

ADMINISTRATOR'S REPORT COUNCIL WORKSHOP

February 6, 2012
6:00PM at Town Hall, 2050-B Middle Street

Mayor Carl J. Smith

ACTION AND NEW ITEMS

1. **Sullivan's Island Elementary School Design** – Council gave conditional approval to the schematic design of the Sullivan's Island Elementary School on December 13, 2011. A design charette was held at 6:00 PM Thursday January 19, 2012 at Sunrise Presbyterian Church. Mr. English will address Council with revisions based on input received at the charette.

Staff met with Cummings and McCrady on January 16, 2012 to review the fire flow water line and emergency apparatus road relative to the trees. The group has worked out a strategy to preserve a number of trees, however, the plan is subject to the water model. The CCSD has received approval from OSF for modifications to the apparatus road .

2. **Special Event Request**

- a) H.L. Hunley and USS Housatonic Memorial Service – February 17, 2012 from the Confederate Heritage Trust.
 - Soldier parade from Fish Fry Shack to Breach Inlet
 - Ceremony to include church service at Sunrise Presbyterian Church; wreath into ocean memorial; and, conclusion with rifle and cannon fire (Town to notify residents).
- b) St. Patrick's Day – Road Closure and Outside Point of Sale – March 17, 2012 from Dunleavy's Pub
 - Request to SCDOT for closure of Station 22 ½ Street from Middle Street to I'On Avenue
 - Request for outside point of sale, alcohol sales and music from 10 am to 9 pm.
 - Police Chief will have additional enforcement officers.
 - Fire Chief will have additional man-hours for street closure set up and cost of barricade use.
 - Need a copy of establishment certificate of liability insurance for the period indicating Town of Sullivan's Island as named insured.
 - Establishment must satisfy ABC/SLED beverage license.

- c) Park Foundation Fund Raiser – April 21, 2012 3:00 pm – 7:00 pm in the J. Marshall Stith Park from the Sullivan’s Island Park Foundation.
- Request to barricade park for access control, admission charge and ID check.
 - Use of food vendors.
 - Tent over tennis court (possible conflict with demolition and construction).
 - Live music.
 - Alcohol and food sales in Park. Need verification that ABC/SLED beverage license requirements satisfied.
 - Need copy of organization certificate of liability insurance for period indicating Town of Sullivan’s Island as named insured.

d) Previously approved events:

- “*Army Wives*” – Episode shoot during various days in February (using field at Station 16 Street and field at Station 17 Street; letter to residents to be mailed).
- Run for Adela – April 14, 2012 (using the field at Station 16 Street; letter to residents to be mailed).
- Cystic Fibrosis Walk – May 12, 2012 (using field at Station 16 Street; letter to residents to be mailed).

3. **Sullivan’s Island Elementary School Petition** – Trenholm Walker and Andy Gowder are confirmed as the Town attorneys to bring the Declaratory Judgment Action on the recently submitted petition for a smaller school.
4. **2012 Council Retreat** – Council Retreat Part I was held January 27, 2012 3 to 5 pm to review preliminary deliverables from Tindale Oliver and Associates. Council Retreat Part II is tentatively scheduled for March 10, 2012 at the Sewee Visitor Center. Members of Council are to forward subject matter to Ellen Miller.
5. **Middle Street Drainage Program** – Charleston County is reviewing the previously funded Middle Street Drainage Project and requested local knowledge/input. Staff is suggesting outfall work at Station 24, 25, 26 ½ and 28 Streets. Council to advise other areas of work.
6. **Transportation Sales Tax Program Project Request** – Charleston County Public Works is requesting project requests for FY 2013 TST Annual Allocation Program. Staff would suggest the stormwater outfall and low pavement at Station 9 ½ Street.
7. **Battery to the Beach Bike Path** – Work continues on the design of the SC703 Bike Path from Mount Pleasant to Sullivan’s Island. The South Carolina Department of

Transportation is requesting the respective municipalities agree to responsibility for the maintenance.

8. Council Correspondence

- a) Richard Graham January 01, 2012 – Parking in Commercial District
- b) Representative Sottile January 11, 2012 – Blue Ribbon Committee on Shoreline Management
- c) Regina Michaels January 19, 2012 – note of appreciation for informative W&S website
- d) Wilbarmar LLC January 19, 2012 – Owners of 1715 Atlantic Avenue are requesting zone consideration in the ALMP.
- e) Wayne Stelljes January 21, 2012 – Comment regarding Sullivan’s Island Elementary School.

