

**TOWN OF SULLIVAN'S ISLAND
SOUTH CAROLINA
PLANNING COMMISSION
REGULAR MEETING MINUTES
Wednesday, April 13, 2011**

A regular meeting of the Town of Sullivan's Island Planning Commission was held at 6:30 p.m., Wednesday, April 13, 2011 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, Vice-Chairman John Winchester, Nicky Bluestein, Anne Osborne Kilpatrick and Chauncey Clark; Asst to Administrator Darrow and Building Official Robinson.

I. Call to Order. Chairman Currey called the meeting to order, stated the press and public were duly notified pursuant to state law and noted two Commission members had excused absences: Aussie Geer and Elaine Fowler. Chairman Currey welcomed members of the public, to include Councilmember Jerry Kaynard (in attendance as a resident).

II. Approval of Agenda

Vice-Chairman Winchester asked that a brief report on the status of Town Hall and Nicky Bluestein asked that a brief report on the Bicycle Committee be included in Unfinished Business (B), Ongoing Town Projects. Chairman Currey indicated he would like to report on his experience at the recent SC Historic Preservation Conference, specifically regarding information that might be valuable for the Commission's Rules of Procedures, adding this item to the agenda under New Business.

MOTION: Vice-Chairman Winchester made a motion to approve tonight's meeting agenda with the following amendments: add Discussion of Commission's Rules of Procedure under New Business and add two Staff reports under Unfinished Business, Ongoing Town Projects: Town Hall and Bicycle Committee; seconded by Mr. Bluestein. MOTION UNANIMOUSLY PASSED.

III. Approval of Minutes

MOTION: Mr. Clark made a motion to approve the April 13, 2011 Planning Commission minutes; seconded by Mr. Bluestein. MOTION UNANIMOUSLY PASSED.

IV. Correspondence & General Public Comment - None

V. New Business

A. Rules of Procedure - Discussion

Chairman Currey reported he found the March 2011 SC Historic Preservation annual conference very informative. A representative from the Municipal Association of South Carolina (MASC) conducted an informative breakout workshop on effective meetings and the merits of Rosenberg's Rules of Order versus Robert's Rules of Order. Chairman Currey recommended Commission consider the value of moving toward Rosenberg's Rules of Order to make the meeting rules, particularly for public hearings, more user-friendly and clear (**copy of MASC conference handout regarding Rosenberg's Rules of Order attached as Exhibit A**). Commission members agreed it would be a good idea for the Town to invite a MASC representative to Sullivan's Island to conduct an information workshop on effective meetings

for the benefit of Planning, Design Review Board and Board of Zoning Appeals members. Chairman Currey noted that Commissioners could potentially earn credit toward their annual continuing professional education (CPE) from such a workshop.

VI. Unfinished Business

A. Community Commercial Overlay District (#1 & #2) Concept-Status

Commission continued discussion of Overlay District #1 & #2 Concept (**Exhibit B**). Discussion revolved around additional front yard setback guidelines similar to those found in the Town's ordinance for the RS-District, specifically Section 21-22 (B)(4)(a-c) (**included as Exhibit C**) for commercial construction in the overlay district. This discussion was a continuation from the March 9, 2011 Planning Commission meeting. Additional considerations discussed at the April meeting included:

1. Fine-tune language regarding design guidelines for single-family residential construction in Overlay District 1 (OD #1) that could be built on Jasper Boulevard, with the rear wall facing restaurants and commercial business along Middle Street (ie Poe's Tavern). Commission discussed adding language that would encourage use of dormers.
2. Minimum front yard setback for residential construction on OD #1 split lots should be fifteen (15') feet with combined front and rear setback of forty (40') feet. This would allow for Design Review Board flexibility.
3. Include language in OD#1 commercial construction that would encourage streetscape symmetry and neighborhood compatibility. Commissioners noted that a definition of streetscape symmetry was needed in the zoning ordinance design guidelines. Building Official Robinson indicated he could develop a definition for future consideration. Further, this same language should apply to commercial construction in OD#2.

Commission members agreed that Chairman Currey and Vice-Chairman Winchester would work with Building Official Robinson to incorporate tonight's Commission discussion into the Overlay District Concept with another iteration of the document provided to the Planning Commission by/before the May 11, 2011 Planning Commission meeting.

B. Ongoing Town Projects – Status & Staff Report

Accreted Land Management Plan: Staff reported Council met in special sessions on March 11 & 12, 2011 to review the Accreted Land Management Plan (Zones 1 & 3). Council will next meet at Town Hall to review Zones 2 and 4 of the Accreted Land Plan as follows:

- 6:15PM-8:15PM Special Council –Walking Tour of Zones 2 & 4
- 2:30PM-5:00PM Special Council – Discussion of Zones 2 & 4

Bicycle Committee: Staff reported that Carlsen Huey has assumed chairmanship of the Bicycle Committee. The group met on April 4, 2011 and will next meet at 6:00PM on Monday, May 9, 2011 at Town Hall. May is Bicycle Month and this committee plans to announce bicycle friendly activities for May.

Town Hall – Relocation: Vice-Chairman Winchester reported on the current status of Council’s deliberations of Town Hall. Vice-Chairman Winchester’s summary report:

- Status of current Town Hall: mildew, mold and vermin infestation pursuant to environmental evaluations done by qualified vendors (fall 2010);
- Council decided on April 4, 2011 to establish a temporary Town Hall on a private lot at the corner of Middle and Brook streets with Town Hall staff placed in a quad (4-wide) trailer and the Police Department staff placed in a single or double-wide trailer.
- At last night’s Council meeting, residents asked Council to reconsider its decision to place Town Hall on this lot, located among residential homes.
- This temporary Town Hall would be an approximately \$250,000 unbudgeted expense to come from contingency reserves.
- Council will hold a special meeting at 6:00PM on April 26, 2011 at Town Hall to review this matter again.
- This is a situational opportunity for a new Town Hall in Vice-Chairman Winchester’s opinion. If Council does intend to pursue the concept of a new Town Hall, the Planning Commission may have some role in that process.

VII. Next Meeting – 6:30PM, Wednesday, May 11, 2011

There being no further business, the meeting was adjourned at approximately 8:45 pm (Ms. Kilpatrick motioned; Mr. Winchester seconded; unanimously passed).

Respectfully submitted,
Lisa Darrow, Asst. to Administrator

To be approved at the Wednesday, May 11, 2011 Planning Commission Meeting