

## **VOLUNTEER OPPORTUNITY**

### **Planning Commission**

The Town of South Congaree Planning Commission has a vacancy and is seeking a new voting member to serve on the volunteer commission.

To receive consideration, please submit the attached Professional Data Sheet to [townclerk@southcongarree.org](mailto:townclerk@southcongarree.org).

#### **Qualifications:**

Applicants shall have an interest in planning and zoning issues, the future growth and development of the Town of South Congaree and the public process. Additionally, the ideal candidate will possess relevant experience in planning, architecture/design, engineering, development, real estate, finance, or a related field, but not a requirement.

#### **Requirements:**

All members of the commission shall reside in the town limits prior to their appointment. The members of the commission shall be residents of the town during their term of office.

#### **Role of the Commission:**

The Planning Commission seeks to promote orderly growth, preserve the quality of the town of South Congaree, protect the environment, promote economic prosperity, protect property rights, and foster the safety of its residents. Additionally, the commission promotes the public interest by helping citizens understand the planning process and providing opportunities for public comment.

The Planning Commission meets the first Tuesday of each month at 6:00 p.m. in the Town Hall courtroom.

All meetings are open to the public and publicized to allow and promote public participation in the decisions of the commission.

**Duties of the Commission:**

- To recommend and make suggestions to the council for the adoption of coordinated plans for the physical development of the municipality.
- To recommend the boundaries of zoning districts and appropriate regulations to be enforced therein, make reports, hold public hearings and perform all other duties as may be prescribed by the Town of South Congaree and the Town Codes / ordinances.
- Regularly attend all scheduled meetings of the Planning Commission as well as special or called meetings relevant to the office.
- Prepare for each meeting.
- Create a positive environment in meetings of the Planning Commission.
- Maintain an attitude of courtesy and consideration toward colleagues, citizens and staff during all discussions and deliberations.
- Allow citizens, colleagues and staff sufficient opportunity to present their views, within the prescribed rules for conduct of meetings of the Planning Commission.
- Avoid the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens or staff.
- Avoid comments, body language or distracting activity that conveys a message of disrespect or lack of interest.
- Respect all local, state and federal laws, rules and other regulations.
- Publicly acknowledge the adopted position when asked about a decision of the Planning Commission.
- Keep detailed notes and record the meeting for minutes.

***PLEASE NOTE:***

***\* Members of the commission will be selected without respect to political affiliations and shall serve without compensation.***

**OPEN UNTIL FILLED.**

Town of South Congaree  
Boards/Commissions/Committees  
**PROFESSIONAL DATA SHEET**

Name:	Date:
Residence Address:	
Years at Current Residence:	County
Home Phone: (    )	Business Phone: (    )
Cell Phone: (    )	FAX: (    )
Business Address:	
Years at Business Address:	EMAIL Address:
Committee/Commission/Board Preference:	
Area(s) of Expertise:	
Experience	
Education (Circle Highest Grade/Degree Completed) <b>    Middle School    High School    AA    BA/BS    MA/MS    Ph.D.</b>	
Please list other certifications, awards, etc.:	
Committees/Commissions/Boards on which you serve:	
Present:	
Past:	
Comments:	
Please list any other community organization involvement:	
Signature	Date
<p><b>Please return to:</b> Town of South Congaree 119 West Berry Road West Columbia, SC 29170 townclerk@southcongarree.org</p>	