all the members not less than seven (7) days in advance, thereof, except in case of emergency.

SECTION 8. QUORUM

At any meeting of the Planning Commission, a quorum shall consist of four (4) Commission members. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

SECTION 9. AGENDA

It is the duty of Town Staff to prepared for each meeting an Agenda specifying the order in which the items of business shall appear before the Commission. All items, including subdivision plats and zoning requests shall be submitted, as follows:

- (1) An applicant wishing to present an item to the Planning Commission shall contact Town Staff to schedule a preapplication conference for any item to be considered on an upcoming agenda at least 7 days prior to a Planning Commission initial submittal deadline.
- (2) Items for Planning Commission consideration shall be submitted to the Town by 5:00 p.m. thirty-nine (39) calendar days prior to the Planning Commission meeting. Town Staff shall perform a completeness review of the items submitted before acceptance of any item. Any item requested as incomplete shall automatically roll to the next available Planning Commission initial submittal deadline.
- (3) Town Staff shall review, within two weeks, the items submitted by the deadline date.
- (4) Once the items have been reviewed by Town Staff, comments, revisions, questions, and/or other necessary elements of review shall be conveyed to the applicant no later than 12:00 p.m., twenty-two (22) calendar days prior to the desired Planning Commission meeting.
- (5) It shall be the responsibility of the applicant to make the necessary identified corrections and resubmit the item, along with any other additional information required, to the Town by 5:00 pm, fifteen (15) calendar days prior to the Planning Commission meeting.
- (6) Town Staff shall prepare the Planning Commission Agenda and Packets seven (7) days prior to the Planning Commission meeting date, or as soon thereafter as is practical. Prior to finalization of the Agenda, Town Staff shall meet with the Chair of the Planning Commission to review the items to be placed on the Agenda for that Planning Commission meeting. The Chair may remove items not statutorily required to be heard by the Planning Commission according to a Tenn. Code Ann. specified timeframe, such as preliminary and final plats.

SECTION 10. VOTING

At all meetings of the Planning Commission, each member attending shall be entitled to cast one (1) vote. Voting shall be by voice votes with ayes and noes, with all votes, recusals, and abstentions entered upon the record of the meeting. If the voice vote is not unanimous, the Chair may call for a roll call vote for confirmation of vote of each member.

SECTION 11. CONFLICT OF INTERESTS

In the event that any member shall have a personal interest of any kind in a matter then before the Commission, that Commissioner shall disclose such interest and be disqualified from voting upon the matter, and the Secretary shall so record in the minutes that recusal from any vote on that item by such member. The affirmative vote of at least the majority present at the meeting shall be necessary for the adoption of any resolution or other voting matter. Further, all conflict of interests shall be identified and governed by the Town's Code of Ethics, duly adopted.

SECTION 12. PROCEEDINGS

- a. At any regular meeting of the Planning Commission, the following shall be the regular order of business:
 1. Call the meeting to order and make a determination of quorum
 2. Approve the minutes of the preceding meeting
 3. Public Comments
 4. Planner Report and Announcements
 5. Regular Agenda Items
 6. Bond Report
 7. Adjournment
- b. Each formal action of the Planning Commission required by law, Town charter, rule or regulation shall be embodied within the meeting minutes after an affirmative vote as provided in SECTION 5, hereof.

SECTION 13. RULES OF PROCEDURE

All meetings of the Planning Commission shall be conducted in accordance with Robert's Rules of Order, unless otherwise stated.

SECTION 14. PUBLIC COMMENT

Public comment shall be allowed at Planning Commission meetings. Time allotted shall be designated at the beginning of each regularly scheduled meeting. Any individual wishing to speak will be limited to three (3) minutes. If multiple attendees wish to speak on a related topic, the Chair can request that a spokesperson be designated to speak on behalf of the group.

OFFICERS

SECTION 15. OFFICERS

The officers of the Planning Commission shall consist of a Chair, and Vice-Chair elected by the Commission at the annual meeting for a term of one (1) year. The Secretary of the Planning Commission shall be the Town Planning Director, or designee.

SECTION 16. DUTIES OF OFFICERS

The duties and powers of the officers of the Planning Commission shall be as follows:

- a. Chair
 1. To preside at all meetings of the Commission.
 2. To call special meetings of the Commission in accordance with these By-Laws.
 3. To sign documents of the Commission.
 4. To see that all actions of the Commission are properly taken.
- b. Vice-Chair

During the absence, disability or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.
- c. Secretary
 1. To keep or to assure that the minutes of all meetings of the Commission are kept current and on file in the Town offices.
 2. To give or serve all notices required by law or by these By-Laws.
 3. To be custodian of Commission records.
 4. To inform the Commission of correspondence relating to business of the Commission and to attend to such correspondence.

5. To sign official documents of the Commission. In the absence of the Secretary, official documents, most especially subdivision plats, may be signed by either the Thompson's Station Town Administrator or the Thompson's Station Town Recorder.

SECTION 17. ATTENDANCE

The absence by any member from three (3) consecutive regular meetings or five (5) of the eleven (11) regular meetings held in one (1) year may be grounds for removal by the Mayor. Notice of excessive absenteeism will be submitted in writing to the Mayor by the secretary of the Commission. At Mayor's discretion, any extenuating circumstances to enforcing this provision may be considered.

SECTION 18. VACANCIES

Should any vacancy occur among the members of this Planning Commission by reason of death, resignation, disability or otherwise, immediate notice, thereof, shall be given to the Town Attorney by the Secretary. Should any vacancy occur among the officers of the Planning Commission, the vacant office shall be filled in accordance with SECTION 3, of these By-Laws, such officer to serve the unexpired term of the office in which such vacancy shall occur.

AMENDMENTS

SECTION 19. AMENDING BY-LAWS

These By-Laws may be amended at any meeting of the Planning Commission provided that notice of said proposed amendment is given to each member in writing at least seven (7) days prior to said meeting.

Adoption Date: March 23, 2021



Chair
Town of Thompson's Station Planning Commission



Secretary
Town of Thompson's Station Planning Commission