



**Town of Hilton Head Island
Planning Commission Meeting
Wednesday, April 3, 2019 – 9:00 a.m.
Benjamin M. Racusin Council Chambers
AGENDA**

As a courtesy to others please turn off/silence all electronic devices during the meeting.

- 1. Call to Order**
- 2. Pledge of Allegiance to the Flag**
- 3. Roll Call**
- 4. Freedom of Information Act Compliance**
Public notification of this meeting has been published, posted, and distributed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 5. Approval of Agenda**
- 6. Approval of Minutes** – Meeting of March 6, 2019
- 7. Appearance by Citizens on Items Unrelated to Today’s Agenda**
- 8. Unfinished Business**
- 9. New Business**
 - a. Recommendation of Proposed CIP Fiscal Year 2020 Priority Projects to Town Council –
Presented by Scott Liggett
- 10. Commission Business**
- 11. Chairman’s Report**
- 12. Committee Report**
- 13. Staff Report**
 - a. Quarterly Report – *Presented by Anne Cyran*
- 14. Adjournment**

Please note that a quorum of Town Council may result if four or more of their members attend this meeting.

TOWN OF HILTON HEAD ISLAND
Planning Commission
Minutes of the March 6, 2019 – 9:00 a.m. Meeting
Benjamin M. Racusin Council Chambers

Commissioners Present: Chairman Alex Brown, Leslie McGowan, Judd Carstens, Lavon Stevens, Caroline McVitty

Commissioners Excused: Vice Chairman Peter Kristian, Todd Theodore, Michael Scanlon

Town Council Present: Tamara Becker, Bill Harkins

Town Staff Present: Nicole Dixon, Development Review Administrator; Teri Lewis, Deputy Director of Community Development; Anne Cyran, Senior Planner; Teresa Haley, Senior Administrative Assistant

1. Call to Order

Chairman Brown called the meeting to order at 9:02 a.m.

2. Pledge of Allegiance to the Flag

3. Roll Call

4. Freedom of Information Act Compliance

Public notification of this meeting has been published, posted, and distributed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

5. Approval of Agenda

The Planning Commission approved the agenda by general consent.

6. Approval of Minutes – Meeting of February 20, 2019

Commissioner Stevens moved to approve the minutes of the February 20, 2019 meeting as submitted. Commissioner McGowan seconded. The motion passed with a vote of 5-0-0.

7. Appearance by Citizens on Items Unrelated to Today's Agenda

Patsy Brison addressed the Commission regarding the status of her request to amend the text of the LMO regarding large buildings in the Resort Development Zoning District.

8. Unfinished Business

a. Public Hearing

LMO Amendments – The Town of Hilton Head Island is proposing to amend Chapters 3, 4 and 10 of the Land Management Ordinance (LMO) to revise the following sections:

Sections 16-3-104.B – G: establishes Recreational Vehicle as a use in the RSF-3, RSF-5, RSF-6, RM-4, RM-8 and RM-12 zoning districts; Section 16-3-105.D: establishes Recreational Vehicle as a use in the LC zoning district and permits Recreational Vehicle Parks from a conditional use to a by right use; Section 16-3-105.G: establishes Recreational Vehicle as a use in the MF zoning district; Sections 16-3-105.I-J: establishes Recreational Vehicle as a use in the MV and NC zoning districts; 16-3-105.L: establishes Recreational

Vehicle as a use in the RD zoning district; Sections 16-3-105.N-O: establishes Recreational Vehicle as a use in the S and WMU zoning districts; Section 16-4-102.B.1.c: eliminates the condition associated with Recreational Vehicle Parks; Section 16-4-102.B.1.d [new section]: establishes conditions for Recreational Vehicle uses; Section 16-10-105: eliminates the prohibition on occupancy of a recreational vehicle outside of a Recreational Vehicle Park from the Recreational Vehicle definition and moves the definition for Recreational Vehicle to Section 16-10-103.

