

The Town of Summerville Planning Commission Meeting  
Minutes  
January 28, 2019

This meeting of the Town of Summerville Planning Commission was attended by Commission Members, Jim Reaves, Chairman; Elaine Segelken, Vice Chairman; Sarah Bares; Tom Hart; Betty Profit; Jonathan Lee; and Kevin Carroll. Staff in attendance included Jessi Shuler, AICP, Director of Planning; Tim Macholl, Zoning Administrator; Meredith Detsch, Town Planner; and Bonnie Miley, Assistant Town Engineer.

Jim Reaves, Chairman, called the meeting to order at 4:00 PM.

**Approval of Minutes, Election of Officers, Rules and Procedures, and Code of Ethics and Conduct:**

The Chairman called for a motion for the approval of the minutes from the meeting on December 17, 2018. Ms. Segelken made a motion to approve the minutes as presented. Dr. Bares stated that she had a correction to the minutes, and explained that she had not brought up compensatory storage, but had stated she had concerns about flooding mitigation in the proposed UDO, and Russ Cornette, Town Engineer, had stated that compensatory storage requirements could be added. Mr. Reaves asked if placing a period after mitigation and deleting the rest of the sentence would correct the mistake, and Dr. Bares affirmed that it would. Ms. Segelken then made a motion to approve the minutes as amended, and Dr. Bares made the second. Following no further discussion the motion carried.

Mr. Reaves asked for any nominations for Chairman. Ms. Segelken made a motion to reappoint Mr. Reaves as Chairman, and Mr. Hart made the second. Mr. Reaves asked if there were any other nominations, hearing none, Mr. Reaves asked for the vote, and the motion passed unanimously. Mr. Reaves then asked for any nominations for Vice Chairman. Ms. Segelken made a motion to appoint Dr. Bares, and Mr. Hart made the second. Mr. Reaves asked if there were any other nominations, hearing none, Mr. Reaves asked for the vote, and the motion passed unanimously.

Mr. Reaves introduced the Rules and Procedures, and Ms. Shuler explained that no changes had to be made, but she wanted to make sure that the new members were aware of the rules and procedures and would answer any questions they may have. Mr. Carroll asked about the set time and place, and Ms. Shuler replied that the meetings were always the third Monday of each month (except for January and February which are on the fourth Monday because the third Monday is a holiday) at 4:00 PM in the Training Room. Dr. Bares asked if continuing education opportunities would be emailed out again this year. Ms. Shuler confirmed that Pam Wike, Planning Assistant, would continue to email those out, and she briefly explained the continuing education requirements for the new members and returning members.

Mr. Reaves then introduced the Code of Ethics and Conduct that was provided in the new members' packets to be signed. All of the new members signed and returned the signed copies to Ms. Shuler.

**Public Hearings:**

There were no public hearings.

**Old Business**

There were no items under Old Business.

**New Business:**

The first item under New Business was New Street Names (as applicable). Ms. Shuler stated that staff had no street names for approval.

**Miscellaneous:**

Ms. Shuler gave a brief overview of the Comprehensive Plan and Master Transportation Plan process. She explained how the consultant, Houseal Lavigne (with Toole Design and Live Oak Consultants), was chosen, and

what the scope of work included. Ms. Shuler informed the Commission that the Plan process will include guidance from a Comprehensive Plan Advisory Committee (CPAC) made up of two Council members (Bob Jackson and Christine Czarnik), two Commission members appointed by the Chairman, and seven at large appointees, one by each Council member. Ms. Shuler stated that Mr. Reaves had appointed Ms. Profit and Mr. Hart from the Commission to serve on the CPAC. Ms. Shuler explained that the goal was to have the CPAC made up of a diverse mix of individuals representing the population of Summerville. She also noted that Ms. Profit and Mr. Hart would be responsible, along with staff, for keeping the Commission abreast of the Plan's progress. Ms. Segelken and Mr. Reaves provided some additional background information on the history of Comprehensive Planning in the Town and the importance of public input. Ms. Shuler announced that the first CPAC meeting would be on the afternoon of February 20, 2019 followed that evening by an Elected and Appointed Officials Roundtable, which they would all be asked to participate in along with Town Council and the Town's other appointed Boards. She stated that she would provide them with an exact time and place hopefully within the week.

Mr. Reaves then welcomed the four new members to the Commission, and Ms. Shuler introduced the other Town staff in attendance.

**Adjourn**

With no further business for the Commission, Ms. Segelken made a motion to adjourn with Mr. Carroll making the second, and Mr. Reaves adjourned the meeting at 4:24 PM.

Respectfully Submitted,



Jessi Shuler, AICP  
Director of Planning

Date: 2/25/19

Approved:   
Jim Reaves, Chairman or Elaine Segelken, Vice Chairman