

MAYOR
CHRISTIE RAINWATER
MAYOR PRO TEM
MICHAEL SALLY
CITY ADMINISTRATOR
COURTNEY SOLER



CITY COUNCIL
KEN BOGGS
JEFF C. CHANDLER
MIKE DYSON
KEVIN HEDGPETH
ADAM SPURLOCK

AGENDA
HANAHAN PLANNING COMMISSION MEETING
Monday, July 10, 2023
6:00 P.M.

- 1. Call to Order by Chairperson Pat Eckstine**
- 2. Determination of a quorum.**
- 3. Pledge of allegiance to the Flag.**
- 4. Read and approve the meeting minutes from June 6, 2023.**
- 5. Old Business**
None
- 6. New Business:**
None
- 7. Other Business:**
 - A. Discussion item-the Planning Commission's Rules of Procedures.**
- 8. Citizen Comments.**
- 9. Next Meeting: Tuesday, August 1, 2023**
- 10. Adjourn.**

**HANAHAN PLANNING COMMISSION REGULAR MEETING
June 6, 2023, 6:30 P.M.**

NOTE: During periods of discussion and/or presentations, minutes are condensed and paraphrased. Digital coverage of the meeting is available upon a Freedom of Information Request.

The meeting of the Hanahan Planning Commission was held in the Debbie Lewis Municipal Chambers at 1255 Yeamans Hall Rd on June 6, 2023. Chairman Eckstine presided over the meeting. Commissioners Carolyn Lackey, Butch Thrower, Chris Brace, Philip Strope, and Matthew Weatherford were in attendance. Commissioner Gurley was absent. A quorum was present. This meeting agenda was posted on the bulletin board at City Hall. Staff members in attendance were Lee Lawson (City Planner), Larry Sturdivant (Building Official), Courtney Soler (City Administrator), and Cameron Spencer. The visitors present were Bill Colvin and Danielle Reed.

1. CALL TO ORDER:

Chairman Eckstine called the meeting to Order at 6:30pm.

2. DETERMINATION OF A QUORUM:

Chairman Eckstine made the determination that a quorum was present.

3. PLEDGE OF ALLEGIANCE TO THE FLAG:

The pledge was recited.

Chairman Eckstine stated that there need to be an amendment to the agenda to add under Item 7, Other Business, Subsection D to include Rules and Procedures date for review. Commissioner Strope made a motion to amend the agenda. Commissioner Lackey seconded the motion. Motion passed after a Roll Call vote.

4. Approval of Minutes, May 2, 2023

Chairman Eckstine asked for a motion to approve the minutes. Commissioner Strope made a motion to approve the Minutes of May 2, 2023. Commissioner Lackey seconded the motion. Chairman Eckstine noted a correction was need to the minutes. She wanted the following added to her comments in the minutes. They were to add the following "referencing growth management, goals, and implementation that larger properties should be considered on a site wide master plan. Motion passed after a Roll Call Vote. Commissioners Brace, Strope, and Weatherford all abstained.

5. OLD BUSINESS:

There was none.

6. NEW BUSINESS:

A. Zoning Text Amendments (Public Hearing)

1) ZTA 2-2023 – amends the following sections:

- a. Section 9.7.2 – Parking, storage, and use of non-recreational vehicles and equipment and inoperable vehicles. Amending parking and storage of heavy commercial vehicles and heavy commercial trailers in residential areas**
- b. Section 10.3 – Definitions. Adding terms for Heavy Commercial Vehicles and Heavy Commercial Trailers.**

Chairman Eckstine asked Lee Lawson to present. Lee presented to the Commission. He explained that the current regulations were based on gross vehicle weight which made it more difficult to determine the actual weight. As a result, a more feasible way was to base the regulations on the actual features of the vehicles and trailers that were being parked in residential districts. Lee stated that staff researched the issue and found verbiage that was vetted through the Supreme Court. A case was with Dorchester County. It was the Whaley vs. Dorchester County case. Lee stated staff used the same language as Dorchester County and was using it for this text amendment, because it was more feasible and practical and had already been tried and upheld by the state in court. In addition, definitions were being added so the regulations would fit into the zoning ordinance. Lee also informed the Commission that the City of North Charleston uses the same regulations. Larry Sturdivant added that this new amendment would help staff in regard to code enforcement be able to make determinations from the street view. Also, he added that this proposal was recommended by the city attorney. Commissioner Lackey asked if there were problems with recreational vehicles. Larry added that recreational vehicles came under a different section of the ordinance and staff were not having issues with those types of vehicles.

Chairman Eckstine asked if there was a motion to enter into a public hearing. Commissioner Thrower made a motion. Commissioner Strobe seconded the motion. Motion passed after a Roll Call Vote.

