

**A RESOLUTION OF THE GREENEVILLE REGIONAL PLANNING
COMMISSION ADOPTING THE RULES AND PROCEDURES OF THE
GREENEVILLE REGIONAL PLANNING COMMISSION**

WHEREAS, Tennessee Code Annotated 13-3-103 requires the Greeneville Regional Planning Commission to adopt rules for the transaction of its business, including, but not limited to, the selection of its officers, the findings of fact, statements of material evidence and reasons for its actions as part of each motion and the keeping of a record of its resolutions, transactions, motions, actions, and determinations which shall be a public record;

WHEREAS, the Planning Commission finds the need and desires to specify its rules and procedures that deal with a variety of topics such as its membership, officers, staff, conduct and transaction of its business;

WHEREAS, the Planning Commission held a workshop on May 14, 2015 to make its rules and procedures;

NOW; THEREFORE, BE IT RESOLVED that the following rules and procedures, insofar as consistent with applicable State Laws and Town of Greeneville Ordinances, govern the existence and the conduct of all businesses of and before the Planning Commission:

**RULES AND PROCEDURES
OF THE
GREENEVILLE REGIONAL PLANNING COMMISSION**

**ARTICLE I
THE COMMISSION**

Section 1. Name of the Commission. The name of the commission shall be the Greeneville Regional Planning Commission (GRPC) as established and provided by Section 13-3-101 and Section 13-3-102 of the Tennessee Code Annotated.

Section 2. Purpose. These rules are to provide for the orderly disposition of the business of the Greeneville Regional Planning Commission and include information sometimes found in by-laws. They deal with procedural issues and should not be confused with substantive regulations such as the Subdivision Regulations and the Zoning Ordinance promulgated to set standards determining whether a specific development action may be taken.

Section 3. Authority. These rules are adopted pursuant to the authority vested in the Commission as set forth in T.C.A. Sections 13-3-103 and 13-4-102.

Section 4. Office of Commission. The office of the Commission shall be at the Town of Greeneville Municipal Building.

Section 5. Membership. The membership of the Commission shall be as determined by the mayor within the provisions of T.C.A. 13-4-101 and Title 11, Section 102 of the Municipal Code of the Town of Greeneville.

ARTICLE II

RESPONSIBILITIES

Section 1. Tennessee State Law. In so far as local planning and land use regulation rest on powers granted to municipalities by state constitution, and state legislation shapes the manner in which these powers are exercised, the Commission shall exercise all powers, responsibilities, and duties accorded to it under Tennessee State Legislation. In this regard, the Commission shall:

- 1.1. Following T.C.A. 13-3-104, promote the mutual cooperation of planning commissions within its planning region, coordinate the plan of the Town of Greeneville with the regional plan, and confer with and advise the Greeneville Board of Mayor and Aldermen and the Greene County legislative body and officials to promote the coordinated and adjusted development of the planning region.
- 1.2. In accordance with T.C.A. 13-3-104, advise the Greeneville Board of Mayor and Aldermen and the Greene County Commission in the formulation of public improvement programs and the financing therefore within the Town of Greeneville and the planning region respectively.
- 1.3. As required in T.C.A. 13-3-301, prepare and adopt a Comprehensive or General Plan for the development of the Town of Greeneville and the designated growth area outside of the Town's corporate limits.
- 1.4. As empowered in T.C.A. 13-3-403 and T.C.A. 13-3-413, regulate the development of land through subdivision regulations and site plan review in the Commissions jurisdiction.
- 1.5. Following T.C.A. 13-3-406, review and approve the design, opening, grading, paving, or lighting of any road or any utilities to be authorized or placed in any such road prior to any public official's or agency's action.
- 1.6. As provided in T.C.A. 13-7-202 and T.C.A. 13-3-413, prepare and certify to the Greeneville Board of Mayor and Aldermen a zoning ordinance and zoning map.
- 1.7. Following T.C.A. 13-7-105, review and make approval or disapproval recommendations to the Greeneville Board of Mayor and Aldermen for any amendment to the zoning ordinance or map of the Town of Greeneville.
- 1.8. In conformity with T.C.A. 13-7-102, review and make approval or disapproval recommendations to the Greene County legislative body on the enactment of any ordinance covering the Commission's urban growth area within Greene County.
- 1.9. As mandated in T.C.A. 13-4-104, review plans and make an approval or disapproval recommendation to the Greeneville Board of Mayor and Aldermen or the appropriate submitting public entity before a street, park or other public way, ground, place or space, public building or structure, public utility, whether publicly or privately owned, is constructed or authorized in the Town of Greeneville.