Ms. Lewis presented the item. Staff recommends that Planning Commission recommend approval of the proposed LMO amendments related to recreational vehicles to the Public Planning Committee.

Chairman Brown opened the meeting for public comments.

Jack Daly expressed concerns for misuse of the proposal and asked that the Forest Beach area be excluded.

Larry LaBanc expressed concerns for negative impacts related to the proposal and asked that the Forest Beach area be excluded.

Patsy Brison expressed concerns for negative impacts related to the proposal and asked that the Commission deny this amendment.

The Commission made comments and inquiries regarding: whether the use may be permitted by special exception and the related process; this use is limited to single family residence and one RV at a time; the RS-5 Zoning District includes the Forest Beach and the Folly Field areas; the minimum lot size required is one fifth of an acre; recreational vehicle is defined in the LMO; the basis of this amendment is to provide additional help to community members facing a hardship; authorizing the LMO Official to verify conditions are met and issue the approval rather than permitting the use island-wide; there are separate regulations allowing the use of RVs after disasters; determining criteria of a hardship; specifying property size requirements; addressing the original intent of the amendment; if this amendment passes as proposed, all reviews would be at the Staff level; provide language that the final decision is made at the Staff level; RV size dimensions and limitations; eliminate the RS-5 Zoning District and research other areas where the use should not be applied; consider nonconforming lots and a condition to address the use complies with setbacks.

Chairman Brown asked for a motion to direct Staff to revise the amendments based on the discussion today. Commissioner McGowan moved on that motion. Commissioner Stevens seconded. The motion passed with a vote of 5-0-0.

9. New Business – None

10. Commission Business – None

11. Chairman's Report

Chairman Brown asked the Commissioners to note the updated list of subcommittee assignments.

12. Committee Report

Commissioner Carstens reported on the status of the Circle to Circle Committee & Ad Hoc Committee recommendations.

Commissioner Stevens reported on the status of the Gullah-Geeche Land & Cultural Preservation Task Force, the consultant's draft report, and the Historic Neighborhoods Preservation Administrator position.

13. Staff Report – None

14. Adjournment

The meeting was adjourned at 9:49 a.m.

Submitted by: Teresa Haley, Secretary

Approved:

Alex Brown, Chairman



TO: Planning Commission

VIA: Todd Theodore, Chairman CIP Committee

FROM: Scott Liggett, PE, Dir. Public Projects & Facilities

DATE: March 18, 2019

SUBJECT: CIP Committee Meeting Report

The Capital Improvements Program (CIP) Committee met on March 4, 2019 and March 12, 2019 to review the proposed Fiscal Year 2020 Capital Improvement Program. The attached document reflects the recommendations of the Committee.

It is the Planning Commission's duty to prepare "an annual listing of priority projects for consideration by the Town Council prior to their preparation of the capital budget." For your consideration and our discussion, please refer to the attached draft, working document entitled: *Fiscal Year 2020 - Proposed Priority Projects*. Edits to this project list may be required based on the recommendations of the Commission.

As was discussed in detail during Committee Meetings, a significant number of previously established priority projects are funded and are under construction or soon will be. While they are not yet "complete", continued identification of these projects in the context of the above duty seems unnecessary. As such, the projects listed below are not included on the committee's recommended list.

- Pope Ave./ Lagoon Road Intersection Improvements (including traffic signal)
- Pope Ave. Resurfacing
- Extension of Lagoon Road
- Reconstruction of Nassau Street
- Tanglewood Drive Pathway
- South Forest Beach Pathway
- Lowcountry Celebration Park
- Cordillo Tennis Courts Removal and Replacement
- Pembroke Drive Traffic Signal Mast Arms
- HH PSD Sewer System Expansion Project
- US 278 – B (William Hilton Parkway) pathway segment, Shelter Cove Plaza to Beaufort County Sheriff's Office.

The Committee recommends the numerical priority within each project category as listed.

