

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

Thursday, September 20, 2007

The regular meeting of the Town of Sullivan's Island Planning Commission was held at 6:30 p.m. on Thursday, September 20, 2007 in Town Council Chambers, 1610 Middle Street all requirements of the Freedom of Information Act having been satisfied. Present were Commission members Chairman Hal Currey, Aussie Geer, Nicky Bluestein, John Winchester, Anne Kilpatrick, Bobby Thompson and Elaine Fowler; Town Administrator Andy Benke, Zoning Administrator Kent Prause and Assistant to Administrator Lisa Darrow.

**I. Call to Order.** Chairman Currey called the meeting to order, stated the press and public were duly notified pursuant to state law and noted that the Town ran special newspaper and Town website advertisement to notify public of the date change for this meeting. Chairman Currey welcomed Mr. Nicky Bluestein to his first meeting with the Planning Commission.

**II. Approval of Agenda**

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

**III. Election of Vice-Chair**

**MOTION: Ms. Geer nominated Mr. Winchester for the office of Vice-Chair; Ms. Fowler seconded.**

**Chairman Currey asked if there were any other nominations. There being none, the Commission voted to elect Mr. Winchester Vice-Chair by acclamation.**

**IV. Approval of Previous Month's Minutes**

**MOTION: Mr. Winchester made a motion to approve the August 8, 2007 minutes with the following correction: revise sentence two (2) under VI Unfinished Business, page 2 to read, "Ms. Votava reported.....wherein a Council member suggested, and Council generally agreed, to 'unofficially extend' the August 3, 2007 application deadline." Seconded by Ms. Geer; MOTION PASSED SIX (6) TO ZERO (0) WITH MS. FOWLER ABSTAINING.**

**V. Correspondence - None**

**VI. General Public Comment - None**

## **VII. Unfinished Business –**

### **Discussion with Councilman O’Neil, Real Estate Committee Chairman, and Town Administrator Benke**

Chairman Currey welcomed Councilman O’Neil, Chairman of the Real Estate Committee of Council, attending at the Commission’s special request. Thereafter Councilman O’Neil and Administrator Benke updated the Commission on the status of various Town projects.

**Accreted Land Management Plan RFQ (closed August 31, 2007):** The Commission received a copy of the RFQ and list of responding candidates during this meeting. Councilman O’Neil advised the Commission that on September 18, 2007 Council discussed the selection procedure and panel for the RFQ and, subsequent to that discussion, resolved to amend the RFQ to clarify these matters. A copy of Council’s Resolution was also provided to the Commission (A copy of the documents are attached hereto as Exhibit A).

The Commission discussed the RFQ and Council Resolution to amend it. Councilman O’Neil commented that Council wanted to include the opportunity to interview finalists after a selection panel composed of Council, some Planning Commission members and some Staff members, screened the proposals, vetted the candidates and made finalist recommendations to Council. Councilman O’Neil, in response to various Commission members’ questions, suggested the Commission discuss this matter, identify who on the Commission would like to serve on the selection panel and make a recommendation to Council by the October 1, 2007 Committee of Council meeting.

After the Commission discussed the RFQ in further detail and various members expressed their keen desire for Council to fully utilize the Commission in assisting with Town planning related matters, the Commission moved discussion to other projects.

**Master Community Commercial (CC) District Plan RFP (closes October 1, 2007):** The Commission spent a significant amount of time reviewing and discussing the RFP document, the Commission’s role in both the selection of candidates and their subsequent role during the development of the Master Community Commercial District Plan (hereinafter “Plan”).

Councilman O’Neil stressed that Council would make the final determination on who would be awarded the consulting job, but underscored the RFP specifically stipulated Commission representation in the selection screening process.

Most Commission members opined that the Commission should be integrally involved in assisting, facilitating and/or steering the successful consultant through the process of developing the Plan. The Commission discussed the need to present to Town Council the Commission’s expectations that the Commission should have a meaningful and

significant role in both the selection of the consulting firm and in steering/facilitating the successful execution of the project.

At this point the Commission asked for feedback from Councilman O'Neil and Staff. Zoning Administrator Prause asked for clarification as to what role the Commission hoped to assume in the development of the Plan. Commission members spoke of assisting in identifying the key stakeholders, facilitating discussion between various Island interest groups on this matter to reach common ground, and encouraging public interest and participation in the design process. Some Commission members repeated the desire to help alleviate the burden Council would have in conducting oversight of this project, to ensure a quality final product. Some Commission members spoke of being available to assist the selected consultant to alleviate some of the Staff administrative work associated with this project.

After further discussion on this matter, the Commission reached general consensus to prepare a letter for the Committee of Council meeting on October 1, 2007 outlining the Commission's interest and anticipated role in current projects such as the Accreted Land Management Plan and Master Community Commercial (CC) District Master Plan. Mr. Winchester volunteered to draft the letter for Commission review.

#### **Schneider Historic Preservation, LLC Study**

Councilman O'Neil advised the Commission that on September 10, 2007 Schneider Historic Preservation (SHP) began conducting a survey of homes identified by Council, Planning and Design Review Board as being of a certain age or possible historic significance. To date, SHP has surveyed one-hundred thirty-five (135) structures and is preparing a preliminary report at present.

On a similar matter, Councilman O'Neil announced the Town received confirmation this past week from the National Park Service that the four (4) established National Registered Districts were approved. Councilman O'Neil noted that the districts would not overlap the Town's existing historic district overlay areas and identified houses and landmarks would be National Historic Registered eligible. He stressed, however, that the new designation did not detract in any way from the Town's existing historic districts.

### **VIII. New Business -**

#### **1. Selection of Planning Commission Participants for Current RFQ's/RFP's**

##### **Accreted Land Management Plan Selection Committee & Master Community Commercial (CC) District Plan Selection Committee**

Ms. Kilpatrick and Mr. Bluestein expressed an interest in serving on the Accreted Land Management Plan Selection Committee while multiple Commission members expressed an interest in serving on the Master Community Commercial (CC) District Plan Selection Committee.

**MOTION: Mr. Winchester made a motion to recommend to Town Council that Anne Kilpatrick and Nicky Bluestein serve as Planning Commission representatives on the Accreted Land Management RFQ Selection Committee; seconded by Mr. Thompson. MOTION UNANIMOUSLY PASSED.**

The Commission generally agreed to defer selection of Commission members for the Master Community Commercial (CC) District Plan Selection Committee until after the October 1, 2007 Committee of Council meeting.

There being no further business, the meeting was adjourned (motion by Ms. Fowler; seconded by Ms. Kilpatrick; unanimously passed) at approximately 8:10 p.m.

Respectfully submitted,

Lisa Darrow  
Asst. to Administrator

Approved at the October 10, 2007 Regular Planning Commission Meeting