

The Town of James Island held its regular meeting at 7:00 p.m. in Council Chambers, 1238-B Camp Road, James Island, SC on Thursday, January 15, 2015. The following members of Council were present: Mayor Pro Tem, Leonard Blank, Garrett Milliken, Darren “Troy” Mullinax, Joshua P. Stokes, and Mayor Bill Woolsey, who presided. A quorum was present to conduct business.

Also present: Ashley Kellahan, Town Administrator, Jane Hale, Senior Finance Clerk, Mark Johnson, Public Works Coordinator, Attorney Bo Wilson, Wilson & Heyward, and Frances Simmons, Town Clerk.

Opening Exercises: Mayor Woolsey called the meeting to order. He opened in prayer and followed with the Pledge to the Flag. FOIA: This meeting was published and posted in accordance with the Freedom of Information Act and the requirements of the Town of James Island.

Public Hearing: Proposed Amendment Change to Town of James Island’s Zoning and Land Development Regulations Ordinance: Table 6.1-1 Use Table: Mayor Woolsey opened the Public Hearing at 7:03 p.m. No one signed in to speak.

Update on Town’s Emergency Planning Efforts: Mayor Woolsey introduced Scott Cave, Atlantic Business Continuity Services to give an update on the Town’s Emergency Planning process. Mr. Cave reported that seven meetings have been held with the staff: Administrator Ashley Kellahan, Building Official Berry Rudisill, and Public Works Coordinator Mark Johnson. Meetings have also been held jointly with the staff of the James Island PSD. Mr. Cave said the first phase, the Emergency Management Plan for the Town has been completed; the second phase, Continuity of Operations will begin in February. At that time, Mr. Cave will meet with all staff and assign the roles they will carry out should a disaster or emergency strike. Later this spring the Town will host another Island-wide Emergency Management meeting with the James Island PSD, City of Charleston, and Charleston County. The Emergency Plan is scheduled to be completed on June 1<sup>st</sup>.

Special Order of Business:

Commission of Code Enforcement Officer: Mayor Woolsey administered the oath of office and commissioned James Lynah Palmer as the Code Enforcement Officer for the Town. The commission is January 1 through December 31.

Election of Mayor Pro Tempore: The floor was opened for nominations for the election of the Mayor Pro Tempore. Mayor Woolsey moved to elect Councilman Blank, Councilman Stokes seconded. There were no other nominations and the motion passed unanimously for Councilman Blank to serve as the Mayor Pro Tempore.

Consent Agenda:

- a. Minutes of December 18, 2014 Regular Town Council Meeting: A motion to approve the consent agenda was made by Councilman Stokes, seconded by Councilman Milliken and passed unanimously.

Information Reports:

- a. Finance Report: Finance Clerk, Jane Hale, presented the December Budget Report. 50% of the fiscal year has been completed; revenues are at 32% and expenditures year-to-date is 22% of the budget.
- b. Town Administrator’s Report: Town Administrator, Ashley Kellahan provided highlights from the Administrator’s Report: Mrs. Kellahan gave an update regarding the Environmental Assessment of Pinkney Park and that no tank was found on the property; that it was probably old piping or an old well. The closing for the Park will be scheduled soon. We have had a successful transition with VC3 for our hosted desktop environment and the Town’s new website is now live. The Town will

host the SCE&G Tree Trimming Workshop on Thursday, January 29<sup>th</sup> at 6:00 p.m. Thank you to the James Island PSD for advertising the workshop in their newsletter. This event was also advertised in the James Island Messenger. Harbor View Road Sign: Signature Sign hopes to have the sign moved next week. The new Town Hall Sign is scheduled to be installed in February. Ben Road: Mrs. Kellahan gave an update on the Ben Road Improvement Project. The project will go out for bids at the end of this month. Charleston County has sent a letter to the property owners, to give them an update regarding the progress of this project. West Madison and Pauline Avenue: The SC DOT has denied our request to lower the speed limits on West Madison and Pauline Avenue. Councilman Milliken commented on the denial and asked that we examine the possibility of installing speed humps on these streets. Ms. Kellahan announced that Senior Planner, Kristen Crane, gave birth to a 7 pound 6 ounce baby boy.

