



Planning Commission

Meeting Minutes – July 21, 2025

CALL TO ORDER

5:16

There were some technical difficulties before the meeting began.

A meeting of the Planning Commission was called to order by Chairman, Mike Tomy, and was held in-person on July 21, 2025, at 5:12 PM.

ATTENDEES

Members in attendance: Mike Tomy, Chairman, Benjie Morillo, Clinton Hallman, Kim McFann, Bill Suter, and Libby Anderson.

Member absent: Bill Bardenwerper, Vice-Chairman.

Staff in attendance: Curt Freese, Community Development Director and Christopher Klement, Planner III.

MINUTES

5:58

A. June 16, 2025 Regular Meeting Minutes

Motion: Ms. McFann made a motion to approve the minutes as submitted. Mr. Suter seconded the motion. Ms. Anderson abstained from voting since she was not a member of the Planning Commission. The motion passed unanimously.

B. June 12, 2025 Work session Minutes

Ms. McFann noted on page #1 there was an additional member of the Public present, Ashley Goodrich, Senior Planner of Infrastructure from BJWSA.

Motion: Ms. McFann made a motion to approve the minutes with the added note. Mr. Suter seconded the motion. Ms. Anderson abstained from voting since she was not a member of the Planning Commission. The motion passed unanimously.

All Planning Commission meeting minutes are recorded and can be found on the City's website at <http://www.cityofbeaufort.org/AgendaCenter>.

None.

OLD BUSINESS

8:03

A. Final Recommended changes from Chapter 7 and 9 of the Development Code.

Public Comment:

Mr. Tomy stated he received a **letter from Graham Trask** concerning the Demolition clause and Mr. Tomy wanted to allow Mr. Trask to address the PC if he was online. Mr. Trask was having technical difficulty and was unable to connect.

Mr. Tomy stated that Mr. Trask’s letter basically says the Sunset Code Amendment provision for demolition permits can be discussed and passed separately and independently from the Northwest Quadrant Discussions and that Mr. Trask urges the PC to notify the Planning Board of his requests and he requested that the discussion of the Demolition Permit Sunset Code Amendment get onto City Council’s agenda. Mr. Tomy said this can be taken up at the PC’s next worksession.

Public Comment Closed.

Ms. McFann raised a procedural point stating that at the Planning Commission’s (PC’s) work session had jointly with City Council the previous week, it was discussed and everybody agreed that provisions related to the historic district were not before Council and were not part of the code amendments that were at First Reading at City Council’s meeting. The draft that the PC has before them as of July 21, 2025, contains portions of 9.10 and 9.11. She asked staff about this ahead of time and was told that those are the old sections; a cursory review of the old sections, however, shows that statement is incorrect because there are changes in draft that are not in the code as of July 21, 2025. Ms. McFann feels this is a huge problem of potential confusion for Council, for the public, and for the PC. She stated at the work session that it needs to be removed. Mr. Tomy agrees with Ms. McFann but will need clarification from Mr. Freese. Mr. Tomy asked if there were any more comments or objections. Ms. McFann clarified that the documents she is talking about are on pages #19 to 26 of the draft that should be removed.

Before moving onto New Business, Mr. Tomy, asked Mr. Freese of the status of the removing of those sections from 7 and 9. Mr. Freese explained.

Motion: Ms. McFann made a motion that the PC recommend to the City Council that they ignore Sections 9.10 and 9.11 and 9.14 relating to Certificates of Appropriateness in their entirety for purposes of a second reading and wait until they receive new recommendations after the subcommittee of the HRB and the PC and the PC, give further consideration to those sections. Mr. Suter seconded the motion. The motion passed unanimously.

Mr. Tomy noticed that not anyone was present from the public regarding the Accessory Dwelling Units (ADUs) and Short Term Rentals (STRs) discussion point. Mr. Tomy will open up public comment when the PC gets to the Discussion portion of the agenda, but it may be best to set it for another day to discuss

the short notice issues regarding this agenda item and apparent amount of public interest in these issues.

OLD BUSINESS

14:50

- A. **Beaufort Development Code Changes:** Amendments to Chapter 7 and to the Environmental & Resources Protection Requirements of Section 8 of the Beaufort Development Code.

Mr. Freese welcomed Libby Anderson to the Planning Commission (PC).

Mr. Freese referred to the joint meeting with Council and the PC and stated two things that he received direction on: (1) to create a clean copy of the code correcting Scrivener's Error only. (anything that was felt to be non-substantive and (2) put together a set of motions, regarding new substantive changes to the code discussed at the joint work session to assist Council at the time of Second Reading at the City Council regular meeting in August. Mr. Freese provided backup information in the PC's packets.

Motion: Ms. McFann made a motion to table the Amendments to the Environmental & Resources Protection Requirements of Section 8 of the Beaufort Development Code. Mr. Hallman seconded the motion. The motion passed unanimously.

