

PLANNING COMMISSION  
July 14, 2021

**Public Comment:** Citizens may provide public comment here:  
<https://www.iop.net/public-comment-form>

**AGENDA**

The Isle of Palms Planning Commission will hold its regular meeting on Wednesday, July 14, 2021 at **4:30 p.m.**

- A. Call to order and acknowledgment that the press and the public were duly notified in accordance with state law
- B. Approval of minutes                      May 27, 2021 special meeting  
    June 8, 2021 special meeting  
    June 15, 2021 regular meeting
- C. New business                                1. Discuss new assignment from City Council to review short term rental policies  
  
    2. Discuss housing data from Assessor  
  
    3. Consider making recommendation on drainage master plan RFP  
  
    4. Consider making recommendation on extending outdoor sales exemption
- D. Old business                                Review of Priority Investment Element of Comprehensive Plan  
  
    <https://www.iop.net/comprehensive-plan>
- E. Miscellaneous business
- F. Adjourn



**Special Planning Commission Meeting  
9:00am, Thursday, May 27, 2021  
1207 Palm Boulevard, Isle of Palms, South Carolina**

**MINUTES**

**1. Call to Order**

Present: Scott Pierce, Ron Denton, Steven Corney, David Cohen, Sandy Stone, Marty Brown, Lisa Safford, and Douglas Kerr, Director of Planning

**2. New Business**

**Review Drainage Master Plan submittals**

Commissioners reviewed the submittals for the Drainage Master Plan to determine who they would like to interview. The structure of the interviews and scoring process were also discussed. Director Kerr said he would align the scorecard with the scope of the RFP.

Interviews with Thomas & Hutton, Stantec, and Davis & Floyd will be setup for Tuesday, June 8, 2021 beginning at 9am.

The next regular meeting of the Planning Commission will be held Tuesday, June 15, 2021 at 4:30pm.

**3. Adjournment**

Mr. Pierce made a motion to adjourn, and Mr. Stone seconded the motion. The meeting was adjourned at approximately 10:15am.

Respectfully submitted,

Nicole DeNeane  
City Clerk



**Special Planning Commission Meeting  
9:00am, Tuesday, June 8, 2021  
1207 Palm Boulevard, Isle of Palms, South Carolina**

**MINUTES**

**1. Call to Order**

Present: Scott Pierce, Ron Denton, Steven Corney, David Cohen, Sandy Stone, Lisa Safford, and Douglas Kerr, Director of Planning

Absent: Marty Brown

**2. New Business**

**Interviews of Companies who made Drainage Master Plan submittals**

Commissioners listened to presentations by and interviewed representatives of Thomas & Hutton, Davis & Floyd, and Stantec regarding their response to the RFP for the Master Drainage Plan.

Rick Karkowski and Hilary Aton of Thomas & Hutton gave a background of the company and reviewed local projects they have recently completed. They spoke of their knowledge of the current state of the island's drainage system, detailed the Phase 4 study area, and their goals and objectives of the Master Drainage Plan.

Katherine DeMoura, Ryne Phillips, and Chris Haynes of Davis & Floyd reviewed their plans for data collection and augmentation, detailed how they will perform a watershed flood-risk assessment, how they intend to prioritize drainage projects, assess system management, and create a GIS-based maintenance plan.

Brian Kaiser, Marshal Lynn, and Josh Lilly from Stantec detailed the members of the project team and their areas of expertise. After reviewing related experience on similar projects, they presented their proposed scope of work for the Master Drainage Plan, including creating an inventory of areas lacking infrastructure, completing a drainage analysis, creating a prioritized list of improvement options with corresponding costs, submitting permitting, pursuing grant funding, and creating a GIS-based maintenance plan.

Commissioners scored each company upon completion of their interview. Following the interview process, scores were tabulated and Commissioners discussed the results.

**MOTION: Mr. Pierce made a motion to request pricing from Davis & Floyd. Mr. Stone seconded the motion. The motion passed unanimously.**

3. **Adjournment**

Mr. Denton made a motion to adjourn, and Mr. Corney seconded the motion. The meeting was adjourned at approximately 11:24am.

