

TOWN OF HILTON HEAD ISLAND
Board of Zoning Appeals
Minutes of the Monday, July 23, 2012 Meeting
2:30p.m. - Benjamin M. Racusin Council Chambers

APPROVED

Board Members Present: Chairman Roger DeCaigny, Vice Chairman Peter Kristian, Alan Brenner, Irvin Campbell, Michael Lawrence, and Glenn Stanford

Board Members Absent: Stephen Murphy, Excused

Council Members Present: Bill Ferguson

Town Staff Present: Nicole Dixon, Senior Planner & Board Coordinator
Jill Foster, Deputy Director, Community Development Department
Kathleen Carlin, Secretary

1. Call to Order

Chairman DeCaigny called the meeting to order at 2:30p.m.

2. Roll Call

3. 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 Town of Hilton Head Island requirements.

4. Introduction to Board Procedures

Chairman DeCaigny stated the Board's procedures for conducting the business meeting.

5. Approval of the Agenda

Vice Chairman Kristian made a **motion** to **approve** the agenda as presented. Mr. Stanford **seconded** the motion and the motion **passed** with a vote of 6-0-0.

6. Approval of the Minutes

Vice Chairman Kristian made a **motion** to **approve** the minutes of the April 23, 2012 meeting as presented. Mr. Brenner **seconded** the motion and the motion **passed** with a vote of 6-0-0.

7. Swearing in Ceremony for New BZA Member and Returning BZA Member

Mayor Drew Laughlin performed the swearing in ceremony for new BZA member, Mr. Irvin Campbell and returning BZA member, Mr. Michael Lawrence. Mayor Laughlin stated his appreciation to Mr. Campbell and to Mr. Lawrence for their service to the Board of Zoning Appeals and to the community.

Mr. Stephen Murphy, who is absent from today's meeting, will be re-sworn in as a returning Board member sometime prior to the August 27, 2012 meeting.

8. Unfinished Business

None

9. New Business

Public Meeting

APL120001: Request for Appeal from Thomas C. Taylor. The appellant is appealing the Town's decision (made on August 4, 2011) that the parking supply at Broad Creek Marina is in compliance with the Land Management Ordinance (LMO).

Chairman DeCaigny reported that the review of Application for Appeal APL120001 is postponed to August 27, 2012 at 2:30p.m.

10. Board Business

a) **Nomination and Election of Officers for the new term, July 1, 2012 – June 30, 1013**

Vice Chairman Kristian made a **motion** to **nominate** Mr. Roger DeCaigny to serve another term as Chairman to the Board of Zoning Appeals, July 1, 2012 – June 30, 2013. Mr. Brenner seconded the nomination. There were no additional nominations for the office of Chairman. Mr. DeCaigny accepted the nomination and was **elected** to serve as Chairman for the new term by a vote of 6-0-0.

Mr. Michael Lawrence made a **motion** to **nominate** Mr. Peter Kristian to serve another term as Vice Chairman to the Board of Zoning Appeals, July 1, 2012 – June 30, 2013. Mr. Stanford **seconded** the nomination. There were no additional nominations for the office of Vice Chairman. Mr. Kristian accepted the nomination and was **elected** to serve as Vice Chairman for the new term by a vote of 6-0-0.

b) **Appointment of Secretary to the Board of Zoning Appeals July 1, 2012 – June 30, 2013**
Vice Chairman Kristian made a **motion** to appoint Ms. Kathleen Carlin to serve as Secretary to the Board of Zoning Appeals for the new term, July 1, 2012 – June 30, 2013. Mr. Brenner **seconded** the motion and the motion **passed** by a vote of 6-0-0.

c) **Board of Zoning Appeals - Continuing Education Materials** – Mr. Stanford stated his concern with the limited availability of relevant continuing education materials for the Board of Zoning Appeals. Mr. Stanford requested that the Board consider other sources for relevant educational materials such as the new Land Management Ordinance, case studies of zoning issues in South Carolina, the appeals process based on the LMO, and a study of the cases presented to the Board of Zoning Appeals over the past five years. Vice Chairman Kristian and the other Board members agreed that this is a great idea.

Following the Board's discussion on this issue, Chairman DeCaigny requested that Mr. Standard continue his research into relevant topics that would be appropriate for review by the Board. Vice Chairman Kristian made a **motion** to **appoint** Mr. Stanford to serve in this capacity. Mr. Lawrence **seconded** the motion and the motion **passed** by a vote of 6-0-0. Mr. Stanford will present his findings on this issue to the Board on August 27, 2012.

11. Staff Report

- a) Ms. Dixon presented the staff's Waiver Report to the Board.
- b) Ms. Dixon stated that mandated training will be provided by staff in Conference Room 3 following the business meeting.

12. Adjournment

The meeting was adjourned at 2:50p.m.

Submitted By:

Approved By:

August 27, 2012

Kathleen Carlin
Secretary

Roger DeCaigny
Chairman