

**TOWN OF SULLIVAN'S ISLAND
SOUTH CAROLINA
PLANNING COMMISSION
REGULAR MEETING MINUTES
Wednesday, May 12, 2010**

A regular meeting of the Town of Sullivan's Island Planning Commission was held at 6:30 p.m., Wednesday, May 12, 2010 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, Aussie Geer, Nicky Bluestein, Bobby Thompson and Elaine Fowler; Asst to Administrator Darrow and Building Official Robinson.

I. Call to Order. Chairman Currey called the meeting to order, noted Commission member Anne Osborne Kilpatrick had an excused absence, and stated the press and public were duly notified pursuant to state law.

II. Approval of Agenda.

MOTION: Ms. Geer made a motion to approve the agenda; seconded by Mr. Winchester; MOTION UNANIMOUSLY PASSED.

III. Approval of Minutes.

Commission reviewed the April 14, 2010 Planning Commission minutes. The following changes were recommended:

Building Official Robinson: Offered modified Staff report language regarding 2850 Jasper Boulevard Final Plan, for clarity.

Chairman Currey: Offered following change to VI Unfinished Business (B) Accreted Land Management Plan for clarity (modify paragraph 2 of section to read):

“Mr. Bluestein submitted that the project delay is due to pending legal action and that legal action could delay any action on the Accreted Land for years to come. Mr. Bluestein expanded his comments to note that over 500 people on the Island support litigation challenging the Accreted Land Management Plan.”

“ In response to a member's request that this revelation be included in the minutes so that Council could be informed of this circumstance, Mr. Bluestein advised the Commission members present that Council and the Mayor were aware of this situation.”

MOTION: Mr. Winchester made a motion to approve the April 14, 2010 minutes incorporating Building Official Robinson's revised Staff report language for 2850 Jasper Boulevard Final Plan and modifications to verbiage on VI Unfinished Business (B) Accreted Land Management, paragraph 2, both referenced herein; seconded by Mr. Thompson.

Discussion:

Discussion ensued regarding the need to clarify the minutes to better articulate the essence of the discussion regarding the Accreted Land Management report delay. Mr. Bluestein discussed the “green forms” associated with the Accreted Land Management Plan citizen

survey, submitting he mentioned last month that the “green [survey] forms” were changed at the last minute without full Council approval. Commission members indicated they did not recall reference to the “green form” and were not aware what the “green form” was. Thereafter, Mr. Bluestein objected to revising the minutes and asked for approval of the minutes to be tabled until the next meeting, to afford him time to review the tape, possibly with counsel. The Commission deliberated this matter for some time, there was no consensus to delay approval of the minutes and Mr. Winchester called for the question.

Call for the question: MOTION PASSED FOUR (4) TO ONE (1) WITH ONE (1) ABSTENTION (Mr. Bluestein, nay; Mr. Thompson, abstain).

IV. Correspondence & General Public Comments – None

V. New Business

A. Comprehensive Plan – Action Items from April Meeting, Commission Members’ Report

Chairman Currey noted various Commission members were assigned tasks for report tonight:

Design Review Board – Mr. Bluestein

Mr. Bluestein noted he reviewed Section 21-109(D) of the Town codes regarding the Design Review Board (DRB) and provided written comments as follows (verbatim):

“Webster defines vision as the ability to perceive something not actually visible, as through mental acuteness. Article XIII is an excellent guideline for the DRB. But, the DRB board is required to adhere to the following:

- 1.) One (1) state licensed design professional on the board.
- 2.) All members should have knowledge and demonstrated interest in the design, preservation and protection of historic buildings and places.
- 3.) The protection for the unique or desired character of Sullivan’s Island.
- 4.) Govern the erection, demolition, removal in whole or part, or alteration of buildings, structures and/or grounds.
- 5.) Enhance the Island’s character, preserve property values, and protect the unique identify of Sullivan’s Island.

My only purpose for creating tougher historic guidelines is to preserve historical and architectural assets.”

Commission members discussed the DRB and Mr. Bluestein’s comments, the DRB conflict of interest policy/procedures and the fact that only certain Island structures require DRB approval before modification. Chairman Currey summarized the Commission discussion as follows: Planning Commission concurs with Mr. Bluestein regarding his desire to preserve historical and architectural assets and, generally, with his observations (above). Chairman Currey reiterated Commission’s previous suggestion that the Town could benefit from a grass-roots historic preservation society that would advocate and encourage historic preservation efforts in the community.

