



**Town of Hilton Head Island  
Planning & Development Standards Committee  
Regular Meeting  
Thursday, April 3, 2014 at 3:00 p.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. Review of Minutes** - Regular Meeting of March 6, 2014
- 4. Unfinished Business**  
None
- 5. New Business**
  - a. Fair Housing Resolution *Presented by: Marcy Benson*
- 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 Thursday, March 6, 2014 Meeting**  
**3:00p.m. – Benjamin M. Racusin Council Chambers**

**DRAFT**

Committee Members Present: Chairman John McCann, Bill Harkins and George Williams

Committee Members Absent: None

Council Members Present: Kim Likins, Alternate

Town Staff Present: Nicole Dixon, Senior Planner  
Teri Lewis, LMO Official  
Heather Colin, Development Review Administrator  
Kathleen Carlin, Administrative Assistant

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**1. Call to Order**

Chairman McCann called the meeting to order at 3:00p.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. Williams made a **motion** to **approve** the minutes of the February 6, 2014 meeting as presented. Chairman McCann **seconded** the motion and the motion **passed** with a vote of 3-0-0.

**4. Unfinished Business**

None

**5. New Business**

**ZMA130009**: A request from Witmer Jones Keefer, 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. Chairman McCann introduced the application and requested that the staff make their presentation.

Ms. Nicole Dixon made the presentation on behalf of staff. The staff recommended that the Planning and Development Standards Committee forward the application for the proposed rezoning to Town Council with a recommendation for *approval*.

Ms. Dixon presented an in-depth overhead review of the application including the vicinity map, proposed redevelopment plan, as-built survey, aerial photo and photos of the existing conditions. The

purpose of the application is 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 the old Fire Station 6, which is a nonconforming structure, and also has several nonconforming site features. 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. In order to redevelop the property, the applicant has applied for the RFZ to allow flexibility in certain design standards that constrain the redevelopment.

The Town received this request from Witmer Jones Keefer, on behalf of Palmetto Dunes POA. The 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.

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.

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.

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.

The purpose of the RFZ is to allow property to redevelop in a manner that is more flexible than design standards in the Land Management Ordinance (LMO) require of new development. Staff reviewed this request and determined that the application is consistent with the Comprehensive Plan and the RFZ criteria in the LMO. Ms. Dixon reviewed the Findings of Fact and Conclusions of Law.

Ms. Dixon stated that the Planning Commission met on February 5, 2014 to review the attached application for Zoning Map Amendment (ZMA130009) and after a public hearing voted 7-0-0 to recommend that Town Council *approve* the proposed application for rezoning.

Ms. Dixon and the committee discussed a couple of issues including the access easement and shared parking agreement. Following this discussion, Chairman McCann requested comments from the public and none were received. Chairman McCann then requested that a motion be made. Mr. George Williams made a **motion** to forward application for Zoning Map Amendment, ZMA130009 to Town Council with a recommendation of **approval**. Mr. Harkins **seconded** the motion and the motion **passed** with a vote of 3-0-0.

**6. Committee Business**

None

**7. Adjournment**

The meeting was adjourned at 3:10p.m.

Submitted By:

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Kathleen Carlin  
Administrative Assistant

Approved By:

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John McCann  
Chairman

DRAFT



# **TOWN OF HILTON HEAD ISLAND**

*Community Development Department*

**TO:** Planning & Development Standards Committee  
**VIA:** Teri Lewis, *LMO Official*  
**VIA:** Shawn Colin, *Deputy Director of Community Development*  
**FROM:** Marcy Benson, *Senior Grants Administrator*  
**DATE:** March 13, 2014  
**SUBJECT:** Fair Housing Resolution

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## **Recommendation:**

Staff requests the Planning and Development Standards Committee recommend to Town Council approval of the attached Fair Housing Resolution.

## **Summary:**

In order for the Town to be eligible to participate in any future Community Development Block/Economic Development Grants (CDBG) it is required to certify that it will undertake an action to affirmatively further fair housing. By approving and advertising this Resolution the Town will have satisfied this requirement. The attached Resolution is modeled on a recommended format provided by the Lowcountry Council of Governments, which has been used previously by the Town.

## **Background:**

April is recognized as National Fair Housing Month. In order to participate in future CDBG programs it is necessary for the Town to certify that it supports the rights of all individuals, regardless of race, color, religion, sex, national origin, disability or familial status to fair housing opportunities. This resolution is one of the actions that will satisfy this requirement. The attached Resolution has been approved in previous years.

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SC TO PROCLAIM APRIL, 2014 AS FAIR HOUSING MONTH**

**WHEREAS**, the Town of Hilton Head Island desires that all its citizens be afforded the opportunity to attain a decent, safe and sound living environment; and

**WHEREAS**, the Town of Hilton Head Island rejects discrimination on the basis of race, religion, color, sex, national origin, disability, and / or familial status in the sale, rental or provision of other housing services; and

**WHEREAS**, the State of South Carolina enacted the South Carolina Fair Housing Law in 1989; and

**WHEREAS**, April is recognized nationally as Fair Housing Month;

NOW THEREFORE, BE IT, AND IT HEREBY IS RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA DOES HEREBY DESIGNATE APRIL 2013 AS FAIR HOUSING MONTH.

MOVED, APPROVED AND ADOPTED THIS 22<sup>nd</sup> DAY OF April, 2014.

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**Drew Laughlin, Mayor**

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Victoria L. Pfannenschmidt, Town Clerk

APPROVED AS TO FORM:

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Gregory M. Alford, Town Attorney

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