TOWN OF SEABROOK ISLAND

Planning Commission Regular Meeting September 9, 2020 – 1:30 PM

Virtual Meeting (Zoom)
Watch Live Stream (YouTube)



AGENDA

CALL TO ORDER

APPROVAL OF MINUTES

1. Regular Meeting: August 12, 2020

[Pages 2-5]

OLD BUSINESS ITEMS

1. Report from the Road Name Change Ad Hoc Committee

[Pages 6–7]

NEW BUSINESS ITEMS

1. Final Plat Amendment: Salt Marsh at Seabrook Phase 2

[Pages 8–12]

Request from Salt Marsh at Seabrook LLC to approve an amendment to the final plat for Salt Marsh at Seabrook Phase 2, Buildings "V" & "Z", so as to adjust and re-subdivide Lots V-1, V-2, Z-1 and Z-2 to create new Lots V-1, V-2, V-3, Z-1, Z-2 and Z-3 (Net increase of 2 multi-family lots)

ITEMS FOR INFORMATION / DISCUSSION

There are no Items for Information / Discussion

ADJOURN

TOWN OF SEABROOK ISLAND

Planning Commission Regular Meeting August 12, 2020 – 1:30 PM

Virtual Meeting Hosted via Zoom Live Streamed on YouTube



MINUTES

Present: Ken Otstot (Chair), Stan Ullner (Vice Chair), Wayne Billian, Jim Newton, Sharon Welch,

Joe Cronin (Town Administrator)

Absent: None

Guests: Katrina Burrell (SIPOA)

Chairman Otstot called the meeting to order at 1:30 PM and welcomed everyone in attendance. Town Administrator Cronin confirmed that the requirements of the Freedom of Information Act were fulfilled and that the meeting agenda was properly posted.

APPROVAL OF MINUTES

1. <u>Regular Meeting: August 12, 2020</u>: Mr. Newton made a motion to approve the minutes from the August 12, 2020, 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. <u>Text Amendment: Electronic Variable Message Signs</u>: Town Administrator Cronin provided a brief overview of the request, the purpose of which was to review and provide a recommendation to Town Council on a proposed amendments to Article 16 (Signs) and Subsection 16.10.40 (Arterial Streets) of the Development Standards Ordinance. Based on the guidance previously received from the Planning Commission and Town Council, he stated that the draft ordinance was prepared with three primary objectives:
 - To amend the town's sign requirements to allow electronic message board signs;
 - To limit the proliferation of electronic message board signs by allowing them only in locations that meet specific, objective criteria; and
 - To ensure that any signs so permitted remain consistent with the general character and quality of existing signs within the town.

He then provided an overview of the key changes to the ordinance, including the following amendments:

- Sec. 12.10 (Definitions) would be amended to include a new definition for "Electronic Variable Message Displays." These types of displays would be defined as "a sign or portion thereof containing a screen, panel or other area upon which alphanumeric characters, graphics or symbols are projected by illuminating devices including, but not limited to, light emitting diodes (LEDs), backlighted liquid crystal display (LCDs), plasma display panels (PDPs), fiber optics or light bulbs."
- **Sec, 12.30 (Exempt Signs)** would be amended to clarify the definition of "Government Signs," which are exempt from the requirements of Article 12.
- Sec 12.60.70 (Community Signs) would be amended to allow two types of Community Signs: Community Identification Signs, which display only the name of the community or development upon which they are located, and Community Message Board Signs, which may convey messages of a non-commercial nature at the primary entry and exit points to any approved Planned Unit Development.
- Under Sec. 12.60.70.20, Community Message Board Signs would be permitted to contain an electronic variable message board only if the sign meets the following conditions:
 - To ensure that signs containing an electronic display do not encroach into residential areas and to protect the safety of the traveling public, signs containing an electronic display must be located on or adjacent to an arterial street with a maximum posted speed limit of 15 miles per hour;
 - The community message board sign upon which the electronic display is affixed would need to be constructed of the same materials required for all other signs, and the electronic display would need to be enclosed by or encased within the community message board so that only the screen or panel containing the message is visible from the street;
 - The area of the electronic display may not exceed 50% of the overall sign area;
 - The electronic display must remain static all times, except for instantaneous transitions between messages at intervals of no less than 8 seconds apart;
 - The electronic display must exhibit low intensity, night dimming lighting, and all text, graphics and symbols must be red, white, yellow or amber in color on a plain black background; and

