

**TOWN OF SULLIVAN'S ISLAND
SOUTH CAROLINA
PLANNING COMMISSION
REGULAR MEETING MINUTES
Wednesday, February 11, 2009**

A regular meeting of the Town of Sullivan's Island Planning Commission was held at 6:30 p.m., Wednesday, February 11, 2009 in Town Council Chambers, 1610 Middle Street all requirements of the Freedom of Information Act having been satisfied. Present were Commission members Chairman Hal Currey, Aussie Geer, Anne Osborne Kilpatrick and Bobby Thompson; Zoning Administrator Kent Prause, Assistant to Administrator Lisa Darrow and Chief Building Official Randy 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 Nicky Bluestein, Elaine Fowler and John Winchester had excused absences.

II. Approval of Agenda.

MOTION: Ms. Geer made a motion to approve the agenda as presented; seconded by Ms. Kilpatrick; MOTION PASSED UNANIMOUSLY.

III. Approval of Minutes.

MOTION: Ms. Geer made a motion to approve the January 14, 2009 regular meeting minutes as presented; seconded by Mr. Thompson; MOTION UNANIMOUSLY APPROVED

IV. Correspondence & General Public Comments - None

V. Public Hearing:

Amend Section 21-209F(8)(a,b,c) to allow Town Staff to approve certain minor projects, alterations and minor design changes to previously issued Certificates of Appropriateness for the Design Review Board.

Chairman Currey opened the public hearing for this item.

Chairman Currey acknowledged the presence of Design Review Board member Stephen Herlong (1656 Thompson Avenue, Sullivan's Island) and resident Ed Fava (2424 Myrtle Avenue, Sullivan's Island). He noted no other members of the public were present. As such, the Commission agreed to dispense with the usual Public Hearing procedures and asked that Mr. Herlong and Mr. Fava provide input, as they felt appropriate, as Staff reviewed the proposed ordinance changes.

Staff Comments:

Commission was provided with a handout prepared by Staff noting the current ordinance and proposed language changes (**Exhibit A**).

Zoning Administrator Prause deferred Staff comments to Building Official Robinson who noted:

The Design Review Board (DRB) requested of Council and Council directed the Planning Commission to consider ordinance language that would allow some level of staff approval for Design Review Board matters. Exhibit A proposed ordinance language hopes to accomplish the following:

- 1.) Give Staff (Zoning Administrator or his designee) permission to grant approval of minor changes to projects previously approved by the Design Review Board. Currently any project modification must return to the Design Review Board. Examples of minor changes might include: window placement, door size and placement of sidelights.
- 2.) Staff level approval of accessory structures not in an historic district or on historic property, as outlined in Section 21-137. Examples of such accessory structures might include an in-ground pool, fence, gazebo, arbor or simple garage request.

Mr. Herlong noted that the Design Review Board routinely receives requests for fences and pools outside the historic district and all have received DRB approval. As such, Mr. Herlong submitted that such requests through DRB were burdensome to the homeowners and Town, citing delays for the homeowners and additional processing expenses for the Town. He felt that if appropriate Staff was allowed to approve the more routine and mundane matters, then the process would be more efficient for all parties and DRB could direct its energies to other issues within the historic district.

The Commission, with input from Mr. Fava, Mr. Herlong and Staff, discussed accessory structures (item c of Sec. 21-109F(8)), referencing accessory structures listed in Section 21-137. Thereafter, the Committee discussed the definition of "minor" as mentioned in Exhibit A, noting that some examples of "minor" should be provided with any ordinance change as guidelines.

The Commission discussed notice procedures for Staff level changes under this proposed ordinance amendment. Mr. Fava proposed Sullivan's Island consider the City of Charleston's Historic Board's procedures: A small blue sign noting a Staff level change is posted in the window for the property receiving the change for no less than 30 days. Any neighbor protesting the change would have that period of time to lodge a protest with the Town. Mr. Herlong submitted any relief sought by property owners or neighbors, protesting a Staff level change, would go through the Design Review Board.

Zoning Administrator Prause noted that, if the Planning Commission were to consider recommending this change to Council, then the following sections of the Town Code should be reviewed and potentially modified for compatibility: Section 21-97 regarding Certificates of Appropriateness and Section 21-137 regarding Accessory Uses.

After further discussion from the Commission, Chairman Currey proposed and Commission generally concurred, to not close the public hearing. The Commission agreed that Section 21-97 and Section 21-137 should be reviewed and potentially modified for the advertisement of the March 11, 2009 public hearing. Chairman Currey volunteered to work with Staff on revised ordinance language for next month's meeting.

The Public Hearing was not closed but remained open for the March 11, 2009 meeting.

VI. Unfinished Business

A. Accreted Land Management Plan Consultant Services – Status

Chairman Currey reviewed the project's status as provided by the Staff:

- This week the Town received a preliminary draft work product from consultants Coastal Science & Engineering/Sabine & Waters;
- Draft copies were distributed to the Selection Committee (Council, Nicky Bluestein and Anne Kilpatrick Osborne of the Planning Commission) for review and mark-up:
 - Review format – comply with RFQ
 - Review of completeness – pre RFQ
- Marked work products will be returned to vendor for revisions;
- Future meeting will be held between Selection Committee and vendor to review changes;
- Council will then hold a public forum to get feedback on proposed Plan.

B. Master Community Commercial (CC) District Plan

Chairman Currey reviewed the project's status as provided by Staff and his notes:

- Selection Committee (Council, Chairman Currey and Vice-Chairman Winchester of the Planning Commission) met with consultant Seamon Whitesde & Associates/Urban Edge Design Studio on January 6, 2009;
- Committee reviewed the draft document from consultants and recommended changes (for RFP compliance);
- Consultant will make a few revisions and return to Town;
- Next step: Public meeting to get feedback on proposed Plan.

C. 2008 Town Comprehensive Plan – Status Update

Chairman Currey reviewed the project's status:

- Council reviewed Planning Commission's draft Comprehensive Plan on February 2, 2009;
- Council recommended changes to some Needs & Goals; Staff is currently revising the documents.
- Next step: Council will receive and probably review changes at its March 2009 meeting.

Ms. Kilpatrick indicated that she had information to share regarding the Noise Study Committee, of which she is a part:

- Noise Study Committee has been formed to study potential noise issues in the Community Commercial District; Ms. Kilpatrick was asked to be a part of this Committee as the Planning Commission representative;
- To date the Committee has received quite a lot of resident feedback on noise;
- She has gathered four sample noise ordinances from other municipalities in NC, Florida and SC to share with the Committee at its meeting tomorrow morning (8:30am at Town Hall).

There being no further business, the meeting was adjourned at approximately 7:30 p.m.
(Ms. Geer motioned; Ms. Kilpatrick seconded).

Respectfully submitted,
Lisa Darrow
Asst. to Administrator

Approved at the March 11, 2009 Regular Planning Commission Meeting