

**TOWN OF SULLIVAN'S ISLAND
SOUTH CAROLINA
PLANNING COMMISSION MINUTES**

Wednesday, November 14, 2007

The regular meeting of the Town of Sullivan's Island Planning Commission was held at 6:30 p.m. on Wednesday, November 14, 2007 in Town Council Chambers, 1610 Middle Street all requirements of the Freedom of Information Act having been satisfied. Present were Commission members Vice-Chairman John Winchester, Aussie Geer, Nicky Bluestein, Anne Kilpatrick, Bobby Thompson and Elaine Fowler (arrived at 6:36 p.m.); Zoning Administrator Kent Prause, Building Official Randy Robinson and Assistant to Administrator Lisa Darrow.

I. Call to Order. Vice-Chairman Winchester called the meeting to order, stated the press and public were duly notified pursuant to state law and noted that Chairman Hal Currey was out of town.

II. Approval of Agenda

MOTION: Ms. Geer made a motion to approve the agenda; seconded by Ms. Kilpatrick; MOTION UNANIMOUSLY PASSED.

III. Approval of Previous Month's Minutes

MOTION: Ms. Kilpatrick made a motion to approve the October 10, 2007 minutes as presented; seconded by Ms. Geer; MOTION UNANIMOUSLY PASSED.

IV. Correspondence -

Vice-Chairman Winchester noted the Commission received a letter from the Town outlining Town Council's resolution at its November 5, 2007 Special Council meeting to direct the Planning Commission to consider amendments to Section 21-C of the Town Zoning Code, regarding designation of historic homes and the Design Review Board process. The Planning Commission was provided copies of the letter, Council's resolution for the Planning Commission and, for reference, Council's resolution nominating fourteen (14) historic homes to the Design Review Board for historic designation determination. This information was provided for information only at this meeting.

Vice-Chairman Winchester provided the following summary: the resolution and forthcoming ordinance would state that any properties properly nominated by a Town body to the Design Review Board for historic designation, would be protected from demolition until the Design Review Board made its determination on the historic designation of the property. Vice-Chairman Winchester noted the Planning Commission would hold a public hearing at its December 12, 2007 meeting and directed Staff to properly advertise for the same.

Mr. Bluestein noted that he has some experience with commercial historic renovations in Charleston and volunteered to gather information regarding various funding opportunities which might be available, on a state or federal level, to encourage residential historic renovations. Mr. Thompson offered to assist Mr. Bluestein with this effort, noting this would be good information to disseminate to Town residents.

V. General Public Comment – None

VI. Unfinished Business – None

VII. New Business -

1. Set meeting schedule for 2008

Staff prepared a proposed schedule for 2008 regular meeting dates based upon the standard second Wednesday of each month schedule in past years (Exhibit A attached). The Commission agreed to schedule the October 2008 meeting on Tuesday, October 7, 2008 as Wednesday, October 8, 2008 is the beginning of a religious holiday, Yom Kippur.

MOTION: Ms. Kilpatrick made a motion to approve the 2008 Planning Commission meeting schedule in Exhibit A herein; seconded by Ms. Geer; MOTION UNANIMOUSLY PASSED.

Vice-Chairman Winchester noted that Mr. Tressler had arrived regarding the plat review for 424 Patriot Street. With general Commission consensus, the plat review for 424 Patriot was moved up next on the agenda.

2. Plat Review – 424 Patriot

Staff Comments:

Zoning Administrator Prause circulated two copies of the proposed plat for the Commission to review during his following comments:

- There are currently two (2) existing non-conforming lots of record at 418 and 424 Patriot Street, due a survey error in the past. Site plans and improvements were made on the lots based upon the survey error.
- A recent survey discovered setback encroachments.
- Both 418 and 424 Patriot Street properties are under the same ownership. Section 21-153 B (3) of Town Ordinances does not allow the Town to approve adjustments which would increase the non-conformity of a lot. Zoning Administrator Prause indicated his original concern was to not allow a recombination of two lots and then a re-subdivision into two non-conforming lots which would ultimately further reduce the size for one lot. In the situation of 418 and 424 Patriot Street, the owner requests a lot line adjustment to correct setback errors.

Applicant Comments:

Mr. Bob Tressler – 424 Patriot Street

Mr. Tressler reiterated Staff comments that the survey error was made decades ago. In 1987 the original house on 424 Patriot was demolished and an “as built” survey was accomplished in 1990 upon which a new structure was built. A new survey was done in 2004, using the same surveyor as in the past, and no changes were identified. When an “as built” survey was completed recently, in conjunction with a proposed house addition, the setback errors were discovered.

Mr. Thompson questioned the previous construction timeframes and sought clarification on the history of the error. Zoning Administrator Prause clarified that the proposed plat adjustment would eliminate the previous setback violation. Staff recommended approval of the plat.

