



**Town of Hilton Head Island**  
**Regular Planning Commission Meeting**  
**Wednesday, November 21, 2012**  
**3:00p.m. Benjamin M. Racusin Council Chambers**  
**AGENDA**

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As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting.

1. **Call to Order**
2. **Pledge of Allegiance to the Flag**
3. **Roll Call**
4. **Freedom of Information Act Compliance**  
Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
5. **Approval of Agenda**
6. **Approval of Minutes** - Regular Meeting November 7, 2012
7. **Appearance by Citizens on Items Unrelated to Today's Agenda**
8. **Unfinished Business**  
None
9. **New Business**  
**Public Hearing**  
**Access Easement Naming Request** – Lorena Chavira has applied to name a new access easement. The easement will be located off of Wiley Road and provide access to new residential units. The proposed name is Sapos Place.
10. **Commission Business**
11. **Chairman's Report**
12. **Committee Reports**
13. **Staff Reports**
14. **Adjournment**

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

**\* Upcoming Planning Commission Meetings**

- a. Regular Planning Commission Meeting – December 5, 2012 at 9:00a.m.
- b. Regular Planning Commission Meeting – December 19, 2012 at 3:00p.m.

\* Please visit the Town's website for complete and up-to-date information on all meetings.

1 **TOWN OF HILTON HEAD ISLAND**  
2 **Regular Planning Commission**  
3 **Wednesday, November 7, 2012 Meeting**  
4 **3:00p.m – Benjamin M. Racusin Council Chambers**

**DRAFT**

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6  
7  
8 Commissioners Present: Chairman Gail Quick, Vice Chairman Tom Lennox, David Bennett,  
9 Alex Brown, Jack Docherty, Terry Ennis, Bryan Hughes and Barry Taylor

10  
11 Commissioners Absent: Brian Witmer

12  
13 Town Council Present: None

14  
15 Town Staff Present: Scott Liggett, Director of Public Projects and Facilities/Chief Engineer  
16 Jayme Lopko, Senior Planner & Planning Commission Coordinator  
17 Shawn Colin, Manager of Comprehensive Planning  
18 Charles Cousins, Director of Community Development  
19 Kathleen Carlin, Secretary  
20  
21

22 **1. Call to Order**

23 **2. Pledge of Allegiance to the Flag**

24 **3. Roll Call**

25 **4. Freedom of Information Act Compliance**

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

28 **5. Approval of Agenda**

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

30 **6. Approval of Minutes**

31 The Planning Commission **approved** the minutes of the October 17, 2012 meeting as  
32 presented by general consent.

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

34 Ms. Julie Hallquist and Mr. Terry Herron, residents of the Singleton Beach neighborhood and  
35 members of the Folly Inlet Initiative, presented statements in concern of Application for Public  
36 Project Review PPR12007 (application from the Town of Hilton Head Island to construct a  
37 linear park connecting the proposed Shelter Cove Waterfront Park with Collier Beach Park that  
38 will include multi-purpose pathways and boardwalk, parking improvements, restroom facilities  
39 and emergency access). Ms. Hallquist provided a power point presentation and discussed the  
40 Folly Inlet Initiative's concerns with the application.

41 Chester C. Williams, Esq., presented public comments in concern of PPR120007 on behalf of  
42 his client, Singleton Beach Homeowners Association. Chairman Quick stated that the  
43 Planning Commission will review this PPR application on December 5, 2012 at 9:00a.m. The  
44 Planning Commission thanked Ms. Hallquist, Mr. Herron, and Mr. Williams for their public  
45 comments.

1 **8. Unfinished Business**

2 None

3  
4 **9. New Business**

5 **Presentation of Capital Improvement Project (CIP) Report**

6 Mr. Scott Liggett made the presentation on behalf of staff. The CIP Committee met on  
7 October 4, 2012 to review the proposed Fiscal Year 2014 Capital Improvement Program. The  
8 staff's presentation reflects the CIP Committee's recommendations.