Public Hearing:

- 1) Bill Colvin (1005 Wheeler Dr) . . . he talked about a different property in his neighborhood that had multiple cars parked at the residence. Chairman Eckstine informed Mr. Colvin that the public hearing comment section was for the text amendment. She added that at the end of the meeting, he could address the Commission with his concerns.

Chairman Eckstine asked if there were any additional comments from the audience. There were none. Chairman Eckstine asked for a motion to close the public hearing. Commissioner Thrower made a motion. Commissioner Strobe seconded the motion. Motion passed after a Roll Call Vote.

Public Hearing Closed:

Chairman Eckstine asked if there was any further discussion among the Commission members. There were none. Chairman Eckstine asked if there was a motion to approve. Commissioner Lackey made a motion. Commissioner Strobe seconded the motion. Motion passed after a Roll Call Vote.

7. OTHER BUSINESS:

A. Continuing Education – Setting a date for a session with MASC

Lee presented several dates for training that he would be having for the members. The date chosen was June 20, 2023. It would be for continuing education worth 3 hours.

B. Orientation Training information for new members

Lee informed the new members that they would need to complete the 6-hour total of training by the end of the year. The training would be self-paced in 1-hour increments.

C. Rescheduling the date for the July meeting

Lee informed the Commission that the July meeting would fall on July 4th. The Commission decided to meet on Monday July 10 at 6pm.

D. Rules and Procedures

Chairman Eckstine stated that the Commission would need to have a workshop to discuss the rules and procedures regarding updating them. She stated that the Commission would

need to schedule after the June training session. This would give everyone time to read and make notes.

8. CITIZEN COMMENTS:

Bill Colvin expressed his concerns regarding a property in his neighborhood as to the number of cars that are parked at the residence. He stated that the house is vacant. He said he would like the Commission to look at regulations on the number of vehicles allowed.

9. NEXT MEETING: TUESDAY, July 10, 2023

The next Planning Commission was stated it would be held on July 10, 2023.

10. ADJOURNMENT:

Chairman Eckstine asked for a motion to adjourn. Commissioner Thrower made a motion to adjourn. Commissioner Strobe seconded the motion. A roll call vote was taken. Motion passed unanimously. The meeting was adjourned at 6:38pm.

Chairman Eckstine

ATTEST:

Larry Sturdivant, Secretary

DRAFT

HANAHAN PLANNING COMMISSION
RULES OF PROCEDURE
HANAHAN, SOUTH CAROLINA

ARTICLE I
ORGANIZATION

SECTION I. Rules.

These rules of procedure are adopted pursuant to S. C. Code 6-29-360 for the City of Hanahan Planning Commission which consists of seven (7) members appointed by City Council.

SECTION 2. Officers.

The officers of the Commission shall be a chairman and vice-chairman elected for one year terms at the regular May or the next regularly scheduled meeting of the Commission in each calendar year. The Commission shall appoint a member of the staff of the City as secretary of the Commission.

SECTION 3. Chairman

The chairman shall be a voting member of the Commission and shall:

- a.) Call meeting of the Commission;
- b.) Preside at meetings and hearings;
- c.) Act as spokesperson for the Commission;
- d.) Sign documents for the Commission;
- e.) Transmit reports and recommendations to Council; and
- f.) Perform other duties approved by the Commission.

SECTION 4. Vice-Chairman

The vice-chairman shall exercise the duties of the chairman in the absence, disability, or disqualification of the chairman. In the absence of the chairman and vice-chairman, an acting chairman shall be elected by the members present.

SECTION 5. Secretary.

The secretary shall:

- a.) Provide notice of meetings;
- b.) Assist the chairman in preparation of agenda;
- c.) Keep minutes of meetings and hearings;
- d.) Maintain Commission records as public records;
- e.) Attend to Commission correspondence; and
- f.) Perform other duties normally carried out by a secretary.

ARTICLE II
MEETINGS

SECTION I. Time and Place.

An annual schedule of regular meetings shall be adopted, published and posted at the designated City office in January of each year. Special meetings may be called by the chairman upon 24 hour notice, posted and delivered to all members and local news media. Meetings shall be held at the place stated in the notices, and shall be open to the public.

SECTION 2. Agenda

A written agenda shall be furnished by the secretary to each member of the Commission and the news media three days prior to the meeting for regular meetings, and at least twenty four (24) hours prior to a special meeting. Items may be added to the agenda at a meeting by majority vote.

SECTION 3. Quorum

A majority of the members of the Commission shall constitute a quorum. A quorum shall be present before any business is conducted other than rescheduling the meeting.

SECTION 4. Rules of Order.

