



**Town of Hilton Head Island
Planning Commission Meeting
Wednesday, February 5, 2014
9:00 a.m. Benjamin M. Racusin Council Chambers
AGENDA**

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

- 1. Call to Order**
- 2. Pledge of Allegiance to the Flag**
- 3. Roll Call**
- 4. Freedom of Information Act Compliance**
Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 5. Approval of Agenda**
- 6. Approval of Minutes** – Special Meeting on January 8, 2014
- 7. Appearance by Citizens on Items Unrelated to Today’s Agenda**
- 8. Unfinished Business**
None
- 9. New Business**
Public Hearing
ZMA130009: A request from Brian Witmer, on behalf of Palmetto Dunes Property Owners Association, proposing to apply the RFZ (Redevelopment Floating Zone Overlay District) to the existing PD-1 (Planned Development) Zoning District for the property located at 16 Queens Folly Road. The site contains a nonconforming structure (old Fire Station 6) and several nonconforming site features. The Palmetto Dunes POA is proposing to redevelop the property, and has applied for the RFZ to allow flexibility in certain design standards that constrain the redevelopment. The property is further identified on Beaufort County Tax Map 12, Parcel 347A. *Presented by: Nicole Dixon*
- 10. Commission Business**
- 11. Chairman’s Report**
- 12. Committee Reports**
- 13. Staff Reports**
 - a. Town Council Goals – *Presented by: Shawn Colin*
 - b. Coligny Update - *Presented by: Shawn Colin*
- 14. Adjournment**

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

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TOWN OF HILTON HEAD ISLAND
Special Planning Commission Meeting
Wednesday, January 8, 2014
9:00a.m – Benjamin M. Racusin Council Chambers

DRAFT

Commissioners Present: Chairman Gail Quick, Alex Brown, Judd Carstens, Bryan Hughes,
Barry Taylor and Brian Witmer

Commissioners Absent: Vice Chairman David Bennett, Terry Ennis and Tom Lennox

Town Council Present: Kim Likins

Town Staff Present: Jayme Lopko, Senior Planner & Planning Commission Coordinator
Anne Cyran, Senior Planner
Darrin Shoemaker, Traffic and Transportation Engineer
Teri Lewis, LMO Official
Kathleen Carlin, Secretary

21 **1. Call to Order**

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

23 **3. Roll Call**

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

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

27 **5. Approval of Agenda**

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

29 **6. Approval of Minutes**

30 The Planning Commission **approved** the minutes of the December 18, 2013 meeting as presented
31 by general consent.

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

33 None

34 **8. Unfinished Business**

35 None

36
37 **9. New Business**

38 **a. Public Hearing**

39 **ZMA130008:** A request from Tim Wright proposing to amend the Official Zoning Map by
40 changing the zoning designation of parcels from the IL (Light Industrial) Zoning District to the
41 RM-4 (Low Density Residential) Zoning District. The parcels affected are identified as 147B,
42 0440, 0407, 0408, 0409, 0438 and 0147 on Beaufort County Tax Map 7. Chairman Quick
43 introduced the application and opened the public hearing. Chairman Quick then requested that the
44 staff make their presentation.
45

1 Ms. Anne Cyran made the presentation on behalf of staff. The staff recommended that the
2 Planning Commission find this application to be consistent with the Town's Comprehensive Plan
3 and serves to carry out the purposes of the LMO, based on the Findings of Facts and Conclusions
4 of Law as determined by the LMO Official and enclosed in the staff's report. Ms. Cyran presented
5 an in-depth overhead review of the application including an aerial photo, a zoning map, and By
6 Right and Conditional Uses.
7

8 Mr. Tim Wright is proposing to rezone the subject parcels and combine them with adjacent parcels
9 in the RM-4 Zoning District to create a residential development on Old House Creek. The Hilton
10 Head Public Service District recently constructed a lift station in the corner of Parcel 147B, but the
11 parcel is otherwise undeveloped. Santee Cooper-owned power lines are located on Parcels 438,
12 147 and 440. Parcel 147 also contains an unimproved access road.
13

14 The maximum allowed density, maximum impervious coverage, minimum open space, setbacks
15 and buffers, and permitted uses would change as a result of the proposed rezoning. The allowed
16 density would change from 12,000 square feet of warehouse or 10,000 square feet of other
17 nonresidential development per acre to 6,000 feet of nonresidential development or four residential
18 density units per acre. The maximum impervious coverage would decrease by about half and the
19 minimum open space would more than double as a result of the rezoning.
20

21 The subject parcels are surrounded by parcels in the IL and RM-4 Zoning Districts. The adjacent
22 use setbacks will decrease from 30 feet to 20 feet where the subject parcels are adjacent to parcels
23 in the RM-4 Zoning District. The adjacent use setbacks will increase from 20 feet to 30 feet where
24 the subject parcels are adjacent to parcels in the IL Zoning District. The adjacent use buffers will
25 decrease from 25 feet to 20 feet where the subject parcels are adjacent to parcels in the RM-4
26 Zoning District. The adjacent use buffers will increase from 20 feet to 25 feet where the subject
27 parcels are adjacent to parcels in the IL Zoning District. The adjacent street setback and buffer will
28 remain the same for parcels with frontage on Spanish Wells Road.
29

30 The permitted uses would change considerably as a result of rezoning from IL to RM-4. Permitted
31 uses will change from primarily commercial and industrial uses to primarily residential and public
32 and civic uses.
33

34 The applicant states this application would allow for the subject parcels to be combined with
35 adjacent parcels in the RM-4 Zoning District and developed into an approximately 39 lot
36 residential subdivision, which would be a much needed upscale housing project in the Ward I area.
37 Without the combination of the parcels, most of the subject parcels would be too small to be
38 developed and the adjacent parcels on Old House Creek would remain undeveloped due to
39 inadequate street access.
40

41 The applicant states the proposed development would be well separated from adjacent light
42 industrial uses by a 50 foot street right of way, adjacent use setbacks and a drainage easement on
43 Parcel 147B.
44

45 The applicant states Parcels 438 and 440 are not marketable because they are too small to be
46 developed. Parcel 147 is large, but is too narrow to be developed and therefore it isn't marketable.
47 In addition, all of the parcels are covered by utility easements that allow no permanent structures
48 on the parcels. If these parcels are combined with larger adjacent parcels, they could provide
49 access and a storage area for a proposed residential development. The applicant states Parcel 147B

1 has questionable marketability due to the 50 foot wide drainage easement running from the front to
2 the back of the parcel and the lift station in the corner of the parcel.

