



**Town of Hilton Head Island  
Planning & Development Standards Committee  
Regular Meeting  
Wednesday, October 24, 2012 4:00p.m.  
Benjamin M. Racusin Council Chambers  
Agenda**

- 1. Call to Order**
- 2. 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.
- 3. Approval of Minutes** - Regular Meeting of September 26, 2012
- 4. Unfinished Business**  
None
- 5. New Business**  
**LMO Amendments** - The Town of Hilton Head Island is proposing to amend Chapter 4 of the Land Management Ordinance (LMO) to revise Section 16-4-1204 to allow community service uses in the Office/Institutional Low Intensity (OL) Zoning District to be permitted by right. *Presented by: Anne Cyran*
- 6. Committee Business**
- 7. Adjournment**

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

**TOWN OF HILTON HEAD ISLAND**  
**Planning and Development Standards Committee**  
**Minutes of the Wednesday, September 26, 2012 Meeting**  
**4:00pm – Benjamin M. Racusin Council Chambers**

**DRAFT**

Committee Members Present: Chairman Bill Ferguson and Bill Harkins

Committee Members Absent: Mayor Pro Tem Ken Heitzke

Council Members Present: None

Town Staff Present: Marcy Benson, Senior Grants Administrator  
Shawn Colin, Comprehensive Planning Division Manager  
Kathleen Carlin, Administrative Assistant

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**1. CALL TO ORDER**

Chairman Ferguson called the meeting to order at 4:00p.m.

**2. 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.

**3. APPROVAL OF MINUTES**

Mr. Harkins made a motion to **approve** the minutes of the June 27, 2012 meeting as presented. Chairman Ferguson **seconded** the motion and the motion **passed** with a vote of 2-0-0.

**4. UNFINISHED BUSINESS**

None

**5. NEW BUSINESS**

Recommendation to adopt a Sustainable Community Policy Resolution in reference to step one of the Audubon International Sustainable Community Program Stage 2.

Ms. Marcy Benson made the presentation on behalf of staff. The staff requested that the Planning and Development Standards Committee recommend to Town Council adoption of the Sustainable Community Policy Resolution.

The first step of the Audubon International Sustainable Community Program Stage 2: Planning is to create a policy statement. Audubon International states all communities participating in the Sustainable Communities Program should begin their vision planning process with a sustainability policy statement that outlines and defines a commitment to long-term sustainability.

In September 2011 the Town of Hilton Head Island received the Audubon International Green Community designation. This designation indicates successful completion of all steps in the Audubon International Sustainable Community Program Stage 1: Assessment.

After receiving the Audubon International Green Community designation Town staff was directed to move forward with stage two of the Sustainable Communities Program. This stage is a multi-year sustainable planning process comprised of four action steps which include (1) creating a sustainable policy statement; (2) completing a sustainability portfolio table based on the status report generated in stage one; (3) conducting a variety of community meetings to establish community support and solicit community input; and (4) creating a long-term sustainability plan.

The Town's Green Community Steering Committee reconvened in August 2012 and began work on the stage two, planning process. Town staff and committee members drafted the attached proposed Sustainable Community Policy Resolution. The program timeline developed by Town staff indicates a stage two completion date tentatively scheduled for April 2014.

The Committee discussed the recommendation and the program with staff. Mr. Harkins recognized the importance of the Sustainable Communities Program to Hilton Head Island. Chairman Ferguson requested comments from the public and none were received. Following final discussion by the Committee, Chairman Ferguson requested that a motion be made.

Mr. Harkins made a **motion** to forward the Recommendation to adopt a Sustainable Community Policy Resolution in reference to step one of the Audubon International Sustainable Community Program Stage 2 to Town Council with a recommendation of **approval**. Chairman Ferguson **seconded** the motion and the motion **passed** with a vote of 2-0-0.

**6. COMMITTEE BUSINESS**

Mr. Harkins made a **motion** to **adopt** the P&DS Committee's 2013 Schedule of Meetings as presented by staff. Chairman Ferguson **seconded** the motion and the motion **passed** with a vote of 2-0-0.

**7. ADJOURNMENT**

The meeting was adjourned at 4:15pm.

Submitted By:

Approved By:

\_\_\_\_\_  
Kathleen Carlin  
Administrative Assistant

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Bill Ferguson  
Chairman



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## TOWN OF HILTON HEAD ISLAND

### *Community Development Department*

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**TO:** Planning & Development Standards Committee  
**VIA:** Teri Lewis, AICP, *LMO Official*  
**CC:** Charles Cousins, AICP, *Director of Community Development*  
**FROM:** Anne Cyran, AICP, *Senior Planner*  
**DATE:** October 18, 2012  
**SUBJECT:** Proposed LMO Amendment – Community Service in the OL Zoning District

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#### **Recommendation**

The Planning Commission held a public hearing for the proposed amendments on October 17, 2012 and voted 7-0-0 to forward the proposed amendments as presented by staff to Town Council with a recommendation of approval.

Staff recommends that the Planning and Development Standards Committee forward the attached amendment to Town Council with a recommendation of approval.

#### **Summary**

Staff recommends amending LMO Sec. 16-4-1204, Use Table, to allow Community Service uses to be permitted in the OL (Office/Institutional Low Intensity) Zoning District.

Community Service uses are compatible with the purpose statement and other permitted uses in the OL Zoning District.

#### **Background**

This amendment was prompted by the desire to accommodate the SHARE Senior Center as a use in a facility at 58 Shelter Cove Lane (the former Lifespan Building) that was recently purchased by the Town.

