

City of Georgetown, South Carolina

Boards, Commissions, and Committees



Policies, Procedures, and Requirements

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CITY OF GEORGETOWN
POLICY TO APPOINT MEMBERS TO THE CITY'S BOARDS, COMMISSIONS AND
COMMITTEES

Policy Statement

Georgetown City Council has established boards, commissions, and committees (collectively hereinafter referred to as “board” or “boards”) to recommend specific policy-related issues for Council’s consideration, action, and to provide a forum and opportunity for broad community participation in the identification and prioritization of official City matters. City Council has the responsibility to appoint members to boards to carryout various areas of City programs, address community needs, and as a means to gain greater public input. The City of Georgetown encourages community members’ participation in the City’s boards. Boards operate under a set of general guidelines but there are some that have specific ones. Appointed members who serve on a board play an important role in assisting the City Council to translate ideas into programs or concerns into changes. Board members are considered public officials and provide a positive service that is invaluable to the continued progress of the City. Board members shall be registered to vote in the City of Georgetown, except as noted on the residency requirements of specific boards.

General Guidelines

Boards are considered public bodies to advise City Council on several matters by making recommendations on important public policy matters. Serving on a City board can be a rewarding experience for community service-minded individuals. It is a great way to participate in local government and to make a personal contribution to the improvement of the community. As such, there are basic laws and procedures that govern meetings as well as rules that all boards members must comply with during their term as outlined in each of the following sections.

As advisory arms of City Council, the main roll of boards is to review established policies, make recommendations to City Council on matters within the scope of their responsibility, and to promote public participation in determining City policies and program implementation. Boards serve as a principal policy reviewing body of the City. However, boards’ decisions are advisory in nature with the final disposition made by City Council. Certain boards, such as the Planning Commission, may take final action in certain areas prescribed by state laws. Boards should represent the general interests of the City as a whole and not those specific to program areas, personal, individual, or special interest groups.

Each board shall adopt bylaws or rules to conduct their business effectively and appropriately. The city attorney may assist with developing new or revising existing bylaws or rules of boards, as needed. Each board shall select a chair and a vice-chair each year to preside the meetings. The chair is the key person to maintain the process flowing during meetings. The chair must balance being strong enough to ensure that meetings run efficiently according to the adopted rules but democratic enough to use the chair’s power and authority of the position wisely. The chair must ensure also that discussions are focused on the item being discussed and not sidetracked. The chair must have the ability to find common ground and in achieving a compromise, when appropriate. The vice-chair must be able to replace the chair when the latter is unavailable or unable to president meetings. Public meetings should not be used to express anger or disagreement. Individual board members have the right to **one vote only**. Members shall vote by raising one hand or by a roll call vote, depending on the board’s rules.

A majority of the board members shall constitute a quorum to conduct business. **Boards meetings shall not be called to order and conducted without a quorum present.**¹ Informational board workshops or study sessions, where no decisions are made, may be conducted without a quorum. The City of Georgetown relies on volunteers to help conduct the business of the City. Boards are comprised of volunteers that are an integral and necessary part of local

¹ Section 30-4-20(d) of the SC Code of Laws defines “Meeting” as “the convening of a quorum of the constituent membership of a public body, whether corporal or by means of electronic equipment, to discuss or act upon a matter over which the public body has supervision, control, jurisdiction or advisory power.”

government. It is important that board members make every effort to attend all regulars or called meetings and workshops of the board to which the member is appointed. Excessive absences can affect the board's ability to form a quorum and effectively conduct business.

Boards are subject to FOIA requirements (see FOIA section below). Boards must prepare and publish agendas and maintain minutes reflecting their actions. Minutes are generally summarized and not verbatim, unless a board member request that a comment be verbatim in the minutes. Agendas must be published at least 24 hours before the date and time of meetings. Once published, agendas may be revised but must be done at least 24 hours before the date and time of meetings. Agendas must not be revised within the 24-hour period preceding the meeting. Minutes are public documents and must be available for public review. The annual calendar of standing board meetings must be published at the beginning of the year noting dates, times, and place of the meetings.

The City will assign a staff member as the point of contact (POC) to prepare agendas, minutes, correspondence, etc. City staff provides general staff services to boards, such preparing agendas, minutes, and correspondence. Boards do not establish departments' budgets, work, programs, or priorities. These are functions exclusively of City Council. Members of boards shall not involve themselves in administrative or operational matters or the implementation of City Council policies. Likewise, City Council members shall not involve themselves in administrative or operational matters of boards unless it requires (1) the appointment or dismissal of their members; (2) the restructuring of board; (3) the elimination of existing boards; or (4) the creation of new boards. Board members shall not direct staff to initiate major programs, conduct major studies, or establish policies without the approval of City Council.

Boards will communicate their findings and recommendations to City Council through memoranda, which shall be included in Council's agendas for consideration and discussion, when City Council actions are required. As individuals, board members may address Council; however, the board member should represent the view of the board and not the member's personal view or opinion, unless a proper qualification is made.

Freedom of Information Act (FOIA), Public Meetings and Public Hearings

Board meetings are public meetings, whether they are regular meetings or workshops. To be in compliance with the FOIA requirement (Section 30-4-80 of the SC Code of Laws, as amended),² public bodies must publish regular meetings at the beginning of each calendar year and agendas must be physically posted on the bulletin board at the office or meeting place and on the City's website no later than 24 hours prior to the meetings. There are certain meetings which may be held under executive sessions (i.e., closed meetings) and are regulated by the FOIA. Public bodies, which include boards, may meet electronically so long as the FOIA requirements are met and meetings are in compliance with boards' bylaws.

The public may attend the meetings and observe but cannot participate or comment on the subject matter being considered, unless allowed by the board's rules or recognized by the chair to discuss further, seek additional

² Section 30-4-80(A). Notice of meetings of public bodies.

All public bodies, except as provided in subsections (B) and (C) of this section, must give written public notice of their regular meetings at the beginning of each calendar year. The notice must include the dates, times, and places of such meetings. An agenda for regularly scheduled or special meetings must be posted on a bulletin board in a publicly accessible place at the office or meeting place of the public body and on a public website maintained by the body, if any, at least twenty-four hours prior to such meetings. All public bodies must post on such bulletin board or website, if any, public notice for any called, special, or rescheduled meetings. Such notice must include the agenda, date, time, and place of the meeting, and must be posted as early as is practicable but not later than twenty-four hours before the meeting. This requirement does not apply to emergency meetings of public bodies. Once an agenda for a regular, called, special, or rescheduled meeting is posted pursuant to this subsection, no items may be added to the agenda without an additional twenty-four hours notice to the public, which must be made in the same manner as the original posting. After the meeting begins, an item upon which action can be taken only may be added to the agenda by a two-thirds vote of the members present and voting; however, if the item is one upon which final action can be taken at the meeting or if the item is one in which there has not been and will not be an opportunity for public comment with prior public notice given in accordance with this section, it only may be added to the agenda by a two-thirds vote of the members present and voting and upon a finding by the body that an emergency or an exigent circumstance exists if the item is not added to the agenda. Nothing herein relieves a public body of any notice requirement with regard to any statutorily required public hearing.

information, or seek clarification. If required by law, boards must have public hearings. Such hearings are the avenues for the public to express their opinions, concerns, etc. on the specific item the public hearing is addressing. The public has the right to speak and the right to be heard at public hearings. Boards may establish rules of procedure for the orderly conduct of hearings. Such rules may include limiting the time allowed for the public presentation and the time allocated to each speaker, as long as there is consistency in the individual time allocated.

When the public requests boards' documents under FOIA, the City will process the requests. The City is required to produce responsive documents it has in its possession. The City has a ten-day (i.e., business days) deadline to determine if the City has in its possession responsive materials from the receipt of the request for public documents and a 30-day (i.e., calendar days) deadline from the date of that determination to produce documents.

City of Georgetown Boards, Commissions, or Committees

There are two board categories: statutory and special committees. Statutory are those created by ordinance as identified below. Special committees (also called ad hoc committees) are those City Council creates pursuant to [Section 2-17 \(Special committees\)](#)³ of the City Code of Ordinances. Special committees may be established by resolution, on a temporary basis, to review a specific issue and make recommendations, and sunset when the task is complete. The Georgetown City Council has the responsibility to appoint members to the following boards and special committees:

Statutory boards:

- Accommodations Tax Committee or A-Tax Committee (also having jurisdiction of the Hospitality Tax) (A/H Tax Committee)
- Arts and Cultural Commission (ACC)
- Board of Architectural Review or Architectural Review Board (ARB)
- Board of Zoning Appeals (BZA)
- Community Appearance Board (CAB)
- Construction Board of Appeals (CBA)
- Keep Georgetown Beautiful (KGB)
- Planning Commission (PC)

Special committees:

- Police Community Advisory Board (P-CAB)
- West End Redevelopment Committee (WERC)

City Council also appoints a member to the Coast Regional Transit Authority and members of the Georgetown Housing Authority.

Attachment 1 includes a description of each board. The description includes the enabling legislation, number of members, qualification requirements, powers and duties, and additional attendant information.

General Requirements for Applicants

In addition to each board's specific qualification requirements, as noted in Attachment 1, applicants shall meet the following general requirements:

³ Sec. 2-17. Special committees.

The mayor or city council may appoint special committees consisting of council members, staff or citizens to study issues and make recommendations to council. Such committees may hold public hearings if authorized by the mayor or council. Committee meetings shall be public except as exempted by the South Carolina Freedom of Information Act. Reports or minutes of meetings held by special committees shall be filed with the municipal clerk as public records.

(Ord. of 9-18-03(2))

- Apply for only one board at a time.
- Comply with all State laws regarding dual office holding.
- Be registered to vote.
- Reside within the City limits, except as noted.
- Attend meetings to remain as an active member.
- Attend training for certification, as required by the board or by law.
- Attend training on how to be an effective board member, observe decorum, conduct meetings, etc.

Educational Requirements

Planning Commission, Board of Zoning Appeals, and Architectural Review Board members shall comply with all State prescribed educational requirements as stated in Title 6, Chapter 29, Article 9, Educational Requirements for Local Government Planning or Zoning Officials or Employees (Attachment 10). City Council will remove members who fail to comply with the educational requirements. The City will provide this training to be held locally through the Municipal Association of South Carolina at a place, date, and time convenient to board members.

Posting and Advertising Vacancies

At the beginning of quarter (i.e., January 2, April 1, July 1, and October 1), the POC will notify the Municipal Clerk (“Clerk”) the upcoming vacancies for the quarter to begin the recruiting or reappointment process of members. The POC of each board must also notify the Clerk of the resignation or death of a board member. Notification must be made in writing (e.g., via email) to the Clerk. The vacancy will not be acknowledged until the Clerk receives proper notification.

The Clerk will maintain a combined roster (Attachment 2) of all boards with upcoming vacancies under the City Council webpage. The roster will include a summary description of each board, membership requirements, and a list of current members with their respective term expiration.

The POC for each board will:

- Inform the Clerk and the Public Information Officer to coordinate a press release announcing vacancies and post any upcoming vacancies for that quarter on the City’s website, Facebook page, social media outlets, etc.
- Communicate with current board members and local organizations to solicit referrals of applicants.
- The Clerk will also notify the Mayor and Council members of the upcoming vacancies for the quarter to assist with recruiting applicants.
- The Clerk will use the following advertisement template:

The City of Georgetown is announcing vacancies on the
BOARD/COMMISSION/COMMITTEE NAME HERE
 Applications may be found on the City’s website
 (<https://www.georgetownsc.gov>) under
 Governmental Services
 Boards & Commissions
 You may also request the Municipal Clerk to send you the application
 (see email below)
 Applications are due by 5 PM on _____
 Applications may be submitted via:
 Email: boardapplications@georgetownsc.gov
 Mail: Drawer 939, Georgetown, SC 29442

Applications Submission, Review, and Appointments

The Municipal Clerk will maintain a fillable, up-to-date board application (Attachment 3) on the City Council's webpage for downloading. All applications must be submitted as advertised by the designated date.