3
4 Ms. Cyran and the Planning Commission reviewed the staff's Findings of Fact and Conclusions of
5 Law. Following staff's presentation, Chairman Quick requested that the applicant make his
6 presentation.

7
8 Mr. Tim Wright presented statements in support of the application. The Planning Commission and
9 the applicant discussed several issues including access to the property and drainage. Following the
10 applicant's presentation, Chairman Quick requested public comments and none were received.
11 Chairman Quick then closed the public hearing for the application.

12
13 The Planning Commission discussed the application and agreed with the staff's recommendation
14 that the application be approved. Following final comments by the Planning Commission,
15 Chairman Quick requested that a motion be made.

16
17 Commissioner Carstens made a **motion** that the Planning Commission **forward** Application for
18 Zoning Map Amendment, ZMA130008, to Town Council with a recommendation of **approval** as
19 presented by the staff. Commissioner Taylor **seconded** the motion and the motion **passed** with a
20 vote of 6-0-0.

21
22 **b. Annual Traffic Report**

23 Mr. Darrin Shoemaker presented the 2013 Traffic Monitoring and Evaluation Report on behalf of
24 staff. Mr. Shoemaker recommended that the Planning Commission review the 2013 Traffic
25 Monitoring and Evaluation Report, solicit public comments, endorse the report and its findings,
26 including any supplemental comments/recommendations made today, and forward the report to
27 Town Council as outlined in the LMO.

28
29 The Traffic Monitoring and Evaluation Report summarizes the results of the Town's 2013 traffic
30 volume data collection efforts undertaken annually on typical weekdays, excluding Mondays and
31 Fridays, during the first half of June. Also summarized in the report are traffic engineering
32 operational analyses of all signalized intersections within the Town for both the morning and
33 afternoon peak volume hours, and recommendations to mitigate an intersection found to be
34 operating non-compliant with the Town's operational goals for signalized intersections. A total of
35 four signalized intersections were identified as being deficient during either the morning or
36 afternoon peak volume hours, and one intersection was identified as being deficient during both
37 peak hours.

38 The volume data in the report became the most current for use as background data in evaluating
39 potential traffic impacts associated with development reviews and the preparation of traffic impact
40 analysis plan studies by applicants upon its certification by the LMO Official on October 23, 2013.
41 This report has been provided to Town Council coincident with its inclusion in the Planning
42 Commission's December 18, 2013 meeting packet

43 This report, prepared in accordance with the requirements of LMO, is presented annually to the
44 Planning Commission by the LMO Official. The LMO outlines traffic volume data and analysis
45 that are required to be included in the report, and requires the LMO Official's annual certification of
46 the traffic volume data. The LMO states that the report will be provided to Town Council
47 simultaneously with the Planning Commission, which has been done, and that the Planning

1 Commission will hold a public meeting concerning the report, eliciting comments from the public,
2 and forwarding any supplemental comments or recommendations to Town Council following the
3 public meeting.
4

5 The Planning Commission has traditionally taken a formal vote to endorse the report, as well as on
6 any subsequent comments or recommendations to be forwarded to Town Council. The LMO
7 requirements regarding this process are outlined in Sec. 16-5-1311. Following Mr. Shoemaker's
8 presentation, Chairman Quick requested public comments and none were received.
9

10 The Planning Commission and Mr. Shoemaker discussed the Traffic Monitoring and Evaluation
11 Report. Chairman Quick recommended that Mr. Shoemaker present an updated report based on
12 today's discussion in the month of May. Chairman Quick stated the importance of making the
13 public aware of the May presentation so that any public traffic concerns may be addressed. The
14 staff will follow up on Chairman Quick's request. Following final comments, Chairman Quick
15 requested that a motion be made to approve the 2013 Traffic Monitoring and Evaluation Report
16 based on today's discussion.
17

18 Commissioner Hughes made a **motion to approve** the 2013 Traffic Monitoring and Evaluation
19 Report as presented by staff and discussed by the Planning Commission today. Commissioner
20 Carstens **seconded** the motion and the motion **passed** with a vote of 6-0-0.
21

22 **10. Commission Business**

23 None
24

25 **11. Chairman's Report**

26 None
27

28 **12. Committee Reports**

29 None
30

31 **13. Staff Reports**

32 Ms. Teri Lewis reported the Planning Commission meeting scheduled on Wednesday, January 15,
33 2014 is canceled due to a lack of agenda items. Chairman Quick and the staff have agreed to
34 schedule a special Zoning District Workshop Meeting on Wednesday, January 15, 2014 at 3:00p.m
35 in Council Chambers. A second Zoning District Workshop Meeting is scheduled to be held on
36 Wednesday, January 29, 2014 at 6:00p.m. All Planning Commissioners are encouraged to attend
37 the Zoning District Workshop meetings. Town Council will be invited to attend the Workshop
38 meetings as well. Staff will also invite members of the BZA and DRB to attend the Workshops.
39 Those attending the Workshop meetings will earn up to two credit hours toward state mandated
40 training requirements. Following final comments by the staff, the meeting was adjourned.
41

42 **14. Adjournment**

43 The meeting was adjourned at 10:40a.m.
44

45 Submitted By:

Approved By:

46 _____
47 Kathleen Carlin
48 Secretary

Gail Quick
Chairman



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

One Town Center Court | Hilton Head Island, SC 29928 | 843-341-4757 | FAX 843-842-8908

**STAFF REPORT
ZONING MAP AMENDMENT**

Case #:	Name of Project:	Public Hearing Date:
ZMA130009	Palmetto Dunes POA Office	February 5, 2014

Parcel Data:	Property Owners	Applicant/Agent
<u>Existing Zoning District:</u> PD-1 (Planned Development) <u>Proposed Zoning District:</u> Same as Above <u>Applicable Overlay District:</u> Corridor Overlay <u>Proposed Overlay District:</u> Redevelopment Floating Zone (RFZ) <u>Parcels Affected:</u> Beaufort County Tax Map 12, Parcel 347A <u>Parcel Acreage:</u> 1.09 Acres	Town of Hilton Head Island One Town Center Court Hilton Head Island, SC 29928	Witmer Jones Keefer 14A Palmetto Way Bluffton, SC 29910

Application Summary:

Witmer Jones Keefer, on behalf of Palmetto Dunes Property Owners Association, is proposing to apply the RFZ (Redevelopment Floating Zone Overlay District) to the existing PD-1 (Planned Development) Zoning District for the property located at 16 Queens Folly Road. The site contains a nonconforming structure and several nonconforming site features. In order to redevelop the property, the applicant has applied for the RFZ to allow flexibility in certain design standards that constrain the redevelopment.

