

The Planning Commission of the Town of James Island met on Thursday, December 14, 2023 at 6:35 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, and Ed Steers, who presided as Chair. Absent: Deborah Bidwell (gave notice). A quorum was present to conduct business. Also, Kristen Crane, Planning Director, Flannery Wood, Planner II, Niki Grimball, Town Administrator, Mayor Brook Lyon, and Frances Simmons, Town Clerk and Secretary to the Planning Commission.

Call to Order: Commissioner Steers called the meeting to order at 6:35 p.m.

Compliance with the Freedom of Information Act: Commissioner Steers announced that this meeting was duly noticed in compliance with the SC Freedom of Information Act. This meeting was also live-streamed on the Town's website with notification provided to the public.

Introductions: Commissioner Steers introduced the members of the Planning Commission and welcomed new members Kelly Hall and Patrick Broderick at their first meeting; Town staff and Mayor Lyon.

Approval of September 14, 2023 Minutes: The minutes of the September 14, 2023 meeting were approved upon a motion by Commissioner Steers; second by Commissioner Quinn. Passed unanimously.

Public Comments: None.

Staff Comments: None.

Commissioner Quinn announced that Town Administrator, Niki Grimball would present the Proposed Amendments to the Town of James Island Zoning and Land Development Regulations Ordinance (ZLDR) that includes:

- a. Proposed amendments to include changes to allow for variances and appeals of administrative decisions concerning the Flood Damage Prevention Ordinance and the Town Building Regulations Ordinance to be heard by the Board of Zoning Appeals.

Ms. Grimball announced that the Town is in the process of taking steps to bring its building services in-house. She said rather than form a new Board, the delegation of those duties would be transferred to the Board of Zoning Appeals (BZA). A general overview of Chapter 153.027 which explains the process was shared with the Planning Commission informing them that the Board of Zoning Appeals would be the decision making authority for variances, including those described in Section 151-55 of the Flood Damage Prevention Ordinance; adjustments as described in Section 150-14 of the Town's Building Regulations Ordinance; and appeals of administrative decisions on:

- a. Zoning-related matters as described in the chapter
- b. Floodplain regulations related matters as described in Chapter 151 of the Code of Ordinances; and
- c. Building regulations-related matters as described in Chapter 150 of the Code of Ordinances

Commissioner Quinn moved to approve the recommendations as provided by staff; Commissioner Steers seconded. Commissioner Broderick spoke favorably about these services being done in-house to benefit the Town. Ms. Grimball said we hope to have these services begin on January 1st and we are in the process of interviewing candidates for the Building Official position. Commissioner Steers thanked Ms. Grimball for her knowledge and expertise and for her presentation to the Planning Commission. The vote was called and the motion passed unanimously. Town Council will hold a public hearing and first reading at its December 21st meeting and the second reading on January 18, 2024.

Potential Regular Meeting Time Change: Planning Director, Kristen Crane, presented a request to change the meeting time of the Planning Commission meeting from 6:35 p.m. to an earlier time if that is the desire of the Board. She stated that the time was previously held at 6:00 p.m. and changed by the former Land Use Liaison to 6:35 p.m. She also informed the Commission that the Board of Zoning Appeals (BZA) meeting time was changed to 5:00 p.m. and is working well for the members and staff. Discussion was held among the members. Mayor Lyon, the new Land Use Liaison, stated her schedule is flexible with whatever time the Commission decides. There was agreement among the members that the meeting time be changed to 5:00 p.m. (in-line with the BZA meeting). A motion to change the time of the Planning Commission meeting to 5:00 p.m. was made by Commissioner Quinn, seconded by Commissioner Hall, and passed unanimously.

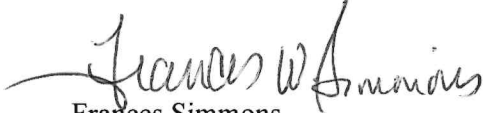
Chair's Comments: None.

Commissioners Comments: None.

Next Scheduled Meeting Date: January 11, 2024 @ 5:00 p.m.

Adjourn: There being no further business to come before the body, the meeting adjourned at 6:54 p.m.

Respectfully submitted:



Frances Simmons
Town Clerk and Secretary to the Planning Commission