

Community Facilities & Infrastructure Special Called Meeting

January 29, 2026 @ 10:00 AM

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Seabrook Island Town Hall, Council Chambers
2001 Seabrook Island Road
Seabrook Island, SC 29455



AGENDA

CALL TO ORDER, ROLL CALL, AND FOIA STATEMENT

INTRODUCTIONS

ITEMS FOR INFORMATION/DISCUSSION

Community Facilities & Infrastructure Committee

- Discussion of Powers and Duties

Discussion of Potential Agenda Items for 2026

- Seabrook Island Road Project
- Town Hall Project

Discussion of Community Engagement Strategies

COMMITTEE COMMENTS

ADJOURNMENT

TOWN OF SEABROOK ISLAND

ORDINANCE NO. 2025-09

ADOPTED _____

AN ORDINANCE AMENDING THE TOWN CODE FOR THE TOWN OF SEABROOK ISLAND; CHAPTER 2, ADMINISTRATION; ARTICLE IV, COMMITTEES; SECTION 2-401, ADVISORY COMMITTEES, SO AS TO AMEND THE TOWN'S ADVISORY COMMITTEES

WHEREAS, Chapter 2 of the Town Code for the Town of Seabrook Island (the "Town Code") contains various general provisions for the administration of the town; and

WHEREAS, pursuant to Section 2-401 of the Town Code, there currently exist three (3) standing advisory committees of the town: the Community Promotions and Engagement Committee; Environment and Wildlife Committee; and Public Safety Committee; and

WHEREAS, the Mayor and Council for the Town of Seabrook Island desire to amend Section 2-401 of the Town Code so as to reform and reconstitute its standing advisory committees; and

WHEREAS, the Mayor and Council advertised and held a public hearing on the proposed amendments during a duly called meeting on December 16, 2025; and

WHEREAS, the Mayor and Council believe it is fitting and proper to amend the Town Code to achieve the objectives referenced herein;

NOW, THEREFORE, pursuant to the authority granted by the Constitution and the General Assembly of the State of South Carolina, **BE IT ORDAINED BY THE MAYOR AND COUNCIL FOR THE TOWN OF SEABROOK ISLAND:**

SECTION 1. Amending Section 2-401 of the Town Code. The Town Code for the Town of Seabrook Island; Chapter 2, Administration; Article IV, Committees; Section 2-401, Advisory Committees; is hereby amended to read as follows:

ARTICLE IV. COMMITTEES

Sec. 2-401. Advisory committees.

(A) Community Facilities and Infrastructure Committee

(1) *Established; powers and duties.* The Seabrook Island Community Facilities and Infrastructure Committee is hereby established. The committee is charged with the following powers and duties:

a. To develop, recommend, and provide oversight of an ongoing capital improvements plan for the town;

- b. To review and provide recommendations to town council on major upgrades, expansion and improvements to the town's road and drainage infrastructure;
- c. To review and provide recommendations to town council on road maintenance projects including, but not limited to, major repairs, rehabilitation, landscape and vegetation control;
- d. To review and provide recommendations to town council on pathway and greenway areas including, but not limited to, maintenance, enhancement and bike and pedestrian safety;
- e. To review and provide recommendations to town council on traffic operations including, but not limited to, signage, crosswalks, signals, traffic calming devices, lighting, and similar measures;
- f. To review and provide recommendations to town council on the construction and expansion of town buildings and other facilities, as well as major upgrades thereto;
- g. To review and provide recommendations to town council on issues related to surface water management;
- h. To review and provide recommendations to town council on major beach-related projects including, but not limited to, the installation and maintenance of erosion control devices, beach renourishment and periodic relocation of Captain Sams Inlet;
- i. To review the performance and reliability of community services and infrastructure including, but not limited to, electric, wired and wireless telecommunications, and transportation services, and to make recommendations to town council for improvements thereto;
- j. To review and provide recommendations to town council on proposed plans, designs and architectural renderings, as well as overall project scopes and budgets;
- k. To coordinate with outside entities, community organizations, private developers and state and federal agencies on issues related to the town's facilities and infrastructure;
- l. To review and provide recommendations to town council on the procurement of goods and services related to town facilities and infrastructure; and
- m. To perform such other duties which may be assigned or requested by the mayor or town council.

