



**Town of Hilton Head Island**  
**Board of Zoning Appeals Meeting**  
**Monday, September 24, 2012 2:30p.m**  
**Benjamin M. Racusin Council Chambers**  
**AGENDA**

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1. **Call to Order**
2. **Roll Call**
3. **Freedom of Information Act Compliance**  
Public notification of the Board of Zoning Appeals meeting has been published, posted and mailed in compliance with the Freedom of Information Act and the requirements of the Town of Hilton Head Island Land Management Ordinance.
4. **Wireless Telephone Usage**  
Please turn off all wireless telephones so as not to interrupt the meeting.
5. **Welcome and Introduction to Board Procedures**
6. **Approval of Agenda**
7. **Approval of Minutes** – Regular Meeting of August 27, 2012
8. **Unfinished Business**  
**VAR120002:** Request for variance from LMO Section 16-6-402, Preservation of Trees and Native Vegetation. Cary Corbitt, with Sea Pines Resort, is requesting a variance to remove two specimen trees at Harbour Town Golf Links in order to alleviate shade problems on two greens of the golf course. The property is located at 11 Lighthouse Lane, and is further identified as Parcel 304 on Beaufort County Tax Map 17. *Presented by: Nicole Dixon*
9. **New Business**  
**Public Hearing**  
**SER120003:** Barry Bennett is requesting a special exception from Land Management Ordinance Section 16-4-1204, Use Table, to allow commercial cleaning use (Other Light Industrial Service) in the Commercial Center (CC) Zoning District. The property is located at 114 Arrow Road and is further identified as parcel 114 on Beaufort County Tax Map 15. *Presented by: Anne Cyran*
10. **Board Business**  
Adoption of the Board of Zoning Appeals - Schedule of Meetings 2013
11. **Staff Report**
  - a) Waiver Report – *Presented by: Nicole Dixon*
  - b) Report on State Training – *Presented by: Jill Foster*
12. **Adjournment**

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

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**TOWN OF HILTON HEAD ISLAND**  
**Board of Zoning Appeals**  
**Minutes of the Monday, August 27, 2012 Meeting**  
**2:30p.m. - Benjamin M. Racusin Council Chambers**

**DRAFT**

Board Members Present: Vice Chairman Peter Kristian, Alan Brenner, Irvin Campbell,  
Michael Lawrence, and Glenn Stanford

Board Members Absent: Chairman Roger DeCaigny and Stephen Murphy, Excused

Council Members Present: Bill Ferguson

Town Staff Present: Nicole Dixon, Senior Planner & Board Coordinator  
Anne Cyran, Senior Planner; Rocky Browder, Environmental Planner  
Teri Lewis, LMO Official  
Jill Foster, Deputy Director, Community Development Department  
Kathleen Carlin, Secretary

**1. Call to Order**

Acting Chairman Peter Kristian called the meeting to order at 2:30p.m.

**2. Roll Call**

**3. 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 Town of Hilton Head Island requirements.

**4. Introduction to Board Procedures**

Chairman Kristian stated the Board's procedures for conducting the business meeting.

**5. Approval of the Agenda**

Mr. Stanford made a **motion** to **approve** the agenda as presented. Mr. Brenner **seconded** the motion and the motion **passed** with a vote of 5-0-0.

**6. Approval of the Minutes**

Mr. Brenner made a **motion** to **approve** the minutes of the July 23, 2012 meeting as presented. Mr. Stanford **seconded** the motion and the motion **passed** with a vote of 5-0-0.

**7. Unfinished Business**

None

**8. New Business**  
**Public Meeting**

**APL120001**: Request for Appeal from Thomas C. Taylor. The appellant is appealing the Town's decision (made on August 4, 2011) that the parking supply at Broad Creek Marina is

1 in compliance with the Land Management Ordinance (LMO). Chairman Kristian reported  
2 that this application has been **withdrawn** by the appellant.  
3

4 **Public Hearing**

5 **VAR120002:** Request for variance from LMO Section 16-6-402, Preservation of Trees and  
6 Native Vegetation. Cary Corbitt, with Sea Pines Resort, is requesting a variance to remove  
7 two specimen trees at Harbour Town Golf Links in order to alleviate shade problems on two  
8 greens of the golf course. The property is located at 11 Lighthouse Lane, and is further  
9 identified as Parcel 304 on Beaufort County Tax Map 17. Chairman Kristian opened the  
10 public hearing for the application and requested that the staff make their presentation.  
11

12 Ms. Nicole Dixon made the presentation on behalf of staff. The staff recommended that the  
13 Board of Zoning Appeals *disapprove* the application based on the Findings of Facts and  
14 Conclusions of Law stated in the LMO Official Determination and contained in the staff's  
15 report.  
16

17 Mr. Cary Corbitt, with Sea Pines Resort, is requesting a variance from LMO Section 16-6-  
18 402, Preservation of Trees and Native Vegetation, to remove a 39" Live Oak specimen tree at  
19 the Harbour Town Golf Links in order to alleviate shade problems on the 1<sup>st</sup> green of the  
20 Harbour Town Golf Links course.  
21

22 The applicant states that over the last ten years they have repeatedly trimmed, pruned and cut  
23 back the tree to allow sunlight to pass through, but the tree continues to grow taller and  
24 wider. The applicant states that the shade is destroying the green and prohibiting the turf to  
25 grow. The applicant stated his concern with the condition of the green as this is one of the  
26 most well-known courses on the island. When vacation golfers see the course on TV, they  
27 expect the greens to be in tournament condition when they play the course. The applicant  
28 states that pruning would not meet the goal of addressing the shading issue and that it would  
29 leave the tree looking bad and not aesthetically pleasing.  
30

31 Ms. Dixon presented an in-depth review of the application including an overhead review of  
32 the vicinity map, a plan showing the location of the tree, and several photographs of the site  
33 and the tree. Ms. Dixon briefly reviewed the staff's Findings of Fact and Conclusions of  
34 Law. LMO Section 16-6-402, Preservation of Trees and Native Vegetation, requires that  
35 specimen trees be protected unless they are hazardous. The 39" Live Oak tree is a healthy  
36 tree. At the completion of staff's presentation, Chairman Kristian requested that the  
37 applicant make his presentation.  
38

39 The applicant, Mr. Cary Corbitt, with Sea Pines Resort, and Consulting Arborist, Mr. Gary  
40 Mullane, presented statements in support of the application. Mr. Corbitt stated that after  
41 discussions with Mr. Rocky Browder, the Harbour Town Golf staff, and the staff of the Sea  
42 Pines Resort, regarding the shade problems, it was decided that the best solution to the  
43 problem would be to request the removal of the specimen tree. The tree stands at the back of  
44 the 2<sup>nd</sup> Tee across Plantation Road and is located within 2-feet of the road. The specimen tree  
45 is the largest tree in a cluster of three trees.  
46

47 Mr. Mullane stated that over the last ten years the tree has repeatedly been trimmed, cut back  
48 and pruned to allow sunlight to pass through to the 1<sup>st</sup> Green. The tree is about 50-ft. tall and

1 the early morning shade extends all the way onto the Green. The shade problem is  
2 particularly troublesome during the winter months when the sun is lower. Mr. Corbitt stated  
3 that the 1<sup>st</sup> Green has been totally renovated in the last month largely due to problems with  
4 the shade. The applicants feel that they have reached the point where all arboricultural  
5 practices have been applied. Because the tree continues to grow taller and fuller, the type of  
6 pruning that is required would result in a very odd looking and unattractive tree.  
7

8 Mr. Corbitt presented statements regarding the prestige of the Sea Pines Harbour Town Golf  
9 Links and its importance to the island. The Board stated that they would like to balance the  
10 need to protect the specimen tree with the needs of the Sea Pines Harbour Town Golf Links.  
11 The Board stated that they are limited in reaching a decision on the application because of the  
12 constraints of the LMO.  
13

14 The Board and the applicant discussed a couple of options to potentially save the tree such as  
15 trying to relocate the tree or maybe removing the two smaller trees instead of the larger tree.  
16 The applicant stated that they do not feel that they can relocate the tree due to its size and the  
17 prohibitive cost of trying to relocate it. The applicant stated that it is the larger tree that  
18 causes the problems with shade rather than the smaller trees.  
19

20 The Board and the applicant discussed the type of grass that is used in the putting green.  
21 The applicants stated that it is probably a hybrid Bermuda grass. There is a limited selection  
22 of turf grasses that can be used in the putting green. The applicants stated that this is  
23 especially true when meeting the demands of the PGA and professional golfers. Following  
24 the discussion, Chairman Kristian requested public comments for this application and none  
25 were received. Chairman Kristian then closed the public hearing for the application.  
26

27 The Board stated that they feel conflicted in trying to reach a decision on the application due  
28 to the limitations imposed by the LMO. As part of the discussion, Chairman Kristian stated  
29 that he recalled seeing a similar application that was submitted some years ago by Hilton  
30 Head Plantation. Mr. Mullane stated that he remembered that particular application, too.  
31 Mr. Mullane stated that he was the tree consultant for the application. Ms. Teri Lewis also  
32 stated that she remembered the application. Chairman Kristian, Mr. Mullane, and Ms. Lewis  
33 briefly discussed the similarities between the two applications.  
34

35 Chairman Kristian stated that he remembered that the previous application was very detailed.  
36 It provided a great deal of information for the Board's consideration. The applicant in that  
37 case had clearly demonstrated that they had exhausted all possible avenues to save the tree.  
38 And, based on the merits of that application, the application for variance was granted.  
39 Chairman Kristian stated that it would be helpful for the Board to receive similarly detailed  
40 information for this application.  
41

42 The Board stated that they would like to receive additional information regarding the  
43 applicant's efforts to save the tree. Additional details regarding the pruning schedule and  
44 additional details regarding the tree's shade conditions throughout the year would be helpful.  
45 A representative of Sea Pines CSA then presented several diagrams to the Board that  
46 illustrated a few of the shade conditions. The Board stated that the diagrams are incomplete  
47 and do not show enough detail. Mr. Brenner stated that he would like to see the pruning  
48 schedule for all three of the live oak trees. The applicants agreed to the Board's request for

1 additional information. Chairman Kristian then requested that a motion be made to remand  
2 Application for Variance VAR120002 until the September 24, 2012 meeting.  
3

4 Mr. Stanford made a **motion** that the Board remands Application for Variance VAR120002  
5 until the September 24, 2012 meeting. Mr. Brenner **seconded** the motion and the motion  
6 **passed** with a vote of 5-0-0.  
7

### 8 **Public Hearing**

9 **VAR120003:** Trey Griffin with Wood + Partners, on behalf of Building Innovations LLC,  
10 is requesting a variance from Land Management Ordinance Sections 16-5-704, Minimum  
11 Required Setback Area, and 16-5-806, Required Buffers, to allow grading in the adjacent use  
12 and street buffers for drainage and to allow encroachments in the adjacent use setbacks and  
13 buffers for parking, a staircase and a service yard. The subject parcel is located at 34 New  
14 Orleans Road and is further identified as parcel 69 on Beaufort County Tax Map 15C.  
15 Chairman Kristian opened the public hearing for the application and requested that staff  
16 make their presentation.  
17

18 Ms. Anne Cyran made the presentation on behalf of staff. The staff recommended that the  
19 Board of Zoning Appeals *approve* the application based on the Findings of Facts and  
20 Conclusions of Law stated in the LMO Official Determination and contained in the staff's  
21 report.  
22

23 The subject parcel is located at 34 New Orleans Road and is in the CC Zoning District. The  
24 subject parcel is bounded by William Hilton Parkway on the north; the Hickey Wellness  
25 Center on the east; Orleans Centre on the west; and New Orleans Road on the south. The 0.5  
26 acre parcel is currently undeveloped. The owner wants to build a 3,500 square foot design  
27 selection center, where customers would chose building materials such as cabinets, tile,  
28 lighting fixtures, etc.  
29

30 The applicant attended a pre-application meeting with Town staff in March 2012. The  
31 submitted plans showed the ends of the parking spaces encroaching into both of the adjacent  
32 use buffers, and staff recommended either re-designing the site or applying for a variance.  
33 After discussing building and site design requirements with the staff in subsequent meetings,  
34 the applicant re-designed the site plan to minimize the encroachments into the adjacent use  
35 setbacks and buffers and to minimize the amount of grading proposed in the adjacent use and  
36 adjacent street buffers.  
37

38 Ms. Cyran presented an in-depth review of the application including an overhead review of  
39 the vicinity map, aerial photo, and the site plans. Ms. Cyran also presented several  
40 photographs of the site. Ms. Cyran briefly reviewed the Findings of Fact and Conclusions of  
41 Law. Following the staff's presentation, Chairman Kristian requested that the applicant  
42 make his presentation.  
43

44 Mr. Trey Griffin, with Wood + Partners, presented statements in support of the application.  
45 The project proposes the construction of a new building and associated parking. The parcel  
46 is currently undeveloped and approximately 4.55 acres in size. There are several hardships  
47 related to the development of this parcel. Because of the size of the lot and frontage onto  
48 both a major arterial and minor arterial, buffer and setback requirements begin to restrict

1 reasonable use of the lot and minimize actual buildable area. The applicant discussed  
2 stormwater management and the grading of the site. The proposed drainage system provides  
3 the least amount of impact. Additional landscape buffer materials will be provided to offset  
4 any proposed encroachment. Grading within the buffers is proposed to work closely with the  
5 existing grades to minimize tree and vegetation removal. The applicant discussed the  
6 challenges of developing the site. The applicant stated that they have worked with staff on  
7 the buildable footprint, stormwater and grading details. The applicant discussed plans for  
8 landscaping the site.  
9

10 Following the applicant's presentation, Chairman Kristian requested public comments and  
11 none were received. Chairman Kristian then closed the public hearing for the application.  
12 Following final discussion by the Board, Chairman Kristian requested that a motion be made.  
13

14 Mr. Lawrence made a **motion** to **approve** Application for Variance VAR120003 as  
15 presented by staff based on the Findings of Fact and Conclusions of Law stated in the staff  
16 report. Mr. Brenner **seconded** the motion and the motion **passed** with a vote of 5-0-0.  
17

18 **10. Board Business**

19 None  
20

21 **11. Staff Report**

22 Ms. Dixon stated that there are no new waivers to report.  
23

24 **12. Adjournment**

25 The meeting was adjourned at 3:20p.m.  
26  
27

28 Submitted By:

Approved By:

31 \_\_\_\_\_  
32 Kathleen Carlin  
33 Secretary  
34

31 \_\_\_\_\_  
32 Peter Kristian  
33 Acting Chairman  
34  
35  
36  
37  
38

# Memo

To: Board of Zoning Appeals  
From: Nicole Dixon, CFM, *Senior Planner*  
Date: 09/13/2012  
Re: VAR120002 – Harbour Town Golf Link Tree Removal Request

---

At the August 27, 2012 meeting of the Board of Zoning Appeals, variance (VAR120002) – a request to remove a specimen tree causing shading problems on the Harbour Town Golf Links 1<sup>st</sup> green - was presented and discussed in length. You may recall from the staff report that staff was recommending denial of the application because all six of the required variance criteria were not being met. Staff felt the applicant did not exhaust all efforts to preserve the tree, such as pruning and seasonal trimming.

The Board stated they would like to receive additional information regarding the applicant's efforts to save the tree. The applicant agreed to the Board's request, and a motion was made to remand the decision of the board until the September 24, 2012 meeting.

Staff received the attached documentation (Attachment A) from the applicant in response to the Board's request. After a thorough review of this documentation, staff is changing their recommendation to approval of the variance request. It appears the applicant has exhausted their efforts to save the tree and they have the proper documentation to justify why the removal of the tree is the only option at this point to allow the required amount of sunlight to maintain a healthy green. Staff finds the application does meet the six criteria required for a variance.

Also attached (Attachment B) you will find a letter of opposition to the variance request that staff has since received.



**ARBORCOM**  
technologies  
[www.arborcom.ca](http://www.arborcom.ca)

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**SCENARIO REPORT SHOWING THE LIGHT CONDITIONS  
COMPARING EXISTING AND REQUESTED SCENARIO 1a  
ON #1 GREEN AT  
HARBOUR TOWN GOLF LINKS**

***Prepared for:***  
Cary Corbitt  
Harbour Town Golf Links

**August 31, 2012**

***Prepared by:***  
ArborCom Technologies Inc.

# ATTACHMENT A

## OVERVIEW

Contained in this scenario report is an illustration of the impact that the requested Scenario 1a will have on light penetration to #1 Green at Harbour Town Golf Links. It specifically looks at the impact of Tree #38 on light penetration. Because the work was completed in 2006, the Existing Condition and Scenario data files have been aged six years to 2012, using the average growth rate of 2 inches vertically and 1 inch per side horizontally. The current Existing Condition is compared with the requested Scenario 1a to illustrate the impact of removing only Tree #38. Calculations for light penetration focus on the entire year.

