JAMES ISLAND PLANNING COMMISSION
MEETING AGENDA
1122 Dills Bluff Road, James Island, SC 29412

November 12, 2026
5:00 PM
NOTICE OF THIS MEETING WAS POSTED IN ACCORDANCE WITH THE FREEDOM OF INFORMATION ACT

This meeting will be live streamed on the Town's website:
jamesislandsc.us

Public Comments need to be received via email by noon on Wednesday 11/11/2026 to
kcrane@jamesislandsc.us

I. CALL TO ORDER

II. PRAYER AND PLEDGE

III. COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT

IV. INTRODUCTIONS

V. APPROVAL OF OCTOBER 19, 2026 MINUTES

VI. PUBLIC COMMENTS

VII. PROPOSED AMENDMENTS TO THE TOWN OF JAMES ISLAND ZONING AND LAND DEVELOPMENT REGULATIONS ORDINANCE (ZLDR) INCLUDING:

a. MEASUREMENTS, COMPUTATIONS AND EXCEPTIONS; DIMENSIONAL STANDARDS DEFINED (153.066): Amending corner setback requirements and requirements for setback encroachments less than 12 inches
b. USE TABLE (153.110): Amending Use Table to allow for duplexes in the Residential Office (OR) Zoning District (OR), with conditions
c. ATTACHED SINGLE-FAMILY DWELLINGS/DUPLEXES (153.122): Adding a section (F) for conditions on duplexes

(*See attached packet, only **highlighted** sections in Chapter 153 are up for consideration; Planning Commission will vote on a recommendation to Town Council.)*

VIII. COMPREHENSIVE PLAN 10-YEAR UPDATE:

Standing agenda item for any updates on the 10-year Comprehensive Plan Rewrite contracted with Berkeley-Charleston-Dorchester Council of Governments (BCDCOG)
No votes will be taken.

IX. CHAIR'S COMMENTS

X. COMMISSIONERS COMMENTS

XI. NEXT SCHEDULED MEETING DATE: DECEMBER 10, 2026

XII. ADJOURN

The Planning Commission of the Town of James Island met on Thursday, October 19, 2026, at 5:08 p.m. at the James Island Town Hall, 1122 Dills Bluff Road, James Island, SC 29412.

Commissioners present: Patrick Broderick, Kelly Hall (Vice Chair), Megan Dean, Joe Porter, and Takenya Washington. Absent: Comm'r Deborah Bidwell (Chair), and Comm'r Jason Finneyfrock. Also present: Kristen Crane, Planning Director, Mayor Brook Lyon, Town Council Liaison, and Frances Simmons, Town Clerk and Secretary to the Planning Commission.

Call to Order: Vice Chair Hall called the Planning Commission meeting to order at 5:08 p.m. A quorum was present to conduct business.

Prayer and Pledge of Allegiance: Vice Chair Hall asked the Commission to join her in a moment of silence after which the Pledge of Allegiance was recited.

Compliance with the Freedom of Information Act: Vice Chair Hall announced that this meeting was duly noticed and in compliance with the SC Freedom of Information Act. This meeting was also live-streamed on the Town's website: www.jamesislandsc.us and notification was provided to the public.

Introductions: Vice Chair Hall introduced herself as the Vice Chair and the members of the Planning Commission, staff and Mayor Lyon. Special welcome were extended to new members: Joe Porter and Takenya Washington.

Approval of May 14, 2026, Meeting Minutes: Vice Chair Hall called for a motion to approve the minutes of the May 14, 2026, meeting and a second for discussion. The motion was made by Comm'r Broderick, seconded by Comm'r Porter. No discussion. Passed unanimously.

Public Comments: No one signed in to speak.

Comprehensive Plan 10-Year Update:
This segment of the meeting was conducted as a workshop for the Planning Commission. Wyatt Stitely, Regional Planner with the Berkeley-Charleston-Dorchester Council of Governments (BCD COG) presented a tentative schedule and project goals for the required 10-year update of the Town of James Island's Comprehensive Plan. No votes were taken.

Highlights of the workshop follows:

- Project Scope and Purpose
- Definition of What is a Comprehensive Plan
- Who Uses the Plan and When
- Components of a Comp Plan
- What are the Existing Conditions
- Project Schedule
- Statistics
- Coordination Efforts

The Planning Commission were given the opportunity to participate by sharing what they would like to see in the Comprehensive Plan.

- Challenges the Town has faced in the past
- Opportunities to accomplish over the next decade

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The Planning Commission was given the opportunity to rate what they would like to see over the next 5-10 years; i.e., public service - police, fire, etc.

Questions:

Comm'r Porter requested copies of previous versions of the Town's Comprehensive Plan. Wyatt referenced the Town's 2015 Comprehensive Plan and explained that the current update would be a new plan reflecting fresh priorities and a new vision for the Town.

Comm'r Dean asked whether the COG would outsource data collection for the plan. Wyatt explained that the work would be completed in-house by COG and Town staff, maintaining communication to keep everyone informed throughout the process.