- (2) *Membership.* The Community Facilities and Infrastructure Committee shall consist of five (5) members, one (1) of whom shall be a town council member appointed by the mayor to serve as chair of the committee. The remaining four (4) members shall be nominated by the chair and appointed by a majority vote of town council; provided, no more than two (2) town council members, including the chair, may be appointed as members of the committee. All members shall serve for a term of two (2) years. Any member who resigns prior to the expiration of his or her term shall do so in writing to the town clerk. Any member may be removed for cause by a majority vote of the town council. A vacancy shall be filled for the remainder of the unexpired term in the same manner as the original appointment. The mayor and any other town council member who is not a member of the committee may attend and participate in committee meetings in an advisory (ie. non-voting) capacity.
- (3) *Meetings; quorum; rules of order; voting.* The Community Facilities and Infrastructure Committee shall meet at least once per quarter at a date and time scheduled by the chair or a majority of the committee's membership. All meetings shall be held at Town Hall, unless otherwise advertised, and shall be open to the public. At least three (3) members must be present to constitute a quorum, and no official business may be conducted without a quorum present. Except as otherwise required by state law or town ordinance, all proceedings of the committee shall be governed by Robert's Rules of Order. Official decisions or actions by the committee shall require a majority vote of those members present and voting. Proxy votes shall not be permitted. Any member who has a direct or indirect conflict of interest in any matter before the committee shall be disqualified from participating in any discussion or decision related thereto.
- (4) *Public notice; public records.* Public notice shall be given for each meeting pursuant to S.C. Code 1976 Sec. 30-4-80. The town clerk shall prepare an agenda containing the date, time and location of each meeting, as well as a list of items for action and/or discussion. The town clerk shall act as secretary to the committee and shall prepare and keep written minutes of all committee meetings. Unless exempt by state law, all records of the Community Facilities and Infrastructure Committee are deemed public records and shall be made available for inspection upon request.

(B) Discretionary Grants Committee

- (1) *Established; powers and duties.* The Seabrook Island Discretionary Grants Committee is hereby established. The committee is charged with the following powers and duties:
 - a. To prepare and recommend guidelines, eligibility requirements and evaluation criteria for town-funded discretionary grant programs;
 - b. To review funding requests for consistency with adopted program guidelines, eligibility requirements and evaluation criteria, and to provide recommendations to town council as to whether requests should be approved, in whole or in part, or denied;

- c. To assist in monitoring and evaluating the effectiveness and impact of projects and programs supported by town-funded discretionary grants;
- d. To identify opportunities to improve the efficiency, transparency and impact of town-funded discretionary grant programs and to recommend policy or procedural changes, as appropriate; and
- e. To perform such other duties which may be assigned or requested by the mayor or town council.

(2) *Membership.* The Discretionary Grants Committee shall consist of five (5) members, one (1) of whom shall be a town council member appointed by the mayor to serve as chair of the committee. The remaining four (4) members shall be nominated by the chair and appointed by a majority vote of town council; provided, no more than two (2) town council members, including the chair, may be appointed as members of the committee. All members shall serve for a term of two (2) years. Any member who resigns prior to the expiration of his or her term shall do so in writing to the town clerk. Any member may be removed for cause by a majority vote of the town council. A vacancy shall be filled for the remainder of the unexpired term in the same manner as the original appointment. The mayor and any other town council member who is not a member of the committee may attend and participate in committee meetings in an advisory (ie. non-voting) capacity.

(3) *Meetings; quorum; rules of order; voting.* The Discretionary Grants Committee shall meet at least once per quarter at a date and time scheduled by the chair or a majority of the committee's membership. All meetings shall be held at Town Hall, unless otherwise advertised, and shall be open to the public. At least three (3) members must be present to constitute a quorum, and no official business may be conducted without a quorum present. Except as otherwise required by state law or town ordinance, all proceedings of the committee shall be governed by Robert's Rules of Order. Official decisions or actions by the committee shall require a majority vote of those members present and voting. Proxy votes shall not be permitted. Any member who has a direct or indirect conflict of interest in any matter before the committee shall be disqualified from participating in any discussion or decision related thereto.

