

## CURRENT ORDINANCE

### Elected Bodies

Town Council *(Sec. 2-21 et seq)*  
Utility Commission *(Sec. 30-52 et seq)*

### Appointed Bodies (Mandatory)

Accommodations Tax Advisory Committee *(Sec. 26-20 et seq)*  
Board of Zoning Appeals *(Sec. 20-92 et seq, DSO Sec. 19.30/40)*  
Planning Commission *(Sec. 20-43 et seq; DSO Sec. 19.20/50)*

### Standing Committees (Discretionary)

Ways & Means Committee *(Sec. 2-111(1))*  
Government Relations Committee *(Sec. 2-111(2))*  
Community Relations Committee *(Sec. 2-111(3))*  
Communications/Planning & Development Committee *(Sec. 2-111(4))*

Public Safety Committee *(Sec. 2-111(5))*

## PROPOSED ORDINANCE

### Elected Bodies

No Change Town Council *(Sec. 2-21 et seq)*  
No Change Utility Commission *(Sec. 30-52 et seq)*

### Appointed Bodies (Mandatory)

No Change Accommodations Tax Advisory Committee *(Sec. 26-20 et seq)*  
No Change Board of Zoning Appeals *(Sec. 20-92 et seq, DSO Sec. 19.30/40)*  
No Change Planning Commission *(Sec. 20-43 et seq; DSO Sec. 19.20/50)*

### Standing Advisory Committees (Discretionary)

~~ELIMINATE~~ Ways & Means Committee *(ELIMINATED) \*\**  
~~ELIMINATE~~ Government Relations Committee *(ELIMINATED)*  
~~ELIMINATE~~ Community Relations Committee *(ELIMINATED)*  
~~ELIMINATE~~ Communications/Planning & Development Committee *(ELIMINATED)*  
NEW Community Promotions & Engagement Committee *(NEW Sec. 2-111(A))*  
NEW Environment & Wildlife Committee *(NEW Sec. 2-111(B))*  
AMENDED Public Safety Committee *(AMENDED Sec. 2-111(C))*  
NEW Public Works Committee *(NEW Sec. 2-111(D))*

*\*\* Recommend eliminating the Ways & Means Committee and replacing it with a monthly Town Council Work Session (two weeks before the regular Town Council meeting) or adding a second monthly Town Council Meeting.*

**TOWN OF SEABROOK ISLAND**

**ORDINANCE NO. 2021-08**

**ADOPTED \_\_\_\_\_**

**AN ORDINANCE AMENDING THE TOWN CODE FOR THE TOWN OF SEABROOK ISLAND, SOUTH CAROLINA; CHAPTER 2, ADMINISTRATION; ARTICLE III, PROCEDURES, COMMITTEES AND ORDINANCES; SECTION 2-111, STANDING COMMITTEES; SO AS TO AMEND THE TOWN'S ADVISORY COMMITTEES; AND ARTICLE IV, OFFICERS AND DEPARTMENTS; SO AS TO ESTABLISH PROVISIONS RELATED TO THE POSITION OF TOWN ADMINISTRATOR**

**WHEREAS**, Section 2-111 of the Town Code for the Town of Seabrook Island (the "Town Code") establishes the following standing committees of the Town: Town Council Ways and Means Committee, Town of Seabrook Island Government Relations Committee, Town of Seabrook Island Community Relations Committee, Town of Seabrook Island Communications/Planning and Development Committee, and Town of Seabrook Island Public Safety Committee; and

**WHEREAS**, the Mayor and Council for the Town of Seabrook Island desire to amend the Town Code so as to amend the Town's standing committees; and

**WHEREAS**, Chapter 2, Article IV, of the Town Code establishes several officers of the Town, including the Town Clerk/Treasurer, Zoning Administrator and Town Attorney; and

**WHEREAS**, the Mayor and Council desire to amend Chapter 2, Article IV, of the Town Code to establish provisions related to the position of Town Administrator; and

**WHEREAS**, the Mayor and Council advertised and held a public hearing on the proposed amendments during a duly called meeting on November 16, 2021; 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 Chapter 2, Article III, Section 2-111 of the Town Code.** The Town Code for the Town of Seabrook Island, South Carolina; Chapter 2, Administration; Article III, Procedures, Committees and Ordinances; Section 2-111, Standing Committees, is hereby amended to read as follows:

**Sec. 2-111. ~~Standing Advisory~~ committees.**

(A) Community Promotions and Engagement Committee

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

- a. To assist with the creation, planning, preparation, promotion, execution and evaluation of various town-sponsored events and activities;
- b. To identify resources necessary to ensure the success of town-sponsored events and activities including, but not limited to, sponsors, vendors, suppliers, entertainment, crowd control and public safety;
- c. To review and provide recommendations to Town Council on the procurement and awarding of contracts for goods and services related to town events and activities;
- d. To develop, recommend and implement strategies for engaging town residents, property owners, visitors and businesses;
- e. To provide recommendations on overall communication strategies and methods;
- f. To administer the town's Community Promotions Grant program; and
- g. To perform such other duties which may be assigned or requested by Town Council.

