

TOWN OF HILTON HEAD ISLAND
Planning Commission
LMO REWRITE COMMITTEE MEETING

January 31, 2012 Minutes

1:30p.m. – Benjamin M. Racusin Council Chambers

APPROVED

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

Committee Members Absent: None

Planning Commissioners Present: Loretta Warden, Jack Docherty, Terry Ennis, Bryan Hughes and Tom Lennox

Town Council Members Present: Mayor Drew Laughlin, Lee Edwards, Bill Ferguson and Bill Harkins

Town Staff Present: Jill Foster, Deputy Director of Community Development
Teri Lewis, LMO Official
Shawn Colin, Comprehensive Planning Division Manager
Brian Hulbert, Staff Attorney
Kathleen Carlin, Administrative Assistant

1) CALL TO ORDER

Chairman Crews called the meeting to order at 1:30p.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 November 17, 2011 meeting were approved as presented by general consent.

5) NEW BUSINESS

A. Introduction of Consultant Team for LMO Rewrite Project

Chairman Tom Crews presented opening comments regarding the committee's kick off meeting with the Clarion team. Chairman Crews then requested that Mr. Craig Richardson, with Clarion Associates, introduce the Clarion team members. Mr. Richardson stated that the Clarion team is led by Clarion Associates and is assisted by Opticos Design and Ward Edwards. Mr. Craig Richardson and Mr. Stephen Sizemore are present representing Clarion Associates. Mr. Stefan

Pellegrini is present representing Opticos Design, and Mr. Alan Ward is present representing Ward Edwards. Mr. Richardson stated that Clarion Associates has South Carolina national code drafting experience, and they are experts in designing user-friendly codes. Clarion Associates are national leaders on zoning best practices (hybrid, form-based, and sustainable codes.) Representative projects on a local level include Beaufort County Form Based Code (in association with Opticos Design.)

Mr. Stefan Pellegrini introduced himself and presented a brief review of Opticos Design. Opticos Design is a national leader in form-based codes. Mr. Pellegrini stated that Opticos Design is experienced in design standards and walkable places.

B. Review of Schedule and Scope of LMO Rewrite Project

Mr. Richardson presented the review schedule and scope of the LMO Rewrite Project. The first part of the process (Task 1) began in January 2012 and is now complete. The Clarion team has reviewed the LMO Rewrite Committee's Report, the Comprehensive Plan, and Vision 2025. The Clarion team has completed a series of interviews with staff and stakeholders (such as neighborhood associations, advisory boards, developers, and business owners.) The kick-off meetings began on Monday, January 30th with a public forum conducted by the Clarion team.

Mr. Richardson presented an overview of the Work Program, which is divided into four tasks. The consultant and the committee discussed the objectives of Task 1 and Task 2 in depth. The consultant and the committee touched on the objectives of Task 3 and Task 4. Task 3 and Task 4 objectives will be covered in greater detail at a later time.

Task 1: Project Initiation and Scoping. Task 1 included the Clarion team's review of the ordinances and background documents, creation of the LMO Rewrite project website, interviews with staff and stakeholders, reconnaissance of the town, and scheduling of this week's kick-off meetings.

The committee discussed the objectives of Task 1 with the consultant. The committee stated the importance of receiving as much public input as possible throughout the entire process. The committee and the consultant discussed the project website. Keeping the public fully informed and engaged in the process is crucial to its success. The website is a key part of public notification (keeping the public informed of all status updates, notification of public meetings, e-mail notifications of activity.)

Task 2: Code Assessment. Code assessment is the initial review and analysis of the current LMO. The consultant has developed a synthesis of stakeholders' comments regarding problems and concerns with the current LMO, receipt of input from the committee, and receipt of comments from the public. Diagnosis includes providing and discussing best practices options for the LMO Rewrite Committee's project goals, assessing appropriate form-based district options in targeted areas, and discussing options for LMO zoning framework. During this part of the project, the Clarion team will produce a code assessment that identifies needed amendments to the LMO. The consultants plan to have this part of the process completed by the end of March. This process involves the preparation of a code assessment by the Clarion team that identifies ways the LMO needs to be rewritten to implement town plans and policies and responds to citizen comments expressed during the public forum.

