



**Town of Sullivan's Island, South Carolina  
Planning Commission  
Regular Meeting Minutes**

**Wednesday, October 11, 2023**

A regular meeting was held at 4:00 p.m., on Wednesday, October 11, 2023, in Town Hall at 2056 Middle Street. All requirements of the Freedom of Information Act were verified to have been satisfied.

**Present:** Commissioners Manda Poletti (Chair), Mark Howard, Laura Schroeder, Gallia Coles, Charles Cole and Dave Peterseim (arrived at approximately 4:57pm).

**Staff Members:** Charles Drayton, Director of Planning and Zoning, Joe Henderson, Deputy Administrator and Pamela Otto, Planning Commission staff member.

**A. Call to Order.** Chair Poletti called the meeting to order at 4:00 p.m., and it was stated the press and public were duly notified pursuant to the Freedom of Information Act requirements.

**Public:** There were no members of the public present.

**Media:** There were no members of the media present.

**B. Approval of Minutes – September 13, 2023**

**Motion:** A motion was made by Ms. Schroeder to approve the September 13, 2023, meeting minutes as written, seconded by Ms. Coles; this motion passed unanimously, 5-0.

**C. Approval of Amendment to Meeting Calendar for 2023**

The next three meeting times are proposed to be moved from 4pm to 6pm to promote more public attendance to the Comprehensive Plan Review Open House.

**Motion:** A motion was made by Mr. Cole to change the time for the November 8, 2023, December 13, 2023, January 10, 2024, and possibly February 14, 2024, (if the need arises) meetings from 4pm to 6pm, seconded by Ms. Schroeder; this motion passed unanimously, 5-0.

**D. Approval of Meeting Calendar for 2024**

**Motion:** A motion was made by Ms. Schroeder to approve the 2024 Planning Commission dates and times, seconded by Ms. Coles; this motion passed unanimously, 5-0.

**E. Board Discussion and Approval of Chair and Vicechair**

**Motion:** A motion was made by Ms. Schroeder to nominate Manda Poletti for Chair, seconded by Ms. Coles; this motion passed unanimously, 5-0.

**Motion:** A motion was made by Ms. Poletti to nominate Laura Schroeder for Vicechair, seconded by Ms. Coles; this motion passed unanimously, 5-0.

**F. Public Input and Correspondence**

There was no public input or correspondence.

**G. Zoning Ordinance Text Amendments**

**1. Consideration of Changes to Sections §21-22 C. & D., and §21-29 – Regarding secondary setbacks for Principal Buildings.**

Drayton reminded the Commission of past discussions on this matter. He is proposing adding (b) **Encroachments within fifteen (15) feet of the side property line are not permitted within twenty (20) feet of the front façade of the home.** to §21-22 C. (1). This was the result of the discussion at the last Planning Commission meeting regarding potential blockage of the view corridor. He explained that this language came from the Zoning Ordinance about accessory structures, they are allowed to be within ten (10) feet of the property line, but they have to be 20 feet behind the front façade of the principal building.

Drayton then invited the Commission to view and participate in some examples that were presented in a model of what the change in the ordinance would mean. The model showed how the front of a house could change given the ability to cross the secondary setback and how it would have to pull back in another area to meet the average requirement that is being proposed. Drayton feels that the proposed change would lower the number of property owners coming to the Design Review Board (DRB).

**Motion:** A motion was made by Ms. Schroeder to give preliminary approval for the discussed changes of §21-22 C. & D., and §21-29, to be forwarded to a public hearing to be held at the November 8, 2023 Planning Commission meeting, seconded by Ms. Coles; this motion passed unanimously, 5-0.

