



**The Town of Hilton Head Island  
Regular Planning Commission Meeting  
Wednesday, July 21, 2010  
3:00 p.m. Benjamin M. Racusin Council Chambers  
AGENDA**

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**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 - Regular Planning Commission Meeting of June 16, 2010**
- 7. Appearance by Citizens on Items Unrelated to Today's Agenda**
- 8. Unfinished Business**  
None
- 9. New Business**
  - a) **ZMA100002** – The Town of Hilton Head Island has applied to amend the Official Zoning Map by amending the Palmetto Dunes Resort Master Plan and its accompanying text to change the land uses permitted on four parcels, located near the corner of William Hilton Parkway and Queens Folly Road. A portion of one property is currently zoned OL, Office/Institutional, and will be incorporated into the PD-1 as part of the Palmetto Dunes Resort Master Plan. The remainder of properties are currently zoned PD-1 within the Palmetto Dunes Resort Master Plan and assigned land uses of “HHI Fire Station”, “PDR Maintenance” and “Outdoor Entertainment/Recreation.” These designations will be changed to “Fire Station and Palmetto Dunes Administrative/Security/Maintenance/Pass Office”, “Palmetto Dunes Maintenance/ Utility/Pass Office” and “Government Facilities/Parks and Open Areas” with associated density. The properties are identified as parcels 19, 346, and 347A on Beaufort County Tax Map 12 and parcel 2 on Beaufort County Tax Map 15.  
*This application has been withdrawn.*
  - b) **LMO Amendment** – The Town of Hilton Head Island is proposing to amend Chapter 4 of the Land Management Ordinance (LMO) to revise the following article and section: Article XIII, Section 16-4-1305. This reduces the separation requirement for auto sales facilities, eliminates the requirement of having direct access to a major or minor arterial road and requires a minimum lot size. These changes may affect your rights as an owner of land. *Presented by: Nicole Dixon*

- 10. Commission Business**
- 11. Chairman's Report**
- 12. Committee Reports**
- 13. Staff Reports**
  - a) Planning Commission Reference Manuals
- 14. Adjournment**

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

1 **THE TOWN OF HILTON HEAD ISLAND**  
2 **Planning Commission**  
3 **Minutes of the Wednesday, June 16, 2010 Meeting** **DRAFT**  
4 **3:00pm – Benjamin M. Racusin Council Chambers**  
5

6 Commissioners Present: Chairman Al Vadrnais, Vice Chairman Loretta Warden,  
7 Jack Docherty, Terence Ennis, Therese Leary, Tom Lennox,  
8 Gail Quick and David White  
9  
10 Commissioners Absent: Tom Crews  
11  
12 Town Council Present: Bill Ferguson  
13  
14 Town Staff Present: Jill Foster, Community Development Department Deputy Director  
15 Jayme Lopko, Senior Planner & Planning Commissioner Coordinator  
16 Randy Nicholson, Comprehensive Planning Division Manager  
17 Scott Liggett, Director Public Projects & Facilities/Chief Engineer  
18 Heather Colin, Development Review Administrator  
19 Darrin Shoemaker, Traffic & Transportation Engineer  
20 Kathleen Carlin, Administrative Assistant

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21  
22 **I CALL TO ORDER**

23 Chairman Vadrnais called the meeting to order at 3:00pm.  
24

25 **II PLEDGE OF ALLEGIANCE TO THE FLAG**

26  
27 **III ROLL CALL**

28  
29 **IV FREEDOM OF INFORMATION ACT**

30 Public notification of this meeting has been published, posted and mailed in compliance with  
31 the Freedom of Information Act and Town of Hilton Head Island requirements.  
32

33 **V USAGE OF CELLULAR TELEPHONE**

34 Please turn off all cellular phones so that the meeting is not disturbed. Use of the cell phone is  
35 allowed in the hallway outside of Council Chambers.  
36

37 **VI APPROVAL OF THE AGENDA**

38 The agenda was **approved** as presented by general consent.  
39

40 **VII APPROVAL OF THE MINUTES**

41 The minutes of the June 2, 2010 meeting were **approved** as presented by general consent.  
42

43 **VIII PRESENTATION OF CRYSTAL AWARD TO COMMISSIONER DAVID WHITE**

44 Ms. Jill Foster presented the Town's Crystal Award to outgoing Planning Commissioner, Mr.  
45 David White. On behalf of staff, Ms. Foster stated her appreciation to Mr. White for providing  
46 excellent service to the Planning Commission from July 2004 – June 2010.

