



**Town of Summerville**  
**Special Called Council Meeting – UDO Workshop #10**  
Annex Building – 200 South Main Street, Summerville, SC 29483  
Training Room, 2<sup>nd</sup> Floor  
**Wednesday, April 24, 2019 – 2:30pm**

**A G E N D A**

1. Call to order
2. Approval of Minutes of Previous Meetings
  - i. Special Called Council Meeting – UDO Workshop #7 – April 3, 2019
  - ii. Special Called Council Meeting – UDO Workshop #8 – April 10, 2019
  - iii. Special Called Council Meeting – UDO Workshop #9 – April 17, 2019
3. Discussion of UDO\*  
\*Primary discussion of Chapter 4 (Design Guidelines); Introduction of Chapter 5 (Subdivision and Infrastructure Standards)
4. Scheduling of Special Called Council Meeting: UDO Workshop #11
5. Adjourn

Wiley Johnson, Mayor

*Council Members:*

Bob Jackson, Mayor Pro-Tem  
Walter Bailey  
Aaron Brown  
Christine Czarnik  
Kima Garten-Schmidt  
William McIntosh



Colin L. Martin

*Town Clerk*  
Beth Messervy

*Town Attorney*  
G.W. Parker

Town of Summerville  
**SPECIAL CALLED COUNCIL MEETING**  
**UDO WORKSHOP #7**  
**MINUTES - April 3, 2019**

**Attendance**

Present at Call to Order: Councilmembers Aaron Brown, Christine Czarnik, Kima Garten-Schmidt, and Bill McIntosh. Councilmember Walter Bailey arrived at 3:47pm, and Councilmember Bill McIntosh left at 3:54pm. Mayor Johnson and Councilmember Bob Jackson were absent. Director of Planning Jessi Shuler, Zoning Administrator Tim Macholl, and Town Clerk Beth Messervy were present. Several staff members were also present. Public and press were duly notified.

**Call to Order**

The Special Called meeting of Summerville Town Council was called to order at 2:32pm on Wednesday, April 3, 2019 by Councilmember Aaron Brown.

**Approval of Minutes**

Ms. Czarnik pointed out a correction to the March 27, 2019, and the Town Clerk made the change. Ms. Czarnik made a motion, seconded by Mr. McIntosh to approve the minutes of the March 20, 2019 and March 27, 2019 as amended. The motion carried unanimously, and the amended minutes were accepted into record.

**Council/Staff Discussion and Changes:**

***In Chapter 3, Section 3.5.6 – Rainwater Cisterns, Item B was removed in its entirety at the advice of staff and the request of Council.***

***In Chapter 3, Section 3.6.1 – Permitted Temporary Uses, Item G – Mobile Food/Retail Vending, the following changes were made at the request of Council:***

- Item 3 – Add a definition of “shopping center” to Chapter 15
- Item 4 – Change “Public Safety Director” to “Town Staff”

***In Chapter 3, Section 3.6.1 – Permitted Temporary Uses, Item K – “10 days” was changed to “30 days” at the request of Council.***

Ms. Shuler gave an overview of Chapter 4 – Site and Building Design Guidelines, explaining that citizens want the Town to elevate the design standards. She stated that the Commercial Design Review Board can still grant exceptions to these guidelines.

***In Chapter 4, Section 4.1.1 – Purpose, the following changes were made at the request of Council:***

- For staff to suggest another term to replace “Lowcountry character.”

- Item A: replace “human” with “pedestrian”

*In Chapter 4, Section 4.1 – Purpose and Applicability, the “Design Elements: Tolerance Scale” chart was removed at the request of Council.*

*In Chapter 4, Section 4.1.5 – Appropriate Design Elements was removed in its entirety.*

*In Chapter 4, Section 4.2.1 – Applicability, “Section 13.8” was changed to “Section 13.8.1 and 13.8.2” at the request of Council.*

*In Chapter 4, Section 4.2.2 – Core Principles, the following changes were made at the request of Council:*

- Item A: “continuous” was changed to “unobstructed”
- Item I: Either define “environmental responsiveness” or rewrite the sentence to better explain the terminology.

**Adjourn**

There being no further business, the meeting adjourned at 4:37pm on motion of Mr. Brown, seconded by Mr. Bailey.

