



Town of Hilton Head Island
Planning Commission
January 15, 2020 at 3:00 p.m. Regular Meeting
Benjamin M. Racusin Council Chambers

MEETING MINUTES

Present from the Commission: Chairman Peter Kristian, Vice Chairman Lavon Stevens, Leslie McGowan, Mark O'Neil, Alan Perry, Michael Scanlon, Palmer E. Simmons, Todd Theodore

Absent from the Commission: Caroline McVitty (excused)

Present from Town Council: David Ames, Tamara Becker, Tom Lennox, Glenn Stanford

Present from Town Staff: Charles Cousins, Assistant to the Town Manager; Shawn Colin, Director of Community Development; Anne Cyran, Senior Planner; Nicole Dixon, Development Review Administrator; Brian Eber, Storm Water NPDES Coordinator; Teri Lewis, Deputy Director of Community Development; Jeff Netzinger, Assistant Town Engineer/Storm Water Manager; Jennifer Ray, Deputy Director of Community Development; Teresa Haley, Senior Administrative Assistant

1. Call to Order

Chairman Kristian called the meeting to order at 3:00 p.m.

2. Pledge of Allegiance

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

4. Roll Call – See as noted above.

5. Approval of Agenda

Chairman Kristian asked for a motion to amend the agenda to move item 10a prior to item 8a. Commissioner Theodore moved to approve the agenda as amended. Commissioner McGowan seconded. The motion passed with a vote of 8-0-0.

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

Chairman Kristian asked for a motion to approve the minutes of the November 20, 2019 meeting. Commissioner Scanlon moved to approve. Commissioner O'Neil seconded. The motion passed with a vote of 8-0-0.

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

Alex Brown addressed the Commission to incorporate Gullah preservation on the Island as part of the Comprehensive Plan update.

8. Unfinished Business

a. Review of Town Council's changes related to zero lot line subdivision amendments as part of the 2019 LMO Amendments – Set One.

Ms. Dixon presented the item as described in the Commission's agenda package. Staff recommends that the Planning Commission review the suggested changes and forward their recommendation to the Town Council. The changes include:

- Amendments related to zero lot line subdivisions be revised to require 50% maximum impervious coverage per lot instead of being based on the entire development; and
- Add the word "Residential" to the definition of "Zero Lot Line Subdivision."

The Commission made comments and inquiries regarding: the smallest lot size permitted; concern the impervious coverage requirement will not allow for enough land to build a structure; allowing the requirement be based on entire development would encourage quality spans of open space as opposed to small pieces; the intent of the zero lot line is to give flexibility; concern common areas will be absorbed; the intent was to provide the developer the option to meet impervious coverage requirements by lot or by entire development; and concern for creating nonconformities.

Upon the conclusion of the discussion, Chairman Kristian asked for a motion.

Commissioner McGowan moved to approve the Planning Commission's original recommendation to recommend that zero lot line subdivisions require a 50% maximum impervious coverage based on the entire development instead of per individual lot. Commissioner Theodore seconded. The motion passed with a vote of 8-0-0.

9. New Business

a. Public Hearing

LMO Amendments (2019 LMO Amendments – Set Two) – The Town of Hilton Head Island is proposing to amend Chapters 2, 3, 4, 5, 10 and Appendix D of the Land Management Ordinance (LMO) to revise the following sections:

