

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

June 9, 2011 Minutes

1:00p.m. – Benjamin M. Racusin Council Chambers **APPROVED**

Committee Members Present: David Ames, David Bachelder, Irvin Campbell, Tom Crews,
Jim Gant, Walter Nester, Gail Quick, Councilwoman Kim Likins,
Ex-Officio

Committee Members Absent: Chris Darnell and Charles Cousins

Commissioners Present: None

Town Council Members Present: Bill Ferguson

Town Staff Present: Teri Lewis, LMO Official
Joheida Fister, Fire Marshal
Darrin Shoemaker, Traffic & Transportation Engineer
Trudie Johnson, Flood Plain Administrator
Jill Foster, Deputy Director, Community Development
Kathleen Carlin, Administrative Assistant

- 1) **CALL TO ORDER**
Chairman Crews called the meeting to order at 1:00 p.m.

- 2) **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.

- 3) **APPROVAL OF THE AGENDA**
The agenda was approved as presented by general consent.

- 4) **APPROVAL OF THE MINUTES**
The minutes of the June 2, 2011 meeting were approved as presented by general consent.

- 5) **NEW BUSINESS**
Chairman Crews provided introductory remarks regarding today's presentations by staff. Chairman Crews then requested that Joheida Fister, Fire Marshal, make the first presentation:

 (A) Presentation - Question & Answer Session with Joheida Fister, Fire Marshal
 Ms. Fister began her presentation by distributing the (*attached*) handout to the committee. When reviewing an application as part of the Development Plan Review (DPR) process, the Fire Department focuses primarily on: (1) the access to a building; and (2) the water supply.

Ms. Fister stated that Fire Codes provide the direction on fire hydrants and on access to buildings. The required access to fire hydrants, based on current South Carolina Building Codes, is 500-ft. This measurement is required for all portions of a building. The location of a hydrant is dependent on the size of the building.

The size of the building and the type of construction determines the type of hydrant and the amount of water that is required for that location. Ms. Fister stated that sprinklering a building reduces the percentage of water flow that is required. The Fire Department prefers to see as much sprinklering as possible.

During the Development Plan Review (DPR) process, the Fire Department works with the applicant and tries to be flexible with regard to the type of road used to access his property (i.e. asphalt, crush and run covered by grass). There are creative ways to meet the requirements for access while still maintaining aesthetic standards. The committee and staff discussed the use of crush and run covered with grass as a creative option.

The Fire Department requires a minimum road width access of 20-ft. Fire trucks are approximately 10-ft. wide mirror-to-mirror. Fire trucks need stabilizers to put their ladders up which adds to the required space. Additional space is also required for equipment.

Ms. Fister and the committee discussed the ways in which the staff works with an applicant during the Development Plan Review (DPR) process. Ms. Fister stated that staff cannot recall a single project that did not go forward due to problems with access. Ms. Fister stated that the biggest obstacle in access seems to be location of trees.

Ms. Fister then discussed the purpose of the Fire Department's Map Book and GPS system. The staff is currently working on identifying older properties with the Addressing Technician. The process is time consuming. When this process is complete, the committee recommended that the information be linked to the Town's website for availability to the public. This would be especially helpful for commercial properties.

The committee and Ms. Fister discussed requirements for installing sprinkler systems. Ms. Fister stated that many variables are involved in determining the type of sprinkler system that should be used including the type of construction, the size of the building, and the type of use. Ms. Fister described the Town's fire trucks including the height of the ladders. Fire truck ladders are 100-ft high.

Ms. Fister discussed the Fire Department's concerns with access related to the location of trees. Public safety always comes first over trees (staff does work hard to reach some middle ground between public safety and the preservation of trees). This completed the staff's preservation. The committee thanked Ms. Fister for her excellent presentation.

(B) Presentation - Question & Answer Session with Darrin Shoemaker, Traffic & Transportation Engineer

Mr. Shoemaker began his presentation by distributing the (*attached*) handout to the committee. Mr. Shoemaker reviewed the issue of street ownership and the maintenance of roads on Hilton Head Island. Mr. Shoemaker reviewed many of the roads that are owned and maintained by the State, by Beaufort County, and by the Island. Mr. Shoemaker discussed the conditions for

making those determinations. Mr. Shoemaker discussed issues related to the ownership and the maintenance of private roads. Mr. Shoemaker also reviewed design standards for roads including the classifications of roads (based on Average Daily Trips - ADT). South Carolina Department of Transportation (SCDOT) standards are very rigid. Beaufort County is more flexible.

