



PLANNING COMMISSION MEETING
Kiawah Island Municipal Center
January 17, 2024; 2:00PM

AGENDA

- I. **Call to Order:**
- II. **Roll Call:**
- III. **Approval of Minutes:**
 - A. Planning Commission Meeting Minutes of October 19, 2023 [Tab 1]
 - B. Planning Commission Meeting Minutes of November 15, 2023
- IV. **Public Comments**
(Agenda Items Only)
- V. **Old Business:**
 - A. KiawahNext Update [Tab 2]
- VI. **New Business:** [Tab 3]
 - A. Election of 2024 Officers
 - B. Approval of Rules of Procedures
- VII. **Correspondence/Staff Comments:**
- VIII. **Council Liaison Comments:**
- IX. **Public Comments:**
- X. **Commissioner Comments:**
- XI. **Adjournment:**

FOIA: Notice of this meeting has been published and posted in accordance with the Freedom of Information Act and the requirements of the Town of Kiawah Island. Meeting materials available for public view online at: <https://www.kiawahisland.org/meetings-minutes/planning-commission/>

**SPECIAL CALLED
PLANNING COMMISSION MEETING
Kiawah Island Municipal Center
October 19, 2023; 10:30 AM**

Minutes

I. **Call to Order:** Mr. Dowdy called the meeting to order at 12:16 pm.

II. **Roll Call:**

Present: Bill Dowdy
Andy Capelli
Ronald Curran
Luke Farrell
Joanne Hennessy
Larry Iwan
Madeleine Kaye

Also Present: John Taylor, Jr., *Planning Manager*
Stephanie Tillerson, *Town Administrator*
Joe Wilson, *Town Attorney*

III. **Approval of Minutes:**

A. Planning Commission Meeting Minutes of September 6, 2023

B. Planning Commission Meeting Minutes of October 4, 2023

Approval of the minutes was deferred until the next regular Planning Commission meeting.

IV. **Public Comments** (*Agenda Items Only*)

None

V. **Executive Session:**

A. Executive Session to receive legal advice regarding the 2013 Amended and Restated Development Agreement and Vested Rights pursuant to South Carolina Code Section 30-4-70(a)(2).

VI. **Old Business:**

A. Comprehensive Plan Amendment - Future Land Use Map

1) #ACP23-000003 | Request to Amend the Comprehensive Plan – Comprehensive Plan Map IX.2, Future Land Use; To change the Future Land Use designation for specific parcels within the 2013 Amended and Restated Development Agreement

B. Zoning Map Amendment

1) #REZ23-000003 | Request to Amend Chapter 12 - Land Use Planning And Zoning, Article II. - Zoning, Division 2. - Zoning Map/Districts, Section 12-62. – Zoning Map by rezoning specific parcels within the 2013 Amended and Restated Development Agreement

Mr. Taylor stated that December 4th is the expiration date of the 2013 Amended and Restated Development Agreement, and there have been a number of workshops, including one just prior to this meeting, to provide recommendations on the zoning of those impacted parcels after the expiration. The Planning Commission has already approved the recommended zoning for some of the parcels, and today's focus will be the remaining parcels, including parcels adjacent to Beachwalker Drive.

Mr. Taylor stated that he would provide a detailed review of each of the parcels, including the proposed Future Land Use and Zoning recommendations, followed by a motion for recommendation if it is desired.

Mr. Taylor stated that the Upper Beachwalker area includes Parcel 8, Parcel 9, parcel 10, and Parcel 11, which is the Beachwalker Lagoon. He noted that Parcels 8 and 10, identified in the ARDA as separate parcels, share the same TMS number. Parcel 9, which is adjacent to the General Store, is the former Beach Walker Office Park, and the two parcels to the south are undeveloped and currently under site plan review for multi-family developments.

Upper Beachwalker

- Parcels 8 and 10
 - **Recommended Future Land Use:** Mixed-Use
 - **Recommended Zoning:** BW-1

The recommendation is to establish BW-1, which is a mixed-use zoning category that would allow both commercial and residential uses.

- Parcels 11
 - **Recommended Future Land Use:** High-Density Residential
 - **Recommended Zoning:** R-3, Residential
- Parcels 9
 - **Recommended Future Land Use:** Medium-Density Residential
 - **Recommended Zoning:** R-2, Residential

The recommendations, as stated, are based on the initial staff recommendation that has been modified slightly based on feedback from the Commissioners.

- Former Church Parcel
 - **Recommended Future Land Use:** Medium-Density Residential
 - **Recommended Zoning:** R-2, Residential

Parcel 11 and the former Church parcel are currently under site plan review, and the proposed zoning would not impact those site plans; however, based on what is being proposed would create non-conformities if those plans are approved.

Mr. Taylor stated that the Lower Beachwalker area includes Parcel 13 (Lot 1), which is under site plan review; The Cape, which is under construction; and The Timers, which is already built.

Lower Beachwalker

Parcel 13 (lot 1) is undeveloped and currently under site plan review; the Cape is currently under construction, and the Timbers already built have two proposed categories.

- Parcel 13 (lot 1)

- **Recommended Future Land Use:** High-Density Residential
 - **Recommended Zoning:** R-3, Residential
- The Cape
 - **Recommended Future Land Use:** Mixed-Use
 - **Recommended Zoning:** BW-2
- The Timbers
 - **Recommended Future Land Use:** Mixed-Use
 - **Recommended Zoning:** BW-2

The recommendation is to establish BW-2, a mixed-use category that would allow three stories in height, a 50 ft maximum allowance, and seven dwelling units per building with the caveat that structures within 30 ft of any property line would be subject to a 40 ft maximum height standard.

- Parcel 12a - Beachwalker Park
 - **Recommended Future Land Use:** Active Recreational and Open Space
 - **Recommended Zoning:** R-2
- Parcel 12b - Captain Sam's
 - **Recommended Future Land Use:** Active Recreational and Open Space
 - **Recommended Zoning:** R-1
- Parcel 16 – The Settlement
 - **Recommended Future Land Use:** Low-Density Residential/Active Recreational and Open Space
 - **Recommended Zoning:** R-2 – PR

The proposed zoning for Parcel 16 would remove the specific commercial allowance based on the development agreement. Staff is recommending to clarify with a Text Amendment the conditional uses within the PR category for spa and improvement services.