Mr. Freese went over the following Chapter 7 revisions by using his PowerPoint Presentation:

- **Traffic Impact Analysis 7.3.2 A 3 – PC agreed.**

Removed exceptions to TIA's as these are highly traveled roads: "Exception: Development on lots included in the Boundary Street Master Plan, adopted on August 28, 2006, and lots in the area bounded by Calhoun Street, Carteret Street, Bay Street, and Ribaut Road, and lots zoned Limited Industrial (LI), shall not be subject to the requirements of this section. This exception does not apply to Educational Facilities with greater than 100 students."

Ms. Anderson commented that she would vote no to make the change. She feels the PC should not delete that section. And that Boundary Street and the Historic District should be exempt from the TIA requirement. She referred to the Boundary Street Masterplan.

- **Traffic Impact Analysis 7.3.2 C 2 b – PC agreed.**

Changed from "one half mile," to one mile.

- **Traffic Impact Analysis 7.3.2 D – PC agreed.**

Updated the table with the following changes to better capture TIA's which analyze affected intersections, remove unnecessary future conditions and add future to overall requirement.

- **7.4.3 Community Green Space and Community Open Space Types:**

Removed size requirements for each park/open space type in the table, as size did not have any rational basis Staff could find, nor has any bearing on any request.

Mr. Freese went over following Revisions to Chapter 7 (Motions for 2nd Reading) by using his PowerPoint Presentation. These are changes that came from the Chamber document and from the worksession.

- **Subdivision and Site Plan Standards Section 7.5.1 (scriveners)**

I hereby make the motion to amend Section 7.5.1 with the following changes:

- Remove the words “typical” from Section 7.5.1.
- Remove the word “Regulations” and replace with the word “standards” in Section 7.5.1.

- **Subdivision Types and Process Outlines Section 7.5.2 (scriveners)**

I hereby make the motion to amend Section 7.5.2 with the following changes:

- Section 7.5.2 A 2, Remove the “and” replace with “or”.
- Section 7.5.2 B 1, Remove the “or”.
- Section 7.5.2 B 2, Remove the “and” replace with “or”.

- **Sketch Plan Section 7.5.3**

I hereby make the motion to amend Section 7.5.3 with the following changes:

- 7.5.3 A, capitalize Major and Subdivision and add the word “Community”.
- 7.5.3 B.1, capitalize Major Subdivision and Applicant”.
- 7.5.3 B.1, a, remove the word “road”, and replace with “street”.
- 7.5.3 B.1, c, remove preliminary traffic impact and the word “proposed”.
- 7.5.3 B.2 capitalize Applicant add Community and capitalize Open.
- 7.5.3.B.2 c, remove OCRM, and replace SCDES.
- 7.5.3.B.3 b. Remove “pedestrian shed,” and replace with “distance”.
- 7.5.3.B.4 b. Remove the word “harmonious” and replace with the word “consistent”.
- 7.5.3.C: Remove sentence, “The Applicant shall submit a complete sketch plan package to the City”.
- 7.5.3.C 2, remove Title commitment requirement.
- 7.5.3.C 11, remove the words “public dedication requirements”.
- 7.5.3.C 12, add “Community”.
- 7.5.3.C 16, remove contents of parenthesis.
- 7.5.3.C 18, remove word “proposed” and replace with “proposed development”.
- 7.5.3.C 24, replace entire sentence with “structure, location, massing and building designs”.
- 7.5.3 H 1 and 2, Added Cumulatively.

- **Sketch Plan Section 7.5.3:**

Removed title commitment, as at this conceptual level plan, such a requirement would be better placed at the preliminary plat level.

- 7.5.3.C 2, remove Title commitment requirement.
- 7.5.3 E 2: changed notice requirement from 500 feet to 1,000 feet.

- **Preliminary Plat Section 7.5.4**

I hereby make the motion to amend Section 7.5.4 with the following changes:

- 7.5.4 A 1. Remove “TRC”.
- 7.5.4 B 2, xxvi, remove traffic study requirement .
- 7.5.4 B 3 ii., remove first sentence and word “dedication”.
- 7.5.4 B 3 v, remove word “equitable” and replace with “any”.
- 7.5.4 B 8 added S.C. licensed engineer.
- 7.5.4 B 9 added As determined by Code Administrator.
- 7.5.4 B 10: changed to “environmental expert” and removed qualified biologist, geologist, ecologist,
- 7.5.4 G: added “in writing” before formally”.
- 7.5.4 G: Clarified to 12 months from 18 months (was in clean version not the track changes version).

