

**TOWN OF SULLIVAN’S ISLAND, SOUTH CAROLINA
PLANNING COMMISSION
REGULAR MEETING MINUTES
Tuesday, October 10, 2017**

A regular meeting was held at 6:43PM, this date, at Town Hall, 2056 Middle Street, all requirements of the Freedom of Information Act satisfied. Present: Commissioners Gary Visser (Chair), Sydney Cook (Vice-Chair), Charlie Cole, Hal Currey, Carl Hubbard, Manda Poletti and Tim Watterson. Staff members: 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 all Commissioners present; special guests Ryan McClure and Jeff Hajek (Berkeley-Charleston-Dorchester County of Government aka BCD-COG); no audience present.

Chair Visser noted that, beginning this meeting and following through the Commission’s consideration of the 2018 Comprehensive Plan update project, the regular Commission’s meeting will be preceded by the Comprehensive Plan Steering Committee. The first meeting of the Comprehensive Plan Steering Committee was tonight.

I. APPROVAL OF AGENDA – approved as presented

Staff noted no public correspondence has been received for this meeting.

II. APPROVAL OF MINUTES

MOTION: Mr. Hubbard moved to approve the June 14, 2017 minutes; seconded by Mr. Cole. MOTION UNANIMOUSLY PASSED.

III. ITEMS FOR CONSIDERATION

- 1. Comprehensive Plan Steering Committee recommendations: Discuss of the Comprehensive Plan Steering Committee recommendations related to project schedule, planning process, project website and presented analysis of existing conditions.**

Zoning Administrator Henderson:

- Acknowledged presence of Town consultants for the Town’s Comprehensive Plan update project: BCD Council of Government staff members Ryan McClure (project manager) and Jeff Hajek.
- Noted that this agenda item will continue through Commission’s review and recommendation to Council of an updated Comprehensive Plan.
- Commission will use this opportunity monthly to consider information discussed during any Comprehensive Plan Steering Committee (hereinafter “Steering Committee”) meetings held between regular monthly Commission meetings.

- **Reviewed and recommended review schedule articulated in Exhibit A (attached).**

Mr. McClure clarified that his team and Town staff will review notes from the preceding Steering Committee meeting to prepare for the Open House on November 8, 2017

Existing Conditions/Deliverables:

- Team will work with staff to conduct further research to refine the draft of Existing Conditions presented at the Steering Committee meeting. The team will incorporate additional data based upon the feedback received at the Steering Committee meeting from general public and Committee.

Community Outreach:

- Team will work with staff to get project website (housed on BCD-COG server) completed for launch in the near future. Town staff will post hyperlink to the project site clearly on Town's website and promote it through all platforms available to Town.

Chair Visser requested, and Commission concurred, that staff provide a monthly report at the meetings of written public comments received on this project.

Staff noted oral comments will be captured in minutes crafted for both Steering Committee and Commission meetings. Written comments will be captured and reported monthly to Committee.

Project Timeline, Plan Needs & Goals and Deliverables:

- Public feedback/visioning/update of current conditions will continue through December 2017
- January 2018 Steering Committee meeting and subsequent Commission meeting will begin the process in Exhibit A. February 2018 meetings will be the first full cycle where this review process will come into play.
- **Commission discussed how the update document will be reviewed. Commission will concurrently consider and update a given Element and respective Needs & Goals, plus implementation strategies.**
- **Staff will provide Commission/Steering Committee with the following items two (2) weeks prior to each meeting:**
 - **2008/2013 Elements and Needs &Goals for current review (generally 3 Elements at one time)**
 - **Town Implementation Table for reference (provides Commission/Town activity and how they are tied to various existing Comprehensive Plan Elements/Needs & Goals**
 - **Proposed 2018 Elements and Needs & Goals for current review/consideration**

MOTION: Mr. Currey moved to approve the Comprehensive Plan review process as presented in Exhibit A; seconded by Mr. Hubbard. MOTION UNANIMOUSLY PASSED.

2. **Review of new agenda items: Consideration of Comprehensive Plan topics for the subsequent meeting.**

Open House Format:

- Team clarified the November 8, 2017 (5-6:30PM) open house will be a drop-in, public interactive event with display booths scattered around Town Hall/Council chambers, refreshments, handouts, and all department heads confirmed in attendance to answer questions at various booths.

Commission members will select various booths to help “man” to engage citizens in feedback and/or provide information. Introductory remarks at the beginning of the meeting will be provided by Chair Visser or his designee (Hal Currey).

There being no further business, the meeting adjourned at approximately 7:10PM (Mr. Hubbard motioned; Mr. Cole seconded; unanimously passed).

Respectfully submitted,
Lisa Darrow
Asst. to Administrator

Approved at the December 5, 2017 Planning Commission Meeting

EXHIBIT A

Approved process for review and consideration of 2018 Comprehensive Plan Update

