

**TOWN OF SEABROOK ISLAND**  
**Town Council Meeting**  
**December 15, 2020, at 2:30 p.m.**

**MINUTES**

The December 15, 2020 Town Council meeting was conducted as a video conference using Zoom and was simultaneously made available to the public via YouTube live stream and by conference call, all in keeping with practices adopted to address the ongoing coronavirus pandemic. Mayor Gregg, Councilmembers Crane, Finke, Fox and Goldstein, Town Administrator Cronin and Town Clerk Allbritton participated in the meeting. Mayor Gregg called the meeting to order. The Town Clerk confirmed that notice of the meeting was properly posted, and the requirements of the SC Freedom of Information Act had been met.

**Minutes:**

The following minutes were unanimously approved as written:

- Town Council Budget Workshop of November 5, 2020
- Ways & Means Committee Meeting of November 10, 2020
- Public Hearing of November 17, 2020
- Town Council Meeting of November 17, 2020

**Financials:**

Mayor Gregg reported that the total fund balance for the period ending November 30, 2020 was \$5,412,894, about \$420,966 more than the balance for the same period in 2019. Unrestricted revenue for November totaled \$57,586. Unrestricted revenue for the year, as of November 30, totaled \$1,128,201, representing about 93% of the 2020 amended annual budget, and was about \$139,900 less than the same period in 2019. Expenditures for November totaled \$61,440 and expenditures for the year, as of November 30, totaled \$793,295, representing about 66% of the 2020 amended annual budget. Expenditures for the year were about \$291,842 less than the same period in 2019, due primarily to there being no expenditures for the roadway project and no capital expenditures during the period this year, compared to \$67,397 in capital expenditures in the same period in 2019, and more than \$77,836 less in engineering charges compared to 2019. Excess of expenditures over revenues was \$3,853 for November and the excess of revenues over expenditures was about \$334,906 for the year, as of November 30, compared to about \$182,965 for the same period in 2019.

**Citizens/Guests Presentations, Comments:**

The Town Clerk read out portions of comments received by email prior to the meeting that had been received from – Paul McLaughlin, Ralph Portier, Jean and Kevin Dunn, Nancy Buck, Bill Copple, Gloria Hilker, Doyle George, and Sharon Mathews. Those comments, at the time they were received, were all forwarded to the Town Administrator and Town Council. A copy of the comments will be attached to the approved minutes of this meeting.

Mayor Gregg gave meeting participants instructions to be followed if they wished to make a comment. The speakers would be allowed approximately three minutes each to give their comments.

**Doyle George** – 2013 Bridle Trail Drive, stated that he had followed the process for the adoption of Ordinance 2020-14 since he became aware of it and is very disturbed that the process has evolved so quickly for such a complicated ordinance. He is concerned that not enough people have been notified, especially non-residents. He stated that many jurisdictions have adopted such an ordinance with a lot of thought and a lot of input from the people that are affected by it. Most non-residents have not been able to participate and only recently has anyone been able to participate in a public hearing. Mr. George feels that the Town is overstepping its bounds and believes that this Ordinance is not the way to help regimes with their parking problems. He also suggested that the Town work with SIPOA to get them to modify their rules and regulations.

**Paul McLaughlin**, 3061 Baywood Drive, stated that he feels Ordinance 2020-14 has been rushed through. He also feels that a diverse team, along with an attorney, should examine this ordinance since the ordinance will affect other people and entities, not just people who do short-term rentals. If a group is established to work on the ordinance, Mr. McLaughlin volunteered to be a member. Mr. McLaughlin also added that he is in favor of establishing a cap on the number of residences that can be turned into short-term rentals.

### **Reports of Standing Committees, Commissions, Boards:**

#### **Public Safety Committee – Skip Crane**

Councilman Crane reported that the Public Safety Committee met on Monday, December 7, 2020. Councilman Crane, who is chair of the committee, announced that Councilman Goldstein would assume the position, as chair of the Public Safety Committee, early in 2021 since Councilman Crane would be relocating. The Chairman stated that paper copies of the updated Comprehensive Emergency Plan will be available at the Town Hall as they are requested. Electronic copies have been made available to Town Council, Town Management and staff and members of the Disaster Awareness Council. A copy of the Plan is also available on the Town website.