Section 2. Finance. The expenditures of the Planning Commission, exclusive of gifts or other income, shall be within the amounts appropriated for the purpose by the Board of Mayor and Aldermen.

ARTICLE III

OFFICERS AND THEIR DUTIES

Section 1. Officers. The officers of the Commission shall be a Chairperson, Vice-Chairperson, Secretary and Alternate Secretary.

Section 2. Elections. The officers of the Commission shall be elected at the annual meeting of the Planning Commission in September of each year from among the

appointive members. Nomination of officers shall be made from the floor, and the nominee for each office receiving a majority vote of the membership of the Planning Commission present shall be declared elected. All elected officers of the Commission shall serve for a term of one year and shall be eligible for re-election. Officers shall hold office until their successors are elected.

Section 3. Chairperson. The Chairperson shall preside at all meetings and hearings of the Commission. Except as otherwise authorized by the Commission, he/she shall sign, and the Secretary shall attest, all contracts, reports and instruments adopted by the Commission. At any meeting, the Chairperson may submit such recommendations and information as he/she may consider proper concerning the business, affairs, and policies of the Commission. He/she shall approve the agenda of the Planning Commission meetings before it is made public. The Chairperson shall have the right to debate and vote on any issue before the Commission. Unless otherwise cast, the Chairperson's vote shall be reflected in the minutes as being cast with the prevailing side. He or she shall also act as the liaison between the Planning Commission and other Town's legislative body or public entities. The Chairperson can appoint Commission members to serve on other Town committees, advisory groups and task forces, and shall brief the Commission on such appointments at its next meeting.

Section 4. Vice-Chairperson. In the absence or incapacity of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. In the case of resignation of the Chairperson, the Vice-Chairperson shall perform those duties until a new Chairperson is elected. In the absence of both the Chairperson and Vice-Chairperson, when a quorum is present for a regular or special meeting, an interim Chairperson shall be elected from those members present to chair the meeting, and the powers of such interim chairperson shall be limited to that meeting.

Section 5. Secretary. The Secretary shall keep or cause to be kept a full record of all proceedings of the Commission, including a record of all votes, in a journal of proceedings kept for the purpose and clearly identified. He/She shall perform such other duties in regard to records, including certification of transcripts and attestation of contracts or other documents, as the Commission may direct. It is reserved solely to the Secretary, or Alternate Secretary if the Secretary is absent, to sign all subdivision plats approved by the Planning Commission and all plats that are approved administratively. The Planning Commission shall not recognize, approve, or concur with any plat not signed for recording by the Secretary, or Alternate Secretary if the Secretary is absent.

Section 6. The Secretary may propose a staff member of the Town's planning or Record's Office to assist the Secretary with writing the minutes of the planning commission, but such staff member must be approved by a majority vote of the planning commission members and no transcript of such minutes shall be binding unless attested to by the Secretary.

Section 7. Alternate Secretary. When the Secretary is absent or unavailable, the Assistant Secretary shall perform and be vested with all the duties and powers of the Secretary.

Section 6. Vacancies. Vacancies in offices shall be filled at the next regular meeting after the vacancy occurs for the unexpired term by regular election procedures.

ARTICLE IV

ETHICAL STANDARDS

Section 1. General Provision. Members shall conduct themselves in accordance with the standards of ethical conduct established in Title 1, Chapter 19 of the Municipal Code of the Town of Greeneville.

Section 2. Conflict of Interest. Any member who has a *private gain, financial, personal or interpersonal interest* in any property or matter that is the subject of a decision of the Commission is disqualified from participating in the discussion, decision, and/or proceedings of the Commission in connection with that item. The Commission member shall disclose the interest prior to any discussion or hearing on the matter. A Planning Commissioner or staff member providing advice to the Commission shall have the right and duty to point out to the Planning Commission if a member of the Commission has a conflict of interest, and if the Commission by a simple majority vote of those present at the meeting rules that such a member has the conflict of interest, the member shall be disqualified from discussing and voting on the specific item. Any disqualified member with a conflict of interest must leave the room when the item is discussed and voted on. The minutes shall show that the member left the room and did not vote.

