



**JAMES ISLAND PLANNING COMMISSION
Town Hall
1238-B Camp Road, James Island, SC 29412**

MEETING AGENDA

**August 13, 2015
6:00PM**

NOTICE OF THIS MEETING WAS POSTED IN ACCORDANCE WITH THE FREEDOM OF INFORMATION ACT

- I. CALL TO ORDER
- II. PRAYER AND PLEDGE
- III. COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT
- IV. INTRODUCTIONS
- V. APPROVAL OF JUNE 11, 2015 MINUTES
- VI. PUBLIC COMMENTS
- VII. STAFF COMMENTS
- VIII. DISCUSSION AND VOTE OF AMENDMENT TO PLANNING COMMISSION BYLAWS TO PROVIDE STIPEND FOR COMMISSIONERS
- IX. CHAIR'S COMMENTS
- X. COMMISSIONERS COMMENTS
- XI. NEXT MEETING DATE: SEPTEMBER 10, 2015
- XII. ADJOURN

The Planning Commission met in the Council Chambers of the Town of James Island, 1238-B Camp Road , James Island, SC on Thursday, June 11, 2015 at 6:00 p.m. Members present: Vice Chair Lyndy Palmer, who presided, Bill Lyon, Warren Sloane, and Ed Steers. Absent: Chairman David Bevon, (gave notice).

Also present: Councilman Leonard Blank, Kristen Crane, Planning Director, and Frances Simmons, Secretary to the Planning Commission and Town Clerk.

Call to Order: Vice Chair Palmer called the meeting to order at 6:00 p.m.

Prayer and Pledge: Commissioner Lyon led the prayer which was followed with the Pledge of Allegiance.

Compliance with the Freedom of Information Act: Vice Chair Palmer announced that this meeting was noticed in compliance with the South Carolina Freedom of Information Act.

Introductions: Vice Chair Palmer introduced members of the Planning Commission, Town Council members present and staff.

Approval of April 9, 2015 Minutes: Commissioner Steers moved for approval of the April 9, 2015 meeting minutes; Commissioner Sloane seconded, and the minutes were unanimously approved.

Public Comments: None

Staff Comments: Planning Director, Crane announced that Town Council will conduct a Public Hearing and First Reading on the Comprehensive Plan at its Thursday, June 18th meeting. A Second Reading will be held at the July Town Council meeting.

Discussion, Presentation and Vote of Preliminary Plat for Highland Avenue, Lot M, Application #20083-P: Danny O'Quinn, appeared before the Planning Commission for preliminary plat approval for the subdivision of four (4) lots. He questioned a clause in staff's recommendation about there being no guarantee concerning the number lots and he confirmed that there will be four (4) lots and the subdivision will be serviced with public water and sewer to each lot.

Vice Chair Palmer asked for a motion to entertain discussion: Commissioner Sloane moved, seconded by Commissioner Lyon, and the motion carried.

During discussion of the preliminary plat, Commissioner Steers asked about elevation; if the houses would need to be elevated and crawl space. Mr. O'Quinn said there will be a 3-4 foot crawl space. He also asked Mr. O'Quinn if his property included the driveway on the right and Mr. O'Quinn answered yes, that it goes all the way to the big tree. Commissioner Lyon complimented the layout and Vice Chair Palmer said the four (4) lots were fine.

After discussion, Vice Chair Palmer called for the vote for Preliminary Plat approval for Highland Avenue, Lot M, and the motion passed unanimously. Copy of Staff Report attached.

Chair's Comments: Vice Chair Palmer announced that no applications were received for the July 9th Planning Commission meeting and asked for a motion to cancel July's meeting. Commissioner Lyon moved and Commissioner Sloane seconded for discussion. He then asked if they should wait closer to the date to see if there is a case. Vice Chair Palmer explained that the time to receive applications for July's meeting has passed. There was no further discussion and the motion passed unanimously to cancel the July 9th meeting of the Planning Commission.

Next Meeting: August 13, 2015 at 6:00 p.m.

Adjourn: There being no further business to come before the body, the meeting adjourned at 6:08 p.m.