Staff Recommendation:

Staff recommends that the Planning Commission find this application to be consistent with the Town's Comprehensive Plan and does serve to carry out the purposes of the LMO, based on those Findings of Facts and Conclusions of Law as determined by the LMO Official and enclosed herein.

Background:

The property is currently home to the Town's Fire Station 6. The Palmetto Dunes Property Owners Association (POA) has a contract to purchase the property from the Town when the new fire station building is complete on Dalmatian Lane. The POA will redevelop the property as their administration, security and guest pass office.

The subject property is surrounded by property owned by the Greenwood Development Corporation for office, maintenance and storage yard uses for Palmetto Dunes, a water tower site, and has frontage on Dalmatian Lane and Queens Folly Road.

The property is currently considered nonconforming for several reasons. The existing building, built around 1983, is located within the minimum adjacent street setback and buffer. In addition, the density permitted for this property according to the Palmetto Dunes master plan is 4,500 square feet. LMO Section 16-4-1604 states that maximum site specific densities shall not exceed the density limits established in approved master plans. The existing building is 7,840 square feet, 3340 square feet over the permitted density. The property contains several other nonconforming site features: lack of vegetated buffers, inadequately sized parking spaces, lack of and inadequately sized medians and drive aisles, and too much impervious coverage.

The LMO states that a nonconforming structure shall not be expanded, enlarged, relocated or redeveloped, in whole or in part, unless the result is to bring the structure into conformance with the provisions of the LMO. The LMO provides the Redevelopment Floating Zone (RFZ) as a tool to redevelop nonconforming structures and sites.

Staff met with the applicant several times to review their options, and it was determined that the RFZ is the only option that would allow the redevelopment of the site, while still retaining some nonconformities. Approval of the RFZ will reduce the required adjacent street setback and buffer along Queens Folly Road by 50%. The applicant will also be able to rebuild to a density that is greater than what is permitted according to the Palmetto Dunes master plan. This will help facilitate the redevelopment of the property.

Applicant's Grounds for ZMA:

The applicant states in the narrative that Palmetto Dunes POA has a contract to purchase the property from the Town in the fall of 2014. The POA will redevelop the property as their administration, security and community pass office. The applicant states that after studying

proposed renovations to the existing fire station building, the POA concluded that it isn't feasible to renovate the existing structure due to the current structural condition. The applicant decided that the redevelopment floating zone was the process they would pursue in order to redevelop the site so that it functions efficiently for their needs. The applicant states in the narrative that the redevelopment will lessen the nonconformities on site, improve site conditions while maintaining island character, and will be compatible with surrounding land uses.

Summary of Facts and Conclusions of Law:

Findings of Facts:

- Notice of the Application was published in the Island Packet on January 5, 2014 as set forth in LMO (Land Management Ordinance) Sections 16-3-110 and 16-3-111.
- Notice of the Application was posted and mailed as set forth in LMO Sections 16-3-110 and 16-3-111.
- Pursuant to LMO Section 16-3-1603, the RFZ process requires the Design Review Board (DRB) to review and approve a conceptual landscape plan prior to the Planning Commission public hearing. On December 10, 2013, the DRB approved a conceptual landscape plan for this project.
- A public hearing will be held on February 5, 2014 as set forth in LMO 16-3-1606A.
- The Commission has authority to render their decision reached here in LMO Section 16-3-1606.

Conclusions of Law:

- The application, notice requirements, and public hearing comply with the legal requirements as set forth in LMO 16-3-110, 16-3-111 and 16-3-1606.
- The applicant submitted an affidavit stating they met the mailed notice requirements as set forth in LMO Section 16-3-111.

As set forth in Section 16-3-1607, Redevelopment Floating Zone Review Criteria, Planning Staff has based its recommendation on analysis of the following criteria:

Summary of Facts and Conclusions of Law:

Criteria 1: The site plan, design standards, and other design criteria are consistent with the purpose of the Redevelopment Floating Zone as stated in Section 16-4-1101 (LMO Section 16-3-1607A):

Finding of Fact:

- Pursuant to LMO Section 16-4-1101, the purpose of the Redevelopment Floating Zone is “to allow a property to redevelop in a manner that is more flexible than the design standards and other design criteria required of new development. The Redevelopment Floating Zone is designed to promote redevelopment to improve sites while still maintaining island character and encourage owners of nonconforming properties on the Island to redevelop without requiring complete conformance with the current provisions of this Title. The needs and goals of the Comprehensive Plan support the creation of this zone to encourage redevelopment.”

Conclusions of Law:

- Staff concludes that the site plan, design standards and other design criteria are consistent with the purpose of the Redevelopment Floating Zone as stated in LMO Section 16-4-1101.
- The design of the proposed redevelopment incorporates a reduction in density, flexibility in the setback and buffer standards, but also includes the preservation of existing trees within the remaining buffer area as well as the installation of new landscaping and an increase of open space and pervious area on the site.

Summary of Facts and Conclusions of Law:

Criteria 2: The site plan, design standards, and other design criteria meet the definition of redevelopment in Chapter 10 of this Title (LMO Section 16-3-1607B):

Findings of Fact:

- Chapter 10 of the LMO defines redevelopment as: “The renovation of a previously developed site to the density allowed under Section 16-4-1601, or the existing density, whichever is greater.”
- The applicant is proposing to demolish the existing 7,840 square foot building and construct a new building that is 7,500 square feet; therefore reducing the density.