Section 3. Ex Parte Contact. In matters before the Commission that are advisory, it is best practice that the Commission members refrain from *ex parte* communications. As the Commission's role in matters not subject to the Board of Mayor and Alderman's approval is deemed quasi-judicial, all elected and appointed members of the Commission shall refrain from *ex-parte* contact on pending actions for which Commission decisions are binding. When faced with *ex parte* contact issues, the Planning Commission shall refuse to be obligated to a particular side of any issue prior to a formal meeting of the commission; insist that any and all information offered to an individual planning commissioner be withdrawn or presented to the whole commission; on-site reviews of a proposed project shall be taken not by individuals, but by the full commission or by a committee of Commissioners duly set up by the Chairperson or the Commission as a whole; and/or written information concerning an upcoming action of the Commission shall be made available to all Commission members.

Section 4. Discrimination. The Commission shall not discriminate on the basis of race, religion, creed, gender, sexual orientation, genetic make-up, national origin, color, age, and/or disability in issues of hiring, promotion, awarding of contracts or any matter related to staff or items under consideration by the Commission. In addition, when the Commission proposes to use consultant services, the Commission shall recommend that the "request for proposals" or "request for qualifications" shall be made available to a broad range of qualified consultant firms and to any firm upon request.

Section 5. Member Vacancies. Members are encouraged to continue serving in good faith and with dedication in the Commission. However, should a vacancy occur among the membership of the Commission by reason of a significant crisis in conduct as determined by the commissioner involved or by the Mayor, or by reasons such as death, resignation, disability, failure to obtain the required hours of training per Tennessee State Law, absence from four consecutive regular meetings in a year, or absence from six regular meetings in the entire year, a year being from September of a calendar year to August of the next calendar year, or for any other reason, the Mayor shall as soon as possible appoint some other qualified member of the public to fill the vacancy. If a member resigns, the member shall tender his or her resignation in writing to the Chairperson of the Commission, and the Chairperson shall request that the Mayor consider an appointment to the vacancy on the Planning Commission at the earliest possible time. If the Chairperson resigns from the Commission, he or she shall tender his or her resignation directly to the Mayor.

ARTICLE V

EMPLOYEES

Section 1. Staff. The Commission may appoint such employees as it deems necessary in the performance of its work and may contract for services in compliance with T.C.A. 13-4-102.

Section 2. Planning Director. In conformity with T.C.A. 13-4-102, the City Administrator shall appoint a planning director who shall lead the provision of advice to the Planning Commission in the carrying out of the Commission's responsibilities. When the Town maintains a single planning staff as the Town Planner, such Town Planner shall be the planning director.

Section 3. Other Personnel. The Commission may request to the Board of Mayor and Aldermen after seeking the opinion of the City Administrator that the Town hire other professional personnel to perform work necessary for the Commission to fulfil its duties.

Section 4. Planning Staff Ethical Conduct. Staff working for the planning commission shall conduct themselves in accordance with the most recent ethical standards as established by the Town of Greeneville in its municipal code and the American Institute of Certified Planners.

ARTICLE VI

MEETINGS

Section 1. Meetings Attendance. In order for the Planning Commission to carry out its duties and responsibilities, it is necessary for all members to attend the meetings of the Commission. When any member has been absent for three (3) consecutive regular meetings, the Secretary shall notify such member in writing of his or her absences. Members shall inform planning staff at least one hour before the meeting if they shall be absent from a meeting. In the event of a sudden emergency, the member involved shall inform planning staff before the starting time of the Planning Commission meeting if he or she shall be absent or late for the meeting.

Section 2. Regular Meetings. Meetings of the Commission shall be held when called by the Chairperson. Regular meetings shall be held in the G. Thomas Love Boardroom at the Greeneville Light and Power Systems, except the Commission specifies otherwise. Such regular meetings shall occur on the second (2nd) Tuesday of each month at 9:30am, unless postponed due to inclement weather, lack of an agenda item, or other causes. Any rescheduled meeting shall be held the following Tuesday in the same venue and at 9:30am, unless conflict causes the Chairperson to select a different date, venue and time.