The review and appointment process will be as follows (see Attachment 4 for flow chart):

1. Municipal Clerk will forward applications received to the point of contact for each board.
2. POC will ensure that applicants comply with the general and specific requirements for the board (see Requirements Checklist – Attachment 5).
3. POC will inform the Clerk whether or not the applicant meets requirements by providing the Requirements Checklist. If applicants do not meet the requirements, the Clerk will notify them.
4. If applicants meet the requirement, the Municipal Clerk will send the submitted applications to City Council for review.
 - a. Prior to review, City Council may elect to interview applicants. If an interview is requested, the Municipal Clerk will notify applicants. City Council will conduct interviews during the monthly workshops in Executive Session.
 - b. City Council will vote using prepared ballots to appoint applicants (Attachment 6):
 - i. The Municipal Clerk will prepare and distribute ballots to City Council members when providing the applications.
 - ii. Council members shall vote individually and date and sign their ballots and turn them into the Clerk for the minutes.
 - iii. The Clerk will count the votes and announce the results prior to adjourning the council meeting (Attachment 7).
 - iv. In the event there is a tied vote between applicants, vote by ballot will continue up to three subsequent votes to break the tie in the same meeting.
 - v. Any board election requiring more than three tied ballot votes will be carried over until the next regular scheduled City Council meeting, where ballot voting may resume until the tie is broken.
 - c. The Municipal Clerk will prepare a letter for the mayor's signature notifying applicants on whether or not they have been selected to fill the vacancy.
 - d. Selected applicants must return a copy of the letter indicating their acceptance of the board appointment to the Municipal Clerk, who, in turn, will notify the POCs.
 - e. Applicants who were not selected to fill vacancies may reapply in the future. Applications will not be automatically considered for future appointments.

Reappointments will follow the same procedure outlined above.

Orientation of Board and Commission Members Requirement

Members appointed to boards shall attend an orientation provided by the Municipal Association of South Carolina to be held locally. Orientation includes topics such as roles, responsibilities, certifications (as required by a board), decorum, voting, rules of order, attendance requirements, etc.

Board Member Removal

By majority vote, City Council may remove board members from their appointed positions for the following reasons:

- a. Conviction of driving under the influence of alcohol (DUI) while serving on a board.
- b. Excessive absences (defined as the number of absences for two (2) meetings in a given quarter). (POCs must provide attendance records (Attachment 8) to the Municipal Clerk at the end of each quarter, who, in turn, will provide to City Council to allow attendance problems be identified and addressed in a timely manner.)
- c. Relocation outside of the board's jurisdictional boundaries or moving out of the city limits (except as noted on specific boards).

- d. No longer meeting general and/or specific eligibility requirements.

City Council reserves the right to remove a board appointee for actions deemed by a majority of City Council members to be detrimental to the board.

Code of Conduct and Ethics

Board members must make every effort to uphold their reputation of honesty, fairness, professionalism, and transparency. It is important to work together to accomplish common goals and consensus solutions after reviewing technical documents, policies, etc.

Board members shall not participate in an action or vote on any item that creates the appearance of conflict of interest⁴ in which the board member or any family member of the board member, or individual with whom the board member is associated, or a business with which a board member is associated has an economic interest. In the event an action or vote on a transaction regulated under this section comes before a board, the covered member shall:

- a) Prepare a written Conflict of Interest Statement (Attachment 9) describing the matter requiring an action or decision and the nature of the member's potential conflict of interest with respect to the action or decision; and
- b) Provide a copy of the written statement to the presiding officer of the board who shall cause the statement to be included in the minutes and shall require the member be excused from any votes, deliberations, meetings, and other actions on the matter on which the potential conflict of interest exists. The presiding officer of the board shall have a copy of the member's written statement along with a copy of the minutes of the board meeting forwarded to the POC for the records.

A violation of this section by any board member can result in an action of the board being voided and invalid and may result in removal of the board member by City Council. Upon notice of a violation, the board shall, by majority vote, make a determination:

- a) Whether an act or failure to act was made in violation of this section; and
- b) Whether a violation of this section warrants voiding the board's action. In making this determination, the board may consider, among other factors, whether the benefit received was direct or indirect, incidental, remote, significant, or insignificant so as to not reasonably be regarded as capable of influencing the board member and body.

The board shall transmit its determination on the matter to City Council within thirty (30) days. City Council may, within its discretion, uphold or overturn a determination made by a board pursuant to this section. In the absence of an action by a board, City Council reserves the ability to undertake its own determinations under this section.

No board member or family member of a board member shall currently elect to receive direct services from any entity governed by the board they represent. For purposes of this section, the phrase 'elect to receive services' shall not include compliance with a governmental regulation or mandate.

The SC State Ethics Commissions has a library of opinions with [Conflict of Interests and Economic Interests examples](https://ethics.sc.gov/advisory-opinions/advisory-opinions-topics/advisory-opinions-topics-3) at <https://ethics.sc.gov/advisory-opinions/advisory-opinions-topics/advisory-opinions-topics-3>, which may be helpful to clarify questions.

⁴ Section 8-13-100(11)(a) of the SC Code of Laws defines "Economic interest" as "an interest distinct from that of the general public in a purchase, sale, lease, contract, option, or other transaction or arrangement involving property or services in which a public official, public member, or public employee may gain an economic benefit of fifty dollars or more." "(b) This definition does not prohibit a public official, public member, or public employee from participating in, voting on, or influencing or attempting to influence an official decision if the only economic interest or reasonably foreseeable benefit that may accrue to the public official, public member, or public employee is incidental to the public official's, public member's, or public employee's position or which accrues to the public official, public member, or public employee as a member of a profession, occupation, or large class to no greater extent than the economic interest or potential benefit could reasonably be foreseen to accrue to all other members of the profession, occupation, or large class."

Attachment 1: Description of board, commissions, and committees

Accommodations/Hospitality Tax Committee (A/H Tax Committee)

Enabling Legislation

[Section 6-4-25 of the SC Code of Laws](#) requires municipalities or counties to appoint an advisory committee to make recommendations on the expenditure of revenue generated from the State's accommodations tax. Council adopted September 18, 1986, resolution and codified as Chapter 21 – Taxation and Finance, Article III, Section 21-39 created the City of Georgetown [Accommodations Tax Advisory Committee](#) ("the A-tax committee").

The A-tax committee consists of seven (7) members, appointed by and serving at the pleasure of city council, with a majority being selected from the city hospitality industry and serving a two (2) year term, alternating yearly, pursuant to the enabling resolution. Members shall serve without compensation, but may be reimbursed for actual expenses incurred in connection with their official duties.

The Municipal Clerk or other employee or committee member as designated by the city administrator shall serve as secretary, and shall give notice of meetings in compliance with law, including the South Carolina Freedom of Information Act, and shall prepare the agenda for such meetings. The A-tax committee meets annually to distribute funds to applicants.

Members' Qualifications

[Section 6-4-25 of the SC Code of Laws](#) requires that the A-tax committee consists of seven members with a majority being selected from the hospitality industry of the municipality or county receiving the revenue. At least two of the hospitality industry members must be from the lodging industry where applicable. One member shall represent the cultural organizations of the municipality or county receiving the revenue. City Code requires that all members are residents and qualified electors of the city or operate a hospitality business within the city.

Powers and Duties

To study and report to the city council on the impact of tourist activities on municipal services. It shall further be the duty of the A-tax committee to make an annual advisory recommendation in writing to council on the expenditure of revenue generated from the accommodations tax collected pursuant to sections [21-32\(b\)](#) and [21-36](#) of the City Code. Such recommendations shall be consistent with the permitted uses of such funds under section [21-37](#) of the Code. The recommendations must be considered by the city council in conjunction with the requirements of chapter 4 of Title 6, S.C. Code of Laws.

It shall further be the duty of the A-tax committee to establish guidelines to review Hospitality Tax applications and make a recommendation to city council for expenditures of those funds, limited to the uses provided for subsection [21-35\(b\)](#) of the City Code.

Arts and Cultural Commission

Enabling Legislation

Ordinance No. 2022-26, effective November 17, 2022, and amended on June 15, 2023 (Ordinance No. 2023-10).

The Arts and Cultural Commission is created to (a) enrich and improve the quality of life of residents; (b) attract visitors to the City of Georgetown; (c) promote visual, performing, culinary, and literary arts; (d) foster the city's cultural heritage; and (e) improve tourism and economic development by advising and assisting the city with the provision of public art place making and recommending artistic and cultural events, projects or initiatives in the city.

Composition

The Arts and Cultural Commission shall consist of nine members and shall reflect the city's population diversity, all of which shall be city residents or owners of a business located within the city limits of Georgetown. In the event where members cannot be found within the city, members shall be residents of Georgetown County. Members shall serve without pay, but may be reimbursed for any expense incurred while representing the Commission. City Council

may remove any member of the board which it has appointed.

Terms of Office

The initial terms of office for the members shall be established as follows: one member for a term of one year; two members for a term of two years; and two members for a term of three years. All subsequent terms shall be for three years. Members shall serve until their respective successors are appointed and qualified. In no event will individual appointments to the Commission exceed two consecutive full terms, exclusive of appointments to fill unexpired terms.

Any vacancy in the membership shall be filled for the unexpired term and the appointed member may be reappointed or City Council may appoint a new member. If a vacancy occurs within six (6) months from the expiration of the term, the City Council has the discretion to appoint a replacement to serve the balance of the unexpired term plus one (1) full term of two (2) years.

If a member is absent for three consecutive regular meetings of the Commission, unless by permission expressed by the Commission minutes, or ceases to be a qualified elector of the City or County of Georgetown, his or her office shall become vacant and shall be so declared by the City Council.

Members Qualifications

- a) Be a registered voter.
- b) Have a vested interest in the arts and culture in general.
- c) One member must be a working professional artist.
- d) One member must teach arts in the Georgetown County School District.
- e) One member must be the chair of the Winyah Auditorium Board of Directors.
- f) One member must be the City's Main Street Coordinator and serve as ex officio member.

Powers and Duties

The duties of the Commission may include, but are not limited to, the following:

- a) Create a public arts policy to enhance the city's history, culture, heritage, character, and identity.
- b) Act in an advisory capacity to the City Council in all matters pertaining to artistic, aesthetic, and cultural aspects of the City.
- c) Researching, creating and recommending cultural and artistic events, projects or initiatives in the city with the goal of making such events, projects or initiatives an annual attraction.
- d) Assisting city staff in the preparation and execution of cultural and artistic events, projects or initiatives designed to showcase the cultural and artistic diversity of the city and its residents.
- e) Advising city staff on matters of artistic interpretation and evaluation.
- f) Recommend city staff funding opportunities through grants, donations, bequests, etc.
- g) Research the feasibility of establishing an Arts District located within the city.
- h) Research partnership opportunities with the private sector, the State of South Carolina, etc. to display temporary and/or permanent public art to promote local artists.
- i) Research partnership opportunities with local private businesses to display temporary and/or permanent art within their facilities to promote local artists.
- j) Research opportunities to establish cultural and arts corridors to promote tourism.
- k) Research ways to strategically use arts and culture in community development.
- l) Work with the South Carolina Arts Commission to improve the city's efforts to become an artistic tourist destination.
- m) Develop an annual Distinguished Artist Awards program to reward the achievements of City of Georgetown's artists and creative thinkers and be recognized for their efforts by city council.
- n) Create an Arts and Culture Master Plan for the city to include placing public art on city's main corridors and gateways, improve aesthetics, tell the city's history as the third oldest city in South Carolina, developing a children's theater program, and other related matters.

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- o) Work with the Planning and Community Development Department to develop standards for creative public art placemaking throughout the city.
 - p) Work with the Georgetown County School District's arts programs to enhance the City's arts and culture and develop initiatives.
 - q) Serving as ambassadors for the city within the cultural and arts community in order to recruit art and artists to participate in city events, projects, or initiatives.

Board of Architectural Review or Architectural Review Board (ARB Board)

Enabling Legislation

[Zoning Ordinance, Article XVI, Board of Architectural Review](#), created the Architectural Review Board (ARB) to achieve the purpose of the city's National Register Historic District and to further historic preservation city-wide, and in accordance with Section §6-29-870 of the Code of Laws of South Carolina, 1676, as amended. The Historic District is bounded by Church Street to the North, the Sampit River to the South, Wood Street to the West, and Meeting Street to the East. The District encompasses residential, general commercial, core commercial, and waterfront commercial. On April 21, 2022, City Council approved Ordinance #2022-09 to amend the existing ARB. The amendments are included in the Zoning Ordinance, Article XVI: Board of Architectural Review.

The ARB meets the 1st Monday of each month, 5:30 PM. Due to holiday weeks, the ARB meets on the second Monday of the month.

Establishment of Board of Architectural Review

In order to achieve the purpose of the city's National Register Historic District and to further historic preservation city-wide, and in accordance with Section §6-29-870 of the Code of Laws of South Carolina, 1676, as amended, a Board of Architectural Review is hereby created, which shall also be known as the Architectural Review Board.

The Review Board shall consist of seven members who shall be appointed by the City Council. All members appointed to serve on the Board shall be residents of the City of Georgetown with the exception of the slot to be filled by an architect and the slot to be filled by a representative from the Core Commercial Buildings District. Any non-city resident appointed to fill the architect or representative from the Core Commercial Buildings District positions must be a resident of Georgetown County.