The Commission discussed the possibility of having monthly meetings. Wyatt noted that the COG's contract included a kickoff meeting and regular communication with staff; that monthly meetings would increase costs. Mayor Lyon and Planning Commissioners asked whether quarterly reports could be provided and Wyatt email updates to the Planning Director.

The Commission also discussed the possibility of establishing an advisory committee consisting of the Mayor, Planner, Planning Commission member, and citizen. In lieu of an advisory committee, Kristen said she would include an update on the Planning Commission's agenda for each meeting.

Moving Forward:

- Coordinate with Town staff and gather existing plan documents
- Collect data and performance analyses of existing conditions
- Begin planning for online public surveys (tentative to begin 2027)

**Full presentation attached.*

Chair's Comments: None.

Commissioners Comments: None.

Next Scheduled Meeting: November 12, 2026.

Adjourn: There being no further business, the meeting adjourned at 6:28 p.m.

Respectfully submitted:

Frances Simmons
Town Clerk and Secretary to the Planning Commission

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§ 153.066 MEASUREMENTS, COMPUTATIONS AND EXCEPTIONS; DIMENSIONAL STANDARDS DEFINED.

(C) *Setbacks.* ***SETBACKS*** refer to the unobstructed, unoccupied open area between the furthermost projection of a structure and the property line of the lot on which the structure is located, except as modified by the standards of this section.

(1) *Exceptions to setbacks.* Every part of a required setback must be open and unobstructed from the ground to the sky except as set out in this division.

(a) Trees, shrubbery, or other landscape features may be located within any required setback; however, they shall be selected for site specific conditions. Plant material to be located adjacent to public drainage easements and rights-of- way shall be selected and placed not to impede future access. Additionally, vegetation planted within utility easements shall be selected and sited to minimize pruning for future maintenance and clearance of such utilities. The Zoning Administrator may require modifications (substitutions and relocation) of plant material on proposed landscape plans when necessary to ensure access and ease of maintenance to any easements and rights-of-way and to preserve the public health, safety, and welfare.

(b) 1. Fences and walls may be located within any required setback, provided that in residential, office, and commercial districts no fence, wall, or hedge shall exceed:

a. Four feet in height when located within any front or street side setback with the exception of chain link fences, which can be six feet in height; or

b. Eight feet in height when located in an interior side or rear setback.

2. In all zoning districts, fences, hedges, and walls may be located within any required setback, provided that no fence, wall, or hedge shall obstruct the view of vehicular access to any roadway between three and ten feet in height above grade. For the safety of pedestrian and vehicular traffic, in residential zoning districts, an unobstructed vision clearance triangle shall be maintained along intersections of residential driveways with adjacent roadways. The vision clearance triangle shall be formed by the connection of a perpendicular line measuring 15 feet from the point of intersection at the edge of the travelway into the driveway and a 15-foot parallel line away from the point of intersection along the roadway (see Figure 153.066.1). Residential driveways along roadways with a classification of collector or higher may be subject to a greater distance of measurement.

(c) Driveways may be located in front and side setbacks.

(d) Sidewalks may be located within any required setback.

(e) Utility lines, wires, and associated structures, such as power poles, may be located within any required setback.

(f) Uncovered porches, uncovered steps to building entrances, uncovered patio decks, and uncovered balconies may extend up to five feet into any required front, rear, or street side setback.

(g) Openwork fire balconies and fire escapes may extend up to five feet into any required side setback.

(h) Sills, belt courses, cornices, buttresses, eaves, and other architectural features may extend up to two feet into any required setback.

(i) Chimneys and flues may extend up to two feet into any required setback.

(j) Satellite dish antennas may be placed in required rear setbacks.

(k) Mechanical equipment, including heating ventilation and air conditioning (HVAC) equipment may be extended up to five feet into required side or rear setbacks in all zoning districts.

(2) *Contextual setbacks.* Notwithstanding the front setback requirements of the underlying zoning district, the front building line of any structure or addition to a structure may be as close to the street as the front building line of a structure located on any lot that is immediately adjacent to the subject lot. If the subject lot is located between two developed lots, the front building line of the structure that is set back further from the street shall apply to the subject lot.

(3) *Front setbacks on narrow streets.* Where a lot abuts a dedicated street (that has been accepted for street maintenance) with a right-of-way width of less than 50 feet, the required front setback shall be measured from the center line of the right-of-way, provided all building code and fire/safety requirements are met.

~~(4) *Setbacks on corner and double-frontage lots.* On corner and double-frontage lots, front setback standards will apply to each lot line that borders a street. The remaining lot lines will be subject to side setback standards. There is no rear lot line.~~

(4) Setbacks on corner and double frontage lots. On corner and double-frontage lots, the front/street side setback requirements shall apply to each lot line that borders a street, provided, however, that the applicant shall identify one street frontage as the front lot line to which the front/street side setback shall apply, and the remaining front/street side setback shall be at least 50% of the required front/street side setback requirement. The rear setback requirements shall apply to the lot line opposite the front lot line, and the side setback requirements shall apply to the interior lot line. In cases where the street frontages are opposite one another, the side setback requirements shall apply to the remaining lot lines and there is no rear lot line.

