

TOWN OF HILTON HEAD ISLAND
Regular Planning Commission
Wednesday, October 17, 2012 Meeting
3:00p.m – Benjamin M. Racusin Council Chambers

APPROVED

Commissioners Present: Chairman Gail Quick, Vice Chairman Tom Lennox, Jack Docherty, Terry Ennis, Bryan Hughes, Barry Taylor, and Brian Witmer

Commissioners Absent: Alex Brown and David Bennett

Town Council Present: George Williams

Town Staff Present: Jayme Lopko, Senior Planner & Planning Commission Coordinator
Shawn Colin, Manager, Comprehensive Planning
Charles Cousins, Director, Community Development
Shea Farrar, Senior Planner
Kathleen Carlin, Secretary

1. Call to Order

2. Pledge of Allegiance to the Flag

3. Roll Call

4. 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 the Town of Hilton Head Island requirements.

5. Approval of Agenda

The agenda was **approved** as presented by general consent.

6. Approval of Minutes

The Planning Commission **approved** the minutes of the October 3, 2012 meeting as presented by general consent.

7. Appearance by Citizens on Items Unrelated to Today's Agenda - None

8. Unfinished Business

None

9. New Business

Public Hearing

PPR120007 – Application for Public Project Review from the Town of Hilton Head Island to construct a linear park connecting the proposed Shelter Cove Waterfront Park with the existing Collier Beach Park that will include multi-purpose pathways and boardwalks, parking improvements, restroom facilities and emergency access to the beach. Chairman Quick opened the public hearing for this application and requested that Mr. Shawn Colin make his presentation.

Prior to Mr. Colin's presentation on application PPR120007, Charles Cousins reported that the staff has just learned that the 45-day application submittal requirement for application

PPR120007 has not been met (42-days was provided rather than the required 45-days). Therefore, application PPR120007 will need to be withdrawn from the agenda. After the 45-day notice requirement has been satisfied, application PPR120007 will return to the Planning Commission for their review.

Public Hearing

LMO Amendments - The Town of Hilton Head Island is proposing to amend Chapter 4 of the Land Management Ordinance (LMO) to revise Section 16-4-1204 to allow community service uses in the Office/Institutional Low Intensity (OL) Zoning District to be permitted by right. Chairman Quick opened the public hearing for this application and requested that Ms. Anne Cyran make the presentation on behalf of staff.

Ms. Cyran stated that staff recommends amending LMO Sec. 16-4-1204, Use Table, to allow Community Service uses to be permitted in the OL (Office/Institutional Low Intensity) Zoning District. Community Service uses are compatible with the purpose statement and other permitted uses in the OL Zoning District. This amendment was prompted by the desire to accommodate the SHARE Senior Center as a use in a facility at 58 Shelter Cove Lane (the former Lifespan Building) that was recently purchased by the Town.

The LMO Committee reviewed the proposed amendment on September 24, 2012. Following their discussion, the Committee voted 4-0-0 to forward the amendment to the Planning Commission with a recommendation of *approval*. Staff recommended that the Planning Commission forward the proposed amendment to Town Council with a recommendation of *approval*.

Following staff's presentation, Chairman Quick requested public comments and none were received. Chairman Quick then closed the public hearing for this application.

Following brief comments by the Planning Commission, Chairman Quick requested that a motion for this application be made. Commissioner Ennis made a **motion** that the Planning Commission forwards the LMO Amendment to Town Council with a recommendation of **approval**. Commissioner Witmer **seconded** the motion and the motion **passed** with a vote of 7-0-0.

10. Commission Business

Chairman Quick stated the Planning Commission is scheduled to approve their Schedule of Meetings for 2013. Chairman Quick requested that a motion be made to approve the Schedule of Meetings for 2013 as presented. Commissioner Docherty made a **motion to approve** the Schedule of Meetings for 2013 as presented. Commissioner Taylor **seconded** the motion and the motion **passed** with a vote of 7-0-0.

11. Chairman's Report

Chairman Quick complimented the members of the Comprehensive Plan Committee and the Capital Improvements Committee for all of their hard work. The committees have work diligently with the staff and the public to accomplish their goals.

12. Committee Reports

(a) Commissioner Ennis presented background details regarding the Comprehensive Plan Committee's work with staff in preparing the annual Targets of Action for consideration by the Planning Commission and ultimately Town Council. Commissioner Ennis requested that the Planning Commission review the recommendations from the Comprehensive Plan Committee for the 2013 Targets for Action and approve a final list of recommendations to forward to Town Council for inclusion in their 2013 Targets for Action.

Town Council holds an annual retreat at the end of each year for planning the next calendar year's work efforts or "Targets for Action". Each year, the Planning Commission submits recommendations on next year's priorities to Town Council, in advance of the retreat, for their consideration when planning these goals. In order to do this, the Comprehensive Plan Committee provides recommended priorities to the Planning Commission. After review and acceptance by the Planning Commission, the final list of recommendations is forwarded to Town Council.

On August 22, 2012, the Comp Plan Committee identified the process that would be used to develop a preliminary list of recommendations for Town Council's Targets for Action for 2013 recommendations to be considered by the Planning Commission. The Committee started by reviewing last year's recommendations and identifying those efforts that need more work. These were revised based on the progress from last year and additional recommendations to create an updated list. It was the desire of the Committee for the recommendations to be specific actions that have measurable results and can be funded and implemented in 2013. The Committee also recognized the opportunity for the Town to work with other existing committees or groups within the Town that are currently working on similar efforts and solicited information to input into the goals.

On September 19, 2012, the Comp Plan Committee met again to further refine and prioritize the recommendations. The committee met to finalize the list on October 3, 2012. Once finalized by the Planning Commission, these recommendations will be distributed to Town Council prior to this year's retreat.

The Planning Commission discussed the 2013 Targets for Action. Vice Chairman Lennox presented additional statements in support of the strategies and goals. At the completion of their discussion, Chairman Quick requested that a motion be made.

Vice Chairman Lennox made a **motion** that the Planning Commission should forward the 2013 Targets for Action to Town Council with a recommendation of **approval**. Commissioner Hughes **seconded** the motion and the motion **passed** with a vote of 7-0-0.

b) Vice Chairman Lennox reported that the CIP Committee met on October 4th to review the Fiscal Year 2013 CIP Update, the Proposed Fiscal Year 2014 Capital Improvement Program, and the Chaplin Initiative Area, and the Coligny Initiative Area.

13. Staff Reports

None

14. Adjournment

The meeting was adjourned at 3:25p.m.

Submitted By:

Approved By:

November 7, 2012

Kathleen Carlin
Secretary

Gail Quick
Chairman