

**Town of Sullivan's Island  
Council Workshop**

**Monday, February 6, 2017**

**6:00 p.m.**

**Town Hall, 2056 Middle Street**

- 1. Administrator's Report**
- 2. Finance Committee**
- 3. Public Facilities Committee**
- 4. Land Use & Natural Resources Committee**
- 5. Administration Committee**
- 6. Water & Sewer Committee**
- 7. Public Safety Committee**
- 8. Recreation Committee**

**FINANCE  
COUNCIL WORKSHOP  
February 6, 2017**

**Chairman Mayor Pat O'Neil  
All Members of Council**

All matters connected with Town finances, taxes and licenses. The Committee shall prepare and submit an annual operating budget and capital improvement program to Council.

**I. Matters for Action by Council**

A. None.

**II. Matters for Discussion by Council**

A. December 2016 Financial Report.

**III. New Matters Presented to Council**

A. None.

**IV. Matters Pending by Council**

**PUBLIC FACILITIES  
COUNCIL WORKSHOP**

**February 6, 2017**

**Chairman Bachman Smith IV  
Members Chauncey Clark and Mark Howard**

All matters relating to construction, maintenance and improvements of streets, beach paths and Town-owned buildings; sanitation services including trash and garbage; storm water management; and energy and resource conservation programs.

**Monthly Construction Report Presented by Mr. Robinson (if needed).**

**Town Hall construction update by C. Clark.**

**I. Matters for Action by Committee:**

A.

**II. Matters pending discussion in Committee  
(may include items currently for discussion by Council)**

- A. Planning for public facilities and historic structure aesthetic improvements to grounds and the need for a Budget line item
- B. Review of Space Needs Reports from all departments

**III. Matters for Action by Council**

A.

**IV. Matters for Discussion by Council**

A.

**V. New Matters Presented to Council**

A.

**VI. Matters Previously Discussed and Not Yet Implemented  
(other than mention these will not be discussed but for questions received)**

- A. Develop criteria for selecting pieces for the art wall/display area in the new Town Hall.
- B.

**VII. Recently Resolved (items will remain for a month after resolution/implementation)**

- A. Sta.18 stormwater system evaluation, repair protocol and temporary solution study awarded

**LAND USE AND NATURAL RESOURCES  
WORKSHOP**

**February 6, 2017**

**Chairman Rita Langley  
Members Chauncey Clark and Pat O'Neil**

All matters relating to the Zoning and Building Ordinances and their Implementation, and Natural Resources including Town-owned land.

**Monthly Zoning Report Presented by Mr. Henderson  
Monthly Boards and Commission Reports Attached**

**I. Matters for Action**

**II. Matters for Discussion**

1. **Historic Design Guidelines:** Planning Commission to review potential text amendments to Z.O. Section 21-97C. (5)
2. **Elevation of Historic Structures:** Planning Commission to review potential text amendments regarding standards for elevating structures
3. **Accessory Structures for Historic Structures:** Planning Commission to consider text amendments related to this matter

**III. Activity Update**

1. **Town Comprehensive Plan:** Continued discussion of timeline and funding at the next Land Use and Natural Resources Committee Meeting.
2. **Tree Pruning Ordinance:** Continued to review the Tree Commission's recommendations in Committee.
3. **Tree City USA Designation:** Application approved; formal designation to be announced in March 2017.
4. **Palmetto Trees on Causeway:** Staff continues developing conceptual and cost estimates.

**IV. New Matters Presented to Council**

**V. Matters Pending Further Action by Committee**

1. **Transition Zone:** Clarification of Transition Zone to DHEC.

**ADMINISTRATION  
COUNCIL WORKSHOP  
February 6, 2017**

**Chairman Mark Howard**

**Members Sarah Church and Susan Middaugh**

All matters relating to oversight of implementation of the following Town administrative functions: personnel; licensing; Town Attorney; court; rules; solicitation for Boards and Commissions; administrative infrastructure; communications and community outreach.