Members' Qualifications

All members shall demonstrate an interest, competence or knowledge of historic preservation. The Board shall be made up of the following; (1) a historian knowledgeable in local history, (2) a planner, (3) an archaeologist, (4) an architect, or if an architect is not available to serve, someone knowledgeable in building design and construction, (5) a resident of the Historic Buildings District, (6) a representative from the Core Commercial Buildings District, (7) a member of the Georgetown Historical Society. In the event an architect, historian, planner and archaeologist are unavailable, then a resident of the Historic Buildings District and two at-large members shall be selected for these positions.

Educational Requirements

ARB members shall comply with all State prescribed educational requirements as stated in Title 6, Chapter 29, Article 9, Educational Requirements for Local Government Planning or Zoning Officials or Employees.

Terms of Office

The initial terms of office for the members shall be established as follows: one member for a term of four years; two members for a term of three years; two members for a term of two years; and two members for a term of one year. All subsequent terms shall be for four years. Any vacancy in the membership shall be filled for the unexpired term in the same manner as the initial appointment. Members shall serve without pay, but may be reimbursed for any expense incurred while representing the Board.

Proceedings of the Board of Architectural Review

The Board of Architectural Review shall elect a chairman and vice-chairman from its members who shall serve for one year or until reelected or until their successors are elected. The Board shall appoint a secretary, who may be a City employee. The Board shall adopt rules, regulations and by-laws in accordance with the provisions of this Ordinance and with Section §6-29-387 of the Code of Laws of South Carolina, 1676, as amended. Meetings of the Board shall be held at the call of the Chairman and at such other times as the Board may determine. All meetings of the Board shall be open to the public.

Powers and duties of the Board of Architectural Review

In addition to other powers and duties in this Article, the Board of Architectural Review shall have the following powers and duties with respect to properties for which a Certificate of Appropriateness is a prerequisite to a building or demolition permit, or an application for a Historic Rehabilitation Tax Incentive Assessment:

1. In its consideration of an application to demolish in whole or in part, remove, or alter the exterior architectural appearance of any existing structure, the Georgetown Board of Architectural Review shall consider, among other things, the historic, architectural, and aesthetic arrangement, composition or features of such structure, the relationship between such structures and the surrounding area, and its importance to the City;
2. In its consideration of an application for new construction, the Georgetown Board of Architectural Review shall consider, among other things, character and appropriateness of the design, scale, texture and materials of the structure in question, and the relationship of such design elements to similar features of structures in the surrounding area;
3. The Board of Architectural Review shall not consider interior arrangement or interior design; nor shall it make requirements except for the purpose of preventing developments which are not in harmony with the prevailing character of the Historic Buildings District or which are obviously incongruous with its character;
4. The Georgetown Board of Architectural Review may refuse a Certificate of Appropriateness for the erection, reconstruction, alteration, demolition in whole or in part, or removal of any structure, sign, freestanding mailbox, newspaper receptacle or other similar structure within the Historic Buildings District which in the opinion of the Board would be detrimental to the interests of the Historic Buildings District and against the public interest of the City of Georgetown;
5. In its consideration for application to demolish, remove, alter or construct a structure; the Board shall use the design guidelines approved by City Council for use by the Board in reviewing requests;
6. In its review under an application for the Historic Rehabilitation Tax Incentive Assessment, the Board and its chair shall have the powers and duties delegated in Article V, Chapter 21 (§21 80- 84 Bailey Bill); and
7. The Board of Architectural Review may adopt, by Resolution, policy statements consistent with the Architectural Guidelines adopted by City Council for the purpose of administration of the Architectural Guidelines. Policy statements adopted by the Board shall not conflict with policies or ordinances adopted by City Council. The Board is authorized to direct staff of the Department of Planning & Community Development in administration of the Architectural Guidelines including administration of City policies and ordinances consistent with Historic preservation and in the best interest of the City of Georgetown.

Historic Designation

The Board shall review the local inventory for Historic Buildings. The Board shall conduct first review and evaluation of proposed nominations for the National Register of Historic Places and send those recommendations to the State Historic Preservation Office for consideration by the state board. The Board shall further make recommendations for historic designation to the City Planning Commission. The Commission will then make a recommendation to City Council. The Board's recommendation shall be based on the following criteria:

A property may be designated historic if it:

1. Has significant inherent character, interest, or value as part of the development or heritage of the community, state, or nation; or
2. Is the site of an event significant in history; or
3. Is associated with a person or persons who contributed significantly to the culture and development of the community, state or nation; or

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4. Exemplifies the cultural, political, economic, social, ethnic, or historic heritage of the community, state, or nation; or
 5. Individually, or as a collection of resources, embodies distinguishing characteristics of a type, style, period, or specimen in architecture or engineering; or
 6. Is the work of a designer whose work has influenced significantly the development of the community, state or nation; or
 7. Contains elements of design, detail, materials, or craftsmanship which represent a significant innovation; or
 8. is part of or related to a square or other distinctive element of community planning; or
 9. Represents an established and familiar visual feature of the neighborhood or community; or
 10. Has yielded, or may be likely to yield, information important in pre-history or history.

Owner Notification. Owners of properties proposed to be designated historic shall be notified in writing thirty days prior to consideration by City Council. Owners may appear before the City Council to voice approval or opposition to such designation.

Identification on City Zoning Map. All locally designated historic properties and historic districts shall be clearly shown on the zoning map. 1600.303 Opposition to Designation. Any property owner may object to the decision by the City Council to designate his or her property as historic by filing suit against the City of Georgetown before the Courts of the State of South Carolina.

Application for Historic Rehabilitation Tax Incentive Assessment. Where an Historic Designation is originally sought in conjunction with an application for the Historic Rehabilitation Tax Incentive Assessment under Article V, Chapter 21 of the City of Georgetown Code of Ordinances, the Board shall conduct the review contemplated by 1600.3, making its recommendation to Planning Commission on the property for which designation is sought. (ref. 21-84(B), City Code of Ordinances)

Editor's note: An ordinance adopted August 17, 2000 added a new § 1600.3 as set out above, deleting the former § 1600.3, which pertained to decisions of the Board of Architectural View, and added a new § 1600.4 as set out below, thereby renumbering former §§ 1600.4 and 1600.5 as §§ 1600.5 and 1600.6.

Decisions of the Board

The concurring vote of a majority of the members present shall be necessary to approve any application that comes before the Board. The Board shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the Board and shall be public record. On all applications and other matters brought before the Board of Architectural Review, the Board shall inform in writing all the parties involved of its decisions and the reasons therefore. If an application for a Certificate of Appropriateness is denied, the application may not be considered by the Board for one year unless the applicant can demonstrate to the Board that the reasons given for denial have been addressed or new information can be presented to support the previous request.

Review procedures

An application for a building permit in the Historic Buildings District shall be accompanied by plans and other information necessary to determine the appropriateness of the features to be passed upon. The Board shall meet within thirty days after notification of the Zoning Administrator of the filing of an application and at such other times as the Board may determine necessary, or upon call of the Chairman.

The Board shall give adequate public notice of all applications to be considered by the Board, as well as due notice to the parties in interest. Public notice shall be published in a newspaper of general circulation within the City at least seven days in advance of such meeting.

Upon approval, disapproval or modification of any application presented to the Board, the Board of Architectural Review shall immediately transmit a report to the Zoning Administrator stating the basis upon which the decision was made. If approval or modification of the application was determined, the Board shall cause a Certificate of Appropriateness to be issued to the applicant. Upon failure of the Board to act upon the application within forty-five days after submission to the Zoning Administrator, the application shall be deemed to be approved, except when

mutual agreement has been made for an extension of the time limit. When a Certificate of Appropriateness has been issued, a copy thereof shall be transmitted to the Zoning Administrator, who shall from time to time inspect the construction or alteration approved by such Certificate, and report to the board any work not in accordance with such Certificate. In case of disapproval of any application, the Board of Architectural Review shall state the reasons there for in writing to the applicant. Notice of such disapproval and a copy of any written statements shall also be transmitted to the Zoning Administrator. In addition to stating the reasons for denial, the Board may also make general or specific recommendations in order for the application to be approved.

Appeals

Any person or any officer, department or Board of the city aggrieved by any final decision of the Board may appeal to a court of record having competent jurisdiction. A duly verified petition, setting forth that the decision of the Board is illegal in whole or in part and specifying the ground of the illegality shall be presented to the Court within thirty days after the filing of the decision of the Board.

Board of Zoning Appeals (BZA Board)

Enabling Legislation

[Zoning Ordinance, Article XV, Board of Zoning Appeals](#), created the Board of Zoning Appeals (BZA) to hear all requests for variances to the Zoning Ordinance and all appeals to the decisions of determinations of the Zoning Administrator.

The Board of Zoning Appeals (BZA) is a seven-member appointed board. Each member serves a three-year term. Members shall serve without pay but may be reimbursed for any expenses incurred while representing the BZA. Members cannot hold any other public office or position in the City. A member may serve a maximum of two consecutive terms. If there is no new citizen to volunteer, a current BZA member may continue to serve, but must be reappointed by Council for another term. A member can be removed for just cause. Any vacancy in the membership shall be filled for the unexpired term in the same manner as the initial appointment. The BZA meets the 1st Wednesday of each month, 6:00 PM.

Members' Qualifications

Be a citizen of the City of Georgetown.

Educational Requirements

Board of Zoning Appeals members shall comply with all State prescribed educational requirements as stated in Title 6, Chapter 29, Article 9, Educational Requirements for Local Government Planning or Zoning Officials or Employees.

Powers and Duties

The BZA has the following [powers and duties](#) and, in some cases, the BZA has to issue certain findings:

- (1) To hear and decide appeals where it is alleged there is error in an order, requirement, decision, or determination made by an administrative official in the enforcement of the Zoning Ordinance;
- (2) To hear and decide appeals for variances from the requirements of the Zoning Ordinance when strict application of the provisions of the Ordinance would result in unnecessary hardship;
- (3) To authorize the permitting of special exceptions subject to the terms and conditions for such uses as set forth by this Ordinance.

Additional BZA information may be found in [Article XV of the Zoning Ordinance](#).

Coast Regional Transit Authority (Coast RTA)

Coast RTA began operating in 1983 as a private, non-profit organization governed by a three member board under the Coastal Rapid Public Transit Authority (CRPTA) to provide public transportation to places of employment, shopping, and medical offices. In 1999, CRPTA became the public, non-profit Waccamaw Regional Transportation Authority with a nine member board of directors. On 2014, the board increased to 11 members. Coast RTA's mission is "to provide safe, reliable, affordable and courteous mass public transportation that enhances the quality of life

for residents and supports the growth of tourism.”⁵

The board of directors holds 10 meetings a year at noon on the last Thursday of each month. There are several standing committees, which includes Finance and Service/PAC. These committees meet in the morning of the 3rd Thursday of the month.

City Council appoints one member to RTA’s board of directors.

Community Appearance Board (CAB)

Enabling Legislation

[Zoning Ordinance, Section XVII](#), created the Community Appearance Board (CAB) composed of seven members appointed by the City Council. The Board is created as authorized by South Carolina Code of Laws, Section 6-29-870.

On March 17, 2022, City Council approved Ordinance #2022-08 to amend the existing Community Appearance Board at the time of adoption of this ordinance to expire immediately upon adoption of the ordinance and for City Council to appoint new members of the Community Appearance shall be appointed consistent with the below amendments. The amendments are included in the Zoning Ordinance, Article XVII: Community Appearance Board.

Creation of the Community Appearance Board

There is hereby created a Community Appearance Board to be composed of seven (7) members appointed by the City Council. The Board is created as authorized by South Carolina Code of Laws, Section 6-29-870.

It is the declared policy of the City Council that it will consider and approve only those persons who have demonstrated their civic interest, general knowledge of the community, independent judgment, competence and knowledge of architecture, landscape, and design and ability to prepare for and attend meetings. Board members shall be professionals from the fields of architecture, landscape architecture, building construction, design, interior design, urban planning and/or engineering living within the City of Georgetown; in the cases where members cannot be found within the city, members shall be residents of Georgetown County. Two (2) board members may be at-large, and shall be residents of the city.

Terms of Office

The term of office for all members of the board shall be four (4) years except that at the Boards creation, two (2) members shall be appointed for one three (3) year term to be eligible for appointment to additional four (4) year terms, and two (2) members shall be appointed for one two (2) year term to be eligible for appointment to additional four (4) year terms. Any vacancy in the membership shall be filled for the unexpired term in the same manner as the initial appointment. All terms hereunder shall, however, continue until a successor is appointed by City Council. Board members may be appointed to succeed themselves for a maximum of two successive terms. None of the members shall hold any other public office or position in the municipality or council while serving on this board.

Vacancy and Removal

A vacancy in a term of office shall occur whenever it is found that a member has resigned or is unable to serve for whatever reason or is removed by the City Council. Inefficiency, neglect of duty, three consecutive unexcused absences, any unlawful act or misconduct in office shall constitute reasons for removal of office.