(2) *Membership.* The Community Promotions and Engagement 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, to run concurrently with the terms of the Mayor and members of Town Council. 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 Promotions and Engagement 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 § 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 Promotions and Engagement Committee are deemed public records and shall be made available for inspection upon request.

(B) 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 review and provide recommendations to Town Council on general matters related to the town's environment and wildlife;
- b. To periodically review and provide recommendations to Town Council on updates to the town's beach management ordinance;
- c. To coordinate with outside entities, community organizations and state and federal agencies on issues related to the town's environment and wildlife;
- d. 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;
- e. To monitor current and proposed legislation, regulations and litigation at the state and federal level which may impact the town's environment and wildlife;
- f. 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;
- g. To perform such other duties which may be assigned or requested by 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, to

run concurrently with the terms of the Mayor and members of Town Council. 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 § 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.

#### (C) 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 develop and maintain a planning process which will result in the systematic preparation and continual re-evaluation and updating of all elements of the town's Comprehensive Emergency Plan;
- 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 coordinate with outside entities, community organizations and emergency service providers on issues related to emergency management and disaster response planning;

- e. To coordinate with emergency service providers including, but not limited to, law enforcement, fire suppression and emergency medical services, to plan for and respond to potentially unsafe or life-threatening situations;
- 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 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, to run concurrently with the terms of the Mayor and members of Town Council. 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 § 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.

(D) Public Works Committee

(1) Established; powers and duties. The Seabrook Island Public Works 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 and provide recommendations to Town Council on proposed plans, designs and architectural renderings, as well as overall project scopes and budgets;
- j. To coordinate with outside entities, community organizations, private developers and state and federal agencies on issues related to the town's facilities and infrastructure;
- k. To review and provide recommendations to Town Council on the procurement of goods and services related to town facilities and infrastructure; and

I. To perform such other duties which may be assigned or requested by Town Council.

(2) Membership. The Public Works 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, to run concurrently with the terms of the Mayor and members of Town Council. 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 Works 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 § 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 Works Committee are deemed public records and shall be made available for inspection upon request.

The town shall have the following standing committees:

~~(1) Town Council Ways and Means Committee, consisting of all members of the council plus the mayor.~~

~~(2) Town of Seabrook Island Government Relations Committee, consisting of one councilmember, plus at large members to be determined by the assigned councilmember and approved by the town council.~~



~~(3) Town of Seabrook Island Community Relations Committee, consisting of one councilmember, plus at large members to be determined by the assigned councilmember and approved by the town council.~~

~~(4) Town of Seabrook Island Communications/Planning and Development Committee, consisting of one councilmember, plus at large members to be determined by the assigned councilmember and approved by the town council.~~

~~(5) Town of Seabrook Island Public Safety Committee, consisting of one councilmember, plus additional at large members to be determined by the assigned councilmember and approved by the town council.~~

**SECTION 2. Amending Chapter 2, Article IV, Division 1, of the Town Code.** The Town Code for the Town of Seabrook Island, South Carolina; Chapter 2, Administration; Article IV, Officers and Departments; is hereby amended to read as follows:

#### **ARTICLE IV. OFFICERS AND DEPARTMENTS**

##### **DIVISION 1. ~~GENERALLY~~ Town Administrator**

Section 2-155. Office created. Pursuant to S.C. Code Sec. 5-9-40, the office of town administrator is hereby established.

Section 2-156. Appointment, compensation, removal. The town administrator shall be recommended by the mayor and appointed by the town council. The town administrator's compensation shall be established by town council. The town administrator shall serve at the pleasure of the mayor and town council for an indefinite term unless the appointment is made pursuant to a contract or employment agreement, in which case the contract or employment agreement shall be for a fixed term. The town administrator may be removed from office by a majority vote of town council.

Section 2-157. Duties. The town administrator shall work under the supervision of the mayor and shall be responsible for the discharge of all administrative functions delegated by the mayor. The town administrator shall act as the zoning administrator when this position is not filled.

Secs. 2-15~~85~~—2-173. - Reserved.

##### **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. Conflicting Ordinances Repealed.**

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 5. Effective Date.**

This ordinance shall be effective from and after the date of adoption.

**SIGNED AND SEALED** this \_\_\_\_ day of \_\_\_\_\_, 2021, having been duly adopted by the Town Council for the Town of Seabrook Island on the \_\_\_\_ day of \_\_\_\_\_, 2021.

First Reading:           October 26, 2021  
Public Hearing:           November 16, 2021  
Second Reading:        November 16, 2021

TOWN OF SEABROOK ISLAND

\_\_\_\_\_  
John Gregg, Mayor

ATTEST

\_\_\_\_\_  
Katharine E. Watkins, Town Clerk