Respectfully submitted,

Nicole DeNeane  
City Clerk



**Planning Commission Meeting**  
**4:30pm, Tuesday, June 15, 2021**  
**Virtual Meeting via Zoom call due to COVID-19 Pandemic**  
**broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

**MINUTES**

**1. Call to Order**

Present: Scott Pierce, Steven Corney, Sandy Stone, Marty Brown, Lisa Safford,  
and Douglas Kerr, Director of Planning

Absent: Ron Denton, David Cohen

**2. Approval of minutes**

Mr. Stone made a motion to approve the minutes of the May 12, 2021 regular meeting, and Mr. Corney seconded the motion. The motion passed unanimously.

**3. New Business**

**Discuss housing data from Assessor**

Director Kerr reported that the additional data fields requested from the Assessor's Office will be available at the end of this week or the beginning of next week.

**4. Old Business**

**A. Review of the Priority Investment Element of the Comprehensive Plan**

Director Kerr reminded the Commissioners that the goal of this element is to identify priority investment projects, match them with possible funding sources, and note what projects may need some coordination with surrounding communities. Commissioners felt it was important that the Planning Commission conduct an annual review of the 10-year capital plan to ensure the identified priorities are included and being actualized through time. Director Kerr pointed out that the Master Drainage Plan will prioritize the drainage projects the Comprehensive Plan will need to refer to. He also reminded the Commissioners of the need to create a working strategic plan with the Water & Sewer Commission on the future of sewerage the island as part of the recently-executed MOU.

Commissioners discussed the possibility of including traffic mitigation strategies on the priority investment project list. Other suggested priorities discussed included beach walkovers, a new gym at the Recreation Center, and the City's IT infrastructure.

Director Kerr will draft the Priority Investment Element to include a description of the process of developing and prioritizing priority investments and the annual review of those priorities, a listing of priority investment projects, potential funding sources, and strategies associated with each priority.

**5. Miscellaneous Business**

Director Kerr reported that the pricing information for the Master Drainage Plan from Davis & Floyd is expected soon. The pricing and the Planning Commission's recommendation to City Council will be discussed at the next regular meeting.