Respectfully submitted:

Frances Simmons
Secretary to the Planning Commission and Town Clerk

#20083-P – Lands of Eagle Real Estate, Inc. (Danny O’Quinn)

Highland Avenue, Lot M

Town of James Island

Lots: 4

Applicant: Schwacke and Assoc.

Acres: 1.54

TMS #425-08-00-035

The purpose of this Preliminary Plat is for future conveyance of new lots.

This application was reviewed by the Planning and Engineering Departments and the following was determined:

Planning and Engineering:

- The applicant is requesting PRELIMINARY approval of this proposed subdivision of 4 lots.
- This preliminary plat meets the zoning requirements of the RSL zoning district in The Town of James Island Zoning and Land Development Regulations Ordinance.
- The proposed subdivision is to be served with public water (Charleston Water System) and public sewer (James Island Public Service District).
- This proposed preliminary plat is conceptual and the developer has no guarantee concerning the final number of lots. Access is proposed as an ingress/egress easement.
- Planning and Engineering recommend PRELIMINARY APPROVAL with the following stipulations, contingencies and conditions:

Stipulations:

1. Approval of this plan in no way obligates the Town of James Island to maintain any of the proposed right-of-way/ingress-egress easement and drainage system until they have been constructed to Town standards and accepted by Town Council.

Prior to Final Approval, the following *contingencies* must be met:

1. Submission of a Certificate of Title or sworn Affidavit of Ownership of each person or persons dedicating the ingress/egress easement to the property owners.
2. Lots must comply with the provisions of the Town of James Island’s Subdivision Regulations pertaining to final plats and final approval.

3. Lots must comply with the Town of James Island's Zoning and Land Development Regulations.
4. This approval in no way constitutes approval for any individual lot in this subdivision.
5. Public water and sewer taps are to be installed to each lot prior to the recording of a final plat.
6. Development of each lot must comply with the ordinances in effect at the time application is made.
7. All infrastructure is to be installed prior to recording a final plat.
8. The new ingress/egress easement must be named as it will provide access for Lots 1-4. The name is to be labeled on the Final Plat.

Town of James Island Planning Commission Rules of Procedure

Article I Organization

Section 1. Rules. These rules of procedure are adopted pursuant to S.C. Code § 6-29-360 for the Town of James Island Planning Commission which consists of five members appointed by Town Council.

Section 2. Officers. The officers of the commission shall be a chair and vice-chair elected for one-year terms at the first meeting of the commission in each calendar year. The commission shall appoint a member of the staff as secretary of the commission.

Section 3. Chair. The chair shall be a voting member of the commission and shall:

- a. Call meetings of the commission;
- b. Preside at meetings and hearings;
- c. Act as spokesperson for the commission;
- d. Sign documents for the Commission when authorized;
- e. Transmit reports and recommendations to council; and
- f. Perform other duties approved by the commission.

Section 4. Vice-Chair. The vice-chair shall exercise the duties of the chair in the absence, disability or disqualification of the chair. In the absence of the chair and vice-chair, an acting chair shall be elected by the members present.

Section 5. Secretary. The secretary shall:

- a. Provide notice of meetings;
- b. Assist the chair in preparation of agenda;
- c. Keep minutes of meetings and hearings;
- d. Maintain commission records as public records;
- e. Attend to commission correspondence; and
- f. Perform other duties normally carried out by a secretary.

Article II Meetings

Section 1. Time and Place. An annual schedule of regular meetings shall be adopted, published and posted at the designated Town Hall office in December of each year. Special meetings may be called by the chair upon 24 hours notice, posted, and delivered to all members and local news media. Meetings shall be held at the place stated in the notices and shall be open to the public.

Section 2. Agenda. A written agenda shall be furnished by the secretary to each member of the commission and the news media, and shall be posted at least 5 days prior to each regular meeting, and at least 24 hours prior to a special meeting. Items may be added to the agenda at a meeting by majority vote.

Section 3. Quorum. A majority of the members of the commission shall constitute a quorum. A quorum shall be present before any business is conducted other than rescheduling the meeting.

Section 1. Minutes. The secretary shall record all meetings and hearings of the commission on tape which shall be preserved until final action is taken on all matters presented. The secretary shall prepare minutes of each meeting for approval by the commission at the next regular meeting. Minutes shall be maintained as public records.

