



# TOWN OF *Kiawah Island*

**Mayor**

Craig E. Weaver

**Council Members**

Jack Koach

Diana L. Mezzanotte

Chris Widuch

John R. Wilson

**Town Administrator**

Stephanie Monroe Tillerson

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## PLANNING COMMISSION MEETING

Kiawah Island Municipal Center

Council Chambers

October 4, 2017; 3:00PM

### AGENDA

- I. Call to Order
- II. Roll Call:
- III. Approval of Minutes:
  - A. Planning Commission Meeting Minutes of June 7, 2017
  - B. Planning Commission Meeting Minutes of June 14, 2017
- IV. Old Business:
  - A. Rules of Procedure Language Change
- V. New Business:
  - A. Subdivision Applications
    - (a) #SBDV-05-17-00574 KRA, LP  
Final Subdivision Plat  
Ocean Park Phase 8A  
TMS# 265-16-00-163
  - B. Zoning Ordinance And Map Amendment And Comprehensive Plan Amendment Applications:
    - (a) ZREZ-08-17-00071: Request to rezone the property located at 1 Kiawah Beach Drive (TMS: 207-06-00-399) from the Commercial Zoning District to the RST-2, Resort Zoning District. (Total size: 1.19 acres)
    - (b) INFORMATION ITEM (Regarding Proposed Zoning Amendments for the Ocean Course)
      - OCEAN COURSE Proposed Boundary Survey (Parcel 10-B)  
A Final Subdivision Plat Ocean Course Tract  
TMS# 207-00-00-02
- VI. Correspondence/Staff Comments:
- VII. Council Liaison Comments:
- VIII. Public Comments:
- IX. Commissioner Comments:
- X. Adjournment:

**FOIA:** Notice of this meeting has been published and posted in accordance with the Freedom of Information Act and the requirements of the Town of Kiawah Island.



**PLANNING COMMISSION MEETING**  
**Kiawah Island Municipal Center**  
**Council Chambers**  
**June 7, 2017; 3:00PM**

**Minutes**

**I. Call to Order: Mr. Peterson called the meeting to order at 3:00 pm.**

**II. Roll Call:**

**Present:** Fred Peterson, *Chairman*  
Larry Iwan  
Andy Capelli  
Gale Messerman  
Brit Stenson

**Absent:** Dan Prickett, *Vice Chairman*  
Bill Dowdy

**Also Present:** Stephanie Tillerson, *Town Administrator*  
Jack Koach, *Council Liaison*  
John Taylor, *Charleston County Planning & Zoning*

**III. Approval of Minutes:**

**A. Planning Commission Meeting Minutes of February 8, 2017**

***Mr. Capelli made a motion to approve the minutes of the February 8, 2017 Planning Commission Meeting as amended. The motion was seconded by Mrs. Messerman.***

Mr. Capelli stated the minutes reflected consideration of a change in the language of the Planning Commission's Rules of Procedure allowing attendance and voting by phone. It was agreed that though the language is similar; an item would be placed on the agenda to formalize the change.

***Following discussion, the minutes unanimously passed as amended.***

**IV. Old Business:**

None

**V. New Business:**

**A. Subdivision Applications**

- #SBDV-05-17-00505      KRA, LP  
Subdivision Plat  
Ocean Park Phase 8A  
TMS# 265-16-00-16

Mr. Peterson stated the two-lot subdivision was recommended for approval by the Planning Department Staff.

***Mr. Iwan made a motion for approval of the revised subdivision plat for Ocean Park Phase 8A. The motion was seconded by Mr. Capelli and unanimously passed.***

Mr. Peterson stated the Commission would be reviewing nine amendment requests submitted by Kiawah Island Golf Resort (KIGR). He indicated Mr. Taylor would be reviewing the procedural aspects of the requests and Mr. Permar would be reviewing the more visual aspects.

Mr. Taylor gave a PowerPoint presentation on the technical aspects on each of the amendment applications. The presentation included detailed staff reports and criteria on the proposed changes, property information, location maps, and aerial photos.

Following Mr. Taylor's presentation, Mr. Permar, the applicant's representative, gave a PowerPoint presentation, entitled *KIGR Vision of the Future*, which outlined some the proposed uses of the properties requesting amendments. He gave an overview of the vision, differentiators, goals, and conceptual programming for the Primary Elements of the Sanctuary Hotel Chapel, Ocean Course Residential, and West Beach Resort.