9  
10 The program generally depicts the pursuit of projects in Fiscal Year (FY) 2014 as was planned  
11 for and proposed in previous editions of the CIP. The Committee does, however, recommend  
12 the following specific changes:

- 13  
14 a) William Hilton Parkway Pathway – Village at Wexford to Arrow Road  
15 This is a new project to connect previously completed pathway segments. Funding for  
16 design is proposed in FY14.  
17  
18 b) Stoney Secondary Road – South  
19 Recommend delaying construction funding for 1 year (until FY 15). Consider project  
20 deferral.  
21  
22 c) Lemoyne Avenue Reconstruction and Extension  
23 Recommend delaying construction funding for 1 year (until FY 15).  
24  
25 d) Yacht Cove Community Park  
26 Delay of out year funding for construction until FY 16 in deference to the demands for  
27 staff time associated with completion of Coligny and Chaplin Area Improvements and the  
28 redevelopment of the Mall at Shelter Cove.  
29  
30 e) Ford Shell Ring Park  
31 Delay of FY 14 and out year funding for construction in deference to the demands for  
32 staff time associated with completion of Coligny and Chaplin Area Improvements and the  
33 redevelopment of the Mall at Shelter Cove.  
34  
35 f) Fire/Rescue Training Center Enhancement  
36 New project pending Town Council approval, funding programmed for FY15  
37  
38 g) Fire/Medical Systems and Equipment Replacement  
39 New element, replacement of traffic signal pre-emption equipment; funding proposed in  
40 FY14, pending Town Council approval. Also recommend the delay in funding by 1 year  
41 for the SCBA replacement.  
42

43 Mr. Liggett stated that it is the Planning Commission's duty to prepare an annual listing of  
44 priority projects for consideration by Town Council prior to their preparation of the capital  
45 budget. Mr. Liggett reviewed the draft of the *Fiscal Year 2014 – Proposed Priority Projects*.  
46 Eight of the priority projects have been identified as "top priority" for FY 2014 (shown in **bold**  
47 type).  
48

1 Mr. Liggett stated that Town Council will conduct their annual workshop in late November.  
2 During the workshop, Council will determine their Action Agenda and priorities for FY 2014.  
3 The approved CIP will go to Town Council for advance review prior to the workshop.  
4

5 Mr. Liggett then presented the Capital Improvements Program Fiscal Years 2014-2023. Fiscal  
6 Year 2014 – Proposed Priority Projects:  
7

8 a. Pathways  
9

- 10 • Pathway Rehabilitation
- 11 • **Pembroke Drive - construction**
- 12 • **Gardner Drive – construction**
- 13 • US 278 – B (William Hilton Parkway) Fresh Market Shoppes to Shelter Cove/Chaplin –  
14 design funded in FY 13
- 15 • US 278 – B (William Hilton Parkway) Shelter Cove/Chaplin to Mathews Drive-north – legal
- 16 • US 278-B (Gardner Drive to Jarvis Park / Honey Horn) – legal
- 17 • US 278 (Gum Tree Road to Squire Pope Road) - design
- 18 • US 278-B (Village at Wexford to Arrow Road) – design, legal  
19

20 b. Roadway Improvements  
21

- 22 • Directional / Neighborhood Signage (new post mounted street signs)
- 23 • Fire Rescue Emergency Access Points (to be decided)
- 24 • Honey Horn Access Improvements
- 25 • Traffic Signal Mast Arms
  - 26 1. William Hilton Parkway @ Gumtree Road
  - 27 2. William Hilton Parkway @ Spanish Wells Road
- 28 • Private Dirt Roads Acquisition  
29

30 c. Park Development  
31

- 32 • Town Parks Upgrades / Island Recreation Association CIP Requests, Annual Park and  
33 Equipment Upgrade
  - 34 1. Jarvis Creek Park - Picnic Shelter and grills
  - 35 2. Green's Shell Park - Basketball Court Renovations
  - 36 3. Chaplin Park - Racquetball Court
  - 37 4. Chaplin Park - 4 Picnic Shelters
  - 38 5. Chaplin Park - Basketball Court
  - 39 6. Public Art Foundations
- 40 • **Chaplin Linear Park with Bridge**
- 41 • **Chaplin Community Park Boardwalk to Collier Beach Park**
- 42 • **Island Recreation Center Enhancements – TBD, pending direction from Council**  
43

44 d. Existing Facilities & Infrastructure  
45

- 46 • Rehabilitation and Renovation of Fixed Capital Assets
- 47 • Clean-up, safety and demolition of structures on Town Property /Unsafe structures ordinance  
48 demolition