The staff and the committee discussed Hilton Head Island's street hierarchy and the amount of street traffic. This completed the staff's presentation. The committee thanked Mr. Shoemaker for his excellent presentation.

(C) Presentation - Question & Answer Session with Trudie Johnson, Floodplain Administrator

Mrs. Johnson presented a brief history of the National Flood Insurance Program (NFIP). Mrs. Johnson then reviewed the National Flood Protection Program at the County level. Beaufort County entered the National Flood Insurance Program in 1976; Hilton Head Island entered the program when it incorporated in 1985.

Mrs. Johnson discussed the adoption and administration of the National Flood Insurance Program on the Beaufort County level. The staff briefly reviewed the creation of the Island's Flood Hazard Maps; 83% of Hilton Head Island is located in the flood plain. The staff emphasized the importance of maintaining the flood insurance program for all of Hilton Head Island; flood insurance protection is highly recommended for all residents of the Island. Mrs. Johnson discussed the National Flood Insurance Program's Community Rating System (CRS). Hilton Head Island is rated a Class 5 (out of a possible 10.) Mrs. Johnson stated that the Island is in good standing at a solid Class 5 rating.

The committee and the staff discussed a couple of issues regarding redevelopment options (including fire walls and elevating a building by dry flood proofing). Staff highly recommends dry flood proofing. Mrs. Johnson stated that flexibility in redevelopment comes from the imagination and the creativity of developers. At the completion of the discussion, the committee thanked Mrs. Johnson for her excellent presentation.

Following the staffs' presentations, Chairman Crews stated that Mr. Jim Collett would like to provide an update to the committee on behalf of the Telecommunications Taskforce. The committee agreed to receive this update from Mr. Collett.

Mr. Collett distributed the (*attached*) Telecommunications Taskforce membership list to the committee. Mr. Collett reviewed the purpose of the Telecommunications Taskforce. The Taskforce is working to improve telecommunication service on the Island. Over the past several months the Taskforce has been working with cell tower companies, facility providers, and carriers. The committee thanked Mr. Collett for today's update.

Ms. Teri Lewis stated that, due to the need to adjourn today's meeting promptly at 3:00pm, staff will reschedule the review of Chapter 3, Articles 9-21 to a later date.

Following closing comments by Chairman Crews, the meeting was adjourned at 3:00 p.m.

Submitted by:

Approved by:

Kathleen Carlin
Administrative Assistant

Tom Crews
Chairman

June 14, 2011

LMO REWRITE COMMITTEE

June 9, 2011

Related to Fire Marshal Discussion

- Chapter 5: Flag for future discussion by the committee. Most conflicts come with trees vs. fire access roads. Is there a priority for this kind of conflict?
- Chapter 5: How to find out where grassed fire access roads are (for owner) so that the area isn't shown to be developed or planted
- Chapter 5: Early discussions with applicants sometimes reveal that they do not know what specific details they need/want for a building, so the Fire Marshal cannot give specific direction regarding sprinklering.

Related to Traffic & Transportation Engineer Discussion

- SCDOT standards are very rigid and they are not very flexible. County is more flexible.
- Need to proactively deal with private roads that are not being maintained (single family issue).
- Hierarchy of roads affects buffers & setbacks. In light of redevelopment, the committee should review the list to see if they still fit into the correct category.

Related to Floodplain Administrator Discussion

- To achieve a Class 4 or Class 3, the Town would have to adopt a Freeboarding ordinance and Cumulative Substantial Damage ordinance.
- How to assist older buildings for redevelopment with the flood laws-- How to encourage renovation/redevelopment of these? Flood laws are not flexible, but designing of the building can allow you the flexibility. Some old buildings are not worth saving due to outdated or unsafe construction—would be better for applicant to tear down & start over. Dry floodproofing and the use of fire walls may allow for flexibility.
- Percentage of renovation to comply is 50% of fair market value (as defined by Federal Government) -- substantial improvement or substantial damage.
- Uneven enforcement (especially in small communities) could result in different culture with flood program.

Telecommunications Discussion:

- Look at distance between towers in LMO—new technology might require the Town to change this—how much distance between towers do we want?

- Should every application for a cell tower site go through the boards for review & approval?
Can this process be circumvented to speed up process? What laws in the LMO can the committee put in to make new technology easy to get/build?
- Can the committee prioritize major roads where visitors spend time to permit tower coverage?
- Smaller towers with new technology will probably become more prevalent than larger towers