The following light penetration goals were developed for the current stand of turf on this site, Ultradwarf Bermudagrass. These goals were then altered in the winter months because the Ultradwarf (TifEagle) goes dormant during the winter and the greens are overseeded with Poa Trivialis. The light goals outlined below are what were used in ArborCom's work in 2006 and for the purposes of this scenario report:

	<u>Morning Light</u>	<u>All Day Light</u>
June	4-5 hours	9-10 hours
July / May	4-5 hours	9-10 hours
August / April	4-5 hours	9-10 hours
September / March	4-5 hours	9-10 hours
October / February	4-5 hours	8-9 hours
November / January	3-4 hours	7-8 hours
December	3-4 hours	6-7 hours

### Requested Scenario 1a Description

**Scenario 1a** removes Tree #38.

### #1 GREEN

#### EXISTING CONDITIONS (2012)

*Morning* light goals are not met on 30%-90% of the green January through December. *All day* light goals are met in May, June, and July. However, during the remainder of the year, all day light goals are not met on 70%-100% of the green.

#### SCENARIO 1a (August 2012 - requested scenario retaining Tree #38)

Scenario 1a improves light penetration to #1 Green on portions of the green by 1 hour, but light will still be a limiting factor. *Morning* light is improved, however *morning* light goals are not met January through December on 6%-45% of #1 Green. *All day* light goals are still met May, June, and July. The remainder of the year *all day* light will be improved.

# ATTACHMENT A

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Morning .....	
All Day .....	
<b>SHADOW PATTERNS</b> ( <i>existing 2012 and scenario 1a</i> ) .....	
August 21 <sup>st</sup> .....	
September 21 <sup>st</sup> .....	
October 21 <sup>st</sup> .....	
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December 21 <sup>st</sup> .....	
January 21 <sup>st</sup> .....	
February 21 <sup>st</sup> .....	
March 21 <sup>st</sup> .....	

# ATTACHMENT A

## SCENARIO 1

Should the recommendations of Scenario 1 be implemented, *morning* light goals will be met in November and January only. The remainder of the year light penetration will be improved, but light goals will not be met on portions of this green. *All day* light goals will be met in June, but deficient on the majority of the green during the remainder of the year.

Below is a detailed outline of the effect that the recommended removals in Scenario 1 will have on improving the *morning* and *all day* light penetration to this green:

### *MORNING* light penetration will be as follows:

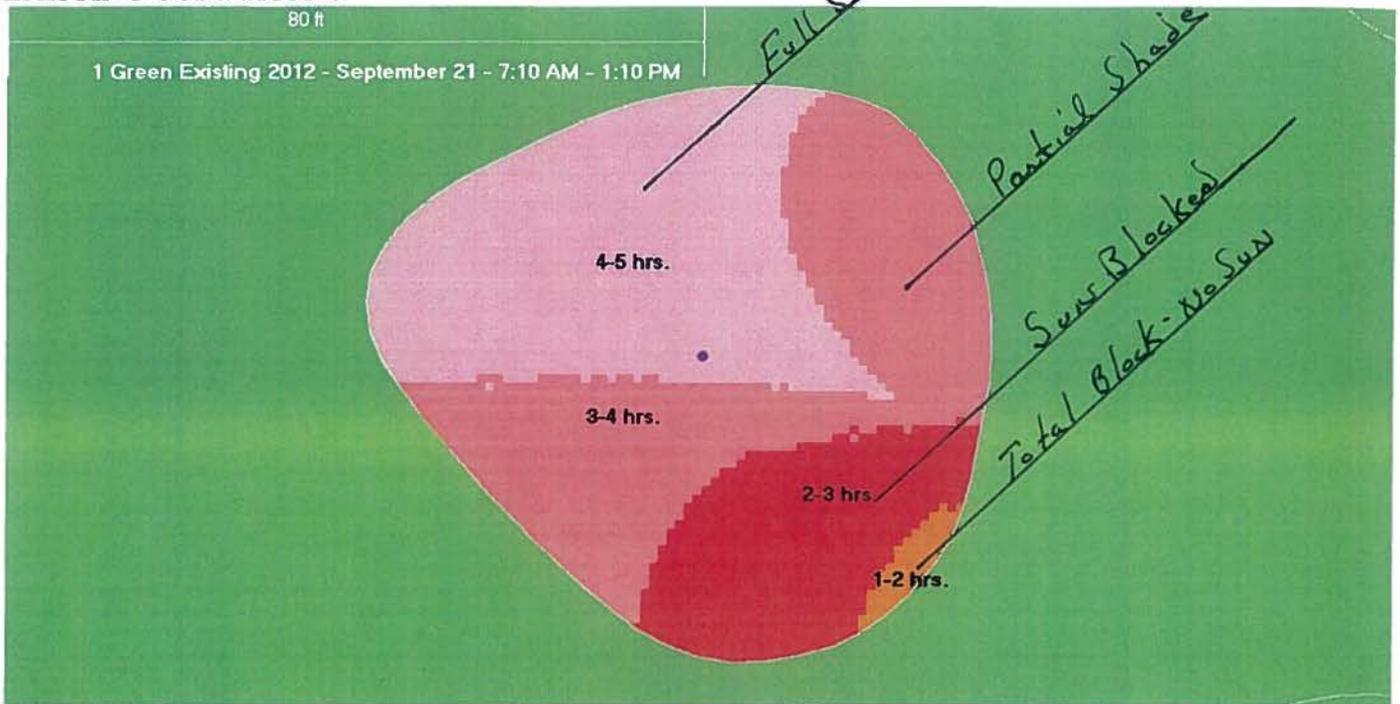
June	morning light will still be deficient on 50% at back of green, by 1 hour
July / May	morning light will still be deficient on 37% at back of green, by 1 hour
August / April	morning light will still be deficient on 15% at back of green, by 1 hour
September	morning light will still be deficient on 5% at back of green, by 1 hour
October	morning light will still be deficient on 2% at back of green, by 1 hour
November	morning light goals will be met
December	morning light will still be deficient on 2% at back of green, by 1 hour
January	morning light goals will be met
February	morning light will still be deficient on 3% at back of green, by 1 hour
March	morning light will still be deficient on 2% at back of green, by 1 hour

### *ALL DAY* light penetration will be as follows:

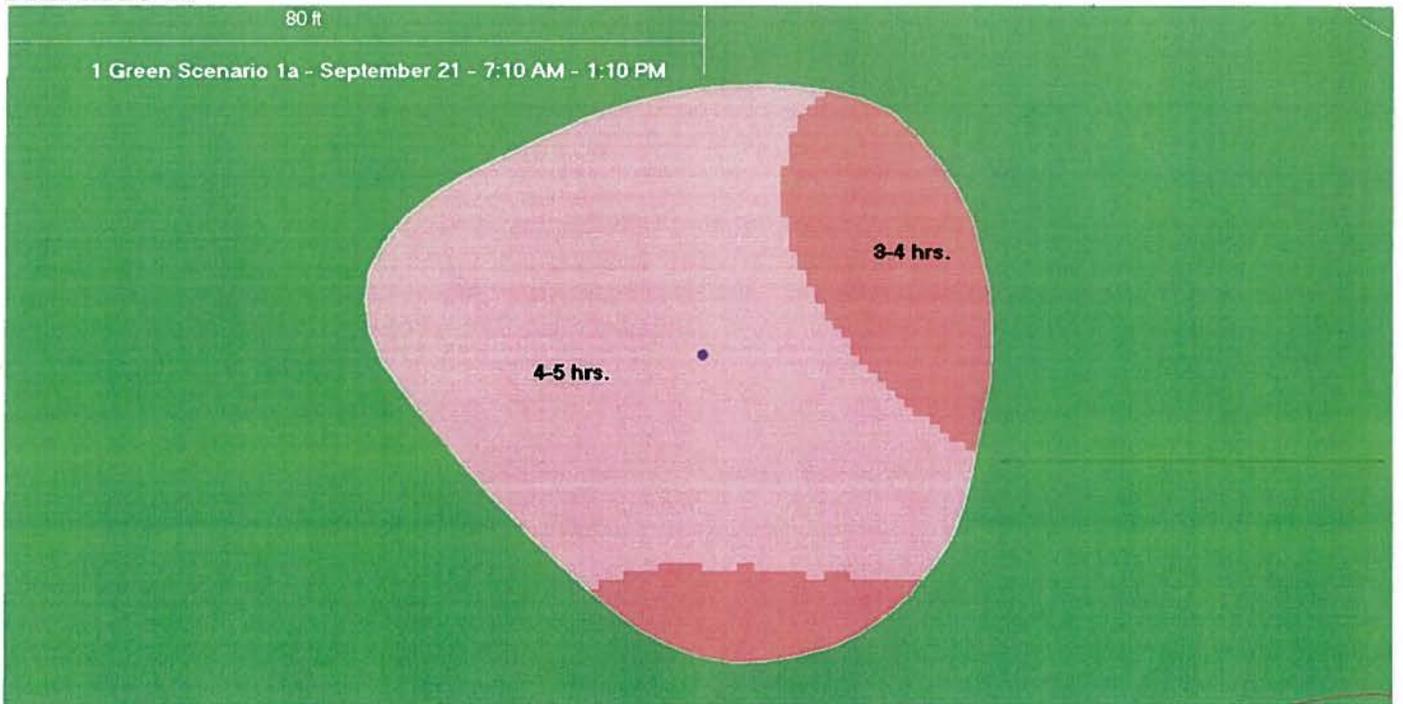
June	all day light goals will be met
July / May	all day light still be deficient on less than 1% at front of green, by 1 hour
August / April	all day light will still be deficient on 49% at left of green, by 1 hour
September	all day light will still be deficient on 86% of green, by 1-2 hours
October	all day light will still be deficient on 91% of green, by 1 hour
November	all day light will still be deficient on 99% of green, by 1-3 hours
December	all day light will still be deficient on 52% of green, by 1-3 hours
January	all day light will still be deficient on 99% of green, by 1-3 hours
February	all day light will still be deficient on 88% of green, by 1 hour
March	all day light will still be deficient on 87% of green, by 1-2 hours

