



**CITY OF TYBEE ISLAND**  
P.O. Box 2749 · 403 Butler Ave.  
Tybee Island, GA 31328  
Phone (912) 472.5080 · Fax (912) 786.5737  
[www.cityoftybee.org](http://www.cityoftybee.org)

## **PLANNING COMMISSION MEMBER APPLICATION PACKET**

Thank you for your interest in serving on the Planning Commission of the City of Tybee Island.

The Planning Commission makes formal recommendations to the Mayor and the City Council on Land Development Code petitions and issues. The Planning Commission is a citizen board appointed by the Mayor and the City Council. It is composed of six voting members and a chairperson who votes only in the event of a tie. Terms are staggered and are for two years, beginning on February 1. Members must be residents within the city limits of Tybee Island. Planning Commission members are not compensated by the City for their service.

The Planning Commission meets at City Hall once a month at 7:00 p.m. The dates of meetings for the current calendar year are posted at the City's website at [www.cityoftybee.org](http://www.cityoftybee.org).

Attached is Article 11 of the Land Development Code and the Planning Commission Rules of Procedure which will provide information about the Planning Commission. It may also be useful to review the minutes of past Planning Commission meetings which are posted at the City's website.

To apply for a Planning Commission opening, you must complete the attached form and submit it with your resume to the Clerk of Council before the deadline date.



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## **PLANNING COMMISSION MEMBER APPLICATION QUESTIONS**

(applications will not be processed without completion of these questions)

1. Why do you want to be a member of the Tybee Island Planning Commission?
2. What do you believe to be the most important aspect of the role that a Planning Commissioner plays for the community and the City?
3. Explain your understanding of the City of Tybee Island's Land Development Code.
4. Briefly explain a land use decision that interested you. Share your observations about the process and the decision.
5. Where do you see the City of Tybee Island in ten (10) years?

## LAND DEVELOPMENT CODE

### ARTICLE 11. PLANNING COMMISSION

#### Sec. 11-010. Creation and purposes.

There is created a planning commission for the purpose of promoting the health, safety, morals, convenience, order, prosperity and general welfare, and to provide for the orderly development of the city.

#### Sec. 11-020. Name.

The name of the planning commission shall be "The Tybee Island Municipal Planning Commission" herein referred to as the "planning commission".

#### Sec. 11-030. Membership.

The planning commission shall consist of seven (7) members who shall be residents within the city limits of Tybee Island, appointed by the governing body, with a chair voting only in the event of a tie.

#### Sec. 11-040. Terms of office.

Members of the planning commission shall be appointed by the mayor and council for two year staggered terms of office.

#### Sec. 11-050. Filling vacancies.

A vacancy in the membership of the planning commission shall be filled in the same manner as an original appointment.

#### Sec. 11-060. Removal of members.

The mayor and council may remove any member of the planning commission for cause after written notice at any regularly scheduled city council meeting. A recommendation for removal from office can be requested by a concurrence of four members of planning commission and the chair of the planning commission for violation of the attendance requirements as set forth in the rules of procedure as adopted by the Tybee Island Planning Commission.

#### Sec. 11-070. Compensation.

Compensation, if any, to any member of the planning commission shall be determined by the mayor and council.

#### Sec. 11-080. Chair and vice-chair.

The planning commission shall elect one of its appointed members to serve as chair, and another as vice-chair. They shall serve for a period of one year, or until successors are elected.

#### Sec. 11-090. Secretary.

The secretary to the planning commission shall be the zoning administrator. In his or her absence, the planning commission may appoint an employee of the city or a member of the planning commission.

#### Sec. 11-100. Meetings.

(A) The planning commission shall meet in a regular session each month no later than sixteen days prior to the first scheduled city council meeting of the following month at city hall at 7:00 p.m. Special meetings may be held as deemed necessary by the chair or a majority of the members or at the request of the mayor or council with 48 hours notice to said members.

(B) The planning commission shall conduct its business under rules approved by the mayor and council. It shall keep a record of its proceedings which shall be a public record.

#### Sec. 11-110. Duties.

The planning commission shall perform all of the following duties:

(A) Duties and responsibilities assigned by the mayor and council.

(B) Make formal recommendations to the city council on all petitions for variances from the city's technical codes.

(C) Make formal recommendations to the city council on all petitions and the meeting of ordinance requirements for zoning map amendments, subdivisions, and/or amendments to the text of this Land Development Code, specifically including but not limited to special assignments requested by the governing body, the city code enforcement department, city engineers.

