

TOWN OF SEABROOK ISLAND

Board of Zoning Appeals Meeting

August 29, 2018 – 2:30 PM

Town Hall, Council Chambers
2001 Seabrook Island Road



MINUTES

Present: Walter Sewell (Chairman), Ava Kleinman, John Fox, Joe Cronin (Zoning Administrator)

Absent: Robert Quagliato, Bob Leggett (Vice Chairman)

Guests: None

Chairman Sewell called the meeting of the Board of Zoning Appeals to order at 2:30 PM. Zoning Administrator Cronin confirmed that the requirements of the Freedom of Information Act were fulfilled, and the meeting was properly posted.

APPROVAL OF MINUTES

1. **Board of Zoning Appeals Meeting: July 9, 2018:** Ms. Kleinman suggested that future motions to approve a variance should require “further approval” or “prior approval” for changes, rather than “subsequent approval,” as the word “subsequent” may be taken to mean that approval comes after a change has been made. Ms. Kleinman made a motion to approve the minutes from the July 9, 2018, meeting of the Board of Zoning Appeals, as submitted. Mr. Fox seconded the motion. The motion was **APPROVED** by a vote of 3-0.

ITEMS FOR INFORMATION / DISCUSSION

1. **Status of Previous Variances:** Zoning Administrator Cronin provided an update on the town’s efforts to identify the status of variances which have been approved by the Board of Zoning Appeals, but which have not been acted upon by the applicant. He stated that this effort has been delayed due to other priorities, namely the Kiawah Senior Living Project encroachment permit application, which was received in July and is currently pending before the Planning Commission, as well as the ongoing renovation of town hall. He stated that he did not have any additional information to report, but that staff will continue to work on this item. There was discussion among members as to the types of variances which were the highest priority, and it was agreed by all members that the Board preferred to focus on variances related to new construction only, rather than all variances. Zoning Administrator Cronin stated that with this narrow focus, staff could begin by pulling information from the town’s electronic records and could have at least a partial report within 60 days. Additional information will be presented to the Board during the next meeting. A general discussion also took place regarding the expiration of variances and the state’s Vested Rights Act.

2. **Update to Application Forms**: Zoning Administrator Cronin stated that he is currently in the process of updating the town's application forms for variance requests, zoning appeals and special exceptions. As part of this process, staff will review standard application forms from the Municipal Association of South Carolina, as well as neighboring jurisdictions. He also stated that he would be asking town council to consider amending the town's Development Standards Ordinance to change the process by which neighboring property owners are notified of pending variance applications. He explained that the ordinance currently requires the applicant to send the notifications. He stated that the town is already providing the name and address of neighboring property owners to the applicant, and it only made sense for the town to send the notifications using a standard form letter, rather than relying on the applicant to provide these notifications. Chairman Sewell responded that he thought the town was providing the notifications all along. Chairman Sewell also recommended including language in the application forms requiring the submission of site plans and architectural drawings. Draft versions of the new forms will be presented to the Board at a future meeting for review and comment prior to implementation. Chairman Sewell stated that this is a priority and wanted to make sure this does not languish for an extended period. Zoning Administrator Cronin responded that he intended to submit a draft ordinance to council within the next 60 days, and would seek to have the new forms ready on a similar time frame.

There being no further business, Chairman Sewell called for a motion to adjourn. Mr. Fox made a motion to adjourn the meeting. The motion was seconded by Ms. Kleinman. The motion was **APPROVED** by a vote of 3-0, and the meeting was adjourned at 3:19 PM.

Minutes Approved: August 29, 2018



Joseph M. Cronin
Zoning Administrator