

**TOWN OF SULLIVAN’S ISLAND  
SOUTH CAROLINA  
PLANNING COMMISSION  
REGULAR MEETING MINUTES  
Wednesday, August 13, 2014**

A regular meeting of the Town of Sullivan’s Island Planning Commission was held at 6:30 p.m., Wednesday, August 13, 2014 at Town Hall, 2050-B Middle Street, all requirements of the Freedom of Information Act having been satisfied. Present were Commission members Chair Gary Visser, Vice-Chair Hal Currey, Rusty Bennett, Carl Hubbard, Carlsen Huey and Manda Poletti. Staff members present: Zoning Administrator Henderson and Asst. to Administrator Darrow.

**I. Call to Order.** Chair Visser called the meeting to order, stated press and public were duly notified pursuant to state law and noted a quorum was present (absent: Sydney Cook, excused for work conflict). No public or media present.

**II. Approval of Agenda**

Chair Visser requested the agenda be modified to include a brief discussion of the zoning ordinance amendments for eating establishments, specifically clarifying alcohol consumption at coffee shops.

**MOTION: Mr. Huey moved to approve the August 13, 2014 agenda, amended to allow Commission discussion of coffee shop ordinance to clarify Commission’s recommendation regarding on-site alcohol sales; Seconded by Mr. Hubbard; MOTION UNANIMOUSLY PASSED.**

**III. Approval of Minutes**

**MOTION: Ms. Poletti moved to approve the July 9, 2014 minutes as presented; seconded by Mr. Huey. MOTION UNANIMOUSLY PASSED.**

**IV. Correspondence & General Public Comments – N/A**

**V. Items for Consideration**

**1. Coffee Shop Ordinance: Discussion/Clarification of Commission recommendation to Council regarding on-site consumption of alcohol in coffee shops (potential new use).**

Chair Visser noted Town Council discussed the Commission’s recommendations regarding zoning ordinance changes related to eating establishments. He noted Council sought clarification of Commission’s recommendation for alcohol sales at coffee shops: recommended 15% alcohol sales on-site only or total revenues (include retail sales for off-site consumption).

After brief discussion, the Commissioners clarified that the Planning Commission’s original recommendations included coffee shops that would be allowed to sell up to 15% alcohol (beer or wine only) for on-site consumption, plus additional over-the-counter sale of bottled alcohol.

Zoning Administrator Henderson noted he would report this clarification to Council at its August 19, 2014 regular meeting.

2. **CC-Community Commercial District – Article IV, Section 21-52 Maximum Structure Size**: Town staff requests review of Zoning Ordinance Section 21-52, regulations for maximum structure size within the CC-District

Zoning Administrator Henderson noted Staff is fielding inquiries and requests for zoning clarification for properties located within the CCOD 1-2 areas, pursuant to the Towns' CCOD ordinance (ratified March 2012). Zoning Administrator Henderson provided a brief background of the CCOD ordinance language regarding maximum structure size, noting the various cross references in CCOD-1 and CCOD-2 and other zoning ordinance sections. He noted that, for clarification purposes, Staff would begin the process of developing design guidelines to assist in standardizing the Town's interpretation of this ordinance. The design guidelines would include helpful material such as photos, renderings, structure square footage calculations, etc. He noted the Commission was not required to take action on this item and Staff intended to provide Commission a progress report in the coming months.

3. **Town of Sullivan's Island Zoning Map (Digital Version)**: Staff requests review of the Town's official zoning map in Geographic Information Systems (GIS) version, which has been digitized for administrative editing.

Zoning Administrator Henderson reported that Staff has been developing a GIS based zoning map that allows for the addition of data layers (reviewed digital version with Commission). Vice-Chair Currey recalled the Comprehensive Plan called for different RC land use areas along the marsh; requested Staff double check the proposed map against the Comprehensive Plan.

**4. Staff Update on Town Projects**

Staff provided an oral update on a number of Town projects, to include the Comprehensive Plan update (ratified by Council), new Town Hall project (Public Facilities meets on this topic August 25, 2014), status of Protected Land projects (Land Use & Natural Resources discuss this topic August 29, 2014), etc. The status of the new Sullivan's Island Elementary School was also discussed.

**Next Meeting – (6:30pm) Wednesday, September 10, 2014 at Town Hall**

Nothing was identified for this agenda

There being no further business, the meeting adjourned at approximately 7:25p.m. (Mr. Bennett motioned; Mr. Currey seconded; unanimously passed).

Respectfully submitted,  
Lisa Darrow  
Asst. to Administrator

Approved at the Wednesday, October 8, 2014 Planning Commission Meeting