



**Town of Hilton Head Island
Planning Commission Meeting
Wednesday, May 16, 2018 – 3:00 p.m.
Benjamin M. Racusin Council Chambers
AGENDA**

As a Courtesy to Others Please Turn Off All Cell Phones and Pagers 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 mailed 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 April 18, 2018
- 7. Appearance by Citizens on Items Unrelated to Today’s Agenda**
- 8. Unfinished Business**
- 9. New Business**
 - a. STDV-0999-2018: Lawrence Mann, a representative of Southern Heritage Homes Inc., proposes to name a new street **Broad View Lane**. This street will serve a new 23 lot subdivision, which is currently addressed at 31 Marshland Road.
- 10. Commission Business**
 - a. Confirmation of Nominating Committee
- 11. Chairman’s Report**
- 12. Committee Report**
- 13. Staff Report**
- 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 April 18, 2018 – 3:00 p.m. Meeting
Benjamin M. Racusin Council Chambers

Commissioners Present: Chairman Alex Brown, Vice Chairman Peter Kristian, Glenn Stanford, Todd Theodore, Bryan Hughes, Barry Taylor, Judd Carstens, Lavon Stevens

Commissioners Excused: Caroline McVitty

Town Council Present: Tom Lennox

Town Staff Present: Shawn Colin, Deputy Director of Community Development; Charles Cousins, Director of Community Development; Teri Lewis, LMO Official; Jennifer Ray, Planning & Special Projects Manager; Anne Cyran, Senior Planner; Teresa Haley, Senior Administrative Assistant

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 mailed 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 as submitted by general consent.

6. Approval of Minutes – Meeting of April 4, 2018

Commissioner Stanford moved to approve the minutes of the April 4, 2018 meeting as corrected. Vice Chairman Kristian seconded. The motion passed with a vote of 7-0-0.

7. Appearance by Citizens on Items Unrelated to Today's Agenda – None

8. Unfinished Business – None

9. New Business – None

10. Commission Business – None

11. Chairman's Report – None

12. Committee Report – None

13. Staff Report

(Note: Staff Report 13b was presented prior to 13a.)

a. Update on Affordable Housing Initiative

Mr. Colin presented the background of this Town Council priority. In early fall of 2017, the Public Planning Committee (PPC) made recommendations to Town Council regarding workforce availability and workforce housing. Town Council supported those recommendations and discussed them at the workshop as they developed their priorities for 2018. Town Council supported moving forward on an initiative to take a deeper dive on workforce availability and workforce housing issues.

Staff developed a list of workforce housing best practices, including programs, funding sources, and management structures, based on eighteen different communities across the country. The PPC held a series of workshops with various groups in the community, and with experts from five other communities that have affordable/workforce housing programs. Staff also created a twenty question survey on the need for housing regionally and locally, on whether a solution should be regional or local, and on the types of housing that should be built in early stages of the project and long term.

Using the information from the workshops and the survey responses, Staff developed a scope of work and an RFP to engage a consultant to develop an Affordable Workforce Housing Strategic Plan. The RFP was released on March 1st with a three week deadline. Only one, non-responsive (incomplete) RFP was received. Staff sought input from the other communities that attended the workshop to modify the RFP to get better results and to get recommendations for high quality consultants that might be interested in the work. The RFP was then modified and reposted. Nine packages were received on April 17th and eight of those were responsive. Staff will evaluate those over the next few weeks.

The consultant's objective is to provide insight and direction on the policy matrix to tailor a program for Hilton Head Island. Staff thinks considering workforce housing in a regional context will be important. The County has hired a consultant to perform a county wide housing needs assessment. The Town consultant will review the results of that assessment and validate the assumptions and recommendations. The consultant's timeframe to complete the work as outlined in the scope of work is six to nine months. PPC will meet next week to discuss further details around this effort.

