Planning Commission
Meeting Minutes – October 20, 2025

CALL TO ORDER 1:53

A meeting of the Planning Commission was called to order by Vice-Chairman, Bill Bardenwerper, and was held in-person on October 20, 2025, at 5:01 PM.

ATTENDEES

Members in attendance: Bill Bardenwerper, Vice-Chairman, Clinton Hallman, Kim McFann, Benjie Morillo, Bill Suter, and Libby Anderson.

Member absent: Mike Tomy, Chairman.

Staff in attendance: Curt Freese, Community Development Director and Christopher Klement, Community Development Planner III, and Nick Navia, Community Development Planner I.

MINUTES 2:30

A. <u>September 8, 2025 Worksession Minutes</u>

Ms. Anderson noted on page 2 in the second paragraph the word *agenda* needs to be changed to *agent.* Also, on page 3 under public comment, the word *AUDs* needs to be changed to *ADUs.*

Mr. Bardenwerper noted on page 3 in the fifth paragraph that the word *live* needs to be changed to *leave*.

Motion: Mr. Hallman made a motion to approve the minutes with the noted changes. Ms. Anderson seconded the motion. The motion passed unanimously.

B. <u>September 15, 2025 Regular Meeting Minutes</u>

Motion: Mr. Suter made a motion to approve the minutes. Mr. Hallman seconded the motion. The motion passed unanimously.

QUESTIONS RELATING TO MILITARY OPERATIONS 5:31

None.

NEW BUSINESS 5:42

A. **<u>Whitehall Café – 119 Whitehall Drive.</u>** The Applicant, Court Atkins Architects are requesting to build a two-story 4,500 square foot mixed-use building in the Whitehall Development.

Nick Navia, presented his staff report.

<u>Public Comment:</u>

None.

Public Comment Closed.

Motion: Mr. Morillo made a motion to approve the site plan with the staff recommendations and additional recommendations such as locating the bike racks, working with an arborist to protect the trees and for the city to review the HVAC design.

Mr. Suter suggested Mr. Morillo add to his motion the parking assignment. Ms. McFann suggested Mr. Morillo also add the mailboxes to his motion.

Mr. Morillo amended his motion to include the parking assignment and relocating the mailboxes. Mr. Suter seconded the motion. The motion passed unanimously.

DISCUSSION 35:34

A. **<u>Discussion of Chapter 2, 3, 4, of the Development Code.</u>**

Mr. Bardenwerper stated that since Mr. Freese already provided the Planning Commission (PC) with a summary it wasn't necessary to go over the summary, but instead the PC can propose questions to Mr. Freese and make generalized comments on each chapter.

Mr. Freese went over the one page proposed schedule with the meeting times that he gave to the PC tonight which relate to the Beaufort Development Code Changes (see attached).

The Planning Commission (PC) discussed Chapter 2 (Lot Standards) Summary of Revisions as follows:

- 2.4.1 Transect-Based District Standards
- Accessory Building Placement (2.4.1.C)
- Encroachments 2.5.6:
- Lot Diversity: 2.5.9 (New)
- 2.6.2 Building Height Above Grade
- 2.6.6 Height Transition
- Sections 2.7-2.8 Overlay Standards (remove and replace in Chapter 3)

The PC discussed Chapter 3 Summary of Revisions (Zoning and Land Use) as follows:

- 3.1.1 Use Permissions Defined
- 3.2 Table of Permitted Uses

- 3.2.1 Overview of Use Categories, G. RMX/T5-UC Split Zones
- 3.6.2 C Commercial Use Category
- 3.13 Overlay District Conservation Subdivision

Mr. Freese stated the Design Chapter is perhaps the core of the Form Based Code. Staff including Meadors Architecture, both reviewed our code based on practical experience with projects (for Meadors, this includes over 6 years of experience in Beaufort) and then began researching other form based codes and ideas in other jurisdictions. The following three design principles were the focus of the revisions:

1. Enhanced Aesthetic and Contextual Harmony
2. Increased Design Flexibility with Oversight
3. Diversity and Scale Management

The PC discussed Chapter 4 Summary of Revisions (Design Standards) as follows:

- 4.2.2 Applicability
- 4.3.2 Specific Guidelines
- 4.4 Private Frontage Types
- 4.5 Building Types
- 4.6.3 Building Standards General to All Applicable Districts

Mr. Freese clarified that items that need more time to talk about are linear buildings/two story requirement; lot diversity design diversity, T3-S increasing density, TND Floating Overlay and PUDs.

Ms. Anderson mentioned going to Habersham as a group and having a walking tour. Habersham is a good example of a mixing a different building types or uses.

Mr. Freese and the PC briefly discussed what projects were coming to the November Regular Meeting.

<u>Public Comment:</u>

None.

Public Comment was closed.

ADJOURNMENT 2:11:56

Motion: Mr. Hallman made a motion to adjourn the meeting seconded by Mr. Suter. The motion passed unanimously. The meeting adjourned at 7:12 pm.