Other reports from Commission members;

Wildflowers: Chairman Currey has spoken with Fort Moultrie Park Superintendent Dodson regarding mowing of Fort Moultrie grounds and reported the lawn maintenance schedule would be adjusted to facilitate propagation of seasonal wildflowers.

Housing: Chairman Currey spoke with Administrator Benke regarding affordable housing. He reported Mr. Benke is engaged in dialogue with Mt. Pleasant and Isle of Palms Staff to see if there is interest in combining resources to facilitate affordable housing.

Certified Local Government Program: Building Official Robinson reported on Town progress to obtain Certified Local Government Program status and how that state/national certification would enhance the Town's current historic preservation initiatives.

Intracoastal Waterway Dredging: Ms. Fowler spoke with Administrator Benke who offered the following report from Mr. Norman D. Moebs, P.E., Chief, Navigation Section, Charleston District, of the U.S. Army Corps of Engineers (ACE) on the agency's dredging efforts:

Late 2008/early 2009: Charleston District dredged critical shoals in the AIWW and in 2010 using Stimulus Funds.

Between December 2008 - January 2009: Charleston District dredged a shoal behind Breach Inlet and a shoal just outside The Cove in Charleston Harbor.

January -February 2010: Charleston District dredged a shoal behind Breach Inlet.

**B. Comprehensive Plan – Implementation Review
Community Facilities Needs & Goals**

Various Commission members were assigned portions of the Community Facilities Needs & Goals last month to gather updates to report tonight:

Water & Wastewater Systems:

Mr. Winchester reported that Water & Sewer Manager Gress is being very proactive with the water and wastewater systems, already implementing many of the recommendations outlined in the Town's Needs & Goals. Mr. Winchester encouraged Commission members to review the current department capital projects posted on the Town's website.

Regarding item 1(C)(e) in Needs & Goals relating to old shallow wells, Mr. Winchester reported: the shallow wells are already closed out with the deep wells maintained for emergency water purposes. The shallow well buildings and stations are designated historic, specifically along Jasper Boulevard, and the Town has been discussing the cleaning and maintenance of these structures.

Utilities:

Mr. Winchester reported his conversations with Andy Benke, Administrator, regarding utilities. Regarding island-wide underground wiring: SCE&G has taken the initiative to place underground wiring on both ends of the Island, due to the significantly detrimental impact salt spray has on above-ground wiring, at a total cost of approximately \$1.3 million.

SCE&G has demonstrated no initiative to expand underground wiring along the remainder of the Island; however, the Town could pursue these efforts at its expense.

Mr. Winchester reported the cell tower is complete. Regarding Island wi-fi services for Town Staff, these initiatives are not global, but incremental along departments and buildings as feasible. For example, Town Hall has wi-fi services and the Police Department is taking steps in this direction too.

Fire & Police Protection:

Ms. Geer reported she met with Fire Chief Stith and Police Chief Howard regarding the status of their departments.

Fire Department:

Fire Department ISO rating has been improved to a Class 3 and, five years from now, the department's goal is to move up to a Class 2 rating.

Beach paths receive annual review and maintenance in preparation for potential increased emergency calls over the summer tourist season.

Chief Stith is exploring the efficient utilization of staff to maximize the number of fire personnel and maintenance staff on duty during the work week with the least impact on the Town's budget.

Police Department:

Reserve Officer: the department does not currently have a reserve officer at present (a back-up slot).

Consolidated Dispatch Service: By July 2012 Charleston County will implement the consolidated dispatch service and Sullivan's Island will participate. By then police vehicles will have a silent dispatch system that will provide concurrent, automatic notice of a call, along with the "history" of the call. This system will provide officers additional information to aid effectiveness of call responses.

Consolidated services- Chief Howard discussed the long-range possibility of a County-wide Force concept: Charleston County could be composed of precincts of which Sullivan's Island, Mt. Pleasant and Isle of Palms police would be a part, working under the command of one Charleston district superintendent.

Emergency Preparedness & Community Awareness:

Ms. Geer reported to the Commission:

Disaster Preparedness Expo: Friday, June 18, 2010 from 5:00PM – 7:00PM.
This year Isle of Palms will host the event at their Public Safety building, 30 J.C. Long Boulevard.

