

**TOWN OF SULLIVAN’S ISLAND, SOUTH CAROLINA  
PLANNING COMMISSION  
REGULAR MEETING MINUTES  
Wednesday, January 13, 2016**

A regular meeting of the Town of Sullivan’s Island Planning Commission was held at 6:30 p.m., Wednesday, January 13, 2016 at Town Hall, 2050-B Middle Street, all requirements of the Freedom of Information Act satisfied. Present: Commissioners Gary Visser, Charlie Cole, Hal Currey, Carlsen Huey and Carl Hubbard. Staff members present: 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 Commission had a quorum (Commissioners Cook and Poletti had excused absences). No audience or media present.

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

**II. Approval of Minutes**

**MOTION: Mr. Huey moved to approve the November 9, 2015 minutes; seconded by Mr. Hubbard; MOTION UNANIMOUSLY PASSED.**

**III. Election of Officers**

Floor was opened to accept nominations for 2016 Planning Commission Chair and Vice-Chair. Mr. Currey nominated Gary Visser as chair and Sydney Cook as Vice-chair (noted Ms. Cook advised him she was amenable to serve as Vice-Chair). No other nominations were made.

**MOTION: Mr. Currey moved to re-elect Gary Visser 2016 Planning Commission Chair and elect Sydney Cook Vice-Chair; seconded by Mr. Huey. MOTION UNANIMOUSLY PASSED.**

**IV. Planning Commission Rules of Procedures - Review**

Commission reviewed and endorsed its Rules of Procedure (by-laws) with no changes

**V. Items for Information**

**1. Zoning Ordinance Update: Update on past text amendments**

Staff Update (Zoning Administrator Henderson):

- Provided annual review of Town’s Comprehensive Plan Implementation table, a tool to
  - Capture historical data and timeline for proposed policies reviewed by Council and/or assigned Committees or Boards/Commissions;
  - Align proposed policies to current Comprehensive Plan goals and implementation strategies
  - Assist the Planning Commission and Council with the 10-year full update of the Town’s Comprehensive Plan, due in 2018 and scheduled to begin in 2017

- A few highlights of policy activity in 2015 and the associated Comprehensive Plan Element strategies include:
  - Consideration to draft design guidelines for commercial district/CCD in furtherance of goals to provide a commercial district consistent with the scale and family atmosphere of the Island, and, development of vacant commercial property (ongoing, Design Review Board) – Economic Element
  - Zoning Ordinance text amendment allowing coffee shop use in CC Overlay District in furtherance of goals to provide a commercial district consistent with the scale and family atmosphere of the Island, and, development of vacant commercial property (Planning Commission and Town Council) – Economic Element
  - Zoning Ordinance text amendment addressing conservation easement and structures on residentially-zoned lots in furtherance of goal to protect areas vulnerable to erosion that might jeopardize public infrastructure and private property (Planning Commission and Town Council) – Natural Resources
  - Pursue grant funding, enhance and extend beach access paths and boardwalks in furtherance of goal to protect dunes and vegetation (ongoing, Staff). Station 16 Nature Trail opened by June 2015 – Natural Resources Element
  - Established Public Information Program (PPI, flood prevention) in furtherance of goal to maximize Insurance Services Organization (ISO) rating with FEMA through the Community Rating System (CRS) Program (ongoing, Planning Commission and Staff) – Housing Element

Commission will continue review of current Comprehensive Plan strategies and goals in 2016.

2. **Staff Update on Town Projects** – oral report
3. **Correspondence/Comments** – None received
4. **Next Meeting** – (6:30pm) Wednesday, February 10, 2016 at Town Hall

There being no further business, the meeting adjourned at approximately 6:58 p.m. (Mr. Cole motioned; Mr. Hubbard seconded; unanimously passed).

Respectfully submitted,  
 Lisa Darrow  
 Asst. to Administrator

Approved at the Wednesday, February 10, 2016 Planning Commission Meeting