

TOWN OF SEABROOK ISLAND

DSO Advisory Committee Meeting

August 13, 2020 – 2:00 PM

Virtual Meeting Hosted via Zoom

[Live Streamed on YouTube](#)



MINUTES

Present: Skip Crane (Chair), Wayne Billian, Bob Driscoll, Ava Kleinman, Gary Quigley, Walter Sewell, Roger Steel, Ed Williams, Joe Cronin (Town Administrator)

Absent: Katrina Burrell

Guests: John Gregg (Mayor), Paul LeBlanc (PLB Planning Group)

Chairman Crane called the meeting of the DSO Advisory Committee to order at 2:00 PM. Chairman Crane confirmed that the requirements of the Freedom of Information Act were fulfilled, and the meeting agenda was properly posted.

APPROVAL OF MINUTES

1. **DSO Advisory Committee Meeting: July 30, 2020:** Mr. Quigley made a motion to approve the minutes from the July 30, 2020 meeting. Mr. Steel seconded the motion. The motion was **APPROVED** by a vote of 8-0.

Mr. Billian joined the meeting at approximately 2:10 pm.

ITEMS FOR DISCUSSION

1. **Discussion of “Next Steps” for the DSO Update:** With only a handful of draft articles left to review, Chairman Crane asked the project consultant, Paul LeBlanc of PLB Planning Group, to provide an overview of the committee’s “next steps” once the initial review of the draft DSO has been completed. Mr. LeBlanc stated that an updated “second draft” would be provided following the initial review of each of the draft articles. The second draft would include all articles in a single document and the committee would be provided with both a “redline” and “clean” copy. The second draft would become the “formal” draft of the new DSO, which could then be distributed for public review and comment prior to moving into the adoption phase. The consensus of the committee was that the committee should conduct a second review of the draft DSO prior to distributing it for public review. Town Administrator Cronin recommended that committee members take a few weeks to review the updated draft once it has been completed and send back a list of only those sections, subsections, paragraphs, tables, illustrations, etc. that they would like to mark for additional discussion. Once those items have been identified, the committee would hold one or more additional meetings to

discuss only those items which have been flagged for review. He added that this would likely require a change order to incorporate additional meetings and services that were not included in the initial scope.

2. **Review and Discussion of Draft DSO Articles**: Paul LeBlanc of PLB Planning Group provided a summary of the proposed language for the following article:

- Article 17: Subdivision: Design Requirements

Committee members reviewed, discussed and provided feedback on the proposed language for Article 17. A detailed discussion took place regarding the designation of arterial streets; internal street design and future connectivity between developments; the requirement to connect to public utilities; the authority of the Planning Commission to waive or modify subdivision requirements; and whether or not the town is open to accepting future streets for public ownership and maintenance.

Mr. LeBlanc will incorporate the committee's recommendations into an updated version of Article 17.

ADJOURN

There being no further business, Mr. Quigley made a motion to adjourn the meeting. Mr. Steel seconded the motion. The motion was **APPROVED** by a vote of 8-0 and the meeting was adjourned at 3:51 PM.

Minutes Approved: August 20, 2020



Joseph M. Cronin
Town Administrator