**I. Matters for Action by Council**

- A. Proposal for a plaque listing all of Sullivan's Island's current and previous Mayoral terms of service to be displayed in the new Town Hall.

**II. Matters for Discussion by Council**

- A. None

**III. New Matters Presented to Council**

- A. None

**IV. Matters Pending Further Action Taken by Council**

**A. Town Communications Plan**

**1. New Town Website**

Staff is developing, in conjunction with SC.Gov., a new municipal website. Anticipating website design and layout completion in late Jan/Feb. Web content development will follow.

**2. Mobile 311**

A new software program is in development. The goal of the Mobile 311 program is to allow the public to communicate with staff in a variety of new ways. It will incorporate various new services and communication options between Staff and the public, increasing efficiency.

**3. Accounting software**

Data transmission commenced January 17, 2017, and will continue for the next few months. Training is scheduled for early July and Go Live is anticipated in late July/early August.

**WATER AND SEWER AGENDA  
COUNCIL WORKSHOP  
Committee Chair: Susan Middaugh  
February 6, 2017**

**Committee Members:** Mark Howard, Bachman Smith

**Committee Charge:** All matters relating to the Water and Sewer Department and Systems

**I. Monthly Report from Mr. Gress**

**II. Matters for Discussion by Council**

1. Update on Rate Study Recommendations
2. Poe Ave. sewer line replacement – postponed pending personnel and funding
3. Water Utility fence
4. WWTP Buffer Landscaping along fence adjacent to Stith Park

**III. Matters for Action by Council:**

None at this time

**IV. New Matters Presented to Council**

1. The next Sullivan's W&S Committee meeting will be held on Thursday, 2-23-17, at 8:30 AM at Sullivan's Island Town Hall.

**Pending Items to be considered in future meetings:**

- a. FEMA Phase I Engineering Study – in progress
- b. Poe Avenue Sewer Line Replacement – delayed
- c. I&I Phase II – postponed
- d. Private Sewer Lateral Policy for I&I reduction
- e. W&S billing software replacement est. completion July/August 2017
- f. Development of a Cost Recovery Program
- g. Pre-Disaster Mitigation Grant for submersible pumps
- h. ASR: Aquifer Storage and Recovery

**PUBLIC SAFETY  
COUNCIL WORKSHOP**

**February 6, 2017**

**Chairman Chauncey Clark  
Members Pat O'Neil and Sarah Church**

All matters relating to the Police and Fire Departments, and other matters regarding emergency preparedness.

**Monthly Report by Chiefs Howard and Stith**

**I. Matters for Action by Council**

**II. Matters for Discussion by Council**

- A. Managed Parking — Staff update on managed parking plan.
- B. Annual Fire and Rescue Oyster Roast- Saturday, February 4, 2017.

**III. New Matters Presented to Council**

**IV. Matters Pending Further Action By Council**



**RECREATION  
COUNCIL WORKSHOP  
February 6, 2017**

**Chairwoman Sarah Church  
Members Rita Langley and Susan Middaugh**

All matters relating to the creation, expansion or improvement of facilities and programs in the area of parks and recreation; and community wellness programs.

**I. Matters for Action by Council**

1.

**II. Matters for Discussion by Council**

1. Farmers Market 2017- plans for upcoming season- now accepting vendor applications
2. St. Patrick's Day celebration in Stith Park – Saturday, March 18
3. Lease Agreement of 1451 Hennessy Street to The Island Club

**III. New Matters Presented to Council**

**IV. Matters Pending Further Action by Council**

1. Drainage and Erosion on the Mound – Awaiting study on how to best manage storm water on the mound and repair erosion. Town Council voted to accept bid by Thomas & Hutton on 4/19/16
2. Bamboo on the Mound – Consideration of trimming bamboo back on the mound and near the field. This is on hold until improvements are made to the drainage on the mound.
3. 1451 Hennessy Street (Island Club) Repairs- contract has been approved, work in progress. Completion date expected by March 2017
4. Improvements to Stith Park – maintenance and improvements to be discussed at Committee level
5. Independence Day fireworks display – staff will sign contract for display as agreed at January Council workshop