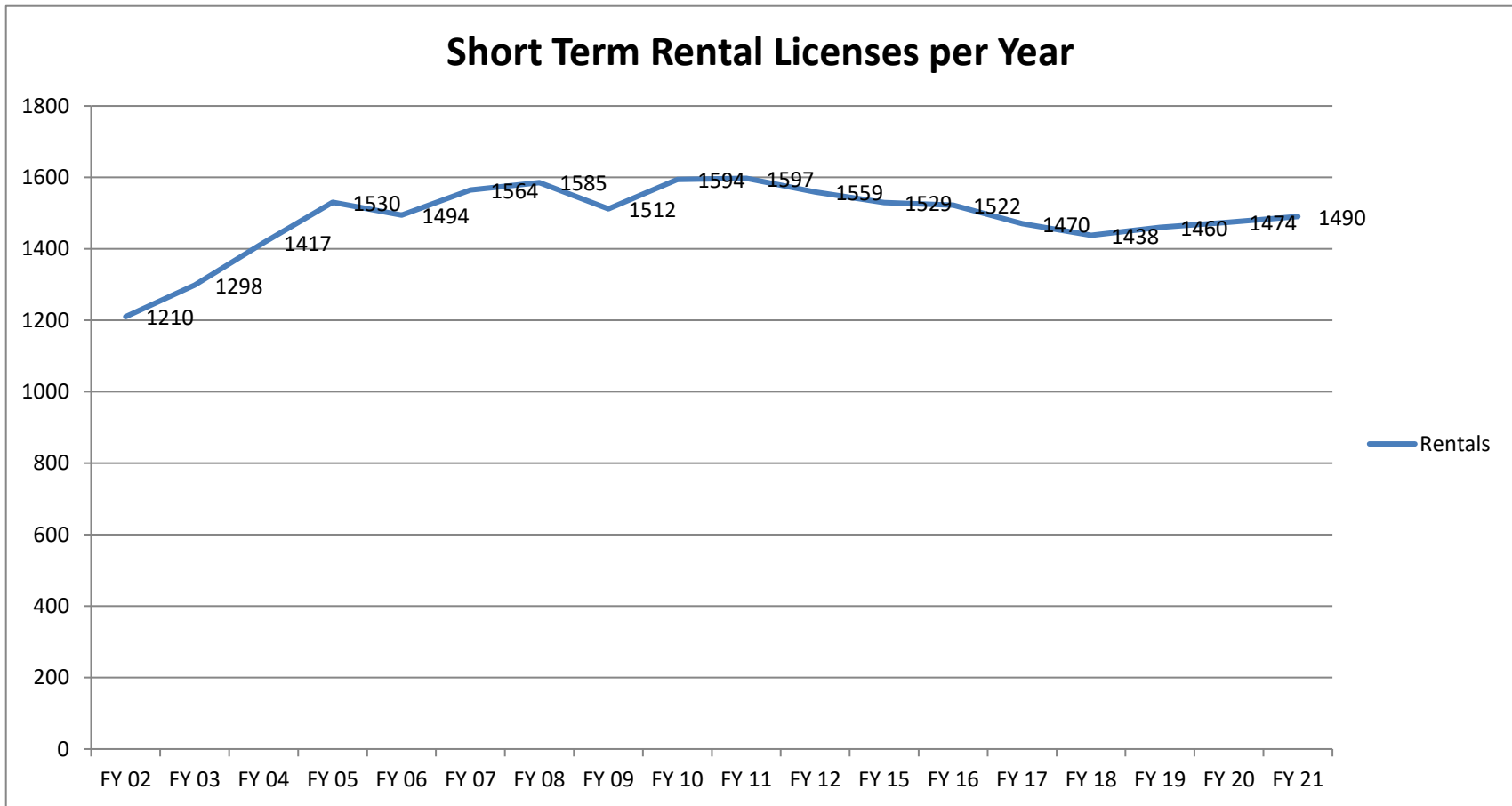
The next regular meeting of the Planning Commission will be Wednesday, July 14, 2021 at 4:30pm.

**6. Adjournment**

Mr. Pierce made a motion to adjourn, and Ms. Safford seconded the motion. The meeting was adjourned at approximately 5:32pm.

Respectfully submitted,

Nicole DeNeane  
City Clerk



The data has the following problems in chronological order:

- Between 01-07 the City did not distinguish between short term and long term rentals. So even though the title of the chart says short term, these years include all rentals
- June 2010 City enacted ordinance that grandfather occupancy levels for houses with a current rental license, so there was a rush on licenses that year by people who did not rent, but wanted to hold a license anyway- most of these held licenses in years FY09-10 and 10-11
- We lost a server and the associated data from 2012-2014
- Source for FY17 data is not a complete year and had a few months left, so more license would have trickled in for that year that are unaccounted for in the data
- FY 18 we transitioned out of old program and into BS&A and I do not have a lot of faith in this number
- FY19-20 we implemented str helper and this led to about 100 new licenses (some of these already held long term licenses, some had no license)
- The current year seems to be tracking down, but STR helper has just sent notices to about 10 properties that have no license this year (but held licenses in the past). There are another 30-ish properties that are currently licenses as long term, but appear to be advertising for short term, so these properties will also get a letter, but they will not pay any additional fees to us but probably will end up paying through accommodations accounts





**From:** [Ryne C. Phillips, PE](#)  
**To:** [Douglas Kerr](#)  
**Cc:** [Desiree Fragoso](#)  
**Subject:** [EXTERNAL] Phase 4 Drainage Cost Estimate  
**Date:** Tuesday, June 22, 2021 2:43:05 PM  
**Attachments:** [DF-Logo\\_a087c12a-30c3-4615-b49e-75be87ca765c.png](#)  
[IOP - 2021 Phase IV Stormwater Master Plan Cost Estimate.pdf](#)

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[EXTERNAL]

Afternoon Douglas,

I have attached our cost estimate for the work outlined in the RFQ and as described in our qualifications package. I prepared the cost estimate assuming each phase could be its own “sub project” (as discussed) with a kick-off meeting and review meetings and a stand-alone deliverable at the time of completion.

