



TOWN OF SURFSIDE BEACH
TOWN COUNCIL CHAMBERS
February 2, 2010
6:30 P.M.

PLANNING & ZONING COMMISSION
MEETING MINUTES

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11 **1. CALL TO ORDER**

Vice Chairman Seibold called the Planning & Zoning meeting to order at 6:30 PM. In attendance were: Vice Chairman Seibold and Planning & Zoning commission members Cook, Saunders, Smith and Livesay were present. There was a quorum. Staff present: Building, Planning and Zoning Director Donevant and Waccamaw Council of Government Planner Britton and Dan Newquist.

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18 **2. PLEDGE OF ALLEGIANCE.**

Vice Chairman Seibold led the pledge of allegiance.

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21 **3. AGENDA APPROVAL**

A motion to approve the agenda as submitted was made by Mr. Smith and seconded by Ms. Cook All voted in favor. MOTION CARRIED.

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25 **4. MINUTES APPROVAL**

A motion to approve the minutes from the January 5, 2010 meeting was made by Ms. Livesay and seconded by Mr. Smith. All voted in favor. MOTION CARRIED.

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29 **5. BUSINESS**

30 ***A. Update on Text Amendments***

31 Mr. Britton discussed draft text for Article I and II of the Surfside Beach Zoning
32 Ordinance. Article III is primarily policy items that we will get direction from Town
33 Council at our February 9, 2010 workshop. The intent at this time is to make sure that
34 we are on the right track. When we are through with this part we will piece the draft all
35 together and then bring it back for a final proofing review, make sure that we're all
36 comfortable with it and when you're comfortable with it we will distribute out for the
37 attorney's review and input and then we will start scheduling public hearings and you
38 can make a decision on how you want to proceed with recommending some or all to
39 Council. Mr. Britton discussed the drafts provided and how they were written. He
40 explained that Section 5 is not in this draft but will be included in the next draft due to
41 computer software problems. There was a question by Mr. Smith concerning the
42 definition of bedroom and where it says living room/great room. Ms. Donevant
43 explained that you can only count 1 and you would be required to provide a parking
44 space for the additional room as it would be counted as a bedroom as far as parking is
45 involved. After much discussion, the consensus of the Commission was that it really is a
46 non issue. Mr. Britton continued the discussion of the drafts. There was some
47 discussion about clarifying the definition of Certificate of Occupancy and Certificate of
48 Zoning Compliance. The definitions have been added to eliminate a problem when the
49 Building Official and Zoning Official are two different people. Mr. Britton stated that
50 they probably should define Building Permit and Mr. Seibold agreed that that would be
51 helpful. Mr. Seibold requested an explanation on page 4 item 2 the definition of
52 dwelling. There was much discussion and Mr. Britton determined that they would see if

53 they could come up with some other alternate definitions. There was also discussion
54 about garage apartments and whether or not heated should be included. After much
55 discussion it was determined that this would also be addressed again under the definition
56 of floor area. Mr. Smith also brought up that attic storage space should be addressed
57 when discussing the definition of floor area. There was much discussion about floor
58 area and there was a review of definitions from other municipalities. Mr. Saunders and
59 Ms. Livesay agreed that Pawley's Island ordinance has a good definition of floor area.
60 Mr. Smith added that it also uses heated square feet in the definition. The consensus was
61 that Mr. Britton will take all of this for consideration and come back with another
62 definition. Mr. Britton stated that just as a reminder the floor area ratio is on the policy
63 list for Council. Ms. Cook asked what the difference is between a manufactured home
64 park and a manufactured home subdivision. Mr. Britton explained that a manufactured
65 home park would be where you have one lot of record with multiple units and a
66 manufactured home subdivision would be where you have individual manufactured
67 homes on individual lots. Mr. Britton also said that the mobile home provisions are also
68 on the policy items for Council to review. Mr. Seibold had a question about our mobile
69 home district. Mr. Britton stated that we are changing the district name to manufactured
70 home district but the district will remain the same with the exception that we are going
71 to update the requirements and mobile homes will not be permitted. Mr. Britton
72 continued to go through the definitions and completed reviewing Article I.

