

**TOWN OF SULLIVAN’S ISLAND, SOUTH CAROLINA**  
**PLANNING COMMISSION**  
**REGULAR MEETING MINUTES**  
Wednesday, December 14, 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, Hal Currey, Carl Hubbard and Tim Watterson. Staff members: 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 Manda Poletti had excused absences); one audience member (no media) present.

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

**II. Approval of Minutes**

**MOTION: Mr. Hubbard moved to approve the November 9, 2016 minutes as presented; seconded by Mr. Cole. MOTION UNANIMOUSLY PASSED.**

**III. Items for Consideration**

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

**Staff Report** (Zoning Administrator Henderson):

The Town’s strategic long-range comprehensive plan is due for completed rewrite in 2017-2018. Staff provided Commissioners with a workbook for the Plan re-write project.

Zoning Administrator Henderson noted Council continues budget consideration for consulting assistance. Staff has obtained a baseline quote from BCD-COG of approximately \$8,000.00, depending upon the level of technical support requested. This quote includes a substantial discount to municipalities as BCD-COG is a non-profit whose mission statement includes offering planning support to BCD-COG constituent municipalities. Council has made no final determination on the project budget or consultant at present.

Commission briefly discussed the process and timeline:

**Phase I – Planning for Comprehensive Plan re-write (Winter 2017):**

- 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

Phase II – Inventory Existing Conditions (Spring)

Phase III – Community kick-off and beginning of re-write:

- 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)

Zoning Administrator Henderson noted that Town department heads and key staff are currently reviewing the 2013 Plan and conducting an inventory of existing conditions in preparation for this Plan re-write.

Mr. Watterson stressed the need for the Commission to strive, at the front end of this process, to incorporate public input to craft vision statements. He suggested a series of public sessions would be needed to accomplish this.

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

There being no further business, the meeting adjourned at approximately 6:40PM (Mr. Watterson motioned; Mr. Hubbard seconded; unanimously passed).

Respectfully submitted,  
Lisa Darrow  
Asst. to Administrator

Approved at the February 8, 2017 Planning Commission Meeting  
(No January Planning Commission meeting)