The committee discussed the goals and schedule for completion of Task 2 with the consultant. Mr. Richardson stated that the Clarion team plans meet with the LMO Rewrite Committee on March 29th to review the code assessment. He stated that following this meeting, the code will be presented to a joint meeting of the Planning Commission/Town Council.

The committee and the consultant discussed the committee's meeting schedule. Mr. David Ames stated that he is concerned that the committee will not have adequate time to review the code assessment. He asked if the code assessment could be sent to the committee in parts. Mr. Richardson stated that the committee would need the benefit of the entire code assessment at one time for it to be effective. The committee asked that Mr. Richardson provide the code assessment to the committee two weeks in advance of the meeting on March 29th. The committee then discussed the possibility of meeting on March 22nd to discuss the code assessment as a committee in order to be able to provide cohesive comments at the meeting on March 29th.

Task 3: Draft LMO The consultants will prepare the draft LMO based on input and direction given on the Code Assessment. The draft LMO will be presented in two installments:

(1) Procedures/administration/zoning districts/uses; and (2) Development standards/definitions. The consultant plans to meet with the LMO Rewrite Committee and Planning Commission/Town Council on each installment. The consultant also plans a public forum as part of each of the installments.

Task 4: Public Hearing Draft of LMO The consultant will prepare the public hearing draft of the LMO based on public input and direction received from the committee, Planning Commission and Town Council. The consultant will prepare the draft zoning map; and will begin the public meeting and hearing process to adopt the revised LMO.

The committee discussed the consultant's objectives and meeting schedule for Task 3 and Task 4. The committee stated that they may need additional face-to-face meeting time with the consultant especially during their review of Task 3 (LMO Modules.) Each portion of the rewritten LMO will be included within one of two separate LMO installments. The committee stated that the discussion on Task 3 will probably be very lengthy. The committee and the consultant discussed the possibility of arranging a meeting by teleconference if needed.

The committee and the consultant briefly discussed the objectives of Task 4. With regard to overall completeness of the draft LMO, the committee stated that they will need a method of comparing the project goals against the finished draft of the LMO. The committee wants to be certain that all project goals are included and that nothing has been missed.

C. Committee Input and Direction about Project Goals

The consultant and the committee discussed several of the major project goals that are to be addressed by the code assessment and drafts of the new LMO. The group's discussion included the need to update, clarify and streamline review procedures, modify zone districts and uses, encourage redevelopment in targeted areas, and address nonconformities. The group also reviewed design standards on targeted issues and areas. The main discussion focused on questions concerning the committee's identification and prioritization of revitalization and reinvestment zones.

Vice Chairman Quick responded to the consultant's questions by stating why the committee members are struggling to answer some of the questions (about the identification and prioritization of revitalization and reinvestment zones.) The LMO Rewrite Committee has been placed in a difficult position due to Town Council's directive to identify and prioritize revitalization and reinvestment zones. This is a land use planning function and is not under the

jurisdiction of the LMO. Therefore, the LMO Rewrite Committee has backed into land use planning without the benefit of a comprehensive land use plan, research or data to support it. The land use plan should have been put in place first and then the LMO rewritten to support that plan. The committee stated their overall agreement with the comments presented by Vice Chairman Quick.

Following final comments by the committee, Chairman Crews requested public comments from the audience. Statements from the following were received for the record: Mrs. Anne Coffin, with the League of Women Voters, Planning Commissioner Tom Lennox, and Councilman Bill Ferguson. Following public comments, the staff presented statements regarding committee meetings in March. Ms. Teri Lewis stated the next committee meeting will be held on Thursday, March 22nd. The committee will meet with the consultant on Thursday, March 29th to discuss the code assessment. Both meetings will begin at 1:00pm.

6. ADJOURNMENT

Following final comments, the meeting was adjourned at 2:40pm.

Submitted by:

Approved by:

March 22, 2012

Kathleen Carlin
Administrative Assistant

Tom Crews
Chairman