

**TOWN OF SULLIVAN'S ISLAND
SOUTH CAROLINA
PLANNING COMMISSION
REGULAR MEETING MINUTES
Wednesday, July 11, 2012**

A regular meeting of the Town of Sullivan's Island Planning Commission was held at 6:30 p.m., Wednesday, July 11, 2012 in Town Hall at 2050-B Middle Street, all requirements of the Freedom of Information Act having been satisfied. Present were Commission members Vice-Chair Elaine Fowler, Commissioners Aussie Geer, Carlsen Huey and Gary Visser; Staff members Asst. to Administrator Darrow and Building Official Robinson.

I. Call to Order. Vice-Chair Fowler called the meeting to order, stated the press and public were duly notified pursuant to state law and that Commissioners Clark, Currey and Kilpatrick had excused absences (quorum present).

II. Approval of Agenda

MOTION: Ms. Geer made a motion to approve the July 11, 2012 agenda; seconded by Mr. Visser. MOTION UNANIMOUSLY PASSED.

III. Approval of Minutes

Vice-Chairwoman Fowler noted that Exhibits A & B from the draft June 13, 2012 minutes should be removed as they are modified reports on Cultural and Land Use Elements from the last meeting. She noted that a motion to consider approval of these two reports would be in order tonight under Unfinished Business.

MOTION: Ms. Geer made a motion to approve the June 13, 2012 minutes absent Exhibits A & B; seconded by Mr. Visser. MOTION UNANIMOUSLY PASSED.

IV. Correspondence & General Public Comments - None

V. New Business

A. Five Year Review of Comprehensive Plan: Transportation Element, Needs & Goals

Transportation

Commission reviewed the current Transportation Element, Needs & Goals (2008). They also reviewed a Staff report, updating the Commission on transportation related matters from 2008, and, a summary of Phase I findings from Tindale-Oliver and Associates, a consulting firm retained by the Town to study managed parking (January 27, 2012).

Commission Discussion

- Staff will continue researching ability to gather seasonal traffic counts and report to Commission;
- Managed parking:
 - SCDOT requires Town management of right-of-way (ROW), to include improving ROW by paving it, with managed parking;

- Staff advised Council decided at February Retreat to not pursue paid parking. Staff continues to inventory and explore managed parking options.

Additions to Needs & Goals:

DELETE: #2 Needs & Goals: Support the rebuilding of the Ben Sawyer Bridge (Needs & Goal and one Implementation). Bridge construction is complete.

ADD: **Needs & Goal:** Pursue improvements to bicycle and pedestrian paths approaching Ben Sawyer Bridge.

Implementation: Continue working with Town of Mount Pleasant to establish bicycle and pedestrian paths to the causeways approaching the Ben Sawyer Bridge from Sullivan's Island and Mount Pleasant. (Town Administration; Council; Ongoing)

#3 Needs & Goals: Support community efforts to receive the designation of the Town as a Bicycle Friendly Community.

DELETE: #1 "Develop a community interest group to work with Town Administration to implement measures to improve conditions for cycling as recommended by the League of American Bicyclists." Bicycle Committee was formed in March 2010 and remains active in the community.

ADD Implementation: Encourage Bicycle Committee in its efforts to obtain Bicycle Friendly Community designation for Sullivan's Island (Town Administration; Ongoing).

Mr. Visser recommended the following Needs & Goals regarding student pedestrian access to the new Sullivan's Island Elementary School.

ADD **Needs & Goal:** Encourage establishment of bicycle and pedestrian safe routes to encourage students to safely walk and bicycle to new Sullivan's Island Elementary School.

Mr. Huey noted SCDOT has grant funds through a program called Safe Routes that would be a good part of an implementation for this Need & Goal.

ADD Implementation: Seeks grants and resources to establish safe routes for students attending Sullivan's Island Elementary School (Town Administration; Council; Short Term).

#4 Needs & Goals: Continue to support the development of the East Coast Greenway Trail System.

Mr. Huey submitted that another good program is the "Battery to the Beach Trail" bicycle program, a Charleston Moves initiative. The Battery to the Beach program establishes and links safe bicycle trails from the Charleston Battery area to different Charleston beaches.

ADD Needs & Goals: continue to support the development and implementation of the “Battery to the Beach” trail program.

ADD Implementation: Implement signage and formal trail designation for “Battery to the Beach,” an initiative by Charleston Moves biking organization (Town Administration; Council; Ongoing).

ADD Needs & Goal: Continue to encourage increased handicap access to the beach.

ADD Implementation: When available, seek funding and opportunities to provide additional handicap parking spaces and improve beach path approaches (Town Administration; Ongoing).

