

TOWN OF SEABROOK ISLAND

Planning Commission Regular Meeting

December 4, 2019 – 1:30 PM

Town Hall, Council Chambers
2001 Seabrook Island Road



MINUTES

Present: Robert Driscoll (Chair), Ken Otstot (Vice Chair), Cathy Patterson, Joe Cronin (Town Administrator)

Absent: Wayne Billian, Stan Ullner

Guests: Heather Paton (SIPOA), Katrina Burrell (SIPOA), Andrew Dupps (The Greenery), Kenneth Miller (Kenneth Miller Architecture, LLC)

Chairman Driscoll called the meeting to order at 1:30 PM and welcomed everyone in attendance. 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: November 6, 2019:** Ms. Patterson noted an error in the third paragraph on page 3 of the draft minutes and offered a correction. Ms. Patterson made a motion to approve the minutes from the November 6, 2019, meeting as amended. Mr. Otstot seconded the motion. The motion was **APPROVED** by a vote of 3-0.

OLD BUSINESS ITEMS

There were no Old Business Items.

NEW BUSINESS ITEMS

1. **Commercial Review: Salty Dog Café (Walkway Extension and Fire Pit):** Chairman Driscoll called on representatives from the Salty Dog Café to present their request. Mr. Andrew Dupps from the Greenery (contractor) spoke on behalf of the applicants. Mr. Dupps stated that the applicants were seeking to extend a five-foot wide composite walkway at the rear of the restaurant. This material would be similar in size and appearance to the existing walkways on the property. The applicants were also seeking approval to install a 56-inch fire pit inside a new concrete patio which was proposed to be 13-feet in diameter. The fire pit and patio would also be located at the rear of the restaurant, between an existing patio and the boardwalk along Bohicket Creek.

Chairman Driscoll asked whether staff had any comments and recommendations. Town Administrator Cronin noted that the plans presented during today's meeting were slightly different than those submitted in advance of the meeting. He stated that he did not have any concerns about the walkway, but that a concrete patio would need to be set back at least 25 feet from the critical line. Based on the location of the critical line, a 13-foot patio in the proposed location would encroach into the setback. To install a patio in this location, the applicants would first need to apply for a variance from the Board of Zoning Appeals. He noted that if the applicants instead chose to install a paver patio with pervious base, it would only need to be 15 feet from the critical line. Otherwise, absent a variance, the concrete patio would either need to be reduced in size or placed further back from the critical line. Mr. Dupps stated that he would need to take these comments back to the Salty Dog to determine how they would like to proceed.

Chairman Driscoll asked if there was anything that the Planning Commission could approve today. Town Administrator Cronin responded that the Planning Commission could authorize the Town Administrator to issue the permit for an alternate patio design and/or location that conforms to the town's setback requirements.

Chairman Driscoll made a motion to approve the walkway extension, and to authorize the Town Administrator to issue a permit for a *pervious* patio located at least 15 feet from the critical line, or a *concrete* patio located at least 25 feet from the critical line. Mr. Otstot seconded the motion. The motion was **APPROVED** by a vote of 3-0.

- 2. Architectural Review: Village at Seabrook "Garden Gem" Model:** Town Administrator Cronin provided a brief overview of the request, the purpose of which was to review and approve a new single-family home design for use in the Village at Seabrook. Town Administrator Cronin stated that the proposed "Garden Gem" model, which was prepared by Kenneth Miller of Kenneth Miller Architecture, LLC, had been reviewed and approved by both the Village at Seabrook Regime Board, as well as the SIPOA Architectural Review Committee. Therefore, town staff recommended in favor of approval.

Ms. Patterson stated that she was the president of the Village at Seabrook Board and, therefore, would be recusing herself from voting on this item. **(See attached recusal statement.)**

Chairman Driscoll asked Ms. Patterson, as president of the Village at Seabrook Board, to confirm that the model had in fact been approved by the regime. Ms. Patterson responded in the affirmative, noting that the regime board required that the chimney shroud must match the roof, consistent with the regime standard. Chairman Driscoll also asked Ms. Katrina Burrell, ARC Administrator for SIPOA, to confirm whether the model had been approved by the ARC. Ms. Burrell also responded in the affirmative.