47 Chairman Vadrnais, and all of the Planning Commissioners, stated their appreciation to

1 Commissioner White. Commissioner White thanked his fellow Planning Commissioners and  
2 the staff. A Farewell Reception in appreciation of Commissioner White's service was held in  
3 Council Chambers following today's business meeting.

4  
5 **VIII APPEARANCE BY CITIZENS ON ITEMS UNRELATED TO TODAY'S AGENDA**

6 None

7  
8 **IX UNFINISHED BUSINESS**

9 None

10  
11 **X NEW BUSINESS**

12 None

13  
14 **XI COMMISSION BUSINESS**

15 Discussion and Adoption of revised Rules of Procedure

16 Vice Chairman Warden stated that at their May 12, 2010 meeting, the Rules of Procedure  
17 Committee directed the staff to make changes to the Rules of Procedure with respect to the  
18 Comprehensive Plan. These changes were reviewed and approved by the ROP Committee.

19  
20 An additional revision to the Rules was proposed with respect to the quorum required to vote on  
21 an appeal. The ROP Committee reviewed this proposal and voted unanimously to disapprove  
22 making any changes to this language. The only changes in language approved by the ROP  
23 Committee involve the Comprehensive Plan.

24  
25 Mrs. Jayme Lopko made the revised Rules presentation on behalf of staff. All of the  
26 recommended changes are on located on page 5 of the Rules of Procedure. The Planning  
27 Commission and staff discussed the additional language that allows for periodic review and  
28 evaluation of the Comprehensive Plan. Following this discussion, Chairman Vadnais requested  
29 that a motion be made to recommend approval of the proposed revisions to the Rules of  
30 Procedure as presented today by staff.

31  
32 Commissioner Leary made the **motion to approve** the proposed revisions to the Rules of  
33 Procedure as presented today by the staff. Commissioner Quick **seconded** the motion and the  
34 motion **passed** with a vote of 8-0-0.

35  
36 **XII CHAIRMAN'S REPORT**

37 Chairman Vadnais stated that the newest member of the Planning Commission is scheduled to  
38 be sworn on July 7, 2010. Commissioners Jack Docherty and Terry Ennis will also be sworn in  
39 for a second term on that date. Chairman Vadnais reported that sub-committee assignments  
40 will be made at the July 7, 2010 meeting.

41  
42 **XIII COMMITTEE REPORTS**

43 Chairman Vadnais requested that the Nominating Committee present their report with respect to  
44 the nomination of new Officers for 2010 – 2011. Commissioner Leary presented the report on  
45 behalf of the Committee. The Nominating Committee recommended that the current Chairman,  
46 Al Vadnais, and current Vice Chairman, Loretta Warden, be nominated to serve another one-  
47 year term.

1 Chairman Al Vadnais and Vice Chairman Loretta Warden thanked the Committee a greed to  
2 serve as Officers for the new term. The Planning Commission **voted unanimously** to elect Al  
3 Vadnais as Chairman and Loretta Warden as Vice Chairman for 2010 – 2011.  
4

5 **XIV STAFF REPORTS**

6 Ms. Jill Foster reported that Mr. Randy Nicholson, Comprehensive Planning Division Manager,  
7 has resigned from the Town in order to take a new position in Travis County, Texas. The staff  
8 and the Planning Commission thanked Mr. Nicholson for his dedicated service and wished him  
9 well in his new position. Mr. Nicholson thanked the Planning Commission for the opportunity  
10 to work with them over the past eight years and for their good wishes.  
11

12 Mrs. Jayme Lopko presented the Quarterly Report to the Planning Commission. Mr. Scott  
13 Liggett presented statements with regard to the status of the North Mathews Drive project.  
14 Mr. Darrin Shoemaker presented statements with regard to pedestrian – bicycle safety concerns  
15 specifically related to crosswalks.  
16

