

**TOWN OF SULLIVAN'S ISLAND
SOUTH CAROLINA
PLANNING COMMISSION
REGULAR MEETING MINUTES
Wednesday, June 13, 2012**

A regular meeting of the Town of Sullivan's Island Planning Commission was held at 6:30 p.m., Wednesday, June 13, 2012 in Town Hall at 2050-B Middle Street, all requirements of the Freedom of Information Act having been satisfied. Present were Commission members Chairman Chauncey Clark, Vice-Chair Elaine Fowler, Commissioners Hal Currey, Aussie Geer, Anne Osborne Kilpatrick and Gary Visser; Staff member Asst. to Administrator Darrow.

I. Call to Order. Chairman Clark called the meeting to order, stated the press and public were duly notified pursuant to state law, noted Commissioner Carlsen Huey was absent (excused) but the Commission retained a quorum, and welcomed Councilman Pat O'Neil, Chairman of the Real Estate Committee of Council, to the meeting.

II. Approval of Agenda

MOTION: Mr. Currey made a motion to approve the June 13, 2012 agenda; seconded by Ms. Fowler. MOTION UNANIMOUSLY PASSED.

III. Approval of Minutes.

MOTION: Ms. Geer made a motion to approve the May 9, 2012 minutes with scrivener error corrections (pages 1 & 2); seconded by Mr. Currey. MOTION UNANIMOUSLY PASSED.

IV. Correspondence & General Public Comments - None

V. New Business

**A. Five Year Review of Comprehensive Plan:
Cultural Resources & Land Use Elements, Needs & Goals**

Commission reviewed its approach for the five-year review of the Comprehensive Plan for the benefit of any absent Commissioners and general public present:

Mr. Currey will spearhead the Plan review, on behalf of the Commission, and Asst. to Administrator Darrow will be Staff lead. Staff lead will coordinate with internal departments, external agencies and use other resources to develop a monthly update report for Commission review, along with respective Elements and their Needs & Goals. Commission will use this data to develop reports and recommendations, to be incorporated in monthly Planning Commission meeting minutes. At the end of the review process (late 2012/early 2013), the Commission and Staff will synthesize information into one master report. If necessary or desirable, the Commission will hold a public hearing or special public meeting to explain the Commission's findings, and to gather public feedback. Once the Plan review is complete, the Commission will render a final report/document to Town Council for its consideration.

Cultural Resources

Mr. Currey guided the Commission through review of the Cultural Resources Element, Needs & Goals from the 2008 Comprehensive Plan (pages 34-48 of 101), and Update Status Report prepared by Staff. The Commission noted that the Edgar Allan Poe/Sullivan's Island is not included in the Cultural Resources Element because it is specifically discussed in the Community Facilities Element. Commission discussed Needs & Goals #1 Implementation #4 (page 47 of 101):

Needs & Goal #1: The Town should focus its efforts on protecting sites that area significant to the Town's history, uniqueness and natural beauty.

Implementation #4: The Town should conduct or facilitate periodic educational opportunities for citizens to benefit from available tax or other incentives in the maintenance of historical properties.

Commissioners noted the Town sponsored an historic preservation tax incentive workshop in early 2009 but encouraged more educational opportunities for the public. Three specific suggestions included:

- (1) Staff develops and disseminates a flyer on tax incentive resources and opportunities through the Town website, E-Newsletter and other media outlets.
- (2) Incorporate this flyer/handout information as part of the checklist of documents the Building Department provides to Design Review Board applicants and those residents seeking construction plan review and/or permits.
- (3) Staff explores local/regional educational opportunities and/or resources with neighboring municipal planning departments, preservation societies, etc. with the goal of developing regular on-Island forums for Island residents and potentially neighboring municipal residents.

After further discussion, Mr. Currey indicated he would coordinate with Asst. to Administrator Darrow to develop a Commission report and recommendations that would be incorporated in draft form in these minutes by the Recording Secretary. Commissioners could then review, revise and/or adopt the report by motion at the next Planning Commission meeting (See Exhibit A for Draft Report)

Language for Commission consideration and action at its next meeting:

“The Commission makes the following report to the Mayor and members of Town Council regarding the Cultural Resources Element:

The Town and volunteer citizen groups have made substantial progress toward the achievement of the Cultural Resources Needs & Goals delineated in the 2008 Comprehensive Plan. It is recommended at this time that information regarding available

tax or other incentives in the maintenance and other costs related to the ownership of historic properties be disseminated on a regular basis. This information could be provided via the Town website and the Town's monthly email Newsletter. Progress related to the Cultural Resources Needs & Goals is noted in Addendum One (1) shown below and will be attached to the Master Copy of the 2008 Comprehensive Plan for reference in 2018 when a complete Plan review will occur."