The Commission made various inquiries and comments regarding the following: the consultant's scope of work; the cost parameters for affordable housing; the existing inventory of homes that fall within the affordable housing parameter; this initiative targets workforce availability, which has two components: workforce housing and transportation; all property options will be considered by staff for new workforce housing; some information from the consultant's findings is projected to be available in time for Town Council's December workshop; staff does not want to commit to target demographics until the consultant presents their findings; the consultant will work with local businesses and key stakeholders to identify the targets; staff contacted local employers to find out what their employees earn; changes were made to the initial RFP because it was too rigid, the marketplace component was too specific, and the solicitation window was too short; programs will be looked into to supplement payments for homes, including down payment

assistance; legislation to allow South Carolina municipalities to use inclusionary zoning died on the House floor last week, so tax credits for developers building affordable housing will not be available to the Town; other municipalities use negotiated developer fees as part of development agreements; the Low Income Housing Tax Credit requirements and impacts; agencies that qualify individuals into affordable housing programs and continue to verify that qualifications are met; affordable housing inventory from the 2010 Census; and the County needs assessment will be an accurate and reliable source for sales price and rental rates.

Chairman Brown expressed the importance of this effort being in direct communication with the Gullah-Geechee Task Force. The Task Force is trying to preserve the land and keep it in Gullah folks' ownership, so there needs to be opportunities for those folks to develop affordable housing. The Commission commended Mr. Colin and staff for their work.

Chairman Brown asked for public comment. Eric Somerville presented statements regarding the perceptions of residents', his unsolicited proposal to the Town for affordable workforce housing strategic plan, and his professional experience.

b. Update on U.S. 278 Bridge Replacement

Mr. Cousins presented the update regarding the Gateway Corridor project. There are four spans of the bridge, one of which has been classified as deficient by the DOT. Therefore, it has to be replaced. The DOT is taking this as an opportunity to replace all four spans at the same time. The DOT has \$40 million set aside to replace the deficient span. The estimate by the DOT to replace all four spans is approximately \$240 million. At this point, there's a referendum scheduled by the County in November to raise \$80 million. That leaves approximately \$120 million short of the \$240 million required. The County is looking to amend their current application to the State Infrastructure Bank to get that other \$120 million to cover the full cost of the bridge.

The County hired a consultant to put together the application to the State Infrastructure Bank. At yesterday's Town Council meeting, the Town Council agreed to help fund that consultant, and added two items to the consultant's objectives: 1) To have a couple of community meetings on Hilton Head Island to discuss this project and gain input from the community; and 2) To provide a few sketches of what the bridge might look like to educate the community and with the hope of gaining community support of the referendum.

The DOT has hired a consultant to perform an environmental assessment of the bridge replacement. The assessment includes community engagement, and the contract calls for numerous public meetings, which will be scheduled over the next two years.

Town Staff is continuing to keep plugged into this project with the County and DOT, as this is a vital effort and issue for the community.

The Commission made various inquiries and comments regarding: the scope of the project includes more than just the bridge replacement – it includes the area between Moss Creek and Squire Pope Road, and therefore should be referred to as a corridor redevelopment project; the Town needs to reach out to the property owners that will be affected in the corridor and work with them regarding any required land acquisition; whether public officials, including the Commission, could publicly endorse the project versus as a private citizen; recently approved road work in the Windmill Harbour area will proceed; and the County consultant is amending the County’s existing application to the State Infrastructure Bank. The Commission thanked Mr. Cousins.

Chairman Brown asked for public comment. Eric Somerville presented statements regarding the intersection at Pinckney Island and affordable housing.

c. Update on Trolley Service

Ms. Cyran presented the background regarding the Trolley Service. The 2010 US Census designated the Hilton Head/Bluffton region as a Small Urbanized Area. The change in designation made federal grant money available for urban transit service. Palmetto Breeze secured federal grants to buy equipment and make upgrades to their facilities. The Town has long partnered with Palmetto Breeze to provide rural service, which is primarily bringing workers from outlying counties to the island. Understanding the need to reduce the number of cars on the road, especially during tourist season, Town Council agreed to partner with Palmetto Breeze to fund an urban service. The immediate result will be a trolley that runs during the tourist season through the main commercial areas on the island.