- Parcel 41 – Osprey Beach
 - **Recommended Future Land Use:** Low-Density Residential/Active Recreational and Open Space
 - **Recommended Zoning:** R-1 – PR

Mr. Taylor provided a review of each of the two new zoning district categories that were recommended by staff. The proposed Beachwalker 1 and Beachwalker 2 zoning district categories were recommended to provide for the unique circumstances based on the location of the particular parcels and establish a mixed-use category that would allow residential of all densities along with limited commercial uses.

Mr. Capelli made a motion to approve the amendment of the zoning map to include the BW-1 and BW-2 categories. Mr. Iwan seconded the motion.

Commissioners engaged in an in-depth discussion of their views on establishing the BW-1 and BW-2 categories, posing questions to Mr. Taylor and Mr. Wilson. Mr. Taylor clarified that the motion would be to establish these zoning categories where Commissioners could then recommend the uses and standards within of the proposed categories.

Mr. Capelli made a motion to call the question. Ms. Hennessy seconded the motion, and it was unanimously passed.

The motion to approve the amendment of the zoning map to include the BW-1 and BW-2 categories failed by a 4 to 3 vote.

Andy Capelli	Yes
Luke Farrell	No
Larry Iwan	Yes
Bill Dowdy	Yes
Madeleine Kaye	No
Joanne Hennessy	No
Ronald Curran	No

Mr. Farrell made a motion to go through these Parcels using the existing codes R-1, R-2, R-3, and designate them as such, and include a discussion of the parameters that are included in what R-1, R-2, and R-3 mean. Mr. Iwan seconded the motion, and it was unanimously approved.

Commissioners reviewed each parcel and discussed their recommended Future Land Use and Zoning designations.

Upper Beachwalker

Ms. Kaye made a motion for Parcels 8 and 10 to be zoned Parks and Recreation. Ms. Hennessey seconded the motion.

Commissioners discussed their views on changing the zoning category to Parks and Recreation.

Ms. Kaye withdrew her motion, and Ms. Hennessy withdrew her second.

Mr. Farrell made a motion that the Future Land Use and Zoning for Parcels 8 and 10 be Commercial. Mr. Iwan seconded the motion.

Commissioners discussed their views on the recommended Future Land Use and Zoning change to Commercial, along with additional suggestions.

Mr. Farrell withdrew his motion.

Mr. Farrell made a motion to designate Parcels 8, 9, and 10 to the R-2 zoning category. Mr. Iwan seconded the motion.

Commissioners discussed their views on changing the zoning category to R-2, along with a comparison of the R-1 and R-2 categories.

Following the discussion, the motion was unanimously passed.

Ms. Hennessy made a motion to designate the Future Land Use of Parcels 8, 9, and 10 to the Medium Density category. Ms. Kaye seconded the motion, and it was unanimously passed.

Mr. Taylor stated that Parcel 11, Beachwalker Lagoon, is currently under site plan review. The proposed Zoning District is R-3, and the proposed Future Land Use Designation is high-density residential.

Mr. Iwan made a motion to designate Parcel 11 as High-Density Residential/R3. Dr. Curran seconded the motion.

Commissioners discussed the standards for the R-3 category, and if the site plan is approved, the proposed zoning would create non-conformities.

Following the discussion, the motion was unanimously passed.

Mr. Taylor stated the former Church parcel is currently under site plan review and is being recommended as High-Density Residential/R-3.

Commissioners discussed setbacks from the roadway, as well as current R-3 standards.

Mr. Capelli made a motion to designate the former Church parcel as High-Density Residential/R-3. Dr. Curran seconded the motion.

Following discussion, the motion was unanimously passed.

Lower Beachwalker

Mr. Taylor stated that Parcel 13 (lot 1) is currently under site plan review, and the proposed recommendation is High-Density Residential/R-3.

Mr. Farrell made a motion to follow the staff recommendation to designate Parcel 13 (Lot 1) as High-Density Residential/R-3. Dr. Curran seconded the motion.

Commissioners engaged in an in-depth discussion regarding the current standards of the R-3 zoning district and potential impacts of a new zoning category with modified standards specifically for this parcel, which could be accomplished with the creation of a new zoning category., Mr. Taylor and Mr. Wilson clarified with the parcel being under site plan review, the standards allowed under the Development Agreement would apply to the parcel, and that approval of the recommended zoning is for the future.

Following the discussion, the motion was unanimously passed.

Mr. Taylor stated that the subtract of Parcel 13, where the Cape is developed, has a mixed-use Future Land Use designation and a current Zoning designation of R-3/C under the ARDA. It was requested that the Timbers, also a subtract of Parcel 13, be included in the consideration.

Ms. Hennessy made a motion to designate The Cape and The Timbers parcels as High-Density Residential/R-3. Mr. Farrell seconded the motion.

Commissioners discussed the recommendation made by staff for the parcels and considered developing a new zoning category, deferring the current recommendation.

Following the discussion, the motion was unanimously passed.

Mr. Taylor stated that Parcel 12A, leased by the property owner to Charleston County as Beachwalker Park, currently has an R-3/C zoning designation and mixed-use Future Land Use designation. The recommendation is R-2 residential zoning and Active Recreation and Open Space Future Land Use designation.

Commissioners discussed the recommendation of the Active Recreation and Open Space Future Land Use designation for what is currently a public beach and the Medium-Density Residential, which is more appropriate to the R-2 zoning being recommended.

Dr. Curran made a motion to follow the staff recommendation to designate Parcel 12A as Medium-Density Residential/R-2. Mr. Iwan seconded the motion. The motion passed by a 5 to 2 vote, with Mr. Farrell and Ms. Kaye voting “No.”

