

Mayor

John D. Labriola

Council Members

Maryanne Connelly John Moffitt Scott Parker Dan Prickett

Town Administrator

Stephanie Monroe Tillerson

MEMORANDUM

TO: Town of Kiawah Island Planning Commission Members

FROM: John Taylor, Jr., Planning Director

DATE: January 5, 2022

SUBJECT: Wednesday January 12, 2021 3:00 p.m. Planning Commission Meeting Packet

Attached you will find the following items:

- Agenda for the January 12, 2022 meeting of the Planning Commission
- Meeting minutes of the December 8, 2021 Planning Commission Meeting
- Packet of case materials (1) SBD21-000017 for your consideration. Please find enclosed the staff review and supporting documentation for these cases.
- 2022 Planning Department Priorities

Please feel free to call or email me at (768-9166) <u>itaylor@kiawahisland.org</u> if you have any questions or concerns prior to the meeting. Please call or email Petra Reynolds, Town Clerk at (768-9166) <u>preynolds@kiawahisland.org</u> if you are unable to attend this meeting.



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PLANNING COMMISSION MEETING

Kiawah Island Municipal Center January 12, 2022; 3:00PM

AGENDA

I. Call to Order: II. **Roll Call:** III. **Approval of Minutes:** A. Planning Commission Meeting Minutes of December 8, 2021 [Tab 1] IV. **New Business:** A. Elect 2022 Planning Commission Officers B. 2022 Rules of Procedure Approval [Tab 2] C. Subdivision Applications: [Tab 3] 1) #SBD21-000020 Kiawah Resort Associates, LP A Final Subdivision Plat - Ocean Park Phase 5B (Lots 542-558) TMS #265-16-00-161 ٧. **Presentation:** 1) 2022 Planning Department Priorities [Tab 4] VI. **Correspondence/Staff Comments:** VII. **Council Liaison Comments:** VIII. **Public Comments:** IX. **Commissioner Comments:** X. **Adjournment:**



PLANNING COMMISSION MEETING

Kiawah Island Municipal Center December 3, 2021; 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 Bill Dowdy

Absent: Brit Stenson, Vice Chairman

Madeleine Kaye

Also Present: John Taylor, Jr., Planning Director

Stephanie Tillerson, Town Administrator

Petra Reynolds, Town Clerk

Mark Permar, On behalf of Kiawah Resort Associates, LP

III. Approval of Minutes:

A. Planning Commission Meeting Minutes of November 3, 2021

Mr. Capelli made a motion to approve the minutes of the November 3, 2021, Planning Commission Meeting. Mr. Dowdy seconded the motion and was unanimously passed.

- IV. Old Business:
- V. New Business:
 - A. Approval of Planning Commission 2022 Meeting Schedule

Mr. Capelli made a motion to approve the 2022 Planning Commission meeting schedule. Mr. Dowdy seconded the motion and was unanimously passed.

B. Subdivision Applications:

1) #SBD21-000017 Kiawah Resort Associates, LP

A Preliminary Subdivision Plat – Ocean Park Phase 5B

Front Nine Lane (Lots 544-558)

TMS #265-16-00-161

Mr. Taylor stated the applicant Kiawah Resort Associates, LP, submitted application #SBD21-000017 requesting a preliminary subdivision plat for Ocean Park Phase 5B Front Line Lane. The subdivision is situated at the eastern end of the island, has a total area of approximately 6.693 acres, is zoned R-2 – Residential, and contains nine (9) residential lots. He indicated that the proposed subdivision creates a common open space (non-residential tract (0.061 acres); three (3) shared driveway access easements; one (1) landscape maintenance easement; two (2) drainage easement approximately 20' and 12' in width; and residual tract approximately 4.177 acres.

Mr. Taylor stated the Planning Department had reviewed this document for preliminary plat approval of this subdivision known as Ocean Park Phase 5B Front Nine and found it consistent with Article 12c, Subdivision Regulations.

Commissioners discussed the unusual size and location of the proposed shared driveway access easement between lots 556 and 554. Mr. Permar indicated he believed that the location of the easement was intended to address an infrastructure issue, and the easement could also be used to navigate around the oak trees. The surrounding grouping of lots were configured to protect the tree canopy and would require a specific home design. Also discussed was the maintenance of the dedicated open spaces and the organization of future HOAs (Home Owner's Associations) in Ocean Park.