Mr. Visser commented he has observed bikers bringing racks of bicycles onto Mt. Pleasant for group daily rides. While he did not recommend a Needs & Goals, Mr. Visser suggested that the Town might need to consider identifying appropriate, safe parking for these groups in the future, depending upon future activity.

Staff will revise its Transportation Report to return to Commission for consideration and approval at August Planning Commission meeting.

VI. Old Business

A. Cultural Resources and Land Use Element, Needs & Goal Report

Commission reviewed reports about two elements the Commission reviewed at June Planning Commission Meeting, referenced by Chairwoman Fowler at beginning of this meeting (Exhibit A & B).

MOTION: Ms. Geer made a motion to approve reports to Council regarding Cultural Resources and Land Use Elements as discussed in June 2012 meeting and reported in Exhibit A & B herein; seconded by Mr. Huey; MOTION UNANIMOUSLY PASSED.

B. Ongoing Town Projects – Status and Staff Report

1. **Raven Drive Extension:** Building Official Robinson commented on progress of road extension of Raven Drive, a project funded by shared property owners in the area, to include the Town of Sullivan’s Island (owns two lots in this area), which has already paid its share of the expense at the beginning.
2. **Demolition by Neglect:** Discussed in earlier Commission meetings, Commissioners agreed to defer this topic for October or November 2012.
3. **Zoning Ordinance 21-20 B(6):** A property near Breach Inlet has constructed a two-story addition to the property that generated citizen inquiries about it (accessory structure or addition). This construction is allowed as a conditional use under Section 21-20 B(6).

Commission will discuss, at August 2012 Planning Commission meeting, Zoning Ordinance 21-20 B (6), Conditional Uses in Residential District, to determine whether this language needs to be clarified.

VII. Next Meeting – (6:30p.m.) Wednesday, August 8, 2012

Commission will review updates from Transportation Report under Unfinished Business at the August meeting. New Business will include review of Housing Element, Needs & Goals (Comprehensive Plan) and discussion of Section 21-20 B(6), Conditional Uses, Zoning Code.

There being no further business, the meeting was adjourned at approximately 7:55 pm (Mr. Huey motioned; Ms. Geer seconded; unanimously passed).

Respectfully submitted,
Lisa Darrow
Asst. to Administrator

Approved at the Wednesday, August 8, 2012 Planning Commission Meeting

June 13, 2012 Planning Commission Meeting

Exhibit A

Cultural Resources Element Town of Sullivan's Island, South Carolina 2008 Comprehensive Plan

The Commission makes the following report to the Mayor and members of Town Council regarding the Cultural Resources Element:

The Town and volunteer citizen groups have made substantial progress toward the achievement of the Cultural Resources Needs & Goals delineated in the 2008 Comprehensive Plan. It is recommended at this time that information regarding available tax or other incentives in the maintenance and other costs related to the ownership of historic properties be disseminated on a regular basis. This information could be provided via the Town website and the Town's monthly email Newsletter. Progress related to the Cultural Resources Needs & Goals is noted in Addendum One (1) shown below and will be attached to the Master Copy of the 2008 Comprehensive Plan for reference in 2018 when a complete Plan review will occur.

Addendum One Addendum 2008 Sullivan's Island Comprehensive Plan Cultural Resources Element

Additions to Notable Historic Sites (pp 38- 40 of 101)

1. **Thomson Park** – small interpretive pocket park at Breach Inlet on Middle Street, newly dedicated in June 2011. The Park's purpose is to commemorate action that occurred at Breach Inlet during the Battle of Sullivan's Island during the American Revolution on June 28, 1776 (Carolina Day). During the Battle of Sullivan's Island, Colonel William "Danger" Thomson and his 780 forces on the bank of Breach Inlet repulsed the British Army's attack on Sullivan's Island from ocean and land invasion from the neighboring island, currently known as the Isle of Palms. This battle at Breach Inlet, in concert with Colonel William Moultrie and his forces' actions inside Fort Sullivan's (now known as Fort Moultrie), defeated the British force, with its superior fire and man power, and protected Charles Towne and its important port from British occupation at an early, critical time in the Revolutionary War. Primarily private funds developed and currently maintain the Park, but it is available to the public for free. (Data Source: Thomson Park website, <http://thomsonpark.wordpress.com>)
2. **Historic Bandstand** – located in the J. Marshall Stith Community Park near 2050 Middle Street. The U.S. Army built the bandstand in 1905 to complement the parade ground. When the U.S. Army withdrew from the Island in 1947, the bandstand was sold to a resident who altered the structure and incorporated it into an apartment structure. In the mid-1980's, the structure was donated to the Town. The Town returned the structure to its approximate original design and relocated it to J. Marshall Stith Park where it serves as the Parks' centerpiece and gathering place for picnics, birthday parties, musical concerts, community activities, etc.

