

# TOWN OF SEABROOK ISLAND

## Planning Commission Regular Meeting

May 1, 2019 – 1:30 PM

Town Hall, Council Chambers  
2001 Seabrook Island Road



## MINUTES

Present: Robert Driscoll (Chair), Ken Otstot, Cathy Patterson, Wayne Billian, Stan Ullner, Faye Allbritton (Town Clerk/Treasurer)

Absent: None

Guests: Chase Crawford (Ravenel Associates), Katrina Burrell (SIPOA), Dan Frazier (Charleston County), Keane McLaughlin (ESP Associates)

Chairman Driscoll called the meeting to order at 1:30 PM and welcomed everyone in attendance. Town Clerk/Treasurer Allbritton confirmed that the requirements of the Freedom of Information Act were fulfilled, and the meeting agenda was properly posted. Chairman Driscoll wished Town Administrator Cronin a speedy recovery following his recent medical procedure.

### APPROVAL OF MINUTES

1. **Regular Meeting: April 3, 2019:** Mr. Otstot made a motion to approve the minutes from the April 3, 2019, meeting as submitted. Dr. Ullner seconded the motion. The motion was **APPROVED** by a vote of 5-0.
2. **Special Called Meeting: April 12, 2019:** Mr. Otstot made a motion to approve the minutes from the April 12, 2019, meeting as submitted. Dr. Ullner seconded the motion. The motion was **APPROVED** by a vote of 5-0.

### OLD BUSINESS ITEMS

*There were no Old Business Items.*

### NEW BUSINESS ITEMS

1. **Commercial Review: Village at Seabrook (Pool Fence):** Chairman Driscoll provided a brief overview of the request. He stated that the applicant, Ravenel Associates, had submitted a request on behalf of the Village at Seabrook regime to replace an existing wooden fence with a bronze colored aluminum fence around the perimeter of the community pool located at 3030 Seabrook Village Drive. He added that the fence would be substantially within the same footprint as the existing fence.

Chairman Driscoll noted that Ms. Patterson currently serves as the President of the Village at Seabrook regime and, therefore, had recused herself from participating on the discussion of this item.

Chairman Driscoll then called on Chase Crawford of Ravenel Associates to provide additional information regarding the request. Mr. Crawford stated that the proposed fence would be 60" in height, which is slightly taller than the existing 54" fence.

Mr. Otstot asked why the new fence would be taller than the existing fence. Mr. Crawford stated that it was the regime's preference from an aesthetic standpoint, but that it would also provide additional safety benefits by reducing unauthorized entry into the pool.

Chairman Driscoll noted that the height of the proposed fence would be within the guidelines required by the town's Development Standards Ordinance.

Mr. Otstot asked if the existing split rail fence would also be replaced. Mr. Crawford responded that only the fence around the perimeter of the pool would be replaced and that the split rail fence would remain unchanged.

Mr. Billian asked if the SIPOA Architectural Review Committee had reviewed and approved the design. Ms. Katrina Burrell, the ARC Administrator for SIPOA, confirmed that the fence was found to meet the SIPOA's design requirements.

Chairman Driscoll noted that town staff had recommended in favor of approval.

Mr. Otstot made a motion to grant final approval to the request as submitted. Dr. Ullner seconded the motion. The motion was **APPROVED** by a vote of 4-0, with Ms. Patterson abstaining.

2. **Resolution: Comprehensive Plan Update:** Chairman Driscoll stated that the draft version of the Comprehensive Plan was now complete. Therefore, it was time for the Planning Commission to make a formal recommendation, by resolution, on its adoption to Town Council. Chairman Driscoll expressed his appreciation to Mr. Dan Frazier and his staff at the Charleston County Planning Department, adding that this project would not have been possible without the county's assistance.

Chairman Driscoll asked Mr. Frazier if there were any additional items which needed to be considered prior to the Planning Commission voting on its formal recommendation. Mr. Frazier stated that members of the Planning Commission had been provided with copies of comments received during the public drop-in meeting, as well as those received through the town's website. Chairman Driscoll recommended that the Planning Commission vote on the draft version of the plan, adding that the decision of whether or not to incorporate the comments should be at the discretion of Town Council. Mr. Frazier stated that Town Council has scheduled a workshop for Friday, May 17<sup>th</sup> to review and discuss the Planning Commission's recommended draft. He added that Council could review and discuss the public

comments at that time. Chairman Driscoll responded that this approach would be his preference. Chairman Driscoll asked members if they wished to amend the draft plan to incorporate the comments. The consensus of the Planning Commission was to leave these comments to Council's discretion. Chairman Driscoll asked if there were any additional comments on the draft resolution. There were no additional comments.

Chairman Driscoll made a motion to approve the resolution formally recommending in favor of Town Council's adoption of the draft 10-year update to the town's Comprehensive Plan. Mr. Billian seconded the motion. The motion was **APPROVED** by a vote of 5-0.

## **ITEMS FOR INFORMATION / DISCUSSION**

- 1. Review and Discussion of Seabrook Island Road Conceptual Entry Plan:** Chairman Driscoll recognized Keane McLaughlin of ESP Associates to provide a presentation of the draft Conceptual Entry Plan for Seabrook Island Road. Mr. McLaughlin provided an overview of the conceptual plan, specifically as it relates to future access along Seabrook Island Road. Mr. McLaughlin explained that the draft plan is divided into several components, including: an executive summary; background information about the catalyst and purpose of the plan; an analysis of existing conditions along the corridor (including maps and photos); conceptual renderings for future access points along the corridor; concepts for future land uses along the corridor (including a possible village center surrounding a new roundabout at Andell Bluff Boulevard); concepts for future pedestrian improvements; concepts for the future realignment of Landfall Way as well as the relocation of the driveway at Town Hall; and a summary of key findings and intent. Members of the Commission then reviewed and provided comments on the draft plan.

Mr. Billian recommended including an additional roundabout at the intersection of Seabrook Island Road and Landfall way. There was a consensus in favor of adding this concept into the draft plan.

Chairman Driscoll asked what procedure would be followed for the review and eventual adoption of the plan. Mr. McLaughlin deferred any decisions regarding the process to town staff, the Planning Commission and Town Council. Chairman Driscoll noted that he had been copied on an email from Town Administrator Cronin wherein the stated goal was to discuss the draft plan during today's meeting and then bring back a final version for the Planning Commission's endorsement prior to consideration and adoption by Town Council.

Chairman Driscoll thanked Mr. McLaughlin and ESP for their work on the draft plan.

- 2. June Meeting Date:** Chairman Driscoll stated that both he and Mr. Billian will be out of town for much of the month of June, including the meeting date scheduled for June 5<sup>th</sup>. Dr. Ullner recommended changing the meeting date so that everyone could be present. Chairman Driscoll stated that if this was the consensus, then the new date would have to be scheduled for some time after June 20<sup>th</sup>. Mr. Otstot, Ms. Patterson and Dr. Ullner confirmed that they would be available to meet on June 5<sup>th</sup>. Chairman Driscoll recommended keeping the June meeting date as long as a quorum would be present. A discussion also took place regarding

the July meeting date as a result of the 4<sup>th</sup> of July holiday.

There being no further business, Chairman Driscoll asked for a motion to adjourn. Dr. Ullner made a motion to adjourn the meeting. Mr. Otstot seconded the motion. The motion was **APPROVED** by a vote of 5-0, and the meeting was adjourned at 2:10 PM.

Minutes Approved: June 5, 2019

A handwritten signature in black ink, appearing to read "J. Cronin", written in a cursive style.

Joseph M. Cronin  
Town Administrator