



Town of Hilton Head Island Public Planning Committee Meeting

**Thursday, April 7, 2016
3:00p.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. 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 Agenda**
- 4. Approval of Special Meeting Minutes- March 17, 2016**
- 5. Old Business**
 - a) Vision – Next Steps
- 6. New Business**
 - b) Proposed 2016 LMO Amendments – First Set
- 7. Committee Business**
- 8. Adjournment**

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

TOWN OF HILTON HEAD ISLAND
Public Planning Committee Special Meeting
March 17, 2016
3:00p.m. – Benjamin M. Racusin Council Chambers

Committee Members Present: Chairman Tom Lennox, Kim Likins, and John McCann

Committee Members Absent: None

Town Council Present: Mayor David Bennett, Bill Harkins

Town Staff Present: Charles Cousins, Director of Community Development
Jill Foster, Deputy Director of Community Development
Teresa Haley, Secretary

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 Agenda

The Public Planning Committee **approved** the agenda as submitted by general consent.

4. Approval of Regular Meeting Minutes – March 3, 2016

The minutes of the Regular Public Planning Committee Meeting held on March 3, 2016 were **approved** as submitted by general consent.

5. Old Business

a) Discussion of Steven Ames Memo on Visioning Process

Chairman Lennox referred to a summary of his analysis of Steven Ames' recommendations, as attached. The Committee generally agreed with the key recommendations, and had the following comments:

- The Committee stated the following recommendations were the most immediate:
 - *Compile and organize data as part of the “knowledge base” to be used in the Visioning Process.*
 - *Conduct “gap analysis” of elements in the “knowledge base” and create a matrix.*
- The Committee questioned what would be a reasonable number of organizations and which organizations should be part of the *Project Ownership: Town led/Community-owned Partnership* recommendation. It was suggested that the Steering Committee be formed before the number and type of partnership organizations be determined.
- The Committee questioned what would be a reasonable number of organizations and which organizations should be part of the *Project Funding* recommendations. It was suggested that the Steering Committee be formed before that is determined. The

Committee emphasized that all organizations would be treated equally, regardless of their financial contribution or participation level. Other organizations such as the Homebuilders Association and private foundations should also be asked to participate.

- It was suggested that the *Project Consulting Assistance* recommendation be done on an as-needed basis, with an on-the-ground liaison. It was emphasized that lead time for engagement of such a person must be realized to secure his/her participation.
- The Committee discussed the *Formation of Steering Committee* recommendation, commenting that this was the most crucial step in the entire process. It was suggested that a member of the Town's recently contracted public relations firm be a member of the Steering Committee, especially during the early design and process phases. It was also realized that the Town must define parameters for the make-up of the Steering Committee. The Steering Committee could be made up of members of the Planning Commission, the Public Planning Committee, and Town Council. Another alternative would be to place people with process experience on the Committee to help guide the process, and that the Steering Committee would not act as decision-makers. The Public Planning Committee emphasized that the make-up of this Steering Committee must be done soon, and should come out the Public Planning Committee.
- Chairman Lennox reminded the Committee that Mr. Steven Ames recommended the Town concentrate on reaching out further than usual to solicit input for the *Civic Engagement* recommendation.
- For the *Local or Regional Focus* recommendation, the Committee clarified that the Steering Committee should have local representation only, and that regional groups would be part of an interview/solicitation process.
- The Committee discussed that the *Plan Ownership* recommendation is a break from past efforts, and it must be clear in responsibility and accountability. It was discussed that a kick-off celebration commence within the first 3 months of the project, with other celebrations done at intervals and at the end of the project.
- For the *Project Branding and Marketing* recommendation, the Committee believed a logo or short phrase was an important tool and it should be recognizable and simple in design.
- For the *Timeline and Cost* recommendation, the Committee discussed an earlier recommendation from Mr. Steven Ames of \$75,000-85,000 for a consultant. The Project Manager/Coordinator could be funded through the moderate proposed cost estimate of \$200,000 along with material costs, and a survey analysis. It was suggested that Mr. Steven Ames be included in this future endeavor in some capacity. The Committee discussed the need to define duties and responsibilities of the Project Manager/Coordinator, and what type of traits the individual should possess.

Chairman Lennox requested public comment. Several individuals spoke on the following issues:

- Be cautious on organizations participating in the *Project Funding* recommendation so they understand they are not possessing greater influence with increased financial participation.
- The Latino community should play a role in this effort.
- The Town should have a result before the Steering Committee is disbanded.

- The Steering Committee and participating organizations must be open minded and forward thinking, and include people who will be a part of the Town’s future.
- The Steering Committee should guide and steer, and include members who understand how to create a ‘process’. Members should have no bias. The Steering Committee should guide the process and let the Project Manager/Coordinator ‘make it happen.’
- Cost should not be a deterrent for this project.
- The job description of the Project Manager/Coordinator and the Steering Committee is crucial.
- Should the Project Manager/Coordinator be a member of the Steering Committee? This could be decided after Town Council discussion.

Ms. Likins made a **motion to forward** the following recommendation to Town Council for their approval:

Working with and encouraging the participation of civic, public and private partners, Town Council should authorize the development of a comprehensive long range Vision for Hilton Head Island. The purpose in developing the Vision is:

- to protect and enhance our quality of life,
- to coalesce the needs and desires of residents, visitors, and business owners, and
- to create a vision statement and long range plan which defines the program of work.

The process should be developed by a Steering Committee appointed by Town Council and managed by a project coordinator working closely with the Public Planning Committee, assisted by the Planning Commission and Town Staff. A consultant should be engaged at the commencement of the project, at critical intervals during the process, and at its conclusion.

Mr. McCann **seconded** the motion and the motion **passed** with a vote of 3-0-0.

6. New Business

Chairman Lennox recognized Julian Walls, Derrick Coaxum, and David DeLoach of the Town’s Facilities Management Division and Fire Chief Brad Tadlock and his staff for their assistance in this year’s St. Patrick’s Day Parade. Chairman Lennox stated it was well attended and successful, and our staff’s involvement contributed to its success.

7. Committee Business

None.

8. Adjournment

The meeting was adjourned at 4:00 p.m.