The Public Safety Committee, along with the Disaster Recovery Council, will conduct an emergency exercise on January 27, 2021. Scott Cave, the Town's emergency planning consultant, will work to develop the plan for the exercise, which will be conducted in a virtual mode, thus adding a new communication twist.

Councilman Crane stated that the Town's debris management contract with Phillips and Jordan is up, either for renewal or extension, in 2021 and the Public Safety Committee will take this up on an appropriate date as determined by the Town Administrator. The Town Administrator also reviewed responses from a local firm for resurfacing the crosswalks at Landfall Way and at the entrance to Bohicket Marina.

The next Public Safety meeting is scheduled for January 11, 2021.

#### **Public Relations/Communications – Pat Fox**

Councilwoman Fox reported that the Town had a wonderful, well-attended Christmas drive through on December 10, from 5:00 p.m. to 8:00 p.m. She added that the lights and decorations at the Town Hall will remain up until January 4, 2021 and this information will be posted on Tidelines along with pictures from the event. Councilwoman Fox thanked everyone who participated and added that the Town Administrator delivered the toys that were collected to the Toys for Tots location the following day.

#### **Special Projects/Beach Administration – Barry Goldstein**

Councilman Goldstein reported that the Town Administrator would be bringing up improvements to the crosswalks for approval later in the meeting. He stated that he and the Town Administrator had also discussed a lighting system that could be activated to signal when someone is about to enter the crosswalk and he would like for him to obtain a price so that Council can consider this addition at another meeting.

#### **Beach Administration/Community and Government Relations – Councilwoman Finke – No Report**

#### **Ways & Means – John Gregg**

The Mayor reported that the following topics were discussed at the November Ways & Means Committee meeting:

**Charleston County Flood Damage Prevention and Protection Ordinance** – The Mayor reported receipt of notice from the South Carolina Department of Natural Resources that the Town's ordinance (Ordinance 2020-10), which adopts the Charleston County Flood Damage Prevention and Protection Ordinance, had been approved.

**Council Member Role Changes** – The Mayor informed Council that, since Councilman Crane would be relocating, he had asked Councilwoman Finke to serve as Mayor Pro Tempore for the next year and had asked Councilman Goldstein to serve as Public Safety Official and to chair the Town's Public Safety Committee. The Mayor noted that both had agreed to accept those new roles.

**Upcoming Appointments to Town Boards and Commissions** – The Mayor informed Council of the upcoming expiration of terms of members of Town Boards and Commissions:

- Planning Commission – Jim Newton, Ken Otstot and Stan Ullner
- Board of Zoning Appeals – John Fox and Ava Kleinman
- Accommodations Tax Advisory Committee – Randall Buck, Jim Eisenhauer, Sue Ingram (chair), Joseph Pontuti, Ron Schilde, Stuart Spisak and Patsy Zanetti

Mayor Gregg reported that Ava Kleinman has informed him that she would not be continuing and others that have been contacted indicated a willingness to continue serving. The Mayor indicated that nominations to appoint members would be presented later in the meeting.

**Resignation of Utility Commissioner** – The Mayor announced the resignation of Utility Commissioner Tim Morawski and noted that he would make a nomination for the appointment to the Utility Commission to serve the remainder of Mr. Morawski's term, which will expire in 2025.

**Incident Report (Dog Attack)** – The Mayor stated that a report had been made to the Charleston County Sheriff's Office of Animal Control that a resident's dog had been attacked by another dog. Materials relating to the attack were provided to Council and to SIPOA since SIPOA had taken action in the past when there had been repeated infliction of injuries by inadequately controlled dogs.

**Follow-up Concerning Cessation of Use of SGA's** – The Mayor reported that he had received a letter from a young girl that reflected her knowledge of and concern for the impacts on the local bobcat population from the use of SGA's. The Mayor noted that he had provided the letter to Councilman Goldstein and that he wished to respond directly to the writer.

