CALL TO ORDER 0:09

A meeting of the Planning Commission was called to order by Curt Freese, Community Development Department Director, and was held in-person on April 15, 2024 at 5:00 PM.

ATTENDEES

Members in attendance: Benjie Morillo, Chairman, Mike Tomy, Vice-Chairman, Bill Bardenwerper, Kim McFann, Bill Suter, and Paul Trask.

Staff in attendance: Curt Freese, Community Development Department Director.

REVIEW OF MINUTES – MARCH 18, 2024 0:58

Mr. Trask noted under Attendees it says, Staff Absent which should say, Member Absent.

Motion: Ms. McFann made a motion to approve the motion with the one change. Mr. Trask seconded the motion. 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. Audio recordings are available upon request by contacting the City Clerk, Traci Guldner at 843-525-7024 or by email at tguldner@cityofbeaufort.org.

QUESTIONS RELATING TO MILITARY OPERATIONS 2:38

None.

Chairman Morillo advised the public that the Commission may not be able to get to the review of the Amendments of Chapter 2 & 4 under New Business today.

OLD BUSINESS 2:49

A. Tabled Amendments to Chapter 9 of the Development Code: Amendments to Section 9.10.2 Historic Review Board Process, Certificates of Appropriateness, etc.
Mr. Freese and the Commission started reviewing the amendments where they left off from their previous meeting in section *New Development Historic District*.

**Public Comment:**

*Chris Gallagher* said it’s very important to have the three steps for a developer.

*Lise Sundrla, Historic Beaufort Foundation (HBF)*, agreed with Drew that you’re missing a critical step if you don’t keep preliminary. We’ve seen in the past that architects have changed midstream as well as designs and it can become very confusing. The HTRC (Historic Technical Review Committee) should be a required step and conceptual, continue with preliminary and then final. But the applicant would have the option after conceptual if the applicant has pulled everything together, they can go straight to final skipping preliminary. Staff doesn’t have to agree with this, but the applicant can take apply for final and take their chances with the Board.

*Cynthia Jenkins, Director of Historic Beaufort Foundation (HBF)*, gave a background on the concept of conceptual, preliminary, and final that came about 15 to 20 years ago in a lot of major historic districts because of the complexity and the timing and the expense for both the developer and the local government in figuring this stuff out. Ms. Jenkins referred to the turnover of staff in Beaufort over the last six years and said things were lost in transition, there was no formal public comment on the infill guidelines and The Milner recommendations, and it creates confusion. She believes in the three-step process and the HTRC.

Public comment closed.

Mr. Freese stated he will bring back information about defining the minor change to the next meeting.

**Public Comment**

*Dianne Farrelly resides at 2415 Oak Haven Street* referred to page #6, section 9.2.10.B.6.AI that talks about specimen landmark trees and suggested keeping the language consistent throughout the Code. She also referred to page #7, section 9.2.10.B.6.c.1 regarding workmanship on an original building and in section 9.2.10.B.7 wording/language seems redundant.

Public comment closed.

Commission discussed further Worksessions.

**Motion:** Mr. Trask made a motion to schedule at worksession at 4 pm on April 29. Mr. Suter seconded the motion. The motion passed unanimously.

**NEW BUSINESS**

2:08:18

A. **Amendments to Chapters 2 and 4 of the Beaufort Development Code**, related to Zoning and Design Requirements.

**Motion:** Ms. McFann made a motion to table the Amendments to Chapters 2 and 4 of the Beaufort Development Code. Mr. Clinton seconded the motion. The motion passed unanimously.
Mr. Freese mentioned that he needs a volunteer from the Commission to serve on Northern Regional Planning Committee (NRPC). They meet once a month (4th Friday) at 9:00 am at the Beaufort County Administration Building. Representatives on the Committee are: 2 city council, 2 county council, 2 Port Royal and the Planning Commission each have a representative.

**Motion:** Mr. Bardenwerper nominated Mr. Tomy to volunteer for NRPC. Mr. Tomy accepted the nomination. Ms. McFann seconded the nomination. The motion passed unanimously.

**ADJOURNMENT**

2:10:34

**Motion:** Mr. Clinton made a motion for adjournment at 7:10 pm seconded by Mr. Suter. The motion passed unanimously.