Submitted By:

Approved By:

Teresa Haley
Secretary

Tom Lennox
Chairman

ATTACHMENT

PUBLIC PLANNING COMMITTEE MARCH 17, 2016

- ANALYSIS OF STEVEN AMES RECOMMENDATIONS:
 - COMPILE AND ORGANIZE DATA AS PART OF THE “KNOWLEDGE BASE” TO BE USED IN THE VISIONING PROCESS
 - COMPREHENSIVE PLAN
 - MAYORS TASK FORCE
 - VISION 2030
 - CONDUCT “GAP ANALYSIS” OF ELEMENTS IN “KNOWLEDGE BASE”, (VISIONS, GOALS, OBJECTIVES, STRATEGIES, TACTICS, ETC.) AND CREATE A MATRIX SHOWING:
 - ALIGNMENT
 - OVERLAP
 - CONFLICT
 - PROJECT OWNERSHIP: TOWN LED / COMMUNITY OWNED PARTNERSHIP
 - TOWN IS THE LEAD AND OTHER ORGANIZATIONS JOIN THE PARTNERSHIP
 - GIC, CHAMBER, COMMUNITY FOUNDATION, COUNTY, BLUFFTON, USCB, TCL, REALTORS ASSN., OTHERS
 - PROJECT FUNDING: TOWN AND OTHER PUBLIC-PRIVATE-CIVIC ORGANIZATIONS
 - SIGNIFICANT INVESTMENT IN TIME AND FUNDING
 - SHARED HUMAN AND FINANCIAL RESOURCES
 - PROJECT FUNDING: TOWN AND OTHER PUBLIC-PRIVATE-CIVIC ORGANIZATIONS
 - FINANCIAL AND NON-FINANCIAL (in-kind) SUPPORT
 - PROJECT CONSULTING ASSISTANCE: TARGETED CONSULTING

- PROFESSIONAL/TECHNICAL
 - PLANNING
 - MARKETING
 - BRANDING
 - RESEARCH
 - ON-THE-GROUND PROJECT COORDINATOR AS LIASON
- PROJECT STAFFING: CONTRACT PROJECT COORDINATOR WORKING CLOSELY WITH TOWN, COMMITTEE, CONSULTANTS
 - COORDINATOR MANAGES THE PROJECT
- TYPE OF ENGAGEMENT: REPRESENTATIONAL AND PARTICIPATORY
 - REPRESENTATIONAL THRU A STEERING COMMITTEE
 - PARTICIPATORY THRU PUBLIC ENGAGEMENT
 - WORKSHOPS
 - HEARINGS
 - SURVEYS
 - SOCIAL MEDIA
- FORMATION OF STEERING COMMITTEE: PROCESS AND CONTENT DRIVEN
 - ESTABLISH GUIDING PRINCIPALS
 - RESPONSIBLE FOR:
 - OVERSIGHT AND MANAGEMENT OF PROCESS
 - COMMUNICATIONS
 - FACILITATION
 - RESEARCH AND DATA COLLECTION
- CIVIC ENGAGEMENT: SIGNIFICANT TARGETED PUBLIC ENGAGEMENT
 - TARGETED TO REACH ENTIRE COMMUNITY
 - ENGAGEMENTS DISIGNED TO FIT THE COMMUNITY
 - OUTREACH / OUTBOUND
- SCOPE OF CONTENT: BROAD, WHOLE-OF-THE-COMMUNITY

- “HOW SHOULD OUR ISLAND LOOK AND FEEL IN 20 YEARS?
- CONSIDER OUR ASSETS:
 - HISTORY, CULTURE, GEOGRAPHY, ENVIRONMENT, SPECIAL QUALITIES, OTHER?
- CONSIDER OUR CHALLENGES:
 - ECONOMY, DEMOGRAPHIC, SOCIAL AND CULTURAL, TECHNOLOGY, OTHER?
- LOCAL OR REGIONAL FOCUS: ISLAND-CENTRIC FOCUS WITH AN ELEMENT FOCUSED ON THE IMPACT OF REGIONAL RELATIONSHIPS
 - STATE, COUNTY, OTHER MUNICIPALITIES
 - JASPER PORT
- PLAN OWNERSHIP: SHARED OWNERSHIP AND RESPONSIBILITY
 - TOWN AND COMMUNITY PARTNERS TAKE RESPONSIBILITY AND ACCOUNTABILITY FOR CERTAIN GOALS, OBJECTIVES, STRATEGIES, AND TACTICS
 - ANNUAL CELEBRATION AND REPORT TO THE COMMUNITY
- PROJECT BRANDING AND MARKETING: HIGHEST QUALITY
 - PROJECT BRAND/LOGO
 - PSA’s
 - COMMUNICATION PLAN
 - COMMUNITY OUTREACH
 - WEBPAGE AND SOCIAL MEDIA
 - COMMUNITY EVENTS AND ACTIVITIES
- TIMELINE AND COST: EXPANDED TIMELINE AND MODERATE COST
 - 12-15 MONTHS
 - MODERATE COST ESTIMATE \$200,000
- COMMITTEE RECOMMENDATION



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Public Planning Committee
VIA: Jill Foster, AICP, *Deputy Director, Community Development Department*
FROM: Teri B. Lewis, AICP, *LMO Official*
DATE: March 22, 2016
SUBJECT: Proposed 2016 LMO Amendments – First Set

Recommendation: The Planning Commission met on March 16, 2016 to review the proposed 2016 LMO Amendments – First Set. The Commission recommended forwarding the proposed amendments to Town Council with a recommendation for approval.

The LMO Committee met on March 7, 2016 to review the proposed 2016 LMO Amendments – First Set. The Committee recommended forwarding the amendments to the Planning Commission with a recommendation for approval with the changes as discussed by the Committee.

Staff recommends that the Public Planning Committee forward the attached amendments to Town Council with a recommendation of approval.

Summary: The LMO Committee met on October 28, 2015 and November 13, 2015 to develop a list of proposed LMO Amendments. The attached document represents the amendments as reviewed by Planning Commission.