Please contact me at (843) 341-4697 or at [annec@hiltonheadislandsc.gov](mailto:annec@hiltonheadislandsc.gov) if you have any questions.

**AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND**

**ORDINANCE NO.:**

**PROPOSED ORDINANCE NO.: 2012-36**

**AN ORDINANCE TO AMEND TITLE 16 OF THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THE LAND MANAGEMENT ORDINANCE, CHAPTER 4, ARTICLE XII. THIS AMENDMENT, COMMONLY REFERRED TO AS THE *LMO AMENDMENT TO ALLOW COMMUNITY SERVICE USES IN THE OL ZONING DISTRICT*, AS NOTICED IN THE ISLAND PACKET ON SEPTEMBER 9, 2012, INCLUDES A REVISION TO CHAPTER 4, ARTICLE XII, SECTION IV, USE TABLE; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, on July 21, 1998, the Town Council did amend Title 16 of the Municipal Code of the Town of Hilton Head Island by enacting a revised Land Management Ordinance (LMO); and

**WHEREAS**, the proposed amendments are supported by Town Council's Policy Agenda for 2011 which lists Amending the LMO to Foster Greater Flexibility, Simplicity and Revitalization as a Top Priority; and

**WHEREAS**, the Land Management Ordinance Committee held a public meeting on September 24, 2012 to discuss the proposed amendments and voted 4-0-0 to forward the proposed amendment to the Planning Commission; and

**WHEREAS**, the Planning Commission held a public hearing on October 17, 2012 and voted 7-0-0 to recommend that Town Council approve the proposed amendment; and

**WHEREAS**, the Planning and Development Standards Committee met on October 24, 2012 and voted to recommend that Town Council *<MOTION>* the proposed amendment; and

**WHEREAS**, Town Council now finds that, upon further review, it is in the public interest to *<MOTION>* the attached revision to Chapter 4 of the Land Management Ordinance.

**NOW, THEREFORE BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AND IT IS ORDAINED BY SAID AUTHORITY OF COUNCIL:**

**Section 1. Amendment.** That the Land Management Ordinance of the Town of Hilton Head Island, South Carolina, be, and the same hereby is, amended to read as indicated on the attached pages.

**NOTE:** New text is indicated by a double underline and deleted text is indicated by a ~~strike through~~.

**Section 2. Severability.** If any sections, phrase, sentence or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not attest the validity of the remaining portions thereof.

**Section 3. Effective Date.** This Ordinance shall be effective upon its adoption by the Town Council for the Town of Hilton Head Island, South Carolina.

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2012.**

\_\_\_\_\_  
**Drew A. Laughlin, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Victoria L. Pfannenschmidt, Acting Town Clerk**

**Public Hearing:** October 17, 2012

**First Reading:**

**Second Reading:**

**Approved as to form:**

\_\_\_\_\_  
**Gregory M. Alford, Town Attorney**

**Introduced by Council Member:** \_\_\_\_\_

**Staff Explanation:** Staff recommends amending LMO Sec. 16-4-1204, Use Table, to allow Community Service uses to be permitted in the OL (Office/Institutional Low Intensity) Zoning District.

This amendment was prompted by the desire to accommodate the SHARE Senior Center as a use in a facility at 58 Shelter Cove Lane (the former Lifespan Building) that was recently purchased by the Town. In discussing this issue, staff determined that Community Service uses are compatible with the purpose statement and other permitted uses in the OL Zoning District, which has many vacant commercial spaces.

LMO Sec. 16-4-216. OL/OM – Office/Institutional Districts: These Office/Institutional Districts are established between major commercial areas of the Island and are intended to limit the types of nonresidential uses permitted. Land uses permitted are office and institutional in order to minimize travel impacts on the street system, encourage better compatibility in and among land uses on the Island, provide balance among land use types in major corridors and improve visual appearance along major corridors.

LMO Sec. 16-4-1212.B. Public and Civic Use Categories – Community Service defines the characteristics, accessory uses, examples and exceptions of Community Service uses.

Characteristics of Community Services are uses of a public, nonprofit, or charitable nature generally providing a local service to people of the community. Generally, they provide service on-site or have employees at the site on a regular basis. The service is ongoing, not just for special events. Community centers or facilities that have membership provisions are open to the general public to join at any time, (for instance, any senior citizen could join a senior center). The use may provide special counseling, education, or training of a public, nonprofit or charitable nature.

Accessory Uses of Community Services: Offices; Meeting Areas; Food Preparation Areas; Parking, Health and Therapy Areas; and Athletic Facilities.

Examples of Community Services: Libraries, Museums, Senior Centers, Community Centers, Youth Club Facilities, Hospices and Social Service Facilities.

Exceptions to Community Services:

- a. Private Lodges, Clubs and Private or Commercial Athletic or Health Clubs.
- b. Parks.
- c. Treatment Centers.
- d. Residential Uses by Lease

## Chapter 4. Zoning District Regulations

### Article XII. Use Regulations

#### Sec. 16-4-1204. – Use Table

Specific Use	CON	PR	RS2	RS3	RS4	RS5	RS6	RM4	RM8	RM12	SMU	WMU	MMU	CCW	DCW	CFB	RD	NC	OL	OM	CC	IL	OCIL
<b>P = Permitted by Right</b>			<b>PC = Permitted with Conditions</b>										<b>SE = Special Exception</b>										
<b>Public and Civic Uses</b>																							
Community Service		P						P		P	P	P	P		P		P	P	<u>P</u>		P		