



**The Town of Hilton Head Island
Regular Planning Commission Meeting
Wednesday, June 15, 2011
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 - Planning Commission Meeting of May 4, 2011**
- 7. Appearance by Citizens on Items Unrelated to Today's Agenda**
- 8. Unfinished Business**
None
- 9. New Business**
None
- 10. Commission Business**
 - a) Confirmation of Nominating Committee
 - b) Election of Officers
 - c) Appointment of Board Secretary
- 11. Chairman's Report**
- 12. Committee Reports**
- 13. Staff Reports**
 - a) Quarterly Report
- 14. Adjournment**

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

1 **THE TOWN OF HILTON HEAD ISLAND**

2 **Planning Commission**

3 **Minutes of the Wednesday, May 4, 2011 Meeting DRAFT**
4 **9:00a.m. – Benjamin M. Racusin Council Chambers**

5
6
7 Commissioners Present: Chairman Al Vadnais, Vice Chairman Loretta Warden,
8 Tom Crews, Jack Docherty, Terence Ennis, Terry Leary,
9 Gail Quick, and Charles Young

10
11 Commissioners Absent: Tom Lennox

12
13 Town Council Present: Mrs. Kim Likins and Mr. Bill Harkins

14
15 Town Staff Present: Nicole Dixon, Senior Planner; Jennifer Lyle, Assistant Town Engineer
16 Brian Hulbert, Staff Attorney; Teri Lewis, LMO Official
17 Heather Colin, Development Review Administrator
18 Shawn Colin, Comprehensive Planning Division Manager
19 Jill Foster, Deputy Director Community Development
20 Jayme Lopko, Senior Planner & Planning Commission Coordinator
21 Kathleen Carlin, Secretary & Administrative Assistant

22
23
24 **1. CALL TO ORDER**

25 Chairman Vadnais called the meeting to order at 9:00a.m.

26
27 **2. PLEDGE OF ALLEGIANCE TO THE FLAG**

28
29 **3. ROLL CALL**

30
31 **4. FREEDOM OF INFORMATION ACT**

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

34
35 **5. APPROVAL OF THE AGENDA**

36 The agenda was **approved** as presented by general consent.

37
38 **6. APPROVAL OF THE MINUTES**

39 The minutes of the regular April 6, 2011 meeting were **approved** as presented by general
40 consent. The minutes of the special April 14, 2011 meeting were **approved** as amended
41 by general consent. Chairman Vadnais complimented staff on the preparation of the
42 special April 14th meeting minutes. Chairman Vadnais recommended that the approved
43 special April 14th meeting minutes be forwarded to Town Council with a recommendation
44 that they be published and made available to the Town and to the Welcome Center. This
45 recommendation is made because these minutes succinctly capture the timeline of the
46 history of planning on Hilton Head Island.

1 **7. APPEARANCE BY CITIZENS ON ITEMS UNRELATED TO TODAY’S AGENDA**

2 None

3
4 **8. UNFINISHED BUSINESS**

5 None

6 **9. NEW BUSINESS**

7 **A. Public Hearing**

8 **PPR110001:** Application for Public Project Review for the Mathews Drive area side
9 streets improvements. These improvements will include the rehabilitation of existing
10 Town-owned side streets east of Mathews Drive. The project will include the creation of
11 some on-street parking, additional parking on adjacent properties, and drainage
12 improvements.

13
14 Ms. Nicole Dixon made the presentation on behalf of staff. Staff recommended that the
15 Planning Commission find this application to be compatible with the Town’s
16 Comprehensive Plan for location, character, and extent based on the Findings of Facts and
17 Conclusions of Law as determined by the LMO Official.

18
19 The purpose of this application is to improve the Town-owned side streets east of Mathews
20 Drive from Power Alley to Oak Park Drive, including Thompson Street, Cooperative Way,
21 Mingo Way and portions of Electric Avenue. The project will include the creation of
22 some on-street parking, additional parking on adjacent properties, and drainage
23 improvements.