Conclusions of Law:

- Staff concludes that the site plan, design standards and other design criteria meet the definition of redevelopment in Chapter 10.
- The applicant is proposing a building that is slightly smaller in size than the existing density, which meets the definition of redevelopment.

Summary of Facts and Conclusions of Law:

Criteria 3: The area surrounding the proposed redevelopment can be planned and developed or redeveloped in substantial compatibility with the standards and criterion of the proposed redevelopment (LMO Section 16-3-1607C):

Findings of Fact:

- The property subject to the application is surrounded by property owned by the Greenwood Development Corporation for office, maintenance and storage yard uses for Palmetto Dunes, a water tower site, and has frontage on Dalmatian Lane and Queens Folly Road. These properties have all functioned together for years with shared parking and drive aisles.
- LMO Section 16-4-1102 states that “The Redevelopment Floating Zone may be applied for by qualifying parcels island-wide to redevelop with flexibility in design standards and other design criteria....The following parcels qualify: (1) Parcels that contain a nonconforming structure or site feature, or (2) A conforming parcel that redevelops in conjunction with a parcel that contains a nonconforming structure or site feature.”
- The proposed redevelopment includes the following overall site improvements: reduction in number of parking spaces, increase in landscaping and vegetation,

increase in pervious surface coverage, increase in open space, decreases density from 7,840 to 7,500 square feet, provides a bike rack, and improves parking space, median and vehicular circulation.

Conclusions of Law:

- Staff concludes that the area surrounding the proposed redevelopment can be planned and developed or redeveloped in substantial compatibility with the standards and criterion of the proposed redevelopment.
- If the adjacent properties are currently nonconforming, there would be the same opportunity provided for them to redevelop through this RFZ process where similar flexibility could be granted.
- The redevelopment will be an overall benefit to the surrounding area because of the proposed improvements to the site and the way it functions together with the adjacent properties.

Summary of Facts and Conclusions of Law:

Criteria 4: The proposed redevelopment is consistent with the Comprehensive Plan (LMO Section 16-3-1607D):

Findings of Facts:

The Comprehensive Plan addresses this application in the following areas:

Economic Development Element:

Section 7.6 – Potential Strategies with Implication for Comprehensive Plan

Identify and prioritize areas in need of redevelopment, including any obsolete or run down commercial buildings. Incentivize the development of flexibility of streamlining in regulation of density caps, setbacks (and other controls) that enable a qualitative, principle based, asset revitalization that enhances the Island’s positive legacies.

Land Use Element:

An Implication for Zoning Changes

Future land use decisions and requests for zoning changes will be determined using the background information contained in this plan as well as the future land use map, currently represented by the Town’s Official Zoning Map.

An Implication for Building Permit Trends

Redevelopment of our existing built environment and infill development should be a focus for the future development of our community, while the Town has entered a more mature level of development.

An Implication for Nonconforming Parcels by Use

Current zoning classifications should be reviewed along with the associated regulations for each use. Areas that have high instances of nonconforming uses should be reviewed closely and revisions should be made where necessary. Creative alternatives to traditional

zoning classifications should be considered, such as form based and smart codes to reflect current building and development trends that are indicative of our Island character.

Goal 8.8 – Nonconforming Parcels by Use

B. The goal is to evaluate the locations of non-conforming uses to determine areas to consider for Zoning Map Amendments.

Goal 8.9 – Age of Structures

B. The goal is to encourage redevelopment of properties with aging structures or that no longer meet current market demands.

Implementation Strategy 8.8 Nonconforming Parcels by Use

A. Evaluate the zoning districts or regulations of the districts when high concentrations of non-conforming properties by use exist to determine if amendments are appropriate.

Conclusions of Law:

- Staff concludes that this application is consistent with the Comprehensive Plan, as set forth in LMO Section 16-3-1607D.
- The proposed rezoning will provide the flexibility needed to redevelop a site with nonconformities in compliance with the RFZ standards in the LMO.
- This rezoning will increase the potential for the redevelopment of an aging structure on the Island.

Summary of Facts and Conclusions of Law:

Criteria 5: The proposed redevelopment is not detrimental to the public health, safety and welfare (LMO Section 16-3-1607E):

Finding of Fact:

- The proposed redevelopment includes the following overall site improvements: reduction in number of parking spaces, increase in landscaping and vegetation, increase in pervious surface coverage, increase in open space, decreases density from 7,840 to 7,500 square feet, provides a bike rack, and improves parking space, median and vehicular circulation.

Conclusions of Law:

- Staff concludes that the proposed redevelopment is not detrimental to the public health, safety and welfare.
- The proposed redevelopment will be an overall benefit to the surrounding area and the public health because of the proposed improvements to the site and the way it functions together with the adjacent properties.

Summary of Facts and Conclusions of Law:

Criteria 6: The proposed redevelopment will produce an overall result that is equal to, or will lessen the current nonconforming nature of the site (LMO Section 16-3-1607F):

Findings of Fact:

- LMO Section 16-4-1604 limits the density to what is established in an approved master plan, or where no density is established in a master plan it is limited to 10,000 square feet per net acre. The Palmetto Dunes master plan has 4,500 square feet of office assigned to the subject parcel. The existing fire station building is 7,840 square feet. The applicant is proposing a 7,500 square foot building, which will be a reduction in the nonconforming density.
- LMO Section 16-5-704B requires a 20 foot adjacent street setback from Queens Folly Road.
- LMO Section 16-5-806B requires a 20 foot adjacent street buffer from Queens Folly Road.
- The site plan submitted by the applicant for the proposed redevelopment illustrates the adjacent street setback and buffer along Queens Folly Road reduced by 50 percent of the required width, which is allowed with the RFZ overlay.
- LMO Section 16-5-1209 requires 1 parking space for every 350 square feet of gross floor area. The proposed building is 7,500 square feet, requiring 21 parking spaces on site. There are currently 46 parking spaces on site. The applicant is proposing to reduce the number of parking spaces to 37 and change 16 of them from impervious to pervious materials, which will reduce that nonconforming site feature.
- LMO Section 16-5-1207 requires 15 foot landscaped medians at the ends of parking bays and 12 foot medians within parking bays separating parking spaces of 10 in a row. The site currently lacks adequate landscaped medians. The proposed redevelopment includes the addition of landscaped medians.
- LMO Section 16-5-1207 requires drive aisles behind parking spaces to be at least 24 feet in width and drive aisles that are not behind parking to be at least 20 feet in width. The proposed redevelopment includes improvements to the drive aisles and vehicular circulation.
- LMO Section 16-4-1607 requires a maximum impervious surface coverage of 65%. The site currently has an impervious surface coverage of 71%. The applicant has worked with staff and revised the proposed site plan to reduce the impervious coverage to 64%, which will eliminate that nonconforming site feature.
- LMO Section 16-4-1606 requires minimum open space coverage of 25%. The site currently has 36% of open space, so it is conforming. The applicant is proposing to increase the open space to 39%, which is another improvement to the site.