Organization

The board shall elect by majority vote a Chairperson and vice-chairperson from among its members at the first meeting of each year. The term of office for the chairperson and vice-chairperson shall be one (1) year. If a vacancy occurs in an office prior to the expiration of the full term, another election to fill the remainder of the term of office shall be conducted at the first meeting thereafter. The chairperson and the vice chairperson may be re-elected only one time after serving a full term in office, for a maximum total of two successive full terms. Passage of a one year period without holding a particular office however shall make a member eligible again for that office. The board shall

⁵ Source: Coast RTA, <https://coastrta.com/about-coast-rta/>

appoint a secretary who may be an officer or employee of the City of Georgetown.

Meetings and Quorum

Four members of the board shall constitute a quorum for conducting business. Meetings of the board shall be held at the call of the Chairperson and at such other times as the board may determine. The Board shall adopt rules and by-laws in accordance with the provisions of this ordinance and of the General Statutes of South Carolina Code of Laws, Section 6-29-870. Decisions shall be made by a majority vote. The Board shall keep minutes of its proceedings, showing the vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the Building and Planning office. Said minutes and records shall be public.

Members of the board shall regularly attend meetings of the board and shall serve without compensation, except for reimbursement for authorized expenses attendant to the performance of their duties. Absences by members shall be declared excused or unexcused at each meeting by the chairperson or in his or her absence, the acting chair. All meetings of the board shall be open to the public.

Decisions of the Community Appearance Board

The concurring vote of a simple majority shall be necessary to reverse any order, requirement, decision or determination of the Zoning Administrator or to decide in favor of the applicant on any matter upon which it is required to pass under this ordinance, or to affect any variation of this ordinance.

Appeals, Hearings, and Notice

- A. Appeals to the Board may be taken by any person aggrieved by the decision of the Zoning Administrator or acting officer of the Building and Planning Department. Such appeal shall be taken within thirty (30) days from the date that the decision is rendered, as provided by the rules of the board, by filing with the Building and Planning Department notice of said appeal specifying the grounds thereof. The Zoning Administrator shall forthwith transmit the Board all papers constituting the record upon which the action appealed from was taken.
- B. An appeal stays all legal proceedings in furtherance of the action appealed from, unless the Zoning Administrator certifies to the Board, after the notice of appeal shall have been filed with him or her, that by reason of facts stated in the certificate a stay would in his or her opinion, cause imminent peril to life and or property. In such case, proceedings shall not be stayed otherwise than by a restraining order which may be granted by the Board or by a court of record on application, on notice to the officer from whom the appeal is taken and on due cause shown.
- C. The board shall fix a reasonable time for the hearing of the appeal or other matter referred to it and give public notice thereof, as well as due notice to the parties in interest and decide the same within a reasonable time. Notice of the time and place of the public hearing shall be published in a newspaper of general circulation in the city/county at least fifteen (15) days in advance of the scheduled hearing date. At the hearing any party may appear in person or by agent or attorney. Notice shall also be posted in the affected property, with at least one such sign being visible from each public thoroughfare that abuts the property.

It is the intention of this ordinance that all questions arising in connection with the enforcement of the ordinance shall be presented first to the Zoning Administrator and that questions shall be presented to the Community Appearance Board only on appeal from the decision of the Zoning Administrator.

Powers and Duties of the Community Appearance Board

The Community Appearance Board shall have the following powers and duties:

To hear and decide appeals where it is alleged there is an error in any order, requirement, decision, or determination by the Zoning Administrator in the enforcement of Article XVI: Design Overlay District for the Main Corridors ordinance found within the Zoning Ordinance.

To hear and decide appeals for variances from the design requirements of Article XVI of the Zoning Ordinance when strict interpretation of these requirements would result in unnecessary hardship. A variance may be granted in an individual case of unnecessary hardship if the board makes and explains in writing the following findings:

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1. There are extraordinary and exceptional conditions pertaining to the particular building or structure;
 2. These conditions do not generally apply to other buildings or structures in the vicinity;
 3. Because of these conditions, the application of the ordinance to the particular building or structure would effectively prohibit or unreasonably restrict the utilization of the property;
 4. The authorization of a variance will not be of substantial detriment to adjacent property or to the public good, and the character of the district will not be harmed by granting of the variance.

All final decisions and orders of the board must be in writing and permanently filed in the office of the Building and Planning Department as public record. All findings of fact and conclusions of law must be separately stated in final decisions or orders of the board, which must be delivered, to parties of interest by certified mail.

In exercising the above powers, the Community Appearance Board may, in conformity with the provisions of this Ordinance, reverse or affirm, wholly or in part, or may modify the order, requirements, decision, or determination and to that end shall have all powers of the Zoning Administrator from whom the appeal is taken and may issue or direct the issuance of a permit. The Board, in execution of the duties for which appointed, may subpoena witnesses and in case of contempt may certify such fact to the Circuit Court having jurisdiction.

Conflict of Interest

Any member of the Board who shall have a direct or indirect interest in any property which is the subject matter of or affected by a decision of said board shall be disqualified from participating in the discussion, decision, or proceedings of the board in connection therewith. A member disqualified from voting shall be counted as present for purposes of a quorum.

Liability of Members

Any member of the board acting within the powers set forth herein is relieved from all personal liability from any damage and shall be held harmless by the City of Georgetown. Any suit brought against any member of the board shall be defended by a legal representative furnished by the City of Georgetown until termination of the procedure.

Annual Report

The board shall make an annual report to the City Council at the end of the city fiscal year citing applications brought before the board and the approvals, denials, or other resolutions issued by the board.

Appeals from Decisions of the Community Appearance Board

Any person who may have a substantial interest in any decision of the Community Appearance Board may appeal any decision of the Board to the Circuit Court in and for the County of Georgetown by filing with the Clerk of said Court a petition in writing setting forth plainly, fully and distinctly why the decision is contrary to law. Such appeal shall be filed within thirty (30) days after the decision of the Board is rendered.

Contempt; Penalty

In case of contempt by a party, witness, or other person before the Community Appearance Board, the board may certify that fact to the circuit court of the county in which the contempt occurs and the judge of the court, in open court or in chambers, after hearing, may impose a penalty as authorized by law.

Construction Board of Appeals (CBA)

Enabling Legislation

[Zoning Ordinance, Section XX](#), created the Construction Board of Appeals (CBA) to hear applications for modification of the requirements of the City Building Department and the City Fire Department in accordance with the International Building Code and the International Fire Code. The CBA hears and decides appeals of orders, decisions, or determinations made by the Building Official relative to the application and interpretation of the Construction Code.

The mayor and city council appoints members who hold office at its pleasure. The board shall adopt rules of procedure for conducting its business. The CBA meets upon request.

Members serve for five years or until a successor has been appointed. Two (2) alternate members are appointed and called by the Board during the absence or disqualification of a member. Alternate members must possess the qualifications required for board membership and must be appointed for five years, or until a successor has been appointed. The Building Official and the Fire Official serve as ex officio members of said board but shall have no vote on any matter before the board. Vacancies on the Board are filled for an unexpired term in the manner in which the original appointments are required to be made. Members appointed to fill a vacancy in an unexpired term shall be eligible for reappointment of two full terms. Members are removed from the Board prior to the end of their terms only for just cause. At the discretion of the mayor and council, continued absence of any member from regular meetings of the Board must render any such member liable to immediate removal from the Board.

Members' Qualifications

No city employees may be appointed to the CBA. Appointees will represent one the following professions or disciplines:

- (1) Design Professional: registered design professional with architectural experience or a builder or superintendent of building construction with at least ten (10) years' experience, five of which shall have been in responsible charge of work;
- (2) Structural Engineer: registered design professional with structural engineering experience;
- (3) Mechanical and Plumbing Engineer: registered design professional with mechanical and plumbing engineering experience or a mechanical contractor with at least ten (10) years' experience, five of which shall have been in responsible charge of work;
- (4) Electrical Engineer: registered design professional with electrical engineering experience or an electrical contractor with at least ten (10) years' experience, five of which shall have been in responsible charge of work; and,
- (5) Fire Protection Engineer: registered design professional with fire protection engineering experience or a fire protection contractor with at least ten (10) years of experience. Five of which shall have been in responsible charge of work.
- (6) Resident Citizens: Two citizens of the City of Georgetown who are not employees of the City.

Powers and duties

The CBA has the power and duty to rule on any difference in interpretation between the applicant and the Building Official and/or Fire Official of the City of Georgetown. The Construction Board of Appeals, when so appealed to and after a hearing, may vary the application of any provision of this Code to any particular case when, in its opinion, the enforcement thereof would do manifest injustice and would be contrary to the spirit and purpose of the technical codes or public interest, and also finds all of the following:

1. That special conditions and circumstances exist which are unique to the building, structure, or service system involved, and which are not applicable to others;
2. That the special conditions and circumstances do not result from the action or inaction of the applicant;
3. That granting the variance requested will not confer on the applicant any special privilege that is denied by the Code to other buildings, structures, or service system;
4. That the variance granted is the minimum variance that will make possible the reasonable use of the building, structure, or service system; and,
5. That the grant of the variance will be in harmony with the general intent and purpose of the Code and will not be detrimental to the public health, safety, and general welfare. The

Board shall set the time limit within which the action for which the variance is required shall be commenced or completed or both. Action by the Board may find that:

1. The provisions of the Code do not apply in the specific case;
2. An equally good or more desirable form of construction can be employed in any specific case; or
3. The true intent and meaning of the Code or any of the regulations hereunder have been misconstrued or incorrectly interpreted.

Georgetown Housing Authority Commission (GHA Commission)

Enabling Legislation

[Section 31-3-310 and Section 31-3-320 of the SC Code of Laws](#) empowered cities to create a housing authority. Georgetown City Council created the Georgetown Housing Authority (GHA) by resolution in the early 1960s. (Note: sections cited below are from the SC Code of Laws, as amended)

Section 31-3-340 provides that the GHA Commission must consist of not less than five nor more than seven commissioners. At least one of the commissioners must be a person who is directly assisted by the GHA. However, there shall be no requirement to appoint such a person if the authority (1) operates less than three hundred public housing units, (2) provides reasonable notice to the resident advisory board, if applicable, of the opportunity for at least one person who is directly assisted by the authority to serve as a commissioner, and (3) within a reasonable time after receipt of the notice by the resident advisory board, has not been notified of the intention of any such person to serve. The mayor shall appoint the person directly assisted by the authority unless the authority's rules require that the person be elected by other persons who are directly assisted by the authority. Commissioners, other than the commissioner who is directly assisted by the authority, serve for terms of office of five years except that all vacancies shall be filled for the unexpired term. The commissioner who is directly assisted by the authority must remain as an assisted resident in order to continue service on the board of commissioners. No commissioner who is also a person directly assisted by the public housing authority shall be qualified to vote on matters affecting his [or her] official conduct or matters affecting his own individual tenancy, as distinguished from matters affecting tenants in general. No more than one-third of the members of any housing authority commission shall be tenants of the authority or recipients of housing assistance through any program operated by the authority. No commissioner of an authority may be an officer or employee of the municipality for which the authority is created. A commissioner shall hold office until his successor has been appointed and has qualified. A certificate of the appointment or reappointment of any commissioner must be filed in the office of the clerk of the circuit court of the county in which the municipality is located, in the office of the Secretary of State, and in the office of the Secretary of Commerce, and the certificate is conclusive evidence of the due and proper appointment of the commissioner.

Section 31-3-350 provides that "No commissioner shall receive any compensation, whether in the form of salary, per diem allowances or otherwise, for or in connection with his services as such commissioner. Each commissioner shall, however, be entitled to reimbursement, to the extent of appropriations or other funds available therefor, for any necessary expenditures in connection with the performance of his general duties or in connection with the construction or operation of any project. The authority may allocate such expenses among its projects in such manner as it may consider proper."

Section 31-3-360 provides that "No commissioner or employee of an authority shall acquire any interest, direct or indirect, in any project or in any property included or planned to be included in any project, nor shall he have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any project. If any member or employee of any authority owns or controls an interest, direct or indirect, in any property included in any project, which was acquired prior to his appointment or employment, he shall disclose such interest in writing to the authority and such disclosure shall be entered upon the minutes of the authority."

Section 31-3-370 provides the following regarding the removal of commissioners:

(A) For inefficiency, neglect of duty, or misconduct in office a commissioner of an authority may be removed by the council, but a commissioner may be removed only after he has been given a copy of the charges at least ten days before the hearing on it and had an opportunity to be heard in person or by counsel. In the event of the removal of any commissioner, a record of the proceedings, together with the charges and findings on it, must be filed in the office of the clerk of the circuit court of the county in which the municipality is located, in the office of the Secretary of State, and in the office of the Secretary of Commerce.

(B) The commissioner who is directly assisted by the authority must remain as an assisted resident

in order to continue service on the board of commissioners. In the event that the commissioner who is directly assisted by the authority vacates the public housing unit or is evicted from the public housing unit, the mayor must automatically remove the commissioner from the board of commissioners with no opportunity to be heard or to contest the removal.