- 7.5.4. H: Added Post Approval actions for grading.
- **Preliminary Plat Section 7.5.4:**
7.5.4 C 1 Change from 500' notice for a public hearing to 1,000'.
 - Added 7.5.4. H: Post Approval actions for grading.
- **Final Plat Section 7.5.5**
I hereby make the motion to amend Section 7.5.5 with the following changes:
 - 7.5.5 A: remove the words “technical standards of the City” and replace with the word Code.
 - 7.5.5 B 1. c, Remove entirety of c, title commitment.
 - 7.5.5 B 2: Remove word “drawing”.
 - 7.5.5 B 2 h, remove DHEC reference and replace with SCDES.
 - 7.5.5 B 4 h remove entire reference for signature blocks for utility providers.
 - 7.5.5 B 5 v.. remove entire reference for other certificates, etc.
 - 7.5.5 D remove word “public” in front of improvements.
- **Minor Subdivision Section 7.5.6**
I hereby make the motion to amend Section 7.5.6 with the following changes:
 - 7.5.6 C 21: Remove the words “utility providers”.
- **Site Plan Section 7.5.7**
I hereby make the motion to amend Section 7.5.7 with the following changes:
 - 7.5.7 3 remove l, gathering places.
 - 7.5.7 B, 3, kk, remove words “utility providers” and “as applicable”.
 - 7.5.7 B, 5, remove Certified references and add words “prepared by a licensed engineer”.
 - 7.5.7 D 1: Changed public notice from 500' to 1,000'.
 - 7.5.7 D 2, Removed sentence as unnecessary: “The applicant and other property owners likely to be materially affected by the application shall be given an opportunity to be heard”.
 - 7.5.7 G Add words “Unless otherwise extended as herein provided”.
- **Site Plan Section 7.5.7:**
 - 7.5.7 D 1: Changed public notice from 500' to 1,000'.
- **9.1.4 Permit/Development Design Review/Historic Review Application Type Table:**
 - Added Minor Subdivision process to subdivision process table.

The PC Members agreed to all of the minor changes.

Ms. Anderson abstained from voting since she was not involved in the changes that were made.

There was discussion of whether Boundary Street and the Historic should be exempt from Traffic Impact Analysis (TIA) requirements. Chairman Tomy asked the PC Members if they would agree to moving forward without doing any amendments to the Traffic Impact and Analysis Section. Ms. McFann clarified and confirmed that this means the PC would *not exempt Boundary Street and the Historic District from TIA requirements*. PC Members all agreed.

Motion: Ms. McFann made a motion to accept the changes as presented by Mr. Freese with the exceptions that the PC and staff identified on 7/21/2025 which are: taking out the word *public*, changing the word *title to name*

of project and adding a motion regarding adopting the recommendation of the Planning Commission about not considering 9.10 and 9.11 and 9.1.2. Mr. Hallman seconded the motion. The motion carried unanimously.

DISCUSSION

1:36:26

A. Accessory Dwelling Units (ADU's)/Short Term Rentals (STRs)

Public Comment:

Graham Trask resolved his technical issues and attended virtually. He stated he is not talking about ADU's, but about the email he sent regarding the proposed sunseting of demolition permits . He wanted to confirm that PC Members and Mr. Freese received it. All stated It was received. Mr. Trask referred to the changes the PC and Staff are making in the Historic District in the code. He suggested in the demolition section, to put a sunset date on demolition permits. He believes it's irresponsible to have an unending demolition permit. The city can easily handle this aspect of the Historic District without having to go through everything that it seems like what is being done with the Northwest Quadrant and Heirs property and Demolition by Neglect.

Lise Sundrla, Director of Historic Beaufort Foundation (HBF), thanked the PC for all their hard work they've been doing with the Code for the last two years. Ms. Sundrla thinks it will be helpful to have the discussion of ADU's on a PC worksession agenda, and she will address her comments at that time.

Public Comment was closed.

PC agreed to postpone the ADU and short term rental discussion for the next regular meeting or a worksession, so the public can be heard.

Mr. Morillo asked staff if he could get a case study of the site pan that the city has received complaints about the two ADUs, "the compound" ., and any others. Mr. Freese will provide documentation.

Mr. Suter asked staff to define "sunsetting" regarding demolition. Mr. Freese said Ms. McFann brought up the table in 9.1.4 with COAs where the time was shortened to five years. Demolitions never had this time frame in the code and as of now demolition approvals do not terminate.

B. August PC Meeting, Training and Discussion of Future Code Edit Sessions

All agreed to training and discussion of the process as the PC moves forward with the code on August 11 and then on August 18 agenda will be for the ADU/STR discussion.

Mr. Freese talked about the confusion of the red-lined versions of the code. Moving forward staff will make changes at the meeting, staff will format it, but staff is not going to send it out. It will be up to the PC and the public to keep their draft copy. Then staff will send out the final marked up redlined version at the final step. Mr. Freese said this will be the version that goes to City Council with no changes. Mr. Tomy said the PC agreed on this in a previous meeting.

ADJOURNMENT

2:01:19

Motion: Mr. Suter made a motion to adjourn the meeting seconded by Mr. Hallman. The motion passed unanimously. The meeting adjourned at 7:01 pm.