



Town of Hilton Head Island  
**Planning Commission Meeting**  
**Wednesday, June 21, 2023, 2:00 p.m.**  
**AGENDA**

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The Planning Commission Meeting will be held in person at Town Hall in the Benjamin M. Racusin Council Chambers. The meeting can be broadcast and can be viewed at: [Beaufort County Channel](#), the [Town's YouTube Channel](#), and Spectrum Channel 1304.

**1. Call to Order**

**2. Pledge of Allegiance**

**3. FOIA Compliance** – Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

**4. Roll Call**

**5. Approval of Agenda**

**6. Approval of Minutes**

a. Regular Meeting of May 17, 2023

**7. Appearance by Citizens**

Citizens may submit written comments via the [Town's Open Town Hall Portal](#). The portal will close at 4:30 p.m. the day prior to the scheduled meeting. Comments submitted through the portal will be provided to the Commission and made part of the official record.

**8. Unfinished Business**

**9. New Business**

**10. Commission Business**

**11. Chairman's Report**

**12. Staff Reports**

a. SUB-000716-2023 107 Leg O'Mutton Cottages

b. DPR-000742-2023 Beach House South Forest Beach

c. DPR-000784-2023 Holiday Inn Express Tanglewood Drive

d. DPR-000909-2023 1036 William Hilton Pkwy. Ozark Bank Conversion

**13. Adjournment**

Please note that a quorum of Town Council may result if four (4) or more of their members attend this meeting.



Town of Hilton Head Island  
**Planning Commission Meeting**

May 17, 2023, at 2:00 p.m.

**MEETING MINUTES**

**Present from the Commission:** Bruce Siebold, Chairman; Mark O'Neil, Vice-Chairman, Bruce Siebold; Rick D'Arienzo; Tom Henz; Chuck Lobaugh; Albert Mealer

**Absent from Commission:** Ellen Whaley

**Present from Town Staff:** Joshua Gruber, *Deputy Town Manager*; Missy Luick, *Assistant Community Development Director*; Shea Farrar, *Senior Planner*; Karen Knox, *Board Secretary*; Brian Glover, *Administrative Assistant*

**Present from Town Council:** Alan Perry, Glenn Stanford

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**1. Call to Order**

Chairman Siebold called the meeting to order at 2:00 p.m.

**2. Pledge of Allegiance**

**3. FOIA Compliance**

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

**4. Roll Call**

As noted above.

**5. Presentation of Town's Crystal Award to outgoing Chairman Michael Scanlon.**

Joshua Gruber presented Mr. Scanlon with the Town of Hilton Head Island Crystal Award and thanked him for his many years of service to the Planning Commission and the Town.

**6. Approval of Agenda**

Chairman Siebold asked for a motion to approve the agenda. Commissioner Henz moved to approve. Commissioner Lobaugh seconded. By a show of hands, the Motion passed with a vote of 7-0-0.

**7. Approval of Minutes**

**a. Special Meeting of April 19, 2023**

Chairman Siebold asked for a Motion to approve the Minutes of April 19th, 2023. Commissioner O'Neil moved to approve. Commissioner Mealer seconded. By a show of hands, the Motion passed with a vote of 6-0-1. Commissioner Henz was not present at the meeting.

**b. Regular Meeting of April 19th, 2023**

Chairman Siebold asked for a Motion to approve the Minutes from the April 19, 2023 meeting. Commissioner Henz moved to approve. Commissioner Lobaugh seconded. The Motion passed with a vote of 7-0-0.

## **8. Appearance by Citizens**

No citizens spoke at the meeting and no comments were received on the Open Town Hall Portal.

## **9. Unfinished Business**

None

## **10. New Business**

- a. **STDV-000820-2023:** Willie Marvin Cohen, the owner of R511 003 000 006A 0000, proposes to name a driveway located at 339 Squire Pope Road. There are no other affected parcels.

Ms. Fister provided the staff's presentation. She provided additional details about the process for road naming for the new members of the commission.

Chairman Siebold asked for a motion on the item. Chairman Henz moved to approve. Commissioner Lobaugh seconded. The Motion passed with a vote of 7-0-0.

- b. **STDV-000759-2023:** Juanita Y. Ferguson Jackson, the owner of R510 010 000 040C 0000, proposes to name a driveway located at 78 Muddy Creek Road. There are no other affected parcels.

Ms. Fister provided the staff's presentation.

Chairman Siebold asked for a Motion on the item. Commissioner Henz moved to approve. Vice Chairman O'Neil seconded. The Motion passed with a vote of 7-0-0.

## **10. Commission Business**

None

## **11. Chairman's Report**

Chairman Siebold reminded the Commission about their training requirements for ongoing members due by the end of June.

## **12. Staff Reports**

Ms. Farrar provided a report on training requirements and opportunities that are available.

## **13. Adjournment**

Chairman Siebold adjourned the meeting at 2:24 p.m.

**Submitted by:** Brian Glover

Administrative Assistant

**Approved:** [DATE]



# TOWN OF HILTON HEAD ISLAND

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## *Planning Commission*

**TO:** Planning Commission  
**FROM:** Trey Lowe, Senior Planner  
**VIA:** Missy Luick, Assistant Community Development Director  
**VIA:** Brian Eber, Development Services Manager  
**DATE:** June 21, 2023  
**SUBJECT:** SUB-000716-2023 107 Leg O'Mutton Cottages

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### **SUMMARY:**

The Town, on an ongoing basis, has been looking for ways to improve our development process to encourage development projects that are complementary to the Island's character. One recent improvement is to share applications that are considered Major Development Plans and Major Subdivisions with the Planning Commission. The Town is asking that the Planning Commission provide feedback and recommendations as part of their review, but no formal action is required.

The project subject to this review is located at 107 Leg O'Mutton Drive. This project proposes the development of a 3.59 acre undisturbed site to include 19 townhomes with open space areas and corresponding walkways and driveways/parking. The attached plans were revised and resubmitted following this comment report. This submittal is still under staff review so some comments may be addressed based on the attached report.

### **ATTACHMENTS:**

1. Project Narrative
2. Plan (Resubmittal)
3. Corrections Report (Previous Submittal)



## **Project Narrative**

**Project:**            **The Cottages at Leg O’Mutton**  
Town of Hilton Head Island, SC  
Coordinates: W 80° 43' 00" / N 32° 12' 39"

**Date:**                December 12, 2022

**Owner:**            **Ed Flynn/SCRI 4, LLC**  
3 Burkes Beach Road  
Hilton Head Island, SC 29928

**Parcel:**  
107 Leg O Mutton Rd.  
Property ID: R510 008 000 123A 0000  
Acreage: 3.59 Acres  
Zoning: RM-4  
Overly District: ROW ART

### **Description**

The proposed project is located on the eastern portion of Hilton Head Island, SC at 107 Leg O’Mutton Road. This project will consist the development of a 3.59-acre undisturbed site to include 19 townhomes with open space areas and corresponding walkways and driveways/parking.

### **Existing Conditions**

The existing undeveloped site consists of mostly grass and trees and generally drains to one existing pond located on the west side of the site and to Leg O’Mutton Road on the east. Elevations on the existing site range between 8 to 16 feet.

### **Proposed Construction**

The applicant proposes construct 19 single-family attached home structures. Each home will be located on an individual lot, with an expected width of 40-ft, and each lot will be accessed by a proposed 40-ft right-of-way. Following construction and recording of the plat, the right-of-way and common areas will be owned, operated, and maintained by a proposed Homeowners’ Association (HOA).

Parking will be provided for each home by way of a new parking pad, 24-ft in width and 25-ft in depth. All lots will have pedestrian connectivity through a proposed 5-ft sidewalk along all lot frontage, located within the right-of-way.

### **Density**

The parcel is zoned RM-4 (Low to Moderate Density Residential), which allows up to four (4) units per net acre for parcels under 3 acres, up to six (6) units per net acre for parcels between 3 and 5 acres, and up to 8 units per net acre for parcels over 5 acres. Since the proposed parcel is 3.59 acres and contains no wetlands, the maximum allowable density is 6 units per acre, or 21.5 units. The applicant proposes to construct 19 total units, which is less than the allowable maximum density.

**Open Space**

The subdivision proposes to include four (4) platted common space parcels totaling 27,731 square feet (0.631-acres). This equates to 17.7% of the overall parcel, which exceeds the minimum open space requirement of 16% for Major Subdivisions in the RM-4 zoning.

The open space areas are presently unprogrammed, but could include swings, benches, gathering area, and trails. The open space areas will be owned, operated, and maintained by a proposed Homeowners' Association (HOA).

**Subdivision**

Based on Table 16-5-102.D, single family land uses shall contain a 20-ft minimum setback distance from adjacent parcels and 5-ft minimum setbacks between internal lots of the same subdivision.

The maximum building height for all structures in the RM-4 zoning is 35-ft, which will not be exceeded.

Leg O'Mutton is considered a Minor Arterial per LMO Table 16-5-105.B and falls within the Arterial Overlay District. All structures shall be setback 40-ft from the Leg O'Mutton right-of-way. The internal road requires a 20-ft setback, which is being maintained.

**Tree Removal**

To support the proposed development, tree removal will be necessary. The plans show each needed tree to be removed and the landscape plan will establish required mitigation to be installed following construction activities.

**Wetlands**

No wetlands are located onsite.

**Access**

Access to the site will be made off Leg O'Mutton Road, adjacent to William Hilton Parkway (US HWY 278) on Hilton Head Island. The new vehicular access is approximately 350 linear feet from the nearest intersection of Leg O'Mutton and Gardner Drive.

The project will also contain a pedestrian connection to the existing Leg O'Mutton pathway system.

**Parking**

Parking will be provided for each home by way of a new parking pad, 24-ft in width and 25-ft in depth. All lots will have pedestrian connectivity through a proposed 5-ft sidewalk along all lot frontage, located within the right-of-way.

**Erosion Control**

Erosion control practices for the site will include silt fencing, inlet protection, temporary/permanent seeding, dust control measures, a concrete washout station, and sediment tubes.

**Stormwater**

The existing topography of the site shows two separate drainage outfalls, one to the existing pond west of the property and one to Leg O’Mutton Road. The proposed development will not alter the existing drainage patterns and will limit the post development runoff rates to less than or equal to existing conditions. An underground stone chamber system will be located within the paved areas to serve as the onsite BMP for water quality. This proposed BMP will promote onsite infiltration and be designed to meet local and state stormwater requirements prior to discharging into the existing outfall locations.

**Water & Sewer Utilities**

The applicant proposes to extend public water and sewer mains within the site to serve the new single-family lots. HHPSD owns, operates, and maintains the existing infrastructure and will own, operate, and maintain the proposed infrastructure upon completion. Additional fire hydrants will be located onsite to provide adequate fire protection.

**Waste Management**

Each residential lot will contain roll-off trash receptacles to be collected by weekly trash pick-up service.

**Construction Schedule & Phasing**

The project will be constructed in a single phase and will commence upon permit receipt.

**Maintenance Responsibility**

The owner will be responsible for all necessary maintenance.