Mr. Capelli made a motion to approve the preliminary subdivision plat for Ocean Park Phase 5B – Front Nine Lane. Mr. Iwan seconded the motion, and it was unanimously approved.

VI. Correspondence/Staff Comments:

Mr. Peterson stated Mr. Permar would be following up on a question raised during the last Planning Commission meeting on the development status of Ocean Park.



Mr. Permar presented an aerial photograph from Charleston County representing the most recent plats of record in Ocean Park. Using the photograph as a worksheet, he added the unrecorded sites that were recently approved by the PC and calculated that of the 360 entitlements granted for Ocean Park, the entire 200 designated in the Master Plan had been platted. He noted two parcels in Ocean Park were owned by the Resort and had additional entitlements.

Mr. Permar indicated that 30 to 35 parcels of the 200 platted remain to be sold in his approximation. After the end-of-year reconciliation is completed, a more accurate accounting could be provided to the Commission. Further discussion included the transition of the ARB specified in the development agreement, the number of authorized dwelling units on the island, and the basis of the calculations in both development agreements.

Mr. Taylor reviewed the presented December Planning Report:

Zoning Review

2021 Zoning Permits Issued			
January	17		
February	44		
March	18		
April	26		
May	15		
June	19		
July	20		
August	19		
September	21		
October	25		
November	24		
December 8tth	1		
Total	249		

Subdivision Review

Planning staff reviewed the following subdivision plat(s). The following application was granted administrative approvaland was recorded with the Charleston County Register of Deeds.

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SBD21-000012 | Property Line Adjustment (161 Marsh Hawk)
SBD21-000014 | Final Plat Approval (Ocean Park Phase 8A – Lots 204-472)
SBD21-000015 | Final Plat Approval (Pete Dye Place – Lots 489-511)
SBD21-000016 | Property Line Adjustment (219 Ocean Marsh)
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Town of Kiawah Island Board of Zoning Appeals (BZA)

The Board of Zoning Appeals heard one variance case during the month of November, which was approved. One variance case is scheduled to be heard at the December 20, 2021 BZA meeting.

Beachwalker Drive Bike & Pedestrian Safety

At their December 7, 2021 meeting, Town Council approved the proposal for design and construction services for the Beachwalker Drive Bicycle and Pedestrian Safety improvements project. This project is estimated to last 2.5 months. Staff will work with the awarded Contractor to confirm official start dates.

In response to Mr. Capelli's question, Mr. Taylor indicated that the project's estimated cost was approximately \$299,000.00 and was extensively discussed by the Ways and Means Committee.

Johns Island & Regional Planning

Main Road Corridor Project – Segment C: Charleston County has no new updates. The identification of a preferred alternative is projected for early 2022. Staff continues to engage with the County on the project.

Kiawah Island Parkway Intersection and Corridor Study

Kimley Horn has completed the initial phase of data collection and early assessments for the Comprehensive Intersection and Corridor study of the Kiawah Island Parkway. A preliminary draft for this study will be prepared by early January. The proposed study of the Kiawah Island Parkway would analyze the intersection and future roadway operations of the Parkway, including segments of Seabrook Island Road and Betsy Kerrison Parkway. The proposed study will utilize traffic data, site plans, future development plans, and future land use plans to determine the operationsat study area intersections and the future roadway volumes along the Kiawah Island Parkway.

Betsy Kerrison Parkway Medical Health Wellness Village

The County held a Planning Commission workshop on November 8, 2021, on a proposed rezoning request for a planned development, Island Park Place Medical Health & Wellness Village located on Betsy Kerrison Parkway JohnsIsland, SC 29455. This parcel is in unincorporated Charleston County. The property is currently zoned Single-Family Residential 4 (R-4). There are no new developments on this proposal.

Town Council Retreat

Dates have been announced for the annual Council Retreat. Planning priorities will be centered on areas beyond the gate, the Marsh Management Plan, and the Comprehensive Plan. The planning staff has prepared a draft request for qualifications for the marsh management plan to be released before the end of the year. This will initiate the process to consider qualified firms to assist in project management and product development.