(D) Land use planning. The planning commission shall make careful surveys and studies periodically in order to update the city's master plan and Land Development Codes. Consideration shall be given to existing conditions, probable future development, and the promotion of public health, safety, prosperity, economics development, efficiency and the general welfare as evidenced by the quality of life in the community.



## **RULES OF PROCEDURE PLANNING COMMISSION**

1. **GENERAL** – The City of Tybee Island Planning Commission shall be governed by terms of the Georgia General Planning and Enabling Act of 1957, as amended, and other special state laws, related to city planning.
2. **MEMBERS, OFFICERS AND DUTIES OF SAME** – The Planning Commission shall consist of seven (7) members appointed by the Mayor and Council of the City of Tybee Island. Appointments shall be made at the first scheduled City Council meeting in January. The terms of office for members of the Planning Commission shall be two (2) year staggered terms.
  - A. **CHAIR** – The term of office shall be for a period of one (1) year with the election taking place at the first meeting after the appointments are made by Mayor and Council. The Chair will be allowed to vote only in the event of a tie vote. The Chair shall decide all points of order and procedure using Robert's Rules of Order. The Chair may appoint one or more members to investigate and report on matters which shall come before the Planning Commission.
  - B. **VICE-CHAIR** – A Vice-Chair shall be elected from the members of the Planning Commission. The term of office shall be for one (1) year, with election taking place at the first meeting after the appointments are made by Mayor and Council. The Vice-Chair shall act as Chair in the absence of the Chair.
  - C. **SECRETARY** – The Secretary to the Planning Commission shall be the Zoning Administrator or his/her designee.
3. **REGULAR MEETINGS OF THE PLANNING COMMISSION** – Regular meetings of the Planning Commission shall be held no later than sixteen (16) days prior to the regularly scheduled City Council meeting on Tuesday evenings at 7:00 p.m. at City Hall. Planning Commission packets, prepared by the Zoning Administrator, will be available for pickup by the members of the Planning Commission on the Friday one week preceding the Planning Commission meeting. Any packets not picked up will be distributed at the Planning Commission meeting.

In the event that a Planning Commission meeting falls on a holiday or election night, the meeting will be held the prior Monday evening at the same time.

**SPECIAL MEETINGS** – Special meetings of the Planning Commission may be called at any time deemed necessary by the Chair, or a majority of the members, or at the request of Mayor and Council, provided however, that 48 hours notice of time and location of such meeting shall be given to each member. The 48 hour notice requirement may be waived by an action of not less than four (4) members of the Planning Commission. Said notice of the special meeting shall be posted at City Hall, stating the place, time and purpose of the special meeting and no other business may be conducted other than that which is posted.
4. **REQUESTS FOR ZONING ACTIONS** – It shall be the responsibility of the applicant to complete and submit an application form and required documentation to the Zoning Administrator in writing by the first day of the month prior to the next Planning Commission meeting. Failure of the applicant to supply complete documentation and meet the requirements of the ordinances will result in the application being rejected and not considered. Applicant will initial on the application form each requirement as stated. If the first day of the month falls on a Saturday, Sunday or holiday, the cutoff date shall be the first working day after. It shall be the responsibility of the petitioner to supply sufficient information to the Planning Commission and supporting documentation for the Commission to make a fair and reasonable decision. The petitioner has the right to present further documentation at the Planning Commission meeting to substantiate his request.

5. COPIES OF PLATS AND/OR DRAWINGS – If the plats or drawings are larger in size than 11 inches, the applicant will supply a minimum of thirteen (13) copies.
6. PUBLIC HEARINGS – All requests for action by the Tybee Island Planning Commission are governed by the Zoning Procedures Act. The request for zoning action shall be advertised in the Savannah Morning News at least 15 days but not more than 45 days prior to the Public Hearing before Mayor and Council. A sign shall be posted on the property stating the action requested, current zoning if a zoning change is requested, and date, time and place of all hearings. Adjacent property owners shall be notified when possible. Failure to receive notice shall not affect the validity of any zoning action. This procedure is a supplement to the legally required notification process.
7. ORDER OF BUSINESS – All meetings shall be open to the public and governed by the Sunshine Laws of the State of Georgia. Robert's Rules of Order shall govern the meetings. The order of business for regular meetings of the Tybee Island Planning Commission shall be:
  - A. Call to Order
  - B. Roll Call
  - C. Approval of Minutes
  - D. Disclosures
  - E. Visitors
  - F. Old Business
  - G. New Business
  - H. Announcements
  - I. Adjournment