MOTION: Ms. Fowler made a motion to approve the proposed plat for 424 Patriot Street as recommended by Staff; seconded by Ms. Kilpatrick; MOTION PASSED FIVE (5) TO ONE (1), WITH MR. THOMPSON VOTING IN THE NEGATIVE.

3. Discussion regarding Commission members’ participation on the Selection Panel for the Master Community Commercial (CC) District Plan, Consultant Services RFP

Vice-Chairman Winchester noted that Council has not made any final, specific decisions regarding the Planning Commission’s role in the selection process of the consultant and the eventual management of the Master Community Commercial (CC) District Plan development. As such, Council has not issued specific invitations to participate in the consultant selection process although he understands Council anticipates a specific recommendation of names as candidates to the selection panel, as done in the Accreted Land Management RFQ candidate selection process still underway.

Vice-Chairman Winchester noted that Chairman Currey and he want to serve on the selection committee. Ms. Geer and Ms. Fowler asked to be included too.

MOTION: Ms. Kilpatrick made a motion that the following Commission members be recommended to Council as candidates for inclusion on the Selection Committee for the Master Community Commercial (CC) District Plan Consultant Services: Hal Currey, John Winchester, Aussie Geer and Elaine Fowler; seconded by Mr. Thompson; MOTION UNANIMOUSLY PASSED.

Mr. Thompson noted reading in *The Moultrie News*, dated this date, a letter to the editor from Steve Brock, Mount Pleasant Planning Commission Chair regarding a Planning Commission’s role in commercial district reviews. He asked Staff to provide copies of the paper excerpt to the Commission.

4. Accreted Land Management Plan – Consultant Services (Update)

Mr. Bluestein and Ms. Kilpatrick represent the Planning Commission on the Selection Committee for consultant services for the Accreted Land Management Plan and offered the following report:

- Candidate field was reduced from seven (7) to four (4) at a Special Council meeting on October 15, 2007. The candidates were eliminated by Selection Committee consensus, Staff was directed to gather reference information on the remaining four (4) candidates and another special meeting should be scheduled to interview these candidates in the next month or so.
- The candidate field was diverse in size and geographic location, but the candidates crafted similar types of expertise teams to approach the project.
- It was noted that the Town has not identified a budget for the project and no budget was discussed at the October 15, 2007 meeting.
- There was a significant level of public interest at the meeting, with good attendance.

Vice-Chairman Winchester asked Mr. Bluestein and Ms. Kilpatrick to update the Commission on additional progress at the December Planning Commission meeting.

5. 2008 Town Comprehensive Plan Ten (10) Year Review – Staff overview of process

Zoning Administrator Prause provided the following comments:

The Town's Comprehensive Plan was adopted in 1998. On June 19, 2000 the Comprehensive Plan was revised due to the adoption of the vacation rental ordinance. Berkeley Dorchester Charleston Council of Government (BCD-COG) updated the Plan in 2005, but the update was not adopted by Council. He commented that in 2005 the Master Community Commercial District area and Accreted Land were considered an important focus by the Planning Commission, which resulted in a deferral of Planning Commission discussion of the BCD-COG update.

He noted State statute directs Planning Commissions to engage in ongoing planning efforts and recommend changes to the Comprehensive Plan as often as a Commission deems appropriate. However, the Town's Comprehensive Plan must be reviewed no less than once every five (5) years, with all elements reviewed and updated once every ten (10) years.

Zoning Administrator Prause noted that Council must hold a public hearing, with a minimum thirty (30) day notice, to discuss and consider Planning Commission recommendations on Comprehensive Plan changes.

Regarding the ten (10) year review of all elements to the Comprehensive Plan, Zoning Administrator Prause noted two (2) new state required elements: Transportation and Priority Investment. The Priority Investment element would require a Town to make a ten (10) year projection for public funds to accomplish desired infrastructure improvements (streets, schools, etc.). At a minimum, a Town would develop a capital improvement plan and identify the funds, from the municipality or other sources, needed to accomplish the written plan. This plan would be shared with other agencies and groups in an effort to, at a minimum, open dialogue on Town needs. He noted this is a type of “smart growth” initiative.

The Commission endorsed BCD-COG handling the ten (10) year update, with Commission members directing Staff to obtain price quotes and copies of the most recent BCD-COG prepared plan (2005).

Vice-Chairman Winchester asked Commission members to consider the timeframe and breakdown for reviewing each Plan element, including consideration for scheduling special meetings in 2008 just for the Plan review. Commission members should come to the December meeting prepared to discuss a strategy for reviewing the Comprehensive Plan in 2008.

The Commission reiterated the desired elements for the December agenda: Accreted Land Management RFQ update, Community Commercial (CC) District Plan update, 10 year Comprehensive Plan review and Public Hearing on upcoming ordinance.

There being no further business, the meeting was adjourned (motion by Ms. Geer; seconded by Ms. Kilpatrick; unanimously passed) at approximately 7:35 p.m.

Respectfully submitted,

Lisa Darrow
Asst. to Administrator

To be approved at the December 12, 2007 Regular Planning Commission Meeting