BY-LAWS
OF THE
WALDEN MUNICIPAL PANNING COMMISSION

ARTICLE I

Objective

The objectives and purposes of the Walden Municipal Design Review Commission shall be set forth in Section 6-54-113 of the Tennessee Code Annotated, and amendments and supplements thereto and also those powers and duties delegated to the Design Review Commission by the Walden Board of Mayor and Alderman in accordance with the above-mentioned law.

ARTICLE II

Membership and Terms

Section 1. The membership of the Walden Municipal Design Review Commission shall be as appointed by the Walden Board of Mayor and Aldermen.

ARTICLE III

Officers and Their Duties

Section 1. The officers of the Design Review Commission shall consist of a Chair, Vice-Chair, and a Secretary.

Section 2. The Chair shall preside at all meetings and hearings of the Design Review Commission and have the duties normally conferred by parliamentary usage of officers.

Section 3. The Chair shall have the privilege of discussing all matters before the Design Review Commission and to vote thereon.

Section 4. The Vice-Chair shall shall act for the Chair in his/her absence.

Section 5. The Secretary shall see that the following is done: The minutes and records of the Design Review Commission are kept, the agenda of regular and special meetings are prepared with the Chair and staff, notice of meetings is provided to the Design Review Commission members, proper and legal notice of hearings is arranged, and correspondence of the Commission and such other duties as are normally carried out by the Secretary are attended.

ARTICLE IV

Election of Officers

Section 1. Nomination of officers shall be made from the floor and officers shall be elected at the annual organization meeting which shall be held in January each year. Said organizational meeting shall be presided over by the Design Review Commission's professional staff advisor or other town staff.

Section 2. The candidate for each office receiving a majority vote of the entire membership of the Design Review Commission shall be declared elected.

Section 3. All officers shall be elected for a term of one (1) year and all officers shall be eligible to succeed themselves.

Section 4. Vacancies in offices shall be filled immediately for the unexpired term by regular election procedure.

ARTICLE V

Adoption of Design Standards

Section 1. In accordance with Section 6-54-133 of Tennessee Code, the Design Review Commission shall adopt general guidelines for the appearance of nonresidential property, multifamily residential property, and any entrance to a nonresidential development within the designated Town Center Area in order to implement the adopted Walden Land Use Plan.

Section 2. Before final adoption of the Design Standards, the Design Standards shall be reviewed by the Design Review Commission for consistency with the Walden Land Use Plan.

Section 3. All Design Standards shall be formally adopted by the Walden Board of Mayor and Aldermen. The Design Review Commission shall enforce the Design Standards as adopted by the Walden Board of Mayor and Aldermen.

Article VI

Amendment of Design Standards

An amendment, supplement, or change may be initiated by the Board of Mayor and Aldermen, or recommended by the Planning Commission or Design Review Commission. After report thereon by the Design Review Commission and Planning Commission, and after public hearings as required by law, the amendments must be formally adopted by the Board of Mayor and Aldermen.

ARTICLE VII

Meetings

Section 1. Meetings shall be held on the first Thursday of each month at 5:00 P.M. at the Walden Town Hall or a place designated by the Chair of the Design Review Commission.

Section 2. A majority of the membership of the Design Review Commission, two members, shall constitute a quorum. A quorum shall be present before any formal business is transacted.

Section 3. All development plans and recommendations of the Design Review Commission must be approved by at least two members.

Section 4. Special meetings may be called by the Chair. It shall be the duty of the Chair to call a meeting when requested to do so by a majority of the members of the Design Review Commission. The notice of such a meeting shall specify the purposes of such a meeting and no other business may be considered except by unanimous consent of the Commission.

Section 5. All meetings at which official action is taken shall be open to the general public.

ARTICLE VIII

Order of Business

Section 1. The order of business at regular meetings shall be:

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Consideration of the Minutes
5. Communication from Chair and Commissioners
6. Unfinished Business
7. New Business
8. Hearing of persons having business with the Commission (no decision or vote taken)
9. Adjournment

Section 2. For each agenda item open to public comment, the agenda order will be as follows, subject to alteration at the discretion of the Chair:

1. Applicant Presentation (if applicable)
2. Staff Presentation
3. Public Comment
4. Discussion and/or Vote

ARTICLE IX

Rules of Order

Section 1. The rules of order and parliamentary procedure contained in Robert's Rules of Order, Revised, shall govern the transaction of business by and before the governing body at its meetings in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE X

Agenda

Section 1. The Commission Staff or other designated official shall prepare for each meeting an agenda specifying the order in which items of business shall be heard before the Design Review Commission.