(4) *Public notice; public records.* Public notice shall be given for each meeting pursuant to S.C. Code 1976 Sec. 30-4-80. The town clerk shall prepare an agenda containing the date, time and location of each meeting, as well as a list of items for action and/or discussion. The town clerk shall act as secretary to the committee and shall prepare and keep written minutes of all committee meetings. Unless exempt by state law, all records of the Discretionary Grants Committee are deemed public records and shall be made available for inspection upon request.

(C) Environment and Wildlife Committee

(1) *Established; powers and duties.* The Seabrook Island Environment and Wildlife Committee is hereby established. The committee is charged with the following powers and duties:

- a. To advocate for the conservation and protection of the town's beaches, marshes, tidelands, waterways, wetlands, and other coastal resources;
- b. To advocate for the conservation and protection of the town's wildlife and wildlife habitats;
- c. To review and provide recommendations to town council on general matters related to the town's environment and wildlife, including ordinances, policies and general practices and procedures;
- d. To periodically review and provide recommendations to town council on updates to the town's beachfront management plan and marshfront management plan;
- e. To communicate with representatives from outside entities, community organizations and state and federal agencies on issues related to the town's environment and wildlife and to make recommendations to town council on opportunities for enhanced coordination;
- f. To identify, develop and recommend programs and/or projects which enhance awareness, promote conservation and protect the community's environmental and wildlife resources, including programs and/or projects which may be eligible for grant funding;
- g. To monitor current and proposed legislation, regulations and litigation at the local, state and federal level which may impact the town's environment and wildlife and to advise town council on opportunities for advocacy or participation;
- h. To review and provide recommendations to town council on the procurement and awarding of contracts for goods and services related to town's environment and wildlife; and
- i. To perform such other duties which may be assigned or requested by the mayor or town council.

(2) *Membership.* The Environment and Wildlife Committee shall consist of five (5) members, one (1) of whom shall be a town council member appointed by the mayor to serve as chair of the committee. The remaining four (4) members shall

be nominated by the chair and appointed by a majority vote of town council; provided, no more than two (2) town council members, including the chair, may be appointed as members of the committee. All members shall serve for a term of two (2) years. Any member who resigns prior to the expiration of his or her term shall do so in writing to the town clerk. Any member may be removed for cause by a majority vote of the town council. A vacancy shall be filled for the remainder of the unexpired term in the same manner as the original appointment. The mayor and any other town council member who is not a member of the committee may attend and participate in committee meetings in an advisory (ie. non-voting) capacity.

- (3) *Meetings; quorum; rules of order; voting.* The Environment and Wildlife Committee shall meet at least once per quarter at a date and time scheduled by the chair or a majority of the committee's membership. All meetings shall be held at Town Hall, unless otherwise advertised, and shall be open to the public. At least three (3) members must be present to constitute a quorum, and no official business may be conducted without a quorum present. Except as otherwise required by state law or town ordinance, all proceedings of the committee shall be governed by Robert's Rules of Order. Official decisions or actions by the committee shall require a majority vote of those members present and voting. Proxy votes shall not be permitted. Any member who has a direct or indirect conflict of interest in any matter before the committee shall be disqualified from participating in any discussion or decision related thereto.
- (4) *Public notice; public records.* Public notice shall be given for each meeting pursuant to S.C. Code 1976 Sec. 30-4-80. The town clerk shall prepare an agenda containing the date, time and location of each meeting, as well as a list of items for action and/or discussion. The town clerk shall act as secretary to the committee and shall prepare and keep written minutes of all committee meetings. Unless exempt by state law, all records of the Environment and Wildlife Committee are deemed public records and shall be made available for inspection upon request.

