

**TOWN OF SULLIVAN’S ISLAND, SOUTH CAROLINA
PLANNING COMMISSION
REGULAR MEETING MINUTES
Wednesday, June 14, 2017**

A regular meeting was held at 6:00PM, this date, at Town Hall, 2056 Middle Street, all requirements of the Freedom of Information Act satisfied. Present: Commissioners Gary Visser (Chair), Sydney Cook (Vice-Chair), Charlie Cole, Carl Hubbard and Tim Watterson. Staff members: Zoning Administrator Henderson and Asst. to Administrator Darrow.

Call to Order. Chair Visser called the meeting to order, stated press and public were duly notified pursuant to state law and a quorum was present (Hal Currey and Manda Poletti had excused absences); special guests Ryan McClure and Jeff Hajek (Berkeley-Charleston-Dorchester County of Government aka BCD-COG); and two (2) audience members present.

I. APPROVAL OF AGENDA – approved as presented

Staff noted no public correspondence has been received for this meeting.

II. APPROVAL OF MINUTES

MOTION: Mr. Watterson moved to approve the May 10, 2017 minutes); seconded by Mr. Cole. MOTION UNANIMOUSLY PASSED.

III. ITEMS FOR CONSIDERATION

- 1. Sullivan’s Island Comprehensive Plan 2018: Review of the Comprehensive Plan 2018 project schedule and planning process. Hold a general discussion of the Planning Commission’s priority issues in preparation for the subsequent public visioning session and open house.**

Zoning Administrator Henderson:

- Introduced Commission to BCD Council of Government staff members Ryan McClure and Jeff Hajek. BCD-COG has been contracted to work with Town staff on the 10-year Comprehensive Plan Review re-write.
- 2018 Comprehensive Plan will be a stand-alone, full re-write of the Town’s long-range comprehensive plan. This new Plan will include:
 - Nine elements of the Plan will be reviewed for information update
 - Need & Goals and implementation strategies for nine elements will be evaluated, and discussed. The Planning Commission’s project tracking table will be one of many resources for this process
 - Public input will be solicited throughout the process, beginning with the visioning/kick-off workshop. BCD-COG is working with Staff with online public input features, to include a web-page managed by BCD-COG, online surveys, etc.
 - Finished product will be reformatted to be reader-friendly and web interactive.

Commission discussed project steering committee and timeline.

MOTION: Mr. Cole moved to established the Comprehensive Plan Steering Committee, to be comprised of the Planning Commission members; seconded by Mr. Watterson. MOTION UNANIMOUSLY PASSED.

It was noted the Steering Committee will invite, when appropriate, community stakeholders to offer information and expertise as needed.

MOTION: Mr. Cole moved to establish the Steering Committee workshops for the same day as regularly scheduled Planning Commission, to be held from 5:00PM – 6:30PM, and, for the Planning Commission to meet for regular business at 6:30PM; seconded by Ms. Cook. MOTION UNANIMOUSLY PASSED.

MOTION: Mr. Watterson moved for Steering Committee to kick-off the project with a joint meeting with Town Council from 5:00PM – 6:30PM on Wednesday, September 13, 2017, and, a community open-house and visioning session from 5:00PM – 6:30PM on Tuesday, October 10, 2017; seconded by Mr. Cole. MOTION UNANIMOUSLY PASSED.

Committee discussed mechanics for recommending changes to the Comprehensive Plan. Staff clarified that the Steering Committee would serve as a working group to review the Plan in a workshop setting with minutes prepared of the Steering Committee sessions. Comprehensive Plan correspondence and Steering Committee reports and recommendations would move to the Planning Commission.

Commissioners stressed that the public desires to be informed and engaged in the Comprehensive Plan rewrite – in the early phases and throughout the process.

V. Staff Update on Town Projects – oral report given

There being no further business, the meeting adjourned at approximately 7:05PM (Mr. Cole motioned; Mr. Watterson seconded; unanimously passed).

Respectfully submitted,
Lisa Darrow
Asst. to Administrator

Approved at the October 10, 2017 Planning Commission Meeting