**Action Items for December Council Meeting** – Town Administrator Cronin reminded members of Council that Ordinances 2020-14, 2020-17, 2020-18 and 2020-19 would be on the December Town Council meeting agenda for second reading. The public comments received for Ordinance 2020-14 had been reviewed by the Short-Term Rental Ad Hoc Committee and a revised ordinance, Amendment #2, had been prepared. Since the Town's current emergency ordinance will expire soon, Emergency Ordinance 2020-07 had been prepared to address matters relating to the ongoing pandemic. The Town Administrator commented that Resolution 2020-18 had been prepared in case SIPOA's Board decided to thin the deer herd. The Resolution would allow the discharge of firearms for that purpose. He informed Council that the 2021 Meeting Calendar and Holiday Schedule would be on the December Town Council meeting agenda for approval. The Town Administrator also informed Council of projects concerning the Town Hall parking lot, the addition of two concrete pads and improvements to the two crosswalks that he expected to pursue before the end of the year. He stated that Council might want to consider adding automated or pedestrian activated lights at the crosswalks and, if they wished to proceed, he could add that amount to the 2021 budget before second reading.

**Items for Information/Discussion** – The Town Administrator indicated that the alternatives for enforcement of the proposed regulation of short-term rentals would be that the Town could hire up to three additional part-time code enforcement officers and provide equipment, including an additional vehicle, or the Town could contract for enforcement services as the Town of Kiawah Island has done. The Town Administrator remarked that Island Beach Services, who provides the Town's beach patrol services, provides enforcement services for Kiawah. If the Town elects to contract for enforcement services, the Town Administrator added that this could be added to the RFP for beach patrol services that should go out by early January. The Town Administrator reminded members of the upcoming Christmas drive through event at the Town Hall and encouraged Council to participate.

#### **Reports of Ad Hoc Committees:**

**Development Standards Ordinance Advisory Committee** – Councilman Crane, Chairman, reported that the DSO Advisory Committee met on November 19 via teleconference and finished the first review of the new articles proposed for the DSO. The Town's consultant is currently putting the articles into a new draft and review of that draft will begin in January.

**Short-Term Rental Ad Hoc Committee** – Councilwoman Finke stated that, contrary to some of the comments that have been made, a lot of work has gone into preparing Ordinance 2020-14. The Committee

has gone over all the public comments in great detail and has consulted with residents and non-residents, SIPOA, the Seabrook Island Club, Town Council, the Town Attorney and SIPOA's attorney, National Councils concerning codes, St. Johns Fire District, etc.