- 1 • Apparatus and Vehicle Replacement
- 2 • **Fire Station #2 Replacement**
- 3
- 4 e. New Facilities
- 5
- 6 • **Coligny Area Improvements - Phase II**
- 7 • Dispatch Center Equipment Upgrade
- 8 • Fire / Medical Systems and Equipment Replacement
- 9 • Public Safety Systems Equipment Upgrade
- 10 • Fire Rescue Computer Systems – CAD updates

11

12 f. Beach Maintenance

- 13
- 14 • **Beach Management and Monitoring**
- 15 • Beach Parks Access Rehabilitation
- 16 • Dune Refurbishment / Maintenance

17

18 At the completion of staff's presentation, Vice Chairman Lennox presented statements

19 regarding funding sources and staff resources. The Planning Commission briefly discussed

20 funding construction and maintenance costs with Mr. Liggett.

21

22 Chester C. Williams, Esq., presented public comments on behalf of his client, Singleton Beach

23 Homeowners Association. Mr. Williams presented brief comments regarding the CIP program

24 and the Planning Commission's role as it relates to the budget for CIP projects that have not yet

25 been adopted.

26

27 Following final discussion by the Planning Commission, Chairman Quick requested that a

28 motion be made.

29

30 Vice Chairman Lennox made a **motion to approve and forward** the FY14 Capital

31 Improvements Project recommendations and priorities to Town Council as presented by Mr.

32 Liggett. Commissioner Docherty **seconded** the motion and the motion **passed** with a vote

33 of 8-0-0.

34

35 **10. Commission Business**

36 **11. Chairman's Report**

37 **12. Committee Reports**

38 **13. Staff Reports**

39 Mrs. Jayme Lopko presented statements regarding the Planning Commission's regular

40 meetings in November and December. Several business items are scheduled for review by the

41 Planning Commission. Mrs. Lopko asked that the Planning Commissioners check their

42 personal calendars and let staff know as soon as possible if they anticipate a conflict in

43 attending the meetings on November 21<sup>st</sup>, December 5<sup>th</sup>, December 19<sup>th</sup>, and January 2, 2013.

1 **14. Adjournment**

2 The meeting was adjourned at 10:30a.m.

3

4

5 Submitted By:

Approved By:

6

7

8

9 \_\_\_\_\_  
Kathleen Carlin  
10 Secretary

\_\_\_\_\_   
Gail Quick  
Chairman

DRAFT



**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  
NEW ACCESS EASEMENT APPLICATION**

<b>Case #:</b>	<b>Name of Project or Development:</b>	<b>Public Hearing Date:</b>
STRNM120002	Sapos Place	November 21, 2012

<b>Parcel Data or Location:</b>	<b>Applicant/Agent</b>
R510 005 000 016B 0000	Lorena Chavira PO Box 22313 Hilton Head Island, SC 29925

**Application Summary:**

STRNM12002– Lorena Chavira has proposed to name a new access easement off of Wiley Road. This will serve as access to new mobile homes. The property that will be affected is parcel 5 map 285. The proposed street name is Sapos Place.

**Staff Recommendation:**

Staff recommends the Planning Commission approve the Sapos Place access easement application based on the review criterion outlined in the Land Management Ordinance and enclosed herein.

**Background:**

Ms. Chavira has proposed the new access easement name of Sapos Place, which will provide access to two new mobile homes. Sapos is the Spanish word for frog. In the area of Mexico where Ms Chavira is from, the frog is a sign of good luck or good fortune. She would like to bring a piece of her heritage to the island. The name does not conflict with other road names in the county. There are limited addresses available on Wiley Road and this will give each home a unique number.

**Summary of Facts and Conclusions of Law:**

**Findings of Facts:**

- Notice of the New Access Easement Application was published in the Island Packet on October 14, 2012 as set forth in LMO Section 16-3-110 & 111.
- Notice of the New Access Easement application was posted and mailed as set forth in LMO Section 16-3-110 & 111.
- A public hearing will be held on November 21, 2012 as set forth in LMO Section 16-3-1104A.
- The Commission has authority to render their decision reached here in LMO Section 16-3-1101B.

