

**TOWN OF SULLIVAN’S ISLAND, SOUTH CAROLINA  
PLANNING COMMISSION  
REGULAR MEETING MINUTES  
Wednesday, November 9, 2016**

A regular meeting was held at 6:00PM, this date, at Town Hall, 2056 Middle Street, all requirements of the Freedom of Information Act satisfied. Present: Commissioners Gary Visser (Chair), Charlie Cole, Carl Hubbard, Manda Poletti and Tim Watterson. Staff members: Town Administrator Benke, Zoning Administrator Henderson and Asst. to Administrator Darrow.

**Call to Order.** Chair Visser called the meeting to order, stated press and public were duly notified pursuant to state law and quorum was present (Vice-Chair Sydney Cook and Hal Currey had excused absences); two audience members (no media) present.

**I. Approval of Agenda – Commission approved agenda with no changes**

Commission members expressed appreciation for the service of Carlsen Huey who rolled off the Commission with his seat expiration in September 2016.

**MOTION: Mr. Cole made a motion to request Town Council write a letter of appreciation to Carlsen Huey for his tenure on the Planning Commission and his service to the Town; seconded by Mr. Hubbard. MOTION UNANIMOUSLY PASSED.**

Chair Visser welcomed Mr. Tim Watterson to his first Planning Commission meeting. Mr. Watterson provided a brief background of his work and land use board experience for fellow Commissioners.

**No public comments or correspondence received**

**II. Approval of Minutes**

**MOTION: Ms. Poletti moved to approve the September 14, 2016 minutes as presented (no October meeting); seconded by Mr. Cole. MOTION UNANIMOUSLY PASSED.**

**III. Items for Consideration**

**1. Town Comprehensive Plan (10 Year Update)**

The Town’s strategic long-range comprehensive plan is due for completed rewrite in 2017-2018. Commission briefly discussed the process and timeline:

- Fall-Winter will be pre-planning phase, that will include:
  - Starting January - Commissioners individually review of 2013 Plan with comments/redlines to Staff for compilation;
  - Commissioners and Staff - Identify stakeholders for a Comprehensive Plan Steering Committee; probably different stakeholders for different elements;
  - Staff and Council – identify and retain support staff/vendor and budget

- Spring 2017 - community kick-off and beginning of re-write
- Spring 2017-Summer 2018 – Commission review/re-write Plan
- September 2018 – remit Plan to Council for review/ratification process (ratified via Town ordinance)

**2. Staff Update on Town Projects – oral report given**

**3. 2017 Meeting Calendar – Exhibit A**

**MOTION: Mr. Cole moved to approve the 2017 meeting schedule as follows: Commission will continue to hold regular meetings at 6:00PM every 2<sup>nd</sup> Wednesday each month with two date changes to accommodate religious holidays: October – meet on Tuesday, October 10, 2017 and December – meet on Tuesday, December 5, 2017; seconded by Mr. Watterson. MOTION UNANIMOUSLY PASSED.**

**4. Miscellaneous Commission Comments**

Mr. Cole offered the following compliments:

- a.) Thanked the police department for its professionalism in the aftermath of Hurricane Matthew; expressed appreciation for the controlled post-storm re-entry to the Island.
- b.) Thanked the water/sewer department staff for exceptionally quick response to a sewer backup issue; staff responded to his residence in less than 10 minutes of him reporting the back-up to water/staff he met working roadside.
- c.) Expressed appreciation for the ongoing stormwater drainage work island-wide. He observed the positive impact this effort had on the Island not only during Hurricane Hugo but the historic flooding in October 2015.

There being no further business, the meeting adjourned at approximately 7:15PM (Mr. Cole motioned; Mr. Watterson seconded; unanimously passed).

Respectfully submitted,  
Lisa Darrow  
Asst. to Administrator

Approved at the December 14, 2016 Planning Commission Meeting

**November 9, 2016 Planning Commission  
Exhibit A**

**TOWN OF SULLIVAN'S ISLAND  
PLANNING COMMISSION  
Proposed Calendar of Meetings for 2017**

November 9, 2016 Planning Commission Meeting  
Town advertises annual meetings to press and public in December 2016

Planning Commission regularly meets 2<sup>nd</sup> Wednesday of each month  
Start time: 6:00PM

**REGULAR PLANNING COMMISSION MEETINGS**

**January 11, 2017 – 2<sup>nd</sup> Wednesday**

**February 8, 2017 - 2<sup>nd</sup> Wednesday**

**March 8, 2017 – 2<sup>nd</sup> Wednesday**

**April 12, 2017 - 2<sup>nd</sup> Wednesday**

**May 10, 2017 – 2<sup>nd</sup> Wednesday**

**June 14, 2017 – 2<sup>nd</sup> Wednesday**

**July 12, 2017 – 2<sup>nd</sup> Wednesday**

**August 9, 2017 – 2<sup>nd</sup> Wednesday**

**September 13, 2017 – 2<sup>nd</sup> Wednesday**

**October 11, 2017 - 2<sup>nd</sup> Wednesday\***  
Jewish holiday (last day of Sukkot) \* Alternate date options below

**November 8, 2017 – 2<sup>nd</sup> Wednesday**

**December 13, 2017 – 2<sup>nd</sup> Wednesday \***  
Jewish holiday (first day of Hanukkah) \* Alternate date options below

October\*: Tuesday, October 10, 2017

December\*: Tuesday, December 5, 2017