Section 3. Special Meetings. A special meeting may be called by the Chairperson for any purpose related to the duties of the Commission or upon the written request of a majority of the Commissioners. This request shall be submitted to planning staff for transmission to the Chairperson. Written notification, including by e-mail, of the time, place and purpose of a special meeting shall be delivered to each Commissioner at least five calendar days prior to the meeting. At a special meeting, only the business designated as the purpose of the meeting may be transacted.

Section 4. Annual Meeting. The regular meeting in September of each year shall be the annual meeting of the Commission. It shall be the responsibility of the Chairperson to present, or have a planning staff present at the annual meeting a report on Planning Commission activities during the preceding year, and the report shall be part of the public records of the Planning Commission. At the annual meeting, the Commission shall elect its officers, adopt a schedule of its activities for the next annual year, and review these rules and consider them for re-adoption.

Section 5. Open Public Meeting Act. All sessions of every meeting of the Commission, including special meetings, shall be open to the public pursuant to the Tennessee Open Public Meetings Act, T.C.A. 8-44-101, et seq.

Section 6. Agenda of Meetings. The following rules regarding the agenda and notification of the public are adopted:

- 6.1. The planning director shall draw up the agenda of the Commission meetings, but such agenda shall neither be made public nor constitute the agenda of any meeting of the Commission unless it has been reviewed and approved by the Chairperson of the Commission.
- 6.2. The agenda for each regular or special meeting shall be released to the public by posting on the public notice board in Town Hall, on the Planning web page, sending a copy to *Greeneville Sun*, and sending a copy electronically or otherwise to each applicant whose item shall be considered by the Commission.
- 6.3. The agenda of any special meeting shall be made available to the public in the same manner at least three days before the day the Commission shall consider the agenda item(s). Only in cases of public emergency involving natural disasters or other causes different from a private development may the Planning Commission publish a special meeting agenda less than three calendar days to the day of the meeting.

Section 7. Quorum. The presence of five (5) members of the Commission shall constitute a quorum for the transaction of business. The Chairperson may, at his/her discretion, wait up to 30 minutes after the scheduled meeting time for a quorum to be present. In the event that a member is required to leave a meeting prior to adjournment, and the departure causes a loss of quorum, no further official action may be taken until a quorum is restored, other than adjournment. A majority vote of the members of the Commission present and constituting a quorum shall be necessary to decide any item of business requiring action by the Commission except as noted in Article 6, Section 1 herein.

Section 8. Voting. Only those decisions that have been made by a vote of the Planning Commission shall qualify as decisions of the Planning Commission.

- 8.1. A motion by a Planning Commissioner shall be required for all actions of the Commission that are binding or are recommendations. A Commissioner making a motion shall clearly state the content of the motion for the records. All motions made by a Planning Commissioner shall receive a second prior to a vote on the motion. Motions not receiving a second shall be considered to have failed. Motions ending in a tie vote shall be considered to have failed.
- 8.2. Each commissioner present at a meeting shall cast one vote on each motion. Voting may be by voice call or by roll call. Although it is the duty of every member to vote, a member may abstain. An abstention has the same effect as a negative vote. The ayes, noes, and abstentions shall be entered upon the Minutes of such meeting. When the vote is unanimous, the record of a unanimous vote shall be sufficient. If a motion on an item fails, deliberation shall continue until a motion of definitive action is offered and passed.

Section 9. Special Request to Speak. Any person who wishes to be specially assigned a place in the Commission's meeting so that such person may address the Commission on issues related to the Commission's duties or items designated as "New Business" on the Commission's agenda shall complete a "Request to Speak" form, on which they shall list their name, home address, and the item on which they wish to speak. Presentations to the Commission should be clear, concise and relevant to the duties of the Commission or item being considered by the Commission. The Chairperson of the Commission at his or her discretion may permit all or at most five (5) persons who made such request to speak for at most

three minutes each at a meeting. Although the Planning Commission may ask planning staff to provide brief statements to a speaker at the meeting, planning commissioners shall not make a decision or hold a vote on such items. If the Planning Commission believes a public comment requires further consideration and a vote, the item must be placed under "New Business" on the planning commission's agenda in subsequent months. If a person who did not complete the "Request to Speak" form wishes to address the Commission on a "New Business" item during a meeting, the Chairperson of the Commission may at his or her discretion allow such person to speak for at most three minutes.