Land Use

Mr. Currey guided the Commission through review of the Land Use Element, Needs & Goals from the 2008 Comprehensive Plan (pages 83-92 of 101), and Update Status Report prepared by Staff.

Commission members discussed the following Needs & Goals in detail:

Needs & Goals #4: Preserve and maintain the eclectic nature of the Island architecture

The Commission noted that there is language in Implementation #4 regarding demolition criteria to ensure homes being demolished did not contribute to the eclectic nature of the Island, even if the homes were not currently protected by historic designation. The Commission discussed whether the Town should pursue demolition criteria and policies that would prevent a home, especially one that contributed to the eclectic or historic nature of the Island, due to owner neglect of the property.

Needs & Goals #5: Discourage loss of historic commercial structures not located within the commercial district due to inability to use the structures because of zoning restrictions and maintenance requirements.

The Commission discussed the interpretation of this Needs & Goals with some members suggesting future re-write of the Needs & Goals for clarity.

Needs & Goals #7: Address neighborhood compatibility and community design concerns regarding sense of place on the Island.

Commission questioned whether there was a need for them to re-evaluate, now, the current development regulations regarding mass, height, scale and proportionality. Commissioners submitted that, if Town Staff needed support through the Zoning Ordinances to deal with issues related to the scale and quantity of structures on lots, the Commission should consider addressing the relevant sections of the Zoning Ordinance.

After further discussion, Mr. Currey indicated he would coordinate with Asst. to Administrator Darrow to develop a Commission report and recommendations that would be incorporated in draft form in these minutes by the Recording Secretary. Commissioners could then review, revise and/or adopt the report by motion at the next Planning Commission meeting (**See Exhibit B for Draft Report**)

Language for Commission consideration and action at its next meeting:

“The Commission makes the following report to the Mayor and members of Town Council regarding the Land Use Element:

The Town continues to work toward implementation of the Goals for Land Use as written in the 2008 Comprehensive Plan. Notable achievements include the approval of the Zoning Ordinance which created Community Commercial Overlay Districts (CCOL) #1 and #2 (Ord 2011-6, ratified March 20, 2012). Information regarding this change will be retained with the Master Copy of the 2008 Comprehensive Plan to assist with the revisions of the Plan in 2018.

Several other notable achievements have occurred including the amendment to Section 21-12(A) of the Town Zoning Code, conveyance of the “Dump Site” and “Old Bridge” area to the Mount Pleasant Land Conservancy with deed restrictions protecting the sites for perpetual public parks, and the acquisition of grant funds to help with improvements to, and development of, paths in the Town Protected Land tract.

The Planning Commission believes that the Town should consider additional language in the Zoning Ordinances regarding demolition by neglect. Further review of house size and lot coverage particularly as related to neighborhood compatibility should be considered.

Progress related to Land Use Needs & Goals is noted in Addendum Two (2) shown below and will be attached to the Master Copy of the 2008 Comprehensive Plan for reference in 2018 when a complete Plan review will occur.”

VI. Old Business

A. Ongoing Town Projects – Status and Staff Report Staff and Councilman O’Neil gave status report:

1. **Sullivan’s Island Elementary School:** CCSD continues works toward final version of design-build for the new school. Demolition of existing building is almost complete.
2. **Accreted Land Management Plan:** Council met in Special Session on May 25, 2012, to discuss the current draft Plan, essentially to refresh the Council on the Plan it had last considered in late 2011.
3. **Beach Paths & Pathways:** The Town continues to seek grant opportunities for maintenance and enhancement of existing beach access paths. Also the Town seeks grant funding for the creation of public paths and trails, running parallel to the ocean, through the Protected Land. Both of these efforts are part of the Town’s Comprehensive Coastal Access Plan. In addition to receiving Urban Greenbelt funds, the Town recently submitted an application to OCRM for a 50/50 match grant for \$60,000 (the Town will commit \$30,000 of the funds).

Councilman O’Neil left the meeting at this time.

VII. Next Meeting – (6:30p.m.) Wednesday, July 11, 2012

Chairman Clark noted Vice-Chairman Fowler would conduct the July meeting in his absence. Ms. Kilpatrick and Mr. Currey noted they would be absent from this meeting, too. Chairman Clark instructed Staff to verify attendance of remaining four members of the Commission to determine a quorum will be available (4 of 7 members). Should there be an issue with quorum the Town will advertise cancellation of the July meeting as early as possible.

There being no further business, the meeting was adjourned at approximately 8:05 pm (Ms. Kilpatrick motioned; Ms. Geer seconded; unanimously passed).

Respectfully submitted,
Lisa Darrow
Asst. to Administrator

Approved at the Wednesday, July 11, 2012 Planning Commission Meeting