### **Reports of Town Officers:**

**Mayor** – John Gregg

### **Nominations for Appointments to Committees/Commissions:**

- **Planning Commission** – Mayor Gregg nominated **Jim Newton** to the Planning Commission for a term to expire December 31, 2022. Councilman Crane made a motion to approve the appointment of Jim Newton to the Planning Commission for a term to expire December 31, 2022. Councilwoman Finke seconded the motion and the vote to approve was unanimous. Mayor Gregg nominated **Ken Otstot** to the Planning Commission for a term to expire December 31, 2022. Councilman Crane made a motion to approve the appointment of Ken Otstot to the Planning Commission. Councilwoman Finke seconded the motion and the vote to approve was unanimous. Mayor Gregg nominated **Stan Ullner** to the Planning Commission for a term to expire December 31, 2022. Councilman Crane made a motion to approve the appointment of Stan Ullner to the Planning Commission for a term to expire December 31, 2020. Councilwoman Finke seconded the motion and the vote to approve was unanimous.
- **Board of Zoning Appeals** – Mayor Gregg nominated **John Fox** to the Board of Zoning Appeals for a term to expire December 31, 2025. Councilman Crane made a motion to appoint John Fox to the Board of Zoning Appeals for a term that will expire December 31, 2025. Councilwoman Finke second the motion and the vote to approve was unanimous. Mayor Gregg nominated **Tom Pinckney** to the Board of Zoning Appeals for a term to expire December 31, 2025. Councilman Crane made a motion to approve Tom Pinckney to the Board of Zoning Appeals for a term to expire December 31, 2025. Councilwoman Finke seconded the motion and the vote to approve was unanimous.
- **Accommodations Tax Advisory Committee**- The Mayor stated that five of the previous seven members of the Accommodations Tax Advisory Committee had agreed to continue to serve and the Town has received Volunteer Applications from Susan Leggett and Joanne Fagan who have expressed their willingness to serve on the Committee. Mayor Gregg nominated **Randall Buck, Joseph Pontuti, Ron Schilde, Stuart Spisak, Patsy Zanetti, Susan Leggett and Joanne Fagan** to the Accommodations Tax Advisory Committee for a term to expire December 31, 2022. Councilman Crane made a motion to approve the appointment of the previously named individuals to the Accommodations Tax Advisory Committee for a term to expire December 31, 2022. Councilwoman Finke seconded the motion and the vote to approve was unanimous.
- **Public Safety Committee**- Mayor Gregg stated that, because of Councilman Crane's upcoming relocation, it is preferred to appoint a member of Council to serve as chair of the Public Safety Committee for the remainder of Councilman Crane's term. The Mayor nominated **Councilman Barry Goldstein** to serve as chair of the Public Safety Committee, until the first meeting of the next duly elected Town Council. Councilman Crane made a motion to approve the appointment of Councilman Barry Goldstein to serve as chair of the Public Safety Committee, until the first meeting of the next duly elected Town Council. Councilwoman Finke seconded the motion and the vote to approve was unanimous.
- **Utility Commission**- As a result of the resignation of Tim Morawski, it is necessary to appoint a member to the Utility Commission. Although a candidate had been identified, that candidate has withdrawn and no appointment was made at the meeting.
- **Appointment of Mayor Pro Tempore**- As a result of Councilman Crane's pending location, Mayor Gregg stated that it was preferred to appoint another member of Council to serve as Mayor Pro Tempore for the remainder of Councilman Crane's term. The Mayor nominated **Councilwoman Jeri Finke** as Mayor Pro Tempore to serve until the first meeting of the next duly elected Town Council. Councilman Crane made a motion to appoint Councilwoman Jeri Finke as Mayor Pro Tempore to serve until the first meeting of the next duly elected Town Council. Councilwoman Fox seconded the motion and the vote to approve was unanimous.
- **Appointment of Town Attorney**- The Mayor nominated **Stephen Brown** from the firm of Young Clement Rivers, LLP, to be Town Attorney for a term ending December 31, 2021. Councilwoman

Finke made a motion to approve Stephen Brown as Town Attorney for a term ending December 31, 2021. Councilwoman Fox seconded the motion and the vote to approve was unanimous.

- **Appointment of Zoning Administrator** – Mayor Gregg nominated **Joseph Cronin** to serve as Zoning Administrator for a term ending December 31, 2021. Councilwoman Finke made a motion to approve the appointment of Joseph Cronin as Zoning Administrator for a term ending December 31, 2021. Councilwoman Fox seconded the motion and the vote to approve was unanimous.
- **Appointment of Town Clerk/Treasurer** – Mayor Gregg nominated **Faye Allbritton** to serve as Town Clerk/Treasurer for a term ending December 31, 2021. The Mayor acknowledged that Ms. Allbritton would likely retire before the end of that appointment. Councilwoman Finke made a motion to approve the nomination of Faye Allbritton as Town Clerk/Treasurer for a term ending December 31, 2021. Councilwoman Fox seconded the motion and the vote to approve was unanimous.

#### **Town Administrator/Zoning Administrator – Joe Cronin**

- **Town Holiday Hours** – Town Administrator Cronin reported that the Town Hall would be closed on Thursday and Friday, December 24 and 25, and Monday, December 28, for the Christmas holidays. The Town Hall will also be closed New Year’s Day, Friday, January 1, 2021.
- **Year End Project** – The Town Administrator stated that he had reported at the last Council meeting that there were three projects he hoped to get done before the end of the year.
  1. Pouring two concrete pads on the Town Hall property. This project has been approved by Mayor Gregg.
  2. Milling and resurfacing the two crosswalks. This project has already been approved by Council at a prior meeting.
  3. Repairing and sealing of the Town Hall parking lot, which is to be addressed later in the meeting.
- **DSO Consultant** – Town Administrator Cronin advised Council of his meeting with Paul LeBlanc, the Town’s consultant, at the Town Hall on December 17 and 18. They will review the second draft of the Development Standards Ordinance and will also try to resolve a few other outstanding items. It is anticipated that the second draft of the DSO will be ready to distribute to the DSO Advisory Committee by the end of the year.
- The Town Administrator addressed an article that had appeared in The Island Connection recently entitled “Seabrook Island Street will Get a New Moniker.” The Town Administrator stated that the article was written regarding an ordinance that Council approved in November that would establish a policy for how street name requests would be submitted and reviewed. It was not specific to any one street. The Town Administrator stated that the title to the article was misleading, since the Town has not received an application to change any existing street names.