Section 10. Public Comments on Agenda Items. The Commission may take measures to limit the presentation of information that is unrelated to any case or repetitive in nature. If the Commission has listened to three (3) persons speak on an item, excluding staff and the applicant, the Chairperson may at his discretion terminate further public comments on the item. Presentations from the public are not permitted for items on the Commission agenda designated as "Other Business," which are reserved exclusively for items that a planning commissioner may table at a meeting for discussion.

Section 11. Documents from Applicants. Excluding items required for review by staff in order to place an item before the Planning Commission for consideration, all other exhibits that an applicant may choose to submit shall be submitted to planning staff at least two business days before the Planning Commission meeting in which the item shall be considered.

Section 12. Documents from the General Public. All documents from the public, excluding submissions by an applicant for an item, that are delivered to the Planning Department for transmission to the Greeneville Regional Planning Commission for consideration during any regularly scheduled or called meeting must be submitted at the planning office at least two working days before the beginning of the meeting. Copies of the correspondence will be made for each of the Planning Commission members to be reviewed at the appropriate time during the meeting. If documents or other materials are attached to the correspondence, then the person submitting the correspondence must provide eleven (11) copies of the materials or they will not be distributed to the individual Commissioners. Persons addressing the Commission, excluding applicants for an item, also may bring copies of documents and distribute them to Commissioners at the meeting. Two additional copies of the documents shall be provided to Commission staff for the minutes and the official records of the Commission. The Planning Commission will decide by consensus the appropriate use or disposition of the information provided.

Section 13. Order of Business. Generally, the Planning Commission will follow the following order of business at all meetings; however, the order may be changed during the meeting by the Chairperson with the consent of a majority of the Commission members present:

1. Call to order/roll call
2. Approval of the agenda
3. Approval of minutes of the previous meeting
4. Recognition of Persons having Business with the Planning Commission.
This recognition shall apply to persons that the chairperson wishes to recognize and to persons who have requested to speak on any topic that is not the subject of a public hearing or associated with an item under "New Business". The chairperson may limit the comments to no more than three speakers on any one topic, and no more than five (5) total number of comments. If both proponents and opponents wish to speak, then up to three proponents and up to three opponents of the matter may address the chairperson.
5. Reports of Officers and Committees
6. Unfinished Business

7. New Business. In items under "New Business," the applicant and all persons representing the applicant may present the item for at most ten (10) minutes, followed by planning staff analysis and recommendation. Proponents on the item, followed by opponents, may speak for at most three minutes each. The Chairperson at the meeting reserves the right to limit the number of proponents to three (3) and the number of opponents to three (3) who may speak on a particular item. Each speaker must state his or her name and street address for the records. These shall be followed by Planning Commissioners discussion, motion, and vote.

Any other items added to the agenda at the start of the meeting shall be considered after all items on the published agenda under "New Business" have been considered.

8. Other Business from Planning Commissioners. If a commissioner thinks that the business item is such that the Commission will need to vote on, the commissioner must notify the planning staff for such business to be included as an agenda item under "New Business".

9. Adjournment

Section 14. Deferrals. The Commission may defer action on any item provided the reason for deferral is reflected in the motion to defer.

14.1. Requests to defer matters to be considered by the Regional Planning Commission may be submitted up to the date of the Planning Commission meeting. Requests shall be made to the Planning Department in writing, signed by the requesting party, and shall include the date to which the item is requested to be deferred. The person requesting deferral (or his/her representative) shall personally appear at the Planning Commission meeting on the date the matter is initially scheduled to be heard. With the following exceptions, such requests will be honored:

14.1.1. If the matter requested to be deferred requires notification to property owners, and if such notifications have already been made before the Planning Department's receipt of the request to defer, then deferral of the matter shall be brought to the Planning Commission for consideration. Deferral shall require the majority vote of the quorum present.

