

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

September 15, 2011 Minutes

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

Committee Members Present: Chairman Tom Crews, David Ames, Irv Campbell,
Chris Darnell, Jim Gant, Walter Nester, Councilwoman Kim
Likins, *Ex-Officio*; Charles Cousins, *Ex-Officio*

Committee Members Absent: Vice Chairman Gail Quick and David Bachelder

Planning Commissioners Present: None

Town Council Members Present: Bill Ferguson

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

1) CALL TO ORDER

Chairman Crews called the meeting to order at 1:00p.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 September 1, 2011 meeting were approved as presented by general consent.

5) NEW BUSINESS

A. Public Comment:

Chairman Crews requested public comments from the audience and none were received.

B. Final Review of LMO Report:

Chairman Crews stated that the next item of business is the committee's final review of the LMO Report. Chairman Crews requested that Mr. Jim Gant lead the review. Mr. Gant presented a very brief history of the LMO Report.

Mr. Gant and the committee reviewed the final version of the Report on a page-by-page basis to ensure that the committee had a high comfort level with the finished product. The

committee made several minor recommendations with regard to language for optimal understanding by the consultant and the public. Mr. Gant will make today's recommended revisions to the final LMO Report. Chester C. Williams, Esq., presented public comments regarding PUD master plans, zoning, and rezoning.

The committee and the staff discussed next steps including making the final LMO Report available to the public. Ms. Lewis stated that the final LMO Report will be made part of the RFQ. Following final comments, Chairman Crews requested that Ms. Teri Lewis make the staff's presentation on the draft RFQ.

Ms. Lewis and the committee reviewed the (*attached*) draft RFQ on a page-by-page basis. The staff and the committee discussed the Project Overview and Scope of Services (including Zoning Districts, Design Standards, Natural Resources, Nonconformities, Ward One, PD-1s, and Reinvestment Areas & Revitalization Areas). The staff and the committee also discussed the Proposed General Project Tasks. The committee made several revision recommendations; and the staff will incorporate those changes in the final document.

Ms. Lewis reviewed the staff's proposed timeline for Request for Qualifications (RFQ):

- 1) September 29th – Committee's final review of the RFQ
- 2) Early October – Advertisement of the RFQ
- 3) End of October – RFQs returned to the Town
- 4) November – Consultant Interviews
- 5) December – Negotiate Contract with the Consultant
- 6) January 2012 – Consultant Start Working with the Staff & the Committee

Ms. Lewis stated that Mr. Todd Ballantine is scheduled to make a presentation to the committee on September 22nd. The committee stated that they are looking forward to this presentation.

Following final comments by Chairman Crews, the meeting was adjourned at 2:35pm.

Submitted by:

Approved by:

September 22, 2011

Kathleen Carlin
Administrative Assistant

Tom Crews
Chairman