



Administration Committee

4:30 p.m., Thursday, February 1, 2024

1207 Palm Boulevard

City Hall Council Chambers

Public Comment:

All citizens who wish to speak during the meeting must email their first and last name, address and topic to Nicole DeNeane, City Clerk, at nicoled@iop.net no later than **3:00 p.m. the day before the meeting**. Citizens may also provide written public comment here:

<https://www.iop.net/public-comment-form>

Agenda

1. **Call to order** and acknowledgment that the press and the public have been duly notified of the meeting in accordance with the Freedom of Information Act.
2. **Citizens' Comments** – All comments have a time limit of three (3) minutes.
3. **Old Business**
 - a. Review of applicants for Accommodation Tax Advisory Committee vacancy
4. **New Business**
 - a. Discussion of City Code section 1-3-13 which regulates public participation during council meetings
 - b. Discussion of City Code section 5-4-138 (d) which regulates placement of political signs in the public right of way
5. **Miscellaneous Business**

Next meeting date: 4:30 p.m., Thursday, March 7, 2024.
6. **Executive Session** – If needed
7. **Adjournment**



**Administration Committee Meeting
Thursday, January 18, 2024, 4:30pm
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

MINUTES

1. Call to Order

Present: Council members Bogosian, Campsen, and Carroll

Staff Present: Administrator Fragoso, Director Kerr

2. Election of Chair and Vice Chair

Council Member Bogosian nominated Council Member Campsen as Chair of the Administration Committee. Council Member Carroll seconded the nomination. The nomination passed unanimously.

Council Member Carroll nominated Council Member Bogosian as Vice Chair of the Administration Committee. Council Member Campsen seconded the nomination. The nomination passed unanimously.

Council Member Campsen is Chair and Council Member Bogosian is Vice Chair of the Administration Committee.

3. Approval of Previous Meetings' Minutes

MOTION: Council Member Bogosian made a motion to approve the minutes of the November 20, November 30, December 7, and December 12, 2023 meetings. Council Member Campsen seconded the motion. The motion passed unanimously.

4. Citizen's Comments – none

5. Old Business – none

6. New Business

A. Discussion and consideration of upcoming vacancy in the Accommodation Tax Advisory Committee

Administrator Fragoso reported that Mr. Chas Akers will be moving off the island and will be unable to fulfill his term on the ATAX Committee. After a brief discussion, it was decided that Administrator Fragoso will reach out to a candidate previously interviewed for the ATAX Committee to see if she is still interested and open up application process for one week to see if anyone else is interested in becoming a member of that committee.

B. Discussion of policy initiatives and projects for the committee to pursue in 2024

Administrator Fragoso shared two areas of the City Code that may benefit from some review and updating: Citizen's Comments during City meetings and political signage in public rights of way.

Council Member Campsen suggested that an overall review of the Cide would be helpful to make sure the City is keeping up. Director Kerr said a recodification was completed 10 years ago and another one is likely in order. Council Member Campsen also suggested a review of processes and flows to best direct citizens to the proper department or agency when they need assistance.

7. Miscellaneous Business

The Administration Committee will have its next meeting on Thursday, February 1, 2024 at 4:30pm. The FY25 10-year Capital Plan will be discussed.

8. Adjournment

Council Member Bogosian made a motion to adjourn, and Council Member Carroll seconded the motion. The meeting was adjourned at 4:44pm.

Respectfully submitted,

Nicole DeNeane
City Clerk

Sec. 1-3-13. Public participation.

- (a) Speakers shall limit their remarks to no more than three (3) minutes unless additional time is granted by the Mayor or by a majority vote of the City Council.
- (b) A timer shall be used to notify speakers when the allotted time has expired. Speakers will be informed when their allotted time has expired. Upon the expiration of the allotted time, speakers shall stop speaking and leave the podium unless additional time is granted.
- (c) Public participation during public comments shall be limited to no more than thirty (30) minutes in total unless extended for a time certain by the Mayor or by a majority vote of the City Council. If there are more speakers signed up to address the City Council than time will allow, citizens may provide a written copy of the comments to be included in the public record.
- (d) Groups of speakers should, whenever possible, consolidate their comments and avoid repetition through the use of representative speakers.
- (e) Speakers shall focus and limit their remarks directly to the matter then under discussion.
- (f) Speakers shall address their remarks to the City Council as a whole and not to any individual Council members.
- (g) Speakers shall not ask questions of individual Council members or a member of the City staff without first obtaining permission from the Mayor.
- (h) Speakers shall refrain from harassing or directing threats or personal attacks at Council members, staff, other speakers or members of the audience.
- (i) Council members may, but need not, ask questions of speakers at the conclusion of their comments.
- (j) Members of the audience shall maintain decorum and refrain from noisy outbursts or other distracting actions such as applauding, cheering, or booing during or at the conclusion of any remarks made by any speaker, staff member or Council members.