SEAL OF THE STATE OF SOUTH CAROLINA  
 REGISTERED PROFESSIONAL ENGINEER  
 No. 12171  
 EXPIRES 12/31/2022

SEAL OF THE STATE OF SOUTH CAROLINA  
 REGISTERED PROFESSIONAL ENGINEER  
 No. 000152  
 EXPIRES 12/31/2022

NO.	DESCRIPTION	DATE
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**Ward**  
**Engineering**

WWW.WARDENRGS.COM  
 P.O. BOX 381, KILPATRICK, SOUTH CAROLINA 29910  
 PH (843) 837-9250 / FAX (843) 837-2558

**EXISTING CONDITIONS PLAN**

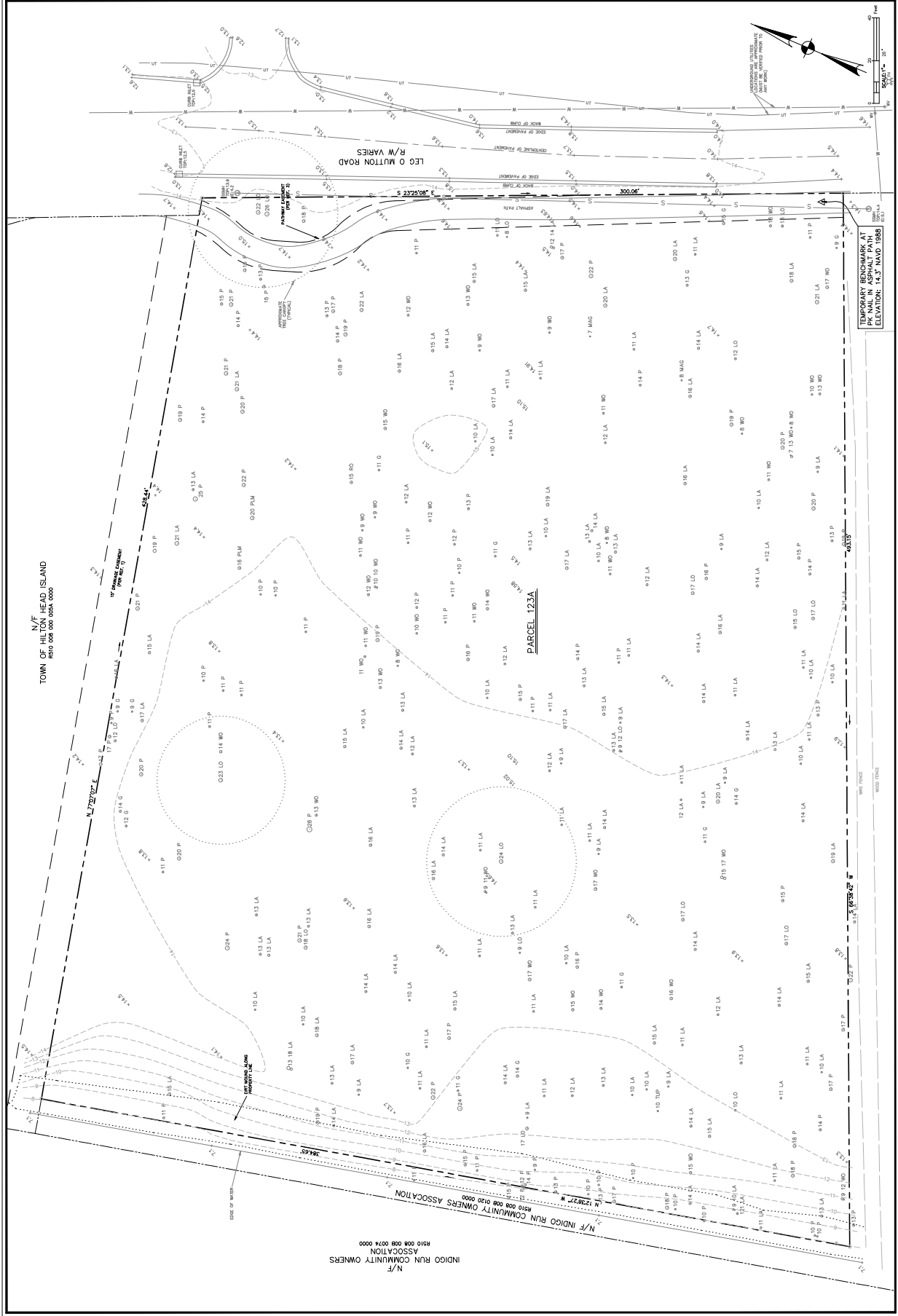
Hilton Head Island, SC 29928

SCRI 4, LLC

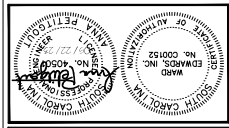
TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

**THE COTTAGES AT LEG O WITTON**

PROJECT NO.	WOODS
DATE	02/22/22
SCALE	AS SHOWN
SHEET	C101



IF THIS SHEET PLEASE TURN 27.5° IT IS REDUCED PRINT SCALE ACCORDINGLY



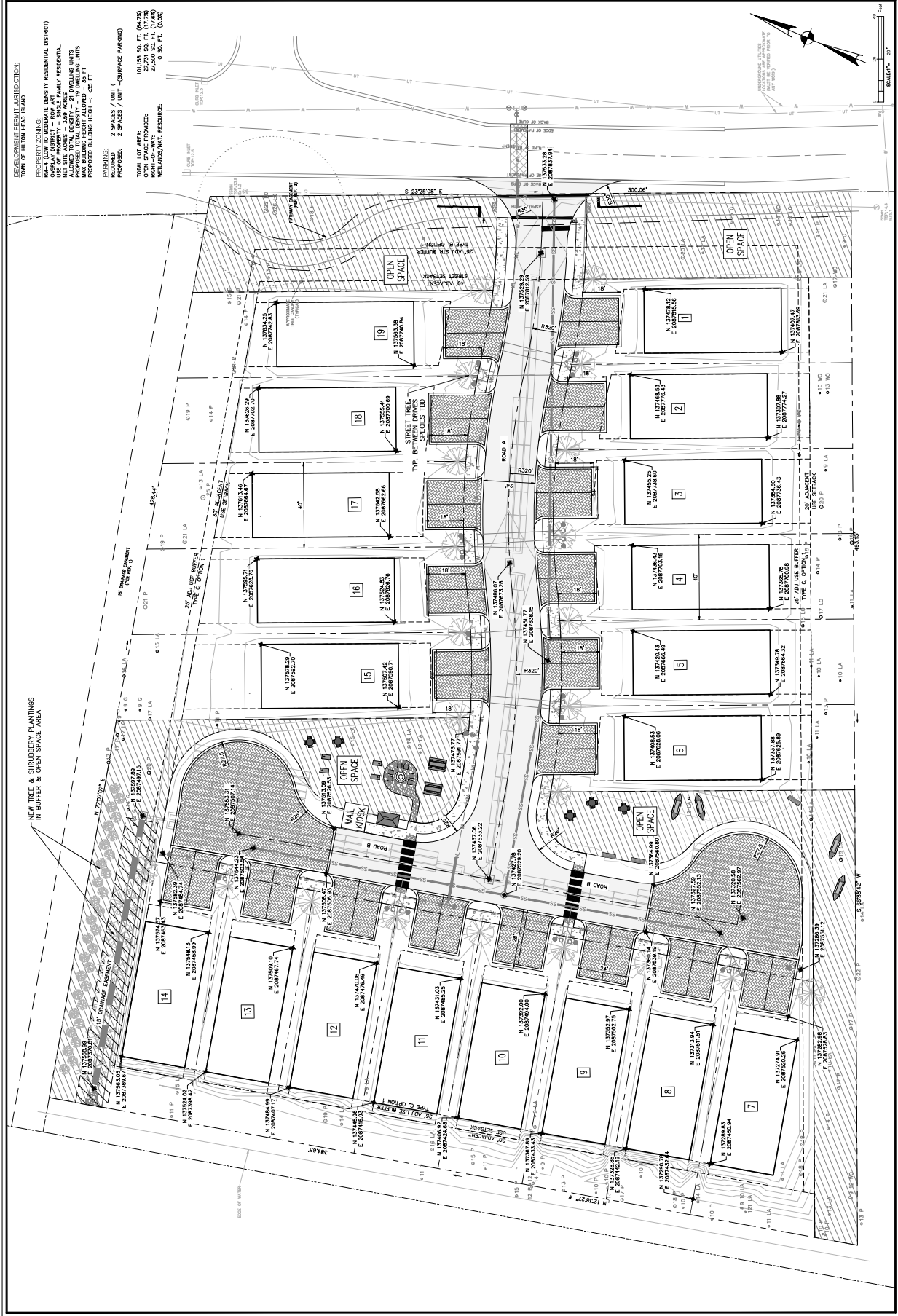
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**Ward Edwards**  
ENGINEERS  
P.O. BOX 181, BLUEFORD, SOUTH CAROLINA 29910  
PH (843) 837-9250 / FAX (843) 837-2358  
WWW.WARDEDS.COM

**SITE LAYOUT PLAN**  
Hilton Head Island, SC 29928  
SCRI 4, LLC  
TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA  
**THE COTTAGES AT LEG OWMITTON**

NO.	DATE	DESCRIPTION
1	10/20/22	ISSUED FOR PERMIT
2	10/20/22	ISSUED FOR PERMIT
3	10/20/22	ISSUED FOR PERMIT
4	10/20/22	ISSUED FOR PERMIT
5	10/20/22	ISSUED FOR PERMIT
6	10/20/22	ISSUED FOR PERMIT
7	10/20/22	ISSUED FOR PERMIT
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16	10/20/22	ISSUED FOR PERMIT
17	10/20/22	ISSUED FOR PERMIT
18	10/20/22	ISSUED FOR PERMIT
19	10/20/22	ISSUED FOR PERMIT

**SHEET C401**



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## PLAN CORRECTIONS REPORT SUB-000716-2023

**PLAN ADDRESS:** 107 Leg O Mutton Road  
Hilton Head, SC 29926

**PARCEL:** R510 008 000 123A 0000

**APPLICATION DATE:** 03/21/2023

**SQUARE FEET:** 0.00

**DESCRIPTION:** Cottages at Leg O'Mutton Subdivision - 107 Leg O'Mutton Rd.

**EXPIRATION DATE:**

**VALUATION:** \$0.00

**CONTACTS**

**Name**

**Company**

**Address**

Owner

SCRI 4 LLC

28 Shelter Cove Lane , 112  
Hilton Head Island, SC 29928

Application & Plans (Sub Major) Based on plans submitted 03/21/2023. Staff reviews completed 05/01/2023.

REVIEW ITEM	STATUS	REVIEWER
Addressing v.1	Corrections Required	Joheida Fister Ph: 843-247-3741 email: joheidaf@hiltonheadislandsc.gov

- 1) A Development Name Application must be filled out with at least 3 different names and narrative for each. These names cannot be the same or sound the same as any other road name on Hilton Head or within Beaufort County. This is an in house review.
- 2) Per the Post Office, all new development -both residential and commercial- must use the Cluster Box Unit for mailboxes.
- 3) A Street Name Application must be filled out with at least 3 different names and narrative for each. These names cannot be the same or sound the same as any other road name on Hilton Head or within Beaufort County. This will go before the Planning Commission.

Development Review & Zoning v.1	Corrections Required	Trey Lowe Ph: 843-341-4690 email: TreyL@hiltonheadislandsc.gov
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- 4) The homes on the lots within the subdivision should be designed to have varying architectural styles and materials, with features such as front porches, side loaded garages, varying heights, varying sizes and angles, and varying setbacks from the street for a unique layout and design appropriate for Hilton Head Island. Please provide elevations of the proposed homes.
- 5) Open space should be laid out so that it provides opportunities for gathering spaces, amenities and accessible to the development's occupants for use and enjoyment.
- 6) Provide a table on the plans with the following information for your project:
  - Zoning District – RM-4
  - Overlay District – ROW ART
  - Use of Property - Single-Family Residential
  - Net Site Acres - 3.59 acres
  - Allowed Total Density (3.59 acres x 6 DU) - 21 dwelling units
  - Proposed Density - 19 DU
  - Maximum Building Height Allowed -35 Feet
  - Proposed Building Height –
  - Minimum Number of Parking Spaces Required (1 per every 1 DU ) - 38
- 7) This project is required to go to the Planning Commission and then to Town Council for review and comments. Please contact Project Manager Trey Lowe at treyl@hiltonheadislandsc.gov to schedule the Planning Commission meeting and then Town Council meeting once revisions to plans are made.
- 8) LMO Section 16 5 107.E.1 - Standard parking spaces must be 9' wide and 18' long. Show the parking dimensions on the plans. Also, LMO Section 16 5 107.F.1.a - Off-street parking areas shall be arranged for convenient vehicular access between an adjacent street and all parking spaces to facilitate ease of mobility, ample clearance, and safety of vehicles and pedestrians. Each off-street parking space shall have adequate and unobstructed means for the ingress and egress of vehicles. Please adjust parking areas so that the required 18' length does not encroach onto the multi-purpose pathway.
- 9) Show all building and site improvements on the plan, including HVAC units, utility equipment and pedestals, and stairs. No improvements are permitted within buffers. Please show the proposed location of the HVAC equipment.
- 10) Please add to plan sheet C001 - A Certificate of Compliance (C of C) is required for this project. To apply for the C of C, submit a C of C application form and supporting documentation to Trey Lowe at treyl@hiltonheadislandsc.gov. Please note that a C of C must be obtained prior to the building permit being finalized.