Conclusions of Law:

- Staff concludes that the proposed redevelopment will produce an overall result that will lessen the current nonconforming nature of the site.
- The nonconforming density will be reduced.
- Through the redevelopment of the property, even though the adjacent use and adjacent street buffer along Queens Folly Road will be decreased in width, it will contain increased vegetation and therefore will still function as a buffer.
- Some of the non-compliant parking, medians and drive aisles will be improved, making the site less nonconforming.

- The overall impervious surface coverage will be reduced and the open space will increase as a result of the proposed redevelopment, which is an additional improvement to the property because it improves the storm water conditions.

Summary of Facts and Conclusions of Law:

Criteria 7: The applicant has demonstrated that every effort has been made to meet the current standards of Chapters 4, 5 and 6 (LMO Section 16-3-1607G):

Findings of Fact:

- The property is currently nonconforming because it exceeds the density allowed on the approved master plan.
- The property currently exceeds the maximum impervious surface coverage requirements.
- The site is currently nonconforming because it lacks conforming parking, medians, drive aisles and buffers.
- The applicant has been working with staff to revise the proposed site plan to bring it into as much compliance with the LMO as possible.

Conclusions of Law:

- Staff concludes that the applicant has demonstrated that every effort has been made to meet the current standards of Chapters 4, 5 and 6.
- The applicant took the concerns of staff into consideration and redesigned the proposed redevelopment plan to make it more in compliance with the LMO for items such as providing pervious parking and providing an adequate stacking depth for the drive thru facility.
- The applicant is proposing to make the following overall improvements to bring the property more into conformance with the current standards of Chapters 4, 5 and 6: reduction in density, reduction in number of parking spaces, increase in landscaping and vegetation, increase in pervious surface coverage, increase in open space, provides a bike rack, and improve parking space, median and vehicular circulation.

Summary of Facts and Conclusions of Law:

Criteria 8: If the site contains nonconforming density, the applicant has demonstrated that redeveloping the site with that nonconforming density causes an inability to meet current standards (LMO Section 16-3-1607H):

Findings of Fact:

- LMO Section 16-4-1604 limits the density to what is established in an approved master plan, or where no density is established in a master plan it is limited to 10,000 square feet per net acre. The Palmetto Dunes master plan has 4,500 square feet of office assigned to the subject parcel. The existing fire station building is 7,840 square feet; therefore it is considered nonconforming to the density standards. The applicant is proposing a 7,500 square foot building, which will still be considered nonconforming.
- The applicant states in the narrative that they are tearing down the old fire station building and building this one smaller to make every attempt to meet the design

standards but even with the smaller footprint and better placement of the structure, all standards cannot be met.

Conclusions of Law:

- Staff concludes that the property does contain nonconforming density, and that the applicant has demonstrated that redeveloping the site with that nonconforming density causes an inability to meet current standards.
- By demolishing the fire station building, the applicant will be able to redevelop and improve the site through the RFZ process at an even lower density than what currently exists.

LMO Official Determination

Determination: Staff determines that this application is consistent with the Comprehensive Plan and does serve to carry out the purposes of the LMO as based on the Findings of Fact and Conclusions of Law detailed in this report.

Note: If the proposed amendment is approved by Town Council, such action shall be by ordinance to amend the Official Zoning Map. If it is denied by Town Council, such action shall be by resolution.

PREPARED BY:

ND

Nicole Dixon, CFM
Senior Planner

1-24-14

DATE

REVIEWED BY:

TBL

Teri B. Lewis, AICP
LMO Official

1-24-14

DATE

REVIEWED BY:

JL

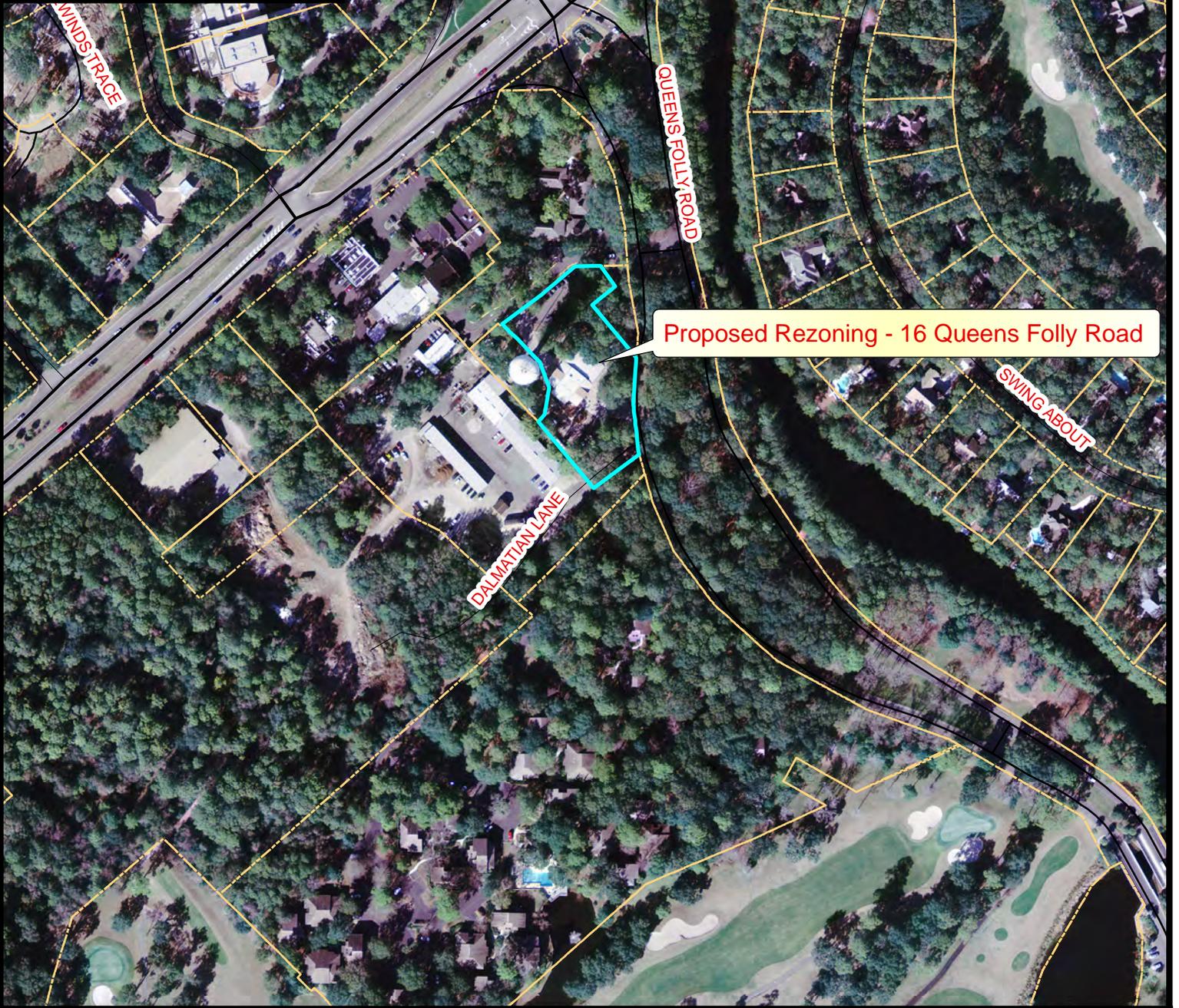
Jayne Lopko, AICP
Senior Planner & Planning Commission Board Coordinator