Mr. Taylor stated that Parcel 12B is the entire area of Captain Sam’s, including the area adjacent to the County Park entrance. The staff recommendation is R-1 Residential zoning and Low-Density Residential Future Land Use designation.

Commissioners discussed using the KC Zoning district and Conservation Future Land Use designation to protect the area, the concern that the Commission is perceived as in any way encouraging the development of the parcel, and using the Active Recreation and Open Space designation for both.

Dr. Curran made a motion to designate Parcel 12B as Low-Density Residential/R-1. Mr. Capelli seconded the motion. The motion passed by a 4 to 3 vote, with Mr. Farrell, Ms. Hennessy, and Ms. Kaye voting “No.”

Mr. Taylor stated that Parcel 16, The Settlement, had a staff recommendation for the R-2/PR designation. The R-1 designation was discussed in the workshop and recommended. Staff included an asterisk for a proposed text amendment to the use table and conditions of uses that would clarify the existing club facilities and spa.

Ms. Kaye made a motion to follow the workshop recommendation to designate Parcel 16 as Low-Density Residential/Active Recreational and Open Space R-1 and PR with conditions of use text amendment to the PR category. Ms. Hennessy seconded the motion.

Commissioners discussed the text amendment language.

Following the discussion, the motion was unanimously passed.

Mr. Taylor stated that Parcel 41, Osprey Beach, is currently designated Low-Density Residential/Active Recreation Open Space and the current zoning is R1/PR.

Dr. Curran asked for clarification on what was included in the parcel. Mr. Permar stated that it included not only the Beach Club but also the lots on both sides of the road that goes to the Club.

Dr. Curran made a motion to designate Parcel 41 as Low-Density Residential/Active Recreational and Open Space/R1 and PR. Ms. Hennessy seconded the motion, and it was unanimously passed.

VII. New Business:

A. Zoning Text Amendment

- 1) #AZO23-000002 | Request to amend Sec. 12-61. Establishment of Zoning Districts.
- 2) Request to establish new zoning category BW-1, Beachwalker Zoning District.
- 3) Request to establish new zoning category BW-2, Beachwalker Zoning District.
- 4) Request to amend Sec. 12-102. Principal Uses and Use Regulations.

B. Zoning Text Amendment

- 1) #AZO23-000003 | Request to amend Ordinance 2013-14 relating to the 2013 Amended and Restated Development Agreement.

Mr. Taylor stated that based on what has been recommended by the Planning Commission for the Future Land Use destinations and zoning categories for all the subject parcels, they will move on to the Council for the first reading. The recommendation will also include some modifications to make sure the language is consistent.

Mr. Taylor stated that the draft of Ordinance 2023-23 references the current Ordinance 2013-14, which made the Development Agreement a part of our zoning code as an appendix. He stated that the staff recommendation is that the Development Agreement be removed from the zoning code as the Town moves toward its expiration. He reviewed the points covered and the changes and updates to be made in the ordinance draft.

Ms. Henessy made a motion to recommend to the Town Council to accept Ordinance 2023-23 subject to the edits that Mr. Taylor is going to make. Mr. Farrell seconded the motion, and it was unanimously passed.

VIII. Correspondence/Staff Comments:

Mr. Taylor stated that he had a conversation with Blake and had some revised working documents that he would send to the Commission to review and then would work on scheduling the next meeting.

IX. Council Liaison Comments:

X. Public Comments:

Mark Permar – 81 Dungannon Hall

Mr. Permar commented about the non-conforming, stating it would be a burden borne by the property owners and an unnecessary action. He commented on the action taken on the various parcels adjacent to the General Store and the action taken on parcels 8 and 9, stating there was no fundamental explanation of why the use was changed, removing the most suitable land use type by history, existing conditions, and anticipated conditions.

Lance

Mr. Lance commented on what he felt was a presumption being made by the Town with the development agreement ending in December, the concern about the potentially developed units being short-term rentals, and the impact on traffic, infrastructure, and use of the properties in the surrounding communities and the beach. He also stated that the scope of what was going to be discussed was a surprise, and there would have been much better participation had there been much more notice of perhaps the most consequential decision being made by the Town since the decision to develop Kiawah.

XI. Commissioner Comments:

Ms. Kaye thanked Mr. Lance for his comments. In her estimation, there had been a lot of communication about these several workshops and this meeting. She was sorry if that word was not getting out and would do her best to increase the communication.

Ms. Kaye also thanked the members of the Inlet Cove Sparrow Pond Community for their intense involvement in this whole process.

Mr. Farrell thanked Mr. Wilson for his guidance in the executive session. Thanks again to Mr. Taylor for a ton of work on all this stuff and for dealing with us time and time again over the same issues. Thank you very much for your patience and your diligence.

Mr. Capelli commented on the emails that have been received directly as opposed to coming through the Town and the need to reply to everyone when getting boilerplate emails with an almost word-for-word recitation of their views. Nevertheless, we will continue to recognize the fact that we get them and will respond.

As for the second point, he wanted to correct the perception that it seemed not much consideration had been given to what has been built on the island over the last number of years. Some may not be aware of the rights to this property having been talking about for the last eight months, but there have been numerous public hearings or open workshops that people have attended, so they know what is going on. The question that nobody seemed to recognize is that that property was permitted originally as a hotel. There would have been a lot more traffic, a lot more rooms, and a lot more concerns about a hotel being on that property than what was proposed initially. There was a lot of consideration given to the importance of the rights of property owners, the importance of the rights of the community and trying to balance those views. Hopefully, something was developed that most people will consider balancing.

XII. Adjournment:

Ms. Hennessy made a motion to adjourn the meeting at 2:25 pm. The motion was seconded and was unanimously approved.

