

TOWN OF SEABROOK ISLAND
Town Council Meeting of October 23, 2018

MINUTES

After the pledge of allegiance, Mayor Ciancio called the October 23, 2018, Town Council meeting to order at 2:30 p.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.

Minutes:

The minutes of the Town Council meeting of September 25, 2018, the Public Hearing meeting of September 25, 2018, and the Ways & Means Committee minutes of October 16, 2018, were each unanimously approved as written.

Financials: Mayor Ciancio reported that the fund balance at the end of September was \$4,984,947, which is \$368,587 more than the fund balance for the same period in 2017. Revenues for the month of September were \$14,715 and were under budget by \$16,685. Revenues for the year to date, not including the \$300,000 transferred from the General Fund to pay for the Roadway Project, were \$959,682 and were \$189,872 more than budget. Expenditures for the month of September were approximately \$65,290 and were under budget by \$26,833. Expenditures for the year to date were \$583,580 and were under budget by \$399,517. For the month of September, expenditures exceeded revenues by \$50,575. On a year to date basis through September, not including money transferred from the General Fund for the Roadway Project, revenues exceeded expenditures by \$376,120. The restricted revenues, mainly State and County Accommodations Tax, amounted to \$114,486 for the month of September or \$36,294 over budget. For the year to date, expenditures allocated to restricted revenue were \$208,145, over budget by \$28,187.

Citizens/Guests Presentations, Comments:

Lauren Rust, Seabrook Island 2018 Dolphin Education Program – Ms. Rust stated that she is the director of a non-profit organization, Lowcountry Marine Mammal Network, which has been conducting the 2018 dolphin education program on Seabrook Island. Ms. Rust, along with 12 volunteer educators, have spent 320 hours on the beach at Seabrook Island and have spoken to 1,252 people from May through September and Ms. Rust indicated that at least 90% of the people they had encountered were very positive with their remarks about the dolphin education program. Ms. Rust explained that strand feeding takes place in only a few places in the world and the Charleston area is one of those places. It is important to eliminate chronic harassment of the dolphins because Seabrook Island is one of the places in the Charleston area that is most accessible for humans to interact with the dolphins. Ms. Rust gave a very interesting power point presentation and stressed the importance of eliminating any harassing behavior toward the dolphins since there are only 11 dolphins that strand feed at the spit with only 5-7 that are seen in that area almost every day. Only one of the regular strand feeders is a female who will pass the strand feeding behavior along to her young.

Councilman Wells thanked Ms. Rust for her work and noted that he looked forward to working with her next year.

Mayor Ciancio commented that, although comments were overwhelmingly positive to Ms. Rust and the volunteers, there had been several incidents that were very unfortunate, and the Mayor apologized for that behavior.

Reports of Standing Committees, Commissions, Boards:

Public Safety/Club Long Range Planning Committee –

Renewal of Debris Monitoring Services Agreement – Councilman Gregg referred to a memorandum provided to members of Council recommending renewal of the Town's agreement with Rostan Solutions

for debris monitoring services and moved for approval of renewal of the agreement. Councilman Crane seconded the motion and the vote to approve renewal was unanimous.

Ad Hoc Committee – Councilman Gregg reported that he had received the final draft of the Employee Handbook from outside counsel and Town Council will take up approval of the final revision through its adoption of Ordinance 2018-12, which is on the agenda for first reading today. During the review by the ad hoc committee, consisting of Town Administrator Cronin, Councilmen Gregg and Crane, extensive changes have been made to the former “Employee Packet”.

Long Range Planning Committee – The Club’s Long Range Planning Committee met on October 19 and reviewed the final revision of the Club’s 2019 Strategic Plan and the Committee proposed minor revisions.

Public Safety Committee – The Town’s Public Safety Committee met on October 15, 2018. The Committee reviewed the “Improvement Plan” of the report of the Disaster Recovery Council “After Action Review” session for Hurricane Florence that was held on September 21. They also continued to consider items identified in the “Improvement Plan” of the report of the Disaster Recovery Council earthquake exercise review session held on July 16. The next meeting of the Committee was scheduled for November 12.

Request for Public Assistance (Hurricane Irma) – Councilman Gregg reported that the Town has received payment, in the amount of \$14,571.79, for the state’s share of approved grant funding for costs incurred because of Hurricane Irma. The Town will write the Seabrook Island Utility Commission a check for their portion (\$7,939.19), which represents costs incurred by them for rental of by-pass pumps and generators.

Request for Public Assistance (Hurricane Florence) - The Town filed its Request for Public Assistance for Hurricane Florence on September 18. On October 19, the Town participated in FEMA’s “exploratory call” and provided preliminary information concerning costs incurred because of Hurricane Florence. A “scoping meeting” is scheduled for October 30. Documentation in support of costs incurred will be submitted online to FEMA in advance of that meeting.