17 Ms. Heather Colin presented the Subdivision Report to the Planning Commission.  
18

19 Following final discussion by the Planning Commission, Chairman Vadnais invited everyone to  
20 join the staff and the Commission in the Farewell Reception for Commissioner David White  
21 immediately following the meeting.  
22

23 The meeting was adjourned at 4:00pm.  
24

25 Submitted By:

Approved By:

26 \_\_\_\_\_  
27  
28 Kathleen Carlin  
29 Administrative Assistant  
30  
31

\_\_\_\_\_

Al Vadnais  
Chairman



# TOWN OF HILTON HEAD ISLAND

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## *Community Development Department*

**TO:** Planning Commission  
**VIA:** Teri Lewis, AICP, *LMO Official*  
**FROM:** Nicole Dixon, *Planner*  
**DATE:** July 12, 2010  
**SUBJECT:** Proposed Auto Sales LMO (Land Management Ordinance) Amendment

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Staff presented the proposed Auto Sales Amendment to the LMO Committee at a public meeting held July 7<sup>th</sup>, 2010. The LMO Committee made a motion to forward the proposed amendment as presented by staff to the full Planning Commission for their approval. The motion passed with a vote of 4-0.

The proposed amendment to LMO Section 16-4-1305, Auto Sales, is attached for your review. The proposed amendment was included with the 2010 General LMO Amendments; however the item was removed from the general set by Town Council at 1<sup>st</sup> reading on May 18, 2010 and sent back to the LMO Committee for staff to further review.

Town Council specifically asked that the LMO Committee review the suggested changes made by the Planning & Development Standards Committee, which was to reduce the proposed 500 foot separation to a 400 foot separation of auto sales use to auto sales use, eliminate the requirement of direct access to a major or minor arterial road and discuss removing the auto sales use from the CC (Commercial Center) Zoning District.

At the LMO Committee meeting, there was significant discussion about the proposed amendment to change the distance separation requirement for auto sales from 1500 feet to 500 feet or 400 feet. The committee was concerned with the noise generated from the auto sales use (the loud speakers used outside). The committee expressed concern that there wasn't a logical reason for choosing either 500 or 400 feet, or for making the recommended distance separation change.

Please contact me at 341-4686 or [nicoled@hiltonheadislandsc.gov](mailto:nicoled@hiltonheadislandsc.gov) if you have any questions.

**Staff Explanation:** *In order to be more flexible for redevelopment and development opportunities, and to be more business friendly so that auto sales uses don't have to locate off island, staff recommends reducing the separation requirement between auto sales facilities and between auto sales facilities and residential uses from 1,500 feet to 500 feet. Staff is recommending a 500 foot separation between auto sales facilities because the separation requirements between other like uses – liquor stores, nightclubs and bars, tattoo facilities – is already established as 500 feet. After doing research, staff has determined there are no parcels within the Town that would allow an auto sales use using the existing 1,500 foot separation requirement, along with the other standards that are currently provided in the LMO for auto sales use.*

*Staff is also proposing to eliminate the requirement of a proposed auto sales site to have direct access to a major or minor arterial road.*

*In an effort to be consistent with other sections in the LMO, staff is also proposing to add language stating how the distance shall be measured, changing residential use to residential zoning district and establishing a minimum lot size requirement. There were concerns voiced at the Town Council meeting that it may not be appropriate to have auto sales on small lots.*

*With these changes, 113 parcels would allow the use of auto sales. (Parcels Federally, County or Town owned were eliminated from the analysis.)*

#### **Sec. 16-4-1305. Auto Sales**

Auto sales are permitted subject to the following standards.

- A. ~~No auto sales site shall exceed~~ The site shall be a minimum of 1 acre and a maximum of 7 acres in size.
- B. ~~The site shall have direct access to a major or minor arterial, as defined in Sec. 16-5-503.~~
- C. B. The site is not located within ~~1,500~~ 500 feet of an existing residential ~~use~~ district.
- D. C. The site is not located within ~~1,500~~ 500 feet of an existing auto sales site.
- D. These distances shall be measured from the nearest property line of the affected use to the nearest property line of the proposed facility.