Items Pending Further Action by Council

- A. Commercial Activity on Town Property and RC-1 Area** – Staff has noticed a proliferation of commercial activity on Town property (tennis courts and open fields) and on the beach. Vendors using Town property are not licensed and the status of liability insurance is unknown. The zoning ordinance prohibits commercial activity on the beach. Isle of Palms resident Mr. Mic Smith petitioned Council to amend the ordinance to permit photography on the beach.
- B. Civil Action Against the Town of Sullivan’s Island and Sullivan’s Island Town Council** – The Hood Law Firm, LLC has submitted a civil action to the Court of Common Pleas Ninth Judicial Circuit on behalf of Nathan Bluestein, Ettaleah C. Bluestein, Theodore Albenesius, III, and Karen Albenesius. Attorney Hair responded to the complaint on August 24, 2010. The Insurance Reserve Fund has been notified and has advised the action is not covered under the tort liability policy. Reading copies of the complaint and response are available in Town Hall or interested parties may purchase a copy for a fee to cover the expense of photocopying.
- C. Cell Tower Hardware Addition** – The non-functional backhaul dish has been mounted to the cell tower for the requested two week trial period. Barring no objections to the addition, the Town Attorney has opened negotiations with American Tower for the hardware addition.

Town Attorney Dodds continues to work with American Tower on a contract matter.

American Tower has submitted a request to modify the Verizon equipment on site. The Administrator has executed the document.

- D. Myrtle Avenue Cemetery** – Following a meeting with residents contiguous to the cemetery and thoughtful discussion on the matter of site enhancements, Monsignor

Lawrence McInerny revised design work to the Myrtle Avenue Cemetery with a landscape architect. He will take the plan approved by Council and review with the cemetery committee and neighbors.

- E. Anti-Idling Campaign – (Pending)** Based on the rejection of the two previously suggested signs, Dr. Thiedke is reviewing other options. The Town must submit an encroachment permit.

DRAFT

Dear Councilmember

1/7/12

Parking and congestion in the commercial district remains a problem despite years of study. I know things are being considered to help with this in the future. I am asking you to take care of some on street parking issues now. A few simple steps to help in the process and make existing conditions safer. You will then have legitimate parking places identified as part of a larger solution.

Cars parking too close to corners and driveways block visibility of traffic and pedestrians. As you know there is a new sidewalk in this area. Parents with kids and baby strollers, kids and adults on bikes, and pedestrians of all ages use it. Visibility must not be impaired where the side walk meets a road or driveway. There are highway department standards for visibility at intersections and I would like to see them implemented by installing signs at intersections and driveways along Middle Street in the commercial district.

I have noticed new signs but more are needed. Additional signs should state "no parking, stopping, or standing" instead of just "no parking". Living close to the park and bars has taught be a few things about attitudes concerning parking. Over and over again I have come home and noticed cars in every yellow painted area around here. The problem is worst when the lacrosse players are present and after dark. I have asked many to move if they are too close to my driveway. When I did so I constantly heard things like "I'm not parked, I'm just waiting on the kids" or "I'm in the car so what's the problem?"

The problem is visibility. A car does not become invisible because its only going to be there for a short time or when the driver is in it. Strict enforcement will help but tickets don't make them invisible either. So please consider signs in addition to yellow painted curbs set to highway department standards for visibility. Please make sure the signage is "blunt" enough to get the message across. The few parking places lost should not have been parking places anyway and safety needs to have priority. We really do have an accident waiting to happen and I've seen near misses already as the driveways here are constantly used by drivers turning around to get back to a parking spot at one of the bars. I have included some pictures and text for your consideration.

Respectfully, Richard A. Graham



Mike Sottile

District No. 112 - Charleston County
132 Sparrow Drive
Isle of Palms, SC 29451
Tel. (843) 886-8759
Fax (843) 881-8891



JAN 18 2012

1105 Pendleton Street
306-D Blatt Building
Columbia, SC 29201
Tel. (803) 212-6880
Fax (803) 734-2925

House of Representatives

State of South Carolina

Committee:

Judiciary

Subcommittee:

Special Laws

January 11, 2012

Mr. Wes Jones, Chair
Blue Ribbon Committee on Shoreline Management
% Ms. Carolyn Boltin-Kelly, DHEC-OCRM Deputy Commissioner
SC Department of Health and Environmental Control
Ocean and Coastal Resource Management
1362 McMillan Avenue, Suite 400
Charleston, SC 29405

Dear Mr. Jones:

As a former mayor of a barrier island and now a member of the South Carolina House of Representatives (District 112, Charleston County), I would like for my comments presented in this letter to go on record for the January 17, 2012 meeting of the Blue Ribbon Committee on Shoreline Management.