Public Relations/Communications –

Seabrook Article Schedule – Councilman Crane reported that the schedule for Seabrook articles is set through February of 2019 and the remainder of the 2019 schedule will be done by the end of this year. Town Administrator Cronin will be added to the rotation to write articles, but the Mayor will be left off since there will be a Mayor’s letter that will appear monthly in 2019.

Town Website – Councilman Crane reported that a calendar function is being added to the new Town website for Town and community events. A small committee will begin helping to update the website content. An appeal is also being made for more photos, relating to Seabrook Island, that can be used on the website.

FCC Class Update – Currently, about 10-12 people are signed up to take the FCC class and exam to be held at the Town Hall on Wednesday, October 24, and Thursday, October 25. Councilman Crane thanked Max Willis for his efforts in helping to make arrangements for the class.

Special Projects/Beach Administration –

Seabrook Island Road Improvements Update – Councilman Wells reported that Bohicket Marina has completed repaving their entrance road and the Town has installed new 36-inch concrete piping, replaced two flood control valves and started lining existing piping with CIP (cure in place) liners. In addition, a change order is in process for Triad Engineering & Contracting to add three additional flood control valves recently approved by OCRM. They also will be cleaning the drainage easements across adjacent properties. Completion of this work has been moved to the end of January 2019.

Community and Government Relations: No Report

Ways & Means – No Report

Planning Commission – No Report

Board of Zoning Appeals – No Report

Reports of Ad Hoc Committees:

Accommodations Tax Advisory – No Report

Reports of Town Officers:

Mayor –

Planning Commission Hearing on Senior Living Complex – Mayor Ciancio reported that, on October 3, the Seabrook Island Planning Commission approved, with nine conditions, an application from Atlantic Partners II for an encroachment permit for a driveway to be located on Seabrook Island Road to be used as access for a proposed Senior Living Facility. On October 19, Atlantic Partners II filed an appeal of the Planning Commission’s decision with the Charleston County Court of Common Pleas. At the same time, they also filed a request for mandatory pre-litigation mediation. Mayor Ciancio, the Town Administrator and, possibly others, will represent the Town in the mediation process. The Mayor stated that he would like to get input from Council on what position the Town should take in the mediation. Mayor Ciancio stated that there were two possible outcomes of the mediation – (1) the parties will be unable to reach a settlement on the terms under which the encroachment permit should be granted; or (2) the parties reach an agreement which must be brought to Town Council for approval. If the mediation is not successful and an agreement cannot be reached between the Town and Atlantic Partners II or if the mediated settlement is not approved by Town Council, Atlantic Partners II will have 30 days thereafter to file a petition with the court setting forth why the decision of the Planning Commission is contrary to law.

Town Administrator –

Seabrook Island Road Conceptual Master Plan Update – Town Administrator Cronin reported that the Town has a contract with ESP Associates to conduct a master plan for Seabrook Island Road, looking at access to the road, neighboring uses (current and future), traffic safety and accessibility, the bike and pedestrian access, landscaping, signage, as well as stormwater and flooding issues on Seabrook Island Road. The work has been started and ESP has provided a project schedule with a target completion date of late December or early January for the first phase of the master plan. They will present information to the Planning Commission at their meeting on November 7. Currently, ESP is waiting for a heavy rain so that they can look at flood and stormwater issues.

Mayor Ciancio stated that this work is important because of development that can take place on either side of Seabrook Island Road. The Town needs a strategy as to how access to Seabrook Island Road will be granted to minimize the impact on traffic flow.

Comprehensive Plan Update – The Town is currently going through a 10-year review and rewrite of the Seabrook Island Comprehensive Plan. The community survey and stakeholder meeting has been completed. On October 3, the first two of nine elements were reviewed by the Planning Commission and four additional elements will be reviewed at their meeting on November 7. A draft of the Comprehensive Plan should be completed by late December or early January.

Fall Shred Day Update – Town Administrator Cronin reported that the fall shred day was held on October 12, from 10:00 a.m. to 1:00 p.m., at the Town Hall annex parking area. There was good participation from the residents and the shredder truck filled up about 20 minutes before 1:00 p.m. The next shred event will be in early spring.

Budget Workshop #2 – The next 2019 Town budget workshop will be held on Friday, October 26, at 1:30 p.m.

Town Council Members – See Above

Utility Commission – Mayor Ciancio noted that the current chairman of the Seabrook Island Utility Commission, Jim Bannwart, has resigned effective October 31, 2018. The Mayor and Town Council are authorized to fill a vacancy on the Utility Commission for the unexpired term. Jim was first elected to the Utility Commission in 2011 for a term of 6 years and was re-elected in 2016 and his current term will expire in 2023. Jim has made many contributions to our community – Board of Directors of the Property

Owners Association (2009 – 2012), spearheaded the Autobahn International Sustainable Communities Program from its inception to its certification and created the behind the scene tour and education session for property owners to learn more about the infrastructure of our community. The Mayor thanked Mr. Bannwart for his many contributions to the community.