# ATTACHMENT A

September (morning)  
EXISTING CONDITIONS



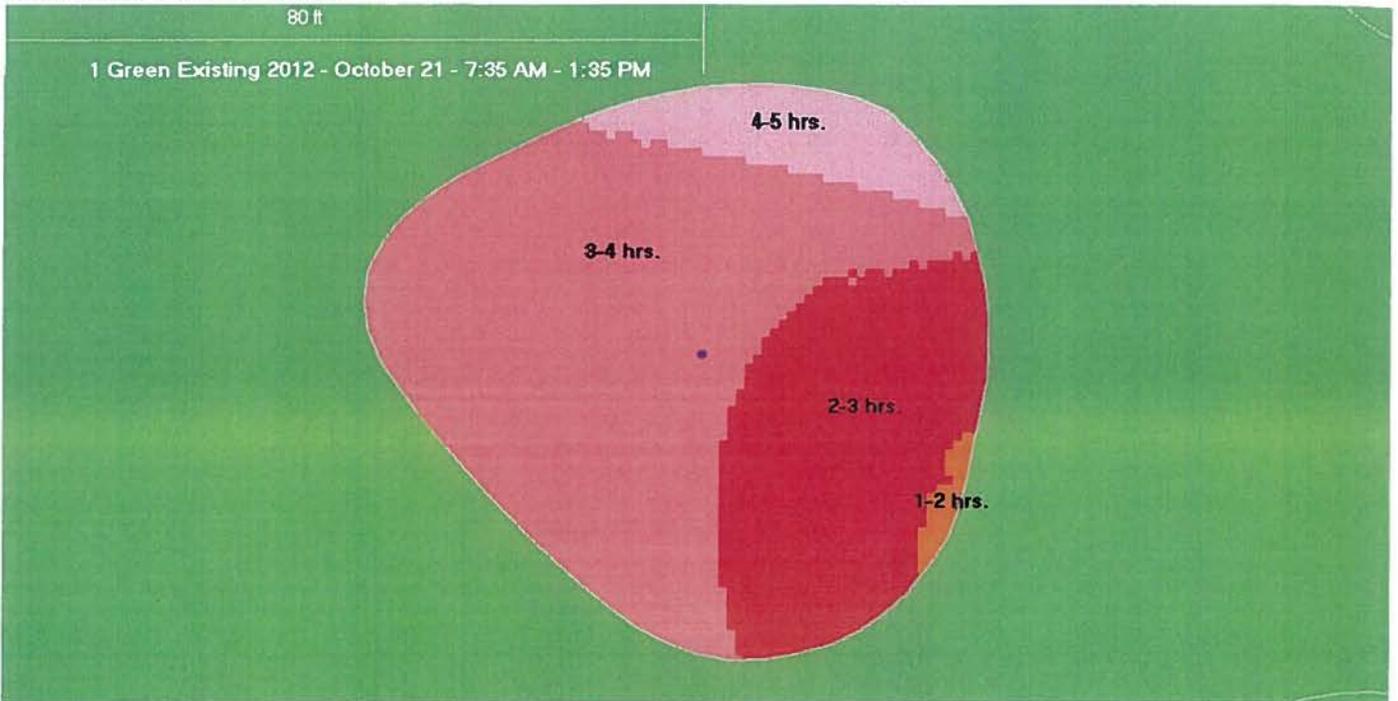
SCENARIO 1a



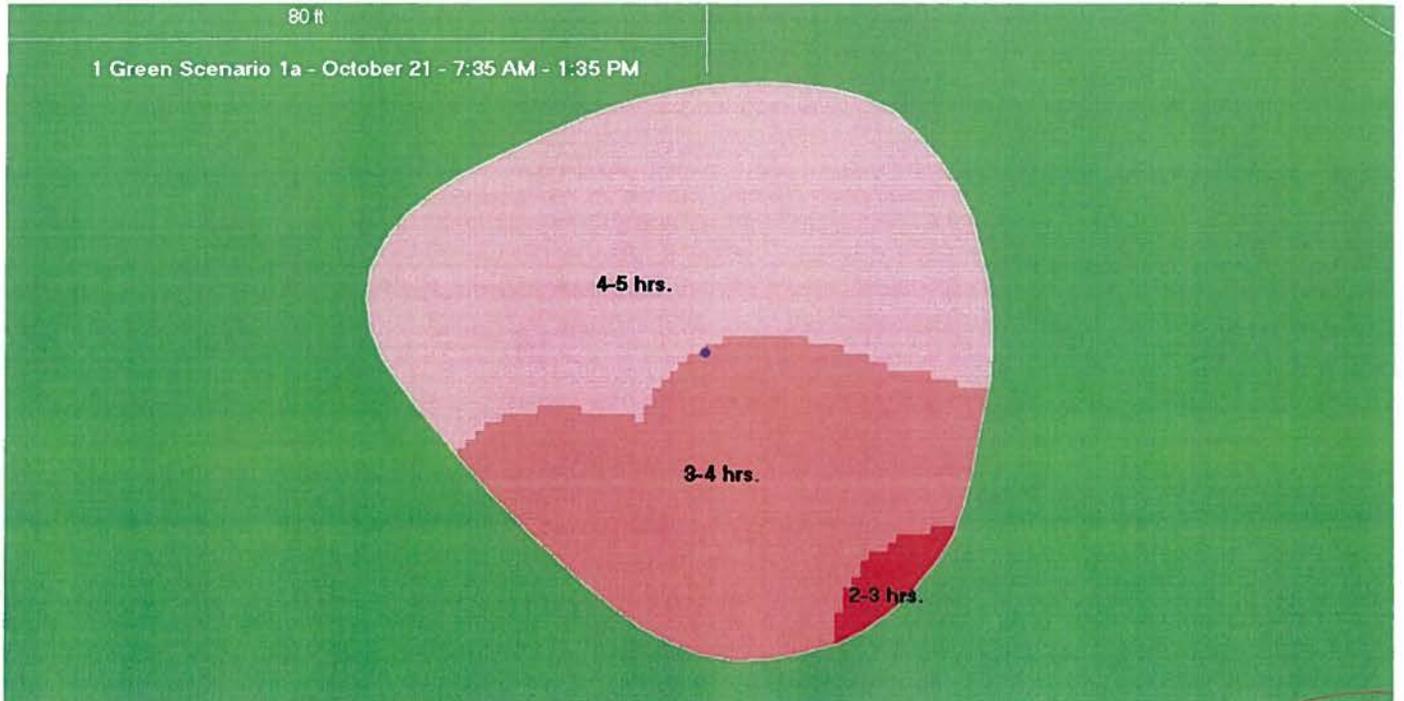
Gained 2-3 hrs

# ATTACHMENT A

October (morning)  
EXISTING CONDITIONS

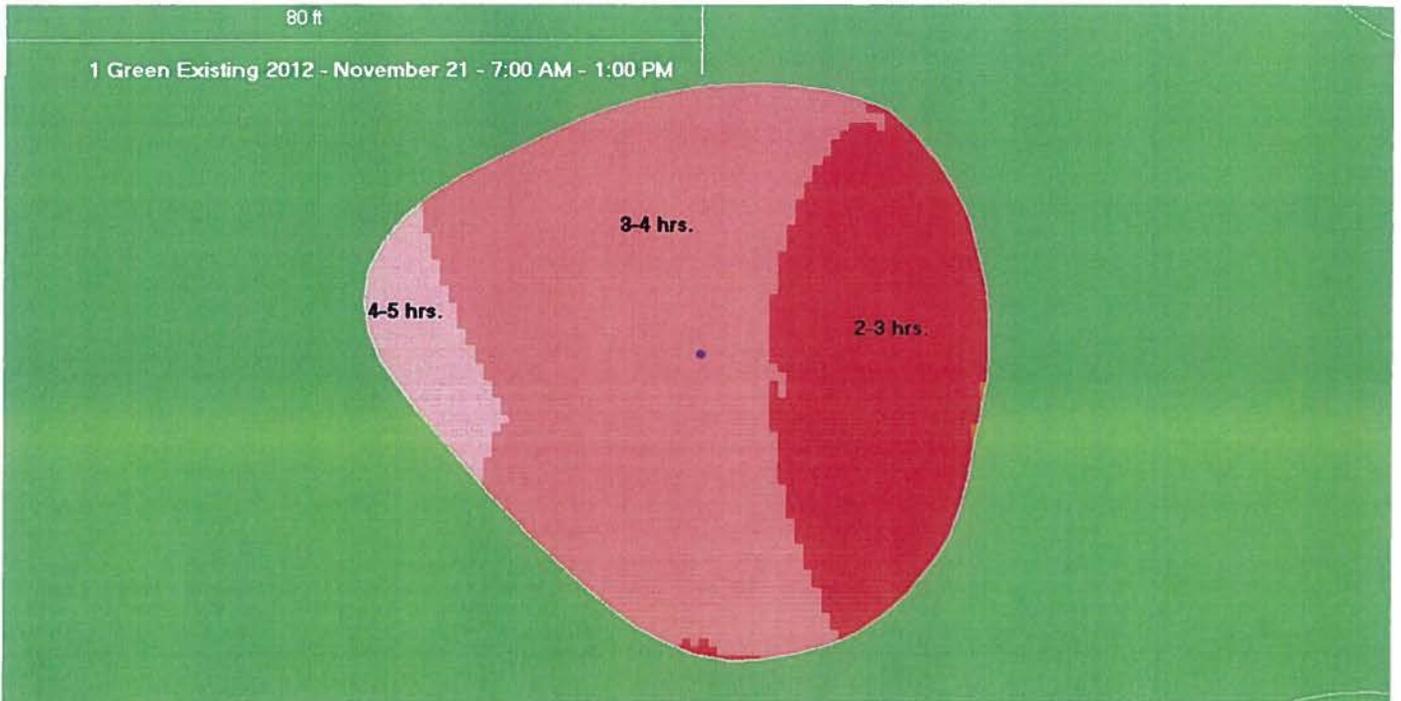


SCENARIO 1a



# ATTACHMENT A

November (morning)  
EXISTING CONDITIONS

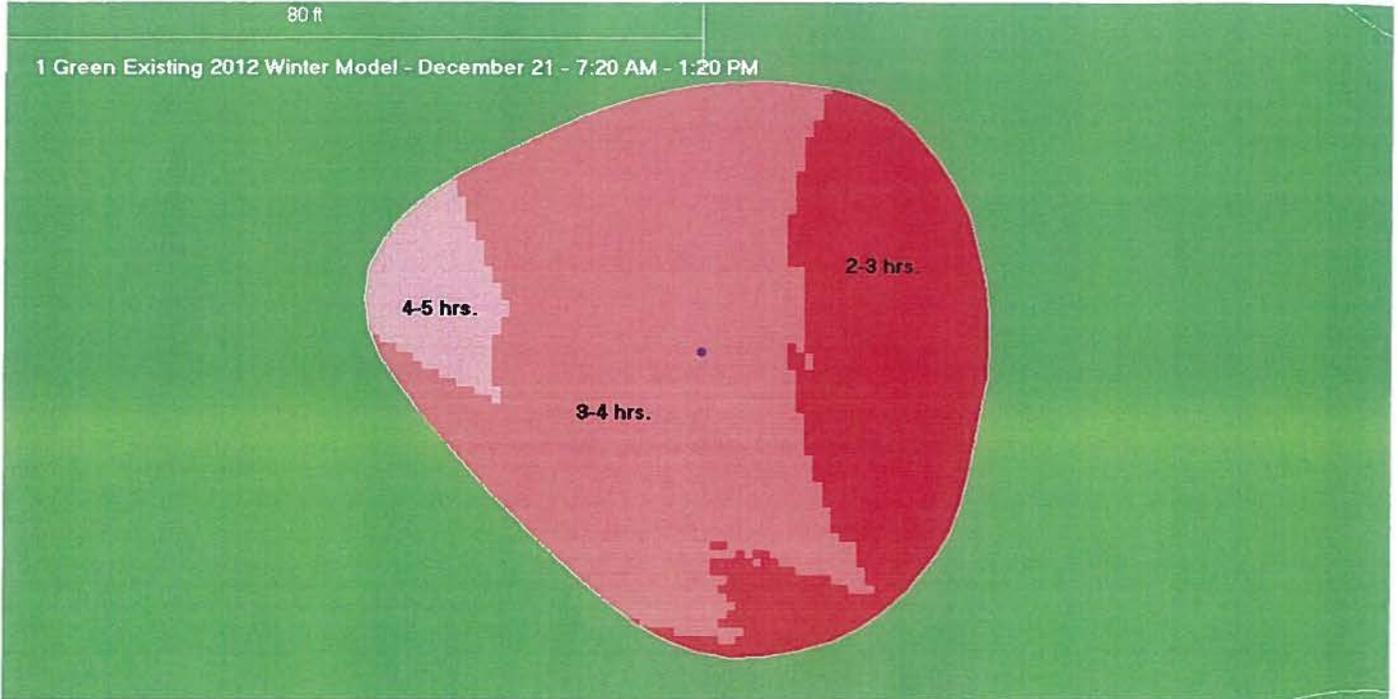


SCENARIO 1a

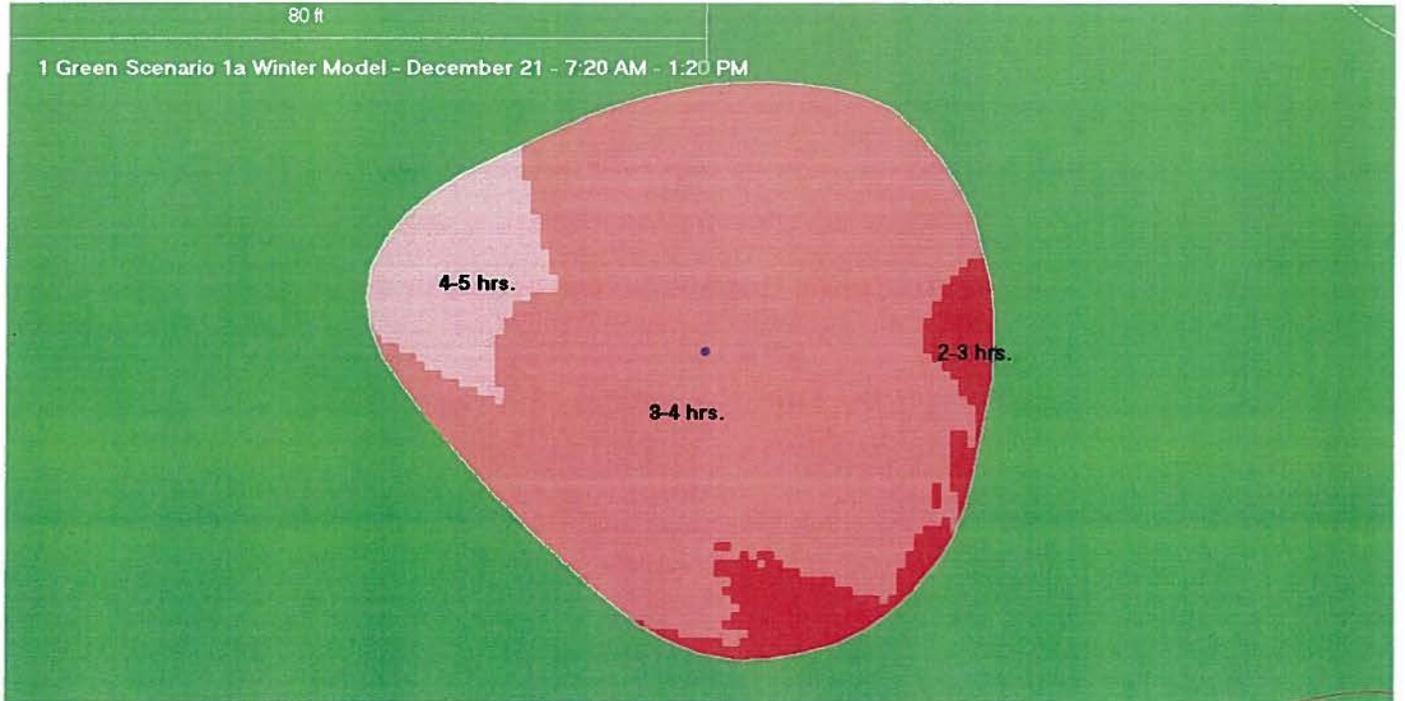


# ATTACHMENT A

December (morning)  
EXISTING CONDITIONS



SCENARIO 1a

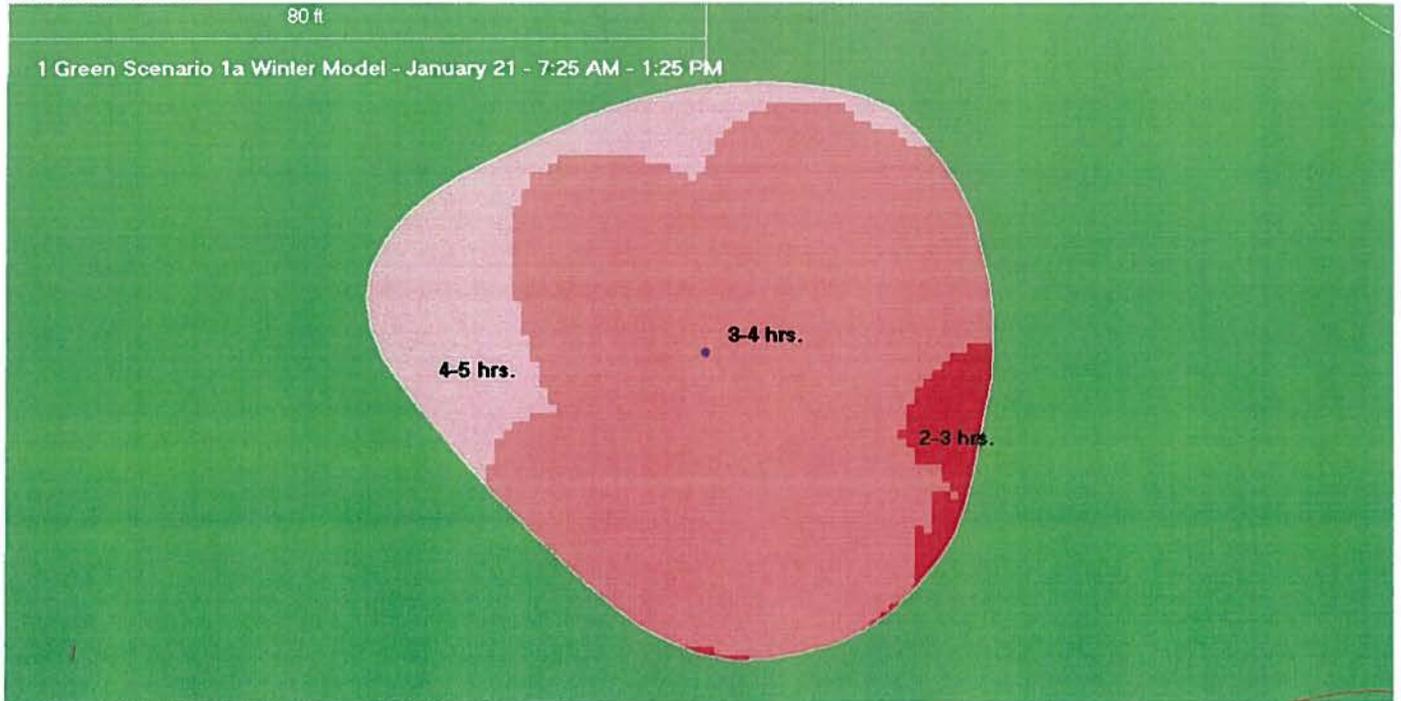


# ATTACHMENT A

## January (morning) EXISTING CONDITIONS

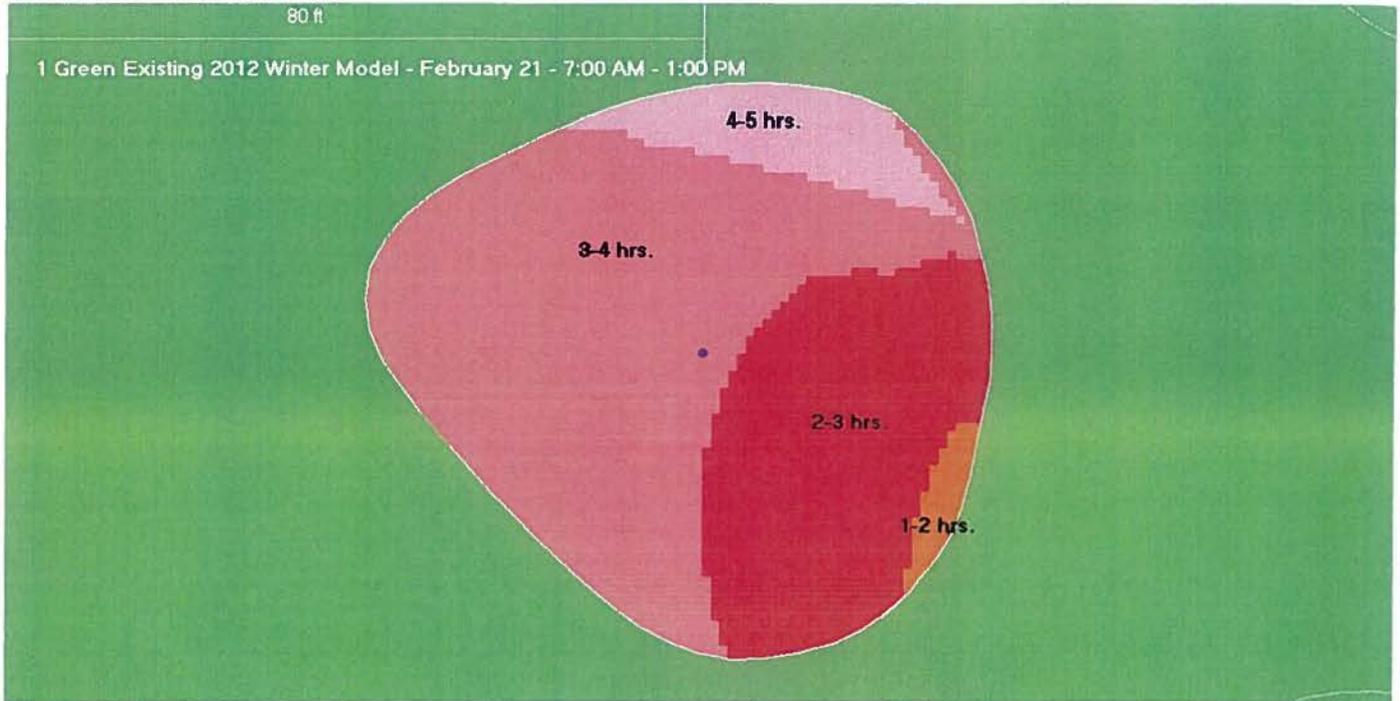


## SCENARIO 1a



# ATTACHMENT A

## February (morning) EXISTING CONDITIONS

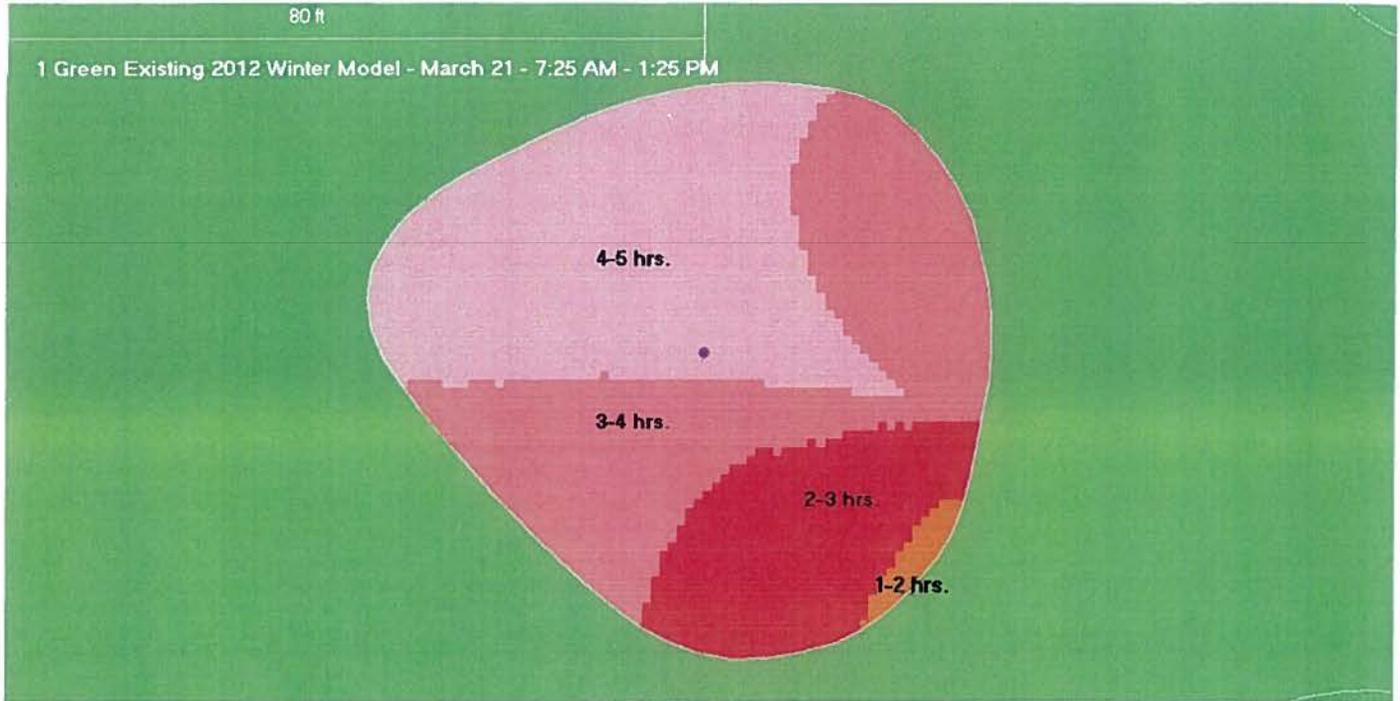


## SCENARIO 1a

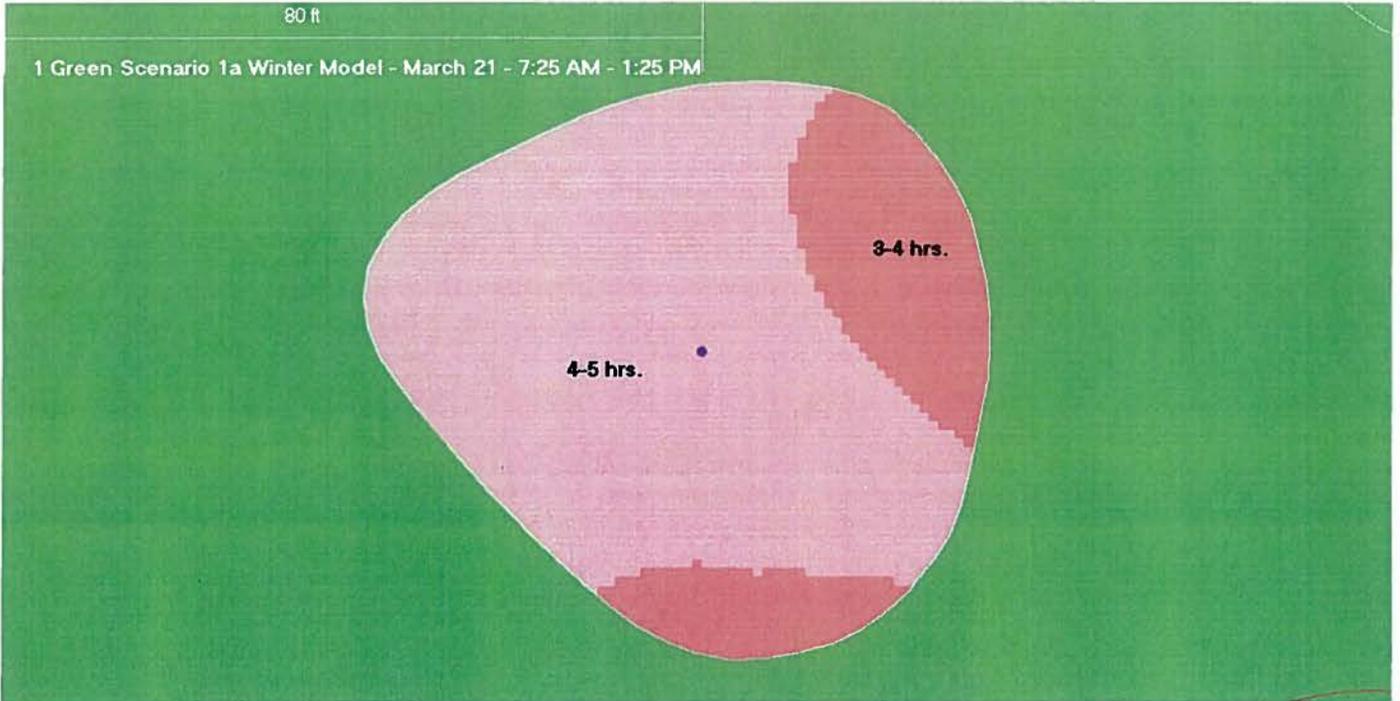


# ATTACHMENT A

## March (morning) EXISTING CONDITIONS

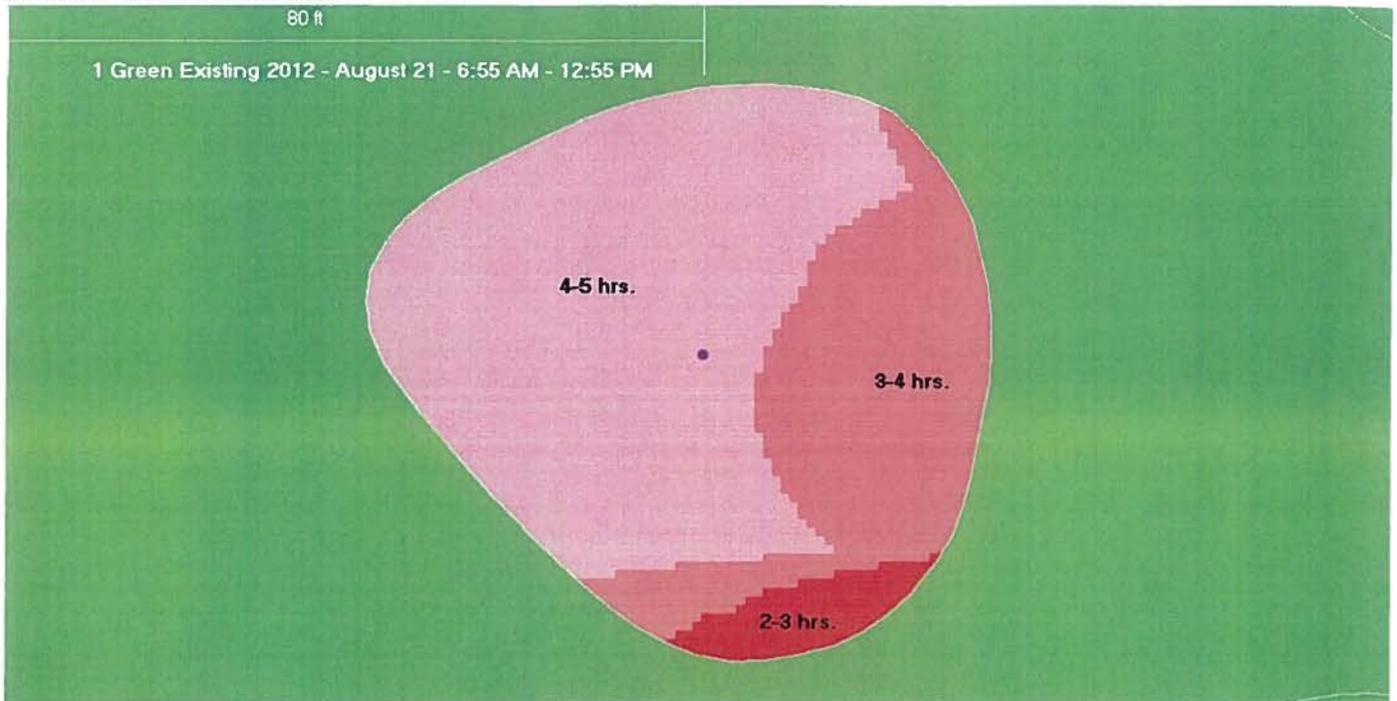


## SCENARIO 1a

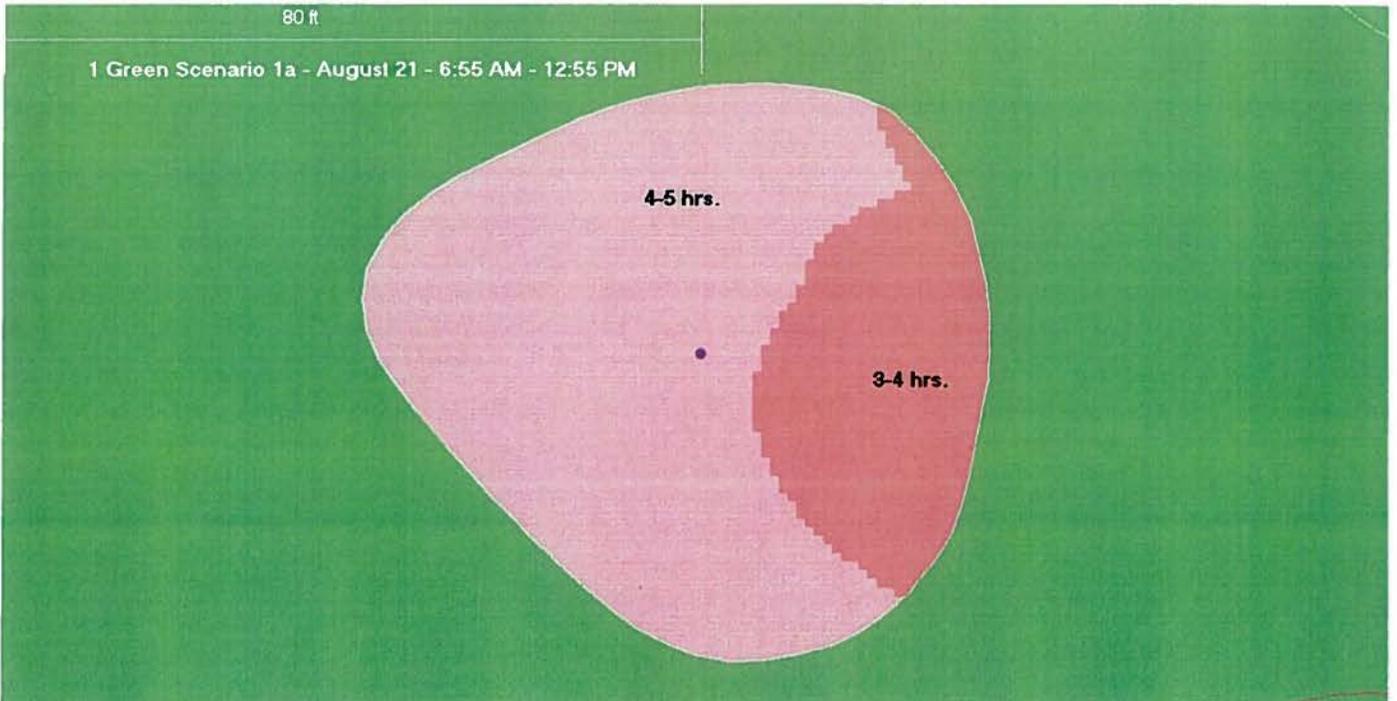


# ATTACHMENT A

August & April (morning)  
EXISTING CONDITIONS



SCENARIO 1a



# ATTACHMENT A



*Bland Cooper, CGCS  
Agronomist, Competitions*

## AGRONOMY TOURNAMENT PREPARATION

*Interim Visit*

RBC Heritage

Harbour Town Golf Links, Hilton Head Island, South Carolina

2013

Report Date: July 9, 2012

To: Jonathan Wright, Golf Course Superintendent

From: Bland Cooper

Copy:

Tim Finchem  
Andy Pazder  
Cal Roth  
Tyler Dennis  
Paul Vermeulen  
Mark Russell  
Slugger White  
Steve Carman

Jim Furyk  
Paul Goydos  
Davis Love III  
Steve Stricker  
Torrey Gane  
Steve Wilmot, Tournament Director  
Advance Book

---

Dear Jonathan:

Thank you once again for spending the day with me during this recent visit to Sea Pines. The purpose of this visit was to review several improvements and changes to the course since this year's RBC Heritage. While most of the improvements are from an agronomic perspective, several architectural changes have been/are being made based on input from Golf Course Architect Pete Dye. The following pages include a pictorial of these changes/improvements.

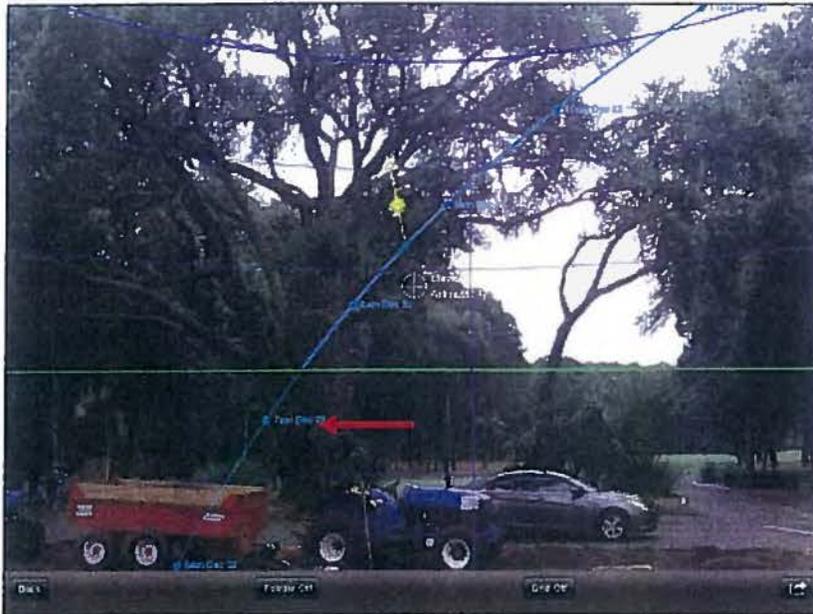