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74 Mr. Britton moved onto Article II. He explained more clearly the duties of the Code
75 Enforcement Official. The lot of record has been changed to a non conforming lot. The
76 section giving the Planning Commission authority to issue special exceptions has been
77 removed. By law, it can only be done by the Zoning Board of Appeals. Mr. Seibold
78 asked about communication towers. Mr. Britton explained that we have a section in the
79 ordinance that deals specifically with a specific height for communication towers. Page
80 3 starts the amendment section and this is one of the things we want to clarify so we
81 have rewritten and restructured this section. It clarifies who can initiate a map
82 amendment and a text amendment. Ms. Livesay said that Mr. Britton did a good job on
83 the article and that it would be easier for them to just address any questions that they
84 have in Article II. Ms. Cook had a question about pruning trees and Mr. Britton
85 explained that the section in question just clarifies when a permit is required. Mr.
86 Seibold asked what owner and fee simple is under section C on page 4. Mr. Britton
87 answered that it means the owner that appears on the deed of record. Mr. Seibold
88 questioned the public hearing notice and where it should be published. Mr. Britton
89 explained that state law states that it shall be published in a newspaper of general
90 circulation in the county. You can be more specific in your by laws and rules and
91 procedures. Mr. Britton pointed out more things that he felt were important. The
92 Planning Commission shall have 30 days following the public hearing within which to
93 submit its recommendation and report to Town Council. There was no objection to that
94 number. There was a provision added that if the Town Council fails to take action on a
95 requested amendment within 365 days of an application's public hearing, the requested
96 amendment shall be deemed to be rejected and no other action by the Town Council will
97 be required and the applicant must reapply. There were no questions. Mr. Britton
98 closed by reminding the Commission of the workshop on February 9, 2010.

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B. Transportation Element Goals & Objectives

Mr. Newquist, Assistant Community Planner WRCOG, discussed the Transportation Element in the town's Comprehensive Plan. He presented the first draft of the 2010 Town of Surfside Beach Comprehensive Plan. The Plan was reviewed including the historic traffic counts and included traffic projections from 2010 to 2030. It explained the goals and objectives and implementation strategies as was discussed at the previous Planning Commission meeting. He identified the ownership of the roadways and who is responsible for maintaining them. There was consensus of the Commission that the overall document was well done and contained input provided by the Commission at the earlier meeting and it included some time frames for implementation of the goals and which entities should be involved with the implementation. In summary, Mr. Newquist said that he will have accurate and updated information indicating any changes and will have maps. Mr. Newquist thanked the Commission for their feedback.

C. Discussion

Mr. Britton explained that there are model sign ordinances that we can look at but the first thing to do is to start with a survey of the signs that we have.

6. PUBLIC COMMENTS

There were no public comments.

7. COMMITTEE COMMENTS

Ms. Livesay asked if she could have a new Commission members' list and if it could be updated on the website. Mr. Smith said that he liked getting the draft hard copies rather than getting an e-mail. Ms. Cook says that based on the transportation element of the 2005 Comprehensive Plan this was to make Surfside Drive a mixed use district. She believes that this would be a mistake. Mr. Saunders agreed with Ms. Cook.

ADJOURNMENT

Motion was made to adjourn at 8:45 pm.

Jackie Donevant,
Director of Planning, Building and Zoning

Bob Hanson, Chairman

Lynn Livesay, Commission Member

Ron Saunders, Commission Member

John Culbertson, Commission Member

Carol Cook, Commission Member



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Charles Seibold, Commission Member

Rod Smith, 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 ARE AVAILABLE UPON REQUEST, TO BE HEARD IN THE OFFICE OF THE SECRETARY TO THE PLANNING DEPARTMENT. AN AGENDA OF THIS MEETING HAS BEEN EITHER MAILED OR MADE AVAILABLE TO PERSONS, ORGANIZATIONS AND LOCAL NEWS MEDIA AS PER THEIR REQUEST. 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, SECTION 30-4-80(E).