During Mr. Permar's discussion of the Ocean Course requests, Mr. Iwan expressed his concern that rezoning the entire 350 acres of the Ocean Course to Parks/Residential, there is a future opportunity to put a house anywhere despite limitations which are established in the current Development Agreement. He pointed out that future Development Agreements may not include those same limitations.

Mr. Peterson indicated Public Comments and discussion would be divided into the three requests: the Sanctuary, Ocean Course, and West Beach.

**B. Zoning Ordinance And Map Amendment And Comprehensive Plan Amendment Applications:**

**SANCTUARY**

**i.) ZONING ORDINANCE TEXT AMENDMENT REQUEST**

**ZLDR-05-17-00104:** Request a text amendment to allow church, synagogue, temple, or religious assembly as a principal use within the RST-1 Resort Zoning District.

There were no Public Comments.

***Mr. Iwan made a motion to recommend to Town Council the approval of zoning ordinance text amendment request ZLDR-05-17-00104 allowing church, synagogue, temple, or religious assembly as a principal use within the RST-1 Resort Zoning District. The motion was seconded by Mr. Capelli and unanimously passed.***

**OCEAN COURSE**

**ii.) COMPREHENSIVE PLAN AMENDMENT REQUEST**

**ACP-05-17-00107:** Request to create a new Future Land Use Category Active Recreation, Residential, and Open Space; and to change the existing Future Land Use designation for the property located at 1000 Ocean Course Drive (TMS 207-00-00-020) from Active Recreation and Open Space to Active Recreation, Residential, and Open Space.

**iii.) ZONING ORDINANCE TEXT AMENDMENT REQUEST**

**ZLDR-05-17-00105:** Request to create a new zoning district, PR-OC Parks and Recreation - Ocean Course.

**iv.) ZONING MAP AMENDMENT REQUEST**

**ZREZ-05-17-00056:** Request to rezone the property located at 1000 Ocean Course Drive (TMS 207-00-00-020) from the Parks and Recreation (PR) Zoning District to the Parks and Recreation – Ocean Course (PR-OC) Zoning District. (358.01 acres)

**Andy McKenna – 18 Ocean Course Drive**

Mr. McKenna stated he felt the zoning change which included the entire Ocean Course was totally inappropriate. He cautioned the Commission not abdicated their zoning responsibility to a Development Agreement and pointed out that the addition of rental properties does not enhance the residential aspect of the Community.

**Helen Pharr – 113 Ocean Course Drive**

Mrs. Pharr felt that notification and access to the information from the Town and the County was not sufficient for the members of the Community who are not full-time residents. She also asked the Resort to consider additional access to the beach.

Commission members engaged in an in-depth discussion of the Ocean Course requests with members asking for clarification on aspects of the rezoning. Mr. Iwan stated he supported the Resort's concept but again expressed his concern with the possibility of the development of residential lots along the ocean should a subsequent Development Agreement not include the appropriate restriction and he indicated he could not support a recommendation of the requests as written.

Mr. Capelli questioned if there was a reason the entire parcel had to be rezoned rather than just the site of the six additional units. Mr. Permar clarified that there cannot be split zoning in a single TMS (Tax Map Number) or plat. He indicated the parcel would have to be subdivided, and clarified the revision of the Development Agreement would set a time limit for a plat to be prepared to demarcate the exact location of the additional residential units.

Mr. Iwan questioned if and why the parcel could not be re-platted first and then rezoned appropriately. Mr. Warren, President of KIGR, reaffirmed that it was not the intention of the Resort to eliminate the golf course in the future but only to secure the right for the additional residential units with the designated location defined in a plat at a future date imbedded in the revised Development Agreement.

**Bill Moeckel – 3 Sand Alley**

Mr. Moeckel indicated he was very excited about the development proposed by the Resort but shared the concerns of Mr. McKenna and Mr. Iwan. He expressed his additional concern in the reality that there is no guarantee that the developer or what is being proposed will not change. He also agreed with the suggestion to subdivide the parcel and then zone it accordingly.

Mr. Peterson stated that the Commission has thirty days to recommend the requests, recommend the requests with conditions, or not recommend the requests. Commission members discussed the numerous concerns expressed over the re-zoning of the Ocean

Course. Members agreed to table a decision on the requests pending further discussion or a revised application at a meeting on Wednesday, June 14<sup>th</sup>.