Background: Staff has identified a number of proposed amendments to the Town's Land Management Ordinance (LMO). The reason for each proposed amendment is listed above the amendment. Newly added language is illustrated with double underline and deleted language is illustrated with ~~strikethrough~~.

Please contact me at (843) 341-4698 or at teril@hiltonheadislandsc.gov if you have any questions.

EXHIBIT A

DRAFT 2016 LMO AMENDMENTS

CHAPTER 16-2: ADMINISTRATION

Staff Explanation: The current language allows any landowner in the Town (in addition to the Town Manager and Planning Commission) to submit a text amendment. This change would allow only the Town Manager and Planning Commission to propose changes to the LMO. Any citizen is welcome to ask the Planning Commission to consider a change to the LMO.

Section 16-2-103. Application Specific Review Procedures

- A. No Changes
- B. Text Amendment
 - 1. No Changes
 - 2. Text Amendment Procedure

a. Application Submittal

An *application* to amend the text of this *Ordinance* may be filed by the persons identified in Section 16-2-102.C.1, the *Planning Commission* or the Town Manager, and any *application* shall comply with the requirements of Section 16-2-102.C.

Staff Explanation: Currently the language in this section is written in a way that does not require that DRB take an action on conceptual development. This is in conflict with the current process, a process that works well for the DRB and the applicant. The change, which is in keeping with the way the motions are currently made, will require that DRB take action and approve or approve with conditions any conceptual development.

- C. – H. No Changes
- I. Corridor Review (Minor and Major)
 - 1. – 3. No Changes
 - 4. Major Corridor Review Process
 - a. Conceptual Review
 - i. No Change
 - ii. Staff Review and Action

On receiving an *application*, the *Official* shall review the *application* and prepare a staff report with a recommendation for ~~comments~~ action on the *application* in accordance with Sec. 16-2-102.D. The

Official's recommendation shall be based on the standards in Sec. 16-2-103.I.5, Corridor Review (Minor and Major) Standards.

iii. Decision-Making Body Review and Decision

The *Design Review Board* shall review the *application* and staff report at a public meeting, ~~and make a decision on the *application* provide the *applicant* preliminary comments on the *application* and request such additional information or materials as may be required for final review of the *application*. If the *Design Review Board* requests additional information or materials, the *applicant* shall provide them to the Board within thirty days.~~ The Board's decision ~~comments~~ and requests shall be based on the *application's* compliance with the standards in Sec. 16-2-103.I.5, Corridor Review (Minor and Major) Standards, and shall be one of the following:

01. Approve the *application*, or
02. Approve the *application* subject to conditions.

The Board's decision shall be in writing.

Staff Explanation: Although the policy has been to require a natural resources permit for any work in wetlands, wetland buffers and dunes, the current language in this section only applies to trees. The amended language will fix this error.

J. No Changes

K. Natural Resources Permit

1. No Changes

2. Applicability

Except as exempted in Sec. 16-6-104.B.2, Exemptions, no *person* shall cut, destroy, cause to be destroyed, move or remove, transplant, prune, or limb any ~~*tree in the Town, or trim or remove dune vegetation, or*~~ undertake any work authorized through Municipal Code Section 8-1-413 or undertake any work in a wetland or wetland buffer without first receiving approval of a Natural Resources Permit in accordance with the procedures and standards of this subsection—provided that no separate Natural Resources Permit shall be required where the proposed ~~*tree removal or alteration work*~~ is reviewed and authorized in accordance with an approved Subdivision Review (Minor or Major) (see Sec. 16-2-103.F), Development Plan Review (Minor or Major) (see Sec. 16-2-103.G), Small Residential Development Review (see Sec. 16-2-103.H) or Public Project Review (see Sec. 16-2-103.Q).

3. Natural Resources Permit Review Procedure

a. Application Submittal

An *application* for a Natural Resources Permit may be submitted by *persons* identified in Sec. 16-2-102.C.1, and shall be submitted in accordance with Sec. 16-2-102.C. On receiving an *application*, the *Official* shall conduct an inspection of the site to assess the accuracy of the *tree survey* or other related materials, ~~check the condition of *trees* to be preserved, and inspect the site for any unusual features or *specimen trees*.~~ Following the inspection, the *Official* shall advise the *applicant* of any recommended changes that should be made to the *application* to ensure compliance with the standards of this subsection.

b. – c. No Changes

4. Natural Resources Permit Review Standards

A Natural Resources Permit shall be approved on a finding the *applicant* demonstrates the proposed ~~*tree removal*~~ work complies with the standards in Sec. 16-6-102, Wetland Protection, Sec. 16-2-103, Beach and Dune Protection and Sec. 16-6-104, Tree Protection.

Staff Explanation: The current LMO language makes it unclear whether or not a Certificate of Compliance is required if a Certificate of Occupancy is not required. A Certificate of Compliance should be required regardless; this change fixes the issue.

L. – O. No Changes

P. Certificate of Compliance

1. No Changes

2. Applicability

All *development*, or an approved phase thereof, that has received approval of a Subdivision Plan, Development Plan, or Small Residential Development—or any other *development* that has received a permit or *development* approval under this *Ordinance*— shall obtain approval of a Certificate of Compliance prior to a receipt of a Certificate of Occupancy and occupancy of a *building* or *structure* or actual occupancy or use of the *site* or *structure* or portion thereof if no Certificate of Occupancy is required.

CHAPTER 16-3: ZONING DISTRICTS

Staff Explanation: The LMO currently prohibits RVs from being inhabited unless they are located within an RV Park; however, this prohibition is located in the Definitions chapter. This change relocates the prohibition to the Use-Specific Condition section of the LMO in keeping with other prohibitions/conditions.