Town Hall has developed a comprehensive communication program for citizens to include the following tools, all of which are internet based through third-party vendors: Nixle Alert System (Emails and cell phone text messages; developed and managed by Police Chief Howard and Water/Sewer Manager Gress); E-Newsletter program (developed and managed by Asst. to Administrator Darrow); CallingPost.com (recorded calling system developed

and managed by Water/Sewer Manager Gress); and new, enhanced municipal website (developed and managed by Asst. to Administrator Darrow).

Government Facilities:

Chairman Currey reported to the Commission:

The Town is working towards a means to acquire 1602 Thompson, the warehouse behind Town Hall, coordinating with the state, federal and national park services agencies.

Town Services and Community Support:

Chairman Currey reported to the Commission:

Item 1(A): Council is developing an employee performance recognition program.

Item 1(D): Town strives toward utilizing new digital technology and digitizing vital records. Examples of ways new technology can enhance Town services include the Nixle Alert and E-Newsletter programs. Town Hall works to methodically digitize records.

Item 1(E): Town's new website has received good citizen feedback. Content can now be managed in-house, which Asst to Administrator Darrow manages.

Item 1(F): Town has contract with Suburban Disposal and the terms allow for 150 receptacles for public debris on Town properties. Collection is twice weekly in the summer. Commission suggested Town first try to move cans around the beach paths to see if this would help decrease garbage overflow.

Item 1(G): Charleston County School District will temporarily move Sullivan's Island Elementary School to the old Whiteside Elementary School in Mt. Pleasant while the current structure is retrofitted for maximum earthquake protection. The timeline for the school closure has not been published to date.

C. Request from Council: Community Commercial District Assignments

Chairman Currey reported Council has tasked the Commission to review and hold public hearings to get public input regarding CC District consultant recommendations which Council has identified need additional study (**Exhibit A**). The Commission discussed the organization and timeline for how it would approach and accomplish Council's tasks.

General Commission consensus:

Information:

1. Commission needs compilation of data the Town has received from Consultant Seamon, Whiteside & Associate/Urban Edge Design – original plans and hearings.
2. Requests Town Council direct Consultant (UED) brief Commission on the highlights of issues related to the project.
3. Commission gather Staff input regarding issues related to specific issues (i.e. parking enforcement issues from Police Department).
4. Invite a planning professional to provide information regarding overlay districts in general at no cost.

All research would be accomplished and discussed in public meetings, during the summer.

Public Hearings:

In fall 2010 Commission could hold more formal public hearings on potential recommendations, meeting all notice requirements for hearings related to zoning.

Report Findings & Conclusions:

Gather all feedback and formulate Findings, Conclusions and Commission Recommendations to Council (perhaps late 2010).

VI. Unfinished Business

A. Accreted Land Management Plan Consultant Services – Status Update

B. Master Community Commercial District Plan

Chairman Currey referred Commission to a written report from Administrator Benke, dated May 12, 2010, updating Commission on these two projects (**Exhibit B**).

C. Bicycle Friendly Community Designation – Bicycle Advocacy Committee

Chairman Currey reported that a Bicycle Advocacy Committee has been established with resident Ward Lassoe chairing the first community organizational meeting on Monday, April 19, 2010 at Town Hall. The Committee has set, as one of its early goals, submittal this summer of the application for National Bicycle Friendly Community Designation through the League of American Bicyclists. Chairman Currey further reported that Councilwoman Mary Jane Watson serves as Council liaison and reports committee progress through the Recreation Committee. Asst. to Administrator Darrow is working as Staff liaison for this committee as needed. Chairman Currey submitted the group appeared well organized and directed this matter be dropped from next month's agenda.

VII. Next Meeting – 6:30PM, Wednesday, May 12, 2010

Chairman Currey directed the Land Use Needs & Goals be placed on the June agenda for review under New Business. Mr. Winchester noted he would be absent from the June Planning Commission meeting (out of country). There being no further business, the meeting was adjourned at approximately 8:10 p.m. (Mr. Winchester motioned; Ms. Geer seconded; unanimously passed).

Respectfully submitted,
Lisa Darrow, Asst. to Administrator

Approved at the Wednesday, May 12, 2010 Planning Commission Meeting

**Exhibit A – May 12, 2010 Planning Commission
Town of Sullivan’s Island, SC**

**Item V (C) New Business
Request from Council: Community Commercial District Assignment**

Correspondence from Administrator to Planning Commission Chair – regarding assignment

From: Andy Benke [abenke@sullivansisland-sc.com]

Sent: Friday, May 07, 2010 4:48 PM

To: curreyh@musc.edu; 'ldarrow'

Subject: PC Review of UES Recommendations

Hal,

You may recall that Council segregated the Urban Edge Studio suggestions from the Commercial District Comprehensive Master Plan into three categories: (1) “Suggestions in which the Town has immediate Interest”; (2) “Suggestions which may be of interest but require more study at a later time”; and, (3) Suggestions in which the Town has no interest”.