24
25 In 2007, the Town acquired the subject street rights-of-way with the intent of rehabilitating
26 the dilapidated streets. Poor drainage, wear and tear from travel, and low maintenance of
27 the streets prior to the Town acquiring ownership of the roadways in 2007 have
28 contributed to the current roadway conditions. Some of the streets are paved and some are
29 gravel. Many of the surrounding businesses utilize the streets and park within the street
30 right-of-way. This has caused traffic flow problems.

31
32 This public project was first presented to the Planning Commission and the Public
33 Facilities Committee in 2008. In the Summer and Fall of 2009, Town staff met with the
34 Public Facilities Committee and local businesses to reduce encroachments by property
35 owners on the subject street rights-of-way. While the encroachments on the streets are less
36 since this meeting, the roadways’ traffic flow is still limited due to the confined right-of-
37 way space. The proposed side streets improvement project was put on hold in 2009 as
38 other projects were made a higher priority.

39
40 Funding of the design for the Mathews Drive side streets improvement project has been
41 identified in the current fiscal year (2011) through the Capital Improvement Program
42 (CIP). The funding for construction of this project is subject to Town Council approval for
43 the 2012 Fiscal Year.

44
45 A public meeting was held on March 23, 2011 to receive input from affected property
46 owners of their parking needs, on allowing the Town to create and maintain parking spaces
47 within their property, and to discuss the characteristics of the proposed street
48 improvements.

1 The side street network improvement project has many objectives associated with it. The
2 first objective is to rehabilitate the existing roads because the existing pavement has many
3 failures. Adequate paving and base materials will be installed and the road width will be
4 increased in areas to allow for sufficient two-way traffic.
5

6 The second objective of the proposed project is to provide on-street parking. Currently,
7 motorists park in a random, haphazard fashion, sometimes blocking the drive aisles.
8 Formal parking spaces will be installed in conformance with the design and performance
9 standards of the Land Management Ordinance.
10

11 The third objective of the project is to enhance emergency access. Currently the roads
12 exhibit failed pavement, potholes, and flooding, all of which pose hazards to emergency
13 vehicles. Random parking leaves vehicles extending out into the travel lane, potentially
14 blocking emergency vehicles. Rehabilitating these streets and installing adequate parking
15 spaces will provide better access for emergency vehicles.
16

17 The fourth objective of the proposed project is to provide adequate storm drainage
18 infrastructure. Whenever it rains, flooding occurs throughout the rear alley right-of-way
19 and some of the side streets. With the proposed project, the rehabilitated roads will be
20 sloped to properly drain surface runoff and a collection system of pipes and inlets will
21 convey runoff along the rear alley or into the drainage system on Mathews Drive. Runoff
22 collected from the rear alley will be discharged into the freshwater wetlands of the 71
23 acre, Town-owned Ashmore Tract. The runoff will filter through the wetlands and
24 poses no adverse impacts to the water quality of the Broad Creek. When Mathews Drive
25 was widened in this area, the storm system was designed to include surface runoff from
26 these side streets. The drainage system on Mathews Drive runs through a water filtration
27 system prior to releasing into Broad Creek to ensure water quality runoff into Broad
28 Creek.
29

30 The fifth objective is to preserve the mature trees within the street rights-of-way. The
31 improved roads and proposed parking will be designed to limit impacts to the trees.
32

33 The sixth objective of the proposed project is to minimize impacts on the local property
34 owners. The proposed road improvements and parking design will consider impacts on
35 existing driveways and garages.
36

37 Ms. Dixon presented the Findings of Fact and Conclusions of Law. Staff finds that this
38 application is compatible with the Comprehensive Plan for the location, character, and
39 extent as based on the Findings of Fact and Conclusions of Law.
40

41 Ms. Jennifer Lyle, Assistant Town Engineer, presented statements in support of the
42 application including statements regarding drainage issues. Following staff's presentation
43 and discussion by the committee, Chairman Vadnais requested comments from the public.
44

45 Mr. Will O'Grady, part owner of Mid-Island Plaza, stated concern with the removal of
46 some parking. Mr. Burl Davis, Engineer with Palmetto Electric, stated concern with the
47 potential use of their parking lot being used as a public thoroughfare. Signage prohibiting
48 this type of use should be placed in their parking lot. Ms. Chris Rush, area property
49 owner, presented statements in support of the application. Ms. Rush stated her

1 appreciation to Mr. Jeff Buckalew and Planning Commissioner Tom Crews for their
2 support of this important public project.