#### **Town Council Members –**

- **Councilwoman Finke** thanked the staff for their hard work toward making the Town’s Christmas drive through event possible and using precautions that made it safe to continue the Town’s tradition of collecting Toys for Tots. The Mayor and Councilwoman Fox seconded Councilwoman Finke’s comments.
- **Councilwoman Fox** also commented that Councilwoman Finke had been an excellent teacher as they worked together, during the year, on short-term rental regulation. She also added that, as Councilwoman Finke has said over and over, they could not have worked on the Short-Term Rental Committee without the participation of Town Administrator Cronin.

**Utility Commission:** Annie Smith-Jones reported that the Utility Commission met on November 18. The October financials showed that the net income was \$25,750. Expenditures for October were \$23,750 and, after paying for bond interest and principal, the net profit for October was \$25,383. The Balance Sheet showed available cash of \$2,752,483 as of October 31. The Utility Commission held a budget meeting in November and approved their fiscal year 2021 budget, which includes the proposed capital budget items and a proposed cost increase that will be effective on January 1, 2021. Since the budget has already been

completed, the Utility Commission will not meet in December. The next meeting is scheduled for January 20, 2021 at 9:30 a.m.

**Petitions Received, Referred or Disposed of:** None

**Ordinances for Second Reading:**

- **Ordinance 2020-14:** An ordinance amending the Development Standards Ordinance for the Town of Seabrook Island, South Carolina; Article 2, Definitions and Interpretation of Terms; Section 2.10, Definitions; so as to add definitions for “Dwelling, Accessory,” “Short-Term Rental Unit,” “Vacation Club Unit,” “Vacation Time sharing Lease Plan,” “Vacation Time Sharing Ownership Plan,” and “Vacation time sharing plan;” to delete definitions for “Dwelling, Rental” and “Guesthouse;” and to modify the definition for “Family;” Article 5, Zoning District Specifications; Section 5.20, Agricultural-General (AG); Subsection 5.20.30, Conditional Uses; so as to amend the requirements for Accessory Dwelling Units and to establish Short-Term Rental Units and Vacation Club Units as allowed conditional uses in the AG zoning district; Section 5.30, Single-Family Residential District (SR); Subsection 5.30.30, Conditional Uses; so as to amend the requirements for Accessory Dwelling Units and to establish Short-Term Rental Units and Vacation Club Units as allowed conditional uses in the SR zoning district; and Section 5.40, Planned Development District (PDD); Subsection 5.40.50, PDD Conditional Uses; so as to establish Accessory Dwelling Units, Short-Term Rental Units and Vacation Club Units as allowed conditional uses within PDD zoning districts; and Article 8, General Development Requirements; Section 8.70, Restricted Uses; Subsection 8.70.30, Time Sharing; so as to amend the prohibition on Vacation Time Sharing Plans. Councilwoman Finke made a motion to approve Ordinance 2020-14 for second reading. Councilwoman Fox seconded the motion. Councilwoman Finke made a motion to consider an amendment (Version #3) in the nature of a substitute, which would replace the entire text of Ordinance 2020-14. Councilwoman Fox seconded the motion.

To address some previous comments, Councilwoman Finke stated that this ordinance does not take away any property owner’s right to rent their property. The Town is not restricting rentals but simply placing some minimal conditions on short-term rentals. The Town cannot just go fix a problem property or properties because the Town does not have anything in their ordinances allowing them to do so. The smoke alarm and fire extinguisher requirements are not out of the ordinary. If a property owner built a new house or did an extensive renovation, they would have to have those items. She stated again that the Town cannot fix the security gate, noise or trash as those things are regulated by SIPOA. She added that SIPOA had wanted help with the parking problem and occupancy limits. Since the focus of the ordinance was on safety, the section of the ordinance dealing with on-street parking has been narrowed down to what the Committee has identified as safety issues. If a regime or SIPOA wants to be more restrictive, they can.