Section 16-3-105. Mixed-Use and Business Districts

- A. – C. No Changes
- D. Light Commercial (LC) District
 - 1. No Changes

2. Allowable Principal Uses				
		USE-SPECIFIC CONDITIONS	MINIMUM NUMBER OF OFF-STREET PARKING SPACES	
Residential Uses				
<i>Group Living</i>	P		1 per 3 rooms	
<i>Mixed-Use</i>	PC	Sec. 16-4-102.B.1.a	Residential	1.5 per du
			Nonresidential	1 per 500 GFA
<i>Multifamily</i>	P		1 bedroom	1.4 per du
			2 bedroom	1.7 per du
			3 or more bedrooms	2 per du
<i>Recreational Vehicle (RV) Park</i>	PC	<u>Sec. 16-4-102.B.1.c</u>	1 per 300 GFA of office and clubhouse	
Industrial Uses				
<i>Light Industrial, Manufacturing, and Warehouse Uses</i>	PC	Sec. 16-4-102.B.9.a	1 per 1,300 GFA of indoor storage or manufacturing area + 1 per 350 GFA of office and administrative area	
<i>Self-Service Storage</i>	PC	Sec. 16-4-102.B.9.c	1 per 15,000 GFA of storage and office area	
<i>Waste Treatment Plants</i>	SE		See Sec. 16-5-107.D.2	
<i>Wholesale Sales</i>	PC	<u>Sec. 16-4-102.B.9.d</u>	1 per 1,000 GFA	

Staff Explanation: The condition related to Wholesale Sales in the IL (Light Industrial) zoning district no longer applies because retail sales are a permitted use in this district.

E. Light Industrial (IL) District

1. No Changes

Uses			
<i>Light Industrial, Manufacturing, and Warehouse Uses</i>	P		1 per 1,300 GFA of indoor storage or manufacturing area + 1 per 350 GFA of office or administrative area
<i>Self-Service Storage</i>	PC	Sec. 16-4-102.B.9.c	1 per 15,000 GFA of storage and office area
<i>Waste-Related Uses Other than Waste Treatment Plants</i>	P		1 per 2,500 GFA
<i>Wholesale Sales</i>	PC	Sec. 16-4-102.B.9.d	1 per 1,000 GFA

Staff Explanation: The maximum height in the RD (Resort Development) zoning district in the RD zoning district. As part of the LMO Rewrite, some primarily single-family areas that were previously zoned RM-8 with a maximum height of 45' were rezoned to RD. As some of the areas have started to develop, surrounding residents have expressed concern that new single-family houses can be so much taller that what already exists in the area and that the height isn't in keeping with a single-family area. This change would reduce the height requirement for single-family houses in the RD zoning district from 75' to 45'.

- F. – K. No Changes
- L. Resort Development (RD) District
 - 1-2. No Changes

3. Development Form and Parameters			
MAX. DENSITY (PER NET ACRE)		LOT COVERAGE	
Residential	16 du	Max. <i>Impervious Cover</i>	50%
<i>Hotel</i>	35 rooms	Min. <i>Open Space</i> for Major Residential <i>Subdivisions</i>	16%
Nonresidential	8,000 GFA		
MAX. BUILDING HEIGHT			
<u>Non Single-Family Development</u> on property landward of South Forest Beach Drive	60 ft		
All Other <u>Non Single-Family Development</u>	75 ft		
<u>Single-Family Development</u>	45 ft		
USE AND OTHER DEVELOPMENT STANDARDS			
See Chapter 16-4: Use Standards, Chapter 16-5: Development and Design Standards, and Chapter 16-6: Natural Resource Protection.			
TABLE NOTES:			
P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = <i>dwelling units</i> ; sf = square feet; GFA = <i>gross floor area</i> in square feet; ft = feet; n/a = not applicable			

Staff Explanation: The map of parcels that make up the Forest Beach Neighborhood Character Overlay District was inadvertently left out of the LMO. This change will also re-number a section.

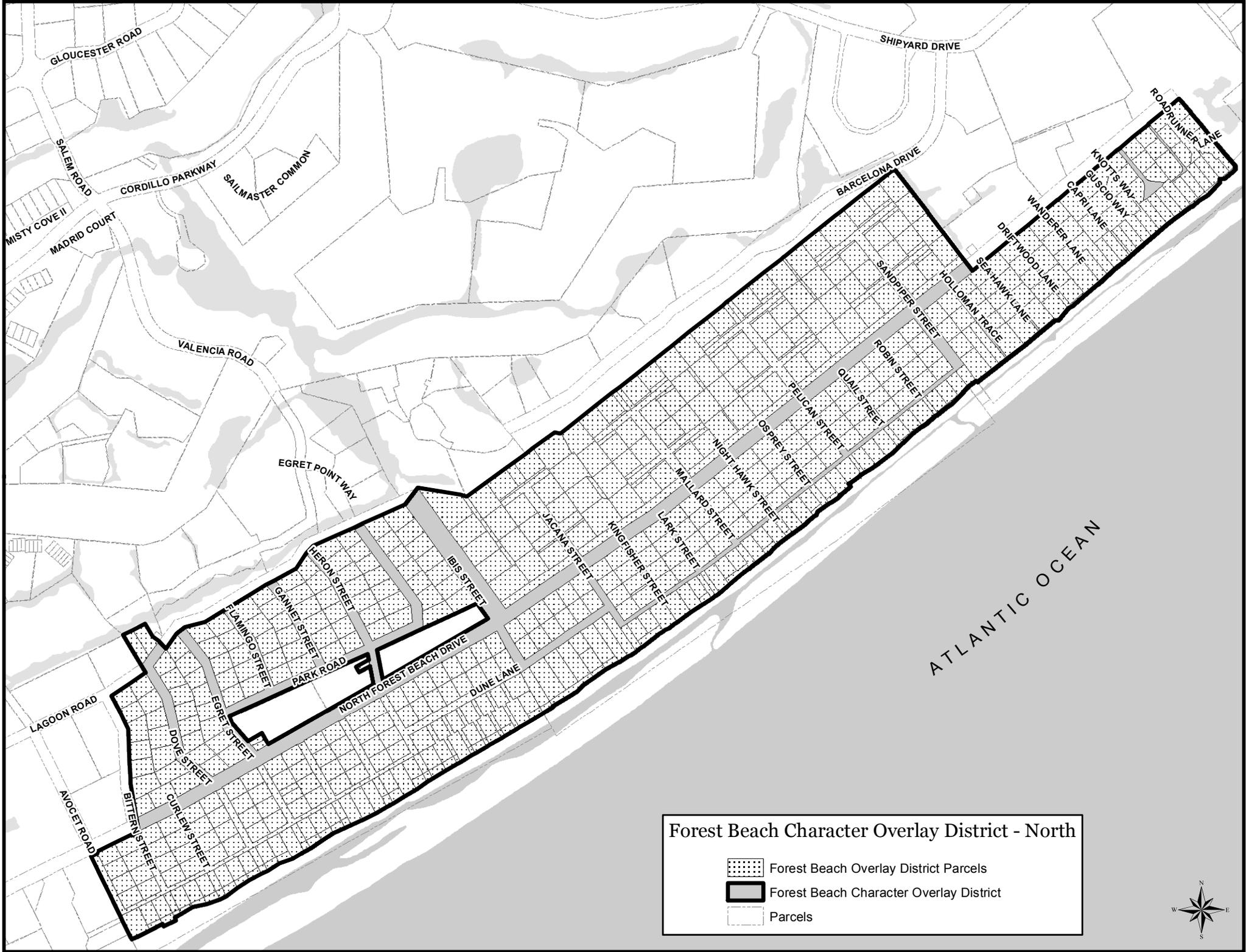
Section 16-3-106. Overlay Zoning Districts

