



**TOWN OF SULLIVAN'S ISLAND,  
SOUTH CAROLINA**

**APPLICATION TO SERVE ON A TOWN BOARD/COMMISSION**

**Apply by 4PM Wednesday, January 14, 2026**

PLEASE COMPLETE ALL OF THE FOLLOWING FOR POSSIBLE PARTICIPATION

1. NAME: \_\_\_\_\_

2. MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

3. TELEPHONE NUMBER(S):

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

4. E-MAIL ADDRESS: \_\_\_\_\_

5. Are you a registered voter on Sullivan's Island? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Have you ever pled guilty, no contest or been convicted of a crime? If yes, please provide additional information: \_\_\_\_\_

The Town reserves the right to conduct a background check and additional information may be requested from you.

7. Indicate the real properties on Sullivan's Island in which you have a proprietary interest, identifying your primary residence:

\_\_\_\_\_

8. Please disclose any circumstances which might pose a conflict of interest in executing your responsibilities as a member of any Board or Commission for which you are applying:

\_\_\_\_\_

9. Please indicate that you wish to be considered for selection to a Board or Commission and, if selected, you are prepared to serve through the term below.

Planning Commission \_\_\_\_\_ 2 seats (with terms expiring 9/1/2026)

**NOTE:**

No member of a Town Board or Commission may hold an elected office in the Town of Sullivan's Island or County of Charleston.

If appointed, you must successfully complete a minimum of six (6) hours State mandated planning and zoning training as soon as possible, plus required continued education thereafter (S.C. Code §§ 6-29-1340-6-29-1370). Failure to complete required training will result in discontinuation of service and ineligibility for re-appointment (§6-29-1380)

(Initial)

(If applying for initial appointment) I agree to complete the required training in a timely manner on initial appointment and annually thereafter.  (Initial)

(If applying for re-appointment) I certify that I have completed the required training during my current term and, if re-appointed, agree to do so annually during my new term.  (Initial)

You must return a completed Town questionnaire for your desired Board/Commission(s) for consideration and a personal resume is encouraged.

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By signing herein, I have read and understand the requirements for serving as a member of the Commission and/or Board requested and attest the information provided is accurate.

Thank you for volunteering your time and energy to your Town.

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**Applicant signature**

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**Date**



## **TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA**

### **PLANNING COMMISSION QUESTIONNAIRE**

1. Why do you wish to serve on the Planning Commission?
2. The Planning Commission meets on average one evening per month. Are you able to attend meetings at this frequency?
3. Please read the attached information regarding the role of the Planning Commission and review the Town's Code regarding this Commission (Chapter 17).
  - A. In your opinion, what should be the priorities of the Planning Commission?
  - B. How does your knowledge, expertise and experience qualify you to serve on this Commission?
4. The Commission primarily addresses issues by recommending to Town Council changes in the Zoning Ordinance. Such changes inevitably entail controlling what a property owner may do with his/her property to achieve a greater good for the community. What is your philosophy about this trade-off between individual and community goals?
5. Are there any provisions of the Zoning Ordinance with which you disagree? Indicate how this will affect your decisions on the Planning Commission.
6. What are your thoughts on the following ordinance topics:
  - a.) Town's Comprehensive Plan;
  - b.) Protected (Accreted) Land and Management Plan
  - c.) Historic Preservation Overlay District
  - d.) Neighborhood Compatibility
  - e.) Zoning Ordinances which restrict house size and lot size
  - f.) Town Commercial District
7. How would you handle having to make decisions that might be unfavorable to a neighbor, friend, business associate, client or family member?
8. How would you handle making decisions that might directly affect your property and its value in the present or foreseeable future?

Thank you for taking the time to respond to these questions. Please submit your answers along with the application and your resume to Pamela Otto (843) 883-5744 ([potto@sullivansisland.sc.gov](mailto:potto@sullivansisland.sc.gov)) at Town Hall (2056 Middle Street or mail to PO Box 427).

**Application package deadline: 4pm Wednesday, January 14, 2026**

## CHAPTER 17

### PLANNING COMMISSION

- Sec. 17-1 Planning Commission created.
- Sec. 17-2 Function of Commission.
- Sec. 17.3 Membership; terms; vacancies.
- Sec. 17.4 Appointment of members; removal.
- Sec. 17.5 Officers of Commission; meetings; records.
- Sec. 17.6 Staff and expenditures.
- Sec. 17.7 Duties; responsibilities; powers.
- Sec. 17.8 Preparation of proposed zoning ordinance and map.
- Sec. 17.9 Approval of subdivision, re-subdivision and lot line changes.
- Sec. 17.10 Endorsement of plats before recordation.

Sec. 17-1. Planning Commission created.<sup>1</sup>

A Municipal Planning Commission is hereby established to exercise jurisdiction over the entire area within the corporate limits of the Town of Sullivan's Island (9-16-74, S1)

Sec. 17-2. Function of Commission.

It shall be the function of this Commission to prepare a comprehensive plan and program for the physical, social and economic growth of the Town of Sullivan's Island in order to promote the public health, morals, convenience, prosperity, or the general welfare as well as efficiency and economy of the Town of Sullivan's Island. (9-16-74, S2)

Sec. 17-3. Membership; terms; vacancies.

