

**TOWN OF SULLIVAN'S ISLAND
SOUTH CAROLINA
PLANNING COMMISSION
REGULAR MEETING MINUTES
Wednesday, January 13, 2010**

A regular meeting of the Town of Sullivan's Island Planning Commission was held at 6:30 p.m., Wednesday, January 13, 2010 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, Vice-Chairman John Winchester, Aussie Geer, Nicky Bluestein, Anne Osborne Kilpatrick, Bobby Thompson and Elaine Fowler; Asst to Administrator Darrow and Building Official Robinson.

I. Call to Order. Chairman Currey called the meeting to order, noted all Commission members were present, and stated the press and public were duly notified pursuant to state law.

II. Approval of Agenda.

MOTION: Mr. Winchester made a motion to approve the January 13, 2010 agenda; seconded by Mr. Bluestein. MOTION UNANIMOUSLY PASSED.

III. Election of Officers – Chair & Vice Chair

MOTION: Ms. Geer made a motion to re-appoint Hal Currey as Chairman and John Winchester as Vice-Chairman; seconded by Mr. Bluestein; MOTION UNANIMOUSLY PASSED.

IV. Annual Approval of Planning Commission Rules of Procedure

Chairman Currey noted the Commission has received the 2009 Rules of Procedure for review and potential changes, as is customary each year. He noted Mr. Winchester has added language formalizing a deadline for adding routine items and applications to the agenda. Currently Asst. to the Administrator Darrow informs potential applicants that the deadline for items, such as subdivision requests, is one week before the Commission meeting. Normally, the agenda is finalized seven days before the meeting with packets distributed to the Commission five days prior to the meeting. Chairman Currey noted that the Commission could still elect to add items to the agenda at the meeting, if the additions suited the public's best interest. Mr. Winchester noted that his intent was to have as much public notice as possible for items the Commission would discuss, to maximize public participation. Ms. Fowler tweaked Mr. Winchester's suggested language, with his consent.

Chairman Currey inquired about conflict of interest guidelines in the Rules of Procedure and whether the language was sufficient. After discussion regarding ways to potentially clarify the Commission's conflict of interest policy, the Commission directed Asst to the Administrator Darrow to research neighboring municipalities' policies, Town Council's policy and for Ms. Fowler to provide some information on this topic that she has seen with other groups in which she participates. The Commission will review this matter at the next Commission meeting and adjust the Rules of Procedure if necessary.

Chairman Currey also suggested clarification regarding the Public Hearing procedures. He also noted that Staff has been given authority by Council to handle some plat approvals. Chairman Currey and Ms. Fowler recommended some language to clarify this matter. ***The Rules of Procedure with new language in "track change" format is attached hereto as Exhibit A.***

MOTION: Ms. Kilpatrick made a motion to approve the Planning Commission Rules of Procedure with the additions as noted in Exhibit A; seconded by Mr. Winchester; MOTION UNANIMOUSLY PASSED.

V. Approval of Minutes.

MOTION: Mr. Winchester made a motion to approve the December 9, 2009 minutes as presented; seconded by Ms. Geer; MOTION UNANIMOUSLY PASSED.

VI. Correspondence & General Public Comments – None

VII. Unfinished Business

The Planning Commission received reports on the following ongoing projects:

A. Accreted Land Management Plan

Council held a special meeting on December 7, 2010 to discuss the Accreted Land Management Plan and then again at the December 15, 2009 regular Council meeting. On December 15, 2009 Council finalized two documents for the consultant team, Coastal Science & Engineering (CSE): Proposed Principles for the Accreted Land Management Plan and Directions for the Accreted Land Management Plan. Council has forwarded these items to CSE and awaits a revised product.

B. Master Community Commercial District Plan

A Special Council Meeting is scheduled for 6:00PM on Monday, January 25, 2010 at Church of Holy Cross Episcopal, 2520 Middle Street. At this meeting Council will receive the final Plan from the consultant team of Seamon, Whiteside & Associates/Urban Edge Studios.

C. Comprehensive Plan – Next Steps

Chairman Currey noted that a year ago the Commission reviewed and approved the Comprehensive Plan for the Town, with Council approving the Plan by ordinance in 2009. He suggested the Commission look at the Comprehensive Plan Needs & Goals on a regular basis to identify where the Planning Commission can assist with developing proposed strategies for Council regarding the stated goals. Ms. Kilpatrick suggested the Commission consider one of the nine elements each month to make the review more manageable. The Commission concurred with this idea.

VIII. Next Meeting – 6:30PM, February 10, 2010

There being no further business, the meeting was adjourned at approximately 7:10 p.m. (Mr. Bluestein motioned; Mr. Thompson seconded; unanimously passed).

Respectfully submitted,
Lisa Darrow, Asst. to Administrator

Approved at the Wednesday, February 10, 2010 Planning Commission Meeting