- The electronic display must be oriented so as to minimize its visibility from neighboring residences, or additional landscaping, screening or buffering may be required.
- **Sec. 12.80 (Permit Applications)** would be amended to require a site plan for all new freestanding signs.
- Sec. 12.120.10 (Requirements for Ground Signs) would be amended to allow more design flexibility in materials, ground clearance and illumination for signs which include an electronic display.
- Sec. 16.10.40 (Arterial Streets) would be amended to extend the designation of Seabrook Island Road as an "arterial street" from the roundabout at Freshfields to Long Bend Drive (behind the SIPOA gate), rather than stopping at Landfall Way (outside the SIPOA security gate).

Chairman Otstot opened the floor for discussion.

Dr. Ullner suggested removing the requirement for a sign to be located on an arterial street in order to have an electronic variable message display. This, he stated, would allow the Seabrook Island Club to install a sign near the island Island House or Beach Club. The Commission discussed Dr. Ullner's suggestion, but no motion was offered to amend the proposed ordinance.

There being no further discussion, Mr. Newton made a motion to recommend in favor of approving the draft ordinance, as recommended by town staff. Mr. Billian seconded the motion. The motion was **APPROVED** by a vote of 5-0.

ITEMS FOR INFORMATION / DISCUSSION

1. Procedure for Consideration of Street Name Change Requests: Town Administrator Cronin notified members of the Planning Commission that the town had received a request to change the name of an existing street within the town. He stated that the town does not currently have a policy or procedures in place for consideration of such requests. He provided an overview of the state statute and confirmed that all requests to change a street name require review and approval by the Planning Commission following a public hearing. Chairman Otstot suggested creating an ad hoc committee to discuss this issue and make recommendations back to the full planning commission. He volunteered himself to serve on the committee also suggested that Dr. Ullner participate. A third committee member who was not a member of the Planning Commission could be added for an outside perspective.

Dr. Ullner made a motion to form a three-member ad hoc committee, to be appointed by the chair, for the purpose of discussing this issue and reporting its recommendations back to the full Planning Commission. Mr. Newton seconded the motion. The motion was **APPROVED** by a vote of 5-0.

There being no further business, Chairman asked for a motion to adjourn. Mr. Billian made a motion to adjourn the meeting. Dr. Ullner seconded the motion. The motion was **APPROVED** by a vote of 5-0, and the meeting was adjourned at 2:22 PM.

Minutes Approved: Pending

Joseph M. Cronin Town Administrator Town of Seabrook Island SC 09/01/2020

Planning Committee / Road Name Change Committee Report

Committee Members: Stan Ullner

Gordon Weis Ken Otstot

Communities researched: Charleston, SC

Salem, OR

Spartanburg, SC Raleigh, NC San Diego, CA

Common requirements for a street/road name change / the Committee recommends the following procedures.