Below is a summary of Davis & Floyd’s proposed sub tasks in relation to the work outlined in the RFQ. I have grouped the tasks/work structure by our response to the RFQ.

- Task 1.1 – Data Gathering, Field Inventory, and Survey
  - Covers scope items 1, most of 3, and 4.
  - All relevant drainage features will be visually evaluated/documented during survey field work.
  - All elevation and hydraulic data will be collected using survey-grade GPS units.
  - All data will be delivered to city in GIS format.
- Task 1.2 – Watershed Assessment and Evaluation of System Performance
  - Covers scope items 2, a portion of 3, and 6.
  - Includes existing conditions hydrologic/hydraulic modeling, topographic assessments, evaluation of existing structure flooding, and evaluation of critical facility/road flood risks.
  - Results/assessment will be reviewed and evaluated to “validate” modeling results. This is critical in not overly estimating flooding or in other words fixing problems that may not exist. Time has been included for field review of results/assessment.
  - All data will be delivered to city in GIS format.
- Task 1.3 – Project Alternatives and Conceptual Design
  - Covers scope items 5, 6, 7, 8, and 9.
  - Includes conceptual design, cost estimates, review/consulting related to applicable permits, and project prioritization.
  - Field review meetings have been included to facilitate feasibility of conceptual alternatives.
- Task 2.1 – Capital Improvement Projects
  - Covers scope items 10 and 11.
  - Includes review of planned infrastructure projects and repetitive flood-prone areas.
  - Our team will help develop a capital plan/road map through 2031 to guide drainage improvements, as well as evaluate funding strategies.
  - This task will mostly involve mid-to-senior level engineering/planning team members.
- Task 2.2 – Maintenance
  - Covers scope items 12 and 13.
  - Our mid-to-senior level engineering team will evaluate the current maintenance schedule/practices.
  - Capacity and economic metrics will be evaluated to identify and develop a performance-

- driven maintenance schedule.
- Alternatives will be presented to show economic and hydraulic pros/cons.
- Task 2.3 – Development Regulations
  - Covers scope item 14.
  - Engineering and planning staff will evaluate flood effects from potential zoning changes (e.g., lot coverage/imperviousness acreage).
  - Our team will meet with city staff to discuss, review, enhance, and develop regulation changes (as necessary).
- Task O.1 – Rainfall and Water Level Monitoring
  - This is an **optional task** that would be beneficial in validating existing conditions hydrologic/hydraulic modeling completed during task 1.2.
  - Our team would install a rain gauge and two water level gauges (one at an outfall and one on the interior of the basin).
  - Monthly monitoring of data would take place for 6 months.

Please feel free to call with questions. I'm happy to dive into more details if something is unclear or not what the city may be expecting.

Thanks!

Ryne



## Ryne C. Phillips, PE

SENIOR CIVIL ENGINEER

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3229 West Montague Avenue, North Charleston, South Carolina 29418

O. (843) 554-8602 Ext. 2142 | F. (843) 747-6485

E. [rphillips@davisfloyd.com](mailto:rphillips@davisfloyd.com) | [www.davisfloyd.com](http://www.davisfloyd.com)

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**Exhibit - Estimated Cost Summary Report**

**Project Name:** Phase 4 Drainage - Island-Wide Drainage Master Plan  
**D&F Project #:** 000110.00/0007  
**Date:** 6/22/2021

<b>Task</b>	<b>Description</b>	<b>Cost</b>
1.1	Data Gathering, Field Inventory, and Survey	\$ 20,300.00
1.2	Watershed Assessment and Evaluation of System Performance	\$ 44,200.00
1.3	Project Alternatives and Conceptual Design	\$ 82,000.00
2.1	Capital Improvement Projects	\$ 57,000.00
2.2	Maintenance	\$ 21,600.00
2.3	Development Regulations	\$ 14,200.00
0.1	Rainfall and Water Level Monitoring	\$ 8,700.00
	<b>Estimated Cost</b>	<b>\$ 248,000.00</b>