14.1.2. If an item has been included on the agenda of the Planning Commission meeting, and if the agenda has been distributed to the Planning Commission members, then the item will remain on the agenda for Planning Commission's consideration. Deferral shall require majority vote of the quorum present.

14.2 An item before a duly constituted meeting of the Commission with the required quorum shall not be deferred when the Board of Mayor and Alderman has requested an action by the Commission within a stipulated timeframe for the health, safety and general welfare of the Town.

14.3 If an item is deferred at the request of the applicant, any time restrictions normally placed on the Commission will be suspended until the item is returned to the agenda.

Section 15. Rehearing. Any aggrieved party or a Commission member may request a rehearing within ninety (90) calendar days after the approval of meeting minutes memorializing a commission action. The request, filed in writing by an aggrieved party or announced by a sitting Commission member at a regular meeting, must be filed or announced at least ten (10) calendar days prior to the meeting at which the request will be considered. The request must state what conditions have changed or what new information has become available since the original hearing that may serve as cause for rehearing.

- 15.1. A request for rehearing shall be submitted at the Planning Department.
- 15.2. Planning staff shall, within two (2) working days forward the request to the Chairperson of the planning commission who shall determine whether there is substantial urgency in the submission to necessitate a special meeting or whether such request should be considered by the Planning Commission at its next regular meeting. In forwarding the request to the Chairperson, planning staff shall advise whether such urgency exist or not.
- 15.3. At the rehearing, a motion to rehear may be made and seconded by any member of the Commission who voted with the prevailing side. A simple majority of the Commissioners present and constituting a quorum is sufficient to carry a motion to rehear.
- 15.4. If the motion to rehear passes, the issue may be heard at that point and action may be taken, unless the issue was originally heard at public hearing. When the issue had originally been heard at public hearing, the issue must be set for public hearing again before action is taken. Notice of the rehearing shall be given in the manner required for the original public hearing.

Section 16. Minutes and Records. Each action of the Commission shall be recorded in the Minutes and supporting documentation retained. The entire proceedings shall be electronically recorded and that electronic record shall be retained a minimum of three (3) years following a final decision by the Commission after which the records may be destroyed. All such records shall be available to the public.

Section 17. Absence of a Rule. When a procedural issue arises that is not specifically covered by these rules, the Commission will follow Robert's Revised Rules of Order

ARTICLE VII HEARINGS

Section 1. Required Hearings. The Planning Commission shall hold public hearings on such matters as amendments to the Subdivision Regulations and adoption of the Comprehensive or General Plan, and on any other matter required by law. In these cases, the Planning Commission shall provide public notices as required by the applicable law.

Section 2. Discretionary Hearings. In addition to those required by law, the Planning Commission may at its discretion hold public hearings when such hearings are in the public interest. Notice of such hearings shall be published in a newspaper of general circulation within the Town of Greeneville at least ten (10) days prior to the date of such public hearing. The case before the Planning Commission shall be presented in summary by the planning staff and parties in interest shall have privilege of the floor. No statement shall be recorded or sworn to as evidence for any court of law without notice to the parties. A record shall be kept of those speaking before the Commission.

Section 2. Witnesses and Testimony. The Commission reserves the right at its regular meetings, called meetings and public hearings to require the attendance of witnesses and production of books, papers, and records pertinent to an issue as the Commission may deem necessary. Cross examination of any witness appearing

before the Commission is permitted to a limited extent to be determined by the Chairperson in consultation with legal counsel.

ARTICLE VIII

PROCEDURES FOR FILING ITEMS FOR CONSIDERATION BY THE PLANNING COMMISSION

Section 1. Findings. On any matter for which state law or Town ordinance requires the preparation of written findings, the staff report submitted on the matter will contain findings proposed for adoption by the Planning Commission. Any motion directly or impliedly rejecting the proposed findings should include a statement of alternative or modified findings or a direction that the matter under consideration be continued for a reasonable period of time in order for staff to prepare a new set of proposed findings consistent with the evidence which has been presented and/or the decision which is anticipated.

Section 2. Application. All applications for matters to be brought before the Greeneville Regional Planning Commission shall be made in accordance with established regulations and procedures. Incomplete applications will not be accepted and shall be returned to the applicant with a statement of deficiencies. In the event an application package is not complete, the Planning Commission shall not attend to the matter until the application is completed as required.

