



**TOWN OF ATLANTIC BEACH, SC**  
**TOWN COUNCIL DECISION MEMORANDUM**

RE: Establishment and Maintenance of Boards and Commissions

Date: August 1, 2024

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**ISSUE**

Should the Town of Atlantic Beach Code of Ordinances be amended to establish standard procedures for Boards and Commissions?

**RECOMMENDATION**

Staff recommends approval.

**BACKGROUND**

The Town of Atlantic Beach has Boards and Commissions to serve the Town Government. Presently, the only reference to boards and commissions is located within the Land Management Ordinance. There is a need to create one set of uniform standards for the establishment and maintenance of boards and commissions appointed by Town Council.

**ANALYSIS**

This amendment establishes a new chapter to Title 1 of the Code of Ordinances specifically addressing Boards and Commissions. The proposed chapter is applicable to the Planning Commission and the Board of Zoning Appeals; however, it will be applicable to any future boards and commissions established by Town Council.

The amendment establishes standards on membership, attendance, officers, procedures, and other matters related to boards and commissions. This amendment outlines proper procedures, in accordance with State Law, for granting notice to public meetings and documenting meeting proceedings. This amendment also includes revisions to the Land Management Ordinance (LMO) to make it consistent with the new chapter of the general code of ordinances and to reduce redundancies. It does not change any regulatory requirements or processes of the Planning Commission or Board of Zoning Appeals.