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

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