- A– G. No Changes
- H. Forest Beach Neighborhood Character Overlay (FB-NC-O) District
 - 1-2. No Changes

3. Delineation of District

The Forest Beach Neighborhood Character Overlay (FB-NC-O) District includes all *parcels* shown as hatched in Figure 16-3-106.H.3 below.

3 4. District Regulations





CORDILLO PARKWAY

WOODWARD AVENUE

MYRTLE LANE

ALDER LANE

FIRETHORN LANE

DOGWOOD

BAYBERRY LANE

HICKORY LANE

ELDERBERRY LANE

CASSINA LANE

SEA OAK LANE

SPINDLE LANE

CANVAS BACK ROAD

SOUTH FOREST BEACH DRIVE

LAUREL LANE

Forest Beach Character Overlay District - South

-  Forest Beach Overlay District Parcels
-  Forest Beach Character Overlay District
-  Parcels



CHAPTER 16-4: USE STANDARDS

Staff Explanation: Two changes are made in conjunction with similar changes made in Chapter 3. RV Parks are now a conditional use (the condition that Recreation Vehicles can only be lived in when located in an RV Park is being relocated from the definitions section to the Specific Use Conditions) and since retail sales are now permitted in the IL zoning district, the condition limiting retail sales associated with wholesale sales is being eliminated.

Section 16-4-102. Principal Uses

A. Principal Use Table

1. – 5. No Changes

6. Principal Use Table

Table 16-4-102.A.6: Principal Use Table

TABLE 16-4-102.A.6: PRINCIPAL USE TABLE																					
P = Permitted by Right PC = Permitted Subject to Use-Specific Conditions																					
SE = Allowed as a Special Exception Blank Cell = Prohibited																					
USE CLASSIFICATION/ USE TYPE	SPECIAL DISTRICTS		RESIDENTIAL DISTRICTS					MIXED-USE AND BUSINESS DISTRICTS										USE-SPECIFIC CONDITIONS			
	CON	PR	RSF-3	RSF-5	RSF-6	RM-4	RM-8	RM-12	CR	SPC	CC	MS	WMU	S	MF	MV	NC		LC	RD	MED
RESIDENTIAL USES																					
Recreation Vehicle (RV) Parks																		PC			Sec. 16-4-102.B.1.c
INDUSTRIAL USES																					
Wholesale Sales																		PC		PC	Sec. 16-4-102.B.9.d

Staff Explanation: The changes to specific use conditions do the following: establishes conditions that dwelling units, hotel rooms and bed and breakfast rooms can be located on the first floor within the CR zoning district if the proposed development is located behind a commercial services use; relocates the condition related to living in a recreational vehicle from definitions; and eliminates the condition limiting retail services associated with wholesale sales.

B. Use-Specific Conditions for Principal Uses

1. Residential Uses

a. Mixed-Use

i. No Change

ii. In the CR District, there shall be no *dwelling units* located on the first floor of any *mixed-use development* unless there are *commercial services uses* located between the street and the proposed *dwelling units*.

b. Multifamily

In the CR District, there shall be no *dwelling units* located on the first floor of any *multifamily development* unless there are *commercial services uses* located between the street and the proposed *dwelling units*.

c. Recreation Vehicle (RV) Parks

Use of a recreational vehicle for residential or accommodation purposes is prohibited except in a *Recreational Vehicle (RV) Park*.

2. – 3. No Changes

4. Resort Accommodations

a. Bed and Breakfasts

i. No Change

ii. In the CR District, there shall be no guest rooms located on the first floor of any *bed and breakfast* unless there are *commercial services uses* located between the street and the proposed *bed and breakfast* rooms.

b. Hotels

i. *Hotels* located in the CR District shall have guest rooms with *gross floor area* no smaller than 100 square feet. Such rooms shall not be located on the first floor of any *hotel* unless there are *commercial services uses* located between the street and the proposed *hotel* rooms.

5. – 8. No Changes

9. Industrial Uses

a. – c. No Changes

d. Wholesale Sales

~~Accessory retail operations associated with a wholesale business are permitted if they use no more than 15 percent of the *gross floor area* of the *building*.~~

CHAPTER 16-5: DEVELOPMENT AND DESIGN STANDARDS

Staff Explanation: This change eliminates the need for properties that are behind the gates in a master planned area but still within the Corridor Overlay District to meet setback requirements.

Section 16-5-102. Setback Standards

- A. No Changes
- B. Applicability
 - 1. No Changes
 - 2. Exceptions
 - a. No Changes

b. For *development* within a PD-1 District, adjacent street and use setback standards shall apply only along those *lot* lines and *street rights-of-way* located ~~within a Corridor Overlay District~~, located outside any *gates* restricting *access* by the general public to areas within the PUD, or constituting the boundaries of the district.

Staff Explanation: This change will allow bike racks and the like within the adjacent use and street setbacks.

- C.-D. No Changes
- E. Allowable Setback Encroachments

Table 16-5-102.E: Allowable Setback Encroachments

Feature	Extent and Limitations
Bike racks and other <i>site</i> furnishings	Allowed in adjacent use and adjacent street setbacks

Staff Explanation: This change eliminates the need for properties that are behind the gates in a master planned area but still within the Corridor Overlay District to meet buffer requirements.

