

TOWN OF SEABROOK ISLAND

Planning Commission Regular Meeting

September 9, 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: Bill Britton (Salt Marsh), Katrina Burrell (SIPOA)

Chairman Otstot called the meeting to order at 1:33 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:** Town Administrator Cronin noted an incorrect date in the minutes from the August 12th meeting. The minutes that were approved on August 12th were from the March 11th meeting. Mr. Billian made a motion to approve the minutes from the August 12, 2020, meeting as corrected. Dr. Ullner seconded the motion. The motion was **APPROVED** by a vote of 5-0.

OLD BUSINESS ITEMS

1. **Report from the Road Name Change Ad Hoc Committee:** Chairman Otstot reminded commissioners that a three-member ad hoc committee was established in August to develop procedures for the consideration of street name change requests. The ad hoc committee was made up of Chairman Otstot, Dr. Ullner and town resident Gordon Weis. Chairman Otstot then called on Dr. Ullner to present the ad hoc committee's recommendations.

Dr. Ullner stated that the ad hoc committee recommended the following procedures and requirements for the consideration of street name change requests:

- The application shall be on a form provided by the town;
- The application fee shall be \$100 per affected address;
- Notification must be provided to emergency agencies and the postal service;
- A 2/3 vote of affected property owners would be required;
- The cost of manufacturing and installing new street signs must be borne by the

- applicants; and
- The Planning Commission will have the final vote on whether or not to approve the request.

Town Administrator Cronin offered the following comments and recommendations:

- The fee amount should be based on the actual cost to the town of processing the request, including: staff time, verifying petitions, notifying the county, advertising public hearing notices, recording the name change, etc. Town Administrator Cronin would recommend that the fee should be somewhere in the neighborhood of \$150.00 plus \$20.00 per affected address;
- Notification to emergency agencies and the postal service is typically not provided unless and until the change is approved. However, the requested name should be sent to Charleston County Consolidated Dispatch for pre-clearance prior to being considered by the Planning Commission;
- Rather than having a “vote” of property owners, which would create additional complexities, the town could require that the petition be signed by the owners of at least 2/3 of all properties on the street which is proposed to be renamed;
- For streets owned by the town, it would be reasonable for the cost of installing new signs to be borne by the applicant. The town may want to require a letter of approval or acknowledgement from the street owner 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;
- The procedure should include a public hearing, which is required by state law;
- The commission should determine whether this will be adopted as an ordinance, which has the force of law, or a policy; and
- The policy should include a provision allowing the town council, planning commission and Charleston County Consolidated Dispatch to initiate a name change.

Mr. Newton asked why there was a need for a policy when the town has received only a single request. Town Administrator Cronin responded that it would be appropriate to have a defined policy in place to process not only this request, but any other request which may be received in the future.

Speaking in regard to the application fee, Dr. Ullner stated that the fee amount was not intended to be onerous, but was viewed as a way to offset the cost to affected property owners.

Mr. Newton asked if there would be any additional cost associated with adopting an ordinance that would not apply to a standalone policy (such as legal review fees). Town Administrator Cronin responded that there wouldn't be a difference between the two.

Dr. Ullner stated that the committee didn't feel that council or the planning commission should be able to initiate a street name change, since political pressure could be used to circumvent the requirement to have “buy in” from affected property owners. He stated that

it would be appropriate to allow emergency agencies to request a street name change if it was deemed necessary for public safety purposes.

There being no further discussion, Dr. Ullner made a motion to request that the Town Administrator prepare a draft ordinance for the Planning Commission's consideration based on the discussion from today's meeting. Mr. Newton seconded the motion. The motion was **APPROVED** by a vote of 5-0.

NEW BUSINESS ITEMS

- 1. Final Plat Amendment: Salt Marsh at Seabrook Phase 2:** Town Administrator Cronin provided a brief overview of the request, the purpose of which was to review and 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 (a net increase of 2 multi-family lots). Town Administrator Cronin stated that the proposed amendments were consistent with the DSO and, therefore, staff recommended in favor of approving the amended plat. Town Administrator Cronin noted that most of the lots recorded in Phase 1 were originally planned to include 3 units per building. Over time, however, many of those buildings were converted from 3-unit (triplex) to 2-unit (duplex) 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 would result in the creation of two new lots in buildings "V" and "Z", the total number of lots within the Salt Marsh at Seabrook subdivision would remain fewer than originally platted.

Mr. Bill Britton, speaking on behalf of the applicant, Salt Marsh at Seabrook LLC, stated that several buildings were previously changed from triplexes to duplexes in response to market conditions. The applicants were now seeking to change two of the proposed buildings from duplexes to triplexes. He added that the original approved plan for Salt Marsh contained 63 units; even with these two additional units, the total number would only be 55.

Ms. Welch noted that the proposed lots were located sufficient distance from the marsh and that she did not have any objection to the requested amendments.

Dr. Ullner asked if the request was public information. Town Administrator Cronin responded that the meeting agenda was properly advertised, as required by the SC Freedom of Information Act. While the DSO requires notice be provided to neighboring property owners prior to consideration of a preliminary plat, no such requirement is in place for final plats or final plat amendments. He added that the current plat, as well as all previous plats, were recorded in the Charleston County Register of Deeds Office and available for public inspection.

Mr. Billian asked how the applicants would handle parking for the additional units. Mr. Britton responded that all units would have a two-car garage and a driveway capable of handling at least one additional vehicle. He added that there were guest spaces across from building "V" as well as additional spaces on the common areas near the pool. Mr. Billian asked if any additional spaces would be provided due to the addition of the two units. Mr. Britton

responded that the number of parking spaces in the common areas was designed based on an assumption of 63 units.

Town Administrator Cronin stated that he had received a letter from SIPOA Administrator, Katrina Burrell, prior to the meeting. In the letter, Ms. Burrell stated that Salt Marsh is still controlled by the developer and, therefore, SIPOA approval was not required prior to approval of the plat amendment.

There being no further discussion, Ms. Welch made a motion to approve the revised plat for Salt Marsh at Seabrook Phase 2, Buildings "V" & "Z." Dr. Ullner seconded the motion. The motion was **APPROVED** by a vote of 5-0.

ITEMS FOR INFORMATION / DISCUSSION

There were no Items for Information / Discussion

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 2:26 PM.

Minutes Approved: October 14, 2020



Joseph M. Cronin
Town Administrator