



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

May 8, 2025

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 5/7/2025 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 FEBRUARY 13, 2025 MINUTES
- VI. PUBLIC COMMENTS
- VII. PROPOSED AMENDMENTS TO THE TOWN OF JAMES ISLAND ZONING AND LAND DEVELOPMENT REGULATIONS ORDINANCE (ZLDR) INCLUDING:
 - a. PLANNING AND ZONING FEE SCHEDULE (153.014): Removing the fee schedule from the Zoning and Land Development Regulations Ordinance, to allow for the adjustment of fees to occur by Town Council Resolution
Planning Commission will vote on a recommendation to Town Council
- VIII. CHAIR'S COMMENTS
- IX. COMMISSIONERS COMMENTS
- X. NEXT SCHEDULED MEETING DATE: JUNE 12, 2025
- XI. ADJOURN

The Planning Commission of the Town of James Island met on Thursday, February 13, 2025 at 5:00 p.m. in person at the James Island Town Hall, 1122 Dills Bluff Road, James Island, SC 29412.

Commissioners present: Patrick Broderick, Kelly Hall, Zennie Quinn, Ed Steers, Vice Chairman, and Deborah Bidwell, Chairwoman, who presided. A quorum was present to conduct business. Also present: Kristen Crane, Planning Director, Mike Hemmer, Executive Assistant to the Mayor, Mayor Brook Lyon, Council Liaison, and Frances Simmons, Town Clerk and Secretary to the Planning Commission.

Call to Order: Chairwoman Bidwell called the Planning Commission meeting to order at 5:00 p.m.

Prayer and Pledge of Allegiance: Chairwoman Bidwell asked the Commission to join her in a moment of silence and afterward led the Pledge of Allegiance.

Compliance with then Freedom of Information Act: Chairwoman Bidwell announced that this meeting was duly noticed and compliant with the SC Freedom of Information Act. This meeting was also live-streamed on the Town's website and notification was provided to the public.

Introductions: Members of the Planning Commission, staff, and Mayor Lyon were introduced by Chairwoman Bidwell.

Approval of November 14, 2024 Minutes: Chairwoman Bidwell called for a motion to approve the minutes of the November 14, 2024 meeting. Motion was made by Commissioner Quinn, seconded by Commissioner Steers and passed unanimously.

Public Comments: No member of the public present.

Planning Director, Kristen Crane, presented Proposed Amendments to the Town of James Island Zoning and Land Development Regulations Ordinance (ZLDR):

- a. Definitions (153.013): Sign, Snipe: a non-permitted sign pasted or attached to utility poles, trees, fences, or other locations, or a non-permitted sign posted in the ground. **Recommendation:** edit the definition of a snipe sign to clarify inclusion of ground posted signs.
- b. Signs (153.341 A3 a7): Snipe Signs: **Recommendation:** add reference to prohibition exceptions for snipe signs.
- c. Signs (153.341 E5 a and b): **Recommendation:** add wording to allow snipe signs for civic/institutional uses that are removed after ten days.

Ms. Crane gave an overview of snipe signs (a) that they are signs less than 12 square feet and does not require a zoning permit and (b) all snipe signs shall be removed no later than ten (10) consecutive days after being installed and are only allowed for civic/institutional uses.

Chairwoman Bidwell asked for a motion in order to have discussion on the proposed amendments. Commissioner Hall moved, seconded by Commissioner Quinn and passed unanimously. Commissioner Hall asked what happens to illegal snipe signs. Ms. Crane said they are picked up by Code Enforcement and if not claimed by the owner, they are disposed of in ten days. There was brief discussion about yard sale signs and mattresses for sale signs. Ms. Crane noted that most yard sale signs are removed by the owner after the yard sale has occurred. Chairwoman Bidwell called for a motion to approve the proposed amendments. The motion was made by Commissioner Quinn, seconded by Commissioner Steers.

Vote:

Comm'r Broderick	Aye
Comm'r Hall	Aye
Comm'r Quinn	Aye
Comm'r Steers	Aye
Chair Bidwell	Aye

Passed unanimously

- d. Measurements, Computations and Exceptions; Dimensional Standards Defined (153.066 A1): Adding section to explain the allowance of additional dwelling units on a parcel if standards are met.

Ms. Crane reviewed the proposed amendment and explained that additional dwelling units may be placed on a lot in which a principal dwelling unit is existing, provided that the additional dwelling complies with all dimensional standards of the applicable Zoning District, as contained in Section (153.066 A1 of the Ordinance). This would include all density, setback buffer, building coverage, stormwater standards, height requirements, and waterfront development standards.

Chairwoman Bidwell called for a motion in order to have discussion. The motion was made by Commissioner Hall, seconded by Commissioner Quinn. Ms. Crane answered Commissioner Quinn's question about lot sizes. She explained that lot sizes are not being changed. The proposed amendment is to clarify the one-third (1/3) acre per dwelling unit. After discussion, Chairwoman Bidwell called for a motion to approve the proposed amendment. The motion was made by Commissioner Quinn, seconded by Commissioner Hall.