NOTE: Item 2 above is not a new historic site. It was inadvertently omitted in the 2008 Comprehensive Plan.

Additions to Entertainment and Community Activities (pp 42-43 of 101)

1. Bicycle Committee (established March 2010) and its recreational activities, such as “Bike to Work/School,” “Tour de Racks,” community bike rides, etc.
2. Community Garden at Battery Gadsden (established Spring 2012)

Needs & Goals Notes (pp 47-48 of 101)

1. Town deed protected the following properties to the Mt. Pleasant Land Conservancy, and donated \$3,000 in grant funds, for perpetual public space as pocket parks: “Old Bridge” area (0.48 acres) at Cove Inlet and “Old Landfill/Dump” area (3.09 acres) at Station 19 (Back Street) and Station 20 (Ord 2012-3, ratified by Town Council May 15, 2012 and deeds recorded late May 2012). **This is in furtherance of Needs & Goals #1 Implementation #5**
2. Town achieved Certified Local Government designation (Fall 2010). **This is in furtherance of Needs & Goals #1, Implementation #7**
3. Town obtained three small grants from the SC Park & Recreation Department (PARC) to restore and enhance the Bandstand (2009-2011). Grant and matching Town funds restored the structural integrity of the Bandstand, its stairs and railings, plus enhanced the electrical system within the Bandstand and around its immediate area. **This is in furtherance of Needs & Goals #2, Implementation #1.**
4. New community events on the Island include:
 - a. Bicycle Committee events (new Committee promoted by Town, circa March 2010)
 - b. Community Garden (circa Spring 2012)
 - c. Town Recreation Committee and Park Foundation organized events, like “Round on Mound” music festival (circa April 2012).

This is in furtherance of Needs & Goals #3, Implementation #1.

June 13, 2012 Planning Commission Meeting

Exhibit B

Land Use Element

Town of Sullivan's Island, South Carolina 2008 Comprehensive Plan

The Commission makes the following report to the Mayor and members of Town Council regarding the Land Use Element:

The Town continues to work toward implementation of the Goals for Land Use as written in the 2008 Comprehensive Plan. Notable achievements include the approval of the Zoning Ordinance which created Community Commercial Overlay Districts (CCOL) #1 and #2 (Ord 2011-6, ratified March 20, 2012). Information regarding this change will be retained with the Master Copy of the 2008 Comprehensive Plan to assist with the revisions of the Plan in 2018.

Several other notable achievements have occurred including the amendment to Section 21-12(A) of the Town Zoning Code, conveyance of the "Dump Site" and "Old Bridge" area to the Mount Pleasant Land Conservancy with deed restrictions protecting the sites for perpetual public parks, and the acquisition of grant funds to help with improvements to, and development of, paths in the Town Protected Land tract.

The Planning Commission believes that the Town should consider additional language in the Zoning Ordinances regarding demolition by neglect. Further review of house size and lot coverage particularly as related to neighborhood compatibility should be considered.

Progress related to Land Use Needs & Goals is noted in Addendum Two (2) shown below and will be attached to the Master Copy of the 2008 Comprehensive Plan for reference in 2018 when a complete Plan review will occur.

Addendum Two Addendum 2008 Sullivan's Island Comprehensive Plan Land Use Element

The Land Use Element has remained substantially unchanged since the 2008 Comprehensive Plan. Changes of the note in the past five years include:

1. Amendment of Section 21-12(A), Lot subdivision, to clarify issues such as lot shape and size, density, frontage, etc. (Ord 2012-2, ratified May 15, 2012). **This is in furtherance of Needs & Goals #1, Implementation #1. (page 91 of 101)**
2. Creation of Community Commercial Overlay Districts #1 and #2 (Ord. 2011-6, ratified March 20, 2012).

Recommended Additions/Modifications to Land Use Element (pp 85 and 88 of 101)

- A. Recommended Action: Modify Existing and Future Land Use Maps (pp 89 and 90 of 101) to incorporate Community Commercial Overlay Districts #1 and #2.
- B. Add description of Community Commercial Overlay Districts (page 85 of 101) and include a new narrative about it (page 88 of 101).

Potential/Draft Language for Description:

(Include behind bullet #2, following Commercial, pg 85 of 101)

(Data Source: Town of Sullivan’s Island Ordinance 2011-6 ratified March 20, 2012; Planning Commission Public Hearings October 13, 2010 and September 14, 2011)

Community Commercial Overlay Districts (CCOL) #1 and #2:

Designated properties in a defined area along Jasper Boulevard and Middle Street between the blocks of Station 22 ½ and 2019 Middle that have special zoning and development requirements overlaying the existing Town zoning and development requirements for residential and commercial properties. Illustration 1.1 offers a pictorial representation of CCOL #1 and #2.