The Town Council will conduct their annual budget deliberations in May 2019. I propose and request that the Committee's CIP recommendations be presented to the Planning Commission at the April 3, 2019 meeting. Anticipating no significant changes, the recommended CIP priorities once approved, would then go the Town Council for their consideration.

cc: Town Council
Stephen G. Riley, CM, Town Manager
Scott Liggett, Director of Public Projects & Facilities
John Troyer, Director of Finance
Shawn Colin, Director of Community Development
Chief Brad Tadlock, Fire & Rescue Department
Jeff Buckalew, Town Engineer

Fiscal Year 2020 – Proposed Priority Projects
As recommended by the CIP Committee
March 12, 2019

Pathways

1. High-speed crosswalk enhanced treatment (signage / pavement markings)
2. Crosswalk lighting at unsignalized locations as identified above
3. Main Street (Whooping Crane Way to Wilborn Road) – (survey and concept development)
4. US 278- B (William Hilton Parkway) Arrow Road to Village at Wexford
5. US 278 – B (William Hilton Parkway) Shelter Cove Lane to Mathews Drive-north - (design, construction)
6. Shelter Cove Lane (William Hilton Parkway to Shelter Cove Park (survey and concept development)
7. Boggy Gut Pathway – Connecting Woodhaven Drive to Office Park Road (survey and design)
8. Lagoon Road Pathway (survey and design)

Roadway Improvements

1. Intersection Improvements at Shelter Cove Town Center including pedestrian crosswalks and traffic signals - (FY 20 construction)
2. Coligny Area Streetscaping (Pope/South Forest Beach Drive)
3. Dirt Road Paving (RUF) – Pinefield Road, Mitchelville Road (construction), Alice Perry Drive Horse Sugar Lane (survey)

Park Development

1. Shelter Cove Area Parking Lot Expansion (per developer agreement)
2. Park Upgrades (bathroom at Crossings Park Soccer, playground/parking at Sailing Rowing, field lighting at Chaplin Park, batting cages at Crossings Park)
3. Island Recreation Association requests
4. Foundations for public art

Existing Facilities & Infrastructure

1. Fire Station #2 Replacement – (construction including temp quarters)
2. Town Hall Building D Remodeling- (construction)

New Facilities

1. Fire Hydrant Expansion Projects

Beach Maintenance

1. Beach Management and Monitoring – (survey, data collection)



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Planning Commission
FROM: Anne Cyran, *AICP, Senior Planner & PC Coordinator*
DATE: 04/03/2019
SUBJECT: Planning Commission Quarterly Report: 01/2019 to 03/2019

Note: The 01/16/2019 and 03/20/2019 meetings were cancelled.

LMO Amendments & Applications

Land Management Ordinance (LMO) Amendments	Status
<p>RV Amendments Amendments to allow the temporary occupation of an RV on a single family lot while a house on that lot is being renovated.</p> <ul style="list-style-type: none"> • Sections 16-3-104.B – G: Establishes Recreational Vehicle as a PC use in the RSF-3, RSF-5, RSF-6, RM-4, RM-8, and RM-12 Zoning Districts. • Section 16-3-105.D: Establishes Recreational Vehicle as a PC use in the LC Zoning District and changes Recreational Vehicle Parks from a PC to a P use. • Sections 16-3-105.G, I, J, L, M, N, and O: Establishes Recreational Vehicle as a PC use in the MF, MV, NC, RD, S, and WMU Zoning Districts. • Section 16-4-102.B.1.c: Eliminates the condition associated with Recreational Vehicle Parks. • Section 16-4-102.B.1.c [new section]: Establishes conditions for Recreational Vehicle uses. • Section 16-10-103: Moves the definition of Recreational Vehicle from Section 16-10-105 to this Section. • Section 16-10-105: Eliminates the prohibition on occupancy of a Recreational Vehicle outside of a Recreational Vehicle Park from the Recreational Vehicle definition, and moves the definition for Recreational Vehicle to Section 16-10-103. 	<p>Public Hearings were held on 02/20/2019 and 03/06/2019.</p> <p>At the conclusion of the 03/06/2019 meeting, the Commission directed Staff to revise the amendments based on the discussion during that meeting.</p>