Section 16-5-103. Buffer Standards

- A. No Changes
- B. Applicability
 - 1. No Changes
 - 2. Exceptions

a. For *development* within a PD-1 District, adjacent street and use buffer standards shall apply only along those *lot* lines and *street rights-of-way* located ~~within a Corridor Overlay District~~, located outside any *gates*

restricting *access* by the general public to areas within the PUD, or constituting the boundaries of the district.

Staff Explanation: The policy is that any work being done in buffers must be reviewed and approved by the Town’s Environmental Planner, this change codifies that policy.

C. – G. No Changes

H. Existing Vegetation

1. If a buffer area has existing *trees* that are protected under this *Ordinance*, they shall be preserved and be used as part of the buffer to comply with the buffer standards of this *Ordinance*. Where groupings of native shrubs are present, their preservation with minimum disturbance is strongly encouraged. Any clearing or other work in buffers must have the prior approval of the *Official*.

2. No Changes

Staff Explanation: This clarifies that if an invasive species is removed from a buffer, then the area needs to be replanted so that it fulfills its function as a buffer.

3. The removal of invasive species shall be allowed with an approved replanting plan, if needed.

Staff Explanation: This change will clear up any confusion caused by conflict between Town and SCDOT standards.

Section 16-5-105. Mobility, Street, and Pathway Standards

A. Mobility

1.-4. No Changes

5. Accessway Layout and Design

a. – d. No Changes

e. Driveway Layout and Design

i. Driveway Entrances

Driveway entrances from *streets* shall comply with standards in the current edition of SCDOT's *Access and Roadside Management Standards* manual—including, but not limited to, standards for *driveway* spacing, angle of intersection, entry width, radius, offset, approach grade and side slope, throat length, and islands and medians. In instances where the Town’s access spacing standard as outlined in 16-5-105.I is greater than the SCDOT standard, the Town’s standard shall be applicable.

Staff Explanation: This section doesn't fit in 16-5-105 since it deals entirely with internal site design. It is being moved to Section 16-5-107, Parking and Loading Standards. The two sections below are being re-numbered.

~~f. Vehicle Stacking Distance for Drive-Through and Related Uses~~
~~g f. Bikeway Layout and Design~~
~~h. g Walkway Layout and Design~~

Staff Explanation: This change clarifies the standards that should be used for pathways internal to a site.

B. – N. No Changes

O. Multi-Purpose Pathways

Multi-purpose pathways to accommodate both pedestrian and bicycle traffic may be provided independent of the street system. The pathway standards in this section apply only to pathways constructed generally parallel to streets within a private or public right-of-way. The following standards shall apply to multi-purpose pathways:

1. Pathways shall be designed and provided in accordance with the latest edition of AASHTO's *Guide for the Development of Bicycle Facilities*. Dimensions and **construction** specifications of multi-purpose paths shall be determined by the number and type of users and the location and purpose of the path.
2. A minimum eight-foot paved width shall be provided for two-way traffic and a five-foot width for one-way traffic. A five-foot sidewalk on each side of the roadway is an acceptable alternative to providing a single separated two-way pathway facility.

Staff Explanation: The deletion is made to provide more flexibility during site design. The addition is made to ensure that in larger parking spaces that the EV space is available to those who need it.

Section 16-5-107. Parking and Loading Standards

A. – C. No Changes

D. Parking Space Requirements

1. – 9. No Changes

10. Use of Parking Spaces as Electric Vehicle (EV) Charging Station

All *multifamily* and nonresidential *development* shall provide one *electric vehicle (EV) charging station* per *site*. ~~The *electric vehicle charging station* shall be located within 100 feet of the primary entrance. If the development requires over 100 parking spaces, the electric vehicle (EV) charging station shall have a sign that states that only electric vehicles being charged can park in that particular parking space.~~

Staff Explanation: This change will allow for a safe turning radii under buildings.

E. Parking Space and Aisle Dimensions

1. No Changes

2. a. – d. No Changes

e. Parking spaces under buildings, where it is not feasible to provide a landscaped median on the end of a parking bay, shall be separated from adjoining parallel *drive aisles* by a painted area that is a minimum of four feet in width.

Staff Explanation: The changes to this section are being made to increase flexibility with site design.

F. - G. No Changes

H. 1-6. No Changes

7. Bicycle Parking

a. All *multifamily* and nonresidential *development* shall provide bike racks sufficient to accommodate the parking of at least four bicycles for every ten vehicle parking spaces required, or major fraction thereof except that once twenty bicycle parking spaces are provided, any required bicycle parking after that shall be required at a ratio of at two bicycle parking spaces for every ten vehicle parking spaces, or major fraction, thereof. An *applicant* may use developer submitted data to demonstrate fewer bicycle parking spaces should be required. If a lower number of bicycle parking spaces is accepted, the applicant shall submit a *site plan* that includes a reserve parking plan identifying the amount of bicycle parking spaces being deferred and the location of the area to be reserved for future bicycle parking, if future bicycle parking is needed. If the proposed project does not reasonably connect to a Town multi-purpose pathway, then the required bicycle parking spaces can be reduced.

b. The bike racks shall be located in visible, well-lit areas ~~within 50 feet of a primary entrance to the *building* they serve~~ and shall be in an area maintained with an all weather surface. They shall be located where they do not interfere with pedestrian traffic and are protected from conflicts with vehicular traffic.

c. The required minimum number of vehicular parking spaces shall be reduced by one space for every ten bicycle parking spaces provided.

Staff Explanation: The changes relocates this section from Mobility, Street and Pathway Standards to the Parking and Loading Standards section since it deals entirely with internal site design

I. Vehicle Stacking Distance for Drive-Through and Related Uses

1. Required Stacking Distance

Driveways on which vehicles queue up to access a drive-through facility or similar service facility, or a drop-off or pick-up zone, shall provide at least the minimum stacking distance behind the facility or zone in accordance with Table 16-5-107.I.1, Minimum Stacking Distance for Drive-Through and Related Uses.

