

DUTIES OF PLANNING COMMISSION OFFICERS

Sherrill Ammeter

CHAIRPERSON: Preside at all meetings; sign all minutes and other official papers to indicate that they have been approved by the planning commission; oversee the preparation and distribution of agendas for each planning commission meeting.

VICE-CHAIRPERSON: Act in the manner and capacity as the Chairperson in the absence of the Chairperson.

W. M. Pierce

SECRETARY: Prepare the minutes of each planning commission meeting and submit them to the planning commission for approval; maintain an official record book of the minutes as approved and signed; provide the Governing Body (County Commissioners) with copies of the minutes on a continuing basis; distribute to each planning commission member all current materials relating to county planning and zoning as they are received; prepare and distribute agendas for each commission meeting under the direction of the Chairperson.

Charles Penick