- 11) Please add to plan sheet C001 - Please contact Trey Lowe at treyl@hiltonheadislandsc.gov for a pre-clear inspection once tree protection and erosion and sediment control fencing has been installed, prior to beginning any land clearing or construction.

Stormwater Engineering review v.1

Corrections Required Jeff Netzinger

email: jeffn@hiltonheadislandsc.gov

- 12) Concrete washout detail is missing.
- 13) The project identified on the Storm Water Management System and Maintenance Plan is incorrectly identified as "Ace Hardware Hilton Head".
- 14) Drainage calculations do not include time series output for the 10, 25 or 100-year runs.

Fire & Rescue Plan Review v.1

Corrections Required Joheida Fister Ph: 843-247-3741 email: joheidaf@hiltonheadislandsc.gov

- 15) A minimum of one fire hydrant shall be located within 500 feet of all portions of the building – depending on the required fire flow additional hydrants may be required. The hydrant locations are not approvable based upon use during response. The hydrants should be located on the route to homes not at the end of the line.

NPDES Review v.1

Corrections Required Jacob Terry

email: Jacobt@hiltonheadislandsc.gov

- 16) A double row of silt fencing is required parallel to the lagoon.
- 17) Town of Hilton Head Island NPDES approval pending that of SC DHEC/OCRM's.

Natural Resources v.1

Corrections Required Brian Eber Ph: 843-341-4682

email: briane@hiltonheadislandsc.gov

- 18) Tree and Buffer Protection Zones - Tree and buffer protection zones shall include the areas of a development site that are within the drip lines of the individual trees and stands of trees proposed to be retained and protected in accordance with Sec. 16-6-104.F, Specimen and Significant Tree Preservation, Sec. 16-6-104.G, Minimum Tree Coverage Standard, areas for any supplemental or replacement trees proposed to be provided in accordance with Sec. 16-6-104.G, Minimum Tree Coverage Standard, or Sec. 16-6-104.K, Tree Damage During Development, as well as buffer areas proposed to be protected in accordance with Sec. 16-5-103.D, Adjacent Street Buffer Requirements and Sec. 16-5-103.E, Adjacent Use Buffer Requirements. All buffer areas must be protected with red line silt fencing, installed on metal stakes and tree protection fencing, including cautionary signage
- 19) Specimen and Significant Tree Impacts Sec. 16-6-104.F - Take all steps needed to minimize the impacts to any Specimen and Significant sized trees that exist on the project site by eliminating any proposed impacts within their drip lines. Provide a canopy survey of all Specimen and Significant sized trees within the construction limits to include the height above the ground of the lowest limbs. Ensure that the proposed specimen tree impacts comply with Sec. 16-6-104.F.2.iii, which states in part that "no more than 20 percent of the total area within the drip line of any specimen tree shall be subject to paving or soil compaction, and that no paving or soil compaction will occur within 15' of the tree's trunk." If 20 percent limit is to be compromised within the drip line of a specimen tree, show that alternative means of protection for the specimen tree are being used, i.e. pervious pavers, materials placed at or above grade, no use of mechanical machinery. Those trees that are within 20% of the size classified as a specimen, are considered to be Significant Trees. These significant trees must be noted on the plans with some identifiable mark. All efforts should be made to avoid the removal of any significant sized tree.
- 20) Tree Protection Zones Sec. 16-6-104 - Tree protection zones for any trees located within 25' of any proposed grading, construction, or tree removals; to be established by physical barriers that will need to be maintained until such time that the work is completed. SPECIAL ATTENTION must be shown for the Specimen tree protection areas that prevent paving or soil compaction within 15' of the trunk. These Specimen tree protection zones should be substantial, such as cyclone or wooden fencing that will prevent access to these 15' areas or material storage of any kind.
- 21) Tree Protection Warning Signage Sec. 16-6-104.J.3.b - Warning signs shall be installed along any required tree protective fencing at points no more than 150 feet apart. The signs shall be clearly visible from all sides of the outside of the fenced-in area. The size of each sign must be a minimum of two feet by two feet. The sign message shall identify the fenced or marked area as a tree protection zone and direct construction workers not to encroach into the area (e.g., "Tree Protection Zone: Do Not Enter"). See figure 16-6-104.J.2: Tree Protective Fencing and Signage.
- 22) Provide a landscaping plan that shows tree mitigation at the rate of (1) tree for every 10" being removed, by category.
- 23) Existing Buffer Vegetation 16-5-103.H.
1. If a buffer area has existing trees, they shall be preserved and be used as part of the buffer to comply with the buffer standards of this Ordinance. Where groupings of native shrubs are present, their preservation with minimum disturbance is required. Any clearing or other work in buffers must have the prior approval of the Official.
  2. In order to preserve existing vegetation and to restrict activities within a buffer, protective fencing shall be installed in accordance with Sec. 16-6-104.J, Tree and Buffer Protection During Development Activities.
  3. Existing vegetation that is preserved shall not be limbed up from the ground more than five feet to the lowest branches, except:
    - a. Vegetation at intersections may be limbed up to a greater height to ensure compliance with Sec. 16-5-105.H.4, Sight Triangles; and

b. If understory planting is proposed, the Official may allow existing vegetation to be limbed up to a height that will provide adequate sunlight to plants.

4. The removal of invasive species shall be allowed with an approved replanting plan, if needed.

- 24) Provide traffic control (signing, marking, etc.) plan, including any required or anticipated street name sign installations, any required to serve one-way facilities, and/or any needed to safely control new or enhanced access crossings of Town pathways.
- 25) Offset cul-de-sac do not meet LMO 16-5 - G
- 26) Encroachment permit is required from the jurisdictional agency due to work proposed on public dedicated right-of-way.
- 27) Ensure that temporary work zone traffic control devices employed are compliant with the Manual on Uniform Traffic Control Devices, available at [http://mutcd.fhwa.dot.gov/kno\\_2009.htm](http://mutcd.fhwa.dot.gov/kno_2009.htm)





# TOWN OF HILTON HEAD ISLAND

## *Planning Commission*

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**TO:** Planning Commission  
**FROM:** Michael Connolly, Senior Planner  
**VIA:** Missy Luick, Assistant Community Development Director  
**VIA:** Brian Eber, Development Services Manager  
**DATE:** June 21, 2023  
**SUBJECT:** DPR-000742-2023 Beach House

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### **SUMMARY:**

The Town, on an ongoing basis, has been looking for ways to improve our development process to encourage development projects that are complementary to the Island's character. One recent improvement is to share applications that are considered Major Development Plans and Major Subdivisions with the Planning Commission. The Town is asking that the Planning Commission provide feedback and recommendations as part of their review, but no formal action is required.

The Beach House is located at 1 South Forest Beach Drive. The proposed project includes two phases. Phase 1 consists of a new stage structure, expanded Tiki Bar and wood deck, pool area renovations, and a new dune walkover path.

The scope of work for Phase 2 consists of a new event pavilion.

The attached plan set is a revised submittal along with the corrections report that followed which includes comments that were not addressed in the resubmittal.

### **ATTACHMENTS:**

1. Project Narrative
2. Plan (Second Submittal)
3. Corrections Report (Second Report)



RE: Hilton Head Beach House  
Project Narrative

THE HILTON HEAD BEACH HOUSE property is a beach front property located at 1 S. Forest Beach Drive on Hilton Head Island, SC. The Hilton Head Beach House is planning a renovation of the existing pool, Tiki bar, and event area. The two buildings on this property are not in scope for this project. The limit of work for the renovation is generally from the facade of the existing hotel and extends to the DHEC-ORCM setback and baseline as well as the Town of Hilton Head Setback and Baseline. In addition, the relocation of the restroom, pool equipment room and grill to a location within the Town of HHI setback and baseline to a location no closer to the ocean and is structurally connected to the existing facade of the hotel building. The stage will be relocated to the beach side of the Tiki Bar. Improvements include a refresh and update to the spaces, materials and finishes, and overall quality.

The project will be completed in two phases. The scope of work for Phase 1 consists of a new stage structure, expanded Tiki Bar and wood deck, new swimming pool, spa and deck, new pool cabana structures, service stations and pool furnishings, new kitchen and restroom building that is structurally connected to the face of the hotel, new restroom and pool equipment room, new resort planting and irrigation, a new dune walkover path, new lighting that is Sea Turtle Protection and code compliant, and interior renovation of 3 ADA compliant guest rooms.

The scope of work for phase 2 consists of a new event pavilion. Note that the position and location of the event pavilion requires a City Variance.

The proposed project area consists of 42,155 square feet. The total impervious area is 26,257 square feet and the total pervious area is 15,898 square feet.

Per the US Fish and Wildlife Service, there are no critical habitats at this location.









## PLAN CORRECTIONS REPORT DPR-000742-2023

**PLAN ADDRESS:** 1 S South Forest Beach Drive, HOTEL  
Hilton Head, SC 29928

**PARCEL:** R553 018 000 003A 0000

**APPLICATION DATE:** 03/23/2023  
**EXPIRATION DATE:**

**SQUARE FEET:**  
**VALUATION:**

**DESCRIPTION:** The Hilton Head Beach House is planning a renovation of the existing pool, Tiki bar, and event area. The two buildings on this property are not in scope for this project. The limit of work for the renovation is generally from the facade of the existing hotel and extends to the DHEC-ORCM setback and baseline as well as the Town of Hilton Head Setback and Baseline. In addition, the relocation of the restroom, pool equipment room and grill to a location within the Town of HHI setback and baseline to a location no closer to the ocean and is structurally connected to the existing facade of the hotel building. The stage will be relocated to the beach side of the Tiki Bar. Improvements include a refresh and update to the spaces, materials and finishes, and overall quality.

CONTACTS	Name	Company	Address
Applicant	Sol Terrazas	The Beach House Resort	1 South Forest Beach Drive Hilton Head Island, SC 29928
Owner	Sofie Issembert	Beach House Resort Owner LLC	444 Madison Av, 14 New York, NY 10022
	SOL TERRAZAS	AGRE NV HH PROPERTY OWNER LLC	36 Narrow Roaks Rd Westport, CT 06880

### Application & Plans (DPR)

REVIEW ITEM	STATUS	REVIEWER
<b>Development Review &amp; Zoning v.2</b>	<b>Corrections Required</b>	<b>Michael Connolly: <a href="mailto:MichaelC@hiltonheadislandsc.gov">MichaelC@hiltonheadislandsc.gov</a></b>
1. LMO Section 16-5-108 – Provide a site lighting plan for any new site lighting proposed.---Need to show illumination levels on lighting plan submitted 5-22-2023.		
2. Provide encroachment permits or approvals from all applicable outside agencies such as DHEC, OCRM, PSD, Hargray, Palmetto Electric, any applicable private ARB, SCDOT, Beaufort County, etc.-- Waiting on Hargray approval, see applicant's response to comment on 5-22-2023. Need approval from Forest Beach Owners Association.		
3. Submit an irrigation plan for all new irrigation proposed with the project.-- Waiting on Final Irrigation Plan, see applicant's response to comment on 5-22-2023.		
4. Provide a utility plan that shows all proposed utility locations (water/sewer, electric, internet/cable, gas, etc) that will be serving the site. -- Waiting on Dry Utilities, see applicant's response to comment on 5-22-2023.		
5. It appears that the site exceeds the allowable impervious area and the impervious area is proposed to increase. Consider replacing pervious for impervious surfaces.		

**Floodplain v.2****Corrections Required****Shari Mendrick: [sharim@hiltonheadislandsc.gov](mailto:sharim@hiltonheadislandsc.gov)**

6. The proposed kitchen and restroom expansion must be attached by roof (not trellis) or designed to the VE zone standards. The conceptual DRB approval shows an attachment to the existing hotel by a trellis and this plan does not show any attachment to the existing hotel.

REVISION: The plan does not show the kitchen attachment to the existing hotel. The kitchen either needs to be shown as attached by roof or designed to VE zone standards.

**Urban Design v.2****Corrections Required****Shea Farrar: [sheaf@hiltonheadislandsc.gov](mailto:sheaf@hiltonheadislandsc.gov)**

7. This project requires review from the Town's Design Review Board. Contact Shea Farrar at 843-341-4768 for more information.