**H. Items for Consideration**

**1. 2023 Sullivan’s Island Comprehensive Plan 5-Year Review**

Drayton said that the plan is not being rewritten, it is being updated with new data and goals. He discussed the schedule for the review. He said that the Town had contracted with the Council of Governments (COG) to assist with the review. He

said that first the public survey questions would be discussed at the next meeting. The survey will be on the Town website for residents to participate in, with possibly a QR code to be added to the water bills that would send residents to the survey. One of the questions mentioned was where to put affordable housing. There was some discussion about the problem of affordable housing for a work force. It was mentioned that parking should be added to the survey as it was discussed in the crafting of the Comprehensive Plan but not researched in depth for it. A goal of the Plan is to work on a parking plan Henderson said. Drayton said the survey could be targeted to specific concerns. There was also discussion that speed limits need to be on the survey.

Drayton said it would be a good idea for the public to weigh in on the Comprehensive Plan Review at the March 2024 meeting. At the same meeting, the Planning Commission would approve the Plan and then send it to Town Council for three (3) readings.

Drayton then went through the existing conditions data sent by the COG. This covered population changes, median age, race, ethnicity, education attainment, number of families, households, income rate, housing units, labor force statistics, employment rates, occupations, number and type of businesses, and median home prices and has a built-in margin of error of five to ten percent (5-10%).

The current goals of the Comprehensive Plan were discussed. The population policies include promoting a Farmers Market, promoting holiday festivals, yard of the month club, encourage volunteerism through beach clean ups and street sweeps, record annual census data and initiate an "Aging in Place" Chapter.

The Housing Policy Goals are to promote and foster single family development by maintaining low density, restricting short term rentals, preserve and encourage diversity of structure styles, establish a task force to review zoning administrative processes, conduct evaluation of design guidelines, monitor the National Flood Insurance Program Community Rating System by noting changes in federal policy and adjust the Flood Damage Prevention Ordinance as needed, create a Workforce Housing Committee, and explore opportunities with Mount Pleasant to build workforce housing.

The Community Facilities Goals are to maintain essential Town Government facilities and meet the future needs of the residents by exploring opportunities to expand community facilities to be accessible to all, protect neighborhood character and preserve natural resources.

Drayton said he will distribute copies of the Comprehensive Plan to those who do not have copies and the Commission members will review it and the goals on their own, then send any comments to Drayton.

The time frame for the review was discussed with the goal of a Public Hearing for the final draft and approval in the March 13, 2024 meeting.

**I. Staff Update on Town Projects**

Henderson mentioned that there are 3 big projects currently. The first is the island wide Stormwater Master Plan, for which the Town has received a Federal Emergency Management Agency (FEMA) grant. The Town has also been awarded a grant to build missing infrastructure by the South Carolina Infrastructure Investment Program (SCIIP). The purpose of these 2 projects is to alleviate flooding issues. Henderson said that the Town is also trying to clean out outfalls on the western side of the island with the assistance of the South Carolina Department of Transportation (SCDOT).

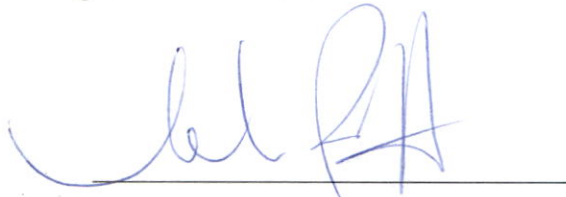
Henderson then said that the Town is in the process of the new historic survey and the design guidelines. There is also the Master Plan for Stith Park and the rehabilitation of the old bridge area. There is also a plan to build a walking trail in the accreted land from the lighthouse to Fort Moultrie. There is also some work to be done on boardwalks, reconstructing existing ones that have fallen into disrepair. Henderson said that currently the Town is currently working on a Request for Qualifications (RFQ) for an island wide resiliency plan.

**J. Adjourn.** There being no new business, nor further discussion, the meeting adjourned at approximately 5:36pm.

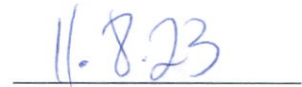
**Motion:** A motion was made by Mr. Howard to adjourn, seconded by Ms. Coles; this motion passed unanimously, 6-0.

Respectfully submitted,

Pamela Otto, Planning Commission Staff



Manda Poletti, Chair



Date