Respectfully submitted,

APPROVED:

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Beth Messervy, Town Clerk

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William W. Johnson, Mayor

Wiley Johnson, *Mayor*

*Council Members:*

Bob Jackson, Mayor Pro-Tem  
Walter Bailey  
Aaron Brown  
Christine Czarnik  
Kima Garten-Schmidt  
William McIntosh



*Town Administrator*  
Colin L. Martin

*Town Clerk*  
Beth Messervy

*Town Attorney*  
G.W. Parker

Town of Summerville  
**SPECIAL CALLED COUNCIL MEETING**  
**UDO WORKSHOP #8**  
**MINUTES - April 10, 2019**

**Attendance**

Present at Call to Order: Councilmembers Walter Bailey, Bob Jackson, and Christine Czarnik. Councilman Bill McIntosh arrived at 3:05pm. Mayor Johnson, Councilmember Aaron Brown, and Councilmember Kima Garten-Schmidt were absent. Director of Planning Jessi Shuler, Zoning Administrator Tim Macholl, and Town Clerk Beth Messervy were present. Several staff members were also present. Public and press were duly notified.

**Call to Order**

The Special Called meeting of Summerville Town Council was called to order at 2:30pm on Wednesday, April 10, 2019 by Bob Jackson, Mayor Pro-Tem.

**Council/Staff Discussion and Changes:**

***In Chapter 4, Section 4.2.3 – Building Placement and Site Design, the following changes were made at the request of Council:***

- Item A: Find a better way to describe and explain “create an ordered relationship.”
- Item D1: Add a definition of “built form” to Chapter 15
- Item D3: replace “a combination of” with “the use of one or more of the following:”

***In Chapter 4, Section 4.2.7 – Ground Floor Elements, the following changes were made at the request of Council:***

- Item C: Reword this section.
- Item D: Remove second sentence

***In Chapter 4, Section 4.2.8 – Materials and Colors, the following changes were made at the request of Council:***

- Item C: “three” was changed to “four”
- Item E: With Council’s approval, Ms. Shuler added “and color” after “material.”
- Item E: Add an additional item to address not allowing multiple materials on the same roof line.

***In Chapter 4, Section 4.2.9 – Parking Structures/Garages, item B was removed at the request of Council.***

***In Chapter 4, Section 4.3 – Guidelines Applicable to All Buildings, reword to exclude someone buying and building on their own in a subdivision at the request of Council.***

***In Chapter 4, Section 4.3.2 – Façade Arrangement, consider deleting because a lot of buildings do not meet this requirement at the request of Council.***

***In Chapter 4, Section 4.3.3 – Façade Transparency, Item D, the following changes were made at the request of Council:***

- “to a distance of 10 feet” was removed from the first sentence.
- “Nothing here shall be construed to prevent” was added to the beginning of the second sentence.

***In Chapter 4, Section 4.3.4 – Frontage Encroachments, the following changes were made at the request of Council:***

- Section Title: Add citation for Encroachment Permit section
- Item A – Porches and Stoops: “Residential” was removed.
- Item A1 – Minimum Height above Grade: “Residential” was added before “porches”
- Item A2 – Minimum Porch Dimensions: “Porches may be screened; however” was removed from the second sentence. The second sentence now begins “If porches are screened,”

***In Chapter 4, Section 4.3.5 – Columns, Piers, and Arches, the following changes were made at the request of Council:***

- Item B – Quality Materials, #2: “or wood/timber” was added after “reinforced concrete with stucco” at the end of the first sentence.
- Item B – Quality Materials, #2: The second sentence was removed in its entirety.

**Adjourn**

There being no further business, the meeting adjourned at 4:54pm on motion of Mr. Bailey, seconded by Ms. Czarnik.

Respectfully submitted,

APPROVED:

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Beth Messervy, Town Clerk

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William W. Johnson, Mayor

Wiley Johnson, *Mayor*

*Council Members:*

Bob Jackson, Mayor Pro-Tem  
Walter Bailey  
Aaron Brown  
Christine Czarnik  
Kima Garten-Schmidt  
William McIntosh



*Town Administrator*  
Colin L. Martin

*Town Clerk*  
Beth Messervy

*Town Attorney*  
G.W. Parker

Town of Summerville  
**SPECIAL CALLED COUNCIL MEETING**  
**UDO WORKSHOP #9**  
**MINUTES - April 17, 2019**

**Attendance**

Present at Call to Order: Mayor Johnson, Councilmembers Walter Bailey and Christine Czarnik. Councilman Aaron Brown arrived at 2:35pm. Councilman Bill McIntosh arrived at 2:45pm. Councilmembers Kima Garten-Schmidt and Bob Jackson were absent. Director of Planning Jessi Shuler, Zoning Administrator Tim Macholl, and Town Clerk Beth Messervy were present. Several staff members were also present. Public and press were duly notified.