**NPDES v.2****Corrections Required****Jacob Terry: [jacobt@hiltonheadislandsc.gov](mailto:jacobt@hiltonheadislandsc.gov)**

8. SC DHEC NOI is required if the project is over 1 acre of area of disturbance.

**Natural Resources v.2****Under Review****Brian Eber: [briane@hiltonheadislandsc.gov](mailto:briane@hiltonheadislandsc.gov)**

9. Provide a landscaping plan that shows tree mitigation at the rate of (1) tree for every 10" being removed, by category.
10. Tree Protection Warning Signage Sec. 16-6-104.J.3.b  
Warning signs shall be installed along any required tree protective fencing at points no more than 150 feet apart. The signs shall be clearly visible from all sides of the outside of the fenced-in area. The size of each sign must be a minimum of two feet by two feet. The sign message shall identify the fenced or marked area as a tree protection zone and direct construction workers not to encroach into the area (e.g., "Tree Protection Zone: Do Not Enter"). See figure 16-6-104.J.2: Tree Protective Fencing and Signage.
11. Provide a tree tally pre and post-construction divided into buffer and non-buffer.
12. Dune Standards Sec. 16-6-101.D  
Ensure that the buffers associated with Dune meet the requirements indicated in this section as they relate to the Type of Development including accessory structures, pervious and impervious surfaces for Non-residential Development including Pervious Paved Surfaces, Structures, and Impervious Surfaces.
13. Take all steps necessary to prevent intrusions into the Dune and the buffer areas, in an effort to maintain all vegetation within these buffer areas.

**CONDITION(S)** Permitting: - Each new and renovated structure will receive a separate building permit. The building permit must be issued prior to commencing construction on any structure.



# TOWN OF HILTON HEAD ISLAND

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## *Planning Commission*

**TO:** Planning Commission  
**FROM:** Trey Lowe, Senior Planner  
**VIA:** Missy Luick, Assistant Community Development Director  
**VIA:** Brian Eber, Development Services Manager  
**DATE:** June 21, 2023  
**SUBJECT:** DPR-000784-2023 Holiday Inn Express

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### **SUMMARY:**

The Town, on an ongoing basis, has been looking for ways to improve our development process to encourage development projects that are complementary to the Island's character. One recent improvement is to share applications that are considered Major Development Plans and Major Subdivisions with the Planning Commission. The Town is asking that the Planning Commission provide feedback and recommendations as part of their review, but no formal action is required.

The project subject to this review is located at 10 Tanglewood Drive. The proposed project includes the renovation and addition to the existing Holiday Inn Express.

### **ATTACHMENTS:**

1. Project Narrative
2. Plan
3. Corrections Report



# Holiday Inn Express – Tanglewood Drive Improvements

Hilton Head Island, South Carolina

PARCEL NUMBER R553 018 000 0230 0000

## DPR Project Narrative

March 7, 2023

HIHH One, Two and Three LLC's are proposing a renovation and addition to the existing Holiday Inn Express at 10 Tanglewood Drive on Hilton Head Isla

nd. The property is approximately X acres and zoned Resort Development (RD) and is within the Corridor Overlay District.

The proposed hotel addition/ renovation is intended to improve the guest experience by locating all amenities and services to the main hotel building and modernize the ancillary functions of the hotel with more efficient systems. This will also improve access to the hotel. The existing amenity building will be repurposed into a new feature, such as a restaurant, that could improve guest satisfaction and integrate more with the surrounding community. The existing amenity building is not part of this renovation. No additional hotel rooms are included in this renovation.

The hotel addition/renovation includes:

### Exterior:

#### New Porte Cochere – Guest Drop-off and Covered Entrance

*The new Porte Cochere is offset from the main entrance to accommodate for an adjacent existing specimen tree. The location of the Porte Cochere is outside of the specimen tree canopy limits and no impacts are anticipated. A new drop-off, pedestrian area and accessible route will be part of the entry sequence.*

Repair and replace existing vertical railing pickets as needed.

Replace existing canvas awnings over end exterior balcony openings with “Bahama” style shutters

#### Infill Tower Element

Main Floor / Ground Floor:	Guest Registration Services
Second Floor:	Breakfast Area/Warming Kitchen – Guest Lounge
Third Floor:	Staff Offices
Fourth Floor:	Fitness Room
Fifth Floor:	New Guest Suite
Sixth Floor:	Meeting space

The new construction will use a combination of brick veneer, architectural cast stone, rough sawn wood columns and roof structure. A low slope standing seam metal roof will be utilized on the Porte Cochere. The tower element will have a slat-style accent detail of synthetic wood. The HVAC equipment will be concealed behind a parapet wall on top of the new tower element. The existing floor to floor height of 8'-5" is the reason that two guest balconies were replaced with large windows. The height of the balcony railing was incorporated into the breakfast area to provide a 10' ceiling height in the new space. The captured balcony space will be added to the guest rooms.

There is a flat roof above the new breakfast area to reduce the impact on these guestroom views. There will not be any equipment on this roof.

The site plan has been designed to provide a new curb cut and entry access point off of Nassau Street to provide more direct access to the new check-inn / reception lobby and covered Porte cochere. The location of the new curb cut aligns with the existing Coral Sands entrance across the street. A portion of the existing parking lot will be renovated to accommodate the new Porte Cochere and entry drive connection to Nassau Street as well as improve existing conditions and accessible routes. Impacted parking has been reconfigured to meet the Town's landscape island requirements and includes the addition of new wheel stops. Sidewalks serving the existing and modified parking areas will also be renovated to be flush with the adjacent parking stalls (HC, EV and Standard Parking) and act as new ADA routes serving the building entry.

4 new EV charging stations have been added to the parking lot.

Several outer parking spaces along Nassau Street have been converted to compact parking spaces to help improve the existing non-conformity of the parking lot design.

An existing bike parking area at the rear building entrance serves to meet the Town's bike parking requirement.

An improved street buffer along Nassau Street (Type A – option 2) has added additional landscaping to meet the Town's buffer requirements and improve the property edge facing the new addition. New parking lot landscaping has been added where parking is reconfigured to meet the Town's requirements as well as additional landscaping at the Porte Cochere and building edge within the project limits.

Minimal impact/removal to existing trees is envisioned for the renovation with no overstory tree being proposed for removal. 6 Palm trees are proposed to be removed and have been mitigated based on the Town's mitigation requirements. Tree protection fencing is proposed within the work limits and includes protection of one specimen live oak.

Existing utilities will serve the property renovation.

Palmetto Electric has provided an upgraded site lighting plan adding new fixtures and converting existing to LEDs.

The portion of the site being renovated currently drains away from the building and into the landscape/buffer area along Nassau Street, where it perks into the ground. The drainage pattern for the proposed improvements will remain the same. The impervious area draining to the landscape/buffer area will be decreased, meaning less runoff will drain there after the proposed improvements are constructed. The grading will take into account the existing drainage patterns and necessary tree preservation; no excess cut or fill will take place adjacent to any existing trees to remain. The amount of land disturbance is estimated to be less than 0.5 acre.

Landscape Architect

Trey Griffin, Principal

Wood+Partners, Inc.

[tgriffin@woodandpartners.com](mailto:tgriffin@woodandpartners.com)

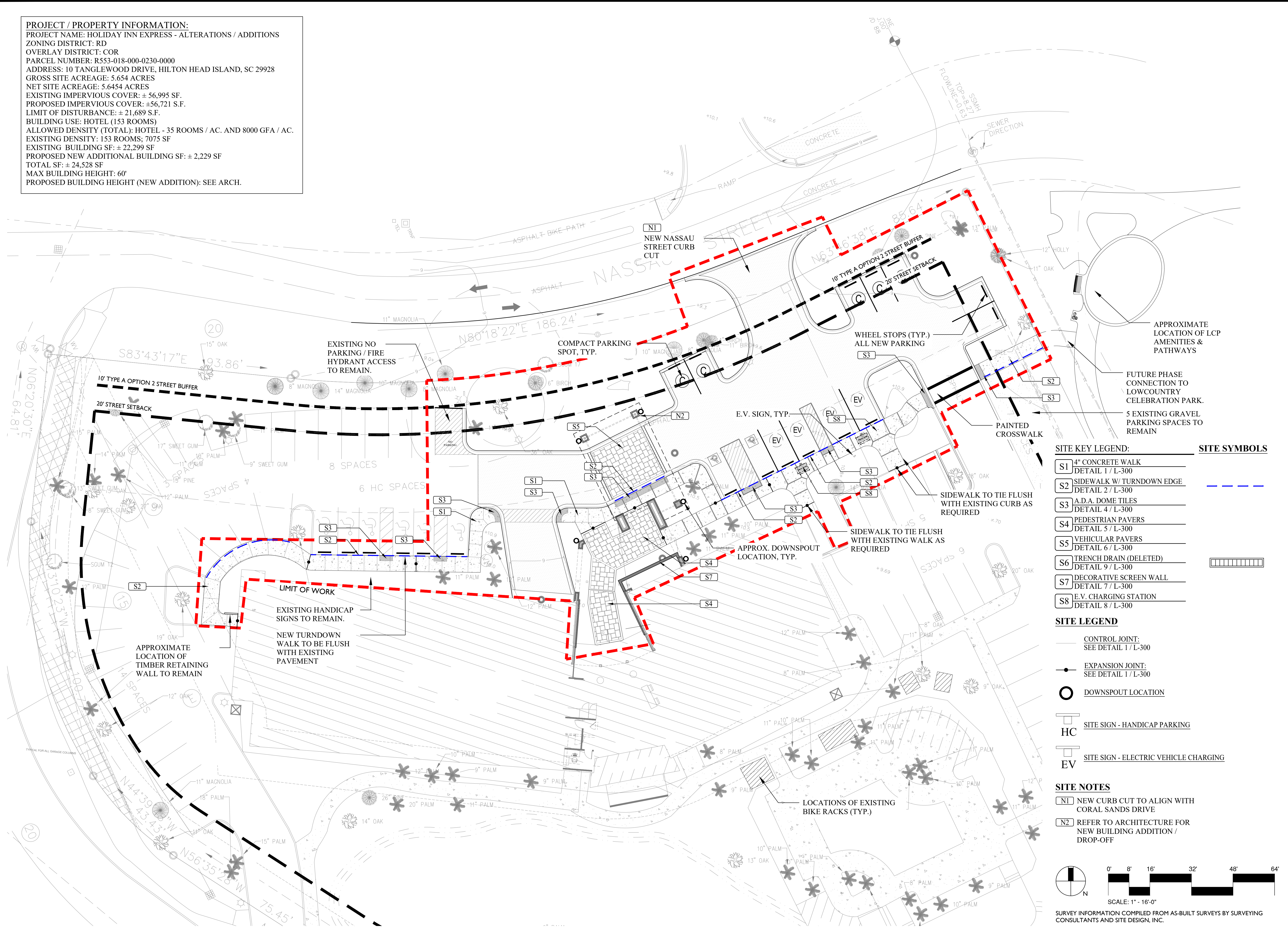
843-681-6618







**PROJECT / PROPERTY INFORMATION:**  
 PROJECT NAME: HOLIDAY INN EXPRESS - ALTERATIONS / ADDITIONS  
 ZONING DISTRICT: RD  
 OVERLAY DISTRICT: COR  
 PARCEL NUMBER: R553-018-000-0230-0000  
 ADDRESS: 10 TANGLEWOOD DRIVE, HILTON HEAD ISLAND, SC 29928  
 GROSS SITE ACREAGE: 5.654 ACRES  
 NET SITE ACREAGE: 5.6454 ACRES  
 EXISTING IMPERVIOUS COVER: ± 56,995 SF.  
 PROPOSED IMPERVIOUS COVER: ± 56,721 S.F.  
 LIMIT OF DISTURBANCE: ± 21,689 S.F.  
 BUILDING USE: HOTEL (153 ROOMS)  
 ALLOWED DENSITY (TOTAL): HOTEL - 35 ROOMS / AC. AND 8000 GFA / AC.  
 EXISTING DENSITY: 153 ROOMS; 7075 SF  
 EXISTING BUILDING SF: ± 22,299 SF  
 PROPOSED NEW ADDITIONAL BUILDING SF: ± 2,229 SF  
 TOTAL SF: ± 24,528 SF  
 MAX BUILDING HEIGHT: 60'  
 PROPOSED BUILDING HEIGHT (NEW ADDITION): SEE ARCH.



