

**TOWN OF SULLIVAN'S ISLAND
SOUTH CAROLINA
PLANNING COMMISSION
REGULAR MEETING MINUTES
Wednesday, January 11, 2012**

A regular meeting of the Town of Sullivan's Island Planning Commission was held at 6:40 p.m., Wednesday, January 11, 2012 in Town Hall at 2050-B Middle Street, all requirements of the Freedom of Information Act having been satisfied. Present were Commission members Hal Currey, John Winchester, Aussie Geer, Gary Visser, Anne Osborne Kilpatrick, Chauncey Clark and Elaine Fowler; Asst to Administrator Darrow and Building Official Robinson.

I. Call to Order. Chairman Currey called the meeting to order and stated the press and public were duly notified pursuant to state law. He noted that members of the Planning Commission and other Town Boards/Commissions completed a Planning/Zoning continuing education seminar, sponsored by the Municipal Association of SC, just prior to this Commission meeting (ended at 6:35 p.m.).

II. Approval of Agenda

Chairman Currey suggested a re-order of the agenda to allow public hearing to be discussed earlier in the meeting, before discussion of Rules of Procedure and officer election.

MOTION: Ms. Kilpatrick made a motion to approve an amended agenda with the following order of business: approval of agenda, approval of December minutes, correspondence, public hearing, annual approval of Rules of Procedure, election of officers and unfinished business; seconded by Ms. Fowler; MOTION UNANIMOUSLY PASSED.

III. Approval of Minutes.

Corrections to the December 14, 2012 minutes were offered as follows: add "waste" to "water taps" in minutes for clarity (Mr. Visser); delete extraneous reference to water taps in Motion to Amend (page 2) for clarity (Ms. Fowler); correct next meeting date to January, not December (Ms. Kilpatrick).

MOTION: Ms. Fowler made a motion to approve the December 14, 2011 minutes with the aforementioned corrections; seconded by Ms. Kilpatrick. MOTION UNANIMOUSLY PASSED.

IV. Correspondence & General Public Comments

Chairman Currey welcomed Larry & Susan Middaugh to the meeting (public present). There were no public comments or correspondence to report.

V. New Business

Public Hearing: Amend Section 21-12 (Lot size, dimension, use location, calculating and measure areas) of the Town Zoning Code.

Chairman Currey reviewed the procedure for public hearings: Staff will provide brief overview of item under consideration; public hearing opened for public comments and then closed; Commission will thereafter deliberate and take action (if desired). Please

note that the Commission reserves the right to ask questions of Staff or general public during the public hearing if questions will facilitate the process.

Staff Comments (Building Official offered the following overview)

- Reason for consideration of changes to Section 21-12:
 - Planning Commission is charged with approval of all plats.
 - Currently it is clear that even de minimis changes to a plat (ie lot line shift to accommodate an historic tree on the lot line) cannot be approved by Planning Commission with existing ordinance.
 - Another example might be a lot line adjustment for an easement – currently Planning Commission cannot change dimension of a lot.

- No change to minimum lot size requirement;
- No change to lot shapes – language requiring lots to remain generally rectangular in shape remains;
- No change to density of lots on Island – cannot create or eliminate an existing lot;
- Minimum lot frontage (50 ft) helps clarify calculation of lot dimensions (along with minimum front, rear and side setbacks);
- Allows Planning Commission flexibility to address lot line adjustments and configuration, keeping availability and accessibility of water and sewer taps in full consideration during the plat review process.

Chairman Currey opened the public hearing for comments at 7:05p.m.

Larry Middaugh
2420 Raven Drive, Sullivan’s Island, SC

- Mr. Middaugh thanked Commission and Staff for clarifying reason for public hearing and potential amendments to Section 21-12. He and his wife were present to learn reasons for potential zoning ordinance change and had no other comments.

Chairman Currey closed the public hearing for comments at 7:07p.m.

Commission briefly discussed proposed 21-12 changes (**Exhibit A attached**); Staff recommended changes in **Exhibit A (attached)**.

MOTION: Mr. Clark recommended to Council approval of amendments to Zoning, Section 21-12(A) as outlined in Exhibit A (attached); seconded by Ms. Geer.

Discussion: Ms. Kilpatrick clarified that Council only recommended amendment to Section 21-12(A), Lot Subdivision, and Sections 21-12 (B-D) would remain the same.

Call for the question: MOTION UNANIMOUSLY PASSED.

Ms. Geer noted she would like to discuss potential addition of some items under New Business for February meeting (Commission discussed this at the end of the meeting, after Unfinished Business).