Councilwoman Finke also stated that she hoped this process would cause property owners to subscribe to Tidelines and read minutes of Town Council meetings in The Seabrooker or go to the Town’s website where they would be able to watch or listen to the meetings. There are numerous ways to stay informed.

The Town Administrator then reviewed the changes in Ordinance 2020-14, Amendment #3.

The most substantive changes were:

1. On Page 7, paragraph v stated instances where the maximum occupancy limit would not apply.
2. On Page 8 #2 has been deleted from On-Street Parking and #2 is now **General Requirements for Off-Street Parking** (Page 9). The Town Administrator pointed out requirements that would apply to all areas of the town, except for recorded street rights-of-way, public or private.
3. On Page 10, the wording of #3 has been changed to **Commercial Vehicles, Oversized Vehicles and Equipment** and the wording has been changed slightly for clarification.
4. **On-Street Parking** has been made #4 and that section will allow short-term renters and their guests to park on or within a recorded street right-of-way subject to certain limitations. The Town Administrator added that, if a street is privately owned, whoever owns the street may have stricter requirements than what the Town would allow but it would be up to them to enforce their restrictions.
5. Page 13, (q) (1) **Routine Inspections** was clarified to state that the purpose of a routine inspection would be to verify compliance with the short-term rental ordinance.
6. In (2) **Emergency Inspections**, Page 13, after much discussion, Council decided that the wording of this section should be changed to: “In instances when an inspector determines that a condition may exist within a short-term rental unit which substantially endangers public health or safety, he or she shall provide a minimum of two (2) hours’ notice to the property owner, designated agent or local contact, as applicable, and the notified party shall provide access to the unit at the appointed time to verify that such a condition exists and, if possible, to abate that condition. If the inspector determines that the condition was caused by a violation of any provision of this section, he or she may initiate enforcement action pursuant to paragraph 4 (violations).

Councilwoman Finke made a motion to adopt the language, in #6 above, as an amendment to replace the current wording in Version #3 for (2) Emergency Inspections. Councilwoman Fox seconded the motion and the vote to adopt the change in language for Version #3 was unanimous.

Councilwoman Fox reiterated what Councilwoman Finke had said about watching Council’s meetings because, anytime more than two of them are together the meetings are in public.

The vote for approval of Version #3, as amended, for a substitution for Amendment #2 of 2020-14 was unanimous. The vote for approval of Ordinance 2020-14, Version #3, as amended, was unanimous.

- **Ordinance 2020-17:** An ordinance amending the Zoning Map of the Town of Seabrook Island so as to change the zoning designation for Charleston County Tax Map Number 149-06-00-010, containing approximately 0.25 +/- acres located at 2726 Old Forest Drive, from the SR Single-Family Residential District to the AGC Agricultural-Conservation District. Councilwoman Finke made a motion to approve Ordinance 2020-17 on second reading. Councilwoman Fox seconded the motion. Councilman Goldstein recused himself from the vote because of a conflict of interest. The vote to approve Ordinance 2020-17 on second reading was unanimous by all those eligible to vote.

- **Ordinance 2020-18:** An ordinance amending the Development Standards Ordinance for the Town of Seabrook Island, South Carolina; Article 2, Definitions and Interpretation of Terms; Section 2.10, Definitions; so as to add definitions for “base flood elevation (BFE),” “Design Flood Elevation (DFE),” and “Freeboard,” and to amend the definitions for “Building Height” and “Flood Hazard District”; and Article 7, Lot and Building Requirements; Section 7.90, Height Limitations; so as to amend the maximum height requirement for structures within the town. The Town Administrator explained that this ordinance will allow those properties that will move to a lower flood zone, when the new FEMA Flood Maps are adopted on January 29, 2021, to continue to use the previous Base Flood Elevation for determining building height until July 31, 2021. By that time, the revised DSO should be adopted, and the ordinance will not be needed. Councilwoman Finke made a motion to approve Ordinance 2020-18 on second reading. Councilman Crane seconded the motion and the vote to approve was unanimous.
- **Ordinance 2020-19:** An ordinance to adopt a budget for the Town of Seabrook Island, South Carolina, for the Fiscal Year beginning January 1, 2021, and ending December 31, 2021. The Town Administrator explained that two versions of the budget had been given to Council. The first one is the version of Ordinance 2020-19 that had first reading at the last Town Council meeting and the other has revisions in the event the short-term rental ordinance was adopted. Councilwoman Finke made a motion to substitute Budget Ordinance 2020-19 Revised for Budget Ordinance 2020-19. Councilwoman Fox seconded the motion.