**Call to Order**

The Special Called meeting of Summerville Town Council was called to order at 2:30pm on Wednesday, April 17, 2019 by Mayor Johnson.

**Council/Staff Discussion and Changes:**

*In Chapter 4, Section 4.2.3 – Building Placement and Site Design, Item B, “This shall not apply to Industrial developments (LI and HI districts)” was added at the end of the item at the request of Council.*

*In Chapter 4, Section 4.2.5 – Scale, Item E, “from the reset of the building” was added in between “differentiated” and “architecturally” and “to” at the request of Council.*

*In Chapter 4, Section 4.2.6 – Massing and Articulation, Item E, the first sentence was removed at the request of Council.*

*In Chapter 4, Section 4.2.7 – Ground Floor Elements, the following changes were made at the request of Council:*

- “To encourage use by pedestrians and decrease the need for solely auto oriented patronage” was removed.
- “must reinforce the urban character of the street and” was removed
- “therefore” was removed
- “In mixed-use districts” was added to the beginning of the sentence

***In Chapter 4, Section 4.2.8 – Materials and Colors, the addition of Item F was changed slightly to read: “Multiple materials on the same roof line are generally discouraged” at the request of Council.***

***In Chapter 3, Section 3.2.3. – Interpretation of Use Matrices, Item B, “the Administrator” was changed to “Town Staff” at the request of Council.***

***In Chapter 4, Section 4.3.1 – Building Location and Orientation, “the Administrator” was changed to “Town Staff” at the request of Council.***

***In Chapter 4, Section 4.3.2 – Council requested that staff reword the language to make clearer how the requirements of a base, body, and cap can be met.***

***In Chapter 4, Section 4.3.6 – Loading/Service Areas, Mechanical Equipment and Utilities, Item B, “the Administrator” in the last sentence was changed to “Town Staff” at the request of Council.***

***In Chapter 4, Section 4.4.1 – Applicability, the parenthesis were removed at the request of Council.***

***In Chapter 4, Section 4.4.2 – Minimum Design Guidelines-Applicable to All Residential Structures, the following changes were made at the request of Council:***

- Item A – The second sentence was deleted.
- Item B1 – “three” was replaced with “four”
- Item B1 – the parenthesis around “but not more than four” were replaced with commas
- Item B1 – “the Administrator” was replaced with “Town Staff”
- Item C3 – “picture windows, accent windows” was added after “round windows”
- Item C4 – The last sentence was deleted.
- Item D1 – “Shed” was deleted
- Item D1 – “(sloped to the rear)” was added after “mono-pitch roofs”
- Item D2 – “from the street” was added after “screened from view.”
- Item D3 – This item was removed in its entirety, making Item D4 and Item D5 into Item D3 and D4, respectively.

***In Chapter 4, Section 4.4.3 – Minimum Design Guidelines – Detached Single Family Homes Only, Item B, “s” was removed from “facades” and “design” was added after “façade” at the request of Council.***

***In Chapter 4, Section 4.5.2 – Minimum Design Guidelines (Mixed-Use Building), the following changes were made at the request of Council:***

- Item B1 – “the Administrator” was replaced with “Town Staff”
- Item D1 - “display windows and accent windows” was added after “transoms”
- Item D5 – The first sentence was deleted.

***In Chapter 4, Section 4.6.2 – Minimum Design Guidelines (Suburban Commercial Building), the following changes were made at the request of Council:***

- Item A – “ottom” was corrected to read “bottom”
- Items B1 – “the Administrator” was replaced with “Town Staff”
- Item D1 - “display windows and accent windows” was added after “transoms”
- Item D5 - The first sentence was deleted.
- Item E3 – “garish” was added before “high-intensity”
- Item F2 – “To encourage use by pedestrians and decrease the need for solely auto oriented patronage” was removed.
- Item F2 – “must reinforce the character of the street and” was removed
- Item F2 – “therefore” was removed
- Item F2 – “shall” was changed to “should”

***In Chapter 4, Section 4.7.2 – Minimum Design Guidelines (Industrial Building), the following changes were made at the request of Council:***

- Item B1 – Council requested that “metal sheeting” be better defined or reworded to make clear what is prohibited.
- Item B2, “garish” was added before “high intensity”

**Adjourn**

There being no further business, the meeting adjourned at 5:00pm on motion of Mr. McIntosh, seconded by Mr. Bailey.

Respectfully submitted,

APPROVED:

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Beth Messervy, Town Clerk

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William W. Johnson, Mayor