

TOWN OF SEABROOK ISLAND

DSO Advisory Committee Meeting

August 20, 2020 – 2:00 PM

Virtual Meeting Hosted via Zoom

[Live Streamed on YouTube](#)



MINUTES

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

Absent: Wayne Billian

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: August 13, 2020**: Mr. Quigley made a motion to approve the minutes from the August 13, 2020 meeting. Mr. Steel seconded the motion. The motion was **APPROVED** by a vote of 8-0.

ITEMS FOR DISCUSSION

1. **Review and Discussion of Draft DSO Articles**: Paul LeBlanc of PLB Planning Group provided a summary of the proposed language for the following articles:
 - Article 17: Duties and Responsibilities
 - Article 18: Permits & Fees

Committee members reviewed, discussed and provided feedback on the proposed language for Articles 17 and 18. A detailed discussion took place regarding the following topics:

- Article 17
 - The “quasi-judicial” role of the Board of Zoning Appeals;
 - The role of the Planning Commission;
 - Delegation of authority provisions; and
 - Incorporating language regarding the general qualifications, duties, responsibilities and procedures for administrative and decision-making bodies.

- Article 18
 - Procedures for handling incomplete applications;
 - “Development” vs. “Maintenance” (ie. When is a permit necessary?);
 - Procedures for reviewing and approving encroachment permits;
 - Council’s role in approving Temporary Use Permits;
 - Charleston County’s role in building permits and inspections;
 - Financial guarantees; and
 - Permit expiration dates.

Mr. LeBlanc will incorporate the committee’s recommendations into updated versions of Articles 17 and 18.

Ms. Kleinman left the meeting at 2:57 PM.

Mr. Steele left the meeting at 4:40 PM.

ADJOURN

There being no further business, Mr. Quigley made a motion to adjourn the meeting. Mr. Williams seconded the motion. The motion was **APPROVED** by a vote of 6-0 and the meeting was adjourned at 4:44 PM.

Minutes Approved: September 18, 2020



Joseph M. Cronin
Town Administrator