

TOWN OF HILTON HEAD ISLAND  
Planning Commission  
**LMO REWRITE COMMITTEE MEETING**  
October 24, 2013 Minutes  
8:30a.m. – Benjamin M. Racusin Council Chambers

Approved

Committee Members Present: Chairman Tom Crews, David Bachelder, Irv Campbell, Jim Gant, Kim Likins, *Ex- Officio* and Charles Cousins, *Ex-Officio*

Committee Members Absent: Vice Chairman Gail Quick, David Ames, Chris Darnell, and Walter Nester

Planning Commissioners Present: None

Town Council Members Present: None

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

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**1) CALL TO ORDER**

Chairman Crews called the meeting to order at 8:30a.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 committee **approved** the agenda as presented by general consent.

**4) APPROVAL OF THE MINUTES**

The committee was unable to approve the minutes of the October 10, 2013 meeting due to the lack of a quorum.

**5) UNFINISHED BUSINESS**

None

**6) NEW BUSINESS**

Committee input on various items

Chairman Crews and Ms. Lewis presented opening comments regarding today's New Business. To assist the committee in their review of various items, Chairman Crews requested that staff go back and match up the meeting dates with the