Public Project Review (PPR) Applications	Status
<p>PPR-000011-2019 Application from the Town of Hilton Head Island for improvements in the Shelter Cove area of US 278, including: expanding the roadway and adding two signalized crosswalks at the intersection of US 278 and Shelter Cove Lane near Hickory Tavern; expanding the roadway, and installing a new traffic signal and two signalized crosswalks at the intersection of US 278 and Shelter Cove Lane near the Beaufort County Sheriff's Office; and building a new multi-use pathway along eastbound US 278 between these two improved intersections.</p>	<p>Public Hearing held on 02/06/2019. Approved by a vote of 9-0.</p>

Planning Commission Quarterly Report: January – March 2019

04/03/2019

Page 2

Subdivision Applications	Status
<p><u>SUB-000084-2019, 18 Squire Pope Road</u> Minor subdivision. Combine 13.62-acre Parcel R511 007 000 0056 0000, which has eight existing homes, and 4.92-acre Parcel R511 007 000 0130 0000, which is undeveloped. Subdivide the resultant parcel into three lots.</p>	<p>Applied on 01/17/2019 Approved on 02/26/2019</p>
<p><u>SUB-000249-2019, 66 Mitchelville Road</u> Minor subdivision of three, 0.15-acre lots from the 11.18-acre Parcel R510 005 000 0004 0000. Adjacent to, but not part of, the Hammock Breeze development.</p>	<p>Applied on 02/06/2019 Approved on 02/26/2019</p>
<p><u>SUB-000368-2019, 21 Hickory Lane</u> Minor subdivision of 1.1-acre Parcel R550 018 000 0141 0000, which has one existing single family home, into five lots.</p>	<p>Applied on 02/19/2019 Under review</p>
<p><u>SUB-000384-2019, 66 Mitchelville Road</u> Minor subdivision of 11.18-acre Parcel R510 005 000 0004 0000, which is undeveloped, into four lots.</p>	<p>Applied on 02/21/2019 Under review</p>
<p><u>SUB-000551-2019, 19 Hickory Lane</u> Minor subdivision of 0.42-acre Parcel R550-018-000-0144-0000, which is undeveloped, into two lots.</p>	<p>Applied on 03/04/2019 Under review</p>
<p><u>SUB-000565-2019, 15 Cardinal Road</u> Minor subdivision of 3.18-acre Parcel R510-008-000-0284-0000, which is undeveloped, into two lots.</p>	<p>Applied on 03/06/2019 Under review</p>
<p><u>SUB-000567-2019, 234 Jonesville Road</u> Major subdivision. Combine 3.43-acre Parcel R510-007-000-0528-0000, which is developed with a barn, and 2.47-acre Parcel R510-007-000-0185-0000, which is developed with a single family house. Subdivide the resultant parcel into 21 lots.</p>	<p>Applied on 03/06/2019 Under review</p>
<p><u>SUB-000590-2019, 58 Wright Place</u> Minor subdivision of 0.57-acre Parcel R510-007-000-0516-0000, which is undeveloped, into two lots.</p>	<p>Applied on 03/08/2019 Under review</p>
<p><u>SUB-000644-2019, 18 Squire Pope Road</u> Major subdivision of 6.9-acre Parcel R511-007-000-0056-0000, which is developed with eight homes, into 44 lots.</p>	<p>Applied on 03/15/2019 Under review</p>
<p><u>SUB-000709-2019, 180 Wild Horse Road</u> Minor subdivision of 0.99-acre Parcel R510-007-000-016F-0000, which is undeveloped, into four lots.</p>	<p>Applied on 03/25/2019 Under review</p>