Ms. Cyran presented a photograph of the standard trolley offered. The trolleys carry about 35 passengers. The three trolleys for this effort will be customized to meet the needs and character of Hilton Head Island. The color scheme has not yet been decided. The trolleys will have two doors for faster loading and unloading, a bike rack on the front, and Wi-Fi. They also have GPS for passengers to find and track the trolleys location.

Staff worked with Palmetto Breeze to develop a draft route for the initial year of service, which is scheduled to start in mid-July. Two trolleys will run on one route between the Coligny Area, Park Plaza, Shelter Cove Towne Centre and Shelter Cove Harbour. A third trolley will be available for the 2019 season, so Staff drafted possible routes for next season and the season of 2020.

Palmetto Breeze is continuing to work to secure property owners approval for the Park Plaza stop. The service will operate 9:00 a.m. to 7:00 p.m. The fare is \$1.00, except for children under a certain height ride free. Payment will be by cash or through an app. The regular service season would be from March to October.

Palmetto Breeze just selected a marketing consultant. The consultant will work with Palmetto Breeze and the Town to create a marketing campaign to roll out the service.

Palmetto Breeze is also working with Sea Pines and Palmetto Dunes to connect the Sea Pines Trolley and the Dunes Buggy to the trolley stops. Palmetto Breeze is having an urban service study conducted and the results will be available in July. The study will make recommendations for urban services in the area of Hilton Head and greater Bluffton. Staff will review those recommendations to determine if the Town wants to fund something like commuter busses between Bluffton and Hilton Head.

The Commission made inquiries and comments regarding: Town Council is not going to start charging for parking at the Coligny Beach Park until sometime in the future; the success of having the second trolley route from Palmetto Bay Road to Pope Avenue would be contingent on having paid parking at Coligny Beach Park; the trolleys are custom-built so certain modifications can be made; the video on the Town's website promoting the Town beach parks; shelters and restrooms should be considered when the trolley service is fully implemented; shelters would require design and approval processes; concern for people driving directly to the beach versus to a trolley stop like Shelter Cove and leaving their vehicle; the trolley mostly connects to commercial areas, not reaching residential areas; workforce transit will need to be considered in the future; how to identify who uses the trolley and what they use it for; the Town has committed to funding a portion of the trolley through its partnership with Palmetto Breeze; the trolley schedule is available on the Palmetto Breeze website; and the current schedule doesn't serve certain work shifts in the community and that needs to be addressed. The Commission thanked Ms. Cyran for her presentation.

Chairman Brown asked for public comment. Eric Somerville made statements regarding the contracts for the trolley and housing.

14. Adjournment – The meeting was adjourned at 4:11 p.m.

Submitted by: Teresa Haley, Secretary

Approved:

Alex Brown, Chairman



TOWN OF HILTON HEAD ISLAND COMMUNITY DEVELOPMENT DEPARTMENT

One Town Center Court

Hilton Head Island, SC 29928

843-341-4757

FAX 843-842-8908

STAFF REPORT NEW STREET NAME

Case #:	Name of Project:	Public Hearing Date:
STDV-0999-2018	Marshes of Broad Creek Subdivision	May 16, 2018

Parcel Data or Location:	Applicant/Agent:
R510 008 000 008C 0000 31 Marshland Road	Lawrence Mann Southern Heritage Homes Inc. 3 Promontory Court Hilton Head Island, SC 29928

Application Summary:
Lawrence Mann, a representative of Southern Heritage Homes Inc., proposes to name a new street **Broad View Lane**. This street will serve a new 23 lot subdivision.

Staff Recommendation:
Staff recommends the Planning Commission **approve** the Broad View Lane street name application based on the review criterion outlined in Land Management Ordinance Section 16-2-103.O.4 and enclosed herein.

Background:
The subject street will serve a new 23 lot subdivision, which is currently addressed at 31 Marshland Road. The applicant is proposing to name the street Broad View Lane. Broad View Lane is a unique street name within Beaufort County while being easy to read and pronounce.
Beaufort County Dispatch and the Town Fire Rescue Dispatch have both determined Broad View Lane meets their standards for new street names.