Section 2. All design review applications shall be submitted to Town Hall a minimum of thirty (30) calendar days before the scheduled meeting date, or by the deadline required in the Design Review Standards, Town of Walden Zoning Ordinance, Subdivision Regulations, or Municipal Code.

Section 3. Planning Staff shall distribute the agenda to each commissioner a minimum of five (5) days prior to the scheduled meeting.

ARTICLE XI

Public Comments, Public Hearings and Applicant Presentation

Section 1. In addition to those required by law, the Commission may at its discretion hold public hearings when it decides that such hearings will be in the public interest.

Section 2. Notice of such hearings shall be published in a newspaper of general circulation within the Town of Walden and Hamilton County at least seven (7) days, or longer if specifically required, prior to the date of such public hearing.

Section 3. The Chair of the Commission or its professional staff shall present the case before the Commission in summary and parties in interest shall have a privilege of the floor, following the guidelines set forth in these By-Laws.

Section 4. Guidelines for Public Comments or Public Hearings for Individuals

1. The Design Review Commission may allow Public Comments on any items on the agenda. Public Comments on these items may be opened and closed by the Chair, without a vote of the Design Review Commission.
2. Prior to speaking during Public Comments or Public Hearings, individuals should complete a Public Comment Card.
3. Comments should be limited to three (3) minutes per individual. At the discretion of the Chair, and under limited circumstances, the time may be extended for due cause.
4. Individuals wishing to speak shall come to the podium at the front of the room, face the Design Review Commission, identify themselves by name and home address, and make comments related to the agenda item.
5. The Chair may limit those Public Comments that are irrelevant or repetitive in nature.
6. If the speaker poses any questions during his/her comments, it will be within the Chair's discretion to seek answers to those questions following the close of the Public Comments or Public Hearing.
7. State law for certain items, for example, amendments to the subdivision regulations, requires Public Hearings. During statutorily required Public Hearings, after presentation of the item by the planning staff and the proponent, the Chair shall open the public hearing in order to allow individuals to speak. After those individuals wishing to speak at the Public Hearing have done so, on a motion and vote, the Public Hearing shall be closed.
8. The Design Review Commission may also allow Public Comments on items not on the agenda. Public Comments on these items may be opened and closed by the Chair, without a vote of the Design Review Commission.

Section 4. Guidelines for Applicant Presentation.

Applicants shall be allotted twenty (20) minutes to present their request to the Design Review Commission after the staff presentation and the Public Comment. At the discretion of the Chair, and under limited circumstances, the time may be extended for due cause. All applicant representatives speak or are represented during the allotted time. Applicants shall be allowed to present illustrative plans or other exhibits during the allotted time; however, electronic media (powerpoints, commercials, videos, etc.) must be provided to and reviewed by the Design Review Commission Staff 24 hours prior to the Design Review Commission meeting

Section 5. Guidelines for Written Public Comment.

Written comments may be submitted to Walden Town Hall or via email to the Town Administrator or designated staff. Written comments must be received no less than 7 days prior to the meeting to ensure distribution to all Commissioners. The Chair or staff member may either summarize or read the written comments at the meeting during the relevant agenda topic, at the discretion of the Chair.

Section 6. A record shall be kept of those speaking before the Commission.

ARTICLE XII

Committees

Special committees may be appointed by the Chair for purposes and terms which the Design Review Commission approves.

ARTICLE XIII

Employees

Section 1. When authorized to do so by the Walden Board of Mayor and Alderman, the Design Review Commission may appoint such employees and staff as it may deem necessary for its work and may contract with design professionals, city planners and other consultants for such services as it may require

Section 2. The expenditures of the Commission, exclusive of gifts, shall be within the amounts appropriated for the purpose by the Town of Walden.

ARTICLE XIV

Amendments

These by-laws may be amended by a majority vote of the entire membership of the Design Review Commission.

Adopted this _____ day of _____, 2025

_____
Chair of the Walden Municipal Design Review Commission

ATTEST:

_____
Secretary of the Walden Municipal Design Review Commission