

TOWN OF SEABROOK ISLAND

Planning Commission Regular Meeting

May 12, 2021 – 1:30 PM



Virtual Meeting Hosted via Zoom

[Live Streamed on YouTube](#)

MINUTES

Present: Ken Otstot (Chair), Stan Ullner, Wayne Billian, Jim Newton, Sharon Welch, Joe Cronin (Town Administrator)

Absent: None

Guests: None

Chairman Otstot called the meeting to order at 1:32 PM. Town Administrator Cronin confirmed that the requirements of the Freedom of Information Act were fulfilled, and the meeting agenda was properly posted.

APPROVAL OF MINUTES

1. **Regular Meeting: April 14, 2021:** Ms. Welch made a motion to approve the minutes from the April 14, 2021, meeting as submitted. Mr. Newton seconded the motion. The motion was **APPROVED** by a vote of 5-0.

OLD BUSINESS ITEMS

There were no Old Business Items.

NEW BUSINESS ITEMS

1. **Text Amendment: Fee Schedule:** Town Administrator Cronin provided a brief overview of the request, the purpose of which was to review and provide a recommendation to Town Council on a proposed amendment to the fee schedule contained within the DSO. He stated that when the fee schedule was last updated at the end of 2020, a new “post facto” fee was imposed on permits where the work commenced prior to the issuance of a town permit. The amount of this fee was equal to the permit fee itself and had the net effect of doubling of the permit fee. He stated that if a new short-term rental permit application was received after the March 31st deadline, the permit fee would double from \$250.00 to \$500.00 based on the current fee schedule if the owner was already advertising the unit for rent. He stated that he felt this amount was excessive, and the proposed text amendment would instead impose a \$100.00 late fee in lieu of doubling the permit fee. Therefore, staff recommended in favor of approving the text amendment.

Chairman Otstot asked how the town's fees are set. Town Administrator Cronin stated that he regularly evaluates the cost to the town of providing various services. The fee amounts are then based on the time and effort associated with the review and processing of each permit type, as well as administrative costs related to enforcement, inspections and record keeping. He stated that he also reviews permit fee schedules from neighboring communities to ensure that the town's fees are not out of line with what other communities are charging for similar services.

Chairman Otstot then asked who has the authority to "red tag" (ie. issue a stop-work order). Town Administrator Cronin responded that a job may be red tagged by a town code enforcement officer, the zoning administrator, or by a county building inspector.

There being no further questions, Chairman Otstot called for a motion.

Dr. Ullner made a motion to recommend in favor of approving the text amendment. Mr. Newton seconded the motion. The motion was **APPROVED** by a vote of 5-0.

2. **Text Amendment: Building Heights:** Town Administrator Cronin provided a brief overview of the request, the purpose of which was to review and provide a recommendation to Town Council on a proposed amendment to eliminate the July 31st sunset date upon which all new construction must begin using the January 2021 flood maps for the purpose of determining building height. He stated that the sunset date was proposed to be removed in the current draft of the new DSO; however, adoption of the new DSO was delayed pending the drawing of new zoning maps. In order to ensure that property owners may continue to use the 204 flood maps in certain circumstances for the purpose of determining allowable building heights, he stated that the DSO should be amended to remove the July 31st sunset date. Therefore, staff recommended in favor of approving the text amendment.

Dr. Ullner asked several questions about how the ordinance would affect the reconstruction of existing homes. Town Administrator Cronin stated that existing homes would be subject to FEMA's minimum base flood elevation requirements regardless. Because so many properties within the town now have a lower BFE as a result of the new flood maps, most properties would need to build to a lower maximum height if the current language is allowed to lapse in July. The purpose of this ordinance is to retain flexibility by allowing the maximum height to be measured from either the 2004 or 2021 BFE, as long as the 2024 BFE is HIGHER than the 2021 BFE.

There being no further questions, Chairman Otstot called for a motion.

Ms. Welch made a motion to recommend in favor of approving the text amendment. Mr. Newton seconded the motion. The motion was **APPROVED** by a vote of 5-0.

ITEMS FOR INFORMATION / DISCUSSION

There were no Items for Information.

There being no further business, Chairman Otstot asked for a motion to adjourn. Mr. Billian made a motion to adjourn the meeting. Ms. Welch seconded the motion. The motion was **APPROVED** by a vote of 5-0, and the meeting was adjourned at 2:10 PM.

Minutes Approved: June 9, 2021



Joseph M. Cronin
Town Administrator