**Conclusions of Law:**

The New Access Easement Application, notice requirements, and public hearing comply with the legal requirements as set forth in LMO Section 16-3-110 & 111 and 16-3-1104A.

*As set forth in LMO Section 16-3-1105, Criteria for New or Modified Street and Vehicular Access Easement Names, requires that the Planning Commission, for final action, review proposed street names. This section also sets forth the criteria for this review as indicated below.*

**Summary of Facts and Conclusions of Law:**

*Criteria A: No new street, vehicular access easement or development project name, or proposed modified name of an existing street, vehicular access easement or development, except phases of the same development project, shall duplicate, be phonetically similar to, or in any way be likely to be confused with an existing street, vehicular access easement or development name, in spite of the use of prefixes or suffixes.*

**Town Staff, Fire & Rescue Dispatch and Beaufort County Dispatch have reviewed the proposed Sapos Place and have found that it does not duplicate street, vehicular access easement or development names.**

*Criteria B: It is desirable to use names which are simple, logical, easy to read and pronounce and which are clear and brief. Use of frivolous or complicated words or unconventional spellings in names shall not be approved.*

**Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that the proposed Sapos Place meets the requirements of this criterion.**

*Criteria C: It is desirable to use names which have some association with Hilton Head Island and specifically with the immediate location of the road or place, such as reference to local history or physiographic features.*

**This area is predominately Hispanic residents and Ms Chavira would like to bring a piece of her culture to the area.**

*Criteria D: Use of a common theme is recommended for names of streets which are associated with one another, such as those within a residential development.*

**Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that this does not apply to this application.**

*Criteria E: Intersecting streets or vehicular access easements shall not have the same or similar name.*

**Staff, Fire & Rescue Dispatch, and Beaufort County dispatch have determined that Sapos Place meets the requirements of this criterion**

*Criteria F: Streets or vehicular access easements which continue through an intersection should generally bear the same name, except where the road crosses a major arterial or where existing address points on a street require that the roadway be given a different name.*

**Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that this does not apply to this application.**

*Criteria G: A street or vehicular access easement making an approximate right-angle turn where there is no possibility of extending the street or vehicular access easement in either direction shall be considered to be continuous and be so named. Where there is a choice of direction or a possibility of extending either section in the future, such configuration shall be considered to be an intersection and different names assigned.*

**Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that this does not apply to this application.**

*Criteria H: The proposed name of the development should in all respects emphasize the project's distinctive name rather than the name of the company or corporation that owns the development. This will reduce confusion on the location of separate developments owned by the same company or corporation.*

**Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that this does not apply to this application.**

I. *New or modified street names should generally use Drive, Lane, Place, Road, Street or Way as suffixes. The following street designations should only be used if the street design meets one of the following descriptions:*

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

*This list is not intended to limit the use of other appropriate suffixes.*

**Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that this applies to this application.**

J. *The suffixes Manor, Trace and Common shall typically be used to name vehicular access easements.*

**Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that this does not apply to this application.**

K. *Existing roads that become broken by natural barriers, intervening land uses, or development that cause the existing road to become two separate roads, and are not likely to be reconnected in the future, shall be named in a manner that considers the potential economic impact of the number of address points and type of addresses impacted.*

**Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that this does not apply to this application.**

**PREPARED BY:**

SB

Suzanne Brown  
*Addressing Technician*

November 6, 2012

DATE

**REVIEWED BY:**

RL

Randy Lindstrom  
*Administrative Battalion Chief*

November 6, 2012

DATE

**REVIEWED BY:**

JL

Jayme Lopko, *Senior Planner & Planning  
Commission Coordinator*

November 6, 2012

DATE

**ATTACHMENTS:**

- Attachment A - Aerial Map
- Attachment B – Address Map
- Attachment C – Neighborhood Map



New Mobile Homes

Proposed New Access Easement:  
Sapos Place

CHERYLS BLUFF

CONRAD COURT

WILEY ROAD

WILEY ROAD

YANESSA LANE

ARANDAS WAY



New Mobile Homes

8

Proposed New Access Easement:  
Sapos Place

4

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CHERYLS BLUFF

CONRAD COURT

WILEY ROAD

WILEY ROAD

VANESSA LANE

ARANDAS WAY

Town of Hilton Head Island  
Proposed New Access Easement: Sapos Place  
October 2012