Submitted by,

Petra S. Reynolds, Town Clerk

Approved by,

Bill Dowdy, Chairman

Date

**SPECIAL CALL
PLANNING COMMISSION MEETING
Kiawah Island Municipal Center
November 15, 2023; 11:30AM**

Minutes

I. Call to Order: Mr. Iwan called the meeting to order at 2:13 pm.

II. Roll Call:

Present:

Bill Dowdy
Andy Capelli
Ronald Curran
Luke Farrell
Joanne Hennessy
Larry Iwan
Madeleine Kaye

Also Present:

John Taylor, Jr., *Planning Manager*
Stephanie Tillerson, *Town Administrator*

III. Public Comments: (Agenda Items Only)
None

IV. New Business:

A. Zoning Text Amendment

- 1) #AZO23-000004 | Request to amend the Town of Kiawah Island's Land Use Planning and Zoning Ordinance to establish tree preservation and landscape standards.

Ms. Hennessy stated that during the Workshop, the Commission received valuable input from professionals and heard some new information. Also discussed was having another workshop on November 29th with the intention of making a recommendation to the Town Council for the December 6th meeting.

Mr. Capelli stated the draft of the ordinance, revised after the task force meeting, would have to come back to the Planning Commission, so there should be firm dates for the workshop and the Planning Commission meeting. Specifically spelling out what the agenda item is going to be.

Mr. Farrell agreed there should be a timeline established for the steps being taken to include Mr. Taylor's ability to get the revised draft of the ordinance out to the contractors. Then, the contractors get their response back to the Commission before the 29th, and fifteen days prior to the meeting, we put the ordinance on the Town Council's agenda.

Mr. Taylor stated that he would prepare the revised draft but would like to have the subcommittee meet to review the revised draft so that they are on the same page on several of the issues discussed today. The meeting was scheduled for November 21st at 11:00 am.

Mr. Taylor stated that he would make as many edits as he could in the next few days to send the revisions back to the entire commission quickly. On the 21st, the subcommittee will review in detail

any particular implications that might be brought forth with the revised draft and/or with the feedback received. If there are no substantive items, the goal is to have a newly revised draft sent out to the Commission on the 22nd for the workshop on the 29th at 9:00 am. The expectation is to have an ordinance recommendation on the December 6th regularly scheduled Planning Commission meeting.

Mr. Capelli made a motion to table the agenda item calling for the approval of the text of the zoning amendment. Ms. Hennessey seconded the motion, and it was unanimously approved.

V. Correspondence/Staff Comments:

VI. Public Comments:

VII. Commissioner Comments:

Commissioners engaged in an in-depth discussion of suggested revisions or modifications to the draft ordinance presented at the meeting. Discussion included comments on documentation, the Purpose and Intent, the definition of major improvement, permitting and surveying, new construction and lot preparation, tree preservation and landscape plans, and tree mitigation.

VIII. Adjournment:

Ms. Hennessey made a motion to adjourn the meeting at 3:15 pm. The motion was seconded and was unanimously approved.

Submitted by,

Petra S. Reynolds, Town Clerk

Approved by,

Bill Dowdy, Chairman

Date

DRAFT COPY
01/16/2024

TOWN OF KIAWAH ISLAND

Comprehensive Plan Overview

WORKING DOCUMENT

JANUARY 10, 2024

Kiawah

PLAN ELEMENTS

- The ten elements are intended to ensure that all potential community concerns are addressed.
- They are required as inputs into the process but not outputs from the process-- meaning that we have to consider them during our work, but they don't all have to appear in the final plan as a stand-alone section. Think of these elements not as an outline for the document, but instead as a checklist to make sure that we considered all the relevant questions before we start shaping the document itself.
- There are no hard and fast rules on the structure of a comprehensive plan. The State gives freedom in order to allow each municipality to shape a document that best meets their own needs, and best practices tell us that the most effective plans are those that are uniquely structured to their municipality's priorities. In this way, no element are excluded, but they may be grouped together in a more streamlined and beneficial format.
- Many topics are complicated and don't fit neatly into one box, so we will build the document around a structure as it takes form. For now, please know that a few of these strategies may seem like they are organized in the wrong category, but that is only because they are straddling multiple elements.
- The topics we are mandated to consider are:
 - I. Population
 - II. Economic Development
 - III. Natural Resources
 - IV. Cultural Resources
 - V. Community Facilities
 - VI. Housing
 - VII. Land Use
 - VIII. Transportation
 - IX. Priority Investments
 - X. Resiliency

WHAT'S IN THIS DOCUMENT

The rest of this document is organized into sections by the ten elements. Within each section, you will find:

- **The SC State Overview** of each element: A broad definition of the topic, including the many subtopics that it might address. This is included to get the commission thinking about all facets of each element and if we are missing any considerations at this time.
- **Objectives:** The comp plan's proposed objectives at this time. Objectives represent the intended goals and outcomes that the plan hopes to address independent of specific actions or actors. They answer the question WHAT and WHY as a first step, before considerations of HOW and WHO are brought forward. The objectives are organized by ascending number in this document.
- **Strategies:** The proposed strategies to-date represent the means by which the plan would hope to accomplish the objectives. They consider the structure of the municipality and other stakeholders to assign specific responsibilities and tasks that serve as many objectives as possible. There is not a one-to-one between objectives and strategies, as often times, a strategy is an action that can address many objectives. The strategies are identified with alphabetic letters, and their order follows the previous presentation that was structured differently, so they are not always in alphabetic order. We did this for anyone who was trying to track changes from the last presentation to this one.

Working Objectives and Strategies

I. POPULATION

SC State Overview: The population element includes information related to historic trends and projections; the number, size and characteristics of households; educational levels and trends; income characteristics and trends; race; sex; age; and other information relevant to a clear understanding of how the population affects the existing situation and future potential of the area.

Note: Much of this information will be pulled during our next phase, as we are preparing the plan, further fleshing out the strategies, and drafting the existing conditions text. Population data also appears in the existing conditions overview included in the plan.

Population Objectives:

- 1. Continue to gather data on Kiawah's present and future populations.**
- 2. Quantify future development to understand full build-out of the island and its conditions.**
- 3. Develop strategies to consider the needs of an aging population.**

I. POPULATION STRATEGIES

A The Planning Commission will review existing demographic data.