I have been in contact with the members of the Coastal Mayors' Coalition in Charleston County regarding the issues to be addressed. It is the consensus of this Coalition that the suggested language for an amendment to the Statutes and Regulations policy be changed to insert the word "preservation" in place of "retreat". The Coalition believes that the word "retreat" is not applicable to the developed beaches. I am in agreement with this change as well.

Thank you for the dedicated work of your committee. Please feel free to contact me should you have any questions or wish to discuss this matter with me further.

Sincerely,

- Copy -

F. Michael Sottile

Andy Benke

From: Greg Gress [ggress@sullivanisland-sc.com]
Sent: Thursday, January 19, 2012 11:32 AM
To: Andy Benke (Andy Benke)
Subject: FW: Just a quick thank you from Mrs. Michaels class!

At least someone is paying attention to our web site.


Greg Gress
Manager
Water & Sewer Department
Sullivan's Island
Phone: 843-883-5748
Fax: 843-883-3662
Email: ggress@sullivanisland-sc.com

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-----Original Message-----

From: Regina Michaels [<mailto:regina.michaels@greenmountaincs.org>]
Sent: Wednesday, January 18, 2012 10:02 AM
To: ggress@sullivanisland-sc.com
Subject: Just a quick thank you from Mrs. Michaels class!

Hello Mr. Gress!

I just wanted to take a moment to say thank you, on behalf of myself and my students, for your page (<http://www.sullivanisland-sc.com/WATERANDSEWER.aspx>) . A couple of my students landed on it while doing research on the water crisis and found the some of your resources extremely helpful! I didn't think it would hurt to pass along their positive feedback! :) 

As a token of our appreciation, my students asked that I pass along to you another resource we have found helpful during class research, (<http://www.thewaterpage.com/important-water.htm>)

We thought this article on water conservation resources might make a great addition to the other material on your page. I also thought this might serve as a wonderful example of how reaching out to other others on the web is a great way to share helpful information and resources! I think they would be thrilled to see their recommendation up on your site! If it's not possible, I understand, but you don't know unless your ask, right? :) Thank you so much for your time!

Best Wishes,
Regina Michaels
(regina.michaels@greenmountaincs.org)

Andy Benke

From: Andy Benke [abenke@sullivansisland-sc.com]
Sent: Monday, January 23, 2012 1:37 PM
To: 'regina.michaels@greenmountaincs.org'
Cc: 'greg gress'
Subject: Sullivan's Island Water and Sewer Department

Dear Ms. Michaels,

Thank you very much for your kind note of appreciation and satisfaction regarding the Water and Sewer Department website.

Mr. Gress is a valuable asset to our small community. He takes every effort to educate the public about the water and sewer utility especially in the area of conservation. I am glad that your students were able to find value in the information he presented in the website.

With kind regards,
Andy

Andy Benke
Town Administrator
Town of Sullivan's Island
Post Office Box 427
Sullivan's Island, SC 29482
Direct Telephone: 843-883-5726
Mobile Telephone: 843-568-8740
Facsimile: 843-883-3009
Emergency: 9-1-1
Police and Fire Dispatcher: 843-883-3931
Email address: abenke@sullivansisland-sc.com
Web address: www.sullivansisland-sc.com

 Think Green - please don't print this e-mail unless needed.

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Wilbarmar
1715 Atlantic Avenue
Sullivan's Island, South Carolina 29482

JAN 19 2012

Dear Town Administrator Benke,

The Robinson Family would like to address the situation of the findings of the accredited land in front of 1715 Atlantic Avenue. Please allow us to give you some history of our family's involvement with Sullivan's Island since the early 1900's.

Our family has been residents of the island through ownership of the Condon's and Igoe's, our ancestors. Our grandfather, William F. Condon, built the existing house at 1715 Atlantic Avenue in 1952, directing the house to the south instead of straight to the beach, so that the family could benefit from the ocean's breezes of Sullivan's Island in the summer. Willie Condon, affectionately known as PaPa, also bought the two lots on either side of the driveway so that his children and grandchildren could enjoy Sullivan's Island in the summer. (He named the house to honor his three oldest children: William, Barbara, and Mary). Our mother, Barbara Condon Robinson, became owner of Wilbarmar (1715 Atlantic Avenue) in 1972, by a bargain sale of the property from her mother, Caroline Igoe Condon.