**ORDINANCE 2021-10**

**AN ORDINANCE AMENDING TITLE 5, PLANNING AND DEVELOPMENT, CHAPTER 4. ZONING, ARTICLE 2. DISTRICT REGULATIONS, SECTION 5-4-38. TABLE OF PERMITTED USES IN COMMERCIAL DISTRICTS, SUBSECTION 5. OUTDOOR SALE OR RENTAL OR PERSONAL PROPERTY, INCLUDING FOOD AND BEVERAGE; PUBLIC EVENTS TO AUTHORIZE THE TEMPORARY USE OF NEW OR ADDITIONAL SPACE FOR OUTDOOR DINING SERVICES.**

**WHEREAS**, a full recovery of the City’s food and beverage industry after the demise of the current pandemic is critical to the full recovery of the health, welfare, culture and economy of the City and its residents;

**WHEREAS**, the City should maximize outdoor dining opportunities by food and beverage establishments, while minimizing adverse impacts from, among other things, overcrowding, noise and traffic.

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE MAYOR AND COUNCIL MEMBERS OF THE CITY OF ISLE OF PALMS, SOUTH CAROLINA, IN CITY COUNCIL ASSEMBLED:**

**SECTION 1:** That Title 5, Planning and Development, Chapter 4 Zoning, Article 2 District Regulations, Section 5-4-38 (5) be amended by adding subsection (e) to read as follows:

(e) Temporary Suspension of Regulations Governing Outdoor Dining Areas: Restaurants are authorized to offer outdoor dining services dining on site. The temporary suspension shall expire on \_\_\_\_\_.

- i. The restaurant shall be properly licensed by appropriate state and local agencies to perform any activities, sales, and services.
- ii. The restaurant shall comply with all applicable laws relating to litter, noise, and other livability matters.
- iii. Outdoor dining areas shall not be located more than two hundred feet (200') seaward of the right-of-way of Ocean Boulevard or within one hundred sixty feet of the OCRM baseline established along the beach of the Atlantic Ocean.
- iv. Outdoor dining areas shall not encroach within any public rights-of-way.
- v. Outdoor dining areas shall not encroach into or interfere with required handicapped parking spaces.
- vi. Outdoor dining areas shall not interfere with safe pedestrian and vehicular access or access required to be maintained under the Americans with Disabilities Act.
- vii. Outdoor dining areas shall not encroach within or interfere with fire and other emergency access.
- viii. Any sales and/or consumption of food and/or alcoholic beverages shall be in compliance with the provisions of any federal, state, and/or local laws and regulations governing same.

- ix. Outdoor dining areas shall comply with all applicable occupancy requirements and other provisions of the fire code.

**SECTION 2.** Should any part of this Ordinance be held invalid by a Court of competent jurisdiction, the remaining parts shall be severable therefrom and shall continue to be in full force and effect.

**SECTION 3.** That all ordinances or parts of ordinances conflicting with the provisions of this Ordinance are hereby repealed insofar as the same affect this Ordinance.

**SECTION 4.** That this Ordinance take effect immediately upon approval by Council.

**PASSED AND APPROVED BY THE CITY COUNCIL FOR THE CITY OF ISLE OF PALMS, ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2021.**

\_\_\_\_\_

Jimmy Carroll, Mayor

(Seal)

Attest:

\_\_\_\_\_

Nicole DeNeane, City Clerk

First Reading: \_\_\_\_\_

Public Hearing: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Ratification: \_\_\_\_\_

## PRIORITY INVESTMENT

As required by the Priority Investment Act of 2007, an analysis of upcoming projects and ~~was conducted of the~~ likely federal, state and local funds available for ~~public infrastructure and facilities~~ these projects was conducted on the Isle of Palms. Projects can include roads, parks, government facilities, pathways, drainage and stormwater infrastructure improvements, or beach renourishment.

### Overview

In creating this element of the Comprehensive Plan, the Planning Commission began by assembling a list of all capital improvement projects listed or referenced throughout all elements of this plan.