Chairman Driscoll made a motion to approve the architectural design of the Garden Gem model on Lot B-26 in the Village at Seabrook (3037 Seabrook Village Drive). Mr. Otstot seconded the motion. The motion was **APPROVED** by a vote of 2-0, with Ms. Patterson recused.

Chairman Driscoll then made a subsequent motion to classify the Garden Gem model as an “approved model” within the Village at Seabrook, and to authorize the Town Administrator to approve the use of this model on other lots within the Village without the necessity of additional review and approval by the Planning Commission. Mr. Otstot seconded the motion. The motion was **APPROVED** by a vote of 2-0, with Ms. Patterson again recusing herself from voting on this matter.

- 3. 2020 Planning Commission Meeting Schedule:** Town Administrator Cronin provided a draft meeting schedule for 2020. He stated that the regularly scheduled Planning Commission meeting was proposed to be moved from the first Wednesday of each month to the second Wednesday of each month, but that the start time of each meeting would remain at 1:30 PM. The only month that would deviate from this schedule would be November, due to the Veterans Day holiday falling on the second Wednesday. Therefore, the November meeting was proposed for November 4, 2020. Chairman Driscoll made a motion to approve the meeting schedule as presented. Ms. Patterson seconded the motion. The motion was **APPROVED** by a vote of 3-0.

ITEMS FOR INFORMATION / DISCUSSION

- 1. Request for Zoning Text Amendment: SIPOA LED Signs:** Town Administrator Cronin noted that the Planning Commission had previously requested additional information from SIPOA regarding their request to amend the Development Standards Ordinance (DSO) to allow LED signs within the town limits. Town Administrator Cronin stated that he had received a letter from SIPOA in response to this request and a copy of the letter was included in the agenda packet. Chairman Driscoll recognized Ms. Heather Paton, the Executive Director of SIPOA, who was in the audience. Ms. Paton provided additional information regarding this request. Prior to drafting a text amendment, Town Administrator Cronin stated that he wanted to get some guidance from the Planning Commission regarding 1) whether they believe the DSO should be amended to allow LED signs; and 2) if so, what types of restrictions (if any) should be put in place to govern their use. A detailed discussion took place regarding types and potential locations of LED signs, general restrictions, pros and cons, and legal considerations. The general consensus of the Planning Commission was that the DSO should be amended to allow LED signs, but only in very limited circumstances. Town Administrator Cronin stated that he would work with the SIPOA and the Town Attorney to prepare a draft text amendment that achieves these objectives.
- 2. Freshfields Senior Living Facility Encroachment Permit Update:** Town Administrator Cronin notified members of the Planning Commission that he had issued a formal encroachment permit to Atlantic Partners II on November 22, 2019, subject to the terms and conditions of the settlement agreement. This was the final step in the approval process for this project. He stated that representatives from the town also met with representatives from Atlantic Partners II, Big Rock, Balfour Beatty, the Reveer Group and the Town of Kiawah Island on November 14th to discuss “next steps” and timelines for the project.
- 3. PUD Amendment: Village at Seabrook:** Town Administrator Cronin stated that he was

continuing to work on the PUD amendment for the Village at Seabrook and would likely have it ready for the January meeting. He stated that he intended to have it on the agenda for today's meeting; however, he was unable to complete the draft ordinance due to an unexpected medical emergency in mid-November that kept him out of the office for the better part of two weeks.

- 4. Commissioner Recognition:** Town Administrator Cronin presented Chairman Driscoll with a Certificate of Community Service from Mayor John Gregg in recognition for his six years of service on the Planning Commission. Chairman Driscoll's term on the Planning Commission was scheduled to expire at the end of the year and he had elected not to seek reappointment for an additional term. Ms. Patterson announced that today would also be her last meeting as a member of the Planning Commission. She stated that she intended to resign at the end of the year in order to care for a member of her family who was ill. Town Administrator Cronin also recognized Ms. Patterson and thanked her for her service to the town.

There being no further business, Chairman Driscoll asked for a motion to adjourn. Ms. Patterson made a motion to adjourn the meeting. Mr. Otstot seconded the motion. The motion was **APPROVED** by a vote of 3-0, and the meeting was adjourned at 3:16 PM.

Minutes Approved: January 8, 2020



Joseph M. Cronin
Town Administrator