**SITE KEY LEGEND:**

S1	4" CONCRETE WALK DETAIL 1 / L-300		<b>SITE SYMBOLS</b>
S2	SIDEWALK W/ TURNDOWN EDGE DETAIL 2 / L-300		
S3	A.D.A. DOME TILES DETAIL 4 / L-300		
S4	PEDESTRIAN PAVERS DETAIL 5 / L-300		
S5	VEHICULAR PAVERS DETAIL 6 / L-300		
S6	TRENCH DRAIN (DELETED) DETAIL 9 / L-300		
S7	DECORATIVE SCREEN WALL DETAIL 7 / L-300		
S8	E.V. CHARGING STATION DETAIL 8 / L-300		

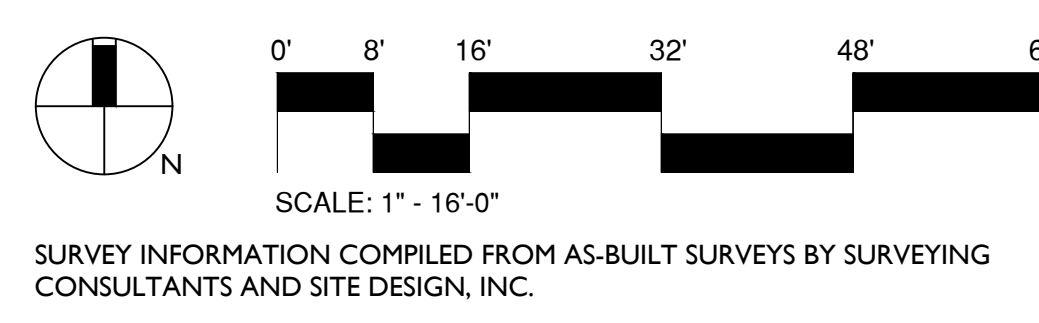
**SITE LEGEND**

	CONTROL JOINT: SEE DETAIL 1 / L-300
	EXPANSION JOINT: SEE DETAIL 1 / L-300
	DOWNSPOUT LOCATION
	SITE SIGN - HANDICAP PARKING
	SITE SIGN - ELECTRIC VEHICLE CHARGING

**SITE NOTES**

(N1) NEW CURB CUT TO ALIGN WITH CORAL SANDS DRIVE

(N2) REFER TO ARCHITECTURE FOR NEW BUILDING ADDITION / DROP-OFF



LANDSCAPE DEVELOPMENT PLANS  
 FOR  
**THE HOLIDAY INN EXPRESS**  
 2 Tanglewood Drive  
 Hilton Head Island, SC 29928

PROFESSIONAL SEAL:

**PRELIMINARY  
 PLANS: NOT FOR  
 CONSTRUCTION**

DRAWN BY:  
TG, CC  
 CHECKED BY:  
TG

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#	REVISION	DATE	BY

DATE  
3-6-2023  
 PROJECT NUMBER  
01-22046  
 SHEET TITLE

Site Plan

SHEET  
NUMBER  
L-100

C:\Projects\HHRResort\Holiday Inn Express On Tanglewood\Production\02 Work\DDs\01-22046-100-Site.dwg, Monday, March 06, 2023, Printed By: Trey Griffin  
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# PLAN CORRECTIONS REPORT DPR-000784-2023

**PLAN ADDRESS:** 10 Tanglewood Drive, HOLIDAY INN  
Hilton Head, SC 29928

**PARCEL:** R553 018 000 0230 0000

**APPLICATION DATE:** 03/29/2023      **SQUARE FEET:** 0.00      **DESCRIPTION:** Holiday Inn Express Remodel and Expansion.

**EXPIRATION DATE:**      **VALUATION:** \$0.00

CONTACTS	Name	Company	Address
Applicant	BRIAN BORNHORST	HIHH ONE	
Business Name		HOLIDAY INN EXPRESS	
Owner		HIHH ONE LLC	164 Market St, Ste 202 Charleston, SC 29401

Application & Plans (DPR) - Staff reviews based on plans submitted 03/29/2023. Staff reviews completed on 05/05/2023.

REVIEW ITEM	STATUS	REVIEWER
Building Plan Review v.1	Corrections Required	Doug Cook Ph: 843-341-4688 email: dougc@hiltonheadislandsc.gov

- 1) The electric vehicle charges do not appear accessible as shown. The chargers are shown as dual capacity chargers each. The centered location, serving two spots will not allow accessibility. This needs to be redesigned to comply with clear space in front of the chargers as well as reachability. The May 2017 edition of the Standard for Accessible and Usable Buildings and Facilities code references section 502.11(page 57) for Electric Vehicle Charging Stations. This section requires the EV charging stations to be ADA compliant. The space does not have to be striped as ADA compliant parking. The space is used on a first come first served basis. However, the equipment must be accessible.

Development Review & Zoning v.1	Corrections Required	Trey Lowe Ph: 843-341-4690 email: TreyL@hiltonheadislandsc.gov
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- 2) Please add to Page 1 (Cover Sheet) - Please contact Trey Lowe at treyl@hiltonheadislandsc.gov for a pre-clear inspection once tree protection and erosion and sediment control fencing has been installed, prior to beginning any land clearing or construction.
- 3) Please add to Page 1 (Cover Sheet) - A Certificate of Compliance (C of C) is required for this project. To apply for the C of C, submit a C of C application form and supporting documentation to Trey Lowe at treyl@hiltonheadislandsc.gov for a pre-clear inspection once tree protection and erosion and sediment control fencing has been installed, prior to beginning any land clearing or construction. Please note that a C of C must be obtained prior to the building permit being finalized.
- 4) Provide encroachment permits or approvals from all applicable outside agencies such as DHEC, OCRM, PSD, Hargray, Palmetto Electric, any applicable private ARB, SCDOT, Beaufort County, etc. We are processing the Town encroachment permit, however I noticed a 10' utility easement that the proposed new curb cut will cross, please provide any encroachment permits or approvals to cross the easement from the appropriate utility company/s.
- 5) LMO Section 16 5 108.C.3 - Fixtures must be mounted in such a manner that the cone of light does not cross any property line of the site. The site lighting plan shows light trespass over the subject property's property line which is not permitted. Please have Palmetto Electric adjust the lighting plan so that there is no light trespass.

Stormwater Engineering review v.1	Corrections Required	Jeff Netzinger email: jeffn@hiltonheadislandsc.gov
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- 6) Drainage system outfall pipe connecting to the lagoon adjacent to Tanglewood Drive needs to be added to the survey to assure that the revised drainage system can be adequately evaluated. The survey should include inverts, pipe sizes and sediment levels. The system will need to be cleaned, inspected and functional to obtain a CofC compliance certification.

Fire Marshal review v.1	Corrections Required	Russell Rogers Ph: 843-682-5152 email: russellr@hiltonheadislandsc.gov
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- 7) Please show autoturn for fire apparatus especially in the new entrance and along the north side of property

Traffic Engineering Review v.1	Corrections Required	Jim Iwanicki email: JimI@hiltonheadislandsc.gov
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- 8) Provide traffic control (signing, marking, etc.) plan, including any required or anticipated street name sign installations, any required to serve one-way facilities, and/or any needed to safely control new or enhanced access crossings of Town pathways. Page 6 of plans, bottom of sign height according to MUTCD is 7 feet.
- 9) Drive aisles and/or backing areas do not satisfy minimum and maximum widths in 16-5-107.E.2. Aisle width shall be 24 feet wide for 90-degree parking.



# TOWN OF HILTON HEAD ISLAND

## *Planning Commission*

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**TO:** Planning Commission  
**FROM:** Michael Connolly, Senior Planner  
**VIA:** Missy Luick, Assistant Community Development Director  
**VIA:** Brian Eber, Development Services Manager  
**DATE:** June 21, 2023  
**SUBJECT:** DPR-000909-2023 Ozark Bank Conversion

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### **SUMMARY:**

The Town, on an ongoing basis, has been looking for ways to improve our development process to encourage development projects that are complementary to the Island's character. One recent improvement is to share applications that are considered Major Development Plans and Major Subdivisions with the Planning Commission. The Town is asking that the Planning Commission provide feedback and recommendations as part of their review, but no formal action is required.

The project subject to this review is located at 1036 William Hilton Parkway. The project scope includes the conversion and expansion of an existing office building into a seven-unit residential multi-family building with approximately 600 sq. ft. of office space. The attached plans were submitted today and are currently under review, so the attached report may include items that have been addressed.

### **ATTACHMENTS:**

1. Project Narrative
2. Plan (Resubmittal)
3. Corrections Report (Original Report)

April 17, 2023

Town of Hilton Head  
Community Development Department  
One Town Center Court  
Hilton Head Island, South Carolina 29928

RE: Project Narrative & Substitution of Non-Conformities Request Letter  
1036 WHP LLC – Major Site Development Application  
1036 William Hilton Parkway  
Hilton Head Island, South Carolina 29928

To whom this may concern:

LJA Engineering, Inc. is submitting the following Project Narrative on behalf of 1036 WHP, LLC (“Owner / Developer”), for a proposed residential re-development on approximately 0.64-acres within the jurisdiction of the Town of Hilton Head, Beaufort County, South Carolina (“Town”). The lot is zoned Sea Pines Circle Zoning District (SPC) per the Town Zoning Map which allows the proposed residential land use. The associated Tax Map number is listed as TMS No. 015 000 0021 and is recorded as subdivision plat Book 139 Page 47. The lot is located along Dunagans Alley (Town) and William Hilton Parkway (SCDOT). The lot is currently developed with a commercial (2-story) building with 19 parking spaces, two (2)-driveways, and has a 1.5” water meter (per as built data). A pre-application meeting was held on February 10, 2023 (PAPP-000337-2023).

The project is proposing to convert the existing Ozark Bank building into a seven (7)-unit residential multi-family building with approximately 600 sq. ft. of office space. The project is disturbing less than 0.5-acres and is greater than 0.5-miles from a receiving coastal water body. The sections below summarize the various aspects of the project.

### **Building**

- Change existing occupancy from Business to Residential R-2.
- Add on to existing building by expanding it in the rear to allow for seven (7) total three (3)-bedroom/ three (3)-bath units. (3) units with storage and office on the first floor and (4) units on the second floor.
- The original building footprint will remain the same, except for the triangular addition to “square-off” the structure.
- The new Building gross square footage is approximately 9,240-SF with same existing height (25’ 0”).
- The building increases from 3,450 heated sq. ft. to 4,620 heated sq. ft.
- Sprinkle the entire building to conform to IBC and IFC.
- Frame the first floor up to 13.00’ MSL from the existing 11.80’ MSL.

### **Site Improvements**

- Demolish existing driveway behind the building (no longer needed) and the bank kiosk bays.
- Relocate dumpster pad to existing parking area.
- Add in one (1)-ADA compliant parking space.
- Install fire lane and traffic control striping / signage.
- Install 5' sidewalks & connection from the building to the existing sidewalk on adjacent site to the north and the Dunagan's Alley sidewalk.
- Install patio risers and ADA compliant ramps to make up grade from the raised FFE to existing driveway elevations.
- The project will have a total of 17 parking spaces with a striped loading area.
- The project is proposing 8 bicycle parking spaces and a mail kiosk area adjacent to the bottom-floor units.
- The project includes a gravel patio area for residents to use for outdoor recreation.
- No changes are proposed to the site driveways or access.
- All existing trees on site are to remain.
- There is less than 0.5-acres of disturbance.

### **Utilities**

Water and sewer services are provided by the South Island Public Service District (SIPSD). This project is being submitted concurrently to SIPSD for utility approval (within the ROW). Water service is provided via an existing 6" waterline which runs along the south side of Dunagans Alley within the ROW. Sewer service is provided by an existing ten (10)-inch gravity main which runs along the south side of Dunagans Alley ROW (outside the pavement). No dry utility improvements are proposed as part of this re-development site plan.

### **Impervious Cover**

The project will have a net removal (or reduction) of 1,711-SF of impervious cover (for a total of 18,326-SF of IC compared to 20,038-SF of existing IC).