(Ord. No. 2019-17, 9-24-2019)

Editor's note(s)—Ord. No. 2019-17, adopted Sept. 24, 2019, repealed § 1-3-13 and enacted a new § 1-3-13, as set out herein. The former section pertained to recognition of speakers and derived from the 1994 Code, § 1-3-13; and Ord. No. 1981-9, adopted Nov. 11, 1981.

Sec. 5-4-138. Temporary signs.

The following types of signs are classified as temporary signs, and are allowed as follows:

- (a) Building-mounted Grand Opening and Going Out of Business signs, not exceeding thirty-two (32) square feet in sign area, may be erected for businesses and services in nonresidential districts for one (1) period only not to exceed thirty (30) days.
- (b) Construction signs. For any construction, remodeling, or landscaping activity, signs which identify the designer, contractor, developer, finance organization, subcontractor or materials vendor involved with the activity may be erected on the construction site upon the issuance of a building permit, or when work begins if no building permit is required, and shall be removed within thirty (30) days following the issuance of a certificate of occupancy (CO), or completion of work if no CO is required. Construction signs shall not exceed a maximum sign area of twenty (20) square feet in residential districts or thirty-two (32) square feet in nonresidential districts and shall not require the issuance of a sign permit.
- (c) Signs advertising real estate for sale or for rent for a term of one (1) year or more shall comply with the following requirements:
 - 1) No more than one (1) sign advertising real estate for sale and one (1) sign advertising real estate for rent shall be allowed per parcel of land. Provided, however that no temporary for rent sign is allowed on a property which has a permanent real estate sign displayed. No off-premises signs advertising real estate for sale or for rent are allowed except that one (1) open house sign may be placed on the shoulder of a street right-of-way between the hours of 1:00 p.m. to 5:00 p.m. on Saturdays, Sundays, and City legal holidays.
 - 2) No sign shall exceed a maximum surface area of five (5) square feet in any zoning district.
 - 3) No on-premises sign shall be located closer than five feet (5') to the boundary of the right-of-way of any abutting street, road or alley.
 - 4) No sign located in any zoning district shall have a height greater than five feet (5').
 - 5) Any such signs shall be removed from view within fourteen (14) days from the date of the closing of the sale or the renting of the property, as applicable.
 - 6) The Zoning Administrator shall give one (1) written warning to the owner of any sign placed in violation of this subsection (c).
 - 7) Any person violating any provision of this subsection (c) at any property after written warning from the Zoning Administrator shall be guilty of a misdemeanor and punished as follows:
 - a) For a first offense, by a fine of \$20.00.
 - b) For a second and each subsequent offense, by a fine of \$50.00.
 - c) Each day of such violation shall constitute a separate offense.
 - d) Any violation hereunder, with or without warning, shall result in the immediate confiscation of all signs placed in violation hereof.
 - 8) No City business license shall be issued or renewed until all fines outstanding against the applicant are paid in full.
- (d) Political campaign signs on public rights-of-way may be erected not more than thirty (30) days prior to the occurrence of the event to which they pertain and must be removed within two (2) days after said event. Political signs shall not exceed a maximum sign area of eight (8) square feet nor obstruct the line of sight of motorists, and shall not require the issuance of a permit.

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- (e) Signs announcing civic, recreational, philanthropic, educational, or religious events and not exceeding thirty-two (32) square feet of sign area, may be erected no more than fourteen (14) days prior to the announced event and shall be removed within two (2) days following the event.
 - (f) Height. The maximum height of freestanding temporary signs shall not exceed eight feet (8'), while the lower edge shall not exceed four feet (4') in height.

(Code 1994, § 5-4-138)