We have been good stewards of the land in that we have taken care of the property in the front of the house. Our grandfather poured the cement walkway to the beach with his grandsons in the 1950's as the land accredited. When there was an opportunity to cut the myrtles in the front, we were provided a permit through an approved cutter and, under their guidance, with the assistance of young and old family members, trimmed the myrtles appropriately. We have maintained the grass in front; even our 80-year-old mother used to mount the riding lawn mower and cut the grass. She loved it!

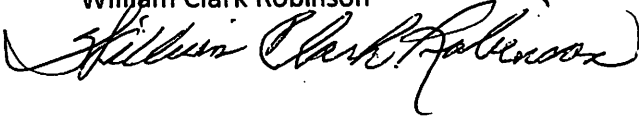
We would like to retain an ocean view as we always have so that the breezes can be enjoyed by our family now and in future generations. The amendment, as outlined below, will not only favorably retain the view, but help the island with effective mosquito abatement and wild animal control for the health, safety and welfare of the town. It could also benefit fire protection in that better buffer zones could be established at the Station 17 path to the beach and our path at 1715 Atlantic Avenue.

We would respectfully request that the Town of Sullivan's Island Protected Land Plan, Draft #2-A, be amended to draw the eastern boundary for Planning Unit #1, West, to either the right-of-way beach path at Station 16 or the western boundary of Station 17.

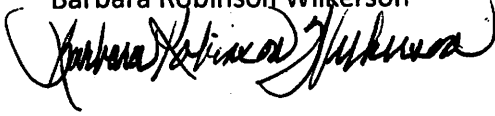
January 10, 2012

Yours most sincerely,

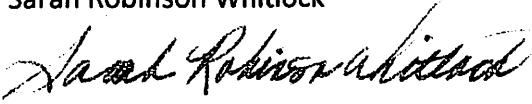
William Clark Robinson



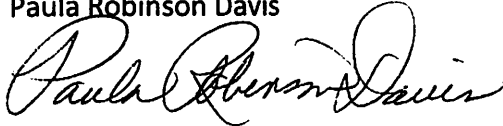
Barbara Robinson Wilkerson



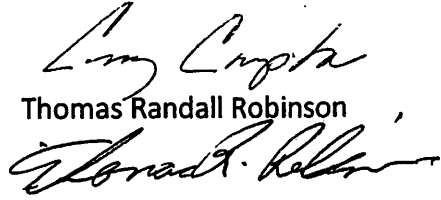
Sarah Robinson Whitlock



Paula Robinson Davis



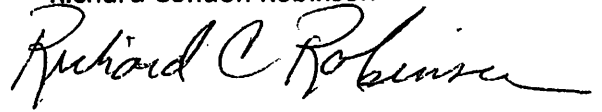
Cynthia Robinson Compton



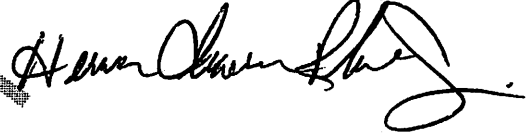
Thomas Randall Robinson



Richard Condon Robinson



Herman Clarence Robinson, Jr.



DRAFT

21 January 2012

Mayor Carl Smith
Sullivan's Island Town Council Members

Sullivan's Island Town Hall
2050 Middle Street
Sullivan's Island, SC 29482

Mr. Mayor and Members of Town Council,

Yesterday, I had the opportunity to see the letter, dated 11 January 2012, that the "Islanders for a Smaller Sullivan's Island Elementary School" recently sent to a number of Sullivan's Island residents.

The purpose of my writing to you is to make you aware of my concerns, and the action I am taking, relative to the referenced letter.

I know that both the content and the deliberately-misleading letterhead of the 11 January letter from the Islanders for a Smaller Sullivan's Island Elementary School were briefly mentioned in the 17 January Town Council meeting. However, since the large majority of residents in attendance that night did NOT receive the mailing, we were not aware of its existence until it was mentioned in the meeting. (It certainly appears that those residents who have been outspoken in their support of the current SIES rebuilding plan were not included in the mailing list for the letter. As you might imagine, I did not receive the letter).

