



**SURFSIDE BEACH PLANNING & ZONING COMMISSION MEETING MINUTES
TOWN COUNCIL CHAMBERS
SEPTEMBER 6, 2011 ♦ 6:30 P.M.**

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7 **1. CALL TO ORDER.** Chairman Seibold called the Planning & Zoning meeting to order at 6:30
8 p.m. Planning & Zoning Commission members present: Chairman Seibold and members Abrams,
9 Hanson, Lowery, Livesay, and Rhoades. A quorum was present. Vice-Chairman Pruitt was absent.
10 Staff present: Code Enforcement Official Morris. Others present: Waccamaw Council of Government
11 Representative Tom Britton, Town Clerk Herrmann.

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13 **2. PLEDGE OF ALLEGIANCE.** Chairman Seibold led the Pledge of Allegiance.

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15 **3. AGENDA APPROVAL.** Ms. Livesay moved to approve the agenda as written. Mr. Hanson
16 seconded. **All voted in favor. MOTION CARRIED.**

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18 **4. MINUTES APPROVAL.** Mr. Rhoades moved to approve the August 2, 2011 minutes as
19 presented. Ms. Abrams seconded. **All voted in favor. MOTION CARRIED.**

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21 **5. DIRECTOR'S REPORT.** Ms. Morris reported that no plats were approved. Staff had received
22 several positive comments about the newly adopted sign ordinance.

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24 **6. PUBLIC HEARING. Land Development Regulations Amendments.** Chairman Seibold
25 opened the public hearing at 6:33 p.m. and noted that no members of the public were present. He
26 declared the public hearing closed at 6:33 p.m.

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28 **7. OLD BUSINESS.** There was no old business.

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30 **8. NEW BUSINESS**

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32 **Land Development Regulations (LDR) Amendments.** Mr. Britton said the public would also
33 have an opportunity to speak before town council if there were comments about the proposed changes.
34 The town attorney had not replied with any comments about the proposed changes. He and Ms.
35 Donevant believe the attorney's input is important prior to the commission taking formal action on the
36 amendments. He outlined changes set out below to the LDR to which the commission **CONCURRED:**

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 - §15-322(b) – preliminary plat review, page 3-3, add "**public works and other relevant town departments and/or agencies**"
 - §15-323(b) – final plat review, page 3-5, add "**public works and other relevant town departments and/or agencies**"
 - §15-353(2)(h) – page 3-15, strike "lot lines shall be required in a distance in hundreds of feet;" add "**lot lines with distances and bearings, and a statement of the total number of lots**"
 - §15-456(Table) – page 4-9, recommend that road widths remain at 22 feet, which is the current regulation
 - §15-456(a)(3)(d) – page 4-11, add "**as**" after Base
 - 15-461(a)(7) – page 4-12, Signs: wood materials are currently used for signage and that practice should continue; he suggested keeping "steel posts." add "**wood materials may be utilized with preapproval of the public works department**"
 - §15-461(a)(8) – Striping – suggested adding "**or equivalent**" after thermoplastic as the public works director understands that thermoplastics are being phased out

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53 Mr. Britton said the public works director would like to "**require a buffer (preferably 15') of**
54 **undisturbed buffer strip from all properties that abut surface water,**" which the public works director
55 believes will help with erosion control and shoreline stabilization. He suggested this apply to new

56 developments going forward as part of the LDR, which he believes is defensible. If this were to be
57 applied retroactively to existing lots, it would become a zoning issue and create multiple non-conformities.
58 Ms. Abrams asked if this was a stormwater issue. Mr. Britton said that was correct; he believed this was
59 discussed by the stormwater committee. He referred to page 4-6 of the LDR easements section that
60 allows the commission to require a 15-foot drainage easement where drainage facilities are outside the
61 rights-of-way. He said the commission could provide a provision in the drainage easements section for
62 unobstructed easements of not less than 15-feet from the edge of abutting surface waters. That would
63 give discretionary ability to require a type of easement if it was presented for platting. Ms. Abrams
64 believed the easement should be applied going forward for new development. Chairman Seibold asked if
65 this was addressed in any other code section. Mr. Britton replied not to his knowledge; there were
66 ordinances that required structures to be located outside the base flood elevation. Chairman Seibold
67 asked what 'surface water' means. Mr. Britton understood that to mean lakes or a water body created as
68 part of a development. A lengthy discussion was held regarding effects of changing zoning codes instead
69 of LDR; existing setbacks; property lines located under the water; buildings allowed within the setbacks;
70 docks; maintenance; easements, rights-of-way, and buffer locations. Ms. Lowery asked for a definition of
71 "undisturbed," and asked if the commission should consider this recommendation as part of LDR;
72 research the zoning impact of such regulation for further discussion, and request the public works director
73 to attend the next meeting for further discussion. Mr. Britton said that was his understanding and
74 recommendation. The commission **CONCURRED**. Mr. Britton said only the pages that would change
75 would be provided to the members.

