



**TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA  
APPLICATION TO SERVE ON A TOWN BOARD/COMMISSION**

**Application Packages Deadline: (5:00PM) Thursday, August 16, 2018**

PLEASE COMPLETE ALL OF THE FOLLOWING FOR POSSIBLE PARTICIPATION

1. NAME: \_\_\_\_\_

2. MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

3. TELEPHONE NUMBER(S):

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

4. E-MAIL ADDRESS: \_\_\_\_\_

5. Are you a registered voter on Sullivan's Island? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Have you ever plead guilty, no contest or been convicted of a crime? If yes, please provide additional information: \_\_\_\_\_

The Town reserves the right to conduct a background check and additional information may be requested from you.

7. Indicate the real properties on Sullivan's Island in which you have a proprietary interest, identifying your primary residence:

\_\_\_\_\_  
\_\_\_\_\_

8. Please disclose any circumstances which might pose a conflict of interest in executing your responsibilities as a member of any Board or Commission for which you are applying:

\_\_\_\_\_

9. Please indicate that you wish to be considered for selection to a Board or Commission and, if selected, you are prepared to serve through the term below.

Board of Zoning Appeals \_\_\_\_\_ 5 seats (terms expiring 8/31/2021)

Design Review Board \_\_\_\_\_ 3 seats (term expiring 8/31/2021)

Municipal Election Commission \_\_\_\_\_ 1 seat (term expiring 8/31/2024)

Tree Commission \_\_\_\_\_ 2 seats (term expiring 8/31/2021)

**NOTE:**

No member of a Town Board or Commission may hold an elected office in the Town of Sullivan's Island or County of Charleston.

If appointed, you must successfully complete a minimum of six (6) hours State mandated planning and zoning training as soon as possible, plus required continued education thereafter. (S.C. Code §§ 6-29-1340-6-29-1370; §5-15-90 (for Municipal Election Commission) Failure to complete required training will result in discontinuation of service and ineligibility for re-appointment (§6-29-1380)

(Initial)

**(If applying for initial appointment) I agree to complete the required training in a timely manner on initial appointment and annually thereafter.**  (Initial)

**(If applying for re-appointment) I certify that I have completed the required training during my current term and, if re-appointed, agree to do so annually during my new term.**  (Initial)

**You must return a completed Town questionnaire for your desired Board/Commission(s) for consideration and a personal resume is encouraged.**

**By signing herein, I have read and understand the requirements for serving as a member of the Commission &/or Board requested and attest the information provided is accurate.**

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

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Questions: Lisa Darrow (843-883-5744; [ldarrow@sullivansisland-sc.com](mailto:ldarrow@sullivansisland-sc.com)) at Town Hall (2050-B Middle Street) or Administrator Andy Benke (843-883-5726; [abenke@sullivansisland-sc.com](mailto:abenke@sullivansisland-sc.com)). Contact Acting Town Clerk Courtney Liles to verify current training status (for incumbents) at (843) 883-5730 or [cliles@sullivansisland-sc.com](mailto:cliles@sullivansisland-sc.com).



**TOWN OF SULLIVAN'S ISLAND,  
SOUTH CAROLINA**

**BOARD OF ZONING APPEALS  
QUESTIONNAIRE**

1. Why do you wish to serve on the Board of Zoning Appeals (BZA)?
2. BZA meets on average one evening per month. Are you able to attend meetings at this frequency?
3. Please read the attached summary of the role of the Board of Zoning Appeals and review the Town's Code regarding this Board (Zoning Ordinance, Chapter 21, XVIII).
  - a. In your opinion, what should be the priorities of the BZA?
  - b. How does your knowledge, expertise and experience qualify you to serve on this Board?
4. Are there any provisions of the Zoning Ordinance with which you disagree?
5. Do you see any conflicts between the BZA's decisions and property rights?
6. The BZA is authorized to grant variances to zoning ordinance standards under very specific criteria that demonstrates hardship (outlined in Zoning Ordinance, Section 21-179). Would you have a problem following these procedures when considering variance requests?
7. How would you handle having to make decisions that might be unfavorable to a neighbor, business associate, client or family member?

Thank you for taking the time to respond to these questions. Please submit your answers along with the application and your resume to Lisa Darrow (843-883-5744; [ldarrow@sullivanisland-sc.com](mailto:ldarrow@sullivanisland-sc.com)) at Town Hall (2056 Middle Street or mail to PO Box 427).