Illustration 1.1
Community Commercial Overlay Districts (CCOL)



Source: Town of Sullivan’s Island Planning Commission Public Hearing, September 14, 2011; Charleston County Geographic Information System

Overlay District #1: Lots between Middle Street and Jasper Boulevard from Station 22 ½ to Station 22 (Illustration 1.2)

Illustration 1.2
Community Commercial Overlay District (CCOL) #1



Source: Town of Sullivan’s Island Planning Commission Public Hearing, October 13, 2010; Charleston County Geographic Information System

Overlay District #2: Lots between I’On Avenue and Middle Street from Station 22 to 2019 Middle Street (currently Sullivan’s Restaurant and other businesses) and 2120 Middle Street (currently Prime Time Fitness) (Illustration 1.3).

Illustration 1.3
Community Commercial District (CCOL) #2



Source: Town of Sullivan’s Island Planning Commission Public Hearing, October 13, 2010; Charleston County Geographic Information System

Potential/Draft Language for Narrative:
(Include behind Commercial District, pg 87 of 101)

(Data Source: Town of Sullivan's Island Ordinance 2011-6 ratified March 20, 2012; Planning Commission Public Hearings October 13, 2010 and September 14, 2011)

Community Commercial Overlay District (CCOL):

Beginning in 2007 the Planning Commission, with the support of Town Council, began the process of developing a plan for the future of the Community Commercial District. With the help of professional zoning consultants, Town Staff and substantial input from the public, a comprehensive plan was developed for the Community Commercial District. This two-year process resulted in a recommendation to make needed comprehensive revisions to the Town's Zoning Ordinance. Upon receipt of these recommendations from the Planning Commission, Town Council decided it would be in the best interest of the Town at large to allow alteration of certain restrictions applicable to existing split zoned lots within the Community Commercial area to allow creation of two Community Commercial Overlay Districts to be known as CCOL 1 and 2.

There are a number of benefits found in establishing an overlay district, namely that it: (1) recognizes the unique nature of particular areas in the Community Commercial District, (2) allows the Town to be very specific with regard to construction, design and other criteria, while maintaining the underlying zoning of the properties, and (3) clearly differentiates these areas from the balance of the Island with regard to subdivision and development.

CCOL #1:

It was recognized that within the area proposed for the CCOL 1 Overlay District, the residential portions of the lots were generally under-utilized and did not support neighborhood compatibility. Further, single-family residential houses properly constructed and sited in the residential portion of the proposed CCOL 1 Overlay District would provide a buffer from the distractions inherent in the commercial district. The CCOL 1 Overlay District concept is consistent with nearby development patterns and the Town believes that, if built out in accordance with these recommendations, the residential area in the proposed CCOL 1 Overlay District could become a neighborhood with generally consistent sized lots and homes, thus creating real neighborhood compatibility.

CCOL#2:

It was recognized that the current conditions within the CCOL 2 Overlay District represented scattered development in that there are a total of ten (10) lots; seven (7) with varied commercial uses, condominiums, post office, restaurants and professional offices. Three (3) of the lots are essentially undeveloped for commercial use. The Town saw advantages to all Island residents in having low-impact commercial development along this corridor, including convenience of potential services, appearance, and tax revenues for the Town. The Town believes that the encouragement of certain commercial development within the CCOL 2 Overlay District could result in increased off-street parking; and commercial development within the CCOL 2 Overlay District would be consistent with the Town's Comprehensive Plan. The Town wants to ensure that any

future commercial development within the proposed CCOL 2 Overlay District would be architecturally compatible with Sullivan’s Island and of low impact to the community. The Town finds that the conditions in the CCOL 2 Overlay District are designed to promote appropriate commercial development consistent with the Town’s Comprehensive Plan and consistent with Island values as to use, size and appearance.

This is in furtherance of Needs & Goals #4, Implementation #1. (page 92 of 101)

3. Town conveyance of deed restricted property to the Mt. Pleasant Land Conservancy, and donation of \$3,000 in grant funds, for perpetual public space as pocket parks the following properties: “Old Bridge” area (0.48 acres) at Cove Inlet and “Old Landfill/Dump” area (3.09 acres) at Station 19 (Back Street) and Station 20. (Ord. 2012-3, ratified May 15, 2012). **This is in furtherance of Needs & Goals #6, Implementations #1-3. (page 92 of 101)**

4. Town progress toward a Comprehensive Coastal Access Improvement Plan, to enhance existing beach paths and develop new pathways for the public to enjoy the beachfront deed restricted conservation land tract (aka Accreted Land). The Town is actively pursuing county, state and federal grant funds to assist with these expenses (ie OCRM, PARD and Greenbelt grants). These efforts should be more fully detailed in the Natural Resources Element. **This is in furtherance of Needs & Goals #6, Implementation #3. (page 92 of 101).**