**Mr. Iwan made a motion to table the Ocean Course requests until further discussion. The motion was seconded by Mrs. Messerman and unanimously passed.**

## WEST BEACH

### **Marilyn Larach – 1082 Terrapin Court**

Mrs. Larach stated she was looking forward to a new Inn at West Beach but is concerned with the impact of the development on the dune fields and hopes that it is more in content with *Developing with Nature*. She also expressed concern with construction of roads and parking lots as development moves forward and hopes consideration is given to existing residents.

### **Marisa Moss – Duneside Villas HPR**

Ms. Moss read a letter from the Board of Directors of Duneside Villas Homeowners Associations expressing their thoughts and concerns on the West Beach amendment requests. (The email is attached as part of the minutes.)

### **Bill Moeckel – 3 Sand Alley**

Mr. Moeckel requested the Commission to apply to the West Beach requests, the same principals used to defer the Ocean Course request. He expressed concerns with development of the dune fields and feels that there should be defined restrictions.

### **Steve Brower – 2366 Shipwatch Road**

Mr. Brower, as a Shipwatch Board Member, asked their Counsel to address the Commission.

### **Doug MacKelcan – Attorney**

Mr. MacKelcan, representing Shipwatch Villas Council of Co-Owners, was asked to express the objections to the proposed amendment. He stated there are concerns to the development in the dunes. With no guarantee of only a boardwalk or a pool there are concerns that any development would significantly impact the noise, traffic and beach views from the villas.

#### **v.) ZONING ORDINANCE TEXT AMENDMENT REQUEST**

**ZLDR-05-17-00106:** Request to amend lot standards for the RST-2 Resort Zoning District and to allow conference center as a principal use within the RST-2 Resort Zoning District.

#### **vi.) COMPREHENSIVE PLAN AMENDMENT REQUEST**

**ACP-05-17-00108:** Request a map amendment to change the Future Land Use Designation for the properties at Sparrow Rd and Shipwatch Rd (TMS 207-06-00-407; and -402) from Active Recreation and Open Space to Resort.

vii.) ZONING MAP AMENDMENT REQUEST

**ZREZ-05-17-00057:** Request to rezone the properties located at Sparrow Rd and Shipwatch Rd (TMS 207-06-00-407; and -402) from the Parks and Recreation (PR) Zoning District to the RST-2, Resort Zoning District (Total size: 10.90 acres).

*Mr. Capelli made a motion to recommend to Town Council the approval of zoning ordinance text amendment request ZLDR-05-17-00106 to amend lot standards for the RST-2 Resort Zoning District and to allow conference center as a principal use within the RST-2 Resort Zoning District, zoning ordinance text amendment request ZREZ-05-17-00057 to rezone the properties located at Sparrow Rd and Shipwatch Rd (TMS 207-06-00-407; and -402) from the Parks and Recreation (PR) Zoning District to the RST-2, Resort Zoning District and a comprehensive plan amendment request to change the Future Land Use Designation for the properties at Sparrow Rd and Shipwatch Rd (TMS 207-06-00-407; and -402) from Active Recreation and Open Space to Resort. The motion was seconded by Mr. Stenson.*

To address comments made by Shipwatch and Duneside residents, Mr. Iwan asked for clarification of a statement made earlier which indicated the proposed zoning amendments are more restrictive than the zoning that currently exists. Mr. Permar confirmed that in front of Beach Townhouses and Shipwatch the proposed zoning amendments are far more restrictive.

**Cheryl Bailey – Shipwatch Villas Property Management Services**

Ms. Bailey noted the proposed location of the pool which seemed to be in the dunes and questioned why that was possible given the very restrictive activities allowed in dunes. Mr. Permar clarified the pool location is not in the dunes and is consistent with the location of the pools at the Beach Club, Sanctuary Hotel and the proposed expansion at the Sandcastle.