As set forth in LMO Section 16-2-103.O.3.d, Decision-Making Body Review and Decision, the Commission shall hold a public hearing and make a final decision on the application based on the standards in LMO Section 16-2-103.O.4, Street/Vehicular Access Easement Review Standards.

Summary of Facts and Conclusion of Law:

Criteria A: No new street or vehicular access easement, or proposed modification of the name of an existing street or vehicular access easement, shall duplicate, be phonetically similar to, or in any way be likely to be confused with an existing street or vehicular access easement, despite of the use of prefixes or suffixes. (LMO Section 16-2-103.O.4.a).

Findings of Fact:

- Town staff, Town Fire Rescue Dispatch, and Beaufort County Dispatch have determined Broad View Lane is not duplicated within the Town or Beaufort County.
- Town staff, Town Fire Rescue Dispatch, and Beaufort County Dispatch have determined Broad View Lane is not phonetically similar to an existing street or vehicular access easement.
- Town staff, Town Fire Rescue Dispatch, and Beaufort County Dispatch have determined Broad View Lane will not likely be confused with an existing street or vehicular access easement.

Conclusion of Law:

- The proposed street name of Broad View Lane **meets the requirements** of this criterion.

Summary of Facts and Conclusion of Law:

Criteria B: Names shall be simple, logical, easy to read and pronounce, and are clear and brief. Use of frivolous or complicated words or unconventional spellings in names shall not be approved. (LMO Section 16-2-103.O.4.b).

Findings of Fact:

- Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch determined Broad View Lane is simple, logical, easy to read and pronounce.
- Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch determined Broad View Lane is clear and brief.
- Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch determined Broad View Lane does not include frivolous or complicated words or unconventional spelling.

Conclusion of Law:

- The proposed street name Broad View Lane **meets the requirements** of this criterion.

Summary of Facts and Conclusion of Law:

Criteria C: It is desirable to use names that have some association with Hilton Head Island and specifically with the immediate location of the street or place, such as reference to local history or physiographic features. (LMO Section 16-2-103.O.4.c).

Finding of Fact:

- Broad View Lane references the view of Broad Creek from the back of this property.

Conclusion of Law:

- The proposed street name Broad View Lane **meets the requirements** of this criterion.

Summary of Facts and Conclusion of Law:

Criteria D: Use of a common theme is recommended for names of streets that are associated with one another, such as those within a residential development. (LMO Section 16-2-103.O.4.d).

Finding of Fact:

- The proposed street name, Broad View Lane, and the proposed name of the development, Marshes of Broad Creek, relate to the development's proximity to Broad Creek.

Conclusion of Law:

- The proposed street name Broad View Lane **meets the requirements** of this criterion.

Summary of Facts and Conclusion of Law:

Criteria E: Streets or vehicular access easements that continue through an intersection should generally bear the same name, except where the street crosses a major arterial or where existing address points on a street require that the street given a different name. (LMO Section 16-2-103.O.4.e).

Finding of Fact:

- The proposed street does not continue through an intersection.

Conclusion of Law:

- **This criterion does not apply** to this application.

Summary of Facts and Conclusion of Law:

Criteria F: A street or vehicular access easement making an approximate right-angle turn where there is no possibility of extending the street or vehicular access easement in either direction shall be considered to be continuous and continue the same name. Where there is a choice of direction or a possibility of extending either section in the future, such configuration shall be considered to be an intersection and the street/easement segments extending from the intersection shall bear different names. (LMO Section 16-2-103.O.4.f).

Finding of Fact:

- There is no possibility of extending the roadway because it will be surrounded by single family lots.

Conclusion of Law:

- This application meets the requirements of this criterion.

Summary of Facts and Conclusion of Law:

Criteria G. New or modified street names should generally use Drive, Lane, Place, Road, Street, or Way as suffixes. The following street designations should only be used if the street design meets one of the following descriptions. This list is not intended to limit the use of other appropriate suffixes.