Moreover at the April 20, 2010 meeting, Council requested that the PC review category two “Suggestions which may be of interest but require more study at a later time”, hold a public hearing on the items; and, provide suggestions to Council. I have attached above the segregated list of UES suggestions.

Regards,
Andy

Andy Benke
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COMMUNITY COMMERCIAL DISTRICT MASTER PLAN

Review of Consultant Recommendations

I. Suggestions In Which the Town Has Immediate Interest

#16 – Provide a better “entry experience” on Ben Sawyer Boulevard. This suggestion is defined by Council as “a few trees spaced appropriately”.

#9 – Utilize a combination of parallel and angled or reverse-angled parking to create more efficient parking on Middle Street in order to decrease pressure on residential streets. This suggestion is defined by Council as asking the Administrator to obtain competitive pricing from UES to provide design and construction drawings for parking and the truck-turn option at the Fire Station/Park.

#8 – Explore options for increasing police presence/code enforcement in the commercial area

#19 – (Created by Council) Improve parking and delivery options – Defined by Council as include delivery parking along Middle Street for restaurant suppliers when designing parking in task #9

II. Suggestions Which May Be of Interest but Require More Study at a Later Time

#1 (A), (B), (C), and (D) – Create a Commercial Area Overlay Zone District including: (A) Guidelines for parking, lot subdivision, height, massing and scale, and setbacks; (B) Modify split zoning to allow parking to support existing businesses; (C) Limit expansion of current commercial

III. Suggestions In Which the Town Has No Interest

#4 – Consider developing a new Noise Ordinance that addresses amplified music

#5 – Consider a cabaret ordinance similar to the City of Charleston

#7 - Consider a “Livability Court” to handle issues of litter, lack of maintenance, etc.

#17 – Parking on the mound (suggested in Consultant drawings)

#10 – Create new “service loop” at Station 22 ½, alley with a consolidated screened/enclosed dumpster

#11 – Modify Station 22 ½ from Middle to I’On streets to prevent through traffic

Page 37 Next Steps – Engage a professional Design Team consisting of landscape architects and civil engineers to develop a detailed design for Middle Street, including modifications of Station 22 ½ between Middle and I’On Streets, with the ultimate goal of implementation

**EXHIBIT B: May 12, 2010 Planning Commission Meeting
Town of Sullivan's Island, SC**

MEMORANDUM

Date: May 12, 2010

To: Hal Currey, Chairman and Planning Commission Members

From: Andy Benke, Administrator

Subject: Town of Sullivan's Island Ongoing Projects

1. ACCRETED LAND MANAGEMENT PLAN

- Town has completed negotiations with CSE for Task 7 of the original agreement and the contract amendment awaits the signature of the Mayor.
- Task 7 will require CSE to accomplish the final drafting of the ALMP according to the 9 items set forth by Council and defined as "Directions for drafting the Sullivan's Island ALMP."
- Briefly – CSE will identify approximately 5 management units in the AL and prepare guidelines for vegetation management specific to that unit; define recommended transition zones within the accreted land where it abuts private residences and recommend depth and treatment for these zones to achieve enhancement of breezes, punctuated vistas, provision of a buffer for unwanted wildlife, mitigation of potential fire hazard and enhancement of public safety; and provide recommended implementation steps and timelines for the next 5 to 10 years along with recommendations regarding possible use of demonstration methods for transitioning from current regulations.
- Schedule of deliverables – CSE agrees to accomplish the work and submit a final report within 60 days of approval of contract amendment.

2. COMMERCIAL DISTRICT

- Staff is discussing contract details to prepare construction drawings for implementation of Phase I of CC District improvements to include items such as:

Parallel and angled parking delineation between Stations 22 ½ to 20.

Crosswalk designations at Stations 22 1/2 , 22, 21 and 20

Sidewalk and street lighting between Stations 20 and 22 along eastbound lane of Middle Street

Truck load/unload zones

Truck turn-around between fire station and park.

- Approximately 10 days required to complete the details with the consultant.