

**BY-LAWS  
THOMPSON'S STATION MUNICIPAL PLANNING COMMISSION**

**GENERAL PROVISIONS**

**SECTION 1. OBJECTIVE**

The objectives and authority of the Thompson's Station Municipal 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. The office and records of the Planning Commission are maintained in the Office of the Town Recorder of Thompson's Station located in the Town Hall/Depot Building and shall be available for public inspection during regular business hours. A record of the business conducted at all Planning Commission meetings shall be kept in a Minute Book, which shall record the names of all commissioners present or absent, the business conducted, and the vote or abstention of all commissioners on any item of business on which a vote is taken.

**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, 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 in the Minute Book by the Town Recorder.

**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, on the Fourth Tuesday of every month at 7:00 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 a unanimous vote of all members present, may add items to agenda that are presented to the Commission's Chair or staff prior to the meeting.

**SECTION 6. PUBLICATION**

Notice of all Regular Meetings of the Planning Commission shall be posted prior to each meeting at the Thompson's Station Town Hall 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, 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.

## **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 AND APPLICATIONS FOR REVIEW**

The Town Planner shall prepare an agenda for each meeting listing the business to be considered by the Commission. The Town Planner shall provide a copy of the agenda and packet to each Commissioner before the meeting.

For an item to be placed on the agenda for the following month's regularly scheduled meeting, a completed application must be submitted to the Town Planner in the appropriate form no later than 5:00 p.m. 45 days prior to the next regularly scheduled meeting. Applications not received by the above deadline will not be placed on the next regularly scheduled meeting agenda but will be added to the following month's meeting agenda. Incomplete applications will not be placed on an agenda and the Town Planner will notify the applicant of the application's deficiencies as soon as possible. This section does not prohibit the Commission from considering items or conducting business placed on the agenda by Town Staff or the Chair.

All applicants are encouraged to contact the Town Planner and schedule a pre-application conference to make sure they comply with all submittal requirements. Applicants are responsible for compliance with all regulations, ordinances and procedures of the Town. Applicants may submit draft applications for review and feedback from the Town Planner. Draft applications will not be considered by the Planning Commission.

Applicants shall be allowed to make presentations to the Planning Commission. The Chair may place reasonable time limitations on any such presentation. Commissioners may ask questions of the applicant and its representatives; however, the Commission shall not be required to consider proposed revisions or new or "late-filed" information that was not submitted with the application prior to the deadline referenced above. Any proposed revisions or additional information shall be a basis for deferral or denial of approval.

Applicants may also request a withdrawal or postponement of consideration of an item at any time prior to a vote on the item. The Town Planner may remove an item from the agenda if an applicant requests a withdrawal or postponement prior to the meeting at which it is scheduled to be considered.

## **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 roll call votes with ayes and noes, with all unanimous votes and abstentions entered upon the record of the meeting. On minor matters and at the discretion of the Chair, a voice vote will be sufficient.

## **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, he shall disclose his interest and be disqualified from voting upon the matter, and the Secretary shall so record in the minutes that no vote was cast by such member. The affirmative vote of at least the majorities 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. Roll Call
  2. Minutes of the Preceding Meeting
  3. Public Hearings
  4. Business Items
  5. Report of the Chair
  6. Report of Committees
  7. Report of the Planning Staff
  8. Adjournment
- b. Each formal action of the Planning Commission required by law, Town charter, rule or regulation shall be embodied within the Minute Book 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 chairman 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, Vice-Chair, and Secretary elected by the Commission at the annual meeting for a term of one (1) year. In the event the Secretary shall be absent from any meeting, the officer presiding shall designate an acting Secretary.

### **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 in the Minute Book.
  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.
6. All of the foregoing secretary duties can be delegated, except for signature, to the Town Recorder for ministerial duties enumerated.

**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 Mayor 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: July 25, 2017

  
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Jack Elder, Chair  
Thompson's Station Municipal Planning Commission

  
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Sarah Benson, Secretary  
Thompson's Station Municipal Planning Commission