3
4 Following public comments and final comments by the Planning Commission, Chairman
5 Vadnais requested that a motion be made finding that the concept before the Planning
6 Commission on application for Public Project Review PPR110001 is compatible with the
7 Comprehensive Plan with respect to location, character, and extent. The staff will keep the
8 Planning Commission apprised of designs particularly regarding drainage and parking.

9
10 Commissioner Ennis made the **motion** as stated by Chairman Vadnais. Commissioner
11 Leary **seconded** the motion and the motion **passed** with a vote of 8-0-0. Vice Chairman
12 Warden stated, with regard to the issue of redevelopment, that this public project is a
13 major piece of the redevelopment initiative for the public and all of the subject properties.
14 The public comments received today are very encouraging with regard to public/private
15 cooperation. Today's action is very appropriate for the Planning Commission.

16
17 Chairman Vadnais then requested that Ms. Jill Foster provide an update on the status of the
18 West side of Mathews Drive and the amendment proposed last year to Town Council on
19 the Property Maintenance Code (regarding nuisances.) Ms. Foster stated that the proposed
20 amendment died at the first reading level of Town Council in fall 2010. Staff has not
21 received any further directives on this issue.

22 23 **B. Public Hearing**

24 **LMO Amendments** - The Town of Hilton Head Island is proposing to amend Chapter 4
25 of the Land Management Ordinance (LMO) to revise the following sections: **Section 16-4-**
26 **1204:** This will allow outdoor recreation uses to be permitted in the Water Front Mixed
27 Use (WMU) Zoning District. **Section 16-4-13XX:** This new section will create the
28 specific use standards for Outdoor Recreation uses.

29
30 Ms. Anne Cyran made the presentation on behalf of staff. The proposed amendments will
31 do the following: (1) allow limited outdoor recreation uses in the WMU Zoning District to
32 be permitted by special exception; and (2) create specific use standards for outdoor
33 recreation uses in the WMU Zoning District.

34
35 Ms. Cyran presented a description and brief history of the proposed amendments. The
36 proposed amendments would affect two sections of the LMO (Sec. 16-4-1204, Use Table,
37 and Sec. 16-4-13XX, Outdoor Recreation.) Outdoor Recreation as a Use would be added
38 by special exception in the WMU Zoning District. It would create specific use standards
39 for outdoor recreation uses in the WMU Zoning District. This section is yet to be named.

40
41 The LMO Committee met on March 16, 2011 to discuss the proposed amendments.
42 Following this review the committee voted to return the amendments to the staff for
43 additional study of site lighting. The LMO Committee met again on April 6, 2011 to
44 discuss the revised proposal and voted 4-0-0 to forward the proposed amendments to the
45 Planning Commission with a recommendation of *approval*.

46
47 Based on the request of the owner of Broad Creek Marina and the comments received
48 from the LMO Committee Meetings on March 16, 2011 and April 6, 2011, the
49 amendments propose allowing limited outdoor recreation uses in the WMU Zoning

1 District to be permitted by special exception. The amendments also propose adding
2 specific use standards for outdoor recreation uses in the WMU Zoning District.
3

4 Parcels in the WMU Zoning District are adjacent to Broad Creek, Skull Creek and Port
5 Royal Sound. Allowing limited outdoor recreation uses on these properties will broaden
6 the scope of outdoor recreation opportunities on the Island. This amendment will also
7 expand opportunities for property owners to develop, redevelop and market their
8 properties.
9