The Commission also reviewed the current practice of developing the 10-Year Capital Improvement Plan (Ten-Year CIP) and identified that Plan as the key document to tie to this element.

The current process for creating the Ten-Year CIP involves the City staff and Committees of Council reviewing initiatives and prioritizing expenditures based on need, anticipated funds, staff to manage projects, funding sources, project seasonality, and organizational prioritization. The Ten-Year CIP is reviewed and modified on an annual bases and approved as part of the fiscal planning cycle. This process is well-established and has been successful for the City.

In the goals and strategies section of this plan, there are suggestions on how this process might be improved by having the Planning Commission review the status of projects identified in this element and compared against the draft Ten-Year CIP to ensure the two are aligned.

### Funding

A summary of the traditional revenue sources are shown in the chart below. Most of the revenue for the City comes from property taxes (25%), building permits and business/ rental licenses (22%) and accommodations taxes (19%).

In addition to these three major sources of funding, the following are other common revenue sources for the City:

Beach Preservation Fee....

Bond Proceeds....

Hospitality Tax....

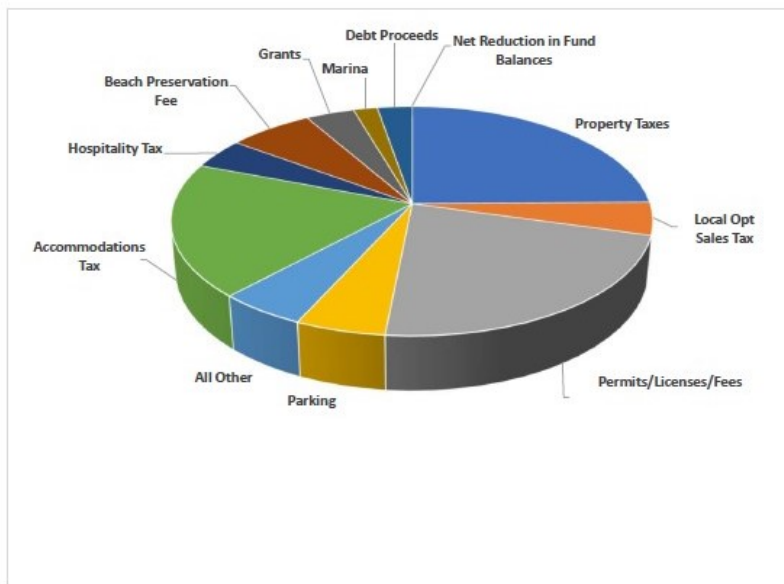
Fund Balance....

Local Option Sales Tax....

Parking Fees....

Marina....

Debt Proceeds....



FY 2022 Revenue Summary - All Funds		
Property Taxes	4,806,000	25%
Local Opt Sales Tax	895,000	5%
Permits/Licenses/Fees	4,307,000	22%
Parking	1,019,250	5%
All Other	992,484	5%
Accommodations Tax	3,672,663	19%
Hospitality Tax	835,800	4%
Beach Preservation Fee	1,274,663	7%
Grants	726,000	4%
Marina	360,081	2%
Debt Proceeds	525,000	3%
<i>Net Reduction in Fund Balances</i>	-	0%
<b>Total Revenues + Use of Fund Bal</b>	<b>19,413,940</b>	<b>100%</b>

Outside of these common revenue sources, the City will need to look at less traditional funding sources to accomplish the goals established in this plan. It is expected more grants funds could become available than have traditionally been and the City should position itself to take advantage of those funds. Specific funds that could be targeted include:

**U.S. Department of Commerce, Economic Development Administration (EDA)**- In April of 2018, a notice of funding opportunity was issued by EDA for Disaster Supplemental Funds related to the many disasters that occurred in recent years. This funding is for **\$587M** in grants to assist communities in TX, LA, FL, GA, SC, PR, & VI. These funds are available until they are all spent. Regionally, the Atlanta office, which serves SC, was allocated **\$147,362,000** of the \$587M.