Section 2. Reports. The secretary shall assist in the preparation and forwarding of all reports and recommendations of the commission in appropriate form. Copies of all notices, correspondence, reports and forms shall be maintained as public records.

Section 3. Attendance. The minutes shall show the members in attendance at each meeting and the reason for absence submitted by any member. The commission shall recommend to the governing body the removal for cause of any member who is absent from 2 consecutive regularly scheduled meetings without adequate reason. Attendance at meetings is necessary to conduct the Town's business. If you cannot attend a regular meeting due to illness, death of a family member, or bad weather, please contact the Town's staff as soon as possible.

Article V Review Procedure

Section 1. Zoning Amendments. Proposed zoning text and district amendments shall be considered and recommendations shall be forwarded to the governing body within 30 days after receipt of the proposed amendments, unless additional time is given by the governing body. When so authorized, the planning commission shall conduct any required public hearing prior to making a recommendation.

Section 2. Plats. Plats submitted for review pursuant to land development regulations shall be reviewed by designated staff members who may approve for recording plats of existing lots of record (boundary surveys), minor subdivisions (three or fewer lots) and subdivisions which are exempt from regulation pursuant to S.C. Code § 6-29-1110(2). The Planning Director may send minor subdivision applications to the Planning Commission for approval in order to determine whether or not the proposed subdivision is consistent with the goals and objectives of the Comprehensive Plan. The commission shall be informed in writing of all staff approvals at the next regular meeting, and a public record of such actions shall be maintained. All other plats shall be subject to review and approval by the commission. Staff will meet with surveyors and provide requirements for sketch plan, preliminary plat, conditional plat and final plat approval. A plat submitted but not acted on within 6 months may be recorded without the Town's approval. Denial of subdivision plats must be for stated reasons in the motion to deny the plat. There is no appeal of the Planning Commission plat review process to Town Council. Appeals go directly to Circuit Court.

Section 3. Comprehensive Plan. All zoning and land development regulation amendments shall be reviewed first for conformity with the comprehensive plan. Conflicts with the comprehensive plan shall be noted in any report to the governing body on a proposed amendment. The elements of the comprehensive plan shall be reviewed and updated on a schedule adopted by the commission, meeting the requirements of S.C. Code § 6-29-510(E).

Section 4. Precedence setting. Not one parcel, lot or tract of land is exactly the same. The requests made to the commission may seem similar but each property stands on its own and deserves to be considered on the merits of the application made.

Section 5. Reconsideration. The commission may reconsider any review when so requested by the governing body, or when an applicant brings to the attention of the commission new facts, a mistake of fact in the original review, correction of clerical error, or matters not the fault of the applicant which affect the result of the review.

Article VI Finances

Section 1. Budget. The commission shall submit written recommendations to the governing body for funding in the annual budget. The recommendations shall include an explanation and justification for proposed expenditures.

Section 2. Expenditures. Budgeted funds shall be expended only for approved purposes in accordance with financial policies and procedures set by the governing body, including procurement rules. Upon adoption of a budget by the governing body, the commission may adopt an authorization for specified expenditures by designated staff members within the limits provided. Reimbursement for actual expenses incurred in the performance of official duties approved in advance by the commission shall be made to members of the commission and staff upon submission of vouchers supported by receipts.

Section 3. Personnel. The commission shall employ such staff and consultants as may be authorized and funded by budget or make recommendations for staff members to be employed by the Town of James Island. Consultants shall be engaged by majority vote of the commission after review of proposals invited by public notice and mail, and personal interviews with applicants by the commission, or a committee of commission members and staff.

Section 4. Stipend. Planning Commissioners shall receive a stipend of \$50.00 for each monthly meeting they attend. Work Sessions will be considered a meeting. Stipends will not be given for cancelled meetings.

Article VII Adoption and Amendment

Section 1. Amendment. These rules may be amended at any regular meeting of the commission by majority vote of the members of the commission at least seven days after the written amendment is delivered to all members.

Section 2. Adoption. These rules were adopted by vote of a majority of the members of the commission at a regular public meeting on September 20, 2012.

Attest _____
Secretary

Chair