### **Repairing and Re-grassing of #1 Green**

Over the past two seasons, the back right portion of #1 green progressively settled to the point of prohibiting surface drainage, thereby causing significant turf thinning during the winter and spring months. As a result, the sod was removed along with 3 inches of the organic layer to ensure that only the underlying mix was present. Second, the repair was made and additional mix taken from the nursery green (which is of identical age and physical properties) was used to return the surface to grade, ensuring a 1.5% fall from this area to the green's edge. After proper compaction and final floating, pre-plant fertility was applied, which consisted of 25 lbs. lime per 1,000 ft<sup>2</sup>, 8-3-5 Nature

# ATTACHMENT A

Agronomy Summary - Page 7 of 10  
RBC Heritage  
Harbour Golf Links  
July 9, 2012

---



*The first of two large live oak trees located behind #2 tee need to be removed in order for the back right portion of the recently resurfaced #1 green to thrive this fall and winter.*

# ATTACHMENT A

September 4, 2012

Board of Zoning Appeals  
Town of Hilton Head Island  
One Town Center  
Hilton Head Island, SC 29928

Re: Sea Pines Resort, LLC – Appeal of Variance to Remove Specimen Tree

Ladies & Gentlemen:

I am writing today in support of the appeal filed by Sea Pines Resort, LLC to remove a specimen tree in the vicinity of the first green at Harbour Town Golf Links. As you know, the green was recently rebuilt at great cost to the Sea Pines Resort. It is my understanding that the need to rebuild the green is due in large part to the shade affecting the first green. The condition of this green is critical to the golf course everyday but especially during the RBC Heritage. As the Chairman of the Heritage Classic Foundation, I know firsthand the issues caused by the condition of the first green and the challenges facing the owner in maintaining the first green in the condition to be expected for a PGA TOUR tournament. As a Sea Pines Plantation property owner, I am all in favor of saving specimen trees whenever possible, however, the importance of the condition of the Harbour Town Golf Links to the RBC Heritage cannot be overstated. I urge the Board, therefore, to grant the variance to permit the removal of the tree.