1. *Alley – A street providing vehicular access to the rear of lots or buildings, usually as a secondary means of access to a property.*
2. *Avenue – A street that is continuous.*
3. *Boulevard – A street with a landscaped median dividing the roadway.*
4. *Circle – A street with a complete loop on the end or a side street that intersects another street at two adjacent intersections.*
5. *Court – A street terminating in a cul-de-sac, not longer than 1,000 feet in length.*
6. *Extension – A section of street forming an additional length.*
7. *Parkway – A street designated as a collector or arterial road, with a landscaped median reflecting the parkway character implied in the name.*

(LMO Section 16-2-103.O.4.g).

Findings of Fact:

- The proposed name for the new street is Broad View Lane.
- Lane is a preferred suffix for new street names.

Conclusion of Law:

- The proposed street name Broad View Lane meets the requirements of this criterion.

Summary of Facts and Conclusion of Law:

Criteria H. The suffixes Manor, Trace, and Common shall typically be used to name vehicular access easements. (LMO Section 16-2-103.O.4.h).

Finding of Fact:

- The subject roadway is a street, not an access easement.

Conclusion of Law:

- This criterion does not apply to this application.

Summary of Facts and Conclusions of Law:

Criteria I. Where natural barriers, intervening land uses, or developments that break an existing street into two separate streets that are not likely to be reconnected in the future, the streets shall be named in a manner that considers the potential economic impact of the number of address points and type of addresses impacted. (LMO Section 16-2-103.O.4.i).

Finding of Fact:

- The existing roadway is not broken into two separate streets.

Conclusion of Law:

- **This criterion does not apply** to this application.

PREPARED BY:

RF

Ricardo Franco
Addressing Technician

May 4, 2018

DATE

REVIEWED BY:

CJ-G

Cathy Jones-Gooding
Communications Manager

May 4, 2018

DATE

REVIEWED BY:

AC

Anne Cyran, AICP
*Planning Commission Coordinator &
Senior Planner*

May 4, 2018

DATE

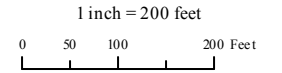
ATTACHMENTS:

- A) Location Map
- B) Site Plan
- C) Narrative



STDV-0999-2018

31 Marshland Rd
Street Naming



Staff Report
Attachment A
Location Map

Subject Parcel
31 Marshland Road

TOWN OF HILTON HEAD ISLAND

ONE TOWN CENTER COURT
HILTON HEAD ISLAND, S.C. 29928
PHONE (843) 341-4600

The information on this map has been compiled from a variety of sources and is intended to be used only as a guide. It is provided without any warranty or representation as to the accuracy or completeness of the data shown. The Town of Hilton Head Island assumes no liability for its accuracy or state of completion or for any losses arising from the use of this map.