*Following discussion, the motion was unanimously passed.*

viii.) COMPREHENSIVE PLAN AMENDMENT REQUEST

**ACP-05-17-00109:** Request a map amendment to change the Future Land Use Designation for the properties located at Kiawah Beach Drive (TMS 207-06-00-404; -405; and -013) from Resort to Active Recreation and Open Space.

ix.) ZONING MAP AMENDMENT REQUEST

**ZREZ-05-17-00058:** Request to rezone the properties located at Kiawah Beach Drive (TMS: 207-06-00-404; -405; and -013) from the RST-2 Resort Zoning District to the Parks and Recreation (PR) Zoning District. (Total size: 5.10 acres)

*Mr. Iwan made a motion to recommend to Town Council the approval of zoning ordinance text amendment request ZREZ-05-17-00058: Request to rezone the properties located at Kiawah Beach Drive (TMS: 207-06-00-404; -405; and -013) from the RST-2 Resort Zoning District to the Parks and Recreation (PR) Zoning District and a comprehensive plan amendment request to change the Future Land Use Designation for the properties located at Kiawah Beach Drive (TMS 207-06-00-404; -405; and -013) from Resort to Active Recreation and Open Space. The motion was seconded by Mr. Capelli and unanimously passed.*

VI. Correspondence/Staff Comments:

Mr. Peterson stated the correspondence given to the Commission prior to the meeting will be included as part of the minutes.

**VII. Council Liaison Comments:  
None**

**VIII. Public Comments:  
None**

**IX. Commissioner Comments:**

Mrs. Messerman thanked those in attendance and for their interest in the Island.

Mr. Iwan stated he was excited about moving forward on the development of West Beach and trusts it is a success.

Mr. Capelli thanked staff for a package of specific and complete information essential to making a decision.

Mr. Peterson stated the follow-up meeting on the Ocean Course requests will be held on Wednesday, June 14<sup>th</sup> at 10:00 am.

**X. Adjournment:**

***The meeting was adjourned at 5:25 pm.***

Submitted by,

\_\_\_\_\_  
**Petra S. Reynolds, Town Clerk**

Approved by,

\_\_\_\_\_  
**Fred M. Peterson, Chairman**

\_\_\_\_\_  
Date



**PLANNING COMMISSION MEETING**  
**Kiawah Island Municipal Center**  
**Council Chambers**  
**June 14, 2017; 10:00 am**

**Minutes**

**I. Call to Order: Mr. Peterson called the meeting to order at 10:00 am.**

**II. Roll Call:**

Present: Fred Peterson, *Chairman*  
Dan Prickett, *Vice Chairman*  
Bill Dowdy  
Larry Iwan  
Andy Capelli  
Gale Messerman

Absent: Brit Stenson

Also Present: John Taylor, *Charleston County Planning & Zoning*

**III. Old Business:**

**A. Zoning Ordinance And Map Amendment And Comprehensive Plan Amendment Applications:**

Mr. Peterson stated that at the last Planning Commission meeting the three amendment requests submitted by the Kiawah Island Golf Resort (KIGR) were tabled pending further discussion or a revised application.

**OCEAN COURSE**

- i.) **COMPREHENSIVE PLAN AMENDMENT REQUEST**  
**ACP-05-17-00107:** Request to create a new Future Land Use Category Active Recreation, Residential, and Open Space; and to change the existing Future Land Use designation for the property located at 1000 Ocean Course Drive (TMS 207-00-00-020) from Active Recreation and Open Space to Active Recreation, Residential, and Open Space.
- ii.) **ZONING ORDINANCE TEXT AMENDMENT REQUEST**  
**ZLDR-05-17-00105:** Request to create a new zoning district, PR-OC Parks and Recreation - Ocean Course.
- iii.) **ZONING MAP AMENDMENT REQUEST**  
**ZREZ-05-17-00056:** Request to rezone the property located at 1000 Ocean Course Drive (TMS 207-00-00-020) from the Parks and Recreation (PR) Zoning District to the Parks and Recreation – Ocean Course (PR-OC) Zoning District

Mr. Permar, the applicant's representative, presented to the Commission members a rendering of a proposed plat which delineates the residential area, and once connected to a right-of-way, will solely be requesting rezoning as residential. The separation of this area

from the rest of the golf course reaffirms the intent and will also address resident concerns that if the Development Agreement should cease to exist the rezoning of the entire property could present an open opportunity for residential development. Mr. Permar indicated the sequence of events would be four step:

- Preparation of a new plat clearly describing the specific area for the residential
- Comprehensive Plan map change to represent the limited residential in the location associated with the Parks and Recreation-OC classification
- Create a new Parks and Recreation-OC classification modifying the density specific to the this area
- Map Amendment

Mr. Peterson questioned the applicant's intention of the three amendment requests now before the Commission. Mr. Taylor reviewed the options indicating any inaction would represent an approval, so a decision would have to be made. The denial of the requests would allow the applicant to request, from the Planning Commission, a waiver of twelve months of successive applications.