### **Drainage**

Compliance to mitigate the risk of flooding and other applicable Town drainage criteria is provided through the reduction of peak flow rates from the subject property. This is achieved by reducing impervious cover on the site and avoiding changes to existing drainage patterns in the developed condition drainage study. The enclosed Engineering Report details the drainage study and how reduction in peak flow rates was achieved without any permanent BMPs on-site. Overall, this project will enhance the drainage conditions of the site and surrounding area and does not have any adverse impacts between current existing conditions and proposed final conditions.

### **Environmental Issues / Floodplain**

No environmental features have been identified on site. The tract is located outside of a FEMA 100-year floodplain according to FEMA FIRM 45013C0442G for the Town of Hilton Head, effective on March 23, 2021.



### **Buffers**

The adjacent street buffer for William Hilton Parkway is a Type E and Dunnagans Alley is a Type A. The adjacent use buffer Type B is shown on both sides of the Lot on all sheets. The eastern Buffer is reduced to a 15' buffer using the *Option 2* planting schedule. The western Buffer is proposed to be 25', using the *Option 1* planting schedule. The buffers and setbacks are delineated and labeled all plan sheets.

### **Non-Conformities**

See below for how each of the following criteria are being met:

- a) *Will not include any new development that increases the amount of encroachment into any required buffer or setback;*
  - **There is no proposed development that increases encroachment into any buffer or setback. The building addition is within required setbacks and no changes are made to the southern portion of the building, which is built up to the William Hilton Parkway 50' Type E Buffer. No new site improvements are proposed within any required buffers either, except to install a 5' sidewalk along the Dunagans Alley driveway to provide an accessible route from the ROW to the building.**
  - **Note that the portions of structure shown within buffers are staircases and outdoor walkways only. No livable portion of the structure existing or proposed is within a buffer.**
  
- b) *Will not increase the impervious cover on the site over the maximum allowed for the district or the existing impervious cover, whichever is greater;*
  - **The project is reducing impervious cover, which reduces the site from 72% impervious to 54% impervious.**
  
- c) *Will not result in a density in excess of what is allowed under this Ordinance, or the existing density, whichever is greater;*
  - **The project is proposing 7-multi-family units, which is just under 11 units per acres. 12 units per acre is allowed, therefore this project conforms with LMO density requirements.**
  
- d) *Will lessen the extent of existing nonconforming site features to the greatest extent possible;*
  - **The project lessens non-conformities by:**
    - i. **Removing looped driveway paving within the Type B buffer (east).**
    - ii. **Provide accessible pedestrian access to existing sidewalks on adjacent site (east) and within Dunagans Alley ROW.**
    - iii. **Remove existing driveway and site improvements within the Type A Buffer (north).**
    - iv. **Provide new plantings and landscape improvements within buffers.**
    - v. **Maintain existing driveways and parking to limit disturbance and natural area disturbances.**

- e) *Will not have an adverse impact on the public health, safety or welfare; and*
- **The project is reducing peak storm flow rates below existing peak rates.**
  - **The project is also proposing a new fire hydrant and fire line / building sprinkler system which greatly enhances the fire protection to the structure.**
  - **The project will also remove and replace water and sewer services which reduces risk of sewer infiltration and inundation, as well as cross-contamination of services.**
  - **The project is raising the finished floor elevation of the building to 13.0' above MSEL (11.8' above MSEL existing FFE), which reduce the impacts of flooding and/or impacts of water inundation during extreme weather events.**
- f) *Will lessen the extent of nonconformities related to any existing nonconforming structure on the site to the greatest extent possible.*
- **The project is proposing a building addition which avoids encroachments into buffers.**
  - **The existing building is maintained along the southern side of the building where there are existing encroachments from awnings, walkways, and staircases. However, no additional encroachments are proposed, which allows this project to not increase non-conformities.**
  - **Providing building sprinkler system to increase fire safety (NFPA 13R).**
  - **The project is raising the finished floor elevation of the building to 13.0' above MSEL (11.8' above MSEL existing FFE), which reduces the impacts of flooding and/or impacts of water inundation during extreme weather events.**

We trust this information will help in your evaluation of the project. If you have any questions, do not hesitate to call or email at (303)-564-2715 or email at [chager@lja.com](mailto:chager@lja.com).

Sincerely,



Charles R. Hager V, P.E.  
Charleston Manager  
LJA Engineering, Inc.



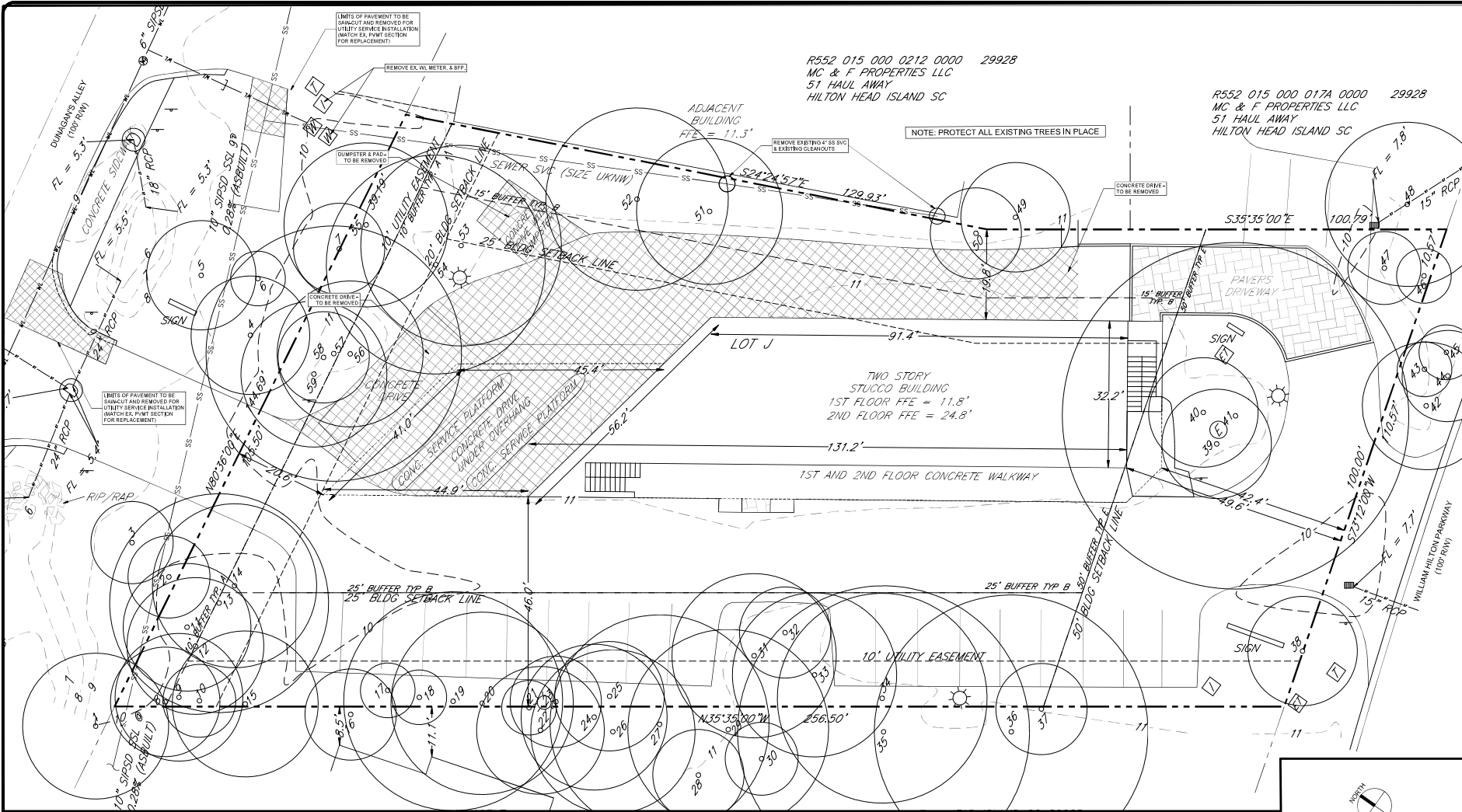
ch

DATE: 06/01/2020	BY: DATE
DESIGNED BY: MALL	DESIGNED BY: DATE
DRAWN BY: MALL	DRAWN BY: DATE
CHECKED BY: MALL	CHECKED BY: DATE
PROJECT NO. 1036	PROJECT NO. 1036



**LJA Engineering, Inc.**  
 177 Church Street  
 Phone: 843.655.5100  
 www.lja.com  
 FRI-CO-001010  
 Charleston, South Carolina 29401

PROJECT NUMBER	SC103-0401
SHEET NO.	C1.0



R552 015 000 0212 0000 29928  
 MC & F PROPERTIES LLC  
 51 HAUL AWAY  
 HILTON HEAD ISLAND SC

R552 015 000 017A 0000 29928  
 MC & F PROPERTIES LLC  
 51 HAUL AWAY  
 HILTON HEAD ISLAND SC

NOTE: PROTECT ALL EXISTING TREES IN PLACE

ADJACENT BUILDING  
 FFE = 11.3'

TWO STORY STUCCO BUILDING  
 1ST FLOOR FFE = 11.8'  
 2ND FLOOR FFE = 24.8'

