

**TOWN OF SEABROOK ISLAND**  
**Town Council – Planning Workshop Meeting of May 17, 2019**

**MINUTES**

Mayor Ciancio called the May 17, 2019, Town Council – Planning Workshop meeting to order at 9:00 a.m. Councilmembers Crane, Finke, Gregg and Wells, Town Clerk Allbritton and Town Administrator Cronin attended the meeting. The meeting was properly posted, and the requirements of the SC Freedom of Information Act were met.

Town Administrator Cronin explained that, by law, a local Planning Commission must prepare a new Comprehensive Plan every 10 years and recommend it for adoption by the governing body. Since the Town's current Plan was adopted in July 2009, the Town reached out to the Charleston County Planning Department for assistance with development of the new Comprehensive Plan. The County agreed to assist the Town and an intergovernmental agreement was signed by the Town and the County by early June 2018. Multiple opportunities were given for residents and stakeholders to give input to the Plan. A community survey was distributed in August 2018 and meetings were held with other stakeholder groups (intergovernmental group, community stakeholder group, SIPOA, Seabrook Island Club, local business entities and others) on August 20 and 22, 2018. In October 2018, the Planning Commission began reviewing the nine individual elements of the Plan. On March 20, a preliminary draft of the Comprehensive Plan was posted on the Town website in order to obtain public input and a public input meeting was held at the Town Hall on April 15. On May 1, the Planning Commission voted to recommend their official draft, by way of a resolution, to Town Council.

Members of Town Council and Town staff reviewed the draft Comprehensive Plan as recommended by the Planning Commission. Council also reviewed the public comments and provided extensive feedback to Dan Frazier from the Charleston County Planning Department. Mr. Frazier will have the final draft of the Plan back to Council by June 11 for their final review. First reading on the ordinance to adopt the Town's Comprehensive Plan will take place at the Town Council meeting on June 25 and the public hearing and second reading will take place at the July 23 Town Council meeting. The public hearing will be advertised at least 30 days in advance, and a copy of the updated Plan will be posted on the Town's website for public review.

Town Administrator Cronin commented that the Town recently entered into a contract for a comprehensive review and update of the Town's Development Standards Ordinance (DSO) with PLB Planning Group. Paul LeBlanc will work with a DSO Advisory Committee, which has been appointed by Mayor Ciancio and Council. A kick-off meeting was held on May 16<sup>th</sup>. Councilmember Skip Crane was asked to serve as chairman of the committee and will report back to Town Council on a regular basis. The Town Administrator introduced Mr. LeBlanc and explained that he is attending the meeting today to give Council the opportunity to provide input on their priorities in the update of the DSO. The Town Administrator stated that, while in Charleston, Mr. LeBlanc met with the Planning Commission, Board of Zoning Appeals and several stakeholder groups (SIPOA, the Seabrook Island Club, contractors/developers/architects) and is to meet the afternoon of May 17 with representatives from COVAR, regime management companies and some of the commercial businesses within the Town.

Mr. LeBlanc stated that he has worked with several towns in South Carolina, Georgia and all over the country. He explained that the ordinance prepared for Seabrook Island will be Seabrook Island's alone as every community is different. Mr. LeBlanc commented that he has heard a lot of good comments so far and that he has gone through the DSO and made lots of notes. Mr. LeBlanc is particularly excited about the committee he will be working with as they seem to be a good cross section of people. Mayor Ciancio asked if Council would get a periodic peak as work progresses on the DSO and Mr. LeBlanc explained that would be partly Councilman Crane's role. Mr. LeBlanc and the committee will have five review sessions with sections of the document being distributed in advance along with a summary sheet of changes.

Mr. LeBlanc stated that Seabrook Island is a little unique as the zoning is based on Planned Unit Developments (PUD's). If it were decided that the zoning should be based on more conventional zoning districts, that would be a significant policy change, and he would come back to Council for their input before continuing. Town Administrator Cronin explained that some of the Town's ordinances have been followed, during construction, rather than the requirements of individual PUD's which has made his work very difficult. He would like to make the DSO simpler and easier for contractors and homeowners to understand. Councilmen Gregg commented that there should be a balance between what types of work can be done without a permit while protecting the interests of the community.

Mr. LeBlanc stated that, when his review is finished and he has the first draft, he and the Advisory Committee will go through the draft page by page. He suggested that perhaps the review could be on the same day as a Council meeting and he could make a presentation to Council. Once the first draft has been reviewed by the Committee, he will make any necessary changes, and provide a copy with tracked changes as well as a clean version. The draft document may also be placed on the Town's website for public review and comments. Mr. LeBlanc stated that this project is expected to take at least 12 months to complete.

There being no further discussion, the meeting was adjourned at 1:03 p.m.

Date: June 25, 2019



---

Town Clerk