

# TOWN OF SEABROOK ISLAND

## Planning Commission Special Called Meeting

June 21, 2018 – 2:30 PM

Town Hall, Council Chambers  
2001 Seabrook Island Road



## MINUTES

Present: Robert Driscoll (Chair), Lori Leary (Vice-Chair), Cathy Patterson, Wayne Billian, Ken Otstot, Joe Cronin (Town Administrator)

Absent: None

Guests: Dan Frazier (Charleston County), Andrea Pietras (Charleston County)

Chairman Driscoll called the meeting to order at 2:30 pm. Town Administrator Cronin confirmed that the requirements of the Freedom of Information Act were fulfilled and the meeting agenda was properly posted.

### INTRODUCTIONS

Chairman Driscoll introduced himself and members of the Planning Commission. Dan Frazier and Andrea Pietras, both of the Charleston County Planning Department, introduced themselves to members of the Planning Commission. The Town of Seabrook Island has entered into an intergovernmental agreement with the county for planning services related to a 10-year update to the town's comprehensive plan. Under the agreement, Charleston County staff will be assisting the Planning Commission with a re-write of the town's plan.

### PRESENTATIONS

- 1. Comprehensive Plan Project Schedule & Overview:** Mr. Frazier provided a Powerpoint presentation to members of the Planning Commission. Mr. Frazier's presentation included:
  - An overview of the comprehensive planning process;
  - A draft project schedule
  - A summary of the 9 required planning elements, including specific topics and potential data sources for each element;
  - Discussion of citizens input strategies, including a community survey and stakeholder meetings; and
  - Next steps for the comprehensive plan project

Following the presentation, the Planning Commission discussed the vision statement, citizen survey, and stakeholder meetings.

## ITEMS FOR INFORMATION / DISCUSSION

1. **Vision Statement**: Following a review of the current vision statement, Town Administrator Cronin recommended tabling discussion of this item for now. With public input scheduled to take place during the month of July, he stated that it would be beneficial to discuss possible revisions to the vision statement after taking the time to review comments from the public. Members of the Planning Commission agreed to discuss the vision statement after the community survey and stakeholder meetings were completed.
2. **Citizen Survey**: Members of the Planning Commission, town staff and county staff discussed the framework for the citizen survey, as well as outreach strategies to maximize participation. Mr. Frazier stated that he would provide a list of draft survey questions for the Planning Commission's review and approval prior to public distribution.
3. **Next Steps / Stakeholder Meetings**: Mr. Frazier recommended holding a series of four stakeholder meetings over a two-day period. These meetings would be arranged based on specific topics, and a variety of stakeholders would be invited to participate in one or more meetings. The recommended meeting topics were:
  - **Intergovernmental Meeting**: Adjacent jurisdictions, utilities and infrastructure, regional planning and transportation, SCDHEC, etc.
  - **Economic Development Meeting**: Bohicket Marina and Freshfields Village ownership/management, SIPOA and Seabrook Island Club, the development/contractor community, tourism entities, etc.
  - **Community Groups Meeting**: Camp St. Christopher, the Seabrook Island Club, Bohicket Marina Merchants Association, various citizen and volunteer groups, etc.
  - **Special Stakeholder Meeting**: Seabrook Island POA and Council of Villa Associations and Regimes (COVAR)

Town Administrator Cronin noted that members of the Planning Commission were welcome to sit in on the meetings; however, they were not required to attend. County staff would prepare a summary of input received during each of the meetings.

Members of the Planning Commission also discussed the project schedule. Town Administrator Cronin asked whether members would prefer to hold a separate work session each month, or combine the commission's regular meetings with the comprehensive plan items. Members of the commission stated that they preferred to combine everything into a single meeting. To accommodate the longer meeting times, Town Administrator Cronin recommended moving the regular start time from 2:30 PM to 1:30 PM during the comprehensive plan update. Members agreed to the time change during the comprehensive plan update process.

Lastly, Town Administrator Cronin stated that the Planning Commission's next meeting date was a town holiday (Independence Day). Chairman Driscoll asked members their availability for alternate meeting dates. The July meeting was then rescheduled to July 18<sup>th</sup> at 1:30 PM.

There being no further business, the meeting was adjourned at 3:57 pm.

Minutes Approved: July 18, 2018

A handwritten signature in black ink, appearing to read "J. Cronin", written in a cursive style.

Joseph M. Cronin  
Town Administrator