10 Per the LMO Committee's recommendation, this amendment will allow outdoor recreation
11 uses in the WMU Zoning District by special exception. Special Exception applications are
12 reviewed by the Board of Zoning Appeals (BZA), which determines if the use meets both
13 the Special Exception Review Criteria listed in LMO Section 16-3-1805 and the specific
14 use standards listed in LMO Chapter 4, Article XIII, Specific Use Standards.
15

16 Ms. Cyran stated that staff is concerned that requiring owners to apply for and receive
17 BZA approval (a process that is a minimum of forty-five days long), does not meet Town
18 Council's goal of amending the LMO to foster greater flexibility.
19

20 The staff suggests eliminating use standard "B", "Use of recreation facilities shall be
21 limited to daylight hours," because it is redundant. Use standard "C" addresses the LMO
22 Committee's concerns about site lighting.
23

24 Outdoor entertainment and water parks are separate uses in the Use Table. This
25 amendment would not permit outdoor entertainment or water park uses in the WMU
26 Zoning District. Also, LMO Section 16-4-1213.C(4)(B), Outdoor Recreation/
27 Entertainment, specifically states that, "Theme park, amusement park, boardwalk, or
28 midway type attractions such as rides, bumper cars, go-cart tracks, game booths and all
29 other similar attractions are only allowed inside completely enclosed buildings and are
30 classified as Indoor Entertainment." This amendment would not permit these uses in the
31 WMU Zoning District.
32

33 Ms. Cyran stated that this amendment is supported by Town Council's Policy Agenda for
34 2011 which has amending the LMO to foster greater flexibility, simplicity and
35 revitalization listed as a Top Priority. This amendment is also supported by the Adopted
36 2010 Comprehensive Plan, which promotes providing flexibility for redevelopment
37 opportunities.
38

39 The Planning Commission and staff discussed the differences between a special exception
40 and a use permitted with conditions. The Planning Commission and staff discussed the
41 issue of site lighting particularly with regard to review by the Design Review Board and
42 the Natural Resources Department. The staff and the Planning Commission also discussed
43 the Specific Use Standards (of the LMO). The Planning Commission inquired about the
44 definition of 'daylight hours.'
45

46 Brian Hulbert, Staff Attorney, presented statements regarding a legal definition of
47 'daylight hours.' Mr. Hulbert presented statements in support of lighting after daylight
48 hours based on safety and security.
49

1 The Planning Commission and staff discussed the proposal that Section 16-4-1204, Use
2 Table, for WMU Zoning District, would be PC (Permitted with Conditions). Staff
3 presented statements regarding the language contained in the applicant's narrative (Mr.
4 Truitt Rabun.)

5
6 Members of the LMO Committee stated that they were concerned with the process leading
7 to today's changes by staff. The LMO Committee and the full Planning Commission
8 stated that items "B" and "C" should be left alone. The LMO Committee expressed
9 concern with staff's change from special exception to permitted with conditions.

10
11 Commissioner Quick stated that there are two separate issues under consideration. The
12 close alignment to the project being proposed and changes to the LMO are really two
13 totally separate issues. The zip line project should not influence the LMO amendment
14 whatsoever.

15
16 Vice Chairman Warden agreed with these statements. Vice Chairman Warden stated that
17 Outdoor Entertainment should be separated from Outdoor Recreation. They need to be
18 defined. This was the basic premise of amending the LMO.

19
20 Ms. Heather Colin presented statements on behalf of staff regarding public notice
21 requirements for the subject parcels. The staff is not removing anything that is currently
22 allowed in that district. Staff is expanding what is permitted. The public notice
23 requirements per the LMO were met.

24
25 Ms. Teri Lewis also presented statements. Ms. Lewis stated that staff does have concerns
26 based on what they have heard from Town Council and based on what has come out with
27 Town Council and with the LMO Rewrite Committee in terms of adding a use via special
28 exception.