Chairman Jim Bannwart reported that plant operations were normal for the month. Financials were positive for the month (\$24,000) and year to date (\$48,000). Due to their aging system, Chairman Bannwart reported that there will be an increase in water/sewer bills beginning in January of 4-8%, which would be about \$4 on the average bill.

Petitions Received, Referred or Disposed of: None

Ordinances for First Reading:

- **Ordinance 2018-10**, An ordinance amending the Development Standards Ordinance (DSO) of the Town of Seabrook Island, South Carolina; Article 19, Administration and Appeals; Section 19.30.20, Variances; so as to amend the application, notification and review procedures for variance application – Town Administrator Cronin stated that, since the DSO does not currently outline application and review procedures for variance requests, the purpose of this ordinance is to establish a process an applicant will follow to submit an application to the Board of Zoning Appeals for consideration. Public notice is provided currently by the applicant; but, with the adoption of this ordinance, the Town will provide notice to neighboring property owners. A public hearing will be held and the property will be posted, interested parties notified and a notice run in the local newspaper at least 15 days before the hearing. The Town will provide notice to neighboring properties at least 30 days prior to the public hearing. Ordinance 2018-10 will be brought to the Planning Commission at their November 7 meeting for their formal review and recommendation prior to second reading by Town Council on November 27. Mayor Ciancio suggested that, in Section 19.30.20.30 in the last sentence after “as established by Town Council”, the words “from time to time” should be added. Also, in Section 19.30.20.40, in the last sentence in item (d), regimes and/or the Property Owners Association should be notified in the same manner as neighboring properties. Councilman Gregg made a motion to approve Ordinance 2018-10 in the form presented with the two recommended changes incorporated. Councilman Wells seconded the motion and the vote to approve was unanimous.
- **Ordinance 2018-11**, An ordinance amending the Development Standards Ordinance of the Town of Seabrook Island, South Carolina; Article 20, Amendments to the Ordinance and Map; Section 20.70, Public Notice; so as to amend the public notice requirements for amendments to the Development Standards Ordinance and Official District Map of the Town – Town Administrator Cronin stated that this ordinance is similar to Ordinance 2018-10 but deals with zoning requests rather than variance requests. Section 20.70.40 incorporates pretty much the same language as Ordinance 2018-10 and the Town Administrator recommended changing the wording in the last sentence about notice to regimes and/or the Property Owners Association in a similar manner. Councilman Gregg made a motion to approve Ordinance 2018-11 in the form presented, with the change to Section 20.70.40. Councilman Crane seconded the motion and the vote to approve was unanimous.
- **Ordinance 2018-12**, An ordinance amending the Town Code for the Town of Seabrook Island, South Carolina; Chapter 2, Administration; Article I, In General; Section 2-2 Personnel Policies and Procedures Adopted; so as to rename the “Town of Seabrook Island Employee Packet: as the “Town of Seabrook Island Employee Handbook: and to adopt an updated version of the same – Councilman Gregg moved to approve Ordinance 2018-12 as presented on first reading. Councilman Wells seconded the motion and the vote to approve was unanimous.

Ordinances for Second Reading:

- **Ordinance 2018-09**, An Ordinance amending the Development Standards Ordinance of the Town of Seabrook Island, South Carolina; Article 10, Buffers, Landscaping and Tree Protection; Section 10.60, Specifications for Walls, Fences and Hedges; so as to amend the general requirements for retaining walls and fences – Town Administrator Cronin stated that our current ordinance has minimum requirements for walls and fences. The proposed ordinance would allow the following

materials for walls – stucco, cypress, pressure-treated wood, wood composite, brick, stone, architectural concrete masonry units (CMU) or similar materials. Materials allowed for fences would be – stucco, cypress, pressure-treated wood, wood composite, iron, powder coated aluminum or similar materials. Several materials are also prohibited. The proposed ordinance also specifies additional requirements such as height, location, drainage impacts of walls and fences, etc. that are not included in our current ordinance. This ordinance allows an existing fence to be grandfathered but with certain conditions. Councilman Gregg moved to approve Ordinance 2018-09 in the form as presented on second reading. Councilman Crane seconded the motion and the vote to approve was unanimous.

Miscellaneous Business: None

Citizens Comments: After the Mayor and Council answered questions concerning the appeal of the encroachment permit for Seabrook Island Road, rental property information, business licenses for rental units, the renewal of the debris monitoring contract, revising the Development Standards Ordinance, etc., the meeting was adjourned at 4:13 p.m.

Approved: November 27, 2018