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77 Ms. Livesay asked if the town attorney's comments were not received whether the commission
78 could forward a recommendation to town council. Mr. Britton said it could. Ms. Abrams asked how long
79 the town attorney had the documents. Ms. Livesay said, "Four months." Ms. Abrams wanted that
80 comment on the record. Mr. Britton said copies were sent as a courtesy to the utility companies; he did
81 not believe they had responded. Ms. Donevant was going to follow-up with phone calls.

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83 **9. PUBLIC COMMENTS.** There were no members of the public present.

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85 **10. COMMISSION COMMENTS**

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87 Ms. Abrams said that she would be traveling during the months of January, February, and March
88 2012.

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90 Ms. Livesay asked how the commission was progressing with its list of tasks for the year. Mr.
91 Britton said the LDR was the primary item on this year's program and scheduled completion is mid-
92 October. The contract runs from October to October. He suggested that members consider a work plan
93 for the upcoming year at the next meeting. Chairman Seibold asked what he meant by 'completed.' Mr.
94 Britton said a recommendation to town council that moved the issue from the commission's purview.

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96 Mr. Hanson believed action should be taken to address abandoned houses in town; a specific
97 procedure should be adopted and followed to eliminate them. He also commented that golf carts from
98 neighboring communities are parking in metered town parking spaces without paying. He believed that
99 was illegal and should be addressed. Ms. Livesay agreed that golf carts should pay if they do not have a
100 parking sticker, and suggested that a golf cart brochure be developed with recommended routes within
101 the town to keep them off the main roads. Chairman Seibold said State law regulates golf cart usage.
102 However, the parking should be enforced. Ms. Morris said the police department enforces golf cart usage
103 and issues golf cart stickers.

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105 Chairman Seibold asked where appeals to planning commission decisions were heard. Mr.
106 Britton said the planning commissions rulings were the final decision of the municipality and any appeal
107 would be filed in Circuit Court. He further explained that disputes under the zoning ordinances were
108 heard by the board of zoning appeals.

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110 **11. ADJOURNMENT.** Ms. Livesay moved to adjourn at 7:18 p.m. Ms. Lowery seconded. **All**
111 **voted in favor. MOTION CARRIED.**

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Respectfully submitted,

Debra E. Herrmann, CMC, Town Clerk

Approved: October ____, 2011

Charles Seibold, Chairman

Mary Ellen Abrams, Commission Member

Robert Hanson, Commission Member

Lynn Livesay, Commission Member

Betty Lowery, Commission Member

Mickey Pruitt, Vice Chairman

Marty Rhoades, Commission Member

NOTE: BE ADVISED THAT THESE MINUTES REPRESENT A SUMMARY OF THE PLANNING COMMISSION MEETING AND ARE NOT INTENDED TO REPRESENT A FULL TRANSCRIPT OF THE MEETING. THE TAPE(S) OF THE MEETINGS IS AVAILABLE UPON REQUEST, TO BE HEARD IN THE OFFICE OF THE SECRETARY TO THE PLANNING DEPARTMENT. AN AGENDA OF THIS MEETING WAS MADE AVAILABLE TO PERSONS, ORGANIZATIONS AND LOCAL NEWS MEDIA PER THEIR REQUESTS. THE AGENDA GIVES THE DATE, TIME AND PLACE OF THE MEETING AS WELL AS THE ORDER OF BUSINESS. THIS DISCLOSURE IS IN COMPLIANCE WITH THE SOUTH CAROLINA CODE OF LAWS OF 1976, §30-4-80(E).

Approved