29
30 The staff discussed this issue at the second LMO Committee meeting. Staff stated that
31 they had concerns with it being approved with a special exception (rather than permitted
32 with conditions.)

33
34 Staff is concerned that when this amendment reaches the next committee level (the
35 Planning and Development Standards Committee) or Town Council, they might decide to
36 go with the permitted by conditions recommendation. This would be a problem if it was
37 not discussed at the public hearing. The Town Attorney has advised that if it is not
38 discussed at the public hearing, they cannot make that recommendation. The Planning
39 Commission can agree to recommend approval of the original LMO Committee
40 recommendation.

41
42 Commissioner Quick proposed that the Planning Commission accept the recommendation
43 as written by the LMO Committee and agree to change it from a special exception to
44 permitted with conditions. Vice Chairman Warden stated that the Planning Commission
45 also has the option of referring the matter back to the LMO Committee for additional
46 review.

47
48 Commissioner Crews stated that the Planning Commission can review the LMO
49 Committee's recommendation and vote on it today with a recommendation for change

1 from special exception to permitted with conditions. Commissioner Crews stated that
2 there will still be adequate opportunity for public review.

3
4 Chairman Vadnais stated that the two choices before the Planning Commission: (1) we can
5 refer this matter back to the LMO Committee for additional review; or (2) we can accept
6 the LMO Committee's recommendation with the modification from special exception to
7 permitted with conditions. Prior to the request for a motion, Chairman Vadnais requested
8 comments from the public.

9
10 Mr. Roger Freedman, Broad Creek Marina property owner, presented statements in
11 concern of this process from a business perspective. Mr. Freedman stated that the goals
12 and visions for Hilton Head Island seem to be defeated by all of the barriers and layers that
13 have been imposed on his application for the zip line project. The entire process seems
14 problem oriented instead of solution oriented. Mr. Freedman presented statements
15 regarding permitted uses, lighting and noise. Mr. Freedman encouraged the Planning
16 Commission to move as quickly as possible on this issue.

17
18 Following public comments, Chairman Vadnais stated that the public hearing for this issue
19 is closed. Following final comments by the Planning Commission, Chairman Vadnais
20 stated that the Planning Commission seems to be inclined to take action today on the
21 proposed amendments rather than refer them back to the LMO Committee. The Planning
22 Commission agreed for the most part; Vice Chairman Warden stated her concern with a
23 lack of understanding of the exact language that is being voted on today.

24
25 Chairman Vadnais then requested that a motion be made finding that the language shown
26 in today's staff's presentation remain as is with the modification that special exception be
27 changed to permitted with conditions.

28
29 Commissioner Leary made the **motion** as stated by Chairman Vadnais. Commissioner
30 Ennis **seconded** the motion and the motion **passed** with a vote of 7-1-0. Vice Chairman
31 Warden stated that she was opposed to the motion because of uncertainty with the process
32 that is being used and because concerns that Section "A" of this language is too broad and
33 too open to interpretation. This language should be tightened in order to protect the assets
34 of the Island.

35
36 In closing, Commissioner Crews recommended that the language in Article 16-4-13XX,
37 Specific Use Standards, return to the LMO Committee for additional consideration in light
38 of what has been recommended by the applicant as well as the input received from staff.
39 Vice Chairman Warden stated that she agreed with Commissioner Crews'
40 recommendation.

41
42 Chairman Vadnais then called for a 10-minute recess before moving to today's next
43 business item. Commissioner Leary was excused at 10:50a.m from the remainder of the
44 meeting. Chairman Vadnais called the meeting back to order at 11:00a.m.