**Federal Emergency Management Agency (FEMA), Pre-Disaster Mitigation Program (FEMA PDM)**- On August 21, 2018, FEMA released the Notice of Funding Opportunity for the 2018 Pre-Disaster Mitigation Program (PDM). This funding is a national competition, so any project submitted must successfully compete against other projects submitted from all over the United States. (Note: The City of Isle of Palms and the Isle of Palms Water and Sewer Commission successfully received funding under this program several years after Hurricane Hugo.) The funding is for \$150M in grants spread among all 50 states and territories. PDM grants are awarded on a competitive basis and without reference to state allocations, quotas, or other formula-based allocation of funds.

**FEMA- Building Resilient Infrastructure and Communities (BRIC)** Building Resilient Infrastructure and Communities (BRIC) will support states, local communities, tribes and territories as they undertake hazard mitigation projects, reducing the risks they face from disasters and natural hazards. BRIC is a new FEMA pre-disaster hazard mitigation program that replaces the existing Pre-Disaster Mitigation (PDM) program.

**Department of Housing and Urban Development (HUD) Urban Entitlement, Funding Grant Administered by Charleston County**- In approximately December or early January each year, Charleston County publicly notices the availability of funds under this program. These are funds appropriated by Congress and then allocated to the States and administered by Charleston County.



**South Carolina Rural Infrastructure Authority (RIA)- The South Carolina Rural Infrastructure Authority operates both grant and loan programs which may be used for water, wastewater and drainage. Grants are for basic infrastructure or Economic Development Infrastructure and information disseminated for FY18 showed \$25,000,000 in funds available.**

Place holder for other grants- County road grants are missing here including the Charleston Area Transportation Study (CHATS) and Transportation Sales Tax (TST)

*Priority Investment list and potential funding sources*

**Install new and repair existing stormwater infrastructure**

Synopsis of issue and potential funding source- to be added.

**Install sewer lines to every property not currently served**

Synopsis of issue and potential funding source- to be added.

**Renourish beach**

Synopsis of issue and potential funding source- to be added.

**Underground electrical lines**

Synopsis of issue and potential funding source- to be added.

Because many of the projects included in this element are roadway and drainage improvements, they could be funded by the Charleston County RoadWise program. Other infrastructure projects will probably need to be funded in a traditional manner because the Isle of Palms does not qualify as low-income, making grant money unlikely.

Installation of public sewers in areas served by septic systems and having marginal soils should be considered a priority for future projects. Specifically, septic tank systems in the areas near the beach between 42<sup>nd</sup>

53<sup>rd</sup> Avenues, adjacent to the Recreation Center from 26<sup>th</sup> to 29<sup>th</sup> Avenues and in low areas of the Forest Trail subdivision are affected by flooding and seasonal high water and would benefit from public sewer service.

Because the island is relatively low in elevation and prone to drainage problems, the City will need to identify the most problematic drainage areas and find solutions to move stormwater to the appropriate outfalls. In the Public Facilities element of this plan, several drainage projects are identified. In addition to these projects, many other areas drain poorly, which should be addressed by future drainage projects.

A large portion of the City's electrical distribution service, which is provided by South Carolina Electric and Gas, is provided through lines running above ground. It would be desirable from a maintenance and appearance standpoint to have all of the lines transferred to an underground distribution system.

Providing a safe and efficient system for cyclists, pedestrians, golf carts and low speed vehicles to circulate the island will reduce roadway congestion and parking problems and should be a priority.

### *Key Issues*

- Improve transportation and drainage facilities
- Improve public health by extending the public sewer system to areas service by septic systems in marginal soils

### *Goals and Implementation Strategies*

Goal 9.1: Improve drainage in those areas that drain poorly.

Strategy 9.1.1: Identify problem areas and appropriate funding sources.

Goal 9.2: Improve traffic flow and reduce congestion on the roadways of the island.

Strategy 9.2.1: Expand the system of bike lanes and walking paths.

Goal 9.3: Improve public health by extending the public sewer system to areas service by septic systems in marginal soils.

Strategy 9.3.1: Identify problem areas and appropriate funding sources.

DRAFT