Thank you for your consideration of the variance request submitted by the Sea Pines Resort, LLC.

Sincerely,

Simon Fraser  
Chairman  
Heritage Classic Foundation

ATTACHMENT A



September 4, 2012

RE: Specimen Tree at Harbour Town Golf Links

To Whom It May Concern,

As the Tournament Director of the RBC Heritage Presented by Boeing and CEO of the Heritage Classic Foundation, I am writing this letter in support of the removal of one specimen tree on the first green of Harbour Town Golf Links. The RBC Heritage provides one of South Carolina's largest sporting events, and one of the premier golf tournaments on the PGA TOUR.

Maintaining consistency in the quality of the surface of the golf course is an ongoing concern and something we do not take lightly. The options were carefully reviewed by the Harbour Town Golf Links Architect, the USGA (United States Golf Association) and the PGA TOUR agronomist and we are in support of their conclusions. By not removing this specimen tree it could have an adverse affect on the quality and rating of the course.

Harbour Town Golf Links is a wonderful setting in which to host the annual PGA TOUR event. The Heritage Classic Foundation has fought long and hard to keep this tournament within The Sea Pines Resort. The course itself and the tournament clearly have an impact on the economy of the Island and the State of South Carolina. Anything to improve the conditions of these valuable assets is a must.

Therefore, on behalf of the Board of Trustees of the Heritage Classic Foundation, we believe it is important to remove this tree for the benefit of the course.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steve Wilmot', written over a white background.

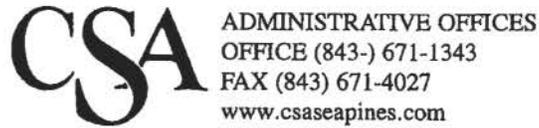
Steve Wilmot  
CEO/Tournament Director

---

71 Lighthouse Road, Suite 4200  
Hilton Head Island, SC 29928  
Tel (843) 671-2448  
Fax (843) 671-6738  
[www.rbcheritage.com](http://www.rbcheritage.com)



ATTACHMENT A



September 6, 2012

Mr. Rocky Browder  
Manager of Development  
Review & Zoning  
One Town Center  
Hilton Head Island, SC 29938

RE: Removal of Specimen Tree at Harbour Town Golf Links

Dear Mr. Browder:

We support the removal of the Live Oak specimen tree located near the first green of the Harbour Town Golf Links in order to alleviate shade problems as requested by The Sea Pines Resort.

If I can be of further assistance, please feel free to contact me.

Sincerely,

  
Cary Kelley  
CSA Executive Vice President

Cc: Cary Corbitt

# ATTACHMENT B

August 28, 2012

To Whom It May Concern;

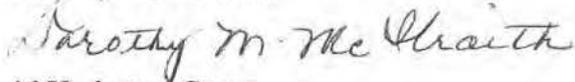
Regarding Variance120002

I am a resident of Harleston Green and pass the oaks in question many times in the course of a week. I never fail to contemplate the beauty of those trees and how much they add to that part of the road.

The golf green and the trees have coexisted for many years and although the green might be marginally better with more sunlight, a bit more trimming of the tree might be an acceptable solution.

I strongly urge rejection of the requested variance.

Truly Yours  
Dorothy M McIlraith



46 Harleston Green  
Hilton Head S.C.



**TOWN OF HILTON HEAD ISLAND  
COMMUNITY DEVELOPMENT DEPARTMENT**

One Town Center Court	Hilton Head Island SC 29928	843-341-4757	FAX 843-842-8908
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**STAFF REPORT  
SPECIAL EXCEPTION**

Case #	Name of Development	Public Hearing Date
SER#120003	Pelican Cleaning Co.	September 24, 2012

Parcel Data	Owner	Applicant
<b>Address:</b> 114 Arrow Road <b>Parcel #:</b> R552 015 000 0114 0000 <b>Zoning:</b> Commercial Center (CC), Corridor Overlay (COR)	John Myer JAMM LLC 23 Wild Azalea Lane Hilton Head SC 29926	Barry Bennett Pelican Cleaning Co. 8 Widewater Road Hilton Head SC 29926

**Application Summary**  
 Barry Bennett is proposing to operate a commercial laundry service (classified as Other Light Industrial Service) in the Commercial Center (CC) Zoning District, which requires special exception approval per Land Management Ordinance (LMO) Section 16-4-1204, Use Table.

**Background**  
 In July, the applicant asked staff about the requirements for operating a commercial laundry service in an existing, unoccupied suite at 114 Arrow Road. Staff informed the applicant that the commercial laundry service use would require a special exception.

The property is bound by Arrow Road on the east, 112 Arrow Road (Hilton Head Bicycle Company) and 110 Arrow Road (IWL Photography) on the north, an undeveloped easement on the west and 116 Arrow Road (Shore Beach Services) on the south.

The suite, which is approximately 2,380 square feet, was previously occupied by Island Events, which used the space as a warehouse.

**Applicant's Grounds for Special Exception, Summary of Facts and Conclusion of Law**  
**Grounds for Special Exception**  
 The applicant is requesting special exception approval to operate a commercial cleaning service (classified as Other Light Industrial Service) in the Commercial Center (CC) Zoning District per the requirements of LMO Section 16-4-1204, Use Table. The applicant states in the narrative that the business will operate in an existing building and that no structural changes will be required to accommodate the use. The applicant believes the proposed use will be compatible with surrounding uses because all activities will take place in the building

and the proposed use will not generate noise, glare, smoke, dust, odor, fumes, water pollution or general nuisance.

**Summary of Facts**

1. The applicant seeks a special exception as set forth in LMO Section 16-3-1801.

**Conclusion of Law**

1. The applicant may seek a special exception for the proposed use as set forth in LMO Section 16-3-1801.

**LMO Official Summary of Facts and Conclusions of Law**

**Summary of Facts**

1. The application was submitted as set forth in LMO Section 16-3-1802.
2. Notice of the Application was published in the Island Packet on August 19, 2012 as set forth in LMO Sections 16-3-110 and 16-3-111.
3. Notice of the Application was posted and mailed as set forth in LMO Sections 16-3-110 and 16-3-111.
4. The applicant submitted an affidavit stating he met the mailed notice requirements as set forth in LMO Section 16-3-111.
5. The Board has authority to render the decision reached here under LMO Section 16-3-1804.

**Conclusions of Law**

1. The application is in compliance with the submittal requirements established in LMO Section 16-3-1802.
2. The application and notice requirements comply with the legal requirements established in LMO Sections 16-3-110 and 16-3-111.

*As provided in LMO Section 16-3-1805, Special Exception Review Criteria, the BZA shall approve an application for use by special exception if and only if the applicant shall demonstrate that the proposed use and any associated development will be consistent with the following criteria.*

**LMO Official Summary of Facts and Conclusions of Law**

*Criteria 1: It will be in accordance with the Comprehensive Plan (LMO 16-3-1805A):*

**Findings of Fact:**

**Land Use Element**

**Goal 8.1 – Existing Land Use**

- A. The goal is to have an appropriate mix of land uses to meet the needs of existing and future populations.

**Goal 8.5 – Land Use Per Capita**

- A. The goal is to have an appropriate mix and availability of land uses to meet the needs of the existing and future populations.

**Goal 8.6 – Build-Out**

- B. The goal is to consider developing regulations and requirements to maintain the Island Character and meet the needs of the community as it approaches build out.

**Goal 8.10 – Zoning Changes**

- A. Consider focusing higher intensity land uses in areas with available sewer connections.

**Conclusions of Law:**

- 1. Staff concludes that this application meets the criteria as set forth in LMO Section 16-3-1805A.
- 2. This application would allow other light industrial service uses within a commercial corridor, bringing a mixture of land uses to meet the needs of the population.
- 3. This application would allow a moderate intensity use to be located where a sewer connection has already been established and where it would meet the needs of the surrounding community.

**LMO Official Summary of Facts and Conclusions of Law**

*Criteria 2: It will be consistent with the ‘character and purpose’ statement of the applicable district (LMO 16-3-1805B):*

**Findings of Fact:**

- 1. The purpose statement of the Commercial Center (CC) Zoning District is to “provide for moderate to high intensity commercial development...”
- 2. The proposed use will be a moderate intensity commercial use.

**Conclusions of Law:**

- 1. Staff concludes that this application meets the criteria as set forth in LMO Section 16-3-1805B.
- 2. The proposed use will be a moderate intensity commercial use in a district meant for moderate to high intensity commercial development.

**LMO Official Summary of Facts and Conclusions of Law**

*Criteria 3: It will be compatible with the existing uses adjacent to and near the property (LMO-3-1805C):*

**Findings of Fact:**

- 1. The proposed use is a commercial cleaning company.
- 2. The existing uses adjacent to and near the property include a bicycle shop and rental service, a beach management office and equipment storage and a photography studio.

**Conclusions of Law:**

- 1. Staff concludes that this application meets the criteria as set forth in LMO Section 16-3-1805C.
- 2. The property use will be compatible with existing uses adjacent to and near the property because the nearby uses include other moderate intensity commercial uses.

**LMO Official Summary of Facts and Conclusions of Law**

*Criteria 4: It will not be hazardous, detrimental or disturbing to present surrounding land uses due to noise, glare, smoke, dust, odor, fumes, water pollution or general nuisance (LMO 16-3-1805D):*

**Findings of Fact:**

1. The proposed use will be located in an existing building.
2. No alterations are required to the exterior of the building to accommodate the proposed use.
3. The proposed laundry facility will be properly ventilated to prevent dust and lint from leaving the building.
4. No other potential nuisances were identified.

**Conclusions of Law:**

1. Staff concludes that this application meets the criteria as set forth in LMO Section 16-3-1805D.
2. The proposed use will not be hazardous, detrimental or disturbing to present surrounding land uses due to noise, glare, smoke, dust, odor, fumes, water pollution or general nuisance because the only potential nuisance – lint from dryers – will be contained within the building.

**LMO Official Summary of Facts and Conclusions of Law**

*Criteria 5: It will not otherwise adversely affect the development of the general neighborhood or of the district in which the use is proposed (LMO 16-3-1805E):*

**Findings of Fact:**

1. There are very few undeveloped properties in the general neighborhood or in the surrounding district.
2. No adverse affects of the proposed use were identified.

**Conclusions of Law:**

1. Staff concludes that this application meets the criteria as set forth in LMO Section 16-3-1805E.
2. The proposed use will not otherwise adversely affect the development of the general neighborhood or of the district in which the use is proposed because the proposed use will be located in an area that is already developed and the proposed use poses no adverse affects to other properties.

**LMO Official Summary of Facts and Conclusions of Law**

*Criteria 6: It will be consistent with existing and planned pedestrian and vehicular circulation adjacent to and near the property (LMO 16-3-1805F):*

**Findings of Fact:**

1. The proposed use will be located in a building on a developed site.
2. The applicant does not propose any changes to the site to accommodate the proposed use.

**Conclusions of Law:**

1. Staff concludes that this application meets the criteria as set forth in LMO Section 16-3-1805F.
2. The proposed use will be consistent with existing and planned pedestrian and vehicular circulation adjacent to and near the property because the existing, developed site will not be altered.

**LMO Official Summary of Facts and Conclusions of Law**

*Criteria 7: It will have adequate water and sewer supply, storm water facilities, waste disposal and other public services (LMO 16-3-1805G):*

**Findings of Fact:**

1. The proposed location is already developed and has water and sewer service, storm water facilities and other public services.
2. The applicant will contract with an agency to provide waste disposal services.

**Conclusions of Law:**

1. Staff concludes that this application meets the criteria as set forth in LMO Section 16-3-1805G.
2. The proposed use will have adequate water and sewer supply, storm water facilities, waste disposal and other public services because the use will be located in an existing building on a developed site that already provides such services.

**LMO Official Summary of Facts and Conclusions of Law**

*Criteria 8: It will be developed in a way that will preserve and incorporate any important natural features that are a part of the site (LMO 16-3-1805H):*

**Findings of Fact:**

1. The proposed use will be located on a developed site.
2. The applicant does not propose any changes to the site to accommodate this use.

**Conclusions of Law:**

1. Staff concludes that this application meets the criteria as set forth in LMO Section 16-3-1805H.
2. The proposed use will be developed in a way that will preserve and incorporate any important natural features that are a part of the site because the proposed use will not change the existing, developed site.

**LMO Official Summary of Facts and Conclusions of Law**

*Criteria 9: It will conform to any specific criteria or conditions specified for that use by special exception in the applicable district or for the proposed use, as set forth in Chapter 4 of this Title (LMO 16-3-1805I):*

**Findings of Fact:**

1. LMO Section 16-4-1333, Specific Use Standards – Light Industrial, states light industrial uses are permitted subject to the following standards:
  - A. The site shall have direct access to a major or minor arterial, as defined in LMO Section 16-5-503, other than Highway 278.

2. The proposed use will be located on a site with direct access to Arrow Road.
3. LMO Section 16-5-503, Street Hierarchy, categorizes Arrow Road as a minor arterial.

**Conclusions of Law:**

1. Staff concludes that this application meets the criteria as set forth in LMO Section 16-3-1805I.
2. The proposed use will conform to the specific criteria specified for the proposed use as set forth in Chapter 4 of the LMO because, as required, the proposed use will be located on a site with direct access to a minor arterial road.

**LMO Official Summary of Facts and Conclusions of Law**

*Criteria 10: It will not be contrary to the public health, safety and welfare, provided that a denial based exclusively on this language shall include explicit findings regarding the way in which granting the special exception would be contrary to the public health, safety and welfare (LMO 16-3-1805J):*

**Findings of Fact:**

1. The proposed use will have no external effects.
2. The proposed use will pose no safety risks.
3. The proposed use will not have an effect on public welfare.

**Conclusions of Law:**

1. Staff concludes that this application meets the criteria as set forth in LMO Section 16-3-1805J.
2. The proposed use will not be contrary to public health, safety and welfare because no adverse effects to the public health, safety or welfare were identified.

**LMO Official Determination**

**Based on the above Findings and Conclusions of law, the LMO Official determines that the request for a special exception should be granted to the applicant for the proposed commercial cleaning service in the CC Zoning District because it is in conformance with the Comprehensive Plan and the Land Management Ordinance.**

**Staff Recommendation**

**Determination:** Staff recommends the Board of Zoning Appeals **approve** the application based on the above Findings of Fact and Conclusions of Law.

**BZA Determination and Motion**

The "powers" of the BZA over special exceptions are defined by the South Carolina Code, Section 6-29-800, and in exercising the power, the BZA may "permit uses by special exception subject to the terms and conditions for the uses set forth for such uses in the zoning ordinance..." or "may remand a matter to an administrative official, upon motion by a party or the board's own motion, if the board determines the record is insufficient for review."