The Commission shall consist of seven (7) persons, none of which may hold an elected public office in this municipality or the County of Charleston. The terms of the membership shall be three (3) years and until their successors are appointed and qualified. The initially appointed Commission members served two-year staggered terms. All subsequent members will serve three-year staggered terms. All terms runs from September 1<sup>st</sup> to August 31<sup>st</sup>. Members may be re-appointed at the expiration of their terms. Any vacancy in the membership shall be filled for the unexpired term in the same manner of the original appointments (9-16-74, S3) (11-16-99) (11-20-01) (6-21-2016)

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<sup>1</sup> For State law authorizing Planning Commission, see S6-7-320 et seq.

**Sec. 17-4. Appointment of members; removal.**

The Town Council shall appoint the members of the Commission and may remove any member of the Commission for cause after written notice and public hearing. (9-16-74, S4)

**Sec. 17-5. Officers of Commission; meetings; records.**

The Commission shall organize by electing one (1) of its members as chairman, one (1) as secretary. The terms of these officers shall be for one (1) year each. The Commission shall meet at the call of the chairman or of any three (3) members. It shall adopt rules for the transaction of business and shall keep a record of its transactions, findings and determinations. Records shall be open to the public. (9-16-74, S5)

**Sec. 17-6. Staff and expenditures.**

The Commission may employ such staff and consult with and retain such experts as it deems necessary consistent with funds which it may have available on hand. Its expenditures, exclusive of gifts to the Commission or contract receipts, shall be within the amounts appropriated to the Commission by the Town Council (9-16-74, S5)

**Application and Fees.** Requests for subdivision, re-subdivision, lot line changes, plat approvals, zoning and/or re-zoning shall be submitted on forms provided by the Zoning Administrator with an application fee the amount of which shall be established by resolution of the Town Council. (9-18-07).

**Sec. 17-7. Duties, responsibilities, powers.**

The Planning Commission shall have the duties, responsibilities and powers as provided in SC Code Title 6, Chapter 29, 6-29-310, et. seq. (9-16-74; 4-20-99)

**Sec. 17-8. Preparation of proposed zoning ordinance and map.**

The Planning Commission shall make and certify to the Town Council for Sullivan's Island the text of the recommended zoning ordinance and zoning map for Sullivan's Island. The text and the zoning map shall be prepared with all due dispatch of the Planning Commission and it shall hold a public hearing on the text and the map which shall be advertised and conducted according to South Carolina Local Government Comprehensive Enabling Act of 1994 Section 6-29-310, et al, Code of Laws of South Carolina. (9-16-74, S7; 4-20-99)

**Sec. 17-9. Approval of subdivision, re-subdivision and lot line changes.**

No land shall be subdivided or re-subdivided, no lot shall be laid out and no boundary lines of a lot or parcel of land shall be changed except with prior written approval of the Planning Commission. Prior to the submission of a plat to the Planning Commission, the plat must first be submitted to the Zoning Administrator for his review and recommendations. The Zoning

Administrator's recommendations must be submitted to the Planning Commission along with the proposed plat. Any division of land made without said Planning Commission approval after the effective date of this amendment is unlawful; provided, however, that subdivisions made and recorded prior to the effective date of this amendment that met prior requirements are hereby declared to be legal. (4-20-99; 1-18-2000)

**Sec. 17-10. Endorsement of plats before recordation.<sup>2</sup>**

No plat of a subdivision of land within the limits of the Town shall be filed or recorded in the Office of the Register of Mesne Conveyance until the approval of the Planning Commission shall have been endorsed thereon by the Planning Commission Chairman, or in his/her absence the Vice-Chairman. (4-20-99, 1-19-2000).

**Sec. 17-11. Exceptions (9/15/09)**

1. In the case of any proposed plat or survey of a lot or lots of land is presented to the Zoning Administrator for the Town, the Zoning Administrator may review and give his/her endorsement of approval thereon provided the following requirements are met:
  - a. The plat or survey is a re-survey of an existing lot or lots and does not create a subdivision or re-subdivision of land and no significant lot line changes are shown; (9/15/09)
  - b. The plat or survey is prepared by a surveyor licensed by the State of South Carolina and has placed his certification thereon; (9/15/09)
  - c. The appropriate tax map numbers are placed on the adjacent property, and any adjacent right-of-ways are designated; (9-15-09)
  - d. Each lot sold, platted or surveyed shall show and designated the street address, the lot number, tax map identification number and all metes, bounds, courses and distances; (9/15/09);
  - e. All marsh lands are shown and designated and in the event the DHEC/OCRM critical line within any lot boundary, the critical line shall be so designated; and (9/15/09)
  - f. The survey has such notes and conditions as required by the Zoning Administrator. (9/15/09)
2. The Zoning Administrator's endorsement of approval shall be made with the notation that his plat or survey is exempt from the subdivision regulation and is hereby approved. (9/15/09)

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<sup>2</sup> This section is consistent with Section 5-23-190 of State Code.

3. Should any part of this Ordinance be held invalid by a Court of competent jurisdiction, the remaining part shall be severable and shall continue to be in full force and effect.  
(9/15/09)
4. This Ordinance shall take effect and be in full force immediately upon ratification.  
(9/15/09)