Robert's Rules of Order shall govern the conduct of meetings except as otherwise provided by these Rules of Procedure.

SECTION 5. Voting.

A member must be present to vote. Each member shall vote on every question unless disqualified by law. The question of disqualification shall be decided by the member affected, who shall announce the reason for disqualification, have it placed in the minutes, and refrain from deliberating or voting on the question.

SECTION 6. Conduct.

Except for public hearings, no person shall speak at a Commission meeting unless invited to do so by the Chairperson.

ARTICLE III
PUBLIC HEARINGS

SECTION 1. Notice.

The secretary shall give the notice required by statute or ordinance for all public hearings conducted by the Commission. Members of the public desiring to be heard shall give written notice to the secretary prior to commencement of the hearing.

SECTION 2. Procedure.

In matters brought before the Commission for public hearing which were initiated by an applicant, the applicant, his agent or attorney shall be heard first, members of the public next, and staff next. The applicant shall have the right to reply last. No person may speak for more than five (5) minutes without consent of the Commission. No person speaking at a public hearing shall be subject to cross-examination. All questions shall be posed by members of the Commission. In matters not initiated by an applicant, members of the public shall speak in the order in which requests were received, or in such order as the Commission shall determine.

ARTICLE IV
RECORDS

SECTION 1. Minutes.

The secretary shall record all meetings and hearings of the Commission on tape which shall be preserved until final action is taken on all matters presented. The secretary shall prepare minutes of each meeting for approval by the Commission at the next regular meeting. Minutes shall be maintained as public records.

SECTION 2. Reports.

The secretary shall assist in the preparation and forwarding of all reports and recommendations of the Commission in appropriate form. Copies of all notices, correspondence, reports and forms shall be maintained as public records.

SECTION 3. Attendance.

The minutes shall show the members in attendance and those

absent at each meeting. The Commission shall recommend to the governing body the removal of any member who is absent from three (3) consecutive regular meetings.

ARTICLE V
REVIEW PROCEDURE

SECTION 1. Zoning Amendments.

Proposed zoning text and district amendments shall be considered and recommendations shall be forwarded to the governing body within thirty (30) days after receipt of the proposed amendments, unless additional time is given by the governing body. The Planning Commission shall conduct any required public hearing prior to making a recommendation.

SECTION 2. Plats.

Plats submitted for review pursuant to land development regulations shall be reviewed by designated staff members who may approve for recording plats of existing lots of record, minor subdivisions of land which meet all zoning requirements, and subdivisions which are exempt from regulation pursuant to S. C. Code 6-29-1110(2). The Commission shall be informed in writing of all staff approvals at the next regular meeting, and a public record of such actions shall be maintained. All other plats shall be subject to review and approvals by the Commission.

SECTION 3. Comprehensive Plan.

All zoning and land development regulation amendments shall be reviewed first for conformity with the Comprehensive Plan. Conflicts with the comprehensive plan shall be noted in any report to the governing body on a proposed amendment. The elements of the comprehensive plan shall be reviewed and updated on a schedule adopted by the Commission meeting the requirements of the S. C. Code 6-29-510(E).

SECTION 4. Reconsideration.

The Commission may reconsider any review when so requested by the governing body, or when an applicant brings to the attention of the Commission new facts, a mistake of fact in the original review, correction of clerical error, or matters not the fault of the applicant which affect the result of the review.

ARTICLE VI
FINANCES

SECTION 1. Budget.

The Commission shall submit written recommendations to the governing body for funding in the annual budget. The recommendations shall include an explanation and justification for proposed expenditures.

SECTION 2. Expenditures.

Budgeted funds shall be expended only for approved purposes in accordance with financial policies and procedures set by the governing body, including procurement rules. Upon adoption of a budget by the governing body, the Commission, may adopt an authorization for specified expenditures by designated staff members within the limits provided. Reimbursement for actual expenses incurred in the performance of official duties approved in advance by the Commission shall be made to members of the Commission and staff upon submission of vouchers supported by receipts.

SECTION 3. Personnel.

The Commission shall employ such staff and consultants as may be authorized and funded by budget or make recommendations for staff members to be employed by the City. Consultants shall be engaged by majority vote of the Commission after review of proposals invited by public notice and mail, and personal interviews with applicants by the Commission, or a committee of Commission members and staff.

ARTICLE VII
ADOPTION AND AMENDMENT

SECTION 1. Adoption.

These rules were adopted by vote of a majority of the members of the Commission at a regular public meeting on _____.

SECTION 2. Amendment.

These Rules of Procedure will, upon approval and adoption by the Commission, supercede and replace any and all previous rules

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and/or directives covering same subject least seven (7) days
after the written amendment is delivered to all members.

Date