Commission Members, along with the applicant, Mr. Permar and Mr. Warren, discussed the options. The applicant agreed to withdraw the three requests in writing and requested the waiver to resubmit.

***Mr. Iwan made a motion to accept the withdrawal of the three Ocean Course amendment requests and to offer the applicant a waiver to resubmit a re-platted residential section near the Ocean Course Clubhouse. The motion was seconded by Mrs. Messerman and unanimously passed.***

- IV. **New Business:**  
None
- V. **Correspondence/Staff Comments:**  
None
- VI. **Council Liaison Comments:**  
None
- VII. **Public Comments:**  
None
- VIII. **Commissioner Comments:**

Mr. Iwan stated that despite agreement on the intention, the process was what had to be overcome. He thanked both Mr. Permar and Mr. Warren on presenting a process that everyone can be pleased with.

Mr. Capelli stated, "Following our last meeting a resident indicated to me that we (The Commission) abdicated their responsibility by approving the West Beach proposal because we agreed to a use in the "dune area." Factually, we did not approve anything that was not already permissible under the previously approved Development Agreement (DA) with the Resort. Our role as a Commission is to

make recommendations to Town Council. We satisfied that responsibility with the Recommendation that Town Council approved the request for the zoning change. The specific concern relates to the dunes where a pool complex is proposed. In fact, the Resort has the ability under the DA to not only develop this area but has elected to limit the development in this area to a pool facility without other auxiliary building which are permissible under the DA.

Having enjoyed this area of Kiawah since we first visited in 1979, I can only recall how great the pool facility in this area was and in no way threaten the integrity of the dune structure. In fact, as expected when the plans are submitted the pool structure will be in the same relative area as the original pool facility at the original Inn's pool.

The Resort proposal goes further than required in the DA in that they have agreed to a 120' setback on both sides of the pool site so as to protect the ocean views of neighboring properties and to further protect the dune structure at those properties.

In no way do I consider our recommendation to the Town Council as an abdication of our responsibilities but rather given the permissions of the DA, to be completed consistent with the Commission's responsibilities."

**IX. Adjournment:**

**Mr. Capelli made a motion to adjourn the meeting at 10:14 am. The motion was seconded by Mr. Dowdy and was unanimously passed.**

Submitted by,

\_\_\_\_\_  
**Petra S. Reynolds, Town Clerk**

Approved by,

\_\_\_\_\_  
**Fred M. Peterson, Chairman**

\_\_\_\_\_  
Date



**Town of Kiawah 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 Kiawah Island Planning Commission
- Section 2 Membership** - The Commission is composed of 7 members appointed by Town Council, the Governing Body. Appointments are for four years duration, staggered in time so as to provide continuity.
- Section 3 Officers** - The officers of the Commission shall be a chairman and vice-chairman elected for one-year terms at the February meeting of the Commission in each calendar year. The Town Clerk will serve as the secretary for the Commission.
- Section 4 Chairman** - The chairman 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;
  - e) Transmit reports and recommendations to Council; and
  - f) Perform other duties approved by the Commission.
- Section 5 Vice-Chairman** - The vice-chairman shall exercise the duties of the chairman in the absence, disability, or disqualification of the chairman. In the absence of the chairman and vice-chairman, an acting chairman shall be elected by the members present.
- Section 6 Secretary** - The secretary shall:
- a) Provide the notice of meetings;
  - b) Assist the chairman in preparation of agendas;
  - c) Keep minutes of meetings and hearings;
  - d) Maintain Commission records as public records;
  - e) Attend to Commission correspondence;
  - f) Perform other duties normally carried out by a secretary;
  - g) Maintain a record of Commission members' attendance at meetings of the Commission; and
  - h) Give or serve all notices required by statute or ordinances or by these Rules and Procedures or as directed by the Commission.
- Section 7 Staff** - Charleston County Planning Department staff shall:
- a) Provide technical assistance to the Commission, where necessary, to conduct the business and fulfill the responsibilities of the Commission.
  - b) Prepare analyses and recommendations for zoning, conditional use, and subdivision applications and other matters of business for consideration of the Commission.
  - c) Provide members of the Commission with copies and updates of regulations, ordinances, rules, plans, and policies which govern or should be considered in the performance of their duties.
  - d) Provide members of the Commission with publications and notices of seminars, presentations, and instructions on matters which may expand members' knowledge

and understanding in areas that would promote the mission of the Planning Commission.

