

**TOWN OF SULLIVAN'S ISLAND
SOUTH CAROLINA
PLANNING COMMISSION
REGULAR MEETING MINUTES
Wednesday, January 9, 2013**

A regular meeting of the Town of Sullivan's Island Planning Commission was held at 6:30 p.m., Wednesday, January 9, 2013 in Town Hall at 2050-B Middle Street, all requirements of the Freedom of Information Act having been satisfied. Present were Commission members Chauncey Clark, Chair, Anne Osborne Kilpatrick, Vice-Chair, Hal Currey, Carlsen Huey and Gary Visser; Staff members Asst. to Administrator Darrow and Building Official/Acting Zoning Administrator Robinson.

I. Call to Order. Chair Clark called the meeting to order, stated the press and public were duly notified pursuant to state law and noted Commissioner Rusty Bennett was absent (excused) from the meeting.

II. Approval of Agenda

MOTION: Mr. Currey made a motion to approve the January 9, 2013 agenda; seconded by Mr. Huey. MOTION UNANIMOUSLY PASSED.

III. Election of Officers – Chair and Vice-Chair

Mr. Currey nominated Mr. Clark as Chair and Ms. Kilpatrick and Vice-Chair for 2013. Nominations were closed shortly thereafter and Commission voted by acclamation for Mr. Clark and Ms. Kilpatrick.

IV. Annual Review & Approval of Planning Commission Rules of Procedure

During Commission's review of Rules of Procedure the following items were raised:

- Mr. Visser wished to disclose that he works for Hach Company which provides water and wastewater supplies, such as testing meters. He noted that the Town of Sullivan's Island is a customer of the Hach Company.
- Mr. Visser noted that Town Ordinance Section 17-3, Planning Commission, does not stipulate clear membership requirements for the Planning Commission. Specifically, the Code does not state whether a Commissioner must be an Island resident.
 - Staff quickly reviewed Town code related to membership in the Design Review Board, Board of Zoning Appeals and Tree Commission and noted Town Code explicitly outlines residency requirements for membership.

MOTION: Mr. Visser made a motion to recommend to Council that Town Code Section 17-3, Planning Commission, be amended to clarify that members must be residents of the Island; seconded by Ms. Kilpatrick. MOTION UNANIMOUSLY PASSED.

As to the Rules of Procedure:

MOTION: Ms. Kilpatrick made a motion to approve the Planning Commission Rules of Procedure as presented; seconded by Mr. Currey. MOTION UNANIMOUSLY PASSED.

V. Approval of Minutes

MOTION: Ms. Kilpatrick made a motion to approve the December 12, 2012 meeting minutes; seconded by Mr. Currey. MOTION UNANIMOUSLY PASSED.

VI. Correspondence & General Public Comments – None

VII. New Business

1. 2013 Work Schedule

Commission discussed development of a 2013 work schedule, noting its roles and responsibilities outlined by Town Code (Section 17) and SC legislative guidance (SC Code Sec 6-29-310, et seq.).

Commission discussed identification of capital improvement projects as they relate to adopted Town plans, and, methods for developing a list of project priorities. Commission decided to use the Town Comprehensive Plan as a starting point for developing a list of inputs to the Town.

Action Item: Commissioners agreed to review the Comprehensive Plan, develop individual inputs and forward to Staff by February 4, 2013 for distribution to the Commission in the February meeting packet.

VIII. Unfinished Business

1. Five (5) Year Review of Town Comprehensive Plan – Review Elements, Needs & Goals (2008 Plan)

a. Final Review – Natural Resources Element, Needs & Goals

Pursuant to last month's discussion, Mr. Currey reviewed information from the 2010 community workshop, held to discuss rising sea levels and their potential impact on Sullivan's Island. Staff at this 2010 workshop included Council Members Mike Perkis and Pat O'Neil, Staff Administrator Benke, Water/Sewer Manager Gress, Fire Chief Stith and Building Official Robinson, and, Planning Commissioners Currey and John Winchester. Mr. Currey recommended inclusion of the workshop findings as an appendix in the Natural Resources Element.

Commission agreed with Mr. Currey's recommendation. This Element will return before Commission with the final compiled Comprehensive Plan review document.

b. Additional Review – Community Facilities Element, Needs & Goals

Commission reviewed the draft Community Facilities document that blended information provided last month by Staff and Mr. Visser after his meeting with Water/Sewer Manager Gress. Commission tasked Mr. Visser with reviewing the Water/Sewer portion of the Element one more time with Water/Sewer Manager Gress for any additions or changes. Commission will review Community Facilities in February for a final time.

Chairman Clark noted that, after final review of Community Facilities, the Commission will be ready for a public hearing/meeting on the synthesized Comprehensive Review

report and the Commission's findings. After the public hearing/meeting, the report and findings will be forwarded to Council.

c. Long Term Boat/Leisure Vehicle Parking on Middle Street & Jasper Boulevard

Vice-Chair Kilpatrick asked that this topic be deferred to February to allow more time for research. She asked Asst. to Administrator to assist gathering research on how other municipalities handle long-term parking on public roads. The Commission discussed the impact of long-term parking on side roads of smaller width than Middle Street, such as I'On Avenue. Vice-Chair Kilpatrick said she would follow up with Chiefs Stith and Howard for feedback on minimal road widths and recommendations.

d. Demolition by Neglect

Commission continues to defer topic pending hire of a new Town Zoning Administrator.

e. Ongoing Town Projects – Status & Staff Report

Staff reported:

- Municipal Facilities/Town Hall & Police Station – still under review by Real Estate Committee and balance of Council.
- Zoning Administrator – twenty-three (23) applications received by August 24, 2012 deadline; under review by Personnel Committee and Staff.

VII. Next Meeting – (6:30p.m.) Wednesday, February 13, 2013

Items to be included on the February agenda:

- a. Planning Commission 2013 Work Schedule
- b. Final Review: Community Facilities Element, Needs & Goals
- c. Long Term parking of boats & leisure vehicles on Middle Street
- d. Demolition by Neglect (show on agenda as “deferred”)

There being no further business, the meeting adjourned at approximately 7:40 pm (Mr. Currey motioned; Mr. Huey seconded; unanimously passed).

Respectfully submitted,
Lisa Darrow
Asst. to Administrator

Approved at the Wednesday, February 13, 2013 Planning Commission Meeting