<u>TABLE 16-5-107.I.1: MAXIMUM STACKING DISTANCE FOR DRIVE-THROUGH AND RELATED USES</u>		
<u>USE OR ACTIVITY¹</u>	<u>MINIMUM STACKING DISTANCE</u>	<u>MEASURED FROM</u>
<u>Automated teller machine (ATM)</u>	<u>60 ft</u>	<u>Center of the teller machine</u>
<u>Bank or financial Institution, with drive-through service</u>	<u>60 ft per lane</u>	<u>Center of the teller window</u>
<u>Car wash and auto detailing, automatic</u>	<u>40 ft per bay</u>	<u>Bay entrance</u>
<u>Car wash and auto detailing, self-service</u>	<u>20 ft per bay</u>	<u>Bay entrance</u>
<u>Drug store or pharmacy, with drive-through service</u>	<u>60 ft per lane</u>	<u>Center of the window</u>
<u>Dry cleaning or laundry drop-off establishment with drive-through service</u>	<u>60 ft per lane</u>	<u>Center of the window</u>
<u>Gas sales</u>	<u>20 ft</u>	<u>Each end of the outermost gas pump island</u>
<u>Gated driveway/entrance</u>	<u>40 ft</u>	<u>Gate</u>
<u>Nursing home</u>	<u>60 ft</u>	<u>Back end of the designated drop-off/pick-up zone</u>
<u>Oil change/lubrication shop</u>	<u>40 ft per bay</u>	<u>Bay entrance</u>
<u>Restaurant, with drive-through service²</u>	<u>80 ft</u>	<u>Center of the order box</u>
<u>School, elementary or middle</u>	<u>200 ft</u>	<u>Back end of the designated drop-off/pick-up zone</u>
<u>Other</u>	<u>Uses not specifically listed are determined by the Official based on standards for comparable uses, or alternatively based on a parking demand study</u>	

NOTES: ft = feet

1. See Chapter 16-4: Use Standards.

2. Restaurants with drive-through service shall provide at least 80 feet of stacking distance between the center

of the order box and the center of the pick-up window closest to the order box—see Figure 16-5-107.I.1:
Stacking Distance for a Drive-Through Restaurant.

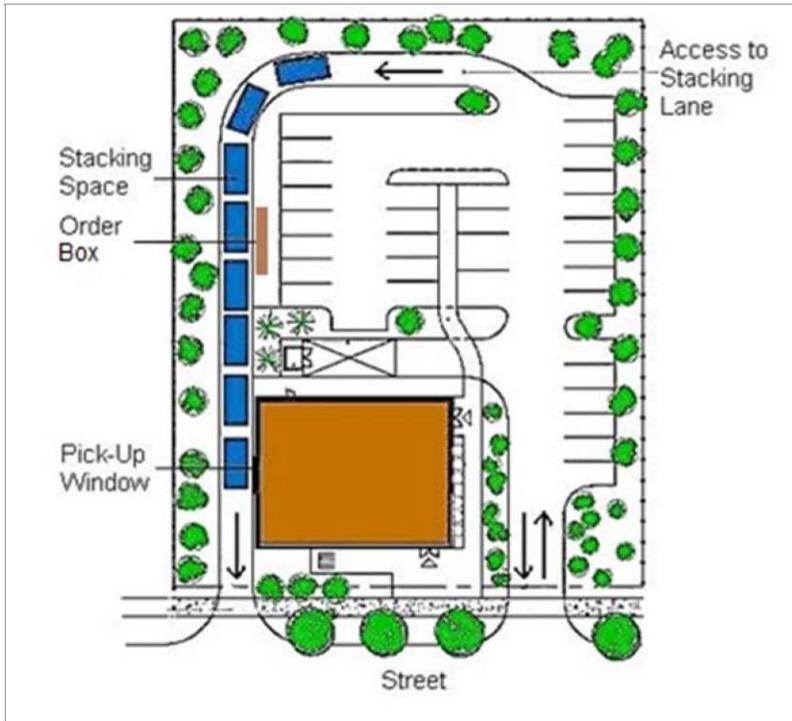


Figure 16-5-107.I.1: Stacking Distance for a Drive-Through Restaurant

2. Layout and Design

- a.** The minimum clear width for any *drive-through* aisle shall be ten feet.
- b.** Driveways providing required stacking distance shall be designed so as not to impede onsite or offsite vehicular traffic movements into or out of off-street parking spaces, or onsite or offsite bicycle or pedestrian traffic movements.
- c.** Driveways providing required stacking distance may be required to be separated from other internal driveways if deemed necessary for traffic movement and safety by the *Official*.

CHAPTER 16-6: NATURAL RESOURCE PROTECTION

Staff Explanation: This clarifies that any work in a wetland or wetland buffer requires a natural resources permit.

Section 16-6-102. Wetland Protection

A. No Changes

B. Applicability

1. – 2. No Changes

3. No person shall undertake any work in a wetland or wetland buffer without first receiving approval of a Natural Resources Permit in accordance with the procedures and standards of Sec. 16-2-103.K, Natural Resources Permit, and the standards in this section.

Staff Explanation: When reviewing the allowed activities in a wetland buffer, it seemed to make sense that pervious walkways should be allowed. This change does that.

D. Wetland Buffer Standards

1. – 2. No Changes

3. Development Within Wetland Buffers

a. No Changes

b. Allowed Development Activities

i. 01. – 02. No Changes

03. Construction and *maintenance* of pedestrian walkways, including minor associated *structures* such as benches and signage, that provide public *access* to *adjacent* wetlands for wildlife management and viewing, fishing, and recreational purposes, or that provide *access* to approved water-dependent *development* activities—provided the walkway is not more than four feet wide and is pervious, ~~is not paved, and is not boarded;~~

Staff Explanation: This change eliminates the need for the reestablishment of a wetland buffer when the provided bulkhead is impervious. This is because if the bulkhead is impervious there can be no interplay between the wetland buffer and the adjacent wetland.

04. Construction and *maintenance* of pervious bulkheads or revetments, including associated backfill in tidal *wetland buffers*—provided:

(A) A *wetland buffer* in accordance with the standards in this section is re-established; and

(B) The *Official* approves the replanting plan and any tree removal;

05. Construction and maintenance of impervious bulkheads or revetments;

05: 06.