- c. Island Sheriffs' Patrol Report: Sergeant James gave the December Crime Report. He informed Council that Island Sheriff Patrol Deputies worked a total of 515 hours that month; 693 traffic stops were made; 158 tickets were written and 16 arrests were made.

Island Sheriff Patrol Officer of the Fourth Quarter: Sergeant James recognized Deputy Stanley Singer as the Island Sheriff's Patrol recipient of the Fourth Quarter. Deputy Singer works in the Warrants Department and been on the Police force for 16 years. Afterward, Mayor Woolsey recognized Deputy Singer by presenting him with a Resolution which he read into the record.

#### Requests for Approval

Record Retention Policy: Mrs. Kellahan requested approval for a Record Retention Policy for the Town. She said this subject arise during the installation of the desk top environment with VC3. Mrs. Kellahan added that the retention policy will serve as a schedule to assist staff on the types of documents and the length of time they should be kept. The policy also pertains to emails. A motion to approve was made by Councilman Blank, seconded by Councilman Stokes and passed unanimously.

#### Committee Reports

Land Use Committee: Councilman Blank reported that due to the illness of Planning Commissioner Ed Lohr, a vacancy exists on the Board. He opened the floor to receive nominations to fill the vacant seat. Mayor Woolsey moved to appoint Warren Sloane, seconded by Councilman Stokes. Councilman Milliken commented about the need of having a broad cross section of individuals to serve. He noted that Planning Commissioner Lyndy Palmer is a realtor and that Planning Commissioner Bill Lyon works with property; whereas in the past others served from various backgrounds; not only real estate. After discussion, the motion passed 4-1; Councilman Milliken cast the dissenting vote. Councilman Blank announced that a ribbon cutting ceremony will be held for the opening of the Sherwin Williams Paint Company, Folly Road on January 20<sup>th</sup> at 3:00 p.m. All members of Council are invited. The Pet Grooming Salon has moved into the Camp Road Shopping Center next door to Jimmy's Antique Shop. Due to the Camp Road widening the Walgreen Pharmacy will be moved back 200 feet with their parking in the rear of the building. The Planning Commission at its meeting on January 8<sup>th</sup> gave approval to a Communications Tower to be located on the James Island Youth Soccer Field. This request will be forwarded to Town Council for consideration.

Environment and Beautification Committee: Councilman Milliken shared information from the City of Charleston's Board of Zoning Appeals meeting held on January 7<sup>th</sup>. During the meeting, approval was given for seven 24' dba grand trees on the Mikell tract to be removed for development. Representation at the meeting included individuals from Johns and James Island and West Ashley. James Island Pride conducted a litter pickup on January 10<sup>th</sup> – 29 bags of trash were collected from portions of Harborview and Dills Bluff Roads. The Adopt-a-Highway litter pickup will be held on February 7<sup>th</sup>. Please visit the Town's website for the time of the event. Nominations are still being accepted for the Community Hero Award until January 31<sup>st</sup>. Please see Councilman Milliken for a nomination application. The James Island Art Auction will be held on February 28<sup>th</sup> at the Town Hall. Councilman Milliken thanked the James Island PSD for announcing the event in their newsletter.

Public Safety Committee: Councilman Mullinax announced that the James Island Neighborhood Council meeting will be held on Thursday, January 22<sup>nd</sup> at 7:00 p.m. at the Town Hall.