Section 16-2-103.F.5: clarify the language to make it clear that a final plat will not be approved or stamped for recording of the subdivision with Beaufort County until a final Certificate of Compliance (C of C) has been issued; Sections 16-3-105.C.2 and 16-4-102.A.6: allow an Indoor Commercial Recreation use as an allowed use in the CC zoning district; Section 16-3-106.F.2.f: allow projects that fall within the Corridor Overlay District but are not visible from the OCRM Baseline or the OCRM Critical Line to be reviewed through the Minor Corridor Review Procedure; Table 16-5-102.E: add HVAC units to the table of allowable setback encroachments; Section 16-5-109.B.1: clarify that stormwater requirements are applicable to any land disturbing activity that both disturbs ½ acre of land or greater and is within ½ mile of coastal receiving waters; Section 16-5-109.C.9: add the SCDHEC National Pollutant Discharge Elimination System (NPDES) Construction General Permit (CGP) and the SCDHEC Ocean & Coastal Resource Management (OCRM) Coastal Zone Consistency Certification (CZC) Heightened Stormwater Management Requirement to the list of acceptable reference guides; Section 16-5-109.D.1.a.ii: state that the rational method may be used only for sizing individual culverts or storm drains that are not part of a pipe network or system and have a contributing drainage area of 10 acres or less; Sections 16-10-103.E.2 and 16-10-103.G.2: delete health club/spa from examples under Indoor Commercial Recreation and add health club/spa as an example under Other Commercial Services; Section 16-10-103.G.2: add 'screened' in front of 'outdoor storage' in the Bicycle Shop definition; Section 16-10-102.J.1: make revisions to clarify what this category is meant to contain; Appendix D:D-6.F.23: add a requirement that dumpsters be screened in keeping with the Design Guide; Appendix D:D-6: require that dumpsters be

screened and that setbacks be shown on the site plan for Minor Development Plan Reviews; Appendix D:D-7.D: require that dumpsters be screened setbacks be shown on the site plan for Major Development Plan Reviews; Table 16-4-102.A.6: change Outdoor Commercial Recreation Uses Other than Water Parks from Permitted by Condition to Special Exception uses in the zoning districts where they are currently allowed; Section 16-3-105.E, Table 16-4-102.A.6, Section 16-4-102.B, Table 16-5-107.D.1 and 16-10-103.I.2: add grinding as a use and provide standards and a definition; Section 16-2-103.D.4, Section 16-3-105.I, 16-3-105.K, Table 16-3-106.G.4 and 16-5-105.I.7.c: fix incorrect references; Table 16-5-102.C: fix an incorrect footnote; and 16-5-109.D.1.d: reflect the new name of a checklist.

Staff presented the proposed amendments as described in the Commission's agenda package. The Commission discussed one proposed amendment at a time. Following the discussion of each amendment, Chairman Kristian opened the meeting for public comments. Following the public comments, the Commission voted on the proposed amendments.

Proposed Amendment

- This change will clarify the language to make it clear that a final plat will not be stamped for recording of the subdivision with Beaufort County until a final Certificate of Compliance (C of C) has been issued.

Commissioner McGowan moved to forward this amendment to Town Council with a recommendation of approval. Commissioner O'Neil seconded. The motion passed with a vote of 8-0-0.

Proposed Amendment

- This change will allow an Indoor Commercial Recreation use as an allowed use in the CC zoning district.

Commissioner Theodore moved to forward this amendment to Town Council with a recommendation of approval. Commissioner McGowan seconded. The motion passed with a vote of 8-0-0.

Proposed Amendment

- This will allow projects that fall within the COR but are not visible from the OCRM Baseline or the OCRM Critical Line to be reviewed through the Minor Corridor Review Procedure.

Commissioner Theodore moved to forward this amendment to Town Council with a recommendation of approval. Commissioner Scanlon seconded. The motion passed with a vote of 8-0-0.

Proposed Amendment

- This change will add HVAC units to the table of allowable setback encroachments.

Vice Chairman Stevens moved to forward this amendment to Town Council with a recommendation of approval. Commissioner O'Neil seconded. The motion passed with a vote of 8-0-0.

Proposed Amendment

- This change will clarify that stormwater requirements are applicable to any land disturbing activity that both disturbs ½ acre of land or greater and is within ½ mile of coastal receiving waters.

Commissioner McGowan moved to forward this amendment to Town Council with a recommendation of approval. Commissioner Scanlon seconded. The motion passed with a vote of 8-0-0.

Proposed Amendment

- This change will add the SCDHEC National Pollutant Discharge Elimination System (NPDES) Construction General Permit (CGP) and the SCDHEC Ocean & Coastal Resource Management (OCRM) Coastal Zone Consistency Certification (CZC) Heightened Stormwater Management Requirement to the list of acceptable reference guides.

