

THE TOWN OF HILTON HEAD ISLAND  
Planning Commission  
**LMO REWRITE COMMITTEE**  
**ORIENTATION MEETING**

**APPROVED**

April 8, 2011 Minutes

3:00p.m. – Benjamin M. Racusin Council Chambers

Committee Members Present: David Ames, Tom Crews, Chris Darnell, Jim Gant, Walter Nester, Gail Quick, Councilman Bill Ferguson, Councilwoman Kim Likins and Charles Cousins, Community Development Department Director, *Ex-Officio*

Committee Members Absent: David Bachelder

Commissioners Present: Chairman Al Vadnais, Vice Chairman Loretta Warden, Jack Docherty, Terry Ennis, Terry Leary and Tom Lennox

Town Council Members Present: Mayor Drew Laughlin, Mayor Pro Tem Ken Heitzke, Lee Edwards, Bill Harkins and George Williams

Town Staff Present: Jill Foster, Deputy Community Development Department Director  
Teri Lewis, LMO Official  
Kathleen Carlin, Administrative Assistant

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1) **FREEDOM OF INFORMATION ACT**

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.

2) **OPENING REMARKS**

Mayor Drew Laughlin presented opening remarks. Mayor Laughlin stated that this is the first attempt to comprehensively review and revise the Land Management Ordinance since it was originally adopted in 1987. The Mayor stated that this is an opportunity to take a whole new look at the LMO. Mayor Laughlin thanked the committee for their service to the Town and for their commitment to this important endeavor.

Mr. Cousins then welcomed the committee to today's Orientation Meeting. Mr. Cousins stated that the first order of business is for the committee to elect a Chairperson and a Vice Chairperson.

After a brief discussion, Mr. David Ames made a motion to nominate Mr. Tom Crews to serve as Chairman. Councilman Ferguson then made a motion to nominate Ms. Gail Quick to serve as Chairperson. There were no further nominations for the office of Chairman or for the office of Vice Chairman.

After a brief discussion, the committee voted to elect **Mr. Tom Crews** to serve as **Chairman** and **Ms. Gail Quick** to serve as **Vice Chairman** of the committee. Mr. Crews accepted the office of Chairman and Ms. Quick accepted the office of Vice Chairman. The committee congratulated the new officers, and Chairman Crews and Vice Chairman Quick thanked the committee for their support.

Chairman Crews began by reporting that a special Planning Commission meeting is planned on Thursday, April 14, 2011 at 9:00a.m. in Council Chambers. This special meeting will be for a review of the History of Planning on Hilton Head Island, a Review of the General Development History, Major Planning Efforts, and Extent of Master Planning that has taken place on Hilton Head Island. This will be an important meeting presentation for the Planning Commission, Town Council, and the LMO Rewrite Committee.

### **3) THE CHAIRMAN'S REMARKS**

Chairman Crews presented statements regarding the need to map out some of the questions facing the committee and the procedures for next steps. The committee will need to set a meeting schedule. The committee's early meetings will be grounded in the history of the Land Management Ordinance. The broad effort will be to keep the committee's eyes open to where we are and how we can move forward.

Chairman Crews distributed several handouts to the committee which included a list of LMO chapters considered a priority for review. A web link to the South Carolina Enabling Act of 1994 was also distributed which outlines some of the committee's powers and authority. Mr. Crews also distributed a National Realtors Association booklet regarding 'Smart Growth.' Chairman Crews stated that an almost endless number of documents are available for the committee's review if they want to learn more about the planning and zoning realm including Form Based Codes.

Once the committee decides upon a meeting schedule, the officers will meet with staff to come up with a specific effort (in order to get grounded in what we can do to open doors to the future.) This is a big undertaking, a big commitment, and the committee should be aggressive with meetings.

Chairman Crews recommended that the committee begin meeting once every two weeks. Mr. Ames suggested that the committee consider meeting once every week for the first month in order to develop a firm foundation. The committee can reduce the meeting schedule to once every two weeks and ultimately to once a month after a firm foundation is established.

Vice Chairman Quick stated that the committee's work should be communicated to the public on a regular basis. The public needs to have input into what the committee is discussing. Chairman Crews agreed and encouraged public participation along the way (particularly in the beginning when the foundation is formed.) Milestone presentations should be made. Chairman Crews stated that this is a long term, very comprehensive endeavor, which speaks to the economic future of Hilton Head Island. The committee will work towards mapping out the next 11 months during the first month of meetings.

The committee discussed the preferred day of the week. The committee decided that meeting on Fridays from 1:00 – 3:00p.m.seemed to work best for most committee members. The committee can re-evaluate the meeting schedule after the first month. The first month will be most critical. Afterwards, the committee can probably put more emphasis on what they want to accomplish and create a list of milestones.

Chairman Crews will work with staff to set the agenda for the next meeting on Thursday, April 14, 2011. This meeting will follow the special Planning Commission meeting at 9:00a.m. in Council Chambers. The committee will work towards narrowing down what they want to accomplish and refining the goals. The committee wants to ensure that Town Council supports their ideas.

Vice Chairman Quick presented statements in regard to the permitting process evaluation. Based on input from the public, it seems that the public is most frustrated with the **process** (rather than with the LMO). It is important to understand the differences in frustration with the process vs. the Land Management Ordinance, as they are two separate issues.

Planning Commissioner Terry Ennis has worked with staff to develop a very intensive analysis – a document of the day – which follows the entire permitting process from the beginning to the end. The process is quite involved and will be embedded into the staff’s day-to-day efforts. Chairman Quick stated that this effort will be of great benefit to the Town, the citizens, and the business community.

Following these comments, Planning Commissioner Terry Ennis invited the committee to join him in Conference Room # 4 for a review the permitting process evaluation.

Chairman Crews stated that today’s meeting will conclude with this presentation by Mr. Ennis.

Submitted by:

Approved by:

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Kathleen Carlin  
Administrative Assistant

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Tom Crews  
Chairman LMO Rewrite Committee