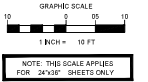
1ST AND 2ND FLOOR CONCRETE WALKWAY

- OWNER'S REPRESENTATIVE, GOVERNING AGENCIES AND UTILITY COMPANIES SHALL BE NOTIFIED 24 HOURS PRIOR TO ANY DEMOLITION OPERATIONS.
- CONTRACTOR SHALL COORDINATE WITH GOVERNING AGENCIES AND ALL UTILITY COMPANIES TO COORDINATE TIMING OF AND RESPONSIBILITY OF DEMOLITION OPERATIONS INCLUDING ANY REQUIRED PERMITS.
- CONTRACTOR SHALL REMOVE ALL BUILDINGS, FOUNDATIONS, PAVEMENT, CURB, SIGNS, LIGHTS, FENCES, TREES, SHRUBS, UTILITIES AND ANY OTHER STRUCTURES AS INDICATED AND DISPOSE OF THAT MATERIAL IN A LEGAL MANNER.
- UTILITIES TO REMAIN IN PLACE SHALL BE PROTECTED BY THE CONTRACTOR FROM DAMAGE IN ACCORDANCE WITH UTILITY COMPANY REQUIREMENTS. CONTRACTOR IS RESPONSIBLE FOR DAMAGE TO EXISTING UTILITIES.
- DEMOLITION OF ASPHALT PAVING SHALL INCLUDE REMOVAL OF SURFACE AND ANY BINDER BEDDING. AFTER SIGN REMOVAL, THE SITE GEOLOGICAL ENGINEER SHALL INSPECT STONE BASE COURSE TO DETERMINE CONDITION. IF EXISTING STONE BASE COURSE IS ACCEPTABLE, THE SITE GEOLOGICAL ENGINEER IT SHALL BE REUSEFUL. UNACCEPTABLE STONE BASE COURSE SHALL BE DISPOSED OF OFF-SITE IN A LEGAL MANNER.
- ALL EXISTING PAVEMENT EDGES SHALL BE SAW CUT TO A STRAIGHT EDGE. ALL NEW PAVEMENT EDGES SHALL BE CONSTRUCTED IN A STRAIGHT AND NEAT MANNER.
- ANY HISTORICALLY SIGNIFICANT ARTICLES (CORNER STONES, ETC.) FOUND DURING CONSTRUCTION OR DEMOLITION SHALL BE PRESERVED TO THE OWNER FOR CLASSIFICATION. CONTRACTOR SHALL STOP WORK IN THE AREA OF THE FIND AND IMMEDIATELY NOTIFY THE OWNER AND GOVERNING AGENCIES FOR DIRECTION. THE OWNER SHALL RETAIN ALL MATERIAL. IT CONSIDERS SIGNIFICANT. ALL OTHER MATERIAL SHALL BE DISPOSED OF OFF-SITE.
- CONTRACTOR SHALL TURN OVER ANY REMOVED PUBLIC UTILITY ITEMS, IE. WATER METERS, TO THE UTILITY DEPARTMENT. ALL OTHER MATERIAL SHALL BE DISPOSED OF OFF-SITE IN A LEGAL MANNER.
- ALL DEBRIS FROM DEMOLITION OPERATIONS SHALL BE DISPOSED OF OFF-SITE IN ACCORDANCE WITH ALL LOCAL, STATE AND FEDERAL REGULATIONS.
- TREES TO BE SAVED SHALL BE PROTECTED FROM CONSTRUCTION DISTURBANCE FOR DETAIL. TREES NOT SHOWN TO BE SAVED SHALL BE REMOVED.
- THE CONTRACTOR IS REQUIRED TO MEET ALL APPLICABLE LOCAL, STATE, OSHA AND FEDERAL REGULATIONS CONCERNING PROJECT SAFETY AND ASSUMES FULL RESPONSIBILITY FOR SAFETY ON THE PROJECT.
- CONTRACTOR IS TO VERIFY ALL EXISTING SITE CONDITIONS PRIOR TO AND DURING CONSTRUCTION AND REPORT ANY CONFLICTS OR OBSERVATIONS TO THE ENGINEER.
- CONTRACTOR SHALL INSTALL TEMPORARY CONSTRUCTION FENCING AS NECESSARY AND AT THE DIRECTION OF THE OWNER OR GOVERNING AGENCIES FOR PUBLIC SAFETY AND JOB SITE SECURITY.
- CONTRACTOR SHALL FIELD LOCATE ALL EXISTING UTILITIES PRIOR TO ANY SITE CONSTRUCTION OR DEMOLITION. THIS SHALL INCLUDE, BUT SHALL NOT BE LIMITED TO, BOTH MAIN AND SERVICE LINES FOR THE FOLLOWING:
  - PORTABLE WATER LINES
  - SANITARY SEWER LINES
  - ELECTRIC LINES (OVERHEAD AND UNDERGROUND)
  - PHONE LINES
  - TELEPHONE LINES
  - CABLE TELEVISION LINES
  - STORMWATER CONVEYANCE LINES
- UNLESS SPECIFICALLY NOTED ON THE PLAN TO BE ABANDONED IN PLACE OR PROTECTED, ALL UTILITIES ON THE OVERHEAD OR UNDERGROUND SHALL BE ENTIRELY REMOVED TO THE PROPERTY LINE, OR SERVICE POLE ENDS OF PIPES BEYOND PROPERTY LINE TO BE ABANDONED SHALL BE PROPERLY CAPPED OR PLUGGED AS REQUIRED BY GOVERNING UTILITY COMPANY.
- DEMOLITION OF BUILDINGS SHALL INCLUDE ALL PORTIONS OF THE STRUCTURE, BOTH ABOVE GROUND AND SUBSURFACE.
- CONTRACTOR IS RESPONSIBLE FOR PROVIDING ANY TRAFFIC CONTROL MEASURES NECESSARY FOR DEMOLITION OPERATIONS.
- DEMOLITION OF CONCRETE CURB, CURB AND GUTTER, AND SIDEWALK SHALL BE CONSIDERED TO EXTEND TO THE NEXT CONSTRUCTION CONT' PART THE LINES SHOWN ON THE DEMOLITION PLAN.

LEGEND

---	11	---	EXISTING CONTOUR MINOR
---	10	---	EXISTING CONTOUR MAJOR
---	---	---	PROPERTY LINE
---	---	---	EASEMENT LINE
---	---	---	SETBACK LINE
---	ST	---	STORM DRAINAGE LINE
---	SS	---	SANITARY SEWER
---	WL	---	SANITARY SEWER SERVICE WATER LINE
---	---	---	PAVING TO BE REMOVED (SAW CUT AT LIMITS SHOWN HEREON)

- TREE TO REMAIN
- STREET SIGN
- 1/2" BORN ROD WITH PLASTIC CAP
- STAMPED LJA SURVEY SET
- IRON ROD FOUND (AS NOTED)
- IRON PIPE FOUND (AS NOTED)
- COTTON-WOOL SPINDLE FOUND
- NAIL FOUND
- \* SCRIBES IN CONCRETE



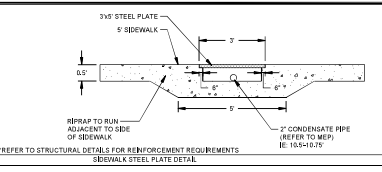
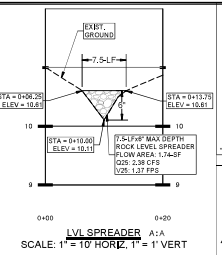
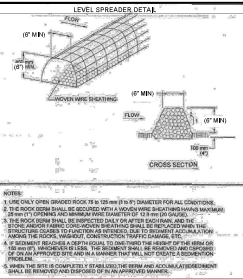
LOCATION OF EXISTING UNDERGROUND AND OVERHEAD UTILITIES ARE APPROXIMATE LOCATIONS ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES PRIOR TO BEGINNING WORK AND SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT OCCUR.

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ALL DIMENSIONS UNLESS OTHERWISE NOTED ARE IN FEET AND INCHES. DIMENSIONS SHALL BE TO FACE UNLESS OTHERWISE NOTED. ALL DIMENSIONS SHALL BE TO FACE UNLESS OTHERWISE NOTED. ALL DIMENSIONS SHALL BE TO FACE UNLESS OTHERWISE NOTED.

DUNAGANS ALLEY 100' R/W

**BUFFER SUMMARY**  
 EASTERN SIDE LOT LINE: 15' TYPE B BUFFER  
 WESTERN SIDE LOT LINE: 25' TYPE B BUFFER  
 WILLIAM HILTON PARKWAY: 50' TYPE A BUFFER  
 DUNAGANS ALLEY: 10' TYPE A BUFFER  
 NOTE: NO GRADING IS PERMITTED IN THE DELINEATED BUFFERS SHOWN HEREON

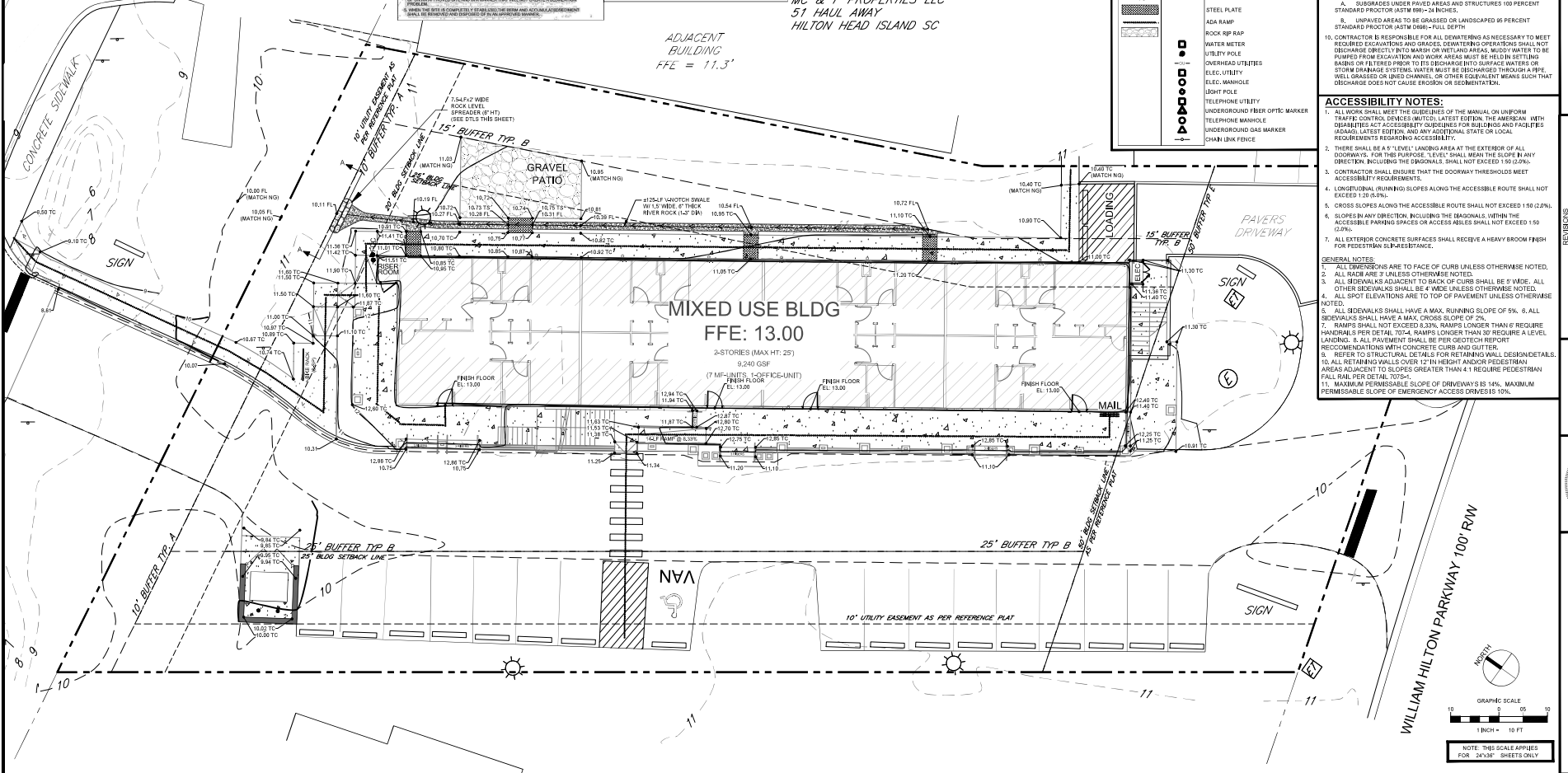


**LEGEND**

PROPOSED	EXISTING
CONTOURS	CONTOURS
PROP. RETAINING WALL	PROP. RETAINING WALL
PROP. RAMP	PROP. RAMP
TOP OF PAVEMENT	TOP OF PAVEMENT
TOP OF CONCRETE	TOP OF CONCRETE
TOP OF GRATE	TOP OF GRATE
LOW POINT	LOW POINT
HIGH POINT	HIGH POINT
TOP OF WALL	TOP OF WALL
BOTTOM OF WALL	BOTTOM OF WALL
FINISHED GROUND	FINISHED GROUND
STEEL PLATE	STEEL PLATE
ADA RAMP	ADA RAMP
ROCK RIP RAP	ROCK RIP RAP
WATER METER	WATER METER
UTILITY POLE	UTILITY POLE
OVERHEAD UTILITY	OVERHEAD UTILITY
ELEC. UTILITY	ELEC. UTILITY
ELEC. MANHOLE	ELEC. MANHOLE
LIGHT POLE	LIGHT POLE
TELEPHONE UTILITY	TELEPHONE UTILITY
UNDERGROUND FIBER OPTIC MARKER	UNDERGROUND FIBER OPTIC MARKER
TELEPHONE MANHOLE	TELEPHONE MANHOLE
UNDERGROUND GAS MARKER	UNDERGROUND GAS MARKER
CHAIN LINK FENCE	CHAIN LINK FENCE

R552 015 000 0212 0000 29928  
 MC & F PROPERTIES LLC  
 51 HAUL AWAY  
 HILTON HEAD ISLAND SC

ADJACENT BUILDING  
 FFE = 11.3'



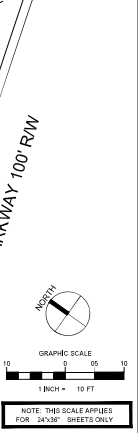
ADJACENT BUILDING  
 FFE = 14.3'