- Understand the various demographics/user groups and related trends, including:
 - > Ownership vs. Rental
 - > Full-time vs. Part-time
 - > Age trends and shifts
 - > Visitors
- Collaborate with Kiawah Island Golf Resort and other Kiawah Island agencies to understand trends in visitors and tourism recognizing the pattern of visitors to future property owners.

I. POPULATION STRATEGIES

What other strategies, if any, are missing under Population?

II. ECONOMIC DEVELOPMENT

SC State Overview: The economic element includes historic trends and projections on the numbers and characteristics of the labor force, where the people who live in the community work, where people who work in the community reside, available employment characteristics and trends, an economic base analysis and any other matters affecting the local economy. Tourism, manufacturing, and revitalization efforts may be appropriate factors to consider.

Economic Development Objectives:

- 4. Safeguard Kiawah's economic viability across changing conditions.**
- 5. Complete the Island's development in a manner that balances the preservation of natural resources with economic development.**
- 6. Develop the zoning framework to support property renovation, rehabilitation, development, and annexation.**
- 7. Support the island's tourism, commercial businesses and employer needs.**

II. ECONOMIC DEVELOPMENT STRATEGIES

B Town Council will review the Town's Annexation Policy Plan and Procedures Manual every five years.

- Ensuring annexation petitions preserve the existing character of Kiawah, controls the character of new development adjacent to Kiawah.
- Review existing regulations that would guide annexation and the present areas in question to determine if any new regulation is necessary.
- Collaborate with external entities and agencies to maintain a gateway compatible to the character of Kiawah.

J Mayor and Town Council will oversee and manage an Economic Development Strategy.

- The includes the whole of all economic development concerns with the goal of supporting economic wellbeing across the island.
- Consider the implications of a reduction in development agreements, new development fees, and the role of Kiawah Partners
- Encourage future development that is consistent with the Town's vision.

II. ECONOMIC DEVELOPMENT STRATEGIES

What other strategies, if any, are missing under Economic Development?

III. NATURAL RESOURCES

SC State Overview: This element could include information on coastal resources, slope characteristics, prime agricultural and forest land, plant and animal habitats, unique park and recreation areas, unique scenic views and sites, wetlands and soil types. This element could also include information on flood plain and flood way areas, mineral deposits, air quality and any other matter related to the natural environment of the area.

Natural Resources Objectives:

- 8. Preserve and enhance Kiawah's existing natural resources.**
- 9. Champion the 'Design with Nature' approach and its successes.**
- 10. Define Kiawah's 'Green Initiative.'**
- 11. Develop tools that can be used to incentivize environmental action.**
- 12. Maintain and expand public education and outreach around environmental programs.**

III. NATURAL RESOURCES STRATEGIES

D Town Council will conduct a Regulatory Incentivization Assessment.

- Determine what if any tools can be used by the municipality to encourage behavioral changes that support Kiawah's goals.
- Engage property owners, property managers, and KICA regimes
- Consider providing incentives that are nested within permitting and/or STR restrictions

L Town Council will support a Design with Nature campaign.

- Support Design with Nature through a range of public relations channels to foster pride in and connection to these central values of Kiawah

III. NATURAL RESOURCES STRATEGIES

Q Town Council will define, promote, and regulate the Green Initiative.

- Consolidate goals and tools that represent all of Kiawah's commitment to environmental action
- Establish regulation that is actionable and enforceable
- The stated ambition is to become a leader in the implementation of projects and measures to help protect our island's environment, nature and beach and marsh barriers.

III. NATURAL RESOURCES STRATEGIES

What other strategies, if any, are missing under Natural Resources?

- Develop and budget for a beach replenishment program
- Define increased support and initiatives for the Marsh Management Plan
- Explore additional partnerships with conservation organizations.
- Consider appropriate strategies to protect the character of environmentally sensitive properties including Captain Sam's Spit.

IV. CULTURAL RESOURCES

SC State Overview: This element could include historic buildings and structures, unique commercial or residential areas, unique natural or scenic resources, archaeological sites, educational, religious or entertainment areas or institutions, and any other feature or facility relating to the cultural aspects of the community. As with the natural resources element, a separate board may prepare this element. The planning commission can incorporate the work of a separate board into the comprehensive plan by reference.

Cultural Resources Objectives:

- 13. Encourage the development of programs and services that improve the delivery of cultural activities to all of Kiawah Island and its visitors.**
- 14. Champion the history of Kiawah as a compelling facet of the island's culture.**

IV. CULTURAL RESOURCES STRATEGIES

E Town Council will coordinate with other public and private organizations to encourage the further development of recreational and cultural activities.

- Promote available events and programs for the benefit of the Town's resident, non-resident property owner, visitor population and outreach of events for neighboring communities.

K Town Council will collaborate with Kiawah ensure the oversight of a Community Facilities Inventory.

- A study conducted every five years
- Council will determine the best party or parties to administer the assessment
- Establish a recurring means of identifying gaps, barriers, and needs in the market for the full range of community amenities: commercial, cultural, civic, social, resort, recreational amenities as well as utilities
- Examine underutilized resources and properties to maximize utility and civic value
- Define process as means to serve community needs as well as maintain competitive position in the market across future projected conditions

IV. CULTURAL RESOURCES STRATEGIES

M Town Council will review and support the Arts & Cultural Events Council.

- Review the role and purview of the Arts and Cultural Events Council, empowering it as an organization to oversee Kiawah's cultural vibrancy
- Determine a means to assess the diverse cultural needs of the town's population and foster creative programming that serves the cultural aspirations of Kiawah

N The Mayor and Town Council will explore the establishment of the Kiawah Historical Society.

- Determine an individual(s) or organization that can research, communicate, and promote Kiawah's history
- Encourage the identification and preservation of archaeological and historic resources located on Kiawah island
- Determine channels to express the island's history in meaningful and engaging ways

IV. CULTURAL RESOURCES STRATEGIES

What other strategies, if any, are missing under Cultural Resources?