While I am concerned over the fact that the letter falsely claims that state law requires that a referendum be held (among other misstated facts), this group has knowingly provided false information in their previous "press releases", various "letter to the editor" submissions in our local newspapers, and while making public comments in Town Council meetings. Their proliferation of misinformation is nothing new. **However, I have an even greater concern over the group's use of the deliberately-misleading logo as the letterhead for the referenced letter. As we know, they used a logo that is nearly identical to that of the Sullivan's Island Elementary School. In fact, they didn't create their own logo – they simply modified the SIES logo.**

Clearly, the group's use of the slightly-modified logo was not accidental. Their use of the identical image of the Sullivan's Island lighthouse, and the identical font as the Sullivan's Island Elementary School logo are indications of that fact. The lack of any mailing address, e-mail address, or telephone number; the lack of a signature of (or even the names of) any members of the group; and the sole signature of Mayor Smith, are additional aspects of this letter that made the true source of the document intentionally vague. Additionally, the "official-looking" letterhead and the mayor's signature created a false assumption that the information in the letter was accurate. It was not. I do think it is obvious that each of these aspects of the letter were deliberate, and that the clear intent of the group was to mislead the residents who received it. To believe otherwise would be foolish.

(Mr. Mayor, I fully respect your right, as a resident, and as our mayor, to sign and/or endorse any document that you desire. In no way am I suggesting that *you* intentionally tried to mislead anyone by signing the letter with your note of agreement. My concerns lie solely with the actions of the group.)

I consider the use of the deliberately-misleading letterhead as particularly egregious. It's not cute, it's not funny, and it's not creative. It wasn't accidental. Not only is it deceptive and irresponsible, I believe it is potentially unlawful. Anyone with a basic knowledge of appropriate business practices, or legal issues, knows there are potential legal ramifications for the misuse of the logos, letterheads, trademarks, and copyrights of other entities. While I don't know if the Sullivan's Island Elementary School logo has a copyright or trademark, that is not the issue, and that does not lessen the seriousness of the groups' actions.

Based on my concern, and what I believe to be the intentional, reckless, and potentially unlawful actions of the Islanders for a Smaller Sullivan's Island Elementary School, in producing and distributing the referenced letter, I am planning to contact the legal department for the Charleston County School District, on Monday, 23 January 2012. I intend to make the legal department aware of the misuse use of the logo, providing them with the intentionally, slightly modified logo (letterhead) used by the group in their letter of 11 January 2012. While I am confident the CCSD will take whatever action it feels is necessary and appropriate, I will certainly request and suggest that they contact the group with a request to cease the use of the modified logo, and the possible future use of any other logo/letterhead that is materially similar to that of the Sullivan's Island Elementary School, and/or any other logo/letterhead/symbol utilized by the Charleston County School District.

I can't image that Principal Susan King, Superintendent Nancy McGinley, or the members of the Charleston County School Board would be pleased with, or would accept, this intentional misuse of the SIES logo.

Please feel free to forward this letter, quote any portion of it, or make reference to any portion of it, as you may see fit. I am submitting it as a matter of public record, and I stand by every word of it.

Sincerely,

Wayne L. M. Stelljes

3104 Ion Avenue
Sullivan's Island, SC 29482

WAYS AND MEANS COUNCIL WORKSHOP

February 6, 2012

Chairman Mike Perkis

Monthly Reports - December 2011 Financial Statement

ACTION AND NEW ITEMS

1. **December 2011 Financial Statement** – Final comments and analysis of the December monthly financials by Messrs. Perkis, Blanton and Benke.
2. **Budget Performance Review** – General comment and analysis of municipal budget performance for the period July 1, 2011 to December 31, 2011.

Items Pending Further Action by Council

- A. **Review and Analysis of Litigation Expenses** – General discussion of non-budgeted expenses resulting from *Bluestein et al. v. Sullivan's Island et al.* Expenses outlined as of October 30, 2011.
- B. **Permit Fees for Special Events and Beach Fires** – General discussion of permit fees for special events and beach fires.

PERSONNEL COUNCIL WORKSHOP

February 6, 2012

Gerald Kaynard, Esq. - Chairman

ACTION AND NEW ITEMS:

1. **Report Attached (Discussion)**
2. **Employee Certification** – Tyler Potter has completed his Water Distribution “D” Certification. Likewise, he continues to progress on the incentive program and is studying for other “D” certifications.

Items Pending Further Action By Council:

- A. **Audible Alert System** – Criteria for use of system.
- B. **Evaluation Report of Department Heads** – Administrator to provide Department Head evaluations to Council.
- C. **Administrator Evaluation** – Administrator to provide Personnel Committee with a self-evaluation narrative.
- D. **Compensation Study** – Personnel Committee to prepare a comparative compensation analysis.