The Town Administrator stated that it is estimated that the Town will derive approximately \$100,000 in revenue from short-term rental permits, which would increase Planning & Zoning Fees from \$45,000 to \$145,000. On the expenditure side, the figures assume that code enforcement will be done by Town employees and would include additional equipment, salary for three part-time people, uniforms, travel & training, miscellaneous technology and operating costs and a Town vehicle. It is estimated that the total cost involved for the additional part-time people would be \$123,000; but, if the cost of the vehicle were spread over several years, the Town would pretty much break even. The Town Administrator indicated that the expenditures, as shown in the revised ordinance, would be a worst-case scenario and he would like to continue discussions with the possible contract provider to determine if it would be beneficial financially to pursue that option rather than using Town staff. The vote to approve Budget Ordinance 2020-19 Revised being substituted for Ordinance 2020-19 was unanimous. The vote to approve Ordinance 2020-19 Revised was unanimous.

**Ordinances for First Reading:** None

**Emergency Ordinances:**

- **Emergency Ordinance 2020-07:** An Emergency Ordinance to modify and extend the requirement relating to the wearing of face coverings at all business establishments within the town; to modify the requirements for certain businesses; to extend requirements related to social distancing and group congregations; to extend emergency provisions related to town meetings; to extend the prohibition on temporary use permits to extend the expiration date for active building permits; and other matters related thereto. Councilwoman Finke made a motion to approve Emergency Ordinance 2020-07. Councilman Crane seconded the motion and the vote to approve was unanimous.



**Miscellaneous Business:**

- **Town Hall Parking Lot Maintenance:** Town Administrator Cronin reported that the bid from Superior Blacktop Surfaces, in the amount of \$12,170.55, would include asphalt repair, seal coating and installation of new pavement markings for the Town Hall parking lot. The work would be paid from the Contingency Account and it would be completed while the Town Hall is closed for the Christmas holidays. Councilwoman Finke made a motion to engage the services of Superior Blacktop Surfaces for the Town Hall parking lot maintenance work at a cost of \$12,170.55. Councilwoman Fox seconded the motion and the vote to approve was unanimous.
- Town Administrator Cronin reported that the SIPOA Board had elected not to cull the deer herd and the adoption of a resolution would not be necessary.
- **2021 Meeting Calendar** – State law requires the Town to post a meeting schedule prior to the beginning of the year. The Town Administrator added that the November Town Council meeting has been moved up by a week due to the Thanksgiving holiday. The Council meeting has been moved up by two weeks in December (December 14) and the Ways and Means Committee meeting has been moved up by one week (December 7) due to Christmas holidays. The meeting schedule also includes meeting dates for the Public Safety Committee, the Planning Commission and the Utility Commission. The schedule notes that the Board of Zoning Appeals and Accommodations Tax Advisory Committee will meet as necessary. The vote to approve the 2021 Meeting Calendar, as presented, was unanimous.
- **2021 Holiday Schedule** – The Town Administrator reviewed the schedule of Town Hall holidays. The vote to adopt the 2021 Holiday Schedule, as presented, was unanimous.

**Citizens Comments:**

**Paul McLaughlin, 3061 Baywood Drive**, asked if the second reading of Ordinance 2020-14 was the final reading or if there would be a third reading. The Mayor stated that the second reading is the final reading and Ordinance 2020-14, as amended, has now been adopted by Town Council. The Town Administrator added that, in South Carolina, municipalities have two readings and counties have three readings.

With there being no further business, the meeting was adjourned at 5:40 p.m.



Date: January 26, 2021

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Town Clerk