The proposed zoning action will be read by the Chair. A written report will be submitted by the Zoning Administrator outlining the petition, variance requested and compliance. The Zoning Administrator shall present the petition and answer any questions asked by the Planning Commission. Members of the Planning Commission may question the petitioner following the presentation by the Zoning Administrator. The committee shall be empowered to request of the applicants for action by the Commission any additional information that they may need for their reports. The Chair will then ask for public input. The petitioner shall be allowed up to ten (10) minutes to address the zoning decision under consideration. This time limit can be waived by a two-thirds vote of the members present prior to or at the time of the introduction of the proposed zoning action. Each speaker shall speak only to the merits of the proposed action under consideration and shall only address members of the Planning Commission. Each speaker and/or member of the Planning Commission shall refrain from personal attacks on any other speaker, member of the Planning Commission, staff, or petitioner. Each speaker shall further refrain from any discussion of facts or opinions not relevant to the proposed zoning action under consideration. The Chair may limit or refuse a speaker the right to continue if the speaker, after first being cautioned, continues to violate this section.

8. PERTINENCE – Any item before the Planning Commission relevant to matters of zoning, variances, appeals, petitions, subdivisions, Master Plan implementations, and code changes shall not be voted upon without first considering the pertinence of the matter with reference to the zoning map, Master Plan, Code of Ordinances, and appropriate documents and plans. Commission members and all petitioners and other speakers shall remain germane to the matter on hand, shall not engage in personalities or invectives, and shall not repeat unless so requested.
9. REPORTS TO THE MAYOR AND COUNCIL – The Chair shall file with the Secretary no later than the Thursday following the Tuesday regular meeting a Planning Commission determination sheet for each petition heard during the Planning Commission meeting. These sheets shall be prepared by the Zoning Administrator and shall state the petitioner's name, address, request, and the recommendation of the Planning Commission for approval, denial, table for further information, or no action taken. The findings of fact shall reflect the vote by Planning Commission on each petition. The Zoning Administrator shall attend City Council meetings to answer any questions pertaining to the recommendations submitted. If the Zoning Administrator were unable to present a petition at a City Council meeting, the Chair or his/her designee would present.
10. ATTENDANCE – A member who fails to attend two (2) consecutive regular meetings or four (4) regular meetings of the Planning Commission in a one (1) year period, (February to last regular meeting of January) without prior notice to the Secretary and/or Chair, shall either resign or become subject to a recommendation to Mayor and Council for dismissal from the Planning Commission. The Chair, with the concurrence of three (3)

members, may recommend to Mayor and Council that the vacancy be declared and that the vacant position be filled by appointment.

11. QUORUM – A quorum shall consist of four (4) members. In the event that a quorum is not present at the regular meeting, the members present may set a date and time for a special meeting to hear the petitions on the agenda.
12. VOTING – Voting takes place on each petition. Majority vote decides the motion. If a member recuses from voting, the reason for recusing shall be stated and become a part of the minutes. An abstention shall be counted as an affirmative vote. The Chair shall only vote in the event of a tie vote. Votes shall be recorded and included in the minutes.
13. CONFLICT OF INTEREST – If a member of the Planning Commission has a direct financial interest in the property, owner, member of immediate family of petitioner, or a 10% interest in a business or corporation requesting a change in zoning for a property, or receive any compensation for aiding the petitioner prepare or document the petition, that member shall disclose same at any hearing before the petition is heard; and it shall be deemed a conflict of interest and that member shall excuse himself/herself from all discussion and leave the dais during such discussion.
14. FINANCIAL CAMPAIGN DISCLOSURE REQUIREMENTS – If a petition for rezoning a property is before the Planning Commission, any member who has received campaign contributions or gifts in the previous two (2) years from the petitioner or his attorney in the aggregate amount of \$250.00 or more shall disclose in writing said contributions.
15. ADVISORS – Any planning staff or other advisors to the Planning Commission upon request shall be encouraged to advise all members regarding the technical aspects of matters for consideration before the Commission. Staff shall also be available to the citizens to answer questions concerning items before the Commission. The Chair may request that the Secretary or any ad hoc committees prepare any special reports and publish same for the general public.
16. AMENDMENTS – These Rules of Procedure may be amended at any regular or special meeting of the Planning Commission by a majority of affirmative votes of not less than four (4) members, provided that such amendment(s) shall have been presented to all members in writing at least five (5) days prior to the meeting that the vote is taken.