45
46 **C. Changes to the Rules of Procedure**

47 ROP Chairman Loretta Warden presented opening statements on behalf of the ROP
48 committee. The purpose of today's meeting is to review and discuss the existing Rules of
49 Procedure and make recommendations for needed revisions. Revisiting the language on

1 committees is especially important due to the establishment of the LMO Rewrite
2 Committee. This committee functions under the Planning Commission.
3

4 All existing committee language refers to standing committees, and it is quite specific with
5 regard to both membership and function. The existing language does not fit the new LMO
6 Rewrite Committee. Therefore, new language for this committee is required.
7

8 In addition, the ROP Committee believes that it is important to clarify both the role and the
9 language of the standing LMO Committee. The overall goal is to make the language
10 compliant with the LMO Rewrite Committee as well as any future committees that may
11 function in the same way. Vice Chairman Warden stated that the Rules of Procedure
12 Committee voted unanimously to recommended approval of today's proposed changes.
13

14 Ms. Jill Foster made the presentation on behalf of staff. Ms. Foster distributed copies of
15 pages 5 and 6 of the Rules of Procedure showing the recommended revisions. The
16 Planning Commission discussed the proposed changes. Following staff's presentation and
17 final discussion by the Planning Commission, Chairman Vadnais requested that a motion
18 be made to approve today's amended Rules of Procedure as presented by the staff.
19

20 Commissioner Quick made the **motion** as stated by Chairman Vadnais. Commissioner
21 Crews **seconded** the motion and the motion **passed** with a vote of 7-0-0.
22

23 Staff will provide the Planning Commission with updated copies of the Rules of Procedure
24 for insertion in their *Reference Manuals*.
25

26 10. COMMITTEE REPORTS

27 Comprehensive Plan Committee: Commissioner Crews and Mr. Shawn Colin presented
28 brief updates on the Population Element.

29 LMO Committee: Based on today's revisions to the Rules of Procedure, Commissioner
30 Quick reminded the Planning Commission that recommendations made by the LMO
31 Rewrite Committee will go straight to the Planning Commission and will not go before the
32 LMO Committee.

33 LMO Rewrite Committee: Commissioner Crews presented an update on the status of the
34 LMO Rewrite Committee. The committee is receiving a thorough education on the LMO
35 on a chapter-by-chapter basis.
36

37 11. CHAIRMAN'S REPORT

38 Chairman Vadnais reported that the next regular Planning Commission meeting on May
39 18th is canceled due to a lack of agenda items. Chairman Vadnais stated that he will
40 appoint a nominating committee for the purposes of electing a new chairman and vice
41 chairman at the June 1, 2011 meeting.
42

43 12. STAFF REPORTS

44 Ms. Jayme Lopko stated that the staff's upcoming Quarterly Report will include the
45 Mathews project as part of the update on CIP project.

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13. ADJOURNMENT

The meeting was adjourned at 11:10a.m.

Submitted By:

Approved By:

Kathleen Carlin
Administrative Assistant

Al Vadnais
Chairman

DRAFT

PLANNING COMMISSION PROJECT UPDATE
2nd Quarter 2011

Previously Reviewed Applications or Documents:

<i>Land Management Ordinance Amendments:</i>	<i>Status:</i>
<p>The Town of Hilton Head Island is proposing to amend Chapter 4 of the Land Management Ordinance (LMO) to revise the following sections: <u>Section 16-4-1204</u>: This will allow outdoor recreation uses to be permitted in the Water Front Mixed Use (WMU) Zoning District. <u>Section 16-4-13XX</u>: This new section will create the specific use standards for Outdoor Recreation uses.</p>	<ul style="list-style-type: none"> • PC public hearing: April 6, 2011 • P&DS: May 25, 2011 • TC 1st reading: June 21, 2011 • TC 2nd reading:
<i>Zoning Map Amendments:</i>	<i>Status:</i>
<p><u>ZMA100008</u>: Mr. Jay Sanders of American Tower Corporation has requested to amend the Official Zoning Map by amending the Indigo Run Master Plan to add Telecommunications Facilities as a permitted use on the property located at 1001 Marshland Road. The property is currently zoned PD-1 within the Indigo Run Master Plan and assigned land uses of “Residential” and “Private & Semi-Private Recreation”. The property is referred to Fire Station #7 and is further identified on Beaufort County Tax Map 11, Parcel 276.</p>	<ul style="list-style-type: none"> • PC public hearing: January 19, 2011 • P&DS: February 23, 2011 • TC 1st reading: March 15, 2011 • TC 2nd reading: April 5, 2011
<p><u>ZMA100009</u>: The Town of Hilton Head Island is proposing to amend the Official Zoning Map for portions of the IL, Light Industrial and OL, Office/Institutional Low Density Zoning Districts, by changing the zoning designation of five properties in the area of the Mathews Drive and Marshland Road intersection. These parcels are further identified on Beaufort County Tax Map 8 as Parcels 11H and 217 and on Tax Map 8A as 104, 106 and 108. The properties will be rezoned to CC, Commercial Center Zoning District.</p>	<ul style="list-style-type: none"> • PC public hearing: February 16, 2011 • P&DS: March 23, 2011 • TC 1st reading: April 19, 2011 • TC 2nd reading: May 3, 2011
<p><u>ZMA100007</u> - The Town of Hilton Head Island has received a request from Mr. Ernest Marchetti, on behalf of Karen Watson, proposing to amend the Official Zoning Map by changing the zoning designation of two properties located at #2 and #4 Marina Side</p>	<ul style="list-style-type: none"> • PC public hearing: March 16, 2011 • P&DS: April 27, 2011 • TC 1st reading: May 17, 2011 • TC 2nd reading: June 7, 2011

PLANNING COMMISSION PROJECT UPDATE
2nd Quarter 2011

Drive from the OL (Office Institutional Low Density) Zoning District to the CC (Commercial Center) Zoning District. The properties are further identified on Beaufort County Tax Map 11, Parcels 161 and 166.	
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<i>Public Project Review:</i>	<i>Status</i>
<u>PPR110001</u> – Application for Public Project Review for the Mathews Drive area side streets improvements. These improvements will include the rehabilitation of existing Town-owned side streets east of Mathews Drive. The project will include the creation of some on-street parking, additional parking on adjacent properties, and drainage improvements.	<ul style="list-style-type: none"> • This application was heard at the May 4th Planning Commission meeting. • The Commission voted unanimously that the application was compatible with the Town’s Comprehensive Plan with regard to location, character, and extent.

<i>Street Names:</i>	<i>Status:</i>
<u>Vehicular Access Easement Name Request</u> – Benjamin Stewart has proposed to name an access easement off of William Hilton Parkway. Properties affected by this application are parcels 61 and 61C on Beaufort County Tax Map 7. The proposed street name is Betty P Lane.	<ul style="list-style-type: none"> • This application was heard at the April 6th Planning Commission meeting. • The Commission voted unanimously to approve the application.

<i>Appeals:</i>	<i>Status:</i>
<u>APL100006:</u> Request for Appeal from Chester C. Williams on behalf of Ephesian Ventures, LLC. The Community Development Department issued a notice of action, approving the construction of a tabby walkway and brick areas at Edgewater on Broad Creek. The appellant contends that the Community Development Department erred in its decision to issue a notice of action and is requesting that the notice of action be declared void.	This item was postponed to the July 20, 2011 meeting.

Issues for the Town:

Southern Beaufort County Regional Plan	Implementation Committee will meet on an as-needed basis.
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Ongoing Capital Improvement Projects:

<i>Pathways</i>	<i>Status</i>
William Hilton Parkway from Gardner Drive to Mathews Drive	In-house design 85% complete.

PLANNING COMMISSION PROJECT UPDATE
2nd Quarter 2011

Dunnagans Alley Pathway	<ul style="list-style-type: none"> • Expedited Development Plan Review is under review. • In-house design complete – under review for state permits. • Anticipated start of construction late Fall 2011.
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Drainage Improvements	
Squire Pope Road Drainage Project	Project Complete.