Commissioner Perry moved to forward this amendment to Town Council with a recommendation of approval. Vice Chairman Stevens seconded. The motion passed with a vote of 8-0-0.

Proposed Amendment

- This change will state that the rational method (one of two accepted hydrological methodologies for computing surface runoff) may be used only for sizing individual culverts or storm drains that are not part of a pipe network or system and have a contributing drainage area of 10 acres or less.

Commissioner Scanlon moved to forward this amendment to Town Council with a recommendation of approval. Commissioner McGowan seconded. The motion passed with a vote of 8-0-0.

Proposed Amendment

- This change will delete health club/spa from examples under Indoor Commercial Recreation.
- This change will add health club/spa as an example under Other Commercial Services.

Vice Chairman Stevens moved to forward this amendment to Town Council with a recommendation of approval. Commissioner Scanlon seconded. The motion passed with a vote of 8-0-0.

Proposed Amendment

- This change will add “screened” before “outdoor storage” in the Bicycle Shop definition.

Commissioner Scanlon moved to forward this amendment to Town Council with a recommendation of approval. Commissioner Perry seconded. The motion passed with a vote of 8-0-0.

Proposed Amendment

- This change will add a requirement that dumpsters be screened in keeping with the Design Guide.

Vice Chairman Stevens moved to forward this amendment to Town Council with a recommendation of approval. Commissioner Scanlon seconded. The motion passed with a vote of 8-0-0.

Proposed Amendment

- This change will require that setbacks be shown on the site plan.

Commissioner McGowan moved to forward this amendment to Town Council with a recommendation of approval. Commissioner O'Neil seconded. The motion passed with a vote of 8-0-0.

Proposed Amendment

- This change will require that outdoor commercial recreation uses be approved by special exception.

The Commission asked that the LMO Committee review the special exception condition that requires outdoor commercial recreation uses have access to a minor arterial.

Commissioner Scanlon moved to forward this amendment to Town Council with a recommendation of approval. Commissioner McGowan seconded. The motion passed with a vote of 8-0-0.

Proposed Amendment

- These amendments will establish grinding as a standalone use and will provide for where it is allowed, establish conditions, required parking spaces and a definition.

Commissioner Scanlon moved to forward this amendment to Town Council with a recommendation of approval. Vice Chairman Stevens seconded. The motion passed with a vote of 8-0-0.

Proposed Ministerial Amendments

Commissioner Scanlon moved to forward these amendments to Town Council with a recommendation of approval. Commissioner Perry seconded. The motion passed with a vote of 8-0-0.

10. Commission Business

a. US 278 Gateway Corridor Committee Update

David Johnson, Chairman of the US 278 Corridor Committee, presented statements regarding the focus and scope of the Committee, the status of their work and community efforts, and a timeline for making their recommendation to the Town Council and the SCDOT. The Commission thanked Mr. Johnson for his presentation.

b. Committee Assignments – The item was included in the Commission's agenda package.

11. Chairman's Report

Chairman Kristian noted the Our Plan Development Team met on Monday and went through the vision pillars. The Team is planning to bring forward information to the Comprehensive Plan Committee sometime in April.

12. Committee Report

The Gullah-Geechee Land & Cultural Preservation Task Force is anticipating work from Staff on the work plan that was approved by Town Council.

13. Staff Reports

a. Workforce Housing Update

Mr. Colin presented the update. The Public Planning Committee (PPC) will meet tomorrow at 9:00 a.m. to review the Town Council approved elements for workforce housing: development incentives and programs which promote commercial conversion; develop a “sliding scale” density bonus program linking the amount of workforce units to the amount of bonus; develop criteria and conditions under which unrestricted Town-owned land may be used to facilitate the development of workforce housing; and evaluate the development of, and participation in, a regional housing trust in coordination with the Southern Lowcountry Regional Board. Staff will return to the PPC on January 23 at 3:00 p.m. with a more detailed work plan. Any recommendations to change the LMO will be sent to the LMO Committee.

14. Adjournment

The meeting was adjourned at 4:30 p.m.

Submitted by: Teresa Haley, Secretary

Approved: February 19, 2020