- application form to be provided by the Town of Seabrook
 - o purpose and reason for the request and proposed new name
 - non-refundable application fee of \$100.00 per street address to be paid by parties requesting the road name change
 - Staff Comment: \$100.00 per address will likely be considered excessive unless we can justify that the actual cost to the town will be \$100.00 per address. (eg. Staff time, verifying petitions, notifying the county, advertising public hearing notices, recording the name change, etc.). I would recommend something in the neighborhood of a base fee of \$150.00 plus \$20.00 per affected address.
- name change guidelines:
 - o postal and emergency agencies notification
 - <u>Staff Comment</u>: Notice is not typically provided unless and until a name change is approved. Since the county has a consolidated 911 system, the name should be pre-cleared/pre-approved by the county to avoid possible duplication. A county pre-clearance/pre-approval letter may be submitted with the application, but I would recommend that the town submit the proposed name to the county once the petition is received, but before the Planning Commission takes it up.
 - o resident/business approval of purposed name change
 - Staff Comment: This should be covered in the petition (See below).
 - o a 2/3 affirmative vote by property owners is required
 - Staff comment: I would not get into "voting" as there would be a long list of considerations we would need to take into account to conduct an election. I would simply require that the petition be signed by the owners of at least 2/3 of all properties with an address on the street which is proposed to be renamed.
 - all requirements must be completed within 90 days from the application date
 - <u>Staff Comment</u>: If using a petition with 2/3 of property owners, this should be submitted with the application and not 90 days after.

- if approved, the cost of new street signs and installation to be paid for by the parties requesting the road name change
 - o <u>Staff Comment</u>: If the roads are owned by the town, this is reasonable. But I don't think we cab require that they pay a third party. We may want a letter of approval or acknowledgement from the street owner, which in most cases will be SIPOA, that 1) The owner of the street does not object to the name change; and 2) The owner of the street will install, or cause to be installed, new street signage within 7 days of the name change being approved.
- if name change guidelines are met, the Planning Commission has the final vote for approval
 - o <u>Staff Comment</u>: A public hearing will also be required prior to voting.

A couple additional items for consideration:

- Do you want this to be adopted in the form of an ordinance, which would be adopted by council and, therefore, would carry the force of law, or just a Planning Commission policy which would be considered a set of general set of guidelines but which carries no force of law? (I would recommend an ordinance)
- The policy should include a provision allowing the town council, planning commission and Charleston County 911 the ability to initiate a name change.



MEMORANDUM

TO: Town of Seabrook Island Planning Commission Members

FROM: Joseph M. Cronin, Town Administrator

Final Plat Amendment for Salt Marsh at Seabrook Phase 2, Buildings "V" & "Z" **SUBJECT:**

MEETING DATE: September 9, 2020

The Planning Commission is asked to review and approve a proposed amendment to buildings "V" and "Z" on the final plat for Phase 2 of the Salt Marsh at Seabrook subdivision.

The lots for buildings "V" and "Z" were originally recorded to contain two units each. These were recorded as lots V-1, V-2, Z-1 and Z-2. A minor amendment was approved in 2019 to shift the property lines for building "V," but no new lots were created at that time.

The applicants are now seeking approval to amend the final plat to convert buildings "V" and "Z" from two units per building to three units, a net increase of 1 unit per building, and 2 units in total.

It should be noted that most of the lots recorded in Phase 1 were originally planned to include 3 units per building. Over time, many of those were converted to 2-unit lots, including buildings "C," "H," "I," "J" and "O." This resulted in a total reduction of 5 units compared to the original plat. While the proposed amendment will result in the creation of two new lots, the total number of lots within the Salt Marsh at Seabrook subdivision will still remain 3 fewer than originally platted.

The following items are included in the packet for reference:

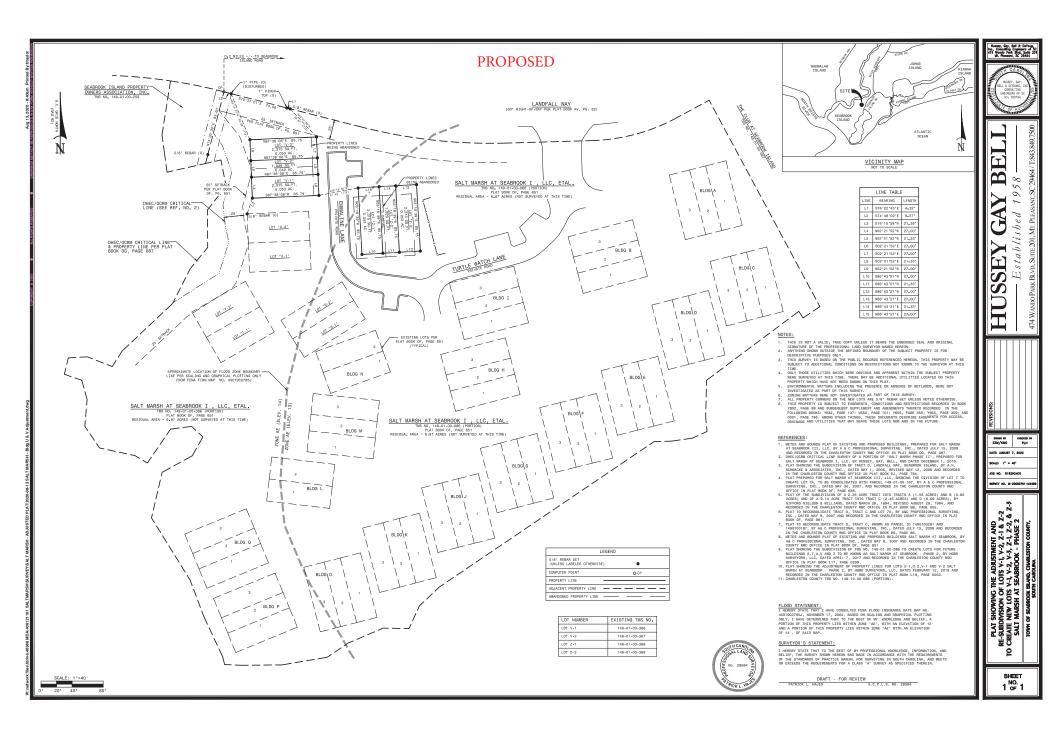
- PROPOSED Plat Amendment for Salt Marsh at Seabrook Phase 2, Buildings "V" & "Z"
- CURRENT Plat of Record for Salt Marsh at Seabrook Phase 2 (Recorded February 12, 2019)
- ORIGINAL Plat of Record for Salt Marsh at Seabrook Phase 2 (Recorded June 9, 2017)