Section 31-3-380 provides the following regarding quorum of the commission, "Three commissioners constitute a quorum for the purpose of organizing the authority and conducting the business of it. However, four commissioners constitute a quorum when exercising jurisdiction in the extraterritorial area."

Powers and Duties

Section 31-3-440 provide for general corporate powers:

Each authority created under this chapter and Chapter 11 shall be a body corporate and politic, exercising public power perpetual in duration, capable of suing and being sued in its corporate name, having a seal and having all powers necessary to carry out and effectuate the purposes and provisions of this chapter and Chapter 11 including full power and authority to enter into such agreements and contracts as it may deem advisable, to acquire, purchase, sell, own, hold, lease and operate real and personal property, to accept any grant, loan or credit of money under such conditions as it deems desirable, to borrow money upon its bonds and to secure the repayment thereof by mortgage, pledge or lien upon the property held by it and/or the revenues or income therefrom or otherwise.

Section 31-3-450 also provide specific powers:

- (1) To investigate into living and housing conditions within its territorial limits and enter upon any building or property in order to conduct investigations or make surveys; to determine where unsanitary or substandard conditions exist within such limits; to study and make recommendations concerning the city plan in relation to the problem of clearing, replanning and reconstruction of areas and the providing of housing accommodations to persons of low income; to cooperate with any city or regional planning agency; to arrange with the city or with a government for the furnishing, planning, replanning, opening, grading or closing of streets, roads, alleys or other places or facilities or for the acquisition by the city or by a government of property, options or property rights, or for the furnishing of property or services in connection with the project; or to assume the duties of planning or zoning commissions, if such duties are delegated to it by the governing body of the city;
- (2) To acquire title to real property or personal property or any interest therein from any person by gift, grant, bequest, or devise; to purchase, lease, acquire by eminent domain, grant or otherwise, sell, exchange, transfer, assign, mortgage, encumber and otherwise dispose of any real property or personal property; to lease or rent any of the housing or other accommodations or any of the lands, buildings, structures or facilities embraced in any project and to establish and revise the rents or charges therefor;
- (3) To construct, reconstruct, alter, repair and operate projects upon any land which it may acquire and to demolish structures; and in connection therewith to enter into any contracts which it deems advisable;
- (4) To authorize the use of parts of the property of any project for stores, offices, garages, work places and commercial and community facilities appurtenant and incidental to the housing accommodations;
- (5) To cause the consolidation of any two or more projects, the extension of any project or the consolidation of any approved project with a proposed project;
- (6) To purchase, acquire or lease from the Federal Government or any agent or agency thereof

any interest of the Federal Government or any agent or agency thereof in any low-cost housing or slum clearance project within the territorial jurisdiction of the authority for the purpose of completing or operating such project, to own and hold such interest so acquired, to make such commitments and enter into such agreements as the authority in its discretion sees fit and to act as agent for the Federal Government or any agent or agency thereof;

(7) To determine in what manner any surplus income of any project shall be employed and to purchase and retire its own bonds and invest any funds held in reserve or sinking funds or otherwise not required for immediate disbursement;

(8) To lend moneys to private individuals, firms, corporations or governments, to be used for the purpose of making repairs, improvements and additions to the borrowers' properties, provided the borrowers agree that during the period of the loan the lending housing authority shall regulate the rentals, charges, profits and income from the property to be repaired, remodeled, built or constructed with the proceeds of the loan and to take bonds or other evidences of indebtedness and mortgages from such borrowers;

(9) To assume the duties of planning or zoning commissions if such duties are delegated to them by any government; and

(10) To have all other powers necessary, proper, incidental or useful to carrying out any of the purposes or intendments of this chapter and Chapter 11.

Additional detailed powers are included in the [Title 31, Chapter 3 of the SC Code of Laws](#).

Keep Georgetown Beautiful Board (KGB Board)

Enabling Legislation

Georgetown City Council adopted January 24, 1985, Resolution.

Keep Georgetown Beautiful (KGB), an affiliate of Keep America Beautiful, Inc., is a volunteer organization that educates individuals to take greater personal responsibility for enhancing Georgetown's environment and beautification.

The KGB board meets the 1st Wednesday of each month (except July and August), at 12:00 PM at the Municipal Court.

Members' Qualifications

The Board of Directors is composed of two representatives of the business/industry community, two representatives of the community civic organizations, six members at large residing in the City, one certified Master Gardener and the Public Works Director and City Code Enforcement officer.

Terms of Office

The term of office is two (2) years. There is no limit to the terms members can serve.

Planning Commission (PC)

Enabling Legislation

Pursuant to SC Code of Laws, Title 6, Chapter 29, Sections 6-29-310 et seq., City Council adopted an ordinance on May 15, 1999, which was codified in the creating the Planning Commission (PC).

The PC is a volunteer advisory board consisting of seven members who are appointed to staggered terms of four (4) years. No more than two (2) members shall have terms expiring in any given year. Members must serve until their successors are appointed and qualified. No member can serve more than two (2) consecutive terms. No member of

the PC shall hold an elected public office in the city.

Pursuant Section 6-29-350(B) of the SC Code of Laws, as amended, city council has the authority to remove members of the planning commission for cause. The existence of cause shall be discussed by the council in executive session as permitted by the Freedom of Information Act and the determination of removal shall be by vote in public session declaring a vacancy in the position without a statement of cause. Any fact which, in the discretion of council, is deemed to adversely affect the public interest, including lack of attendance at meetings, may constitute cause.

The Commission holds public hearings on rezoning requests and proposed changes to the text of the Zoning Ordinance. They are tasked with making a recommendation to Council for each request. Members serve without compensation. Reimbursement for actual expenses incurred in the performance of official duties may be reimbursed from budgeted funds pursuant to reimbursement policies and procedures for boards and commissions. The PC meets the 4th Tuesday of each month, 6:00 PM.

Members' Qualifications

Commission members must represent a broad cross section of the interests and concerns within the City.

Educational Requirements

Planning Commission shall comply with all State prescribed educational requirements as stated in Title 6, Chapter 29, Article 9, Educational Requirements for Local Government Planning or Zoning Officials or Employees.

Powers and Duties

The Planning Commission has the power and duty to:

- a. Prepare and revise periodically plans and programs for the development and redevelopment of its area as provided in this chapter; and
- b. Prepare and recommend for adoption to the appropriate governing authority or authorities as a means for implementing the plans and programs in its area:
 1. Zoning ordinances to include zoning district maps and appropriate revisions thereof, as provided in this chapter; [S.C. Code Sections] 6-29-710 through 6-29-960;
 2. Regulations for the subdivision or development of land and appropriate revisions thereof, and to oversee the administration of the regulations that may be adopted as provided in this chapter; [S.C. Code Sections] 6-29-1110 through 6-29-1200;
 3. An official map and appropriate revisions on it showing the exact location of existing or proposed public streets, highways, and utility rights-of-way, and public building sites, together with regulations to control the erection of buildings or other structures or changes in land use within the rights-of-way, building sites, or open spaces within its political jurisdiction or a specified portion of it, as set forth in this chapter; [S.C. Code Sections] 6-7-1210 through 6-7-1280;
 4. A landscaping ordinance setting forth required planting, tree preservation, and other aesthetic considerations for land and structures;
 5. A capital improvements program setting forth projects required to implement plans which have been prepared and adopted, including an annual listing of priority projects for consideration by the governmental bodies responsible for implementation prior to preparation of their capital budget; and
 6. Policies or procedures to facilitate implementation of planning elements.

Police Community Advisory Board (P-CAB)

Enabling Legislation

Unknown.

Strengthening community-police relations requires understanding community dynamics and building individual connections between community members and their law enforcement agency. When police and community members engage with each other, departments receive valuable feedback and assistance, while community members gain insight into how the agency functions.

In 1997 a nationwide needs assessment was conducted. This assessment identified public safety as the most important concern according to the data collected from citizens around the Country. In March 1997, the Georgetown Police Department, with approval from City Council, formed the Police-Community Advisory Board (P-CAB). City Council selected and appointed the 12 advisory board members at the time.

Members' qualifications/requirements

N/A

The PCAB meets on the second Tuesday of every other month, 6:00 p.m. at the Police Department to discuss a wide array of issues, primarily:

- To advise and inform the police department of problems and concerns in the community.
- To help develop answers/strategies to address those problems.
- To critique what and how the police department operates.
- To help develop, coordinate, and facilitate police/community programs and activities.
- To help improve police/community relations through transparency and accountability.

Stormwater Appeals Board (SAB)

Repealed by Ordinance No. 2022-25, effective November 17, 2022.

West End Redevelopment Committee (WERC)

Enabling Legislation

Unknown.

On August 16, 2001, a West End District resident appeared before City Council on behalf of the West End residents. The resident expressed concerns about old buildings, lack of recreation facilities for children, beautification of streets, sidewalks, and the need for a crime watch area. The resident also requested a follow-up on the West End Redevelopment Plan, which was discussed at the December 2000 meeting. On June 19, 2003, City Council adopted Ordinance No. 07-2003 authorizing the inclusion of the West End Comprehensive Redevelopment Plan in the City of Georgetown Comprehensive Plan, as an addendum.

Members' qualifications/requirements

Council members have recommended names and City Council has appointed different residents throughout the years.

Terms of office

There are no specific policies on this committee.

Powers and duties

N/A.

BOARD, COMMISSIONS, AND COMMITTEES ROSTER TEMPLATE

ACCOMODATIONS/HOSPITALITY TAX COMMITTEE (A/H TAX COMMITTEE)

Enabling Legislation: [Section 6-4-25 of the SC Code of Laws](#) requires municipalities or counties to appoint an advisory committee to make recommendations on the expenditure of revenue generated from the State’s accommodations tax. Council adopted September 18, 1986, resolution and codified as Chapter 21 – Taxation and Finance, Article III, Section 21-39 created the City of Georgetown [Accommodations Tax Advisory Committee](#) ("the A-tax committee").

The A-tax committee consists of seven (7) members, appointed by and serving at the pleasure of city council, with a majority being selected from the city hospitality industry and serving a two (2) year term, alternating yearly, pursuant to the enabling resolution. Members shall serve without compensation, but may be reimbursed for actual expenses incurred in connection with their official duties.

Name	Field Representing	Date Appointed	Term Expires

ARTS AND CULTURAL COMMISSION

Enabling Legislation: Ordinance No. 2022-26, effective November 17, 2022.

The Arts and Cultural Commission is created to (a) enrich and improve the quality of life of residents; (b) attract visitors to the City of Georgetown; (c) promote visual, performing, culinary, and literary arts; (d) foster the city’s cultural heritage; and (e) improve tourism and economic development by advising and assisting the city with the provision of public art place making and recommending artistic and cultural events, projects or initiatives in the city.

The Arts and Cultural Commission shall consist of five members and shall reflect the city’s population diversity, all of which shall be city residents or owners of a business located within the city limits of Georgetown. In the event where members cannot be found within the city, members shall be residents of Georgetown County. Members shall serve without pay, but may be reimbursed for any expense incurred while representing the Commission. City Council may remove any member of the board which it has appointed.

Name	Field Representing	Date Appointed	Term Expires

ARCHITECTURAL REVIEW BOARD (ARB)

Enabling Legislation: [Zoning Ordinance, Article XVI, Board of Architectural Review](#), created the Architectural Review Board (ARB) to achieve the purpose of the city's National Register Historic District and to further historic preservation city-wide, and in accordance with Section §6-29-870 of the Code of Laws of South Carolina, 1676, as amended. The Historic District is bounded by Church Street to the North, the Sampit River to the South, Wood Street to the West, and Meeting Street to the East. The District encompasses residential, general commercial, core commercial, and waterfront commercial. On April 21, 2022, City Council approved Ordinance #2022-09 to amend the existing ARB. The amendments are included in the Zoning Ordinance, Article XVI: Board of Architectural Review.

The Review Board shall consist of seven members who shall be appointed by the City Council. All members appointed to serve on the Board shall be residents of the City of Georgetown with the exception of the slot to

be filled by an architect and the slot to be filled by a representative from the Core Commercial Buildings District. Any non-city resident appointed to fill the architect or representative from the Core Commercial Buildings District positions must be a resident of Georgetown County.

Name	Field Representing	Date Appointed	Term Expires

BOARD OF ZONING APPEALS (BZA)

Enabling Legislation: [Zoning Ordinance, Article XV, Board of Zoning Appeals](#), created the Board of Zoning Appeals (BZA) to hear all requests for variances to the Zoning Ordinance and all appeals to the decisions of determinations of the Zoning Administrator.