VI. Annual Approval of Planning Commission Rules of Procedure

Asst to Administrator Darrow directed the Commission to the 2011 Rules of Procedure. Commission discussed substituting Rosenberg Rules of Order for Roberts Rules of Order, for simplicity.

MOTION: Ms. Kilpatrick moved to approve the Rules of Procedure substituting, in Section 4, reference to Rosenberg Rules instead of Roberts Rules of Order (Exhibit B attached); seconded by Mr. Winchester; MOTION UNANIMOUSLY PASSED.

VII. Election of Officers – President & Vice-President

Chairman Currey and Vice-Chairman Winchester noted that they have enjoyed their tenure as Chair and Vice-Chair, but expressed an interest in seeing other leadership on the Commission this year.

MOTION: Mr. Currey moved that Mr. Chauncey Clark be elected Chair; seconded by Ms. Geer; MOTION UNANIMOUSLY PASSED.

MOTION: Mr. Currey moved that Ms. Elaine Fowler be elected Vice-Chair; seconded by Mr. Winchester; MOTION UNANIMOUSLY PASSED.

Gavel was passed to Chairman Clark to chaired the balance of the meeting.

Chairman Clark and Vice-Chairwoman Fowler thanked the Commission for its confidence in them. Commission members joined Chairman Clark and Vice-Chairwoman Fowler in thanking Mr. Currey and Mr. Winchester for their long tenures as Chair and Vice-Chair. NOTE: Asst to Administrator Darrow will continue to serve as Secretary for the Planning Commission.

VI. Old Business

A. Ongoing Town Projects – Status and Staff Report

1. **Accreted Land Management Plan** – Council continues to draft plan details. Current draft version 3A is available for public review. This work will continue into 2012.
2. **Community Commercial District:** Ordinance related to CC Overlay Districts #1 and #2 was amended by Council during second reading on December 13, 2011.
3. **Sullivan’s Island Elementary School:** Town approved conceptual changes made by CCSD to the proposed new school on December 13, 2011. CCSD will hold a second community workshop at 6:00p.m. on Thursday, January 19, 2012 at Sunrise Presbyterian Church (3222 Middle Street).

B. Items for Commission Consideration/Agenda in 2012

Ms. Geer asked Commission to consider adding discussion of following items in 2012:

- Demolition by Neglect (discussed by Commission in July 2010) – Commission provided research by Asst to Administrator Darrow on this topic; Building

Official Robinson suggested incorporating in this discussion, consideration of the SC Building codes and International Building Codes standards (he will include this information in Commission packet when topic is added to Commission agenda).

- Food/Vendor Trucks on Sullivan’s Island: should this be an allowed use on the Island? She noted that vendor trucks are “hot” items in Mt. Pleasant.

Vice-Chairwoman Fowler offered the following suggestion:

- Consideration as to zoning of properties currently not included on the Town’s Zoning Map (i.e. lot on which current temporary Town Hall trailer is located, behind Fire Station at 2050 Middle Street);

Chairman Clark suggested Commission members “brain storm” a list of ideas so that the Commission can list and prioritize them. He asked Commission members to email Asst to Administrator Darrow and/or himself with their suggestions between now and February meeting. All items will be mentioned at the February Commission meeting for consideration.

VII. Next Meeting – (6:30p.m.) Wednesday, February 8, 2012

There being no further business, the meeting was adjourned at approximately 7:50 pm (Ms. Kilpatrick motioned; Mr. Winchester seconded; unanimously passed).

Respectfully submitted,
Lisa Darrow, Asst. to Administrator

Approved at the Wednesday, February 8, 2012 Planning Commission Meeting

EXHIBIT A
January 11, 2012 Planning Commission
(Public Hearing Item)

Section 21-12 Proposed Changes

Sec. 21-12 Lot subdivision, use location and calculation and measurement of areas.

A. Lot subdivision.

Except as otherwise provided in Section 21-49, lots may not be subdivided in any matter that would:

- (1) Create an additional lot, or eliminate an existing lot;
- (2) Reduce the size of a lot below one-half (½) acre; or, if the existing lot is smaller than one-half (½) acre, diminish the size of the existing lot;
- (3) Reduce the street frontage of any lot to less than fifty feet (50’);
- (4) Change any lot lines in such a manner as to adversely affect availability of, or accessibility to, water and sewer taps;
- (5) Create a lot that is not generally rectangular in shape.

Section 21-12 (B), (C) and (D) will remain unchanged.