



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

**Wednesday, August 11, 2021**

A regular meeting was held at 6:00pm, on Wednesday, August 11, 2021 in Town Hall at 2056 Middle Street. All requirements of the Freedom of Information Act were verified to have been satisfied.

**Present:** Commissioners Carl Hubbard, Manda Poletti, David Peterseim, Charles Cole and Laura Schroeder, Council member Garry Visser was also present. Commissioner Gallia Coles was not present due to an excused absence.

**Staff Members:** Joe Henderson, Director of Planning and Pamela Otto, Planning Commission staff member

- A. Call to Order.** Chair Hubbard called the meeting to order, and it was stated the press and public were duly notified pursuant to the Freedom of Information Act requirements. There was one (1) member of the public and no members of the media present.
- B. Approval of Minutes – June 9, 2021**

**Motion:** A motion was made by Chair Hubbard: seconded by Ms. Poletti. The minutes were accepted as written.

**C. Items for Information**

1. **Zoning Regulation Task Force:** Town Council and the Land Use and Natural Resources (LUNR) Committee of Council have recommended creation of a working group to study current Zoning Ordinance regulations affecting residential home size, massing and site development. This initiative is made in accordance with the Comprehensive Plan's Housing Policy 1, Objectives H1.4 and H1.5.

Henderson gave a brief introduction of the Housing Goal in the Comprehensive Plan 2018-2028 and the role the task force would play, as stated in the Comprehensive Plan's housing policy 1, and Objectives H1.4 and H1.5. One of the major concerns heard is the issue of Design and Review Board (DRB) increases with regard to heated

square footage for homes, architectural relief and setback relief for homes. The task force will make recommendations to Town Council as to how current regulations affect development. Henderson then listed and discussed which regulations affect house size, as seen below, providing examples of homes on Sullivan's Island for visualization of how they affect massing.

- Dimensional Standards (setbacks)
- Lot Coverage Standards
  - §21-25 Principal building coverage area (PBC)
  - §21-26 Impervious coverage area (IC)
  - §21-27 Principal building square footage (PBSQ)
- Design Standards (architectural)
  - §21-22 Second Story Side Façade Setback
  - §21-29 Principal Building Front Façade
  - §21-29 Principal Building Side Façade
  - §21-30 Building orientation
  - §21-30 Building foundation height
- Conditional Uses
  - §21-143 Parking- Residential
  - §21-142 Swimming Pools & Recreation Facilities
  - §21-20 B (6) Attached Additions
  - §21-138 Accessory Structures
- Historic Incentives
  - §21-20 B (6) Accessory Dwelling Unit (ADU) Special Exception
  - §21-43 Historic Exemptions (50% lot coverage & conditioned space)

### **Discussion**

Henderson gave an overview of what provisions affect massing in homes.

- Building Setbacks, of which the DRB may grant 25% relief
- Principal building square footage, of which the DRB may grant a 25% increase
- Principal building coverage, DRB can grant a 20% increase
- Second story side façade setback, DRB may grant 100% relief
- Side façade articulation, DRB may grant 100% relief
- Additional front yard setback, DRB may grant 15% relief
- Attached additions, DRB must approve
- Accessory Dwelling Units, special exception, may not receive DRB increases, must be approved by DRB and Board of Zoning Appeals (BZA)

Chair Smith asked about the process for requesting these increases, the main reason for the increase in requests. He wanted to know if it was a given they would be approved, he also wondered how many are turned down. Henderson said that usually the process works by the homeowner asking for the increase in order to make the project more compatible with the neighborhood, and often it will be granted but with conditions. Ms. Poletti mentioned that sometimes when a home is lifted, that used to be a ground level home, that can make it appear larger than it is as well.

There was some discussion about attached additions as well. These are heated or cooled additions that are connected to the house by a non-heated corridor. There are some restrictions on these additions, there can be no kitchen and they are deed restricted, which prohibits renting them out to anyone. Henderson feels these need more oversight, potentially by the task force or the Planning Commission as it is becoming problematic for Town Staff to limit. Ms. Poletti wanted to make sure that the additions, along with the principal structure, still have to comply with the principle building square footage. Henderson stated yes but they are becoming increasingly larger and he would like to see limits imposed.

Mr. Peterseim asked if attached additions are still limited by their impervious surfaces. Henderson stated they have to comply with all of the usual limitations.

Chair Hubbard asked what the timeframe was for the task force. Henderson said there would be an upcoming LUNR meeting, where task force members selected. Ms. Poletti asked how many members there would be on the task force and who would comprise it. Henderson said it was still undecided. At this point, Council member Gary Visser, said he was open to the Planning Commission opinion on members.

Ms. Poletti said she supports more historic preservation, and in that context, the South Carolina Historic Preservation office might be very helpful in this. Someone from that Board might be willing to be on the task force.

Ms. Schroeder asked why is a separate task force being formed, she felt this fell under the purview of the Planning Commission. Henderson said the idea of a task force came from the Commission during the establishment of the Comprehensive Plan, because it would be such a broad look at text amendments that input from citizens would make it more inclusive and helpful.


2. **Staff update on text amendments:** Henderson discussed the changes to the Short-term Auto Parking Lot, Zoning Ordinance §21-50 C. (4) made by the Planning Commission. Town Council voted on the third reading to keep these lots as a special exception, requiring the approval of the BZA, not a conditional use which would be a staff level decision.

**D. Public Input and Correspondence.** There was no public input or correspondence.

**E. Adjourn.**

**Motion:** A motion was made to adjourn by Mr. Cole, seconded by Mr. Peterseim. This motion passed unanimously and the meeting adjourned at approximately 7:00pm.

Respectfully submitted,  
Pamela Otto  
Planning Commission Staff



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Carl Hubbard, Chair

11-29-21

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Date