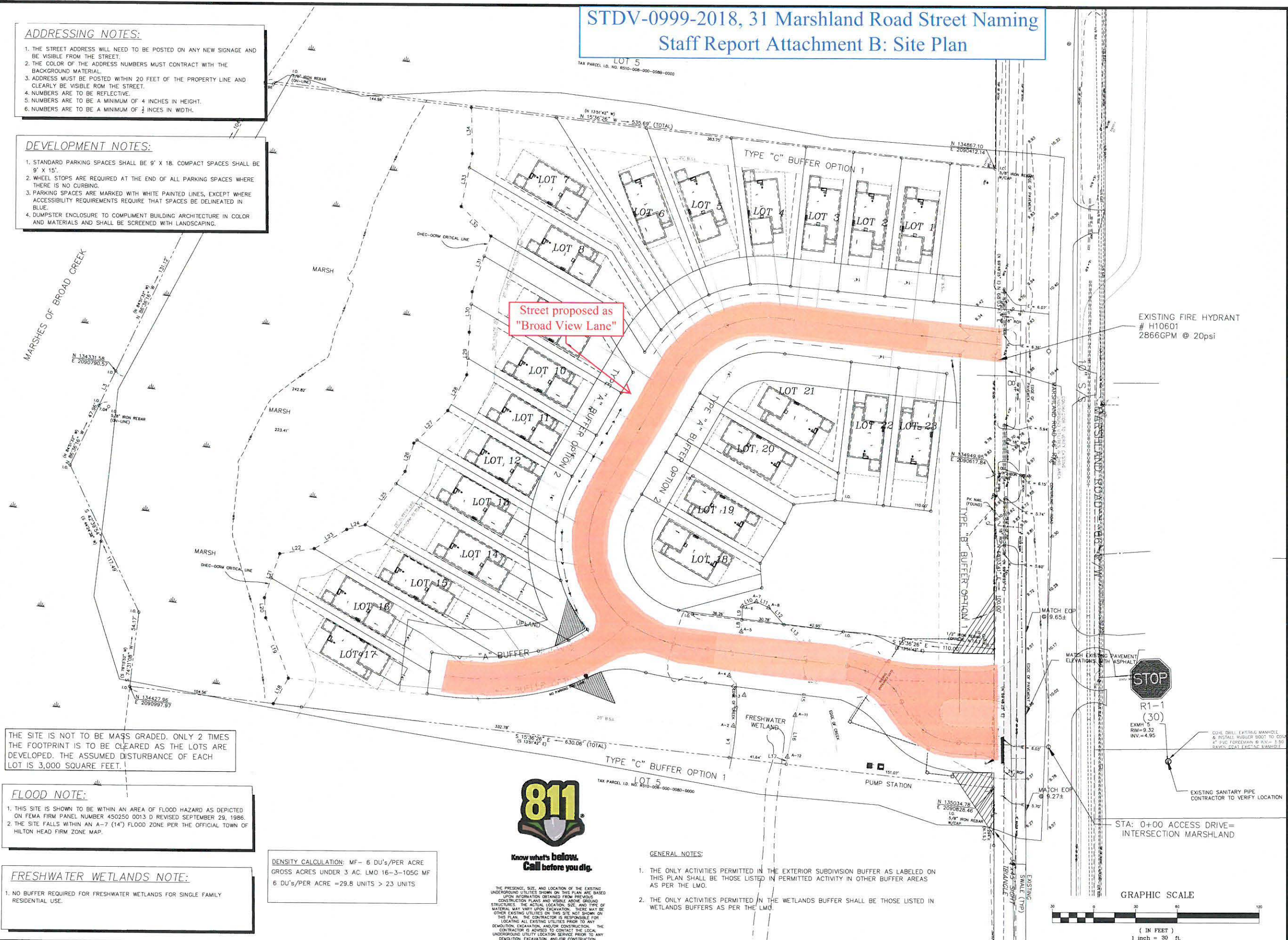
STDV-0999-2018, 31 Marshland Road Street Naming Staff Report Attachment B: Site Plan

ADDRESSING NOTES:

1. THE STREET ADDRESS WILL NEED TO BE POSTED ON ANY NEW SIGNAGE AND BE VISIBLE FROM THE STREET.
2. THE COLOR OF THE ADDRESS NUMBERS MUST CONTRAST WITH THE BACKGROUND MATERIAL.
3. ADDRESS MUST BE POSTED WITHIN 20 FEET OF THE PROPERTY LINE AND CLEARLY BE VISIBLE FROM THE STREET.
4. NUMBERS ARE TO BE REFLECTIVE.
5. NUMBERS ARE TO BE A MINIMUM OF 4 INCHES IN HEIGHT.
6. NUMBERS ARE TO BE A MINIMUM OF 1/2 INCHES IN WIDTH.

DEVELOPMENT NOTES:

1. STANDARD PARKING SPACES SHALL BE 9' X 18. COMPACT SPACES SHALL BE 9' X 15'.
2. WHEEL STOPS ARE REQUIRED AT THE END OF ALL PARKING SPACES WHERE THERE IS NO CURBING.
3. PARKING SPACES ARE MARKED WITH WHITE PAINTED LINES, EXCEPT WHERE ACCESSIBILITY REQUIREMENTS REQUIRE THAT SPACES BE DELINEATED IN BLUE.
4. DUMPSTER ENCLOSURE TO COMPLIMENT BUILDING ARCHITECTURE IN COLOR AND MATERIALS AND SHALL BE SCREENED WITH LANDSCAPING.