**WATER AND SEWER
COUNCIL COMMITTEE**

February 6, 2012

Chairman Mike Perkis

Monthly Reports

Action and New Items

1. **Hydrant Flushing Program** – The Department will be flushing lines on a weekly basis.

Items Pending Further Action by Council

None at this time

DRAFT

BUILDING AND CONSTRUCTION COUNCIL WORKSHOP

February 6, 2012

Chair: Hartley Cooper

MONTHLY REPORT: Attached are reports from Randy Robinson on Permits issued and expenditures.

Action and New Items

1. **Town Hall – (Information)** Coordinate with Real Estate Committee and staff as we move forward on the process of evaluating options.
2. **Zoning Administrator Position – (Information)** Council Retreat Topic
3. **Island Club Construction Plans – (Update)** The Building Official has been working with the Island Club to complete building upgrade plans and will work to provide an estimate of construction dates. **Holding for contractor**
4. **SIES New School Construction Project – (Information)** Coordination between project meetings and timeline (memo from Chair Cooper)

Items Pending Further Action By Council

- A. Creech and Associates has provided a revised space needs analysis. Structural and environmental work at 1610 Middle has been completed and the Town awaits final reports. Structural and environmental at 1714 Middle Street is pending until further instruction by Council.

**FIRE
COUNCIL WORKSHOP**

February 6, 2012

Mayor Carl Smith

MONTHLY REPORT: Attached

- 1. Sullivan's Island Volunteer Fire and Rescue Squad Oyster Roast -** The annual SIVF&R Squad Oyster Roast will be held on February 11, 2012 from 5 to 8pm. Tickets are \$25 in advance and \$30 at the door. All proceeds support the efforts of the Volunteers.

Items pending Further Action by Council

- A. Beach Fires and Parties –** Previous beach fire permits have resulted in large gatherings in excess of 100 people. The Turtle Team has expressed concern about potential damage to turtle nests.

General discussion regarding beach gatherings with fire permits.

RECREATION COUNCIL WORKSHOP

February 6, 2012

Chairwoman Mary Jane Watson

Action Items and New Items

- 1. Park Foundation Report (Discussion)**
- 2. Bike Committee Update (Discussion)**
- 3. Tennis Court Update (Discussion)**
- 4. Island Club -**
 - a) Update from Board meeting
 - b) Construction update

Items Pending Further Action by Council

Nothing at this time

REAL ESTATE COUNCIL WORKSHOP

February 6, 2012

Dr. Patrick O'Neil – Chairman

Monthly Boards and Commission Reports Attached

Action and New Items

1. **Consideration for a Permanent Town Hall –**
 - The Real Estate Committee met on July 21, 2011 to review the applicants. The list was narrowed to five potential architects. The candidates were interviewed on Monday August 8, 2011 at 3:30 pm. The Committee recommends to Council that Creech and Associates perform the needs assessment.
 - The Administrator met with David Creech Friday September 23, 2011 for a second time to transform the scope of work into a series of tasks. Mr. Creech reported his findings to the Building Committee on November 21, 2011. A number of square footage revisions were made.
 - Mr. Creech presented the revised space analysis January 31, 2012. Anticipating structural and environmental report for 1610 Middle in early February.
2. **Urban Greenbelt Grant Project – (Action)** Attorney Dodds has completed negotiations with Charleston County and the final document is expected for execution.
3. **Accreted Land Management Plan –** The ALMP Workshop met on Friday November 4, 2011. The Real Estate Committee met on November 18, 2011 at 2 PM to review edits established on November 4, 2011. Version 3A in track changes is enclosed.
4. **National Park Service –** Superintendent Stone was given permission to deposit 25,000 cubic yards of spoil dredge from Cove Creek into the Town spoil area. The Town has requested that the residents of Cove Creek be allowed to dredge, at their expense, under the NPS permit. USACE is reviewing the NPS permit for necessary amendments to accommodate the residents.
5. **Planning Commission Public Hearing –** The Planning Commission held a public hearing on January 11, 2012 at 6:30 PM in Town Hall for comment on an amendment to Section 21-12 (Lot size, dimension, use location, calculating and measuring areas) of the Town Zoning Code. A copy of the ordinance is enclosed and should be ready for Council review at the February Council Workshop (02-06-12).
6. **Budget and Control Notice of Auction –** The General Services Division of the Budget and Control Board has advised their intent to auction 1602 Thompson on March 21, 2012. Bids will open at \$795,000 for the warehouse and dock.