Vote:

Comm'r Broderick	Aye
Comm'r Hall	Aye
Comm'r Quinn	Aye
Comm'r Steers	Aye
Chair Bidwell	Aye

Passed unanimously

Chairwoman Bidwell announced that the Town Council will hold a first reading on these amendments and a public hearing and second reading at its March 20th meeting.

Election of Planning Commission Officers: Chair and Vice Chair: Chairwoman Bidwell announced that local Planning Commissions must elect one of its members as a chairperson and one as a vice chairperson for one year terms. The appointments will begin immediately and run through December, 2025.

Chair: Commissioner Hall moved for the appointment of Chairwoman Bidwell to serve another term, seconded by Commissioner Steers. Chairwoman Bidwell expressed her appreciation in serving and accepted the appointment. Passed unanimously.

Commissioner Steers thanked the Commission for allowing him to serve as Vice Chair. He stated that he has been on a Planning Commissioner for a long time and chose not to be nominated again to allow another commissioner the opportunity to serve. Chairwoman Bidwell was in agreement rotating the taking of office.

Vice Chair: Chairwoman Bidwell moved for the appointment of Commissioner Hall, seconded by Commissioner Steers. Passed unanimously.

Chair's Comments: The next Planning Commission meeting is scheduled for March 13, 2025 at 5:00 p.m.

Commissioners Comments: None.

Adjourn: There being no further business to come before the body, the meeting was adjourned at 5:30 p.m.

Respectfully submitted:

Frances Simmons
Town Clerk and Secretary to the Planning Commission

DRAFT

§ 153.014 PLANNING AND ZONING FEE SCHEDULE.

The planning and zoning fee schedule is contained below.

<i>Service Type</i>		<i>Fee</i>
<i>Service Type</i>		<i>Fee</i>
A.	Zoning Permits	
	1. Temporary zoning permit fee	\$50
	2. Protected/grand tree removal permit (zoning permit)	\$25
	3. Residential land disturbance	\$25
	4. Residential zoning permit	\$25
B.	Commercial and Industrial	
	1. Up to 5,000 sq. ft. building size	\$50
	2. Greater than 5,000 sq. ft. building size	\$75
C.	Zoning and Comprehensive Plan Amendments	
	1. Zoning map amendments (rezonings)	\$150 + \$10/acre
	2. Planned Development (PD) Zoning District	
	a. Less than 10 acres	\$300 + \$10/acre
	b. 10 – 99 acres	\$1,000 + \$15/acre
	c. 100 acres or greater	\$1,500 + \$20/acre
	3. Amendment to existing planned development text	\$300 + \$2/acre
	4. Sketch plan amendment	\$300 + \$2/acre
	5. Zoning and Land Development Regulations Ordinance text amen	\$250
	6. Comprehensive Plan amendments	\$250
D.	Site Plan Review	
	1. Limited site plan review	\$50
	2. Up to 5,000 sq. ft. building size	\$250
	3. Greater than 5,000 sq. ft. building size	\$500
E.	Board of Zoning Appeals	
	1. Appeals of zoning-related administrative decisions	\$250
	2. Special exceptions	\$250
	3. Zoning variances	\$250
	4. Protected/grand tree removal zoning variances	\$250 + \$50
F.	Addressing	
	Street name change	\$50
	Street sign	\$200
G.	Signs	
	1. Billboards	Site plan review + \$50
	2.W all signs (per use)	\$50
	3. Free-standing sign	\$50
	4. Agricultural sign	\$20
H.	Subdivision Plats	
	1. One lot or exempt plat	\$50
	2. 2 – 10 lots or minor subdivision plat	\$100 + \$10/lot
	3. 11 or more lots or preliminary plat for major subdivision	\$200 + \$10/lot
	4. Conditional plat	\$200 + \$10/lot
	5. Final plat	\$100 + \$10/lot
	6. Public improvement(s) review (engineering)	\$10/lot

	7. Appeals of subdivision-related administrative decisions	\$250
I.	Special Events	
	1. Special events	\$25
<i>Fee Schedule Notes:</i>		
Civic/institutional/non-profits may be waived.		
Town Council may waive all or a portion of the above fees upon submittal of a request to Council and subsequent approval at a public meeting of Town Council.		
If any type of zoning application/permit is required in order to bring properties that have current zoning violations into compliance with this chapter, the zoning application/permit fees shall be doubled.		
Separate applications and fees shall be filed for more than one variance request to each requirement of this chapter. If an applicant requests a variance for removal of more than one protected/grand tree, each additional protected/grand tree shall require an additional fee.		

(Ord. 2013-05, passed 6-20-2013; Ord. 2018-14, passed 12-20-2018)