The Board of Zoning Appeals (BZA) is a seven-member appointed board. Each member serves a three-year term. A member may serve a maximum of two consecutive terms. If there is no new citizen to volunteer, a current BZA member may continue to serve, but must be reappointed by Council for another term.

Name	Field Representing	Date Appointed	Term Expires

COAST REGIONAL TRANSIT AUTHORITY

Coast RTA began operating in 1983 as a private, non-profit organization governed by a three member board under the Coastal Rapid Public Transit Authority (CRPTA) to provide public transportation to places of employment, shopping, and medical offices. In 1999, CRPTA became the public, non-profit Waccamaw Regional Transportation Authority with a nine member board of directors. On 2014, the board increased to 11 members. Coast RTA’s mission is “to provide safe, reliable, affordable and courteous mass public transportation that enhances the quality of life for residents and supports the growth of tourism.”⁶

The board of directors holds 10 meetings a year at noon on the last Thursday of each month. There are several standing committees, which includes Finance and Service/PAC. These committees meet in the morning of the 3rd Thursday of the month.

Name	Field Representing	Date Appointed	Term Expires

COMMUNITY APPEARANCE BOARD (CAB)

Enabling Legislation: [Zoning Ordinance, Section XVII](#), created the Community Appearance Board (CAB) composed of seven members appointed by the City Council. The Board is created as authorized by South Carolina Code of Laws, Section 6-29-870. It is the declared policy of the City Council that it will consider and approve only those persons who have demonstrated their civic interest, general knowledge of the community, independent judgment, competence and knowledge of architecture, landscape, and design and ability to prepare for and attend meetings. Board members shall be professionals from the fields of architecture, landscape architecture, building construction, design, interior design, urban planning and/or engineering living within the City of Georgetown; in the cases where members cannot be found within the city, members shall be residents of

⁶ Source: Coast RTA, <https://coastrta.com/about-coast-rta/>

Georgetown County. Two (2) board members may be at-large, and shall be residents of the city. The term of office for all members of the board shall be four (4) years except that at the Boards creation, two (2) members shall be appointed for one three (3) year term to be eligible for appointment to additional four (4) year terms, and two (2) members shall be appointed for one two (2) year term to be eligible for appointment to additional four (4) year terms.

Name	Field Representing	Date Appointed	Term Expires

CONSTRUCTION BOARD OF APPEALS (CBA)

Enabling Legislation: [Zoning Ordinance, Section XX](#), created the Construction Board of Appeals (CBA) to hear applications for modification of the requirements of the City Building Department and the City Fire Department in accordance with the International Building Code and the International Fire Code. The CBA hears and decides appeals of orders, decisions, or determinations made by the Building Official relative to the application and interpretation of the Construction Code.

Members serve for five years or until a successor has been appointed. Two (2) alternate members are appointed and called by the Board during the absence or disqualification of a member. Alternate members must possess the qualifications required for board membership and must be appointed for five years, or until a successor has been appointed. The Building Official and the Fire Official serve as ex officio members of said board but shall have no vote on any matter before the board. Vacancies on the Board are filled for an unexpired term in the manner in which the original appointments are required to be made. Members appointed to fill a vacancy in an unexpired term shall be eligible for reappointment of two full terms.

Name	Field Representing	Date Appointed	Term Expires

GEORGETOWN HOUSING AUTHORITY COMMISSION (GHA COMMISSION)

Enabling Legislation: [Section 31-3-310 of the SC Code of Laws](#) empowered cities to create a housing authority. Georgetown City Council created the Georgetown Housing Authority by resolution in the early 1960s. Section 31-3-340 provides that the GHA Commission must consist of not less than five nor more than seven commissioners. At least one of the commissioners must be a person who is directly assisted by the GHA. However, there shall be no requirement to appoint such a person if the authority (1) operates less than three hundred public housing units, (2) provides reasonable notice to the resident advisory board, if applicable, of the opportunity for at least one person who is directly assisted by the authority to serve as a commissioner, and (3) within a reasonable time after receipt of the notice by the resident advisory board, has not been notified of the intention of any such person to serve. The mayor shall appoint the person directly assisted by the authority unless the authority's rules require that the person be elected by other persons who are directly assisted by the authority.

Name	Field Representing	Date Appointed	Term Expires

KEEP GEORGETOWN BEAUTIFUL (KGB BOARD)

Enabling Legislation: Georgetown City Council adopted January 24, 1985, Resolution. Keep Georgetown Beautiful (KGB), an affiliate of Keep America Beautiful, Inc., is a volunteer organization that educates individuals to take greater personal responsibility for enhancing Georgetown’s environment and beautification. The Board of Directors is composed of two representatives of the business/industry community, two representatives of the community civic organizations, six members at large residing in the City, one certified Master Gardener and the Public Works Director and City Code Enforcement officer. The term of office is two (2) years. There is no limit to the terms members can serve.

Name	Field Representing	Date Appointed	Term Expires

PLANNING COMMISSION (PC)

Enabling Legislation: Pursuant to SC Code of Laws, Title 6, Chapter 29, Sections 6-29-310 et seq., City Council adopted an ordinance on May 15, 1999, which was codified in the creating the Planning Commission (PC). The PC is a volunteer advisory board consisting of seven members who are appointed to staggered terms of four (4) years. No more than two (2) members shall have terms expiring in any given year. Members must serve until their successors are appointed and qualified. No member can serve more than two (2) consecutive terms. No member of the PC shall hold an elected public office in the city.

Name	Field Representing	Date Appointed	Term Expires

POLICE COMMUNITY ADVISORY BOARD (P-CAB)

Enabling Legislation: March 1997. Strengthening community-police relations requires understanding community dynamics and building individual connections between community members and their law enforcement agency. When police and community members engage with each other, departments receive valuable feedback and assistance, while community members gain insight into how the agency functions. The 12 advisory board members were selected and appointed by City Council at the time.

Name	Field Representing	Date Appointed	Term Expires

WEST END REDEVELOPMENT COMMITTEE (WERC)

Enabling Legislation: City Code of Ordinances, Sec. 2-17. - Special committees. The mayor or city council may appoint special committees consisting of council members, staff or citizens to study issues and make recommendations to council. Such committees may hold public hearings if authorized by the mayor or council. Committee meetings shall be public except as exempted by the South Carolina Freedom of Information Act. Reports or minutes of meetings held by special committees shall be filed with the municipal clerk as public records.

Council members have recommended names and City Council has appointed different residents throughout the years. There are no specific policies on this committee for terms of office.

Name	Field Representing	Date Appointed	Term Expires

Attachment 3: Official Application for Boards, Commissions, and Committees

For Official Use Only	
This application is a: <input type="checkbox"/> New Application	<input type="checkbox"/> Reappointment
	<input type="checkbox"/> Attendance Record (number of missed meetings)

PLEASE COMPLETE APPLICATION IN ITS ENTIRETY (IF SOMETHING IS NOT APPLICABLE, WRITE N/A).

INCOMPLETE APPLICATION WILL BE RETURNED.

APPLICATION FOR BOARDS, COMMISSIONS, COMMITTEES

Name of Board/Commission/Committee to which you are applying: _____

An individual may only apply to serve on **one** board, commission, or committee.

Name: _____

Home Address: _____ City: _____ Zip: _____

Email Address: _____

Home Phone: _____ Work Phone: _____ Other: _____

Voter Registration Number: _____

You must be registered to vote in the City of Georgetown at the time of application, except as noted on the residency requirements for the board, commission, or committee you are applying.

Occupation: _____

Highest degree earned: _____ Field of Study: _____

Describe your educational and professional experience or skills that qualify you to serve on a City Board/Commission/Committee _____

Please state the reason for your interest in serving on a City Board, Commission, or Committee: _____

List community affiliations or activities related to the Board/Commission/Committee you are applying _____

Volunteer Experience (Please list and describe): _____

Describe your understanding of the position for which you are applying: _____

What specific skills do you believe you could contribute as a member of this board or commission? _____

How many hours per week are you able to commit to this board or commission? _____

If applying to **one** of the following boards, please check the field that applies to you to fulfill the special eligibility requirements for the following boards:

<p>A-Tax/H-Tax Committee</p> <p><input type="checkbox"/> Tourism Industry</p> <p><input type="checkbox"/> Cultural/Arts</p> <p><input type="checkbox"/> Restaurant/Hospitality Business</p> <p><input type="checkbox"/> Lodging/Hotel Management</p> <p><input type="checkbox"/> At-Large</p>	<p>Architectural Review Board</p> <p><input type="checkbox"/> Historian knowledgeable in local history (City resident)</p> <p><input type="checkbox"/> Planner (City resident)</p> <p><input type="checkbox"/> Archaeologist (City resident)</p> <p><input type="checkbox"/> Architect or be knowledgeable in building design and construction:</p> <p style="padding-left: 40px;">City of Georgetown Resident <input type="checkbox"/></p> <p style="padding-left: 40px;">Georgetown County Resident <input type="checkbox"/></p> <p><input type="checkbox"/> Resident of the Historic Buildings District</p> <p><input type="checkbox"/> Representative from the Core Commercial Buildings District:</p> <p style="padding-left: 40px;">City of Georgetown Resident <input type="checkbox"/></p> <p style="padding-left: 40px;">Georgetown County Resident <input type="checkbox"/></p> <p><input type="checkbox"/> Member of the Georgetown Historical Society (City resident)</p>
<p>Arts and Cultural Commission</p> <p><input type="checkbox"/> Registered voter</p> <p><input type="checkbox"/> Vested interest in the arts and culture in general</p> <p><input type="checkbox"/> Must be a working professional artist</p> <p><input type="checkbox"/> Must teach arts in the Georgetown County School District</p> <p><input type="checkbox"/> Must be the chair of the Winyah Auditorium Board of Directors</p> <p><input type="checkbox"/> Must be the City's Main Street Coordinator and serve as ex officio member</p>	<p>Keep Georgetown Beautiful</p> <p><input type="checkbox"/> Business/industry community</p> <p><input type="checkbox"/> Community civic organizations</p> <p><input type="checkbox"/> At large residing in the City of Georgetown</p> <p><input type="checkbox"/> Certified Master Gardener</p> <p><input type="checkbox"/> Public Works Director and City Code Enforcement officer (upon hired)</p>
<p>Community Appearance Board</p> <p><input type="checkbox"/> Architecture</p> <p><input type="checkbox"/> Landscape architecture</p> <p><input type="checkbox"/> Building construction</p> <p><input type="checkbox"/> Design</p> <p><input type="checkbox"/> Interior design</p> <p><input type="checkbox"/> Urban planning</p> <p><input type="checkbox"/> Engineering</p> <p><input type="checkbox"/> At-Large</p> <p>I am a:</p> <p><input type="checkbox"/> City Resident</p> <p><input type="checkbox"/> Georgetown County Resident</p> <p>In the cases where members cannot be found within the city, members shall be residents of Georgetown County. Two (2) board members may be at-large, and shall be residents of the city.</p>	<p>Construction Board of Appeals (No city employees are appointed)</p> <p><input type="checkbox"/> Design Professional: registered design professional with architectural experience or a builder or superintendent of building construction with at least ten (10) years' experience, five of which shall have been in responsible charge of work</p> <p><input type="checkbox"/> Structural Engineer: registered design professional with structural engineering experience</p> <p><input type="checkbox"/> Mechanical and Plumbing Engineer: registered design professional with mechanical and plumbing engineering experience or a mechanical contractor with at least ten (10) years' experience, five of which shall have been in responsible charge of work;</p> <p><input type="checkbox"/> Electrical Engineer: registered design professional with electrical engineering experience or an electrical contractor with at least ten (10) years' experience, five of which shall have been in responsible charge of work; and,</p> <p><input type="checkbox"/> Fire Protection Engineer: registered design professional with fire protection engineering experience or a fire protection contractor with at least ten (10) years of experience. Five of which shall have been in responsible charge of work.</p> <p><input type="checkbox"/> Resident Citizens: Two citizens of the City of Georgetown who are not employees of the City.</p>

Please answer the following questions:

- | | | |
|---|--------------|-------------|
| 1. Have you ever attended a meeting of this board or commission? | Yes
_____ | No
_____ |
| 2. Are you available to meet at the regularly scheduled date and time of the board or commission meetings? | Yes
_____ | No
_____ |
| 3. Do you, any member of your immediate family, or a business with which you or a family member is associated, provide goods and/or services to this board for payment? If yes, please explain.

_____ | Yes
_____ | No
_____ |
| 4. Do you or any member of your immediate family receive direct services from this board? If yes, please explain.

_____ | Yes
_____ | No
_____ |
| 5. Have you ever been convicted of a crime other than a minor traffic violation? If yes, please give details.