Section 3. Submission Deadline.

3.1. All applications for items requiring Planning Commission consideration, with the exceptions described in 3.2 below, shall be filed with the Planning Department on or before the twentieth (20th) day of the month preceding the month in which the item will be considered. If the twentieth (20) day of the month falls on a weekend or on a legal holiday, then such applications shall be filed before noon (Eastern Time) on the next regular working day following the twentieth.

3.2. Application for certain matters may be submitted on or before the Monday, eight (8) days prior to the Regional Planning Commission meeting. These matters are: (1) Minor subdivision replats involving no utility, drainage, or right-of-way installation or change, provided the utilities and right-of-way providing services to the lots are clearly shown on the plat; and (2) Minor amendments to previously approved site plans for shopping centers, planned residential developments, and mobile home parks, such as signs, location of handicapped parking spaces, landscaping details, and any other similar amendment which does not require interdepartmental review and does not involve changes in utilities, drainage, topography, building locations, or rights-of-way. If the Monday eight (8) days before the regular Planning Commission meeting falls on a legal holiday, then the submission must be made before 5:00pm (Eastern Time) on the last working day preceding the legal holiday.

Section 4. Additions to the Agenda. Requests to add an item to be considered by the Planning Commission may be submitted up to the date of the Planning Commission meeting. Requests shall be made to the Planning Department, in writing, signed by the party requesting the addition to the agenda. The planning director shall forward the requested addition to the Chairperson of the Planning Commission before a meeting that may consider the addition begins. Such requests will be honored, unless the matter to be added requires notification to property owners, or unless additional staff time for review and recommendation is required. Whether such additional review time is required shall be freely determined by the planning director or Town Planner, and the Planning Commission shall abide by such determination. Additions to the agenda shall require the unanimous vote of the quorum present.

Section 5. Withdrawals from the Agenda. Requests to withdraw an item from an agenda may be submitted up to the date of the Planning Commission meeting. Requests shall be made to the Planning Department in writing, signed by the requesting party. The person requesting withdrawal (or his/her representative) shall personally appear at the Planning Commission meeting on the date the matter is initially scheduled to be heard. If the matter requires notification to property owners, and if such notifications have already been made, then the request to withdraw the matter shall be brought to the Planning Commission for consideration. Withdrawal from the agenda shall require the majority vote of the quorum present. A resubmittal of the application and fee shall be required for any matter withdrawn.

ARTICLE IX

INTERPRETATION AND AMENDMENTS

Section 1. Interpretation. The Commission is the final authority as to the meaning of these rules.

Section 2. Amendment. These rules and procedures may be amended at any regular or special meeting of the Commission by the positive vote of at least six (6) members of the entire Planning Commission provided all members have been notified by mail or e-mail of the proposed amendment at least ten calendar days prior to the meeting.

ARTICLE X

ADOPTION AND EFFECTIVE DATE

These rules shall become effective immediately after adoption by at least six (6) members of the entire Planning Commission voting in favor of the rules and procedures. A copy of the adopted rules shall be forwarded to the Greeneville Board of Mayor and Alderman and a copy shall be reserved in the records of the Planning Commission.

PASSED, APPROVED, and ADOPTED this 8th day of September 2015 by the following vote:

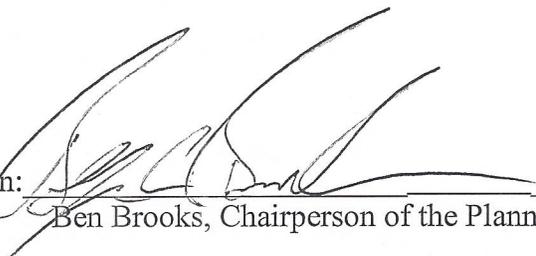
AYES: Chairman Ben Brooks, Vice-Chairman Bob King, Mayor W.T. Daniels, Alderman Brian Bragdon, and Commissioners Charles Hutchins, Bob Biddle, Lindy Riley, Paul McAfee, and Trey Ricker.

NOES:

ABSENT:

RECUSALS:

Sign:


Ben Brooks, Chairperson of the Planning Commission

Attest:


Charles Hutchins, Secretary of the Planning Commission