- e) Provide members of the Commission with copies of applications with support information, plats and maps, and staff analyses and recommendations.
  - 1. Regular meeting information is to be mailed to each member of the Commission five (5) days prior to the scheduled Commission meeting.
  - 2. Special meeting information shall be presented to each member of the Commission for review at least twenty-four (24) hours prior to the scheduled Commission meeting.
- f) Mail notices to applicants on all zoning and Comprehensive Plan amendments and subdivision applications including a copy of staff's analyses and recommendations. This notice shall be mailed at least five (5) days prior to the scheduled Commission meeting. Notices and reports may also be picked up by applicants at the Planning Department office and, in these cases, would not be required to be mailed.
- g) Mail notices to property owners within 400 feet of subject property on all zoning change applications.

## **Article II - Meetings**

### **Section 1 Time and Place -**

- a) An annual schedule of regular meetings shall be adopted, published, and posted at the designated Town office in December of each year.
- b) The Planning Commission will meet regularly on the first Wednesday, following the regular Town Council Meeting of each month at the Town of Kiawah Island Municipal Center, 21 Beachwalker Drive, at 3:00 PM in the Council Chambers.
- c) Special meetings may be called by the chairman 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 -** The chairman shall set the agenda for all meetings of the Commission. 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 five (5) days prior to each regular meeting, and at least twenty-four (24) hours prior to a special meeting. Items may be added to the agenda at a meeting.

**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, except for workshops where business and studies may be conducted without a quorum.

**Section 4 Rules of Order -** Robert's Rules of Order, ~~the most current edition thereof~~ newly revised (currently in 11th ed.), shall govern the conduct of meetings except as otherwise provided by these Rules of Procedure.

**Section 5 Voting -** A member must be present to vote. Each member shall vote on every question unless disqualified by law. The question of disqualification shall be decided by the member affected, who shall announce the reason of disqualification and refrain from deliberating or voting on the question. On a tie vote, the motion is lost, and in the case of a subdivision or zoning matter, the application is disapproved.

**Section 6 Conduct -** Except for public hearings, no person shall speak at a Commission meeting unless invited to do so by the Commission chairman.

## Article III - Public Hearings

**Section 1 Notice** - The secretary shall give the notice required by statute or ordinance for all public hearings conducted by the Commission. Members of the public desiring to be heard shall give written notice to the secretary prior to commencement of the hearing.

**Section 2 Procedure** - In matters brought before the Commission for public hearing which were initiated by an applicant, the applicant, his agent or attorney shall be heard first, members of the public next, and staff next. The applicant shall have the right to reply last. No person may speak for more than five (5) minutes without consent of the Commission chairman. No person speaking at a public hearing shall be subject to cross-examination. All questions shall be posed by members of the Commission. In matters not initiated by an applicant, members of the public shall speak in the order in which requests were received, or in such order as the Commission chairman shall determine.

## Article IV - Records

**Section 1 Minutes** - The secretary shall record all meetings and hearings of the Commission. Recordings shall be preserved for a period of two years according to the South Carolina General Records Retention Schedules for Municipal Records; Sub article 4, Section 12-604.1. 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** - Commissioners are expected to attend each meeting. Should a commissioner be unable to attend, the secretary shall be notified.

## Article V - Review Procedure

**Section 1 Zoning Amendments** - Per adopted ordinance.

**Section 2 Plats** - Per adopted ordinance.

**Section 3 Comprehensive Plan** - Per adopted ordinance.

**Section 4 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 results 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, when applicable, 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.

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.

## **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 (7) days after the written amendment is delivered to all members.

**Section 2 Adoption** - These rules were adopted by a vote of a majority of the members of the Commission at a regular public meeting on February 8, 2017 ~~and were modified by a vote of a majority of the members of the Commission at a regular public meeting on October 4, 2017.~~

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Fred M. Peterson, Chairman  
*Kiawah Island Planning Commission*

Attest:

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Petra S. Reynolds, Town Clerk

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Date