Council Planning Retreat

Tuesday, January 11, 2022 – 11 am to 1 pm. Thursday, January 13, 2022 – 1 pm – 4 pm. Friday, January 14, 2022 – 9 am to noon

Upcoming Continuing Education Opportunities

December 1:00PM VIRTUAL VIRTUA	CE Opportunities 2021					
For decades, regional planning promoted growth and development increasingly further away from employment centers. This has resulted in urban sprawl, displacement and gentrification, and the infringement on natural and working lands at the rural-urban interface. This "set it and forget it" approach to planning is not sustainable economically or environmentally. This is particularly true in megaregions like Northern California. This webinar explores how dities and counties adjacent to major employment centers like San Francisco and Silicon Valley have plans for retrofitting these communities to accommodate much needed housing growth and mobility expansion in a way that is equitable and sustainable, both environmentally and	Date	Time	Location	Topic	Credit	
(MPOs) face, as well as specific opportunities and programs they are working on to make positive changes that will continue decades into the future.		1:00PM	VIRTUAL	For decades, regional planning promoted growth and development increasingly further away from employment centers. This has resulted in urban sprawl, displacement and gentrification, and the infringement on natural and working lands at the rural-urban interface. This "set it and forget it" approach to planning is not sustainable economically or environmentally. This is particularly true in megaregions like Northern California. This webinar explores how cities and counties adjacent to major employment centers like San Francisco and Silicon Valley have plans for retrofitting these communities to accommodate much needed housing growth and mobility expansion in a way that is equitable and sustainable, both environmentally and economically. Panelists will describe the challenges that metropolitan planning organizations (MPOs) face, as well as specific opportunities and programs they are working on to make	1.5	

VII. Council Liaison Comments:

None

VIII. Public Comments:

None

IX. Commissioner Comments:

Mr. Peterson commented on the upcoming annexation discussion, noting that the Town does not have a design standard review board or committee when considering the annexation of undeveloped properties. He felt a design review separate from the Planning Commission was needed, along with a sign and tree ordinance.

X. Adjournment:

Mr. Dowdy made a motion to adjourn the meeting at 3:52 pm. The motion was seconded by Mr. Capelli 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 first 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 Town of Kiawah Island 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, 4475 Betsy Kerrison Parkway, Kiawah Island, SC 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, 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 January 6, 2021 January 12, 2022.

Fred M. Peterson, Chairman
Kiawah Island Planning Commission
Mawaii isiana i ianining Commission
Attest:
Petra S. Reynolds, Town Clerk
retia 5. Reyffolds, Town Clerk
Date
Date



Town of Kiawah Island Planning Commission

Town of Kiawah Island Municipal Center 4475 Betsy Kerrison Parkway Kiawah Island, SC 29455

January 12, 2021



#SBD21-000020

A Final Subdivision Plat Ocean Park Phase 5B – Front Nine Lane

Applicant/Owner: Kiawah Resort Associates, LP

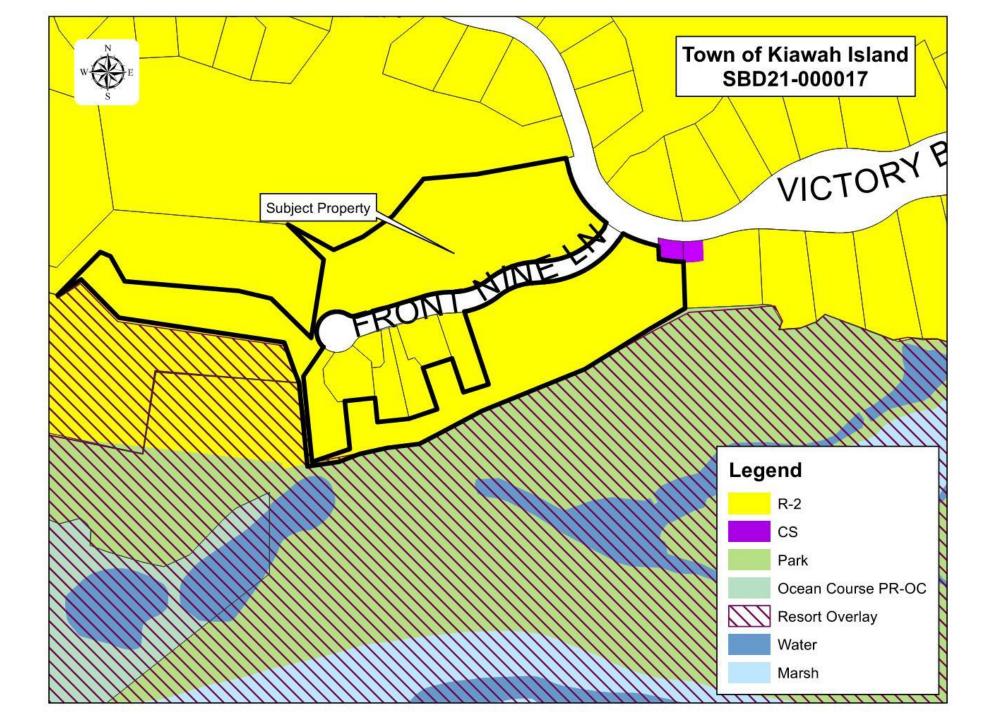
Surveyor: SW & A Surveying, LLC.