### Resolutions

- a. Resolution #2015-01: Memorandum of Understanding (MOU) Approving the Riverland Drive Corridor Management Plan: Mrs. Kellahan presented the Memorandum of Understanding. She informed Council that Nick Pergakes, the Senior Planner, with the Berkeley-Charleston-Dorchester Council of Governments (BCD COG) is present to answer questions. The Memorandum of Understanding was approved by the Planning Commission at its meeting on January 8<sup>th</sup>. A motion to approve was made by Councilman Milliken, seconded by Councilman Stokes. Councilman Milliken thanked the COG for doing a wonderful job and for engaging the public in this process. He was complimentary of the goals that were established as well as the natural beauty of the corridor. The resolution was approved unanimously.
- b. Resolution #2015-02: Island Sheriff's Patrol Officer of the Fourth Quarter: Resolution was presented under the Island Sheriff's Patrol Report. A motion to approve the Resolution was made by Councilman Blank, seconded by Councilman Milliken and passed unanimously.
- c. Resolution #2015-03: Request Authority for Municipalities to Regulate Parking on Right-of-Way: Councilman Mullinax stated that the Resolution came about from concerned citizens on the James Island Neighborhood Council about unwanted parking within the right-of-ways in front of their homes. Mrs. Kellahan commented that the Town had researched an ordinance to address this concern and has discovered that the enforcement of an ordinance would be contradictory to state law. This resolution is similar to the one passed by the City of Hanahan to control this problem. Mayor Woolsey added that the Resolution will be used to ask the State Legislature to amend state laws to give municipalities the authority to regulate parking on right-of-ways in residential neighborhoods. A motion to approve the Resolution was made by Councilman Mullinax, seconded by Councilman Blank, There was some discussion about ownership of the right-of-way; and Councilman Milliken asked if there is a definition of regulate vs. prohibit. Councilman Blank said if approval is given, we can determine the regulations. Councilman Mullinax expressed concern that homeowners have the authority to protect the property in front of their homes. After discussion, the motion passed unanimously to approve Resolution #2015-03.
- d. Resolution #2015-04: Right for Town of James Island to Representation on the CARTA Board: Mayor Woolsey asked if there was any objection to moving this to the end of the meeting. There being no objection, the Mayor moved on to the next item on the agenda. a motion without objection to move discussion of this item to the end of the agenda. The motion was made by Councilman Blank, seconded by Councilman Milliken and passed unanimously.

Ordinances up for Second Reading: None

### Ordinances up for First Reading:

- a. Ordinance #2015-01: An Ordinance to Amend the Town of James Island Zoning and Land Development Regulations Ordinance: Table 6.1-1 Use Table: Councilman Blank explained the proposed changes to the amendment: use types for Office Residential (OR) will mirror existing use types of Residential Suburban Low Density (RSL); and the amendment will disallow "Restaurant, General" in the OR Zoning District. A motion to approve was made by Councilman Blank, seconded by Councilman Stokes. Councilman Milliken stated that in the future, it would be helpful to indicate the changes (Use Table) made to the document. It is particularly helpful when the

document that contains many pages. He used as an example the changes that were made to the Traffic Calming Policy for Speed Humps. Mrs. Kellahan noted that the changes in the Use Table were bold and underlined. Councilman Blank noted this will be done in the future. The motion passed unanimously.

New Business: None

Executive Session: Mayor Woolsey asked for a motion to enter into an executive session to receive legal advice pertaining to agenda item: 11d: Resolution #2015-04: Right of Town of James Island to Representation on the CARTA Board. The motion to enter was made by Mayor Woolsey, seconded by Councilman Milliken and passed unanimously. Council entered the executive session at 7:40 p.m.

Return to Regular Session: Town Council returned to regular session at 8:22 p.m. Mayor Woolsey announced that no votes were taken during the executive session.

Council took up discussion of agenda item: 11d: Resolution #2015-04: Right of Town of James Island to Representation on the CARTA Board. Councilman Blank moved to approve the Resolution, seconded by Councilman Milliken. Councilman Stokes moved to postpone further discussion until the February 19<sup>th</sup> Town Council meeting; seconded by Councilman Milliken and passed unanimously. This agenda item will appear on the February 19<sup>th</sup> Town Council meeting.

Adjourn: There being no further business to come before the body, the meeting adjourned at 8:23 p.m.

Respectfully submitted:

Frances Simmons  
Town Clerk