1-24-14

DATE

ATTACHMENTS:

- A) Vicinity Map
- B) Applicant's Narrative
- C) Proposed Redevelopment Plan
- D) As-built Survey
- E) Photographs
- F) Aerial



Proposed Rezoning - 16 Queens Folly Road


TOWN OF HILTON HEAD ISLAND
ONE TOWN CENTER COURT
HILTON HEAD ISLAND, S.C. 29928
PHONE (843) 341-6000

Town of Hilton Head Island
ATTACHMENT A
Vicinity Map



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.

ATTACHMENT B



December 18, 2013
Revised January 20, 2014

Palmetto Dunes Property Owners Association Office zoning map amendment request for redevelopment floating zone:

This project consists of a new Property Owners Association (POA) office along Queens Folly Road in Palmetto Dunes. Palmetto Dunes has contracted with the town to purchase the property (the site of Fire Station Number 6) with an anticipated closing in the fall of 2014. The site will provide Palmetto Dunes POA a presence at the entry/gateway to Palmetto Dunes, while bringing administrative, security, and community pass services together in one centralized facility. After studying updates to the existing fire station building, Palmetto Dunes concluded that renovating the existing structure was not feasible, but that utilizing a redevelopment floating zone would allow the site to function efficiently for their needs. The zone designation would also eliminate concerns regarding the existing fire station's structural condition.

Below find our findings on the criteria listed in Section 16-3-1607

- A. **The site plan, design standards, and other design criteria are consistent with the purpose of the Redevelopment Floating Zone as stated in Section 16-4-1101.**
Yes; they are consistent. The redevelopment improves site conditions while maintaining island character.
- B. **The site plan, design standards, and other design criteria meet the definition of redevelopment in Chapter 10 of this title.**
Yes; redevelopment density is less. . Redeveloping allows a more efficient plan, reducing the impervious area by +/-2484 square feet and lessening the current nonconforming nature of the site (The existing impervious area is +/-33,640 square feet and the proposed impervious area is +/-31,156 square feet). The current building footprint is 7,840 sf, while the proposed new footprint is 7,001 sf (an impervious area reduction of +/- 839 square feet). Please note the building square footage is 7500 sf; there is a 499 square foot meeting room on the second floor.
- C. **The area surrounding the proposed redevelopment can be planned and developed or redeveloped in substantial compatibility with the standards and criteria of the proposed redevelopment.**
Yes; this use is compatible with surrounding uses, with some current adjacent uses (pass office and security offices) moving to this site.
- D. **The proposed redevelopment is consistent with the Comprehensive Plan.**
Yes it is.
- E. **The proposed redevelopment is not detrimental to the public health, safety, and welfare.**
No; the redevelopment of this property should improve efficiency and safety.
- F. **The proposed redevelopment will produce an overall result that is equal to, or will lessen the current nonconforming nature of the site.**
Yes; it reduces the nonconforming nature of the site (see B. above).
- G. **The applicant has demonstrated that every effort has been made to meet the current standards of Chapters 4, 5, and 6.**
We are meeting all of these standards with the few exceptions needed to achieve Palmetto Dunes goal of bringing administrative, security, and community pass services together in one centralized facility at the entry /

ATTACHMENT B

gateway to Palmetto Dunes. The few exceptions (allowed in the redevelopment floating zone) being requested are:

1. Reduce the setback along Queens Folly to 10' to maximize the stacking space length to the pass office window. We are also requesting the buffer along Queen's Folly Road be reduced to 10' to match the setback request.
2. Building square footage of 7500.
3. Setbacks and buffers adjacent to the access easement and Palmetto Dunes Maintenance area should not apply per section 16-5-704 (adjacent use setbacks between adjoining parcels that are functioning as one development may be eliminated as deemed appropriate by the administrator); they currently function together and with the proposed POA office, this relationship will increase.

H. If the site contains nonconforming density, the applicant has demonstrated that redeveloping the site with that nonconforming density causes an inability to meet current standards.

Yes; the existing and proposed building square footage are nonconforming densities.