Parcel(s): 265-16-00-161

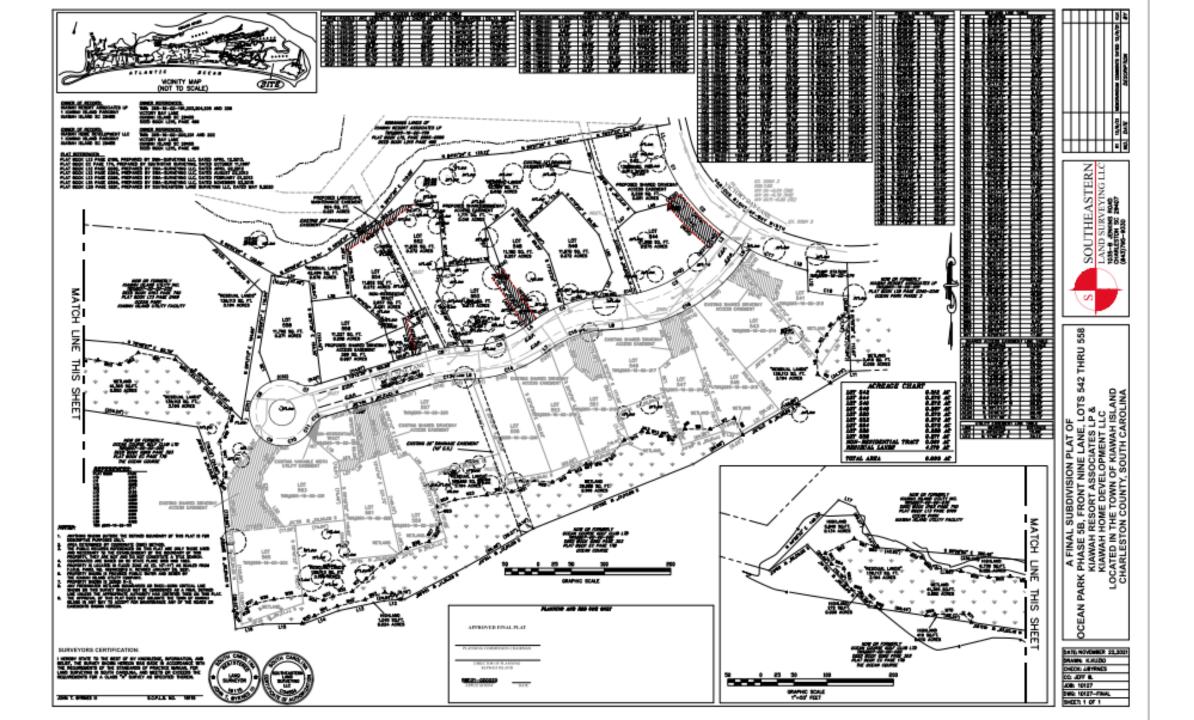
Zoning District: R-2

Acres: 6.693

Lot(s): 9 Lots







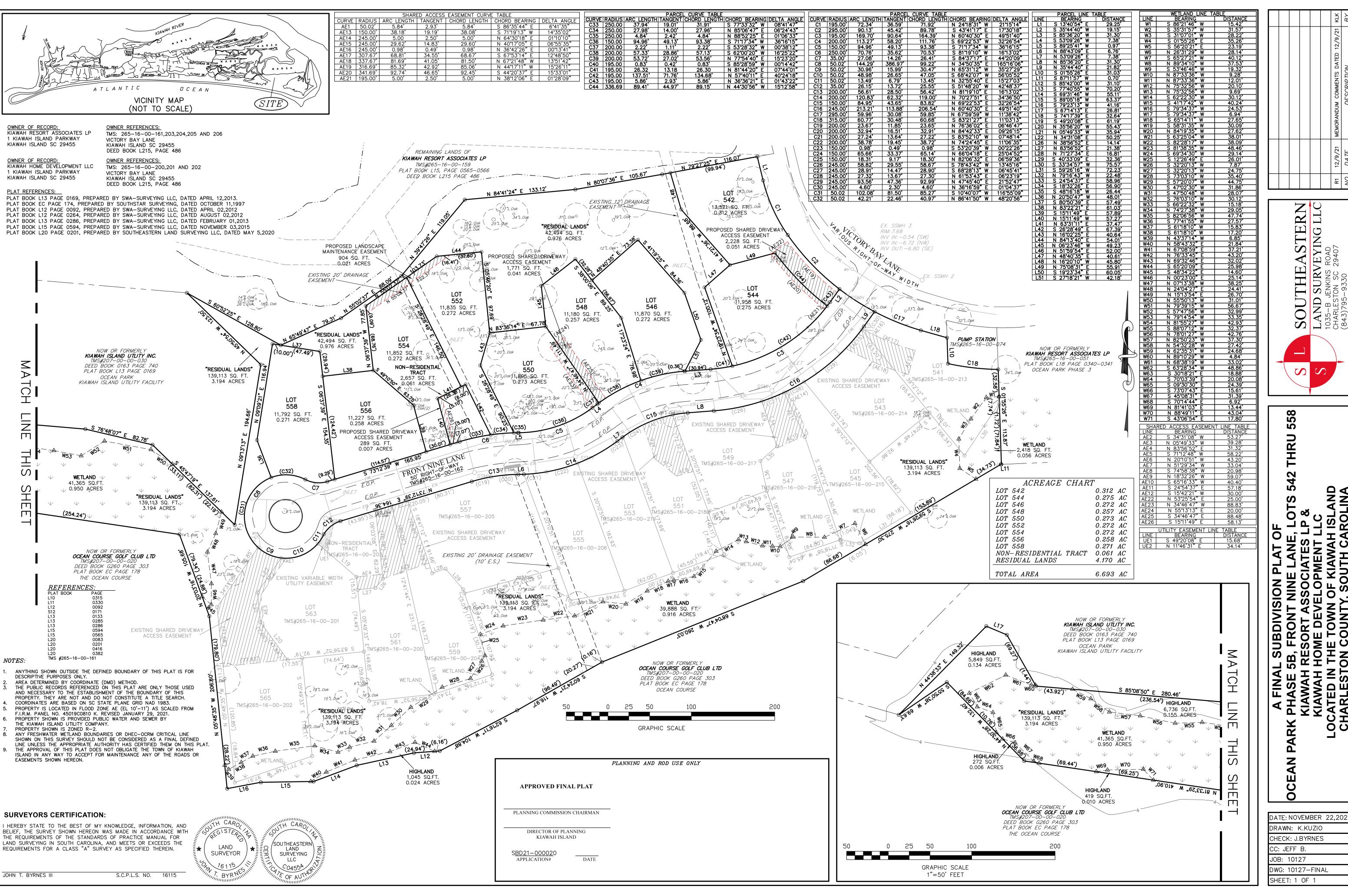
#SBD21-000020

The Planning Department has reviewed this document for FINAL APPROVAL of this subdivision to be known as a Portion of Ocean Park Phase 5B Front Nine and find that it is consistent with *Article 12c, Subdivision Regulations*.

The subdivision request is sited at the eastern end of the island. The total area is approximately 6.693 acres in size containing 9 residential Lots.

The proposed subdivision creates a common open space (non-residential tract (0.061 acres); three (3) shared driveway access easements; one (1) landscape maintenance easement; two (2) drainage easement approximately 20' and 12' in width; and residual tract approximately 4.177 acres.

Acreage Chart						
Lot 542	0.312					
Lot 544	0.275					
Lot 546	0.272					
Lot 548	0.257					
Lot 550	0.273					
Lot 552	0.272					
Lot 554	0.272					
Lot 556	0.258					
Lot 558	0.271					
Non-Residential Tract	0.061					
Residual Lands	4.177					
Total Area	6.693					





Town of Kiawah Island Planning Commission

Town of Kiawah Island Municipal Center 4475 Betsy Kerrison Parkway Kiawah Island, SC 29455

January 12, 2021



2022 Planning Department Priorities

- Annexation and Growth Management Strategies
 - Development & Design Standards, Conservation Strategies
- Comprehensive Marsh Management Plan
- Comprehensive Plan Elements Review
 - Land Use & Future Land Use Updates
 - 2019 Housing Study
 - Restructure for Resilient Element
 - Community Facilities: Infrastructure improvements
 - Town Staff & Committee Structure changes