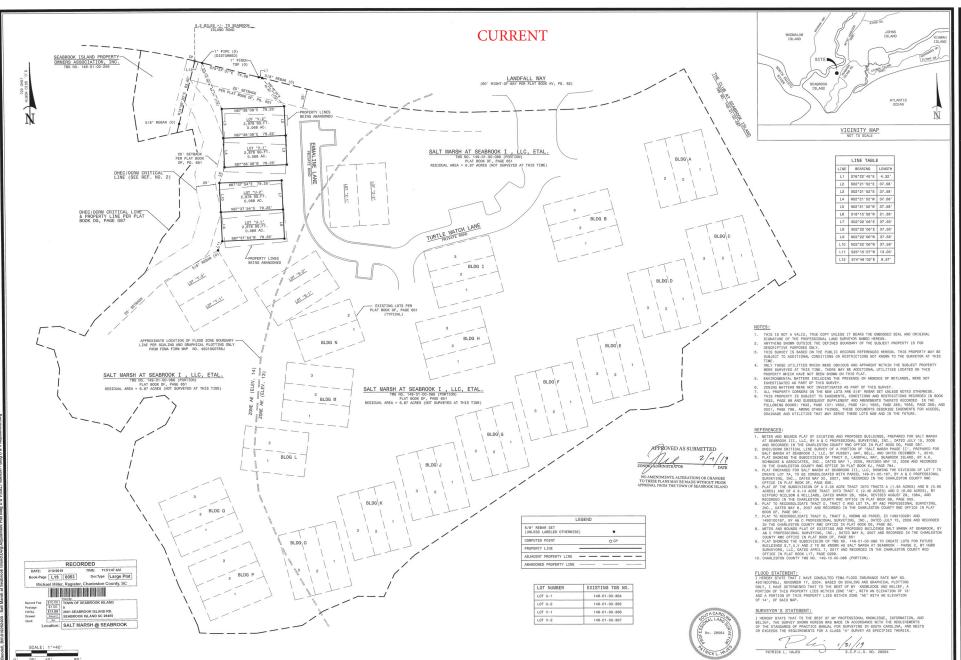
Staff Recommendation

The proposed amendment is consistent with the requirements of the Development Standards Ordinance and is consistent with other buildings contained within the Salt Marsh at Seabrook subdivision. Therefore, staff recommends in favor of approval.

Respectfully submitted,

Joseph M. Cronin Town Administrator



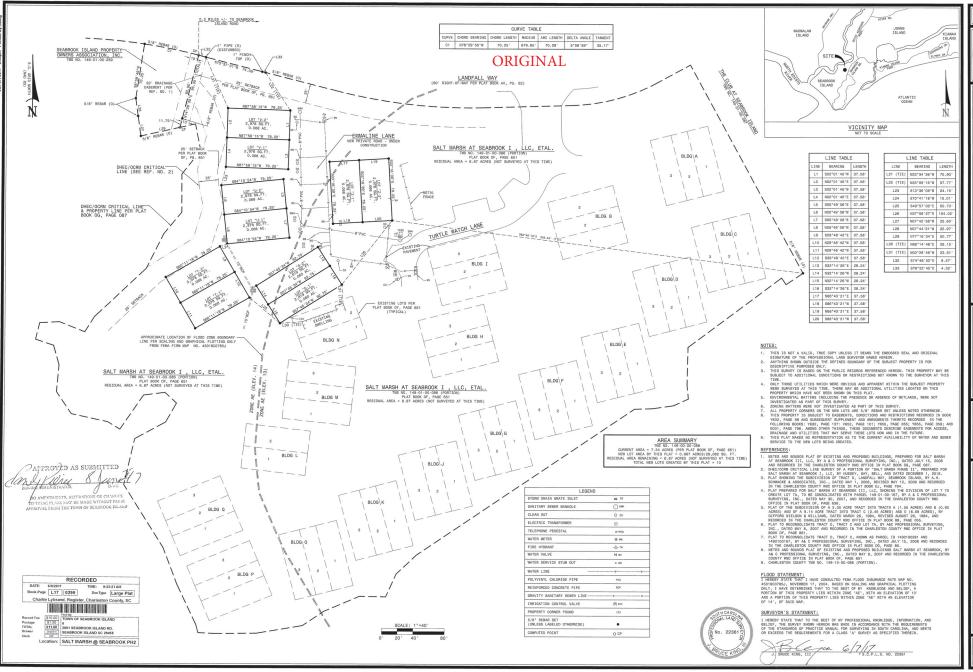




田 B 28 GAY blished Estai SE

F PROPE 1 & V-2 PHASE Ь, ADJUSTMENT U-1, U-2, SEABROOK TS L

> SHEET NO. 1 of 1



日 B

474 WANDOPARK BLVD, SUITE 201, Mr. PLEASANT, SC 29464 / T:843.849.7500 1958 **JAY** Established H

9 NO. 817002299 IVEY NO. M-1704250

B I

SHEET NO. 1 or 1



Salt Marsh at Seabrook

‡

CHARLESTON
COUNTY
SOUTH CAROLINA

Note: The Charleston County makes every effort possible to produce the most accurate information. The layers contained in the map service are for information purposes only. The Charleston County makes no warranty, express or implied, nor any guaranty as to the content, sequence, accuracy, timeliness or completeness of any of the information provided. The County explicitly disclaims all representations and warranties. The reader agrees to hold harmless the Charleston County for any cause of action and costs associated with any causes of action which may arise as a consequence of the County providing this information.

Author: Charleston County SC Date: 9/4/2020