Roadway Improvements	
US 278 Frontage Road on Jenkins Island	<ul style="list-style-type: none"> • Design services contract under negotiation.
Festival Center Median Closure	<ul style="list-style-type: none"> • In-house design in conjunction with SCDOT underway. • Anticipated start of construction Summer 2011.
Mathews Drive North – Roundabout @ Beach City and Pathway	<ul style="list-style-type: none"> • Construction Substantially Complete.
Mathews/Marshland Roundabout	<ul style="list-style-type: none"> • Design services contract under negotiation. • Proposed construction in 2012.
Mathews Drive Connectivity	<ul style="list-style-type: none"> • Design services contract under negotiation. • Proposed for construction in 2012.
Dunnagans Alley Roundabout	<ul style="list-style-type: none"> • R/W and easement acquisitions were recently completed. • Construction contract is in place, with notice to proceed scheduled for first of September.
Port Royal Miller Pond Dredging	<ul style="list-style-type: none"> • An Expedited Development Plan Review is under review. • All permits are approved except for the US Army Corps of Engineers, which is expected at anytime (early June). • Contractor has mobilized to the site and is awaiting the Corp permit.
Summit Drive Realignment	<ul style="list-style-type: none"> • Waiting for funding from County.
Honey Horn Access Improvements	Engineering contract remains under negotiation pending direction from Town Manager on budget and project scope reduction - staff recommendation dated 4/25/2011.
New Orleans Turn Lane/Long Cove Pathway	<ul style="list-style-type: none"> • Preliminary in-house design complete. • Beginning permitting process this

PLANNING COMMISSION PROJECT UPDATE
2nd Quarter 2011

	<ul style="list-style-type: none"> quarter. • Anticipated start of construction Fall 2011.
Ground Mounted Street Name Sign Installations / Replacements	<ul style="list-style-type: none"> • Phase two will be 55 signs in the TIF District. • Project includes additional decorative trim and retrofit of all phase one signs. • Target Completion July 2011.
Mast Arms at Dillon Road & Coggins Point Road	<ul style="list-style-type: none"> • SCDOT permit received. • Project bid opening 6/9/2011. • Target Completion July 2011.

Park Development	
None	NA

Existing Facilities and Infrastructure	
Fire Station #1	<ul style="list-style-type: none"> • Project under construction. • Target Completion Fall of 2011.

Power Line Burials	(Not CIP funded but included for update.)
<ul style="list-style-type: none"> • Marshland Road • Spanish Wells Road feeder • South Forest Beach • US 278 – Four Seasons to Palmetto Dunes entrance • Sea Pines – last phase from CSA office to front gate • Driessen Hill • Dunnagans Alley • Muddy Creek/Bryan Road • Barnwell Property/Mobile Home Park • Otter Hole Trailer Park • Ola Sunday MH Park • Baygall & Great Barracuda area • Driessen Hill • Beach City Road Feeder • Festival Center 	<ul style="list-style-type: none"> • 65% Complete • 15% Complete (Starting Jarvis Creek section 6/2011) • Started 10/2010 (Inc. 58 conversions) 95% Complete • Start 9/2011 • 100% Complete • 100% Complete • Start 6/2011 • Collecting Easements (Start 9/2011) • Collecting Easements (Start 2011) • Collecting Easements (Postponed) • Collecting Easements (Postponed) • 70% Complete • 100% Complete • Start 7/2011 • 90% Complete

New Facilities and Infrastructure	
Emergency Access Gates	<ul style="list-style-type: none"> • Expedited Development Plan Reviews approved for Palmetto Hall and Port Royal gates. • Palmetto Hall and Port Royal bids to be

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	<p>opened June 20, 2011.</p> <ul style="list-style-type: none"> • Anticipated start of construction July 2011. • In-house preliminary design underway for Wexford and Hilton Head Plantation gates.
Dispatch/F&R Computer Systems Upgrades	Ongoing.
Beach Maintenance	
Dune Refurbishment	Ongoing.
Port Royal Beach Renourishment	<ul style="list-style-type: none"> • Expedited Development Plan Review is approved. • Anticipated start date October 2011.