This State law is implemented by the Hilton Head Island Land Management Ordinance, Chapter 2, Article III and the Rules of Procedure for the BZA. A written Notice of Action is prepared for each decision made by the BZA based on findings of fact and conclusions of

law.

**PREPARED BY:**

AC  
\_\_\_\_\_  
Anne Cyran, AICP  
*Senior Planner*

August 23, 2012  
\_\_\_\_\_  
DATE

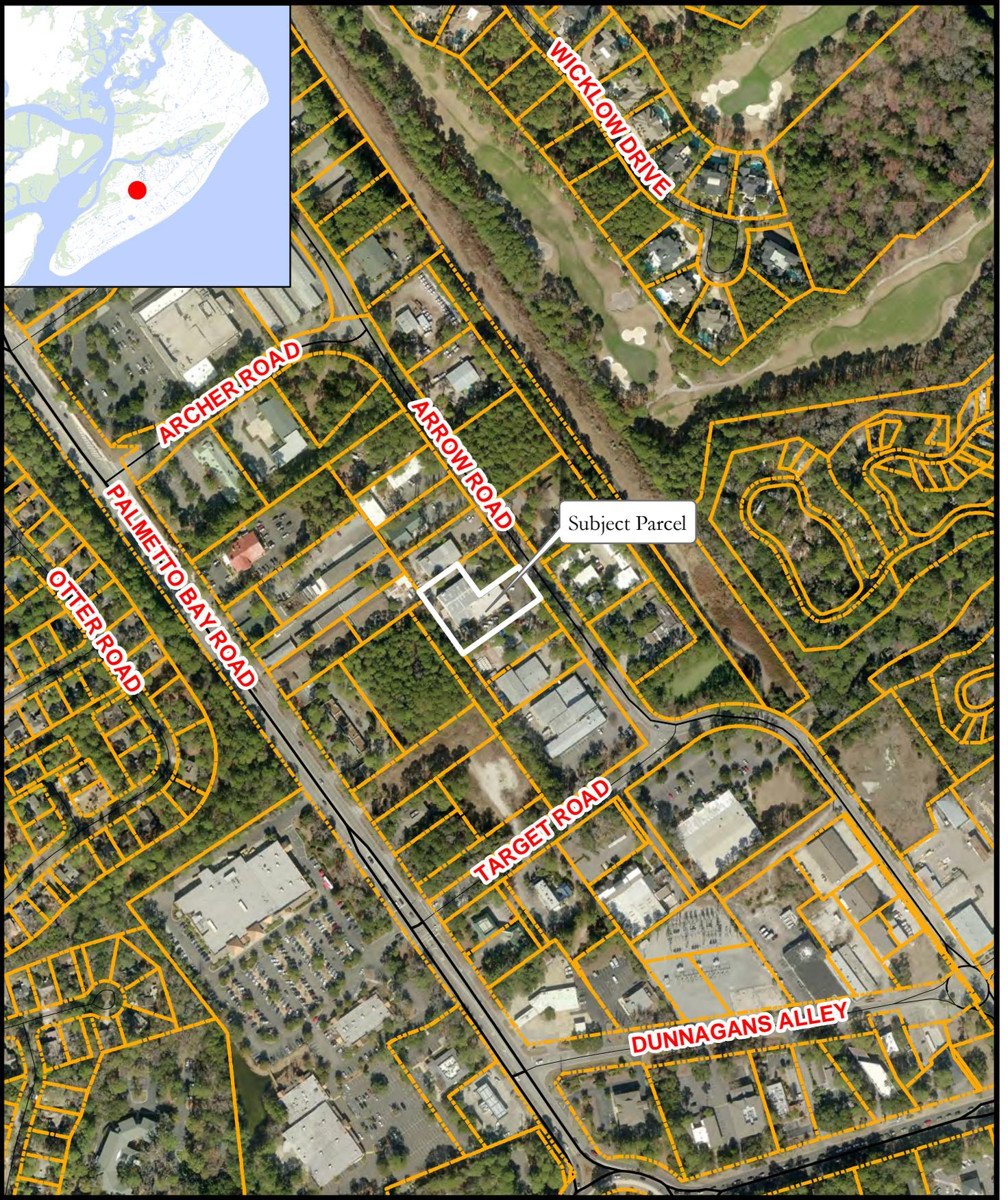
**REVIEWED BY:**

ND  
\_\_\_\_\_  
Nicole Dixon, CFM  
*Senior Planner & Board Coordinator*

August 28, 2012  
\_\_\_\_\_  
DATE

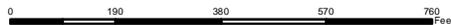
**ATTACHMENTS**

- A) Vicinity Map
- B) Aerial Photo
- C) Applicant's Narrative



Town of Hilton Head Island  
 One Town Center Court  
 Hilton Head Island, SC 29928  
 (843) 341-6000

114 Arrow Road  
 SER120003  
 Attachment A - Vicinity Map



1 inch = 344 feet



This information has been compiled from a variety of unverified general sources at various times and as such is intended to be used only as a guide. The Town of Hilton Head Island assumes no liability for its accuracy or state of completion.

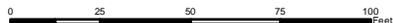


ARROW ROAD



Town of Hilton Head Island  
One Town Center Court  
Hilton Head Island, SC 29928  
(843) 341-6000

114 Arrow Road  
SER120003  
Attachment B - Aerial Photo



1 inch = 53 feet



This information has been compiled from a variety of unverified general sources at various times and as such is intended to be used only as a guide. The Town of Hilton Head Island assumes no liability for its accuracy or state of completion.

08/09/12

#### Special Exception Review Criteria

Pelican Cleaning Company LLC proposed use of aprox 2300 sq ft of warehouse space located at 114 Arrow Rd. meets the Review Criteria as per 16-3-1805.

The use will be in accordance with the Comprehensive Plan for the Town Of Hilton Head Island. The use is consistent with the character and purpose of the applicable district and will be compatible with the existing uses adjacent to and near the property.

There will not be hazardous, detrimental or disturbing to present surrounding land uses due to noise, glare, smoke, dust, odor fumes, water pollution or general nuisance and will not otherwise adversely affect the development of the general neighborhood or the district in which the use is proposed.

The use will be consistent with existing and planned pedestrian and vehicle circulation adjacent to and near the property. It is expected no more than four employee vehicles at one time will be occupying parking during working hours of 8:00am to 5:00 pm. The property will have adequate water and sewer supply, storm water facilities waste disposal and other public services. All venting necessary for dryers will be done professionally. The building will remain in a way that will preserve and incorporate any important natural features that are a part of the site.

The use will conform to specific criteria or conditions specified for that use by the special exception in the applicable district or for the proposed use as set forth in Chapter 4 of this title.

The use will not be contrary to the public health, safety and welfare, provided that a denial based exclusively on this language shall include explicit findings regarding the way in which granting the special exception would be contrary to the public health, safety and welfare.

There are several cleaning companies already located in the neighborhood, including the large Marriott Laundry facility located directly west of the building at 87 Arrow Rd. New laundry facilities will be installed as conceived and drawn by architect and designed by mechanical engineer. No hazardous materials are used in the business and the proposed location is suited for traffic and expansion of Pelican Cleaning Company LLC. Pelican Cleaning established just more than a year ago is seeking this location as permanent and looks forward to continuing business on Hilton Head Island.



**THE TOWN OF HILTON HEAD ISLAND**

**BOARD OF ZONING APPEALS**

**2013 Public Meeting Schedule**

BZA Powers and Duties	Application Procedure
<p>The Board of Zoning Appeals has the following powers:</p> <p>A. To hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by an administrative official in the administration or enforcement of Title 16 of the Municipal Code, Land Management Ordinance.</p> <p>B. To hear and decide requests for variance from the Design and Performance Standards of the Land Management Ordinance.</p> <p>C. To review and take action on applications for uses by special exception; and</p> <p>D. To review and take action on appeals of Planning Commission action on certain traffic analysis plans.</p>	<p>Applications for Variance and Special Exception must be completed and submitted not later than 45 days prior to the meeting at which the application will be considered. In addition, Applications for Appeal must be filed not later than 14 days from the date of the decision being appealed.</p> <p>An Application Check-In Conference is required for all applications to determine whether the application meets the minimum requirements for acceptance. Application Check-In Conferences must be scheduled by appointment with the Community Development Department staff.</p>

<u>BZA PUBLIC MEETING DATE</u>	<u>APPLICATION DEADLINE</u>
January 28, 2013 .....	December 14, 2012
February 25, 2013 .....	January 11, 2013
March 25, 2013.....	February 8, 2013
April 22, 2013.....	March 8, 2013
*May 20, 2013 .....	April 5, 2013
June 24, 2013.....	May 10, 2013
July 22, 2013.....	June 7, 2013
August 26, 2013.....	July 12, 2013
September 23, 2013.....	August 9, 2013
October 28, 2013.....	September 13, 2013
November 25, 2013.....	October 11, 2013
December 23, 2013.....	November 8, 2013
* May 20th is the 3 <sup>rd</sup> Monday of the month due to the Holiday	

Regular meetings are held on the 4<sup>th</sup> Monday of each month at 2:30pm in Council Chambers.



# **TOWN OF HILTON HEAD ISLAND**

## *Community Development Department*

**TO:** Board of Zoning Appeals  
**FROM:** Nicole Dixon, CFM, *Senior Planner*  
**DATE:** September 12, 2012  
**SUBJECT:** Administrative Waivers

---

The Board of Zoning Appeals (BZA) requested that staff keep them informed of administrative waivers that are granted by staff based on the provisions in Section 16-7-106 of the Land Management Ordinance (LMO). This memo will be distributed every month at the regular BZA meetings and will be discussed under staff reports on the agenda. Even if there have been no waivers for the month, a memo will be included in the packet to inform the BZA members of that.

The following language is contained in Section 16-7-106 Waiver by Administrator which gives the Administrator the power to grant waivers for existing nonconforming structures and site features.

“The Administrator may waive any provision of Article III or IV dealing with nonconforming structures and site features, respectively, upon a determination that:

- A. The proposed expansion, enlargement or extension does not encroach further into any required buffers or setbacks or increase the impervious area; and
- B. The proposed expansion, enlargement, or extension does not occupy a greater footprint than the existing nonconforming site feature or structure; and
- C. The proposed expansion, enlargement, or extension does not result in an increase in density greater than allowed per Sec. 16-4-1501, or the existing density, whichever is greater; and
- D. The applicant agrees to eliminate nonconformities or provide site enhancements that the Administrator determines are feasible in scope and brings the site into substantial conformance with the provisions of this Title (e.g. meeting buffer, impervious area and open space requirements); and
- E. The proposed expansion, enlargement or extension would not have a significant adverse impact on surrounding properties or the public health, safety and welfare; and
- F. If an applicant requests to relocate a nonconforming structure on the same site, they must bring the structure into conformance to the extent deemed practicable by the Administrator.”

There were no waivers granted by staff since the August Board of Zoning Appeals meeting.

**TOWN OF HILTON HEAD ISLAND**  
*Community Development Department*

---

<b>TO:</b>	Design Review Board, Planning Commission, & Board of Zoning Appeals
<b>FROM:</b>	Jill Foster, Deputy Director
<b>CC:</b>	Jayne Lopko, Nicole Dixon, Jennifer Ray
<b>CC:</b>	
<b>DATE</b>	September 6, 2012
<b>SUBJECT:</b>	New Board Training Program

I am pleased to announce the South Carolina Planning Education Advisory Committee (SCPEAC), which oversees mandatory training for municipal and county boards and commissions, has approved a Training Program that Staff has submitted. This was at the request of several staff and board/commission members who were disappointed with the Webinar training we were offering. As you know, new members must receive 6 hours of Orientation Training during their first year, whereas other members must maintain 3 hours training in the subsequent years. This approved program is geared toward training that is, in many ways, specific to issues facing Hilton Head Island and your duties as board/commission members. I hope you will enjoy this training more than the web training previously offered!

I will further explain this new program to you on the following dates:

Board of Zoning Appeals	September 24, 2012 at 2:30 pm
Design Review Board	September 25, 2012 at 1:15 pm
Planning Commission	October 3, 2012 at 9:00 am

Please see attached:

- Approval letter from SCPEAC
- Application Letter from Charles Cousins, Director
- Course Program
- Resumes of Trainers

# South Carolina



## Planning Education Advisory Committee

Committee members:

Stephen G. Riley, Chairman  
Representing MASC  
Term expires: 2013

Christopher Karres  
Representing SCAC  
Term expires: 2015

Cliff Ellis  
Representing Clemson  
University  
Term expires: 2016

Dennis Lambries  
Representing USC  
Term expires: 2016

Donna London  
Representing SCAPA  
Term expires: 2014

September 4, 2012

Charles Cousins  
Director of Community Development  
Town of Hilton Head Island  
One Town Center Court  
Hilton Head Island, SC 29928

Dear Mr. Cousins:

Re: *Town of Hilton Head Island Orientation & Continuing Education Program*

On August 16, 2012, I received the Program Materials you submitted for accreditation of the Orientation Programs and Continuing Education Courses detailed above. Upon receipt of your application, I sent an email to confirm receipt by all Committee members and set a deadline for comments. I recused myself from any deliberations on the merits of your submittals and the remainder of the Committee reviewed and considered your application.

Under the new "no objection policy" adopted on July 8, 2009, your request is considered approved. Your signed "Notice of Decision" is attached. Formal, after-the-fact approval will be handled as part of a Consent Agenda at the regular quarterly meeting of the Committee, which will be a conference call and is scheduled for October 22, 2012 at 10:00 a.m.

Thank you for your efforts to help make this program a success.

Sincerely,

A handwritten signature in black ink that reads "Stephen G. Riley".

Stephen G. Riley, ICMA~CM  
Chairman

cc: Christopher Karres, Cliff Ellis, Dennis Lambries, and Donna London

*South Carolina Planning Education Advisory Committee (SCPEAC)*

**NOTICE OF DECISION**

**12. The following action has been taken by the SCPEAC on this application:**

- a)   X   ACCREDITED for  43  CE credits (Multiple Courses)
- b)        DENIED ACCREDITATION
  - i. Reason: \_\_\_\_\_
- c)        RETURNED for more information
- d) Comments:

Approval has been extended to cover the programs offered on July 17 and August 15, 2012

For reapproval of the Program, the applicant only needs to provide a statement that the courses being offered are still current with existing law and, if necessary have been updated to remain consistent with any changes made to the law.

**13. If accredited:**

- a) Approved Course No.: 2012-11
- b) Date of accreditation: 08-31-2012
- c) Comments: None

Signature of SCPEAC Representative:  \_\_\_\_\_

**For further information, contact Mr. Stephen Riley, Chairman,  
843-341-4701 or [stever@hiltonheadislandsc.gov](mailto:stever@hiltonheadislandsc.gov)**

# TOWN OF HILTON HEAD ISLAND

One Town Center Court, Hilton Head Island, S.C. 29928

(843) 341-4600 Fax (843) 842-7728

www.hiltonheadislandsc.gov

Drew A. Laughlin  
Mayor

Kenneth S. Heitzke  
Mayor ProTem

Council Members

Wm. Lee Edwards  
Willie (Bill) Ferguson  
William D. Harkins  
Kimberly W. Likins  
George W. Williams, Jr.

Stephen G. Riley  
Town Manager

August 16, 2012

Mr. Stephen G. Riley, AICP  
SCPEAC Chairman  
Town Manager  
One Town Center Court  
Hilton Head Island, SC 29928

RE: Application for Training Program for Boards and Staff

Dear Steve:

Enclosed is the Town of Hilton Head Island's application for a Training Program to fulfill the requirements of South Carolina's Local Government Comprehensive Planning Enabling Act of 1994.

The Town has a Council-appointed Planning Commission, Board of Zoning Appeals, and a Design Review Board. In addition, we have a Community Development Department with several AICP members and others who have not yet achieved that certification. All boards and staff members have expressed extreme interest in designing a training program that fulfills the above Act, but is tailored to specific needs and focus of Hilton Head Island. I believe the proposed 6 hour Orientation Program, the Continuing Education Program, and the Revolving Continuing Education Program achieve that goal.

Enclosed is an outline for an Orientation Program, Continuing Education Program, and a Revolving Continuing Education Program.

