

TOWN OF HILTON HEAD ISLAND
Regular Planning Commission
Wednesday, August 15, 2012 Meeting
3:00p.m – Benjamin M. Racusin Council Chambers

APPROVED

Commissioners Present: Chairman Gail Quick, David Bennett, Alex Brown, Terence Ennis, Bryan Hughes, Barry Taylor, and Brian Witmer

Commissioners Absent: Vice Chairman Tom Lennox and Jack Docherty, Excused

Town Council Present: Bill Ferguson

Town Staff Present: Jayme Lopko, Senior Planner & Planning Commission Coordinator
Nicole Dixon, Senior Planner
Jennifer Lyle, Assistant Town Engineer
Shawn Colin, Comprehensive Planning Division Manager
Heather Colin, Development Review Administrator
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 August 15, 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

PPR120004 - Application for Public Project Review from the Town of Hilton Head Island for revisions to the Mathews Drive connectivity project. The revisions include the construction of a new segment of Electric Avenue behind the Palmetto Electric property in between Mingo Way and Cooperative Way. Chairman Quick opened the public hearing for the application and requested that the staff make their presentation.

Ms. Nicole Dixon made the presentation on behalf of staff. Ms. Dixon presented an in-depth overhead review of the application. Staff recommended that the Planning Commission find this application to be compatible with the Town's Comprehensive Plan for location, character, and

extent based on the Findings of Facts and Conclusions of Law as determined by the LMO Official. The purpose of the application is to revise the Mathews Drive Connectivity project that was approved in 2011, to include a new street segment of Electric Avenue in between Cooperative Way and Mingo Way to improve the access and connectivity among the side streets of the Mathews Drive area.

In May 2011, the Planning Commission approved a Public Project Review application for the Mathews Drive side street improvements, which included on street parking and drainage improvements (PPR110001). Staff is proposing to amend the scope of work and limits of the project by extending Electric Avenue from Mingo Way to Cooperative Way. Currently no roadway exists in this segment of the right-of-way. Public meetings were held in 2011 and 2012 to inform adjacent property owners of the project and of the easement acquisitions proposed for permanent parking spaces and temporary construction easements. During these meetings, Palmetto Electric expressed their desires that the Town extend Electric Avenue from Mingo Way to Cooperative Way to reduce traffic thru their rear parking lot.

In the June 5th 2012 Town Council Budget Workshop, Town Council approved the additional funding for this segment of Electric Avenue to be added to the current project. Plans are currently being prepared to construct the project in the winter of 2012/2013 through the Capital Improvement Program (CIP). Ms. Dixon concluded her presentation with a brief review of the Findings of Fact and Conclusions of Law. Ms. Jennifer Lyle presented statements in support of the application on behalf of the Engineering Department. Following the staff's presentation, Chairman Quick requested public comments and none were received. Chairman Quick then stated that the public hearing for this application is closed. Following the Planning Commission's discussion on the application, Chairman Quick requested that a motion be made.

Commissioner Ennis made a **motion** that the Planning Commission finds Public Project Review Application PPR120004 to be compatible with the Town's Comprehensive Plan for location, character, and extent based on the staff's Findings of Facts and Conclusions of Law. Commissioner Bennett **seconded** the motion and the motion **passed** with a vote of 7-0-0.

PPR120005 - Application for Public Project Review from the Town of Hilton Head Island for intersection improvements at the three-way intersection of Mathews Drive and Marshland Road including a new roundabout with pedestrian crossing on Marshland Road. Chairman Quick reported that this application has been withdrawn by the staff.

10. Commission Business

None

11. Chairman's Report

Chairman Quick stated that Mrs. Lopko will provide Planning Commission and Committee training under Staff Reports. Ms. Jill Foster is researching new material for State Mandated training. Ms. Foster will present this material when it is available.

12. Committee Reports

Commissioner Ennis stated that the next Comp Plan committee meeting is scheduled to be held on Wednesday, August 22, 2012 at 1:00p.m. The meeting will be held in Conference Room 4.

13. Staff Reports

A. Update on LMO Rewrite Committee Meeting Schedule – Ms. Jill Foster stated that the next LMO Rewrite Committee meeting has not yet been planned. Chairman Quick presented a brief update on behalf of the LMO Rewrite Committee.

B. Planning Commission & Committee Training – Mrs. Jayme Lopko presented the staff training. Mrs. Lopko presented a Power Point presentation and in-depth discussion of the duties and responsibilities of the Planning Commission and each of the five subcommittees. Mrs. Lopko also presented a brief overview of the duties and responsibilities of Town Council and other Board and Committees.

Commissioner Ennis, Chairman Quick and the staff discussed the responsibility of strategic planning for the Town. Mr. Colin presented statements on behalf of the Comprehensive Planning Division.

Chairman Quick requested that staff provide orientation training to the chairmen of the individual committees. This would be especially helpful to the new chairmen. Staff will make the orientation training arrangements.

The Planning Commission thanked Mrs. Lopko for her excellent training presentation.

C. Shelter Cove Mall – Ms. Heather Colin presented the update on the Shelter Cove Mall on behalf of staff. The Planning Commission will discuss the proposed Development Agreement on October 3, 2012.

D. Coligny and Chaplin Park issues – Mr. Shawn Colin presented the following update on behalf of staff:

(1) The Coligny area has been identified in many forums as an area to focus public investment aimed at enhancing the experience of residents and visitors and to serve as a catalyst that would spur private sector redevelopment and investment in the district. The Coligny area is located in the Town's TIF District and there are funds currently available to implement many of the public sector infrastructure improvements that would achieve both of these objectives. The TIF mechanism mandates all funds be committed for eligible activities prior to the expiration of the TIF in December of 2014. To effectively program, design, and execute a contract to implement the recommended improvements a decision on the path forward should be made no later than September 2012. Over the years various plans have been proposed for this area. While most of these plans include numerous parcels in the vicinity of Coligny Circle, they all have had one central theme which involves making public park/open space and parking improvements on the approximately 18 acres of Town owned land in the area.

The Town recently completed a financial feasibility and economic analysis of two concept plans for this area. One overriding theme of this analysis was that the Town should move to install public infrastructure improvements in the District through the use of current TIF funds. The report also indicated that from a financial standpoint there is little reason for the Town to subsidize redevelopment of viable existing commercial enterprise or install public improvements that are aimed primarily to subsidize or support those commercial enterprises. Keeping this in mind as well as the time sensitive nature of the TIF moneys available for this project, staff has developed the attached proposed plan which we believe would serve as a foundation for improvements in this area. These improvements focus on creating 1) improved parking and green/open space on Town owned property, 2) enhancements to streets adjacent to this Town owned property and establishing a presence for USCB's Hospitality programs on the Island. Other opportunities to work with surrounding property owners may develop in the future. The attached concept does not preclude them but would rather serve as a foundation to get improvements started in this area.

(2) A Concept Plan for Chaplin Linear Park was presented to the Town's Public Facilities Committee on May 1, 2012 to address one of Town Council's Top Priority Policy Agenda 2012 Targets for Action. Based on the various comments staff heard about this plan, the attached revised plan was produced which focuses on a reduced list of basic improvements needed create a spine running from Broad Creek at the proposed Shelter Cove Waterfront Park to the Atlantic Ocean at the existing Collier Beach Park location. This Concept Plan will allow for future public or private improvements along the park as Town Council determines are appropriate.

14. Adjournment

The meeting was adjourned at 4:40p.m.

Submitted By:

Approved By:

September 5, 2012

Kathleen Carlin
Secretary

Gail Quick
Chairman