

MINUTES OF THE ISLE OF PALMS  
PLANNING COMMISSION MEETING  
July 9, 2014

The Isle of Palms Planning Commission met in the City Hall Conference Room, 1207 Palm Boulevard on July 9, 2014 at 4:50 p.m. Members attending included Bev Ballow, Ron Denton, Richard Ferencz, Bill Mills, Lisa Safford and Noel Scott; the Director of Planning Douglas Kerr was present as well. Don Smith was absent. The press had been notified of the meeting and the agenda for the meeting was posted in City Hall and the Building Department to comply with the Freedom of Information Act.

The Chairman Noel Scott called the meeting to order and welcomed the Commission's newest member, Mr. Bill Mills.

### **APPROVAL OF MINUTES**

Mr. Scott explained that the next item on the agenda was the approval of the May 14<sup>th</sup>, 2014 minutes. Ms. Ballow made a motion to approve the minutes as drafted and Mr. Ferencz seconded the motion. The vote was unanimous in favor of the motion.

### **REVIEW OF DRAFT MARINA REDEVELOPMENT REQUEST FOR PROPOSALS**

Mr. Kerr explained that he and the consultant who has been working on various marina projects, Mr. John Shaffer, had attempted to identify the various phases and projects that would be necessary to develop a comprehensive redevelopment plan for the marina and Mr. Shaffer had developed a draft request for proposals (RFP). He explained that the draft RFP included background, objectives, qualifications, seven tasks and a description of anticipated tasks for the future. He explained that the seven tasks were: 1. Project information update and review, 2. Scoping and stakeholder workshops, 3. Marina and drystack market assessment, 4. Regulatory and engineering feasibility, 5. Redevelopment plan, 6. Pro forma financial analysis and 7. Meetings and coordination.

Mr. Ferencz explained that the RFP stated that this project would be multi-disciplined master planning effort and he asked for an explanation of this term. Mr. Shaffer answered that like the construction of a house this project would have a primary consultant, like a general contractor, and then other sub consultants, like the sub-contractors working on a house.

Mr. Ferencz stated that he felt that the primary short term problems facing the marina are parking and traffic flow problems within the site. He explained that he felt that the planning effort being discussed in this RFP was a very long range vision and would likely extend well into the future. He said that he would propose that the RFP to be revised to add a new task 1 that would be to develop short term, interim solutions to the parking issues within the site that could be implemented immediately. Ms. Safford

stated that it would be difficult to come up with a parking arrangement, before it was clear how the site would be arranged and used. Mr. Ferencz stated that the interim parking arrangement may have to ultimately be redone, but it could be constructed in a way that it would be inexpensive and somewhat temporary in nature. The Commission agreed that it would be wise to analyze the feasibility of such a plan.

Mr. Ferencz stated that he felt that task 3, the market assessment of the marina and the drystack, should be moved to follow task 4, regulatory and engineering feasibility, as it would not make sense to do a market assessment of a project that it not feasible from regulatory or engineering standpoints. The group agreed to change the order of tasks 3 and 4.

Mr. Ferencz explained that under task 6, pro forma financial analysis, there was no mention of reviewing the lease arrangements with the various tenants; and he did not think that task could be done without looking at the leases. The group agreed that this should be added.

Ms. Ballow asked why the engineering feasibility section included looking at underground electrical service, when the service already was underground. The City Administrator, Linda Tucker, explained that there was a lot of overhead power leading to the site down 41<sup>st</sup> Avenue and the City is actively working with the Isle of Palms Water and Sewer Commission to find a place within the wastewater treatment facility site to locate a transformer to allow those lines to go underground. The group agreed that the description of the area to be analyzed by this planning effort should be expanded to included surrounding areas such as 41<sup>st</sup> Avenue.

Mr. Ferencz explained that in several areas the RFP states the “consultant or team of consultants” and he felt that it would be better to eliminate references to teams of consultants to clearly place the responsibility on the primary consultant. The group agreed that this edit should be made where applicable.

The group collectively agreed that if possible, it would be better to have this document edited and hold a special meeting to hurry the process along. Mr. Shaffer indicated that he could make the changes within a couple of days. The group agreed to hold a special meeting on July 16<sup>th</sup> at 4:30.

## **ADJOURNMENT**

With there being no further business, the meeting was adjourned at 5:45 p.m.

Respectfully submitted, Noel Scott, Chairman