- 6 hour Orientation Program (see pages 1-2) would be mandatory for all new board and staff members. It focuses on orienting the new member to State Code and the daily operations of Town government, and those areas required for orientation training by the State Act.
- Continuing Education Program (see pages 3-13) consists of several courses. Our boards and staff have requested certain types of training that would assist them in reviewing typical development applications, including courses that provide knowledge in other areas such as conducting meetings, public speaking skills, interpreting site plans, wetlands preservation, etc. It also contains certain courses geared toward educating staff and board members on various types of projects or issues that affect our town. The Continuing Education Program is set up on a 3 year program that coincides with our board terms to allow

different training sessions each year. We would like to offer as wide a variety of courses as possible each year, as many of our board members hold 2 term offices (6 years total).

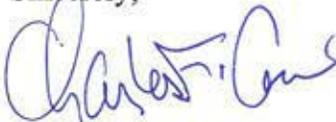
- Revolving Continuing Education Program (see page 14) consists of 2 courses that have specified goals, but could be taught as certain projects or issues arise. These are intended to be offered more than once during the proposed 3 year cycle of courses, due to their course nature and content.

Enclosed is a CD Disk with the course outline and designated trainers, course agendas, and training materials and handouts for each course. Also included is a summary of resumes for the trainers, the Evaluation form, and the Exemption form. Note that some of the large planning documents and codes are not included on the CD Disk due to the number and size. These documents can be found at the Town's webpage ([www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)).

It is imperative that our boards and staff members be trained on issues that directly pertain to Hilton Head Island. As you know, this coastal area is one of the fastest growing regions in the nation, and decisions made by the boards and planning staff are crucial in providing good planning and growth management. Technical knowledge in site planning, general understanding in comprehensive planning, a thorough understanding of legal issues facing Hilton Head Island, and efficient running of meetings and providing communication skills is a must for our members.

I hope your board agrees that this recommended curriculum fulfills the requirements of the State Planning Act. If you have any questions, you may call Jill Foster, Deputy Director, at 843-341-4694.

Sincerely,



Charles Cousins  
Director

Cc: Jill Foster, Deputy Planning Director  
Dennis Lambries, SCPEAC  
Christopher Karres, SCPEAC  
Donna London, SCPEAC  
Cliff Ellis, SCPEAC

**ORIENTATION TRAINING MANDATED PROGRAM  
FOR BOARD MEMBERS AND TOWN STAFF  
7-2012**

**Note: Each hour = 1 credit**

***Orientation to Town Government and Board (3 hours):***

This course focuses on familiarizing the participant with the basic organizational structure of Town Government, the State Code, Town Code and Town Comprehensive Plan. It will be taught by an AICP staff member. Areas of particular focus are:

- Town Government Organization (All departments and, in particular, Community Development Department)
- Introduction to State Planning Enabling Act: intent and areas of regulation
- Powers & duties of each review board as per State Code
- Duties of staff secretary and Town-designated Staff board coordinator, as per State Code and Town Policy
- Individual Board Rules of Procedure as previously adopted by boards
- Brief overview of Town adopted Comprehensive Plan
- Brief overview of Town adopted Land Management Ordinance
- Early history of Hilton Head Island development

*Training Materials:*

- Town Government Organization Chart
- *Comprehensive Planning Guide for Local Governments* (MASC)—State Planning Act
- *Job of the Planning Commissioner* (APA)
- *Local Officials Guide to Zoning* (Institute of Public Affairs, USC)
- *Local Officials Guide to Comprehensive Planning* (Institute of Public Affairs, USC)
- *Town Comprehensive Plan*
- *Town Land Management Ordinance (LMO)*
- *HHI development Powerpoint*
- *Town Council Annual Goals*
- *CIP Report*

***Ethics (1 hour):***

This course will discuss in depth the State Ethics Act, Conflict of Interest and Disclosure Form, The Freedom of Information Act, and Section 1983 Liability. Course will be taught by the Staff Attorney.

*Training Materials:*

- State Ethics Memo from Attorney

- Conflict of Interest Disclosure form
- Section 1983 Liability
- *Public Official's Guide to Compliance with SC's FOIA* (handout)
- MASC Ethical Dilemmas and Decision Making paper
- MASC FOIA powerpoint

### *Conducting Meetings (1 hour)*

This course will be taught by an AICP staff member. It will review the following critical areas in conducting an efficient and effective meeting:

- Powers & duties of chairman and vice chairman
- Duties of board members and participation in discussion
- Parliamentary Procedure
- Making motions based on fact & criteria vs emotion
- Public hearing procedure
- Public Notice Requirements

#### *Training Materials:*

- *Robert's Rules In Plain English* (by Doris Zimmerman 1997)
- *Robert's Rules Cheat Sheets*
- *How to Conduct Effective Meetings* (MASC handout)
- *Adopted Rules of Procedure for each board*

### *Town's Development Review Process (1 hour)*

The Town recently completed a procedure overhaul to become more streamlined and customer friendly. The new procedure for commercial development will be explained. A good understanding of the procedures the Town has for an applicant to obtain development and building permits is necessary so the boards and new staff can understand where they 'fit' in the process. Involvement of the boards will be described. It will be taught by supervisory staff in the Community Development Department.

- Goals of the Procedure (user-friendly, efficiency, streamlining, predictability, minimizing subjectivity, improved forms, computer-submitted applications, etc.)
- Flowchart of procedure
- Duties of the Project Manager as an Advocate
- Responsibilities of the boards
- Responsibilities of the Applicant
- Timeline
- LMO Review Requirements

#### *Training Materials:*

- Flowchart
- *Planning Magazine* Article by Jill Foster, AICP

**CONTINUING EDUCATION PROGRAM  
FOR BOARD MEMBERS AND TOWN STAFF  
7-2012**

**Note: Each hour = 1 credit**

The following courses can be offered as Continuing Education to board and staff members after completion of the Orientation Training. The curriculum is set up over a 3 year period to coincide with board membership terms. *At least* 3 hours per year will be offered so that the participants are not being presented the same course each year. Some of these courses have been requested by various board or staff members; other courses are areas in which the Community Development Department managers have noted as being needed for better understanding of responsibilities.

***Course 1: Staff and Board Responsibilities and Etiquette (1 hour)***

This course is available to all boards and staff and explains the process of staff review and staff responsibilities in reviewing development or subdivision applications vs board review and responsibilities. It also further explains the different reviews undertaken by each board and the jurisdiction of each board, giving examples of specific developments and subdivisions. In addition, it gives examples of appropriate times for special public meetings that are not mandatory, but could achieve better ‘buy in’ by the public. It also describes appropriate board and staff etiquette during public meetings. It would be taught by qualified staff and overseen by an AICP staff member.

*Training Materials:*

- Land Management Ordinance and Municipal Code on Review & Decision-making Bodies
- Land Management Ordinance Development Review Procedures Code section
- Staff etiquette handout
- Board Duties powerpoints

***Course 2: Conducting Meetings (1 hour)—Refresher Course***

This course will be taught by qualified AICP staff **as a refresher** to board members and staff. It will review the following critical areas in conducting an efficient and effective meeting:

- Powers & duties of chairman and vice chairman
- Duties of board members and participation in discussion
- Parliamentary Procedure
- Making motions based on fact & criteria vs emotion
- Public hearing procedure

*Training Materials:*

- *Robert's Rules In Plain English* (by Doris Zimmerman 1997)
- *How to Conduct Effective Meetings* (MASC handout)
- *Adopted Board's Rules of Procedure*

***Course 3: How to Interpret Site Plans and Elevations (1 hour)***

This course is offered to the Design Review Board and the Board of Zoning Appeals and staff. It explains how to interpret site and elevation plans so they can better understand what they are reviewing and can make more informed determinations. Participants would receive hands-on participation of site plans currently under review or approved by Town Staff. It would be taught by qualified staff.

*Training Materials:*

- Hands-on participation using real examples from applications

***Course 4: Design Guidelines (1 hour)***

This course is offered to the Design Review Board and staff. This board has adopted a Design Guideline for development and a Pathway Guideline for Capital Improvement Pathway Projects which provide direction in various examples and policies. The Guidelines are the basis for their determinations on applications and CIP projects. This course will be taught by the Town Urban Designer and overseen by qualified Town Staff.

*Training Materials:*

- Town's *Design Guide*
- Town's *Pathway Guide*

***Course 5: Appeals (1 hour)***

This course will be offered to the Board of Zoning Appeals, the DRB, and staff and gives the complexities of appeals, reviews the Town's Land Management Ordinance and State Code requirements, and emphasizes the need for adequate Findings of Fact in their motions. It will include a study of the types of appeals presented to the Town BZA in the last 5 years. It will be taught by the Staff Attorney and overseen by qualified Town staff.

*Training Materials:*

- LMO Appeals section

***Course 6: Special Exceptions (1 hour)***

This course will be offered to the Board of Zoning Appeals and staff and gives the rules for reviewing special exceptions. It stresses the need for consistency among decisions and cases, and provides common examples of each type. It will include a study of the types of special exceptions presented to the Town BZA in the last 5 years. It will be taught by qualified Town Staff.

*Training Materials:*

- LMO Special Exception section

*Course 7: Variances (1 hour)*

This course will be offered to the Board of Zoning Appeals and staff and gives the rules for reviewing variances. It stresses the need for consistency among decisions and cases, and provides common examples of each type. It will include a study of the types of variances presented to the Town BZA in the last 5 years. It will be taught by qualified Town Staff.

*Training Materials:*

- LMO Variances section

*Course 8: Street Naming (1 hour)*

This course is offered to the Planning Commission and staff and describes the criteria for naming or renaming a street. It emphasizes decisions based on criteria vs public emotion or inconvenience. It will be taught by qualified Town Staff.

*Training Materials:*

- LMO Street Naming section

*Course 9: Public Projects (1 hour)*

This course is offered to the Planning Commission and staff and describes the criteria for reviewing a public project. It emphasizes the Town's Capital Improvement Program and decisions based on criteria set forth in State Code and compliance with the Comprehensive Plan. It will be taught by qualified Town Staff.

*Training Materials:*

- LMO Public Projects section

*Course 10: Comprehensive Planning (1 hour)*

This course is offered to the Planning Commission, Design Review Board and staff and describes the State Law requirements for amending and adopting a Comprehensive Plan. It describes periodic scheduling for the update and adoption and public participation. Each element required by the State as well as those added by the Town will be briefed. It will be taught by qualified Town Staff.

*Training Materials:*

- *Comprehensive Plan*

### *Course 11: LMO Text Amendments (1 hour)*

This course is offered to the Planning Commission and staff and describes the process for amending the Land Management Ordinance. It describes the process staff goes through for identifying the need, seeking public participation, providing staff reports that clarify and justify the need for the amendment, and briefs board members on the procedure for amending the code. It will be taught by qualified Town Staff.

#### *Training Materials:*

- LMO Text Amendment section
- Powerpoint

### *Course 12: LMO Zoning (1 hour)*

This course is offered to the Planning Commission and staff and describes the LMO's zoning districts (including overlay and floating zones) and the procedure for amending the districts including public notice, public participation, and staff reports that clarify and justify the need for the amendment. It will be taught by qualified Town Staff.

#### *Training Materials:*

- LMO zoning section
- Staff Report Example

### *Course 13: Public Speaking (1 hour)*

This course is offered to Town staff and gives direction on and examples of good public speaking. It will be taught by qualified Town Staff.

#### *Training Materials:*

- Various Handouts

### *Course 14: Public Presentations (1 hour)*

This course is offered to Town staff and gives direction on and examples of good public presentation skills, including Powerpoint presentations, staff write-ups, use and avoiding the overuse of visual aid equipment and other forms of visual aids. It includes hands-on practicing with critique, and training on usage of audio/visual equipment. It will be taught by or overseen by qualified Town Staff.

#### *Training Materials:*

- *Winning Presentation in a Day* (by Rhonda Abrams)
- Staff Notes

### *Course 15: Sustainability and Quality of Life (1 hour)*

Participants learn what sustainability is, why it is important and its link to human quality of life (economy, environmental, social). It will be taught by the Town's Sustainable Practices Coordinator and overseen by qualified Town staff.

- Early Town development philosophy from Charles Fraser
- Current Town practices, goals and strategies
- Performance Indicators from Town's Action Plan

#### *Training Materials:*

- Town's *Sustainability Practices Action Plan*
- Sustainability Guidelines for Projects
- *Backyard Buffers* brochure
- Natural Resources Protection during Park Development
- Plan for Environmental Quality Powerpoint
- Information found at [www.epa.gov/sustainability/](http://www.epa.gov/sustainability/)

### *Course 16: Green Development Practices (2 hours)*

Participants learn the principles of green site design and green building as they relate to environment, society and economics. It will be taught by the Town's Sustainable Practices Coordinator and overseen by qualified Town staff.

- Green site design philosophy
- Green building philosophy
- Energy Efficiency
- Costs associated with green building

#### *Training Materials:*

- Information found at [www.epa.gov/greenbuilding/pubs/about.htm](http://www.epa.gov/greenbuilding/pubs/about.htm)
- Xeriscape Interpretive Garden brochure

### *Course 17: Economic Development (1 hour)*

This course focuses on the latest economic development philosophy, techniques, funding strategies and partnerships. It will be taught by qualified Town staff.

- Economic Development partners
- Chamber of Commerce
- Lowcountry Economic Alliance
- South Carolina Department of Commerce

*Training Materials:*

- *Comprehensive Plan* – Economic Development Element
- Business Friendly Brochure
- Powerpoint on Economic Development Committee recommendations is being drafted

***Course 18: Floodplain Regulations and the CRS Program (1 hour)***

This course focuses on the National Flood Insurance Program, its effect on the Town, and our participation in the Community Rating System Program. It will be taught by a staff member certified in Floodplain Management.

- National Flood Insurance Program—intent and application
- Code pertaining to Base Flood Elevation and construction
- The 50% Rule
- CRS description—intent and application
- How we achieve our rating
- Impact upon Insurance Costs

*Training Materials:*

- *Citizens Guide to Flood Awareness* brochure
- *Substantially Improved or Damaged Buildings* brochure
- *ICC Flood Cleanup* brochure

***Course 19: Our Dynamic Beach (1 hour)***

This course describes the importance of a well maintained dune system and a renourished beach. It describes its impact upon state tourism and the importance of protecting sea life that utilizes our beach (piping plover, sea turtles, dune fauna, etc.) It will be taught by AICP staff.

- State Code on Beach Regulations
- Town Code on Beach Regulations
- Blue Ribbon Committee efforts
- Past & Future Beach renourishment efforts
- Turtle and Piping Plover survey trends
- Dune protection techniques
- Dune vegetation

*Training Materials:*

- *Town Beach Management Plan*
- Municipal Code on Beach Critical Dunes Area

### *Course 20 – Importance of Wetland Preservation (1 hour)*

Course will describe the uniqueness of the wetlands, in that they are both aquatic (wet) and upland (dry) areas. They are characterized by soils that can be saturated with water, possessing aquatic flora and fauna, as well as terrestrial flora and fauna. They are areas of transition, and the animals and plants that exist, only exist there. Touches on the importance to preserve them from development, as aquifer recharging systems, storm surge protection, etc. Course to be taught by the Town's Natural Resource Planner and overseen by AICP staff.

- Protection – areas are declared wetlands and can't be developed, drained, or flooded. If deemed developable (isolated, non-jurisdictional) mitigation is to be required.
- Exclusion – to have areas set aside for public enjoyment while the remaining portion is left outside of human reach to continue functionality.
- Education – describe importance of wetlands and why we need to protect them, show that they are not merely wastelands.

### *Course 21: Tree Preservation and Proper Pruning Techniques (1 hour)*

Course will describe importance of preserving trees, practices for doing so, and explain their many benefits, such as protection against erosion, their landscaping and aesthetic value, water quality, and other environmental benefits. Course to be taught by the Town's Natural Resource Planner and overseen by AICP staff.

- Limitations on tree protection, ie: Tree vigor, species, age, size and shape, use as wildlife food source
- Protection Techniques, fencing, timbers, earthworks, proper pruning, mulching techniques.
- Planning Considerations, to promote more stable and aesthetically pleasing developments, proper site evaluations to lead site development for best management practices to stabilize the soil, prevent erosion, reduce stormwater runoff, promoting infiltration, transpiration, moderate temperature changes, provide shade, reduce wind, provide buffers and screening, privacy, filter pollutants, remove carbon dioxide, produce oxygen, provide habitats, increase property values
- Pruning Techniques, per the Arboricultural Standards Guidelines

#### *Training Materials:*

- *Arborist's Certification Study Guide*
- Several brochures (see examples)

### *Course 22: Low Impact Development Techniques for Storm Water (1 hour)*

Participants learn about impervious coverage on the island, the pollutants storm water carries and how simple techniques reduce damage to water bodies. Course to be taught by the Town's Sustainable Practices Coordinator and overseen by AICP staff.