Other items of note are:

With total site acreage of 1.09 acres, the provided open space is 39%. The setback on Dalmatian Lane and on the northern portion of the property remains unchanged at 10'. The 10' buffer remains on Dalmatian Lane. Refer to the site plan for open space, parking calculations, and impervious area coverage. Please note we are requesting 16 parking spaces beyond the minimum requirement. These spaces will be needed for various types of meetings and guest coming to the pass and security offices. After reviewing section 16-3-1505 we believe this site meets all criteria (A. thru F.) for the zoning amendment, and if approved, will allow Palmetto Dunes to redevelop this property in a safe and efficient manner.

Sincerely,

Witmer ♦ Jones ♦ Keefer, Ltd.

Brian Witmer, ASLA,

Principal

cc: Andrew Schumacher

Daniel Keefer

Attachment



PALMETTO DUNES RESORT
MAINTENANCE AREA

PARKING SUMMARY

EXISTING PARKING SPACES	46 SPACES (2 HANDICAP)
PROPOSED PARKING CALCULATION	PARKING SPACES REQUIRED (1 SPACE PER 350 BUILDING SF)
PROPOSED PARKING SPACES	21 SPACES (1 HANDICAP)
	37 SPACES (2 HANDICAP)
	21 ASPHALT SPACES
	16 PERVIOUS SPACES (GRANITE FINES)

BUILDING SUMMARY

BUILDING SQUARE FOOTAGE	±1,500 SF
MEETING ROOM (INCLUDED IN BUILDING SQ. FOOTAGE)	1,030 SF
CONSTRUCTION TYPE: V	
BUILDING HEIGHT	26'-2"

TREE REMOVAL SUMMARY

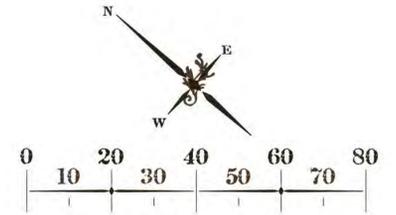
TREES TO BE REMOVED (MEASURED IN CALIPER INCHES)	
	23" LIVE OAK
	23" LIVE OAK
	14" LAUREL OAK
	23" LAUREL OAK
	23" LAUREL OAK
	106" TOTAL REMOVED
PROPOSED REPLACEMENT TREES (11 CATEGORY I TREES REQUIRED)	
CATEGORY I	7 - 3" CAL LIVE OAKS
CATEGORY IV	16 - 10-14' HT. SABAL PALMETTOS (EQUAL 4 CATEGORY I TREES)

IMPERVIOUS AREA CALCULATIONS

EXISTING IMPERVIOUS AREA:	71% (33,640 SF)
PROPOSED IMPERVIOUS AREA:	64% (30,436 SF)

OPEN SPACE CALCULATIONS

EXISTING OPEN SPACE:	36% (17,092 SF)
PROPOSED OPEN SPACE:	39% (18,517 SF)



Scale 1 inch equals 20'
SUBMITTAL PLAN
NOT FOR CONSTRUCTION
TOPO AND BOUNDARY SURVEYS, EXISTING TREES AND SURVEY DATA WERE TAKEN FROM DIGITAL PROVIDED BY:
SURVEYING CONSULTANTS
HILTON HEAD ISLAND, SC
(803) 842-3304



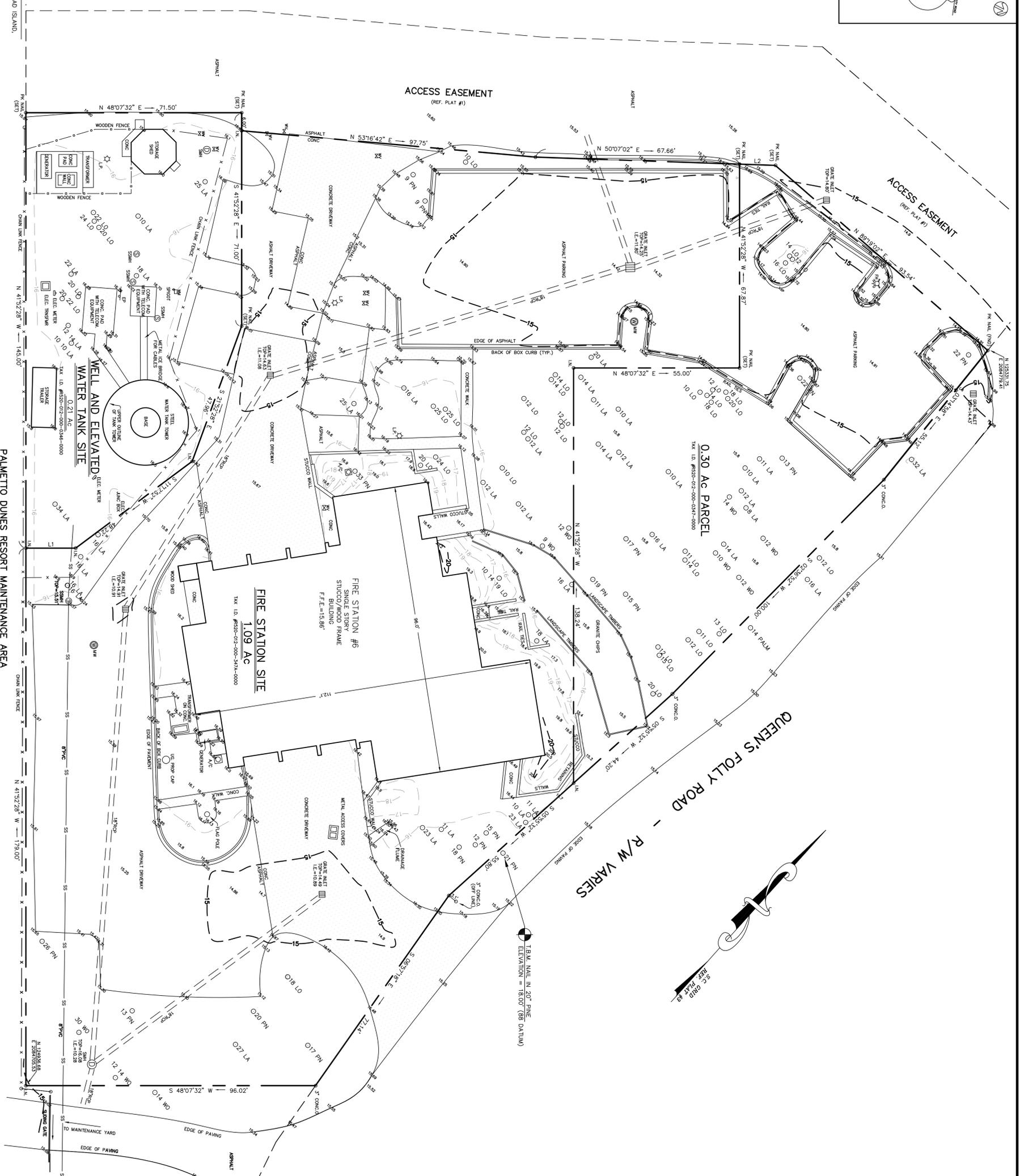
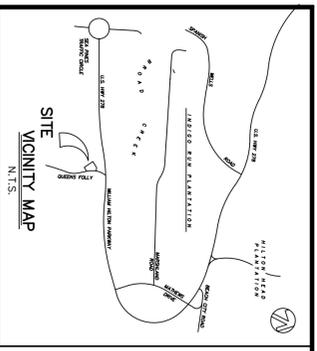
LANDSCAPE DEVELOPMENT PLAN
FOR
**PROPERTY OWNERS ASSOCIATION
OFFICE**
PALMETTO DUNES
HILTON HEAD ISLAND, SOUTH CAROLINA