(D) Public Safety Committee

- (1) *Established; powers and duties.* The Seabrook Island Public Safety Committee is hereby established. The committee is charged with the following powers and duties:
 - a. To oversee the preparation and periodic updating of all elements of the town's Comprehensive Emergency Plan, and to provide recommendations to town council on amendments thereto;
 - b. To review and provide recommendations to town council on general matters related to public health and safety;

- c. To identify resources necessary to ensure the safety and well-being of the public;
- d. To communicate with representatives from outside entities, community organizations and emergency service providers on issues related to emergency management and disaster response planning and to make recommendations to town council on opportunities for enhanced coordination;
- e. To review the performance and reliability of emergency services including, but not limited to, beach patrol, law enforcement, fire suppression and emergency medical services, and to make recommendations to town council for improvements thereto;
- f. To review and provide recommendations to town council on the procurement and awarding of contracts for emergency-related goods and services;
- g. To undertake public relations activities to increase the public's awareness of potential hazards affecting the Seabrook Island community including, but not limited to, hurricanes, floods, tornadoes and earthquakes; and
- h. To perform such other duties which may be assigned or requested by the mayor or town council.

(2) *Membership.* The Public Safety Committee shall consist of five (5) members, one (1) of whom shall be a town council member appointed by the mayor to serve as chair of the committee. The remaining four (4) members shall be nominated by the chair and appointed by a majority vote of town council; provided, no more than two (2) town council members, including the chair, may be appointed as members of the committee. All members shall serve for a term of two (2) years. Any member who resigns prior to the expiration of his or her term shall do so in writing to the town clerk. Any member may be removed for cause by a majority vote of the town council. A vacancy shall be filled for the remainder of the unexpired term in the same manner as the original appointment. The mayor and any other town council member who is not a member of the committee may attend and participate in committee meetings in an advisory (ie. non-voting) capacity.

(3) *Meetings; quorum; rules of order; voting.* The Public Safety Committee shall meet at least once per quarter at a date and time scheduled by the chair or a majority of the committee's membership. All meetings shall be held at Town Hall, unless otherwise advertised, and shall be open to the public. At least three (3) members must be present to constitute a quorum, and no official business may be conducted without a quorum present. Except as otherwise required by state law or town ordinance, all proceedings of the committee shall be governed by Robert's Rules of Order. Official decisions or actions by the committee shall

require a majority vote of those members present and voting. Proxy votes shall not be permitted. Any member who has a direct or indirect conflict of interest in any matter before the committee shall be disqualified from participating in any discussion or decision related thereto.

(4) *Public notice; public records.* Public notice shall be given for each meeting pursuant to S.C. Code 1976 Sec. 30-4-80. The town clerk shall prepare an agenda containing the date, time and location of each meeting, as well as a list of items for action and/or discussion. The town clerk shall act as secretary to the committee and shall prepare and keep written minutes of all committee meetings. Unless exempt by state law, all records of the Public Safety Committee are deemed public records and shall be made available for inspection upon request.

SECTION 2. Conflicting Ordinances Repealed. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. Severability. If any section, subsection, paragraph, clause, or provision of this ordinance shall be deemed to be unconstitutional, unenforceable, or otherwise invalid by the final decision of a court of competent jurisdiction, it shall be construed to have been the legislative intent of Town Council to pass said ordinance without such unconstitutional provision, and the validity of all remaining sections, subsections, paragraphs, clauses, or provisions of said ordinance shall not be affected thereby. If said ordinance, or any provision thereof, is held by the final decision of a court of competent jurisdiction to be inapplicable to any person, group of persons, property, kind of property, circumstances or set of circumstances, such holding shall not affect the applicability thereof to any other persons, property or circumstances.

SECTION 4. Effective Date. This ordinance shall be effective from and after January 1, 2026.

SIGNED AND SEALED this ____ day of _____, 2025, having been duly adopted by the Mayor and Council for the Town of Seabrook Island on the ____ day of _____, 2025.

First Reading: October 28, 2025
Public Hearing: December 16, 2025
Second Reading: December 16, 2025

TOWN OF SEABROOK ISLAND

Bruce Kleinman, Mayor

LEGAL REVIEW

Stafford J. McQuillin, Town Attorney

ATTEST

Peter D. Wiggins II, Town Clerk