06: 07.

07- 08.
08- 09.

Staff Explanation: This clarifies that any work in a dune or dune system requires a natural resources permit.

Section 16-6-103. Beach and Dune Protection

- A. No Changes
- B. Applicability
 - 1. – 3. No Changes
 - 4. No person shall undertake any work in a dune or dune system without first receiving approval of a Natural Resources Permit in accordance with the procedures and standards of Sec. 16-2-103.K, Natural Resources Permit, and the standards in this section.

Staff Explanation: Boardwalks over the dunes should be low profile, changing the language so that the bottom of the boardwalk is measured from grade rather than vegetation will allow this.

- F. Development on Dunes
 - 1. No Changes
 - 2. Dune Boardwalks
 - a. – b. No Changes
 - c. *Dune boardwalks* constructed across existing or proposed native *beach* and *dune* vegetation shall be post-supported and elevated a minimum of two feet above the ~~vegetation~~ grade to allow for sand build-up and clearance above the vegetation.

Staff Explanation: During the rewrite, the Committee opted to protect pine trees at 12” instead of 8” (in the old LMO, all Category III trees were protected at 8”). Cedar trees are also in Category III – it has been suggested that since the Committee only opted to change the size that pine trees were protected at that cedar trees should still be protected at 8”. It is particularly important to protect the cedar trees here on the Island because many grow adjacent to salt water and never grow larger than about 10”.

Section 16-6-104. Tree Protection

- A. – B. No Changes
- C. Minimum Tree Coverage Standard
 - 1. No Change
 - 2. Tree Survey

a. i. **No Change** The *tree survey* shall be in the form of a map or a *site plan* prepared and sealed by a registered *land* surveyor within two years of the date of *application*. The *tree survey* shall be at the same scale as the required *site development* plan and shall include the following information:

i. The location of all Category I, II and IV *trees* with a *DBH* of 6 inches or greater, ~~and~~ Category III *trees* (other than cedar and palmetto *trees*) with a *DBH* of 12 inches or greater and cedar and palmetto *trees* with a *DBH* of 8 inches or greater within the areas to be developed and within areas 25 feet beyond such area in each direction, or extending to the property line, whichever is less;

ii. The location of any *trees* with a *DBH* less than 6 inches (Category I, II and IV), less than 8 inches (cedar and palmetto *trees*) and less than 12 inches (Category III other than cedar and palmetto *trees*) that the *applicant* wishes to count toward the minimum standard of *tree* coverage on the *site*; and

Staff Explanation: The current language inadvertently states that if a tree exceeds the DBH listed in Table 16-6-104.F.1 then it is a specimen tree; the change corrects it to equal or greater than.

D. – E. No Changes

F. Specimen Tree Preservation

1. Specimen Tree Defined

For purposes of this section, a *specimen tree* is any *tree* of a species designated by the *State* or federal government as an endangered, threatened, or rare species, or any *tree* of a type and with a *DBH* ~~exceeding~~ equal or greater than that indicated in Table 16-6-104.F.1, Specimen Trees, for the *tree* type.

Staff Explanation: The change clarifies that specimen trees are not protected on single-family lots.

2. General Requirements

a. No *specimen tree* may be removed except in accordance with paragraph b below. In addition, all *specimen trees* shall have the following protections, whether located on public or private *land* with the exception of *specimen trees* located on *single-family lots*.

CHAPTER 16-10: DEFINITIONS, INTERPRETATION, AND MEASUREMENT

Staff Explanation: This change clarifies that density is not rounded up.

Section 16-10-102. Rules of Measurement

A. No Changes

B. Density

1. Density

A measurement of intensity of the *development* of a *parcel* of *land*, calculated by dividing total number of *dwelling units* by the *net acreage* of the *parcel* for residential *development*; by dividing the total number of guest rooms by the net acreage of the *parcel* for *hotel development*; and by dividing the total number of square feet of *gross floor area* by the *net acreage* of the parcel for other nonresidential *development*. In *mixed-use* developments, acreage allocated to residential *use* shall not be used to calculate nonresidential *density*, and acreage allocated for nonresidential *uses* shall not be used to calculate residential *density*; and acreage allocated to *hotel use* shall not be used to calculate other nonresidential *density*, and acreage used for other nonresidential *uses* shall not be used to calculate *hotel density*. Where residential and nonresidential *uses* are combined in a single *building*, the *density* of each *use* within the *building* shall be calculated separately. When computation of the *density* results in a fraction, the result shall not be rounded up to the nearest whole number.

APPENDIX A – ADVISORY AND DECISION MAKING BODIES AND PERSONS

Staff Explanation: This change adds back in the review of Traffic Impact Analysis Plans which is listed in the Rules of Procedure for the Planning Commission.

A-1. No Changes

A-2. Planning Commission

A. 1 – 2. No Changes

A.3. Review and make decisions on *applications* for:

a. – b. No Changes

c. Traffic Impact Analysis Plans (Section 16-2-103.1.5.b.ii).

APPENDIX D – APPLICATION SUBMITTAL REQUIREMENTS

Staff Explanation: This change adds the requirement that a grading plan for each lot be submitted as part of the submittal requirements for a subdivision.

D-1 – D-3. No Changes

D-4. Subdivision Review, Major

A. No Changes

B. Subdivision Plat

1. – 19. No Changes

20. The grading plan for each lot. At a minimum this should show the buildable area or the proposed elevations of first floor, lowest floor and garage and the proposed finished contours where re-grading is necessary, indicated at intervals of 1 foot.

Staff Explanation: This change adds two requirements (that are already listed in the Airport Overlay District) to the plat stamping section.

D-5. – D. 19. No Changes

D-20. Plat Stamping

A. No Changes

1. – 22. No Changes

23. If a property is located in the Airport Overlay (A-O) District a note shall be added to the plat per Section 16-3-106.E.3.b.i.

24. If a property is located in the Outer Hazard Zone of the Airport Overlay (A-O) District a note shall be added to the plat per Section 16-3-106.E.3.b.ii.