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**TOWN OF SULLIVAN'S ISLAND,  
SOUTH CAROLINA  
DESIGN REVIEW BOARD  
QUESTIONNAIRE**

1. Why do you wish to serve on the Design Review Board (DRB)?
2. DRB meets on average one evening per month. Are you able to attend meetings at this frequency?
3. Please read the attached summary of the role of the Design Review Board and review the Town's Code regarding this Board (Chapter 21, XII).
  - a. In your opinion, what should be the priorities of the DRB?
  - b. How does your knowledge, expertise and experience qualify you to serve on this Board?
4. Are there any provisions of the Zoning Ordinance with which you disagree?
5. Do you see any conflicts between the DRB's decisions and property rights?
6. Briefly, what are your thoughts on the following ordinance topics/concepts:
  - a.) Historic Preservation
  - b.) Neighborhood Compatibility
  - c.) Zoning Ordinances which restrict house size and lot size
  - d.) Town Commercial District
7. How would you handle having to make decisions that might be unfavorable to a neighbor, business associate, client or family member?

Thank you for taking the time to respond to these questions. Please submit your answers along with the application and your resume to Lisa Darrow (843) 883-5744 ([ldarrow@sullivanisland-sc.com](mailto:ldarrow@sullivanisland-sc.com)) at Town Hall (2056 Middle Street; mail PO Box 427)

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*Please read Special Note regarding Design Review Board appointments attached (page two)*



**TOWN OF SULLIVAN'S ISLAND,  
SOUTH CAROLINA**

**DESIGN REVIEW BOARD**

**Special Note – Appointments**

**The Town ordinance establishing the Design Review Board states that**

*“In making appointments to the Design Review Board, the Town Council shall make an attempt to maintain a balance of interest and skills on the Board by assessing the individual qualifications of the candidates including but not limited to their knowledge and demonstrated interest in architecture, history, archeology, planning, urban or community design, landscape architecture, construction and restoration, or law. All members should have knowledge and demonstrated interest in the design and preservation of buildings and places.”*

**Further, South Carolina State Department of Archives and History in its requirements for designation of certified local government programs in historic preservation, states that: “Interest, competence or knowledge in historic preservation should be identified on commissioners’ resumes giving their education and volunteer background, attendance at workshops and seminars, and related activities.”**



**TOWN OF SULLIVAN'S ISLAND,  
SOUTH CAROLINA**

**MUNICIPAL ELECTION COMMISSION  
QUESTIONNAIRE**

1. Why do you wish to serve on the Municipal Election Commission?
2. The Election Commission meets primarily around regular municipal election cycles (elections are held every two years in May on odd years) and any necessary special elections. Would you be prepared to serve in this cyclical capacity?
3. Please read the attached summary information regarding an Election Commission and review the Town's Code regarding this Commission (Chapter 6, Elections). As you can see, the Election Commission operates within a well-defined framework. Please state how you would apply your judgment, knowledge and experience while working within this type of structure.
4. What do you think should be the role of the Municipal Election Commission in a municipal election? What about a general election? How would you use your knowledge and/or experience to fulfill this role?
5. How would you handle candidates and/or supporters of candidates who campaign in the poll location?
6. What would you do if a business associate, client or family member were to come before you and ask for your endorsement of their candidacy and/or help with the campaign?
7. Do you have any potential conflicts of interest that would keep you from impartially serving as a member of the Municipal Election Commission?

Thank you for taking the time to respond to these questions. Please submit your answers along with the application and your resume to Lisa Darrow (843-883-5744) ([ldarrow@sullivansisland-sc.com](mailto:ldarrow@sullivansisland-sc.com)) at Town Hall (2056 Middle Street or mail to PO Box 427).

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**TOWN OF SULLIVAN'S ISLAND  
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**TREE COMMISSION  
QUESTIONNAIRE**

1. Why do you wish to serve on the Tree Commission?
2. The Tree Commission meets on average one evening per month. Are you able to attend meetings at this frequency?
3. Please review the Town's Code regarding this Board (Chapter 21, XVII)
  - a. In your opinion, what should be the priorities of the Tree Commission?
  - b. How does your knowledge, expertise and experience qualify you to serve on this Commission?
4. Are there any provisions of the Tree Ordinance with which you disagree?
5. Do you see any conflicts between the Commission's decisions and property rights?
6. What are your thoughts on tree trimming and tree cutting
  - a. On private property?
  - b. On Town-owned property?
7. How would you handle having to make decisions that might be unfavorable to a neighbor, business associate, client or family member?

Thank you for taking the time to respond to these questions. Please submit your answers along with the application and your resume to Lisa Darrow (843) 883-5744 ([ldarrow@sullivansisland-sc.com](mailto:ldarrow@sullivansisland-sc.com)) at Town Hall (2056 Middle Street or mail to PO Box 427).

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