V. COMMUNITY FACILITIES

SC State Overview: This element includes many activities essential to the growth, development or redevelopment of the community. The commission should give separate consideration to the following plans:

- a. Water supply, treatment and distribution plan;
- b. Sewage system and wastewater treatment plan;
- c. Solid waste collection and disposal plan;
- d. Fire protection plan;
- e. Emergency medical services plan;
- f. General government facilities (e.g., administrative, court or other facilities);
- g. Educational facilities; and
- h. Libraries and other cultural facilities.

V. COMMUNITY FACILITIES

Community Facilities Objectives:

9. Systematize inter-agency coordination across all of Kiawah's key stakeholders.
10. Promote a centralized communication channel or channels across entities to reach Kiawah's populations.
11. Establish a process for regularly conducting utility assessments.
12. Increase education and transparency in regulatory and developmental process for everyone involved.
13. Maintain professional development and training for Town Council, Boards, Committees and Staff.

V. COMMUNITY FACILITIES STRATEGIES

G Town Council will regularly assess Town processes to improve efficiency and effectiveness.

- Determine if there are municipal processes in which increased transparency, objectivity, or education would increase public confidence
- Create educational resources that allow community members to comprehend all phases of the process

S Town Council will support oversight of the Kiawah Island Alliance (KIA) / “The Alliance” .

- Establish recognized structure to coordinate across all of Kiawah's stakeholder organizations.
- Systematize inter-agency coordination
- Increase communication and collaboration across organizations
- Share goals and resources in a collaborative and transparent manner

V. COMMUNITY FACILITIES STRATEGIES

- Seek to reduce and/or remove redundant efforts across stakeholder entities
- Establish a better working relationship with Charleston County

V. COMMUNITY FACILITIES STRATEGIES

T KIA will collaborate around the long-term objectives.

- Economic Development
 - > Kiawah population, demographic, and development updates (TOKI)
 - > Kiawah’s overall economic wellbeing
 - > Marketing and maintaining Kiawah’s competitiveness (KP/TOKI/KIGR)
 - > Organizational economic goals and investments
 - > Means to better support commercial businesses
 - > Means to attract and retain workforce
 - > Means to address workforce housing
- Community Amenities
 - > Shared understanding of needs: commercial, cultural, social, civic, resort, and recreational amenities
 - > Understanding of utility needs (KIU)
 - > Delivering cultural programming (Arts & Cultural Events Council)
- Mobility
 - > Determine island-wide mobility needs and create integrated mobility strategy
 - > Recognize mobility patterns occur across a network and involve all parties
 - > Study shared transit options to consolidate existing efforts

V. COMMUNITY FACILITIES STRATEGIES

- › Encourage and support mobility alternatives, such as walking, biking, and appropriate forms of shared transit
- **Environment**
 - › Maintain and enhance the protections on natural resources in all of their forms across Kiawah Island
 - › Recognize that environmental issues exist across ecosystems irrespective of man-made boundaries, so protections must be upheld in a consistent manner
 - › Consider where, if anywhere, increased protections serve the island's landscape and its ecosystem (KC)
 - › Deploy Green Initiative (TOKI)
 - › Goals in terms of conservation of additional properties as part of the island's future build-out
 - › Increase environmental education to better reach the general public about goals and concerns on the island (KC)
- **Resiliency and Public Safety**
 - › Provide residents, non-resident property owners, and visitors with a safe and secure environment
 - › Determine a long-term law enforcement strategy that best protects and serves Kiawah's diverse entities, functions, and needs
 - › Define parties responsible for oversight
 - › Define the roles of specific organizations amid emergency scenarios
 - › Verify that emergency responders have all of the tools and resources available to address potential emergencies
 - › Confirm that plans operate along the town's identified communication system
- **Zoning and Land Use Regulation (TOKI)**
 - › Assess existing regulation and outcomes relative to organizational goals

V. COMMUNITY FACILITIES STRATEGIES

- > Propose and workshop updates to regulatory tools
- > Regularly provide feedback on ARB standards
- > Regulatory updates or changes
- > Reduce regulatory red tape across organizations
- **Communications**
 - > Share and align all island-wide messaging
 - > Utilize central communications channel to maximize coverage
 - > Produce summaries of meetings and share as much information as it publicly appropriate
- **Capital Improvement Plan**
 - > Maintain and update a capital improvement plan to reflect island-wide needs
 - > Consider where shared resources can be applied to shared needs

V. COMMUNITY FACILITIES STRATEGIES

U KIA will establish a Central Communication Channel.

- Establish a centralized communications channel across all of the islands stakeholders entities to reach Kiawah's populations and reduce communication fatigue
- Coordinate across agencies to determine collect, consolidate, and streamline messaging
- Define a beneficial channel or channels that best reaches the greatest Kiawah demographic
- Identify and brand the appropriate channel to ensure awareness

V. COMMUNITY FACILITIES STRATEGIES

What other strategies, if any, are missing under Community Facilities?

VI. HOUSING

SC State Overview: This element includes an analysis of existing housing by location, type, age, condition, owner and renter occupancy, affordability, and projections of housing needs to accommodate existing and future population as identified in the population and economic elements. The housing element requires an analysis of local regulations to determine if there are regulations that may hinder development of affordable housing. It includes an analysis of market-based incentives that may be made available to encourage the development of affordable housing. Incentives may include density bonus, design flexibility and a streamlined permitting process.

Housing Objectives:

- 14. Review housing demographics and needs to ensure Kiawah remains competitive.**
- 15. Establish guidelines for the redevelopment of aged developments including multifamily residential.**
- 16. Encourage development of housing stock, types and styles that reflect the needs of the population.**

VI. HOUSING STRATEGIES

- I **Town Council will encourage the provision of workforce housing developed by other stakeholders.**
 - Advocate for the establishment of workforce housing in the greater Charleston County area
 - Provide endorsements when necessary to express verbal support of the efforts of Charleston County and other stakeholders

VI. HOUSING STRATEGIES

What other strategies, if any, are missing under Housing?