#### *Training materials:*

- [www.seagrant.org/pdf\\_files/tidal\\_creek\\_project.pdf](http://www.seagrant.org/pdf_files/tidal_creek_project.pdf)

### *Course 23: Water Quality in and around the Island (1 hour)*

Course to describe how environmental water quality relates to water bodies such as rivers, creeks, and oceans, and how WQ standards vary due to the differing environmental conditions, ecosystems, and intended human uses. Explain how toxic substances and large amounts of certain microorganisms (pathogens) can present a health hazard for non-drinking uses such as irrigation, swimming, fishing, rafting, boating, etc., and how these conditions may also affect wildlife, which use water body as habitat or drinking water.

Describes how current environmental laws allow for some contamination based on the designated use of the water body as long as it doesn't affect the designated uses. With on-going development, urbanization, and clear cutting over a watershed basis, return to pristine conditions is unlikely, describe how governments focus is on achieving goals for maintaining healthy ecosystems and the protection of populations of endangered species and protecting human health. Course to be taught by the Town's Natural Resource Planner and overseen by AICP staff.

#### *Training Materials:*

- DHEC training public information materials as available

### *Course 24: Disaster Recovery Planning (1 hour)*

This course focuses on the Town's Disaster Recovery Plan and its ties to the County & State Plans. It will be taught by the Deputy Director of Community Development.

- Overview of the Plan
- Relationship to the Evacuation Plan and Hazard Mitigation Plan
- Relationship to State and County Plans
- Specific Functions and Actions for Recovery (debris removal, emergency permitting, etc.)
- Role of the Public in a disaster
- How to prepare for a disaster (insurance, evacuation routes, etc.)

*Training Materials:*

- Disaster Recovery Plan
- SC EMD Damage Assessment Training powerpoint
- Federal Damage Assessment Training powerpoint
- Emergency Permitting brochure
- Citizen Preparedness Guide

*Course 25: Metropolitan Planning Organization and Transportation Planning (1 hour)*

In 2012, the Town began efforts to form a Metropolitan Planning Organization to oversee transportation efforts on a regional basis. It will be taught by the Community Development Deputy Director.

- Federal requirements for an MPO, and its purpose
- Relationship to the Town's Comprehensive Plan
- Relationship to State Long Range Transportation Program and Improvement Program
- Study Area Boundaries
- Policy Board & Technical Committee
- State and Local Long Range Transportation Plans
- State and Local Transportation Improvement Program
- Status update on Plans and Program

*Training Materials:*

- Federal Code forming MPOs
- Frequently Asked Questions

*Course 26: Benefits of Native Plants on the Island (1 hour)*

Participants will learn about the natural services native plants provide and how using them can save them money and water and can benefit wildlife. It will be taught by the Town Sustainable Practices Coordinator and overseen by AICP staff.

- Xeriscape and landscaping philosophy
- How to identify our native plants
- What favorite plants not to use
- How to use landscaping to enhance a project

*Training Materials:*

- Photos of native plants
- List of preferred landscape plants (per LMO, per climate of area, etc)
- [Information found at :www.ncsu.edu/goingnative/index.html](http://www.ncsu.edu/goingnative/index.html)

*Course 27: Recycling: Am I making a difference? (1 hour)*

This course describes the county's solid waste program and the Town's residential recycling program. Participants will learn why recycling is important, and real world economic, environmental and social results of recycling. It would be taught by the Town's Sustainable Practices Coordinator and overseen by AICP staff.

Training materials:

- [www.epa.gov/osw/conservation/recycle.htm](http://www.epa.gov/osw/conservation/recycle.htm)
- Recycling brochure

*Course 28: Southern Beaufort County Regional Plan (1 hour)*

This course provides an introduction to regional planning efforts affecting growth in the Southern Beaufort and Jasper County areas, including implications related to transportation, land use and natural resources. It would be overseen by qualified AICP staff.

*Training Materials:*

- Southern Beaufort County Regional Plan
- Powerpoint on Plan

*Course 29: Town Manager's Perspective (1 hour)*

This course is a presentation by our Town Manager on his perspective of Hilton Head Island, its history, and its issues through the years as its leader. His thoughts on how our past is shaping our future will also be discussed. It would be overseen by qualified AICP staff.

*Training Materials:*

- Powerpoint on the subject (see example powerpoint)

*Course 30: Giving Depositions (1 hour)*

Sometime during a planner's career, he or she will probably be involved in giving a deposition. This course gives tips and instructions on depositions. It will be taught by the Town's Staff Attorney.

Training Materials:

- Tips handout

### *Course 31: Basic Architecture 101 (1 hour)*

This course presents a basic overview of Island architecture, including definition of commonly used terms and features. Focus will be on architectural styles most common and appropriate to Hilton Head Island. It will be taught by the Town's Urban Designer and overseen by AICP staff.

- Elevation Plan Legends and symbols
- Basic architecture features
- Typical examples of HHI architecture
- Hands-on participation

#### *Training Materials:*

- Examples of Elevation Plans
- Examples of HHI architectural structures & features (photos)

### *Course 32: Recent Zoning Cases that affect HHI (1 hour)*

This course would describe any recent zoning cases that have the potential of affecting our future, our processes, or our codes. It will be taught by AICP staff.

#### *Training Materials:*

- Recent case law

### *Course 33: Signs (1 hour)*

This course focuses on the sign approval process including those that are approved by the DRB and those approved by staff. It will discuss issues that commonly arise in approving signs as well as how the Design Guideline ties into the approval process. It will be taught by the Urban Designer for the Town, with AICP staff oversight.

#### *Training Materials:*

- Design Guide
- Examples of approved signs

### *Course 34: Grants and Awards (1 hour)*

This course details the various grants and awards that the Town has received, and how they have aided in implementing the Comprehensive Plan and the Capital Improvement Program. It will be taught by the Town's Grant Administrator with AICP staff oversight.

#### *Training Materials:*

- List of Grants and Awards

**REVOLVING CONTINUING EDUCATION COURSES**  
**7-2012**

**The following courses are proposed to be done more often than once every 3 years because the specific topics change. The Proposed State Legislation course is dependent on the recently adopted bills at the state level and would be taught annually. The *WOW! Projects for Board Ambassadors* would be offered as the project arises—possibly averaging 2/year. However, goals for each course would remain the same.**

***Course 35: Recently Adopted State Legislation and its Impact on the Town (1 hour) – Annual course***

This course is an annual course that discusses newly adopted legislation at the state level. Impacts upon our Town and operations will be highlighted. It will be taught by qualified Town Staff.

- Description, purpose and goals of legislation
- Applicability to our Town
- Impact of project on Town’s economy and quality of life

*Training Materials:*

- List of newly adopted legislation

***Course 36: Town’s Current WOW! Projects for Board Ambassadors (1 hour for each project)—Revolving Course taught as projects arise***

This course focuses on the Town’s latest projects to enhance its image and built environment. The projects that would be presented would vary each year according to annual Town Goals set by Town Council. Our boards have requested updates on these types of projects so they may help the Town Manager and Council spread the word on positive Town efforts, and so they could act as ‘ambassadors’ for the Town. For example, current topics are a new public art program, redevelopment of the Mall, redevelopment of Coligny area, bike pathway construction, Chaplin Linear Park, Beach Renourishment, Audubon Green Community Program, Mitchelville Project, etc. This course could be offered several times per year, but the topic of discussion would change and depend upon the project. However, goals of the course would remain the same. It will be taught by various qualified Town staff.

- Project description, purpose & goals
- Applicability to the Comprehensive Plan
- Applicability to the Town’s Capital Improvement Program
- Impact of project on Town’s economy and quality of life

*Training Materials:*

- Applicable project-related site plans, brochures and handouts (see examples)

### Trainer Summary:

Course Title	Trainer
<b><i>Orientation Courses:</i></b>	
Orientation to Town Government and Boards	AICP staff*
Conducting Meetings	AICP staff*
Ethics	Brian Hulbert, Staff Attorney
Town's Development Review Process	AICP staff*
<b><i>Continuing Education Courses:</i></b>	
Staff & Board Responsibilities and Etiquette	AICP staff*
Conducting Meetings	AICP staff*
How to Interpret Site Plans	AICP staff*
Design Guidelines	Jennifer Ray, ASLA, Urban Designer AICP staff oversight
Basic Architecture 101	Jennifer Ray, ASLA, Urban Designer AICP staff oversight
Variances	AICP staff
Appeals	Brian Hulbert, Staff Attorney
Special Exceptions	AICP staff*
LMO Text Amendments	AICP staff*
Street Naming	AICP staff*
Public Projects	AICP staff*
Comprehensive Planning	Shawn Colin, AICP, Comprehensive Planning Manager
LMO Zoning	AICP staff*
Public Speaking	Anne Cyran, AICP & Toastmasters member, or AICP staff*
Public Presentations	AICP staff*
Sustainability & Quality of Life	Sally Krebs AICP staff Oversight
Green Development Techniques	Sally Krebs AICP staff Oversight
Economic Development	Shawn Colin, AICP, Comprehensive Planning Manager
Floodplain Regulations & CRS	Nicole Dixon, CRM, Senior Planner Richard Spruce, Plans Examiner & Floodplain Manager AICP staff Oversight
Our Dynamic Beach	AICP staff oversight
Wetlands Preservation	Rocky Browder, Natural Resources Assoc. AICP staff Oversight

Tree Preservation & Pruning	Rocky Browder, Natural Resources Assoc. AICP staff Oversight
Low Impact Development Techniques for Storm Water	Sally Krebs AICP staff Oversight
Disaster Recovery Planning	Jill Foster, AICP, Community Development Deputy Director
Water Quality	Rocky Browder, Natural Resources Assoc. AICP staff Oversight
MPOs	Jill Foster, AICP, Community Development Deputy Director
Native Plants	Sally Krebs AICP staff Oversight
Recycling in Beaufort County	Sally Krebs AICP staff Oversight
SBC Regional Plan	AICP staff*
Giving Depositions	Bryan Hulbert, Staff Attorney
Town Manager's Perspective	Steve Riley, CM AICP staff oversight
Recent Zoning Cases	AICP staff* Brian Hulbert, Staff Attorney
Signs	Jennifer Ray, ASLA, Urban Designer AICP staff oversight
Grants & Awards	Marcy Benson, Grants Administrator AICP staff oversight
State Legislation	Shea Farrar, Senior Planner AICP staff oversight
Town's WOW! Projects for Board Ambassadors	AICP staff*

**\*Qualified AICP Staff:**

Jill Foster, Deputy Director of Community Development  
Teri Lewis, LMO Official  
Shawn Colin, Comprehensive Planning Manager  
Heather Colin, Development Review & Zoning Administrator  
Anne Cyran, Senior Planner  
Jayme Lopko, Senior Planner

**TOWN OF HILTON HEAD ISLAND  
ORIENTATION AND CONTINUING EDUCATION PROGRAM  
UPDATED 7-13-2012**

**RESUMES OF  
POTENTIAL TRAINING MEMBERS**

The following people will be either directly training the boards and staff, or overseeing non-AICP trainers:

Charles Cousins, AICP:

- MS in Agricultural Economics from Clemson University
- BS in Agricultural Economics from Clemson University
- 5 years as Community Development Director, Town of Hilton Head Island
- 12 years as Planning Director, Town of Hilton Head Island
- 2 years as Manager of Long Range Planning, Town of Hilton Head Island
- 5 year as Planning Analyst, Town of Hilton Head Island
- 4 years as Director of Land Resources Planning, S.C. Land Resources Commission
- 2 years as Deputy Director, Conservation Districts Division, S.C. Land Resources Commission
- 2 years as State Leader for Conservation District Operations, S.C. Land Resources Commission

Jill Foster, AICP:

- MA in Urban and Regional Planning, University of Florida, 1988
- BA in Anthropology, Kent State University, 1979
- 5 years as Deputy Director of Community Development, Town of Hilton Head Island
- 4 years as Deputy Planning Director, Town of Hilton Head Island.
- 9 years as Manager of Long Range Planning, Town of Hilton Head Island.
- 6 years as Senior Planner, Town of Hilton Head Island.
- 2 years as Grants Administrator, CDBG Program, North Central Florida Regional Planning Council.

Teri Lewis, AICP:

- MA in Urban and Regional Planning, University of New Orleans 1998
- 4 years as Land Management Ordinance (LMO) Official, Town of Hilton Head Island
- 4 years as Manager of Development Review and Zoning, Town of Hilton Head Island.
- 4 years as Senior Planner, Town of Hilton Head Island
- 1 ½ years as Planner, Town of Hilton Head Island

Jayme Lopko, AICP:

- BA of Urban Planning, University of Cincinnati, 1999
- 8 years as Senior Planner, Town of Hilton Head Island
- 1.5 years as Planner, Village of Matteson, Illinois
- 2 years as Planner I & Planner II, Marion County, Florida

Shawn Colin, AICP:

- Master of City and Regional Planning, Clemson University, 1999
- 2 years as Comprehensive Planning Manager, Town of Hilton Head Island
- 4 years as Senior Planner, Town of Hilton Head Island
- 1.5 years as Economic Development Project Manager, City of Greenville, SC
- 2 Years as Senior Planner, SC Appalachian Council of Governments
- 4 Years as Community and Regional Planner, SC Appalachian Council of Governments

Heather Colin, AICP:

- Master of City and Regional Planning, Clemson University, 1999
- 4 years as Development Review Administrator, Town of Hilton Head Island
- 1 year as Senior Planner, Town of Hilton Head Island
- 3 months as Senior Planner, Town of Bluffton, SC
- 18 months as Senior Planner, SC Appalachian Council of Governments
- 5 years as Zoning Officer, City of Greenville, SC
- 1 year as County Planner, Pickens County, SC

Anne Cyran, AICP

- MA in Public Administration, Michigan State University, 2005
- 2 years as Senior Planner, Town of Hilton Head Island
- 5 years as Planner, Town of Hilton Head Island
- Member of Toastmasters

Brian Hulbert, Esq.

- South Carolina and Ohio Attorney
- Staff Attorney & Town Prosecutor from 2005- present, Town of Hilton Head Island
- 21 years as Judge Advocate in USMC, working as Prosecutor, Defense Attorney, and in areas of contracts, environmental law, labor law, family law, consumer law, estate planning, and government ethics.

Greg DeLoach, Esq.

- South Carolina Attorney
- Assistant Town Manager, Town of Hilton Head Island
- Staff Attorney from 1991-2006

**Trainers to be overseen by AICP members above:**

Sally Krebs

- BA and MS degrees in Zoology, Rutgers University
- 26 years as Natural Resources Administrator, Town of Hilton Head Island
- Certified arborist by International Society of Arboriculture
- Professor at University of South Carolina teaching Environmental Science and Herpetology

Nicole Dixon

- MA in Regional Planning, California University of Pennsylvania, 1998
- BA in Geography: Travel & Tourism, California University of Pennsylvania, 1996
- ASCFM, Certified Floodplain Manager
- 2 years as Senior Planner, Town of Hilton Head Island
- 4 years as Planner, Town of Hilton Head Island
- 1 year as Planner II, Loudoun County, Virginia
- 3 years as Planner I, Loudoun County, Virginia

Rocky Browder

- BS in Marine Geology, College of Charleston
- MPA in Coastal Zone Management, College of Charleston
- 10 months as Natural Resources Planner, Town of Hilton Head Island
- 5 years with as Natural Resources Planner, Sligh Environmental
- 18 years as Planner , OCRM

Richard Spruce

- 11 years as Plans Reviewer, Town of Hilton Head Island
- ASFPM, Certified Floodplain Manager

Jennifer Ray

- BS in Landscape Architecture, University of Kentucky, 1998
- BS in Agricultural Economics/Public Policy Analysis, University of Kentucky, 1994
- ASLA member
- 3 months as Urban Designer, Town of Hilton Head Island
- 13 years as landscape architecture, WPI

Steve Riley, ICMA-CM

- MA Urban Planning, University of Iowa, 1985
- BA Geography, University of Nebraska, 1983
- ICMA-Certified Manager
- Community Development Director, Town of Hilton Head Island 1991-1994
- Town Manager, Town of Hilton Head Island, 1994-present
- Chairman, South Carolina Planning Education Advisory Committee

Marcy Benson, Grants Administrator

- Grants Administrator, Town of Hilton Head Island, 1998-present
- BA in Hospitality Management, Johnson & Wales University, 1990