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
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. **Regular Meeting: August 12, 2020:** 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. **Text Amendment: Electronic Variable Message Signs:** 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), backlit 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:
  
  o 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;

  o 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;

  o The area of the electronic display may not exceed 50% of the overall sign area;

  o The electronic display must remain static all times, except for instantaneous transitions between messages at intervals of no less than 8 seconds apart;

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

- application form to be provided by the Town of Seabrook
  - 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:
  - postal and emergency agencies notification
    - **Staff Comment**: 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.
  - resident/business approval of purposed name change
    - **Staff Comment**: This should be covered in the petition (See below).
  - 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
    - **Staff Comment**: 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 **Staff Comment:** If the roads are owned by the town, this is reasonable. But I don’t think we can 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 **Staff Comment:** 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
SUBJECT: Final Plat Amendment for Salt Marsh at Seabrook Phase 2, Buildings “V” & “Z”
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
SURVEYOR'S STATEMENT:
I HEREBY STATE THAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STANDARDS OF PRACTICE MANUAL FOR SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN.

PATRICK L. HAJES
S.C.P.L.S. NO. 28584

REFERENCES:
1. METES AND BOUNDS PLAT OF EXISTING AND PROPOSED BUILDINGS, PREPARED FOR SALT MARSH AT SEABROOK III, LLC, BY A & C PROFESSIONAL SURVEYING, INC., DATED JULY 15, 2008 AND RECORDED IN THE CHARLESTON COUNTY RMC OFFICE IN PLAT BOOK DG, PAGE 087.
2. DHEC/OCRM CRITICAL LINE SURVEY OF A PORTION OF "SALT MARSH PHASE II", PREPARED FOR SALT MARSH AT SEABROOK I, LLC, BY HUSSEY, GAY, BELL, AND DATED DECEMBER 1, 2016.
4. PLAT PREPARED FOR SALT MARSH AT SEABROOK III, LLC, SHOWING THE DIVISION OF LOT 7 TO CREATE LOT 7A, TO BE CONSOLIDATED WITH PARCEL 149-01-00-167, BY A & C PROFESSIONAL SURVEYING, INC., DATED MAY 30, 2007, AND RECORDED IN THE CHARLESTON COUNTY RMC OFFICE IN PLAT BOOK DF, PAGE 636.
7. PLAT TO RECONSOLIDATE TRACT D, TRACT C, KNOWN AS PARCEL ID 1490100281 AND 1490100167, BY A& C PROFESSIONAL SURVEYING, INC., DATED JULY 15, 2008 AND RECORDED IN THE CHARLESTON COUNTY RMC OFFICE IN PLAT BOOK DG, PAGE 86.
8. METES AND BOUNDS PLAT OF EXISTING AND PROPOSED BUILDINGS SALT MARSH AT SEABROOK, BY A& C PROFESSIONAL SURVEYING, INC., DATED MAY 8, 2007 AND RECORDED IN THE CHARLESTON COUNTY RMC OFFICE IN PLAT BOOK DF, PAGE 651
9. PLAT SHOWING THE SUBDIVISION OF TMS NO. 149-01-00-086 TO CREATE LOTS FOR FUTURE BUILDINGS S,T,U,V AND Z TO BE KNOWN AS SALT MARSH AT SEABROOK - PHASE 2, BY HGBD SURVEYORS, LLC, DATED APRIL 7, 2017 AND RECORDED IN THE CHARLESTON COUNTY ROD OFFICE IN PLAT BOOK L17, PAGE 0299.
10. PLAT SHOWING THE ADJUSTMENT OF PROPERTY LINES FOR LOTS U-1,U-2,V-1 AND V-2 SALT MARSH AT SEABROOK - PHASE 2, BY HGBD SURVEYORS, LLC, DATED FEBRUARY 12, 2019 AND RECORDED IN THE CHARLESTON COUNTY ROD OFFICE IN PLAT BOOK L19, PAGE 0053.
11. CHARLESTON COUNTY TMS NO. 149-10-00-086 (PORTION).

FLOOD STATEMENT:
I HEREBY STATE THAT I HAVE CONSULTED FEMA FLOOD INSURANCE RATE MAP NO. 45019C0785J, NOVEMBER 17, 2004. BASED ON SCALING AND GRAPHICAL PLOTTING ONLY, I HAVE DETERMINED THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, A PORTION OF THIS PROPERTY LIES WITHIN ZONE "AE", WITH AN ELEVATION OF 13', AND A PORTION OF THIS PROPERTY LIES WITHIN ZONE "AE" WITH AN ELEVATION OF 14', OF SAID MAP.

NOTES:
1. THIS IS NOT A VALID, TRUE COPY UNLESS IT BEARS THE EMBOSSED SEAL AND ORIGINAL SIGNATURE OF THE PROFESSIONAL LAND SURVEYOR NAMED HEREON.
2. ANYTHING SHOWN OUTSIDE THE DEFINED BOUNDARY OF THE SUBJECT PROPERTY IS FOR DESCRIPTIVE PURPOSES ONLY.
3. THIS SURVEY IS BASED ON THE PUBLIC RECORDS REFERENCED HEREON. THIS PROPERTY MAY BE SUBJECT TO ADDITIONAL CONDITIONS OR RESTRICTIONS NOT KNOWN TO THE SURVEYOR AT THIS TIME.
4. ONLY THOSE UTILITIES WHICH WERE OBVIOUS AND APPARENT WITHIN THE SUBJECT PROPERTY WERE SURVEYED AT THIS TIME. THERE MAY BE ADDITIONAL UTILITIES LOCATED ON THIS PROPERTY WHICH HAVE NOT BEEN SHOWN ON THIS PLAT.
5. ENVIRONMENTAL MATTERS INCLUDING THE PRESENCE OR ABSENCE OF WETLANDS, WERE NOT INVESTIGATED AS PART OF THIS SURVEY.
6. ZONING MATTERS WERE NOT INVESTIGATED AS PART OF THIS SURVEY.
7. ALL PROPERTY CORNERS ON THE NEW LOTS ARE 5/8" REBAR SET UNLESS NOTED OTHERWISE.
8. THIS PROPERTY IS SUBJECT TO EASEMENTS, CONDITIONS AND RESTRICTIONS RECORDED IN BOOK Y632, PAGE 89 AND SUBSEQUENT... THESE DOCUMENTS DESCRIBE EASEMENTS FOR ACCESS, DRAINAGE AND UTILITIES THAT MAY SERVE THESE LOTS NOW AND IN THE FUTURE.
Salt Marsh at Seabrook

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