- Determine a means by which to understand current and future housing needs to remain competitive

VII. LAND USE

SC State Overview: This element deals with the development characteristics of the land. It considers existing and future land by categories including residential, commercial, industrial, agricultural, forestry, mining, public and quasi-public, recreation, parks, open space, and vacant or undeveloped land. This element is influenced by all previously described plan elements. The findings, projections and conclusions from each of the previous six elements will influence the amount of land needed for various uses.

Land Use Objectives:

- 17. Promote policies which enhance the distinct character across Kiawah which preserves the natural environment while accommodating future needs.**
- 18. Promote the support of Charleston County Urban Growth Boundary.**

VII. LAND USE STRATEGIES

C The Planning Commission will review of land use and zoning designations with to consider future Kiawah needs.

- Review existing regulations that would guide future construction
- Determine if any future goals are better achieved through changes to existing codes
- Considering property age, value, present trends
- Include considerations of resiliency/environmental criteria
- Assess if any additional regulation is desired for new typologies outside the existing municipal boundaries

P The Planning Commission will oversee Land Use and Zoning Code updates.

- Make changes to capture future need in land use and zoning updates.
- Consider codification of Designing with Nature Guidelines.

VII. LAND USE STRATEGIES

What other strategies, if any, are missing under Land Use?

- Consider adoption of the ARB standards to codify those guiding principles

VIII. TRANSPORTATION

SC State Overview: This element was originally included in the community facilities element. The transportation element considers transportation facilities including major road improvements, new road construction, and pedestrian and bicycle projects. This element must be developed in coordination with the land element to ensure transportation efficiency for existing and planned development.

Transportation Objectives:

- 19. Maintain the island's roadway system to provide safe and efficient mobility routes for residents, businesses, visitors, and service providers.**
- 20. Consider mobility changes to address the constraints the existing network.**
- 21. Advance and promote mobility alternatives as safe, pleasant, and viable means to get around the island beyond individual vehicular travel.**
- 22. Determine if the need exists for current or future shared transit options.**

VIII. TRANSPORTATION STRATEGIES

F The Planning Commission will evaluate transportation network to improve island mobility.

- Study the range of opportunities and feasibility of large-scale mobility changes that improve access and connection across the island
- Study roadway and bike network changes, including access points, intersections, and security gates
- Study the feasibility of new vehicular access points to the island, including new bridges and/or ferry connections
- Consider shared transit options that serve all stakeholders, including those that presently exist on the island
- Study potential changes to land use and development patterns that can improve mobility outcomes
- Study strategies for traffic mitigation as a result of new developments.

VIII. TRANSPORTATION STRATEGIES

What other strategies, if any, are missing under Transportation?

IX. PRIORITY INVESTMENT

SC State Overview: This element considers funds available for public infrastructure and facilities during the next 10 years and recommends the projects for those funds. These recommendations must be coordinated with adjacent and relevant jurisdictions and agencies (counties, other municipalities, school districts, public and private utilities, transportation agencies, and any other public group that may be affected by the projects). Coordination simply means written notification by the local planning commission or its staff to those groups of proposed projects and opportunities to provide comment.

Priority Investment Objectives:

- 23. Establish a Capital Improvement Plan.**
- 24. Focus the Town's investment on the priorities identified as critical to the resiliency of the Island.**

IX. PRIORITY INVESTMENT STRATEGIES

R Town Council will oversee the creation of a Capital Improvements Plan.

- Create a singular resource that expresses and prioritizes the capital needs for the Town of Kiawah
- Develop a strategy by which municipal funds are distributed, including clear and transparent logic
- Prioritize those resiliency needs not previously addressed that leave the island vulnerable in any capacity

IX. PRIORITY INVESTMENT STRATEGIES

What other strategies, if any, are missing under Priority Investment?

X. RESILIENCY

SC State Overview: This element that considers the impacts of flooding, high water, and natural hazards on individuals, communities, institutions, businesses, economic development, public infrastructure and facilities, and public health, safety and welfare. This element includes an inventory of existing resiliency conditions, promotes resilient planning, design and development, and is coordinated with adjacent and relevant jurisdictions and agencies.

Resiliency Objectives:

- 25. Provide residents, non-resident property owners, and visitors with a safe and secure environment.**
- 26. Determine a long-term law enforcement strategy that best protects and serves Kiawah's diverse entities, functions, and needs.**
- 27. Monitor the continued adequacy of emergency preparedness plans and communicate regularly such plans to stakeholder entities, residents, property owners, and visitors.**
- 28. Establish a resiliency strategy for Kiawah.**

X. RESILIENCY STRATEGIES

O Town Council will organize and support resiliency efforts through dedicated position roles.

- A dedicated role tasked with creating Public Safety & Resiliency Strategy which:
- Conducts an assessment to identify the town's exposure to all types of potential hazards, shocks, and stresses, assigning a price tag on the costs of potential impacts
- Determines where more resilient practices can be adopted across various systems, such as mobility and utilities
- Creates strategies to regularly test the effectiveness of emergency response systems and plans
- Studies and understand the resilience of utilities in both normal and disaster scenarios
- Determines if Kiawah's existing first responders are adequately addressing safety conditions
- Increases messaging and communication about safety plans in order to raise awareness of and confidence for all users

X. RESILIENCY STRATEGIES

What other strategies, if any, are missing under Resiliency?

- Continue study to understand suite of options in terms of long-term law enforcement options

Town of Kiawah Island

Planning Commission Rules of Procedure

Preamble

Principles of Serving and Standards of Integrity

Members of the Planning Commission should adhere to the following values when serving in the public interest:

- Remember that your role is first and foremost to serve the community;
- Be at all times truthful with my colleagues, the public and others;
- Avoid any actions that would cause the public to question whether my decisions are based on personal interests instead of the public's interest;
- Do not accept any gifts or other special considerations because of my public position;
- Do not knowingly use false, inaccurate, or biased information in support of my position;
- Do not use your public positions for personal gain;
- Carefully consider any promises made and keep them; and
- Always be prepared for meetings by having read and studied all the meeting materials provided.

