

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

July 7, 2011 Minutes

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

APPROVED

Committee Members Present: David Ames, David Bachelder, Chairman Tom Crews;
Vice Chairman Gail Quick, Chris Darnell, Jim Gant,
Walter Nester, Councilwoman Kim Likins, *Ex-Officio* and
Charles Cousins, Director of Community Development, *Ex-Officio*

Committee Members Absent: Irvin Campbell

Planning Commissioners Present: Tom Lennox

Town Council Members Present: Bill Ferguson

Town Staff Present: Teri Lewis, LMO Official
Jill Foster, Deputy Director of Community Development
Shawn Colin, Comprehensive Planning Division Manager
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 30th meeting were approved as presented by general consent.

5) NEW BUSINESS

A. Identification of Issues – LMO Chapters 8, 9, and 10

Chairman Crews presented introductory comments regarding the Identification of Issues for Chapters 8, 9, and 10. Chairman Crews then requested that Ms. Teri Lewis make her presentation.

Chapter 8 – Violations & Enforcement: Ms. Lewis provided a brief review of Chapter 8. The staff recommended that the committee consider adding language to Sec. 16-8-102

about not using the vegetated portions of a site for storage, parking or anything but ‘green’ space. Issues arise for older sites where staff cannot locate an approved site plan and cars are parked on the grass or other items are stored in areas that are clearly meant to be open space.

Ms. Lewis stated that there are general violations and then violations specific to signs and trees. Staff recommended that the committee consider making the time period to continue with a development activity longer than 90 days if it is a repeat offender.

Mr. Charles Cousins presented comments related to the Community Development staff’s efforts to work with the Legal Department to reduce the number of ticketed violations. Staff is trying to take a softer approach in dealing with many of the violations. The committee inquired about the staff’s efforts to negotiate with the public, and Ms. Lewis stated that negotiations with the public are handled by Code Enforcement Officials in the Legal Department. Ms. Lewis stated that resolution of the issue is the goal. The feedback received from the public regarding this issue has been mostly positive.

The staff and the committee then discussed the issue of sign violations. The committee expressed some concern with current sign regulations for ‘special event’ activities. There seems to be some public misunderstanding regarding ‘special event’ signage and the permitting process. Perhaps a ‘fact sheet’ that accompanies a special event permit would be a good idea.

Chapter 9 – Disaster Recovery: Ms. Lewis provided a review of Emergency Permitting.

Chapter 10 – Definitions:

Ms. Lewis provided a recap of Purpose, Word Usage and Abbreviations. The staff and the committee briefly discussed Definitions (Defined Terms). The committee stated that for definitions to have the ‘same meaning,’ they should exactly mirror spelling and format in the code section and definitions. The committee may wish to have a consultant take a look at Definitions.

B. Review proposed New Process for Non-residential Development

Ms. Lewis reviewed the proposed New Process for Non-residential Development permitting. The committee stated the need for as much public awareness and public education as possible. The committee and staff reviewed Sec. 16-9-110, Sec. 16-9-111 and Sec. 16-9-112. The committee and staff discussed tree coverage requirements.

C. Staff handout – Summation of Issues identified in LMO Chapters 1 – 7

Ms. Lewis distributed a handout from staff that summarizes the issues identified by the committee in LMO Chapters 1 – 7. The five-page document contains two columns: (1) Town Council Directives; and (2) Committee Issues.

The committee stated the need to first identify the problem, the importance of stewardship to the community throughout the process, and consideration of what Town Council has asked the committee to do. Chairman Crews requested that the committee study the information contained in the Summation of Issues handout and be prepared to discuss their thoughts at the next committee meeting on July 14th. Perhaps each committee member could prepare a list

of 10 or more issues that they consider important. The committee may review these individual lists and prioritize the issues. The committee agreed with this idea.

Public Comments:

Ms. Pam Ovens, Co-Manager of Farmers Market, presented public statements with regard to regulations for Special Event Signs

Following final comments by Chairman Crews, the meeting was adjourned at 2:55p.m.

Submitted by:

Approved by:

July 14, 2011

Kathleen Carlin
Administrative Assistant

Tom Crews
Chairman

LMO REWRITE COMMITTEE
July 7, 2011

CHAPTERS 8, 9 & 10 ISSUES

- 16-8-102: consider making changes about not using the vegetated portions of a site for storage, parking or anything but 'green' space. This is an issue for older sites where staff can't find site plans.
- Consider making the time period to continue with a development activity longer than 90 days (after a violation) if it is a repeat offender.
- 16-8-106 & 107: why is this different from other violations?
- 16-8-107 (sign enforcement) is different from what staff actually does.
- For public education, look at most common violations to notify public.
- Special events (especially those of non-profits) should have a different way to advertise that is not so restrictive. The Town needs to encourage these events. Should this be accommodated in the sign ordinance revisions? Produce a brochure for these types of events for better public understanding.
- How can the Town get the public to understand what the regulations are if they have less than 500 people & don't need a permit? Need a permit/process for events with fewer than 500 people so that they get the same sign flexibility.
- 16-8-104: add language regarding using discretion by LMO Official. Stress compliance vs enforcement.
- 16-9-112: this sounds like we are requiring them to plant back & become conforming. What if they cannot meet the rules because they were non-conforming? Also, 3 years might not be long enough time for replanting.
- Could the Town establish a tree planting fund to accommodate loss of trees due to disaster? Could PUDs make on decision on replanting vs the town?
- For definitions to have 'same meaning,' they should exactly mirror spelling & format (capitalization) in code section and definitions. For computer version, we could have the public click on term & it would show them the definition.