DRAWING TITLE:
LANDSCAPE PLAN

DATE: 12-18-13
PROJECT NO.: 1042.03
DRAWN BY: BK
CHECKED BY: BW/DK

REVISIONS:

DRAWING NUMBER:
11 OF 1



1) PLAT OF PORTION OF PALMETTO DUNES, HILTON HEAD ISLAND, FOR BROAD CREEK PUBLIC SERVICE DISTRICT, BY: BOB ZWISLOCKI, SCROLLS 8/11/2013, RECORDED: P.B. 30, PG. 185, DATE 8/16/82.

2) BOUNDARY, TREE & TOPOGRAPHIC SURVEY OF 1.09 ACRES, QUEEN'S FOLLY ROAD, A SECTION OF PALMETTO DUNES RESORT, BY: TERRY G. HATCHELL, SCROLLS No. 11099, DATED: 11/24/1997.

3) ASBUILT BOUNDARY, TREE & TOPOGRAPHIC SURVEY OF: PALMETTO DUNES, HILTON HEAD ISLAND, DATED: 3/20/2012, BY: MARK R. RENWICK, SCROLLS No. 25437.

0.30 AC PARCEL
TAX ID: #6520-012-000-0347-0000

FIRE STATION #6
1.09 AC
TAX ID: #6520-012-000-3474-0000

WELL AND ELEVATED WATER TANK SITE
0.21 AC
TAX ID: #6520-012-000-0344-0000

QUEEN'S FOLLY ROAD
R/W VARIES

ACCESS EASEMENT (REF. PLAT #1)

ACCESS EASEMENT (REF. PLAT #1)

ASBUILT BOUNDARY, TREE & TOPOGRAPHIC SURVEY OF

FIRE STATION #6
WATER TANK PARCEL & 0.30 ACRE PARCEL

QUEEN'S FOLLY ROAD

A SECTION OF
PALMETTO DUNES
RESORT

HILTON HEAD ISLAND, BEAUFORT COUNTY, SOUTH CAROLINA

SCALE: 1/16" = 1'-0" DATE: 8/30/2013 JOB NO: SC97282A

PREPARED FOR: PALMETTO DUNES POA
ADDRESS: #12 & #16 QUEEN'S FOLLY ROAD
TAX PARCEL ID: NO. R520-012-000-0347 & 3474-0000

SOUTH CAROLINA SURVEYING CONSULTANTS INC. CERTIFICATE OF AUTHORIZATION

SOUTH CAROLINA REGISTERED LAND SURVEYOR TERRY G. HATCHELL 11059



LEGEND:
THREE SIZES ARE INCHES IN DIAMETER
SPOT ELEVATION
CONTOUR
CONCRETE MONUMENT, OLD (FOUND)
T.B.M.
TEMPORARY BENCH MARK
LIVE OAK
PALM
PLUM
PINE
WATER OAK

LINE	LENGTH	BEARING
L1	16.50'	N 48°07'32" E
L2	11.88'	N 50°07'28" E

NOTES
1) I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREIN WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE SOUTH CAROLINA SURVEYING ACT AND THE PRACTICE OF LAND SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN. ALSO THERE ARE NO OBVIOUS APPARENT OR VISIBLE ENCUMBRANCES OR PROSCRIPTIONS OTHER THAN SHOWN.
2) AS OF THE DATE OF THIS SURVEY THIS PROPERTY IS LOCATED IN ZONE A-2, A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) MAP DATED 02/22/88. BASE ELEVATION SHOULD BE VERIFIED BY PROPER TOWN OR COUNTY BUILDING INSPECTIONS DEPARTMENT.
3) BUILDING SETBACKS WHICH EXIST FOR THIS LOT, SHOWN, OR NOT SHOWN ON THIS SURVEY, ARE EXPLAINED IN THE COVENANTS, EASEMENTS & ARCHITECTURAL REVIEW BOARD OR BUILDING AGENCY.
4) UNDERGROUND UTILITIES NOT LOCATED EXCEPT AS SHOWN.
5) SURVEYING CONSULTANTS AGENTS TO THE BOUNDARY, TOPOGRAPHIC SURVEY INFORMATION PROVIDED HEREON, AS OF THE DATE OF SURVEY, THIS DOCUMENT IS PROVIDED AS A BASE MAP FOR OTHERS, INFORMATION ADDED AFTER THE DATE OF SURVEY IS NOT THE RESPONSIBILITY OF SURVEYING CONSULTANTS.
6) THIS SURVEY WAS PERFORMED WITHOUT BENEFIT OF A CURRENT TITLE REPORT.
7) BEARINGS ARE BASED ON SOUTH CAROLINA STATE PLANE COORDINATES TAKEN FROM REFERENCE PLAT #3. SEE REFERENCE PLAT #1 FOR RECORD BEARINGS.

SURVEYING CONSULTANTS
17 Sherrington Drive, Suite C, Bluffton, SC 29910
SC Telephone: (843) 898-2772 FAX: (843) 898-2725
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ATTACHMENT E



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