

## **Municipal-Gwinnett Planning Commission**

The Municipal-Gwinnett Planning Commission was established in 1985 by ordinance. The Commission consists of nine members, two each from the four commission districts who shall reside in the respective district and one appointed at-large by the Chairman of the Board of Commissioners, plus municipal members.

Members serve at the pleasure of the Board.

### **Responsibilities/General:**

- To research, review and make recommendations to the Board of Commissioners on zoning, the Zoning Resolution, zoning map amendments, special uses, waivers of the development regulations, the comprehensive plan and the elements thereof, development regulations and other policies and procedures of the Planning and Development Department and related matters;
- To advise the Board of Commissioners on environmental, public health, safety and general welfare matters which may include infrastructure, historic, business, residential and recreational matters, policies and procedures;
- To work with various public and private organizations and agencies engaged in or interested in planning and development activities so as to provide leadership in identifying and implementing County objectives for planning and development;
- To assist the Planning and Development Department, other County departments, boards and authorities (when appropriate to the purpose of the Planning Commission) and the Board of Commissioners in carrying out their various functions by making recommendations to achieve the desired benefits on behalf of present and future Gwinnett County residents and business as a whole;
- To report to the Board of Commissioners after research and review on any matter or class of matter referred to the Planning Commission by the Board of Commissioners before action is taken by them;
- The Planning Commission shall have thirty days from the date of its first scheduled public hearing on a matter in which to submit a recommendation to the Board of Commissioners.

### **Responsibilities Specific to Members Appointed by the Board of Commissioners:**

All members of the Planning Commission who are appointed by members of the Gwinnett County Board of Commissioners, shall be responsible for items of business brought before the Planning Commission regardless of the geographic location of the business item within the County. However, for the purpose of expediting the conduct of the Planning Commission's business, the Planning Commissioners appointed by each District Commissioner shall determine how to best divide the Commission District they represent or assign applications and other matters to facilitate the business of the Planning Commission within that Commission District. Such division or assignment procedures shall have the concurrence of the District Commissioner making said appointments and shall be confirmed by a majority of the Planning Commission.

**Responsibilities Specific to Members Appointed by the Board of Commissioners (continued):**

The Planning Commissioner appointed by the Chairman of the Board of Commissioners shall not have an assigned Planning District, but shall have "at-large" responsibilities to research and review zonings and other matters which may have an effect on Gwinnett County as a whole.

**Responsibilities Specific to Members Appointed by the Participating Municipalities:**

- Planning Commissioners appointed by the participating municipalities herein after referred to as "**municipal members**" shall have the responsibilities to research and review zonings and other matters which may have an effect on property located within its incorporated limits;
- Except as provided in Section XIII of the Bylaws, each municipal member may participate in discussions of the Municipal-Gwinnett County Planning Commission. Municipal members may make motions and/or vote only on the following matters:
  - Any Land Use Plan amendment, Road Classification Map amendment, and rezoning and/or Special Use permit request which is within or which abuts property presently inside the municipal boundaries of the City which appointed the municipal member.
  - Any issue, after written notification has been submitted to the Chairman within 24 hours of the scheduled public hearing, on which the Chairman shall rule on the eligibility of the vote prior to any discussion on this issue.
- Municipal members may not vote on points of order or any changes to the Bylaws or Rules of Procedure of the Municipal-Gwinnett County Planning Commission;
- Municipal members may not hold elected offices on the Municipal-Gwinnett County Planning Commission.

**Powers:**

- To vote on items of zoning and to vote on Land Use Plan and Long Range Classification Map change prior to presentment to the Board of Commissioners with their recommendations made to the Board;
- To table a vote on a specific matter to a specified future date and time after a public hearing;
- To draw upon the resources and knowledge of all County departments, boards and authorities as deemed necessary for the fulfillment of its purposes, duties and responsibilities.

**Meeting Date/Time:**

Two public hearings are held each month. The Municipal-Gwinnett Planning Commission currently meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 7:00 p.m.

In the event that there is a lack of business to be discussed and/or voted upon at a future meeting, the Chairman or a majority of the Planning Commission may cancel the meeting in question.

**Compensation:**

County-appointed members are compensated \$150 per meeting.

**Qualifications/Training:**

No specific qualifications or training are required.

## Municipal-Gwinnett Planning Commission

Appointment - Representing - Position	Name	Term Expires
Chairman's Appointment	Don Shillington	at the Pleasure of the Board
District 1 Appointment	Lynn Thorndyke	at the Pleasure of the Board
District 1 Appointment	John Winters	at the Pleasure of the Board
District 2 Appointment	Matt Houser	at the Pleasure of the Board
District 2 Appointment	Rebecca Peed	at the Pleasure of the Board
District 3 Appointment - Chairperson	Chuck Warbington	at the Pleasure of the Board
District 3 Appointment - Vice Chairperson	Teresa Cantrell	at the Pleasure of the Board
District 4 Appointment	Clint Dixon	at the Pleasure of the Board
District 4 Appointment	Tommy Hunter	at the Pleasure of the Board