_____ | Yes
_____ | No
_____ |
| 6. Do you currently hold any elected or appointed office or commission? If yes, please list:
_____ | Yes
_____ | No
_____ |
| 7. Have you previously held any elected or appointed office or commission? If yes, please list:
_____ | Yes
_____ | No
_____ |
| 8. Have you ever been fined for an ethics violation? If yes, please explain:

_____ | Yes
_____ | No
_____ |
| 9. Have you ever been subject to penalty relating to a violation of State ethics standards? If yes, please explain:

_____ | Yes
_____ | No
_____ |
| 10. Are you current in payment of your Georgetown County property taxes? | Yes
_____ | No
_____ |

Statement of Agreement and Understanding

By my signature, (a) I attest all information contained in this application is true and accurate to the best of my knowledge; (b) I understand it is my responsibility to ensure my application is submitted on time for review by Council and that it has been received by the Municipal Clerk's office; (c) I understand my appointment to the board for which I am applying voluntarily and will not result in me receiving any compensation for my service; (d) I understand I may be removed for cause, including lack of attendance; and (e) I attest I have read the Code of Conduct and Ethics the requirements, including "Economic Interest"⁷ information included in [Section 8-13-100\(11\)\(a\) of the SC Code of Laws](#).

Signature _____ Date _____

Please return completed form by e-mail or mail "Attn. Municipal Clerk: Boards, Commissions, and Committees Vacancy Applications":

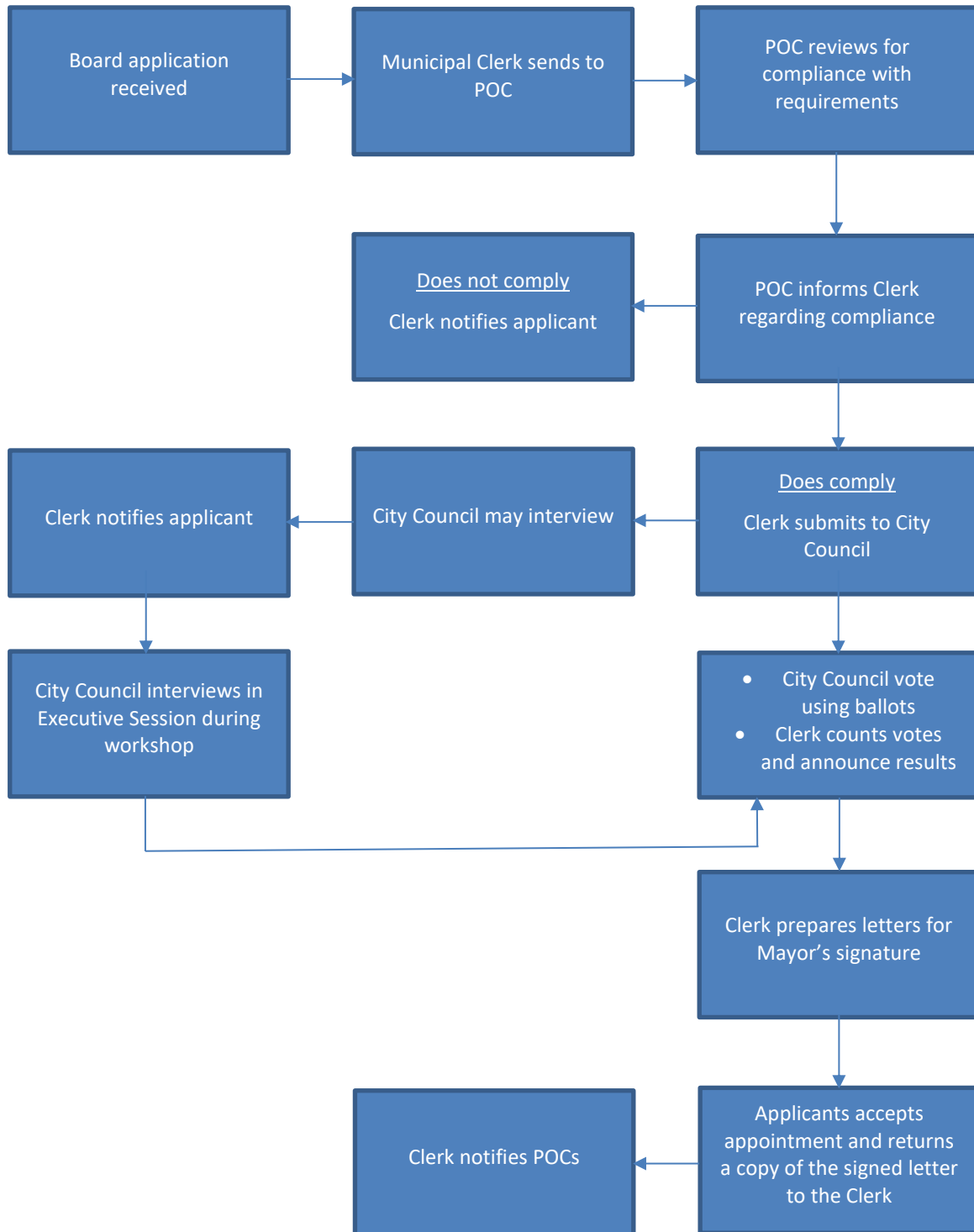
Email: boardapplications@georgetownsc.gov
Mail: Drawer 939, Georgetown, SC 29442

If you have questions, please call 843-545-4001 or check the www.georgetownsc.gov website under [Governmental Services, Boards & Commissions](#)

***Thank you for your interest to serve on a City of Georgetown Board,
Commission, or Committee***

⁷ Section 8-13-100(11)(a) of the SC Code of Laws defines "Economic interest" as "an interest distinct from that of the general public in a purchase, sale, lease, contract, option, or other transaction or arrangement involving property or services in which a public official, public member, or public employee may gain an economic benefit of fifty dollars or more." "(b) This definition does not prohibit a public official, public member, or public employee from participating in, voting on, or influencing or attempting to influence an official decision if the only economic interest or reasonably foreseeable benefit that may accrue to the public official, public member, or public employee is incidental to the public official's, public member's, or public employee's position or which accrues to the public official, public member, or public employee as a member of a profession, occupation, or large class to no greater extent than the economic interest or potential benefit could reasonably be foreseen to accrue to all other members of the profession, occupation, or large class."

Attachment 4: Appointments to Board, Commissions, or Committees Flow Chart



Attachment 5: General and Specific Requirements Checklist

General Requirements

- Name: _____
- Applicant has applied for only one board or commission at a time. _____
- Applicant has complied with all State laws regarding dual office holding _____
- Applicant is a registered voter _____
- Applicant resides within the City limits _____
- Applicant resides in Georgetown County _____

Specific Requirements

<p>Accommodations Tax Committee</p> <p>___ Tourism Industry</p> <p>___ Cultural/Arts</p> <p>___ Restaurant/Hospitality Business</p> <p>___ Lodging/Hotel Management</p> <p>___ At-Large</p>	<p>Architectural Review Board</p> <p>___ Historian knowledgeable in local history (City resident)</p> <p>___ Planner (City resident)</p> <p>___ Archaeologist (City resident)</p> <p>___ Architect or be knowledgeable in building design and construction:</p> <p style="padding-left: 40px;">City of Georgetown Resident ___</p> <p style="padding-left: 40px;">Georgetown County Resident ___</p> <p>___ Resident of the Historic Buildings District</p> <p>___ Representative from the Core Commercial Buildings District:</p> <p style="padding-left: 40px;">City of Georgetown Resident ___</p> <p style="padding-left: 40px;">Georgetown County Resident ___</p> <p>___ Member of the Georgetown Historical Society (City resident)</p>
<p>Arts and Cultural Commission</p> <p>___ Registered voter</p> <p>___ Vested interest in the arts and culture in general</p> <p>___ Must be a working professional artist</p> <p>___ Must teach arts in the Georgetown County School District</p> <p>___ Must be the chair of the Winyah Auditorium Board of Directors</p> <p>___ Must be the City’s Main Street Coordinator and serve as ex officio member</p>	<p>Keep Georgetown Beautiful</p> <p>___ Business/industry community</p> <p>___ Community civic organizations</p> <p>___ At large residing in the City of Georgetown</p> <p>___ Certified Master Gardener</p> <p>___ Public Works Director and City Code Enforcement officer (upon hired)</p>
<p>Community Appearance Board</p> <p>___ Architecture</p> <p>___ Landscape architecture</p> <p>___ Building construction</p> <p>___ Design</p> <p>___ Interior design</p> <p>___ Urban planning</p> <p>___ Engineering</p> <p>___ At-Large</p>	<p>Construction Board of Appeals (No city employees are appointed)</p> <p>___ Design Professional: registered design professional with architectural experience or a builder or superintendent of building construction with at least ten (10) years’ experience, five of which shall have been in responsible charge of work</p> <p>___ Structural Engineer: registered design professional with structural engineering</p>

<p>I am a:</p> <p><input type="checkbox"/> City Resident</p> <p><input type="checkbox"/> Georgetown County Resident</p> <p>In the cases where members cannot be found within the city, members shall be residents of Georgetown County. Two (2) board members may be at-large, and shall be residents of the city.</p>	<p>experience</p> <p><input type="checkbox"/> Mechanical and Plumbing Engineer: registered design professional with mechanical and plumbing engineering experience or a mechanical contractor with at least ten (10) years' experience, five of which shall have been in responsible charge of work;</p> <p><input type="checkbox"/> Electrical Engineer: registered design professional with electrical engineering experience or an electrical contractor with at least ten (10) years' experience, five of which shall have been in responsible charge of work; and,</p> <p><input type="checkbox"/> Fire Protection Engineer: registered design professional with fire protection engineering experience or a fire protection contractor with at least ten (10) years of experience. Five of which shall have been in responsible charge of work.</p> <p><input type="checkbox"/> Resident Citizens: Two citizens of the City of Georgetown who are not employees of the City.</p>
--	--

Attachment 6: Boards, Commissions, and Committee Ballot

BALLOT
_____, 2022
Name of Board Here
(__ vacancies)
VOTE FOR __ APPLICANT(S)

Applicant Name

Applicant Name

Applicant Name

Applicant Name

Applicant Name

Applicant Name

Applicant Name

Applicant Name

City Council Member (Hand Print)

City Council Member Signature

_____, 2022
Name of Board Here
(__ vacancies)
VOTE FOR __ APPLICANT(S)

Applicant Name

Applicant Name

Applicant Name

Applicant Name

Applicant Name

Applicant Name

Applicant Name

Applicant Name

Applicant Name

City Council Member (Hand Print)

City Council Member Signature

Name of Board Here
(__ vacancies)
VOTE FOR __ APPLICANT(S)

Applicant Name

Applicant Name

Applicant Name

Applicant Name

Applicant Name

Applicant Name

Applicant Name

Applicant Name

City Council Member (Hand Print)

City Council Member Signature

BALLOT
_____, 2022

Attachment 7: Boards, Commissions, and Committee Voting Results

VOTING RESULTS

_____, 2022 City Council Meeting
Name of Board Here
(__ vacancies)

VOTING RESULTS

_____, 2022 City Council Meeting
Name of Board Here
(__ vacancies)

VOTING RESULTS

_____, 2022 City Council Meeting
Name of Board Here
(__ vacancies)

Applicants Name	Number of Votes
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Applicants Name	Number of Votes
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Applicants Name	Number of Votes
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Attachment 8: Quarterly Attendance Record Report

Name of Board/Commission/Committee – Quarterly Attendance Record Report

("X" = Attended "----" = Absent)

Quarter 1/1/2022 – 3/31/2022

Board Member	Meeting Date 1/1/22	Meeting Date 2/1/22	Meeting Date 3/1/22	Total Absences
Jane Smith	X	---	X	1
John Doe	---	X	X	1
Jane Doe	X	X	X	0

CONFLICT OF INTEREST STATEMENT

Conflict of interest exists when a board members or a member of their immediate family (parent, spouse, domestic partners, child, sibling, step-relatives or in-law relatives) have financial or personal relationships that inappropriately influence the board member’s decisions and actions. Financial relationships are the most easily identifiable conflicts of interest; however, other types of conflict of interest also exist. To maintain the credibility of the board, members must disclose any conflicts of interest, which must be declared as potential, perceived, or real conflicts. A Conflict of Interest Statement declaration is required for transparency purposes. Where a board member believes that a matter to be voted upon presents a conflict of interest, the member must refrain from participating in any and all discussions and voting on motions.

I, _____, certify that I have the following conflict of interest to report on Item # _____, _____ (title of item on agenda) of the _____ Board ___ Commission ___ Committee ___ discussed during the _____ meeting:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Signature:

Date: _____

Section 8-13-100(11)(a) of the SC Code of Laws defines “Economic interest” as “an interest distinct from that of the general public in a purchase, sale, lease, contract, option, or other transaction or arrangement involving property or services in which a public official, public member, or public employee may gain an economic benefit of fifty dollars or more.” “(b) This definition does not prohibit a public official, public member, or public employee from participating in, voting on, or influencing or attempting to influence an official decision if the only economic interest or reasonably foreseeable benefit that may accrue to the public official, public member, or public employee is incidental to the public official’s, public member’s, or public employee’s position or which accrues to the public official, public member, or public employee as a member of a profession, occupation, or large class to no greater extent than the economic interest or potential benefit could reasonably be foreseen to accrue to all other members of the profession, occupation, or large class.”

