

**TOWN COUNCIL
SPECIAL CALL WORKSHOP
Municipal Center Council Chambers
February 8, 2022; 10:00 am**

Minutes

I. Call to Order: Mayor Labriola called the meeting to order at 10:00 am.

Present at meeting: John D. Labriola, *Mayor*
Dan Prickett, *Mayor Pro Tem*
Maryanne Connelly, *Councilmember*

Present Via Zoom: John Moffitt, *Councilmember*
Dr. Scott Parker, *Councilmember*

Also Present: Stephanie Tillerson, *Town Administrator*
Joe Wilson, *Town Attorney*
John Taylor, *Town Planning Manager*
Petra Reynolds, *Town Clerk*

II. Old Business:

A. Annexation and Zoning Process Discussion

Mayor Labriola stated that at the January 11th meeting, the Bluffton policy manual was discussed. A model of that policy manual is being considered, with a number of suggested changes having already been made. The new manual is a work in progress, along with the annexation and zoning sections. Ms. Tillerson, Mr. Wilson, and Mr. Taylor will be reviewing the suggested changes from the January 11th meeting.

Mayor Labriola stated that another follow-up meeting is scheduled for February 22nd. The meeting will be in a Town Hall format to allow for public comments, suggested changes, ideas, concepts, agreements, or disagreements on the materials included with the agenda. If the meeting on the 22nd provides closure relative to the issues, the documents will be presented at the March Town Council meeting for the first reading; if not, the first reading will be delayed until there is a level of closure relative to the outstanding issues.

Mr. Taylor provided an outline of the next steps and strategies:

Purpose and Priorities

- Enhance review process by which zoning can be established in sync with annexation petition
- Increase opportunity for public engagement
- Appropriateness of requested zoning district(s), land use regulations, development standards, and environmental regulations
- Ensure timeline is fair and reasonable to community and developer
- Include fiscal impact analysis for budget and potential capital expenditures
- Consider growth management strategy as part of the annexation process

Technical Documents

- Town of Kiawah Island Annexation Policy – a new document
- Zoning Ordinance Amendments
 - Section 12-79. Designation of Annexed Territory
 - Section 12-159. Planned Development
- Comprehensive Plan References

Ms. Tillerson provided an overview of the annexation and zoning process and the goal to enhance the structure and clarity of the process. A policy and procedure manual, approved by resolution,

provides a detailed layout of the annexation process and creates community involvement and input at the beginning. The second of the two-step process is the review of the zoning or a planned development by the Planning Commission. Both processes may run parallel but will come back to Council for approval. Mr. Wilson added that an ordinance typically would not provide the information, detailed layout, and standards used in considering an annexation request that is provided in a policy and procedure manual.

Ms. Tillerson reviewed the new policy and procedures manual, highlighted changes for discussion and consideration, and answered questions from members of the Council.

Chapter 2 Annexation Assessment

- 2.1 – Best Interest of Municipality
 - pre-annexation agreement
- 2.2 - Feasibility Study and Cost/Benefit Analysis
- 2.3 - Guiding Principles for Assessment of Annexations

Chapter 3 - Annexation General Provisions

- 3.9 – Public Process

Chapter 4 - Annexation Petition Application

- 4.1 - Application Minimum Submittal Requirements

Chapter 5 - Annexation Narratives

Mr. Taylor reviewed Section 12-79 - Designation of annexed territory and discussed the proposed changes. He noted that the annexation policy was added to the section.

- (a) Purpose and intent
- (b) Authority
- (c) Annexation Policy
- (d) Zoning Designation
- (e) Development applications

Mr. Taylor reviewed Section 12-159 – Planned Development, discussed the proposed changes, and answered questions from members of the Council.


- (b) Purpose and intent –
 - Language added to (8) a – Applicability
 - Language added to (8) d - Planned development procedure
 - Language added to (8) d 5 (ii) - Planned Development Stipulations
 - Language added to (8) d 5 (vii) – Approval Criteria

Following the discussion, Mr. Taylor stated that the annexation documents and policy would be referenced in the growth management strategies of the Comprehensive Plan.

III. Adjournment:


Councilmember Connelly made a motion the adjourn the meeting at 11:42 am. Mayor Pro Tem Prickett seconded the motion, and it was unanimously passed.

Submitted by,



Petra S. Reynolds, Town Clerk

Approved by,



John D. Labriola, Mayor

4-11-2022

Date