R552 015 000 0290 0000  
 COASTAL PROPERTIES OF HILTON  
 HEAD LLC  
 1038A WM HILTON PKWY

HILTON HEAD ISLAND SC 29928

- GRADING NOTES:**
- ALL LAND REBURNING OPERATIONS SHALL BE IN ACCORDANCE WITH THE STORMWATER POLLUTION PREVENTION PLAN (SWPPP).
  - THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL HORIZONTAL AND VERTICAL SURVEY CONTROLS.
  - CONTRACTOR SHALL REMOVE ALL STRIPINGS, OBSTACLES AND EXCESS EXCAVATED MATERIALS FROM THE SITE AND DISPOSE OF IN A LEGAL MANNER.
  - THE CONTRACTOR IS RESPONSIBLE FOR ALL EXCAVATIONS AND GRADING INCLUDING FURNISHING OF CURB BORDERS AS REQUIRED TO MEET PLAN GRADES.
  - IF UNSUITABLE SUBGRADE MATERIALS ARE ENCOUNTERED, THE CONTRACTOR IS RESPONSIBLE FOR REMOVAL AND REPLACEMENT FROM GRATE SITEWORK MATERIALS. ALL UNSUITABLE MATERIAL TO MEET CONTRACTOR REQUIREMENTS UNDER PAVEMENT SHALL BE REMOVED AND REPLACED WITH UNSUITABLE MATERIALS AS THOSE CLASSIFIED AS M, CH, OH, OL AND HAT IN ACCORDANCE WITH THE UNIFIED SOIL CLASSIFICATION SYSTEM, UNLESS APPROVED IN WRITING BY THE PROJECT GEOTECHNICAL ENGINEER. THE SITE EVIDENCE AND GEOTECHNICAL ENGINEER SHALL BE NOTICED IMMEDIATELY UPON ENCOUNTERING UNSUITABLE SUBGRADE MATERIAL.
  - CONTRACTOR SHALL UNIFORMLY GRADE BENCH CURBS, BUILDINGS, ROADS, ETC. TO MATCH EXISTING GRADES. LANDSCAPE ISLANDS SHALL BE GRADED TO DRAIN OVER CURBS.
  - GRADE ENTIRE SITE TO PROVIDE POSITIVE DRAINAGE TO EXISTING OR NEW DRAINAGE FACILITIES.
  - COMPACTION REQUIREMENTS ARE AS FOLLOWS OR AS STATED IN THE GEOTECHNICAL REPORT, WHENEVER IS MORE STRINGENT:
    - SUBGRADES UNDER PAVED AREAS AND STRUCTURES 100 PERCENT STANDARD PROCTOR (ASTM D998) - 24 INCHES.
    - UNPAVED AREAS TO BE GRADED OR LANDSCAPED AS PERCENT STANDARD PROCTOR (ASTM D998) - FULL DEPTH.
  - CONTRACTOR IS RESPONSIBLE FOR ALL DETAHERING AS NECESSARY TO MEET REQUIRED EXCAVATION AND GRADES. DETAHERING OPERATIONS SHALL NOT DISCHARGE DIRECTLY INTO BARRIERS OR INTO NEARBY MUDDY WATER TO BE PUMPED FROM EXCAVATION AND WORK AREAS MUST BE HELD IN SETTING BASINS OR FILTERED PRIOR TO DISCHARGE INTO SURFACE WATERS OR STORM DRAINAGE SYSTEMS. WATER MUST BE DISCHARGED THROUGH A PIPE, WELL, CHANNEL OR DRAIN CHANNEL OR OTHER EQUIVALENT MEANS EACH THAT DISCHARGE DOES NOT CAUSE EROSION OR SEDIMENTATION.

- ACCESSIBILITY NOTES:**
- ALL WORK SHALL MEET THE GUIDELINES OF THE MANUAL ON UNIFORM TRAFFIC CONTROL AND SIGNALS, LATEST EDITION, THROUGH THE AMERICAN WITH DISABILITIES ACT ACCESSIBILITY GUIDELINES FOR BUILDINGS AND FACILITIES (MANS), LATEST EDITION, AND ANY APPLICABLE STATE OR LOCAL REQUIREMENTS REGARDING ACCESSIBILITY.
  - THERE SHALL BE A 5' LEVEL LANDING AREA AT THE EXTERIOR OF ALL DOORWAYS. FOR THE PURPOSE, LEVEL SHALL MEAN THE SLOPE IN ANY DIRECTION, INCLUDING THE DIAGONALS, SHALL NOT EXCEED 1:50 (2.0%).
  - CONTRACTOR SHALL INSURE THAT THE DOORWAY THRESHOLDS MEET ACCESSIBILITY REQUIREMENTS.
  - LONGITUDINAL (RUNNING) SLOPE ALONG THE ACCESSIBLE ROUTE SHALL NOT EXCEED 1:50 (2.0%).
  - CROSS SLOPES ALONG THE ACCESSIBLE ROUTE SHALL NOT EXCEED 1:50 (2.0%).
  - SLOPES IN ANY DIRECTION, INCLUDING THE DIAGONALS, WITHIN THE ACCESSIBLE PARKING SPACES OR ACCESSIBLE AREAS SHALL NOT EXCEED 1:50 (2.0%).
  - ALL EXTERIOR CONCRETE SURFACES SHALL RECEIVE A HEAVY BROOM FINISH FOR PEDESTRIAN SURFACES.
- GENERAL NOTES:**
- ALL DIMENSIONS ARE TO FACE OF CURB UNLESS OTHERWISE NOTED.
  - ALL RAMP ARE 3% UNLESS OTHERWISE NOTED.
  - ALL SIDEWALKS ADJACENT TO BACK OF CURB SHALL BE 5' WIDE. ALL OTHER SIDEWALKS SHALL BE 4' WIDE UNLESS OTHERWISE NOTED.
  - ALL SPOT ELEVATIONS ARE TO FACE OF PAVEMENT UNLESS OTHERWISE NOTED.
  - ALL SIDEWALKS SHALL HAVE A MAX. RUNNING SLOPE OF 5%. 6. ALL SIDEWALKS SHALL HAVE A MAX. CROSS SLOPE OF 2%.
  - RAMP SHALL NOT EXCEED 8.33%. RAMP LONGER THAN 8' REQUIRE HANDRAILS PER DETAIL 7024. RAMP LONGER THAN 30' REQUIRE A LEVEL LANDING. 8. ALL PAVEMENT SHALL BE PER GEOTECH REPORT RECOMMENDATIONS WITH CONCRETE CURB AND GUTTER.
  - REFER TO STRUCTURAL DETAILS FOR RETAINING WALL DESIGN DETAILS.
  - ALL RETAINING WALLS OVER 12" IN HEIGHT AND/OR PEDESTRIAN AREAS ADJACENT TO SLOPES GREATER THAN 4:1 REQUIRE PEDESTRIAN FALL RAIL PER DETAIL 7075-1.
  - MAXIMUM PERMISSIBLE SLOPE OF DRIVEWAYS IS 10%. MAXIMUM PERMISSIBLE SLOPE OF EMERGENCY ACCESS DRIVEWAYS IS 5%.



LOCATION OF EXISTING UNDERGROUND AND OVERHEAD UTILITIES ARE APPROXIMATE LOCATIONS ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES PRIOR TO BEGINNING WORK AND SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT OCCUR.

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**1036 WHP LLC**  
**1036 WILLIAM HILTON PARKWAY**  
**HILTON HEAD ISLAND, SOUTH CAROLINA**  
**SITE DEVELOPMENT PLANS**  
**GRADING PLAN**

DATE: 06/11/2020  
 DESIGNED BY: [Signature]  
 DRAWN BY: [Signature]  
 CHECKED BY: [Signature]  
 PROJECT NUMBER: 1036  
 FILE PATH:

SOUTH CAROLINA PROFESSIONAL ENGINEER  
 No. 39256  
 CHARLES S. WALKER  
 LJA Engineering, Inc.  
 177 Church Street  
 Suite 100  
 Charleston, South Carolina 29401  
 Phone: 843.465.0100  
 www.lja.com  
 FRN-CO01818

PROJECT NUMBER: 60185-0401  
 SHEET NO.: **C4.0**

# PLAN CORRECTIONS REPORT DPR-000909-2023

**PLAN ADDRESS:** 1036 William Hilton Parkway, A  
Hilton Head, SC 29928

**PARCEL:** R552 015 000 0021 0000

**APPLICATION DATE:** 04/19/2023

**DESCRIPTION:** The project is proposing to convert the existing Ozark Bank building into a seven (7)-unit residential multi-family building with approximately 600 sq. ft. of office space.

CONTACTS	Name	Company	Address
Applicant	CHARLES HAGER	LJA ENGINEERING INC	
Engineer	CHARLES HAGER	LJA ENGINEERING INC	
Owner		1036 WHP LLC	13 Arthur Hills Ct Hilton Head Island, SC 29928

## Application & Plans (DPR)

REVIEW ITEM	STATUS	REVIEWER
<b>Development Review &amp; Zoning</b>	<b>Corrections Required</b>	<b>Michael Connolly: MichaelC@hiltonheadislandsc.gov</b>

1. Will there be a construction trailer or dumpsters on the site during the construction? If so, please show on site plans. Will materials be stored on site for construction, please show on site plans.
2. Update parking calculations to include the office space, approximate 600 sq ft.
3. LMO Section 16-5-103.D - the adjacent street buffer for William Hilton Parkway is a Type E and for Dunnagans Alley is a Type A. Delineate and label the buffer type and options on ALL plan sheets. You need to demonstrate that you meet the planting requirements for the buffer option with a landscaping plan and buffer chart. Be advised that no grading is a permitted in the delineated buffers.
4. LMO Section 16-5-103.E. – The adjacent use buffers on the sides Type B is required. Delineate and label the buffer type and option on all plan sheets. You need to demonstrate you meet the planting requirements for that buffer option with a landscaping plan and buffer chart. Be advised that no grading is permitted in the delineated buffers. (The buffers and setbacks must be shown on ALL plan sheets.)
5. The property has an overlay, COR, please add to your project Table on 3.1
6. Provide encroachment permits or approvals from all applicable outside agencies such as DHEC, OCRM, PSD, Hargray, Palmetto Electric, any applicable private ARB, SCDOT, Beaufort County, etc. ----
7. Encroachments needed for wet utility taps and sidewalk connections are proposed as part of the Major Development Application and the concurrent SIPSD permitting. Approval from SIPSD will need to be provided before the application can be approved. The applicant is working on a SCDOT permit which needs to be provided prior to plan approval.
8. Please ensure that the patio does not encroach in to the adjacent use buffer.
9. Is new irrigation proposed? If so, show on the site plan.
10. Consider using the Town's Substitution of Nonconformities Request Form to address all existing nonconformities such as parking, dumpster, patio, and drive-through paving. The drive-through removal helps bring the site into compliance by removing the asphalt and installing a lawn.

<b>Stormwater Engineering</b>	<b>Corrections Required</b>	<b>Jeff Netzinger email: jeffn@hiltonheadislandsc.gov</b>
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11. Drainage calculations indicate identical impervious cover areas for per and post conditions, but different composite curve numbers, and a different TOC for area POST 2. The report should support the reasons for these discrepancies. Also, the existing and proposed drainage areas are both labeled "POST". This is confusing. Please clarify. If there is a change in impervious cover, this should be indicated in the calculations. Provide an exhibit that clearly shows that change in impervious cover.

12. Add a construction exit to the plan and add the associated detail. Also provide a location and detail for a concrete washout area.

13. Plans include a detail for a level spreader. Indicate where this is to be installed on the plans. Grading plan shows a shallow swale that passes through the middle of a gravel patio. Is this the design intent?

**Natural Resources**

**Corrections Required**

**Brian Eber: [briane@hiltonheadislandsc.gov](mailto:briane@hiltonheadislandsc.gov)**

14. Tree Protection Zones Sec. 16-6-104

Tree protection zones for any trees located within 25' of any proposed grading, construction, or tree removals; to be established by physical barriers that will need to be maintained until such time that the work is completed.

15. SPECIAL ATTENTION must be shown for the Specimen tree protection areas that prevent paving or soil compaction within 15' of the trunk. These Specimen tree protection zones should be substantial, such as cyclone or wooden fencing that will prevent access to these 15' areas or material storage of any kind.

16. On Sheet C1.0 the existing trees will need a pre and post construction fertilization plan with a Mycor treatment need to be completed by a certified arborist where the soil will be disturbed with the asphalt removal and new pavers are installed in an effort to preserve the trees.

17. Tree Protection Warning Signage Sec. 16-6-104.J.3.b

Warning signs shall be installed along any required tree protective fencing at points no more than 150 feet apart. The signs shall be clearly visible from all sides of the outside of the fenced-in area. The size of each sign must be a minimum of two feet by two feet. The sign message shall identify the fenced or marked area as a tree protection zone and direct construction workers not to encroach into the area (e.g., "Tree Protection Zone: Do Not Enter"). See figure 16-6-104.J.2: Tree Protective Fencing and Signage.