Attachment 10: Educational Requirements for Local Government Planning or Zoning Officials or Employees

TITLE 6 – LOCAL GOVERNMENT – PROVISIONS APPLICABLE TO SPECIAL PURPOSE DISTRICTS AND OTHER
POLITICAL SUBDIVISIONS

CHAPTER 29 – SOUTH CAROLINA LOCAL GOVERNMENT COMPREHENSIVE PLANNING ENABLING ACT OF 1994

ARTICLE 9 -- EDUCATIONAL REQUIREMENTS FOR LOCAL GOVERNMENT PLANNING OR ZONING OFFICIALS OR
EMPLOYEES

SECTION 6-29-1310. Definitions.

As used in this article:

- (1) "Advisory committee" means the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees;
- (2) "Appointed official" means a planning commissioner, board of zoning appeals member, or board of architectural review member;
- (3) "Clerk" means the clerk of the local governing body;
- (4) "Local governing body" means the legislative governing body of a county or municipality;
- (5) "Planning or zoning entity" means a planning commission, board of zoning appeals, or board of architectural review;
- (6) "Professional employee" means a planning professional, zoning administrator, zoning official, or a deputy or assistant of a planning professional, zoning administrator, or zoning official.

HISTORY: 2003 Act No. 39, Section 14, eff June 2, 2003.

SECTION 6-29-1320. Identification of persons covered by act; compliance schedule.

(A) The local governing body must:

- (1) by no later than December 31st of each year, identify the appointed officials and professional employees for the jurisdiction and provide a list of those appointed officials and professional employees to the clerk and each planning or zoning entity in the jurisdiction; and
- (2) annually inform each planning or zoning entity in the jurisdiction of the requirements of this article.

(B) Appointed officials and professional employees must comply with the provisions of this article according to the following dates and populations based on the population figures of the latest official United States Census:

- (1) municipalities and counties with a population of 35,000 and greater: by January 1, 2006; and
- (2) municipalities and counties with a population under 35,000: by January 1, 2007.

HISTORY: 2003 Act No. 39, Section 14, eff June 2, 2003; 2004 Act No. 287, Section 3, eff July 22, 2004.

Effect of Amendment

The 2004 amendment, in paragraph (B)(1), substituted "of 35,000 and greater" for "above 70,000".

SECTION 6-29-1330. State Advisory Committee; creation; members; terms; duties; compensation; meetings; fees charged.

(A) There is created the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees.

(B) The advisory committee consists of five members appointed by the Governor. The advisory committee consists of:

- (1) a planner recommended by the South Carolina Chapter of the American Planning Association;
- (2) a municipal official or employee recommended by the Municipal Association of South Carolina;

(3) a county official or employee recommended by the South Carolina Association of Counties;

(4) a representative recommended by the University of South Carolina's Institute for Public Service and Policy Research; and

(5) a representative recommended by Clemson University's Department of Planning and Landscape Architecture. Recommendations must be submitted to the Governor not later than the thirty-first day of December of the year preceding the year in which appointments expire. If the Governor rejects any person recommended for appointment, the group or association who recommended the person must submit additional names to the Governor for consideration.

(C) The members of the advisory committee must serve a term of four years and until their successors are appointed and qualify; except that for the members first appointed to the advisory committee, the planner must serve a term of three years; the municipal official or employee and the county official or employee must each serve a term of two years; and the university representatives must each serve a term of one year. A vacancy on the advisory committee must be filled in the manner of the original appointment for the remainder of the unexpired term. The Governor may remove a member of the advisory committee in accordance with Section 1-3-240(B).

(D) The advisory committee's duties are to:

(1) compile and distribute a list of approved orientation and continuing education programs that satisfy the educational requirements in Section 6-29-1340;

(2) determine categories of persons with advanced degrees, training, or experience, that are eligible for exemption from the educational requirements in Section 6-29-1340; and

(3) make an annual report to the President of the Senate and Speaker of the House of Representatives, no later than April fifteenth of each year, providing a detailed account of the advisory committee's:

(a) activities;

(b) expenses;

(c) fees collected; and

(d) determinations concerning approved education programs and categories of exemption.

(E) A list of approved education programs and categories of exemption by the advisory committee must be available for public distribution through notice in the State Register and posting on the General Assembly's Internet website. This list must be updated by the advisory committee at least annually.

(F) The members of the advisory committee must serve without compensation and must meet at a set location to which members must travel no more frequently than quarterly, at the call of the chairman selected by majority vote of at least a quorum of the members. Nothing in this subsection prohibits the chairman from using discretionary authority to conduct additional meetings by telephone conference if necessary. These telephone conference meetings may be conducted more frequently than quarterly. Three members of the advisory committee constitute a quorum. Decisions concerning the approval of education programs and categories of exemption must be made by majority vote with at least a quorum of members participating.

(G) The advisory committee may assess by majority vote of at least a quorum of the members a nominal fee to each entity applying for approval of an orientation or continuing education program; however, any fees charged must be applied to the operating expenses of the advisory committee and must not result in a net profit to the groups or associations that recommend the members of the advisory committee. An accounting of any fees collected by the advisory committee must be made in the advisory committee's annual report to the President of the Senate and Speaker of the House of Representatives.

HISTORY: 2003 Act No. 39, Section 14, eff June 2, 2003; 2008 Act No. 273, Section 2, eff June 4, 2008; 2019 Act No. 1 (S.2), Sections 32, 33, eff January 31, 2019.

Effect of Amendment

The 2008 amendment, in subsection (B), in the introductory paragraph deleted "with the advice and consent of the Senate" from the end of the first sentence; and in paragraph (B)(5) deleted "or the Governor's appointment is not confirmed by the Senate" following "appointment".

2019 Act No. 1, Section 32, in (D)(3), substituted "President of the Senate" for "President Pro Tempore of the Senate".

2019 Act No. 1, Section 33, in (G), in the second sentence, substituted "President of the Senate" for "President Pro Tempore of the Senate".

SECTION 6-29-1340. Educational requirements; time-frame for completion; subjects.

(A) Unless expressly exempted as provided in Section 6-29-1350, each appointed official and professional employee must:

(1) no earlier than one hundred and eighty days prior to and no later than three hundred and sixty-five days after the initial date of appointment or employment, attend a minimum of six hours of orientation training in one or more of the subjects listed in subsection (C); and

(2) annually, after the first year of service or employment, but no later than three hundred and sixty-five days after each anniversary of the initial date of appointment or employment, attend no fewer than three hours of continuing education in any of the subjects listed in subsection (C).

(B) An appointed official or professional employee who attended six hours of orientation training for a prior appointment or employment is not required to comply with the orientation requirement for a subsequent appointment or employment after a break in service. However, unless expressly exempted as provided in Section 6-29-1350, upon a subsequent appointment or employment, the appointed official or professional employee must comply with an annual requirement of attending no fewer than three hours of continuing education as provided in this section.

(C) The subjects for the education required by subsection (A) may include, but not be limited to, the following:

- (1) land use planning;
- (2) zoning;
- (3) floodplains;
- (4) transportation;
- (5) community facilities;
- (6) ethics;
- (7) public utilities;
- (8) wireless telecommunications facilities;
- (9) parliamentary procedure;
- (10) public hearing procedure;
- (11) administrative law;
- (12) economic development;
- (13) housing;
- (14) public buildings;
- (15) building construction;
- (16) land subdivision; and
- (17) powers and duties of the planning commission, board of zoning appeals, or board of architectural review.

(D) In order to meet the educational requirements of subsection (A), an educational program must be approved by the advisory committee.

HISTORY: 2003 Act No. 39, Section 14, eff June 2, 2003.

SECTION 6-29-1350. Exemption from educational requirements.

(A) An appointed official or professional employee who has one or more of the following qualifications is exempt from the educational requirements of Section 6-29-1340:

- (1) certification by the American Institute of Certified Planners;
- (2) a masters or doctorate degree in planning from an accredited college or university;
- (3) a masters or doctorate degree or specialized training or experience in a field related to planning as determined by the advisory committee;
- (4) a license to practice law in South Carolina.

(B) An appointed official or professional employee who is exempt from the educational requirements of Section 6-29-1340 must file a certification form and documentation of his exemption as required in Section 6-29-1360 by no later than the first anniversary date of his appointment or employment. An exemption is established by a single filing for the tenure of the appointed official or professional employee and does not require the filing of annual certification forms and conforming documentation.

HISTORY: 2003 Act No. 39, Section 14, eff June 2, 2003.

SECTION 6-29-1360. Certification.

(A) An appointed official or professional employee must certify that he has satisfied the educational requirements in Section 6-29-1340 by filing a certification form and documentation with the clerk no later than the anniversary date of the appointed official's appointment or professional employee's employment each year.

(B) Each certification form must substantially conform to the following form and all applicable portions of the form must be completed:

EDUCATIONAL REQUIREMENTS

CERTIFICATION FORM

FOR LOCAL GOVERNMENT PLANNING OR ZONING

OFFICIALS OR EMPLOYEES

To report compliance with the educational requirements, please complete and file this form each year with the clerk of the local governing body no later than the anniversary date of your appointment or employment. To report an exemption from the educational requirements, please complete and file this form with the clerk of the local governing body by no later than the first anniversary of your current appointment or employment. Failure to timely file this form may subject an appointed official to removal for cause and an employee to dismissal.

Name of Appointed Official or Employee: _____

Position: _____

Initial Date of Appointment or Employment: _____

Filing Date: _____

I have attended the following orientation or continuing education program(s) within the last three hundred and sixty-five days. (Please note that a program completed more than one hundred and eighty days prior to the date of your initial appointment or employment may not be used to satisfy this requirement.):

Program Name Sponsor Location Date Held Hours of Instruction

Also attached with this form is documentation that I attended the program(s).

OR

I am exempt from the orientation and continuing education requirements because (Please initial the applicable response on the line provided):

___ I am certified by the American Institute of Certified Planners.

___ I hold a masters or doctorate degree in planning from an accredited college or university.

___ I hold a masters or doctorate degree or have specialized training or experience in a field related to planning as determined by the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees. (Please describe your advanced degree or specialty on the line provided.)

___ I am licensed to practice law in South Carolina.

Also attached with this form is documentation to confirm my exemption.

I certify that I have satisfied or am exempt from the educational requirements for local planning or zoning officials or employees.

Signature: _____

(C) Each appointed official and professional employee is responsible for obtaining written documentation that either:

(1) is signed by a representative of the sponsor of any approved orientation or continuing education program for which credit is claimed and acknowledges that the filer attended the program for which credit is claimed; or

(2) establishes the filer's exemption.

The documentation must be filed with the clerk as required by this section.

HISTORY: 2003 Act No. 39, Section 14, eff June 2, 2003.

SECTION 6-29-1370. Sponsorship and funding of programs; compliance and exemption; certification as public records.

(A) The local governing body is responsible for:

(1) sponsoring and providing approved education programs; or

(2) funding approved education programs provided by a sponsor other than the local governing body for the appointed officials and professional employees in the jurisdiction.

(B) The clerk must keep in the official public records originals of:

(1) all filed forms and documentation that certify compliance with educational requirements for three years after the calendar year in which each form is filed; and

(2) all filed forms and documentation that certify an exemption for the tenure of the appointed official or professional employee.

HISTORY: 2003 Act No. 39, Section 14, eff June 2, 2003.

SECTION 6-29-1380. Failure to complete training requirements; false documentation.

(A) An appointed official is subject to removal from office for cause as provided in Section 6-29-350, 6-29-780, or 6-29-870 if he:

(1) fails to complete the requisite number of hours of orientation training and continuing education within the time allotted under Section 6-29-1340; or

(2) fails to file the certification form and documentation required by Section 6-29-1360.

(B) A professional employee is subject to suspension or dismissal from employment relating to planning or

zoning by the local governing body or planning or zoning entity if he:

(1) fails to complete the requisite number of hours of orientation training and continuing education within the time allotted under Section 6-29-1340; or

(2) fails to file the certification form and documentation required by Section 6-29-1360.

(C) A local governing body must not appoint a person who has falsified the certification form or documentation required by Section 6-29-1360 to serve in the capacity of an appointed official.

(D) A local governing body or planning or zoning entity must not employ a person who has falsified the certification form or documentation required by Section 6-29-1360 to serve in the capacity of a professional employee.

HISTORY: 2003 Act No. 39, Section 14, eff June 2, 2003.

Boards, Commissions, and Committees

Policies, Procedures, and Requirements

Rev. December 2022