Items Pending Further Action by Council

- A. Open Space Protection for Town Parcels** – OCRM has marked the critical area for the “Old Dump” and has scheduled a similar delineation for the “Old Bridge”. Chuck Dawley Surveying has completed the site survey work. Allen Environmental has submitted a contract for the baseline report and Mt. Pleasant Land Conservancy is working with the Town Attorney and Administrator on deed restriction agreement language for review and comment by the Town.

The Town Attorney will be recording the proper documents with RMC when contractual matters with the Mt. Pleasant Land Conservancy are completed.

- B. Island Club Structural Improvements** – The Island Club has requested an update on their request for the Town to make improvements to the building that includes a handicap ramp, ADA bathroom upgrades and window installation. The Town has received construction estimates on February 15, 2011. The Town has requested construction drawings for competitive bids.

- C. Planning Commission** – The Planning Commission continues to work toward recommendations for the CC District Zoning Overlay District and related topics.

The Planning Commission met on March 9, 2011 and agreed that front setback from the property line and setback above the street level in the Commercial District should be discussed with members of the Design Review Board. Members of the two boards met during the week of April 4, 2011; minutes are forthcoming.

The Town awaits the outcome of the DRB and PC joint meeting. Law Offices of Brady Hair continues work on the overlay ordinance for Council. Draft ordinance has been provided to Council.

The Planning Commission held a public hearing on the Commercial District Zoning Overlay District ordinance Wednesday September 14, 2011 6:30PM in Town Hall.

- D. Accreted Land Management Plan** – Coastal Science and Engineering has tendered the final draft of the Accreted Land Management Plan. Edits include amendments to Section One to incorporate “Principles and Guidelines” and Task 7 (management units). Council began discussion of the document at the October 4, 2010 Committee meeting and will be compiling member input and comment in the coming months. Council met on March 11, 2011 between 3pm and 6pm for a tour of the area guided by Richard Porcher. Council met March 12, 2011 between 9am and 2pm to begin crafting language for the management plan in zones one and three.

Council toured Zones Two (2) and Four (4) on Thursday May 5 beginning at 6:15 PM at Town Hall.

Council held a workshop at Town Hall on Friday May 6 beginning at 2:30 PM to begin discussion and construction of the ALMP for Zones Two (2) and Four (4).

Council held a second workshop at Town Hall on Friday November 4, 2011.

REAL ESTATE COUNCIL WORKSHOP

February 6, 2012

Dr. Patrick O'Neil – Chairman

Monthly Boards and Commission Reports Attached

Action and New Items

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 - The Real Estate Committee met on July 21, 2011 to review the applicants. The list was narrowed to five potential architects. The candidates were interviewed on Monday August 8, 2011 at 3:30 pm. The Committee recommends to Council that Creech and Associates perform the needs assessment.
 - The Administrator met with David Creech Friday September 23, 2011 for a second time to transform the scope of work into a series of tasks. Mr. Creech reported his findings to the Building Committee on November 21, 2011. A number of square footage revisions were made.
 - Mr. Creech presented the revised space analysis January 31, 2012. Anticipating structural and environmental report for 1610 Middle in early February.
2. **Urban Greenbelt Grant Project – (Action)** Attorney Dodds has completed negotiations with Charleston County and the final document is expected for execution.
3. **Accreted Land Management Plan –** The ALMP Workshop met on Friday November 4, 2011. The Real Estate Committee met on November 18, 2011 at 2 PM to review edits established on November 4, 2011. Version 3A in track changes is enclosed.
4. **National Park Service –** Superintendent Stone was given permission to deposit 25,000 cubic yards of spoil dredge from Cove Creek into the Town spoil area. The Town has requested that the residents of Cove Creek be allowed to dredge, at their expense, under the NPS permit. USACE is reviewing the NPS permit for necessary amendments to accommodate the residents.
5. **Planning Commission Public Hearing –** The Planning Commission held a public hearing on January 11, 2012 at 6:30 PM in Town Hall for comment on an amendment to Section 21-12 (Lot size, dimension, use location, calculating and measuring areas) of the Town Zoning Code. A copy of the ordinance is enclosed and should be ready for Council review at the February Council Workshop (02-06-12).
6. **Budget and Control Notice of Auction –** The General Services Division of the Budget and Control Board has advised their intent to auction 1602 Thompson on March 21, 2012. Bids will open at \$795,000 for the warehouse and dock.