Article I – Organization

Section 1 **Rules** – These rules of procedure are adopted pursuant to S.C. Code § 6-29-360 for the Town of Kiawah Island Planning Commission

Section 2 **Membership** – The Commission is composed of 7 members appointed by Town Council, the Governing Body. Appointments are for four years duration, staggered in time so as to provide continuity.

Section 3 **Officers** – The officers of the Commission shall be a chairman and vice-chairman elected for one-year terms at the first meeting of the Commission in each calendar year. The Town Clerk will serve as the secretary for the Commission.

Section 4 **Chairman** – The chairman shall be a voting member of the Commission and shall:

- a) Call meetings 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;
- f) Perform other duties approved by the Commission; and
- g) Provide a proper and detailed onboarding process for new commission members.

Section 5 **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 6 **Secretary** – The secretary shall:

- a) Provide the notice of meetings;
- b) Assist the chairman in preparation of agendas;
- c) Keep minutes of meetings and hearings;
- d) Maintain Commission records as public records;
- e) Attend to Commission correspondence;
- f) Perform other duties normally carried out by a secretary;
- g) Maintain a record of Commission members' attendance at meetings of the Commission; and
- h) Give or serve all notices required by statute or ordinances or by these Rules and Procedures or as directed by the Commission.

Section 7

Staff – Town of Kiawah Island Planning Department staff shall:

- a) Provide technical assistance to the Commission, where necessary, to conduct the business and fulfill the responsibilities of the Commission.
- b) Prepare analyses and recommendations for zoning, conditional use, and subdivision applications and other matters of business for consideration of the Commission.
- c) Provide members of the Commission with copies and updates of regulations, ordinances, rules, plans, and policies which govern or should be considered in the performance of their duties.
- d) Provide members of the Commission with publications and notices of seminars, presentations, and instructions on matters which may expand members' knowledge and understanding in areas that would promote the mission of the Planning Commission.
- e) Provide members of the Commission with copies of applications with support information, plats and maps, and staff analyses and recommendations.
 - 1. Regular meeting information is to be mailed or emailed to each member of the Commission at least seven (7) business days prior to the scheduled Commission meeting.
 - 2. Special meeting information shall be presented to each member of the Commission for review at least forty-eight (48) hours prior to the scheduled Commission meeting with the exception for those special or emergency meetings being called within less than 48 (forty-eight) hours.
- f) Mail notices to applicants on all zoning and Comprehensive Plan amendments and subdivision applications including a copy of staff's analyses and recommendations. This notice shall be mailed at least five (5) days prior to the scheduled Commission meeting. Notices and reports may also be emailed or picked up by applicants at the Planning Department office and, in these cases, would not be required to be mailed.
- g) Mail notices to area property owners on all zoning change applications in accordance with the procedures of the Town of Kiawah Island's Land Use Planning and Zoning Ordinance.

Article II – Meetings

Section 1 Time and Place –

- a) An annual schedule of regular meetings shall be adopted, published, and posted at the designated Town office in December of each year.
- b) The Planning Commission will meet regularly on the first Wednesday, following the

regular Town Council Meeting of each month at the Town of Kiawah Island Municipal Center, 4475 Betsy Kerrison Parkway, Kiawah Island, SC at 3:00 PM in the Council Chambers.

- c) Special meetings may be called by the chairman upon 24 hours' 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** – The chairman shall set the agenda for all meetings of the Commission. The chairman shall develop the agenda with Town staff. A written final agenda shall be furnished by the secretary to each member of the Commission and the news media and shall be posted at least seven (7) business days prior to each regular meeting, and at least forty-eight (48) hours prior to a special meeting, with the exception for those special or emergency meetings being called within less than 48 (forty-eight) hours. Items may be added to the agenda at a meeting.

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, except for workshops where business and studies may be conducted without a quorum.

Section 4 **Rules of Order** – Robert's Rules of Order, newly revised (currently in 12th ed.), 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. A member attending virtually via video conferencing, teleconferencing, or web conferencing is considered present. 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 of disqualification and refrain from deliberating or voting on the question. On a tie vote, the motion is lost, and in the case of a subdivision or zoning matter, the application is disapproved.

Section 6 **Conduct** – Except for public hearings and the public comment period, no person shall speak at a Commission meeting unless invited to do so by the Commission chairman.

Section 7 **Executive Sessions** – It is a violation of the Town's Code of Ordinances for a member of the Planning Commission or person in attendance to disclose to another person or make public any matter discussed in executive session. If the Commission enters executive session during a meeting, a member attending virtually shall adhere to executive session privileges, ensure that no other person can hear the executive session, and shall acknowledge upon request that there are no other persons present or able to hear the executive session. Failure to protect the privileged discussions of an executive session can result in the member's removal from the Commission.

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 chairman. 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 chairman shall determine.

Article IV – Records

Section 1 **Minutes** – The secretary shall record all meetings and hearings of the Commission. Recordings shall be preserved for a period of two years according to the South Carolina General Records Retention Schedules for Municipal Records; Sub article 4, Section 12-604.1. 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** – Commissioners are expected to attend each meeting. Should a commissioner be unable to attend, the secretary shall be notified.

Article V – Review Procedure

Section 1 **Zoning Amendments** – Per adopted ordinance.

Section 2 **Plats** – Per adopted ordinance.

Section 3 **Comprehensive Plan** – Per adopted ordinance.

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 results 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, when applicable, 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. 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.

Article VII – Adoption and Amendment

Section 1 **Amendment** – These rules may be amended at any regular meeting of the Commission by majority vote of the members of the Commission at least seven (7) days after the written amendment is delivered to all members.

Section 2 **Adoption** – These rules were adopted by a vote of a majority of the members of the Commission at a regular public meeting ~~February 8, 2023~~ January 17, 2024.

John Taylor, Jr, Planning Manager
Town of Kiawah Island

Bill Dowdy, Chairman
Kiawah Island Planning Commission