Zoning Map Amendment (ZMA) Applications	Status
<p><u>ZA-000097-2019, Hilton Head Christian Academy</u> Request to revise the Indigo Run Master Plan for the 13.83-acre Hilton Head Christian Academy to change: the assigned uses to institutional or multi-family residential; the assigned density to 10,000 sq. ft. per net acre of institutional uses or 300 multi-family residential units; and the allowed maximum building height to 55 feet.</p>	<p>Public Hearing on 02/20/2019 Recommended approval, with a condition that a Type C adjacent use buffer is required from the Sandalwood Terrace and Old Woodlands property lines, by a vote of 5-2-0.</p>

Committees & Task Force

CIP Committee	
03/04/2019	Committee met to discuss Proposed Priority Projects for Fiscal Year 2020.
03/12/2019	Committee met to discuss Proposed Priority Projects for Fiscal Year 2020.

LMO Committee	
01/28/2019	The Committee discussed a request to amend the LMO to allow electric go-karts in the WMU Zoning District. At the conclusion of the discussion, the Committee recommended Staff should not pursue an amendment.

Gullah-Geechee Land & Cultural Preservation Task Force	
03/04/2019	Phil Walker of The Walker Collaborative presented the draft Background and Recommendations Report. Real-time public input on each of the 34 recommendations was gathered via electronic devices.

Staff Reports

2018 Traffic Monitoring and Evaluation Report	
02/20/2019	Darrin Shoemaker, Traffic & Transportation Engineer, presented the report to the Commission.

Capital Improvement Projects

Pathways	Status
Along South Forest Beach (SFB) Drive from Coligny Circle to Tanglewood Drive	<ul style="list-style-type: none"> • Under construction. • Projected completion: 04/2019.
Along Tanglewood Drive from SFB Drive to Cordillo Parkway	<ul style="list-style-type: none"> • Under construction. • Projected completion: 04/2019.
Along eastbound US 278 between the US 278/Shelter Cove Lane intersection near Hickory Tavern and the US 278/Shelter Cove Lane intersection near Beaufort County Sheriff's Office	<ul style="list-style-type: none"> • Projected completion: fall 2019.

Roadway Improvements	Status
US 278 Corridor Improvements in the Shelter Cove Area	<ul style="list-style-type: none"> • Projected completion: fall 2019.
Accessibility and Safety Enhancements	Pursuing SCDOT permits to install prototype crosswalk safety improvements at the US 278/Yacht Cove intersection.
Nassau Street Stormwater & Resurfacing	<ul style="list-style-type: none"> • Under construction. • Projected completion: 04/2019.
Nassau Street Improvements	<ul style="list-style-type: none"> • Under construction. • Projected completion: 04/2019.
Pope Avenue & Lagoon Road Intersection Improvements	<ul style="list-style-type: none"> • Under construction. • Projected completion: 05/2019.
Squire Pope Road & US 278 Intersection Improvements	On hold.
Dirt Road Paving: Pine Field Road	Researching right-of-way donations.
Dirt Road Paving: Mitchelville Lane	Researching right-of-way donations.
Mast Arm Replacement at US 278/Pembroke Drive near Jarvis Creek Park	<ul style="list-style-type: none"> • IFB is open; closes 04/15/2019. • Projected completion: 06/2019.

Park Development	Status
Lowcountry Celebration Park	<ul style="list-style-type: none">• Contract awarded to Nix Construction.• Projected start: 04/2019.• Projected completion: 07/2020.

Existing Facilities and Infrastructure	Status
Cordillo Tennis Courts Redevelopment (Phase I)	<ul style="list-style-type: none">• Contract awarded to Talbot Tennis.• Projected start: 04/2019.• Projected completion: 07/2019.
Cordillo Tennis Courts Redevelopment (Phase II)	<ul style="list-style-type: none">• Design underway.• Projected completion: 2019.
Fire Station #2 (Sea Pines)	On hold.

New Facilities and Infrastructure	Status
F&R Computer Systems Upgrades	Ongoing.

Beach Management & Monitoring	Status
Physical and Biological Monitoring	Ongoing.