Items Pending Further Action by Council

- A. Open Space Protection for Town Parcels** – OCRM has marked the critical area for the “Old Dump” and has scheduled a similar delineation for the “Old Bridge”. Chuck Dawley Surveying has completed the site survey work. Allen Environmental has submitted a contract for the baseline report and Mt. Pleasant Land Conservancy is working with the Town Attorney and Administrator on deed restriction agreement language for review and comment by the Town.

The Town Attorney will be recording the proper documents with RMC when contractual matters with the Mt. Pleasant Land Conservancy are completed.

- B. Island Club Structural Improvements** – The Island Club has requested an update on their request for the Town to make improvements to the building that includes a handicap ramp, ADA bathroom upgrades and window installation. The Town has received construction estimates on February 15, 2011. The Town has requested construction drawings for competitive bids.

- C. Planning Commission** – The Planning Commission continues to work toward recommendations for the CC District Zoning Overlay District and related topics.

The Planning Commission met on March 9, 2011 and agreed that front setback from the property line and setback above the street level in the Commercial District should be discussed with members of the Design Review Board. Members of the two boards met during the week of April 4, 2011; minutes are forthcoming.

The Town awaits the outcome of the DRB and PC joint meeting. Law Offices of Brady Hair continues work on the overlay ordinance for Council. Draft ordinance has been provided to Council.

The Planning Commission held a public hearing on the Commercial District Zoning Overlay District ordinance Wednesday September 14, 2011 6:30PM in Town Hall.

- D. Accreted Land Management Plan** – Coastal Science and Engineering has tendered the final draft of the Accreted Land Management Plan. Edits include amendments to Section One to incorporate “Principles and Guidelines” and Task 7 (management units). Council began discussion of the document at the October 4, 2010 Committee meeting and will be compiling member input and comment in the coming months. Council met on March 11, 2011 between 3pm and 6pm for a tour of the area guided by Richard Porcher. Council met March 12, 2011 between 9am and 2pm to begin crafting language for the management plan in zones one and three.

Council toured Zones Two (2) and Four (4) on Thursday May 5 beginning at 6:15 PM at Town Hall.

Council held a workshop at Town Hall on Friday May 6 beginning at 2:30 PM to begin discussion and construction of the ALMP for Zones Two (2) and Four (4).

Council held a second workshop at Town Hall on Friday November 4, 2011.

**POLICE
COUNCIL WORKSHOP**

February 6, 2012

Mayor Carl Smith

MONTHLY REPORT

Action and New Items

DRAFT

Items Pending Further Action by Council

- A. Electronic Control Devices** – The Department has completed training conducted by the Charleston County Sheriff's Department on Electronic Control Devices. Chief Howard has circulated a revised "Use of Force" policy to the Police Committee and Administrator for review. Chief Howard has completed electronic control device training.

STREETS AND MAINTENANCE COUNCIL WORKSHOP

February 6, 2012

Committee Chair: Madeleine McGee. **Members:** Hartley Cooper, Carl Smith

ACTION ITEMS:

FOR INFORMATION:

1. **Managed Parking** – An agreement is in place with Tindale-Oliver and Associates. The consultant has begun work on Phase I of the project.
 - The Administrator and Chief of Police participated in a conference call with Tindale-Oliver and Associates on December 11, 2012 to discuss the program.
 - A draft was submitted on or about January 19, 2012 and discussed on January 27, 2012
 - The Administrator has communicated Council requested information to Tindale-Oliver.
2. **Dept. of Transportation Items (Administrator Liaison)** – Confirmation of trial period at Station 22.5 and Middle Streets forwarded to South Carolina Department of Transportation. Administrator and Chiefs Howard and Stith met with Mr. Nesbit/SCDOT on December 6, 2011. Installation is expected sometime in latter February 2012.
3. **Maintenance Resurfacing** – While the SCDOT has accepted a bid from Sanders Brothers Paving for maintenance resurfacing on several secondary Island roads, Columbia has not signed the contract as of this date. The Town recently learned that all maintenance contracts let in June 2011 have been suspended until SCDOT cash flow issues can be resolved.

PENDING ITEMS:

Stormwater Pump Station 18 Street – A meeting was held on September 9, 2010 6:30PM with residents of Station 18 Street to review the drainage options. Mr. Blanchard is reviewing SCE&G construction drawings and Thomas and Hutton site analysis for further comment and will revert to the Town. The residents have established a dialogue with Thomas and Hutton. SCE&G has provided the engineer with a complete set of drawings for the Sand Dunes Club project. The Town awaits further comment from the residents.