THE PRESENCE, SIZE, AND LOCATION OF THE EXISTING UNDERGROUND UTILITIES SHOWN ON THIS PLAN ARE BASED UPON INFORMATION OBTAINED FROM PREVIOUS CONSTRUCTION PLANS AND VISIBLE ABOVE GROUND STRUCTURES. THE ACTUAL LOCATION, SIZE, AND TYPE OF MATERIAL MAY VARY UPON EXCAVATION. THERE MAY BE OTHER EXISTING UTILITIES ON THIS SITE NOT SHOWN ON THIS PLAN. THE CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL EXISTING UTILITIES PRIOR TO ANY DEMOLITION, EXCAVATION, AND/OR CONSTRUCTION. THE CONTRACTOR IS ADVISED TO CONTACT THE LOCAL UNDERGROUND UTILITY LOCATION SERVICE PRIOR TO ANY DEMOLITION, EXCAVATION, AND/OR CONSTRUCTION.

GENERAL NOTES:

1. THE ONLY ACTIVITIES PERMITTED IN THE EXTERIOR SUBDIVISION BUFFER AS LABELED ON THIS PLAN SHALL BE THOSE LISTED IN PERMITTED ACTIVITY IN OTHER BUFFER AREAS AS PER THE LMO.
2. THE ONLY ACTIVITIES PERMITTED IN THE WETLANDS BUFFER SHALL BE THOSE LISTED IN WETLANDS BUFFERS AS PER THE LMO.

THE SITE IS NOT TO BE MASS GRADED. ONLY 2 TIMES THE FOOTPRINT IS TO BE CLEARED AS THE LOTS ARE DEVELOPED. THE ASSUMED DISTURBANCE OF EACH LOT IS 3,000 SQUARE FEET.

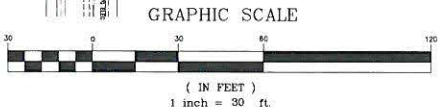
FLOOD NOTE:

1. THIS SITE IS SHOWN TO BE WITHIN AN AREA OF FLOOD HAZARD AS DEPICTED ON FEMA FIRM PANEL NUMBER 450250 0013 D REVISED SEPTEMBER 29, 1986.
2. THE SITE FALLS WITHIN AN A-7 (14') FLOOD ZONE PER THE OFFICIAL TOWN OF HILTON HEAD FIRM ZONE MAP.

FRESHWATER WETLANDS NOTE:

1. NO BUFFER REQUIRED FOR FRESHWATER WETLANDS FOR SINGLE FAMILY RESIDENTIAL USE.

DENSITY CALCULATION: MF- 6 DU'S/PER ACRE
GROSS ACRES UNDER 3 AC. LMO 16-3-105G MF
6 DU'S/PER ACRE = 29.8 UNITS > 23 UNITS



RELEASE FOR CONSTRUCTION DATE:
RELEASE FOR PERMIT DATE:
Other:

TATE DESIGN GROUP
SITE DESIGN ENGINEERS
1821 Curtis Drive, North Augusta SC 29841
803.226.7979 Fax 803.310.6044
tatedesigngroup@gmail.com

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NO.	DATE	REVISION
1	3-20-18	

The Marshes at Broad Creek
200 MARSHLAND ROAD
HILTON HEAD ISLAND, SC
PREPARED FOR:
B. HAMMEL PROPERTIES, LLC

PROJECT NO: 16120.00.HH
DRAWN BY: MST
CHECKED BY: MST

LAYOUT PLAN
SHEET NO. **C4**
OF 18

NOT FOR CONSTRUCTION

MARSHES AT BROAD CREEK

**STREET NARRATIVE
FOR MARSHES OF BROAD CREEK
SUBDIVISION TOWN OF HILTON
HEAD**

STREET NAME: BROAD VIEW LANE

Marshes of Broad Creek is the name of the residential development and Broad View Lane is the name of the proposed street. While not ideally common in the conventional sense, the word "Broad" is the common denominator between the development name and the proposed street name.