(5) *Reduction for public purpose.* When an existing setback is affected because of conveyance to a federal, state, or local government for a public purpose and the remaining setback is at least 50% of the required minimum setback for the district in which it is located, then that remaining setback will be deemed to satisfy the minimum setback standards of this chapter.

(6) *Front setbacks on narrow ingress/egress easements.* Where a lot abuts an ingress/egress easement (that has not been accepted for street maintenance) with a width of less than 50 feet, and is used as a primary access point to the lot as indicated on an approved plat recorded prior to October 18, 2012 (with dashed or solid lines), the required front setback shall be measured from the center line of the easement, provided all building code and fire/safety requirements are met. There shall be a minimum 25-foot setback between the edge of the easement to the front of any structure.

(7) Setback encroachments less than 12 inches. A Variance may not be required when a structure encroaches less than 12 inches into any required setback as shown on an as-built survey or site plan drawn to an engineer's scale. Such administrative setback reductions shall be determined by the Zoning Administrator on a case-by-case basis.

Table 153.110	*Zoning Districts*											*Condition*
	NRM-25	*AG-5*	*AGR*	*RSL*	*RSM*	*MHS*	*OR*	*OG*	*CN*	*CC*	*I*	
SUPPORT ACTIVITIES FOR AGRICULTURE USES												
Agricultural processing	C	C	S								A	§ 153.121
Agricultural sales or services	A	A	C							A	A	§ 153.164
Roadside stands, including the sale of sweetgrass baskets	C	C	C	C	C	C	C	C	C	C	C	§ 153.164, § 153.178
RESIDENTIAL USES												
Affordable dwelling units	S	C	C	C	A		C					§ 153.139
Child caring institution (more than 20 children)	S	S	S	S	S	S	S					
Congregate living for the elderly (up to 15 residents)	S	S	S	S	S	S	S					
Duplex					A	S	**C**					§ 153.122
Dwelling group	C	C	C	C	C	C	C		C			§ 153.127
Farm labor housing (up to 10 residents)	C	C	C									§ 153.129
Farm labor housing (dormitory) (more than 10 residents)	S	S	S									§ 153.129
Group care home, residential (up to 20 children)	S	S	S	S	S	S	S					
Manufactured housing park												
Manufactured housing unit	A	A	A	C	C	A	C					§ 153.144
Manufactured housing unit, replacement	A	A	A	C	C	A	S					§ 153.144
Multi-family, including condominiums or apartments					A					A		
Retirement housing	S	S	S	S	S	S	S					

§ 153.122 ATTACHED SINGLE-FAMILY DWELLINGS/*DUPLEXES*.

Attached single-family dwellings shall be subject to the following standards. ***For duplex conditions, see (F) below.***

(A) *Number of attached units in a single structure.* In RSL and more restrictive districts, no single structure may contain more than one attached single-family dwelling. In all other districts, no single structure may contain more than eight attached single-family dwellings.

(B) *Lot area.* The minimum lot area for attached dwellings shall comply with the minimum lot area standards of the underlying zoning district. Where a common area is provided, minimum lot area requirements may be calculated as an average lot area by counting a proportionate amount of the common area in calculating the area of each lot.

(C) *Accessory structures.* All accessory structures shall be located on the property of the attached single-family dwelling and for the private use of the property occupant(s). A minimum interior setback of three feet is required between an accessory structure and the interior lot lines, provided that an accessory structure may be located on one of the zero lot lines when constructed of a material finish matching the dwelling unit exterior or is the same height and materially a part of a fence or wall.

(D) *Design standards.*

(1) The front facade of an attached single- family dwelling may not include more than 40% garage wall area.

(2) The roof of each attached single-family dwelling must be distinct from the other through either separation of roof pitches or direction, or other variation in roof design.

(3) At least 10% of the area of each facade that faces a street must be comprised of windows.

(E) *Other requirements.* Prior to development or redevelopment of attached housing on parcels in these districts, an applicant must complete site plan review and meet all standards of this chapter. Single- family detached residences are exempt from this requirement.

(F) *Duplexes. In zoning districts subject to conditions and on a lot that may not support density requirement minimums, one duplex shall be allowed provided that all other standards of the underlying zoning district are met.*

(Ord. 2012-06, § 6.4.2, passed 10-18-2012; Ord. 2013-02, passed 4-18-2013)

DUPLEX. Two single-family dwelling units contained within a single building, other than a manufactured housing unit.

SINGLE-FAMILY, ATTACHED. The use of a site for two or more dwelling units, constructed with common or abutting walls and each located on a separate lot. Also known as ***TOWNHOUSES*** or ***ROW HOUSES.***