

The Planning Commission of the Town of James Island met on Thursday, May 8, 2025 at 5:00 p.m. in person at the James Island Town Hall, 1122 Dills Bluff Road, James Island, SC 29412.

Commissioners present: Kelly Hall, Vice Chair, Zennie Quinn, Ed Steers, and Deborah Bidwell, Chair, who presided. Absent: Commissioner Patrick Broderick (gave notice). 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 the Freedom of Information Act: Chairwoman Bidwell announced that this meeting was duly noticed and is being held in compliance 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 February 13, 2025 Minutes: Chairwoman Bidwell called for a motion to approve the minutes of the February 13, 2025 meeting. The motion was made by Commissioner Steers, seconded by Commissioner Quinn. There was no discussion or corrections.

Vote

Commissioner Hall	Aye
Commissioner Quinn	Aye
Commissioner Steers	Aye
Chairwoman Bidwell	Aye
Passed Unanimously.	

Public Comments: No public participants present.

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.

Kristen Crane, Planning Director, gave a brief overview of the request before the Planning Commission. She stated that the fee schedule for zoning applications and permit fees are contained in the Zoning and Land Use Regulations (ZLDR). The proposed change is to remove the fees from the ZLDR and give authority to Town Council to determine fees by Resolution. She indicated that

the Town's fee structure had not changed in some time. Mike Hemmer provided copies of other municipalities fee structures and what they charge. This was provided to the Planning Commission for information.

Chairwoman Bidwell called for a motion in order to have discussion. No discussion. Commissioner Hall moved to approve the staff's recommendation to remove the fee schedule from the ZLDR, to allow for the adjustment of fees to occur by Town Council Resolution. Commissioner Quinn seconded.

Vote:

Commissioner Hall	Aye
Commissioner Quinn	Aye
Commissioner Steers	Aye
Chairwoman Bidwell	Aye
Passed Unanimously	

Ms. Crane announced that the Town Council will hear First Reading of the Planning Commission's recommendation of the amendment at its May 15th meeting and hold a Public Hearing at the June 19th meeting.

Chair's Comments: None.

Commissioners Comments: None.

Next Scheduled Meeting: The next Planning Commission meeting is scheduled for June 12, 2025 at 5:00 p.m.

Adjourn: There being no further business to come before the body, the meeting was adjourned at 5:09 p.m.

Respectfully submitted:

Frances Simmons

Town Clerk and Secretary to the Planning Commission