

Planning Commission

Theodore D. Washington Municipal Building, 20 Bridge Street, Henry "Emmett" McCracken Jr.
Council Chambers

March 22, 2023

I. CALL TO ORDER

Chairwoman Denmark called the meeting to order at 6:00pm.

II. ROLL CALL

PRESENT

Chairwoman Amanda Jackson Denmark

Vice Chairman Charlie Wetmore

Commissioner Kathleen Duncan

Commissioner Rich Delcore

Commissioner Jason Stewart

Commissioner Jim Flynn

Commissioner Lydia DePauw

III. NOTICE REGARDING ADJOURNMENT

The Planning Commission will not hear new items after 9:30 p.m. unless authorized by a majority vote of the Commission Members present. Items which have not been heard before 9:30 p.m. may be continued to the next regular meeting or a special meeting date as determined by the Commission Members.

IV. NOTICE REGARDING PUBLIC COMMENTS*

Every member of the public who is recognized to speak shall address the Chairman and in speaking, avoid disrespect to Commission, Staff, or other members of the Meeting. State your name and address when speaking for the record. COMMENTS ARE LIMITED TO THREE (3) MINUTES.

V. ADOPTION OF THE AGENDA

Commissioner Duncan made a motion to adopt the agenda.

Seconded by Commissioner Delcore.

Voting Yea: Chairwoman Jackson Denmark, Vice Chairman Wetmore, Commissioner Duncan, Commissioner Delcore, Commissioner Stewart, Commissioner Flynn, Commissioner DePauw

All were in favor and the motion passed.

VI. ADOPTION OF MINUTES

1. February 22, 2023 Minutes

Vice Chairman Wetmore made a motion to adopt the minutes as written.

Seconded by Commissioner DePauw.

Voting Yea: Chairwoman Jackson Denmark, Vice Chairman Wetmore, Commissioner Duncan, Commissioner Delcore, Commissioner Stewart, Commissioner Flynn, Commissioner DePauw

All were in favor and the motion passed.

VII. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA*

VIII. OLD BUSINESS

IX. NEW BUSINESS

- 1. Proposed Prioritization of Fiscal Year 2024 Capital Improvement Program Projects:** A request by the Town of Bluffton for recommendation of approval to Town Council of the FY2024 Capital Improvement Program. (Staff - Kim Washok-Jones)

Staff presented. There was discussion about the various projects.

Vice Chairman Wetmore made a motion to adopt as submitted the prioritized list of proposed Capital Improvement Program projects for Fiscal Year 2024 for Council's consideration.

Seconded by Commissioner Stewart.

Voting Yea: Chairwoman Jackson Denmark, Vice Chairman Wetmore, Commissioner Duncan, Commissioner Delcore, Commissioner Stewart, Commissioner Flynn, Commissioner DePauw

All were in favor and the motion passed.

- 2. Unified Development Ordinance Amendments (Public Hearing):** Amendments to the Town of Bluffton's Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance, Relating to Contributing Resources and Development Standards in Old Town Bluffton Historic District, including Article 3 – Application Process, Sec. 3.18, Certificate of Appropriateness-Historic District; Sec. 3.19, Site Feature-Historic District Permit; and, Sec. 3.25, Designation of Contributing Resources; Article 5 – Design Standards, Sec. 5.15, Old Town Bluffton Historic District; and, Article 9 – Definitions and Interpretations, Sec. 9.2, Defined Terms and Sec. 9.3, Interpretation of Dimensional Standards. (Staff - Charlotte Moore)

Staff presented. There was discussion about the edits for carriage houses, garden structures, front build-to zones, delisting of contributing resources, masonry, and door width for garages.

Vice Chairman Wetmore made a motion to recommend approval with amendments to Town Council with the following amendments:

- 1) Replace the word "bay" with "door" in the carriage house definition of garage.
- 2) Roof structures under 121 square feet, including but not limited to gazebos, be limited to three per lot.
- 3) Spark arrestor on chimney caps should be concealed from street view.

Commissioner Duncan questioned adding the review of setback variances.

Vice Chairman Wetmore withdrew his motion.

There was additional discussion about the edits to the setbacks.

Vice Chairman Wetmore made a motion to recommend approval with amendments to Town Council with the following amendments:

- 1) Replace the word "bay" with "door" in the carriage house definition of garage.

There was discussion on how to word the motion so all amendments were reflected correctly.

Vice Chairman Wetmore withdrew his motion.

Vice Chairman Wetmore made a motion to recommend approval with amendments to Town Council with the following modifications:

- 1) Replace the word "bay" with "door" in the carriage house definition of garage.
- 2) Roof structures under 121 square feet, including but not limited to gazebos, be limited to three per lot.
- 3) Spark arrestor on chimney caps should be concealed from street view.

Seconded by Commissioner Delcore.

Voting Yea: Chairwoman Jackson Denmark, Vice Chairman Wetmore, Commissioner Duncan, Commissioner Delcore, Commissioner Stewart, Commissioner Flynn, Commissioner DePauw

All were in favor and the motion passed.

Commissioner Duncan made a motion to request that staff look into the two setback issues discussed to possibly allow the UDO Administrator to consider administrative variances.

Seconded by Commissioner Stewart.

Voting Yea: Chairwoman Jackson Denmark, Vice Chairman Wetmore, Commissioner Duncan, Commissioner Delcore, Commissioner Stewart, Commissioner Flynn, Commissioner DePauw

All were in favor and the motion passed.

X. DISCUSSION

XI. ADJOURNMENT

Commissioner Duncan made a motion to adjourn.

Seconded by Vice Chairman Wetmore.

Voting Yea: Chairwoman Jackson Denmark, Vice Chairman Wetmore, Commissioner Duncan, Commissioner Delcore, Commissioner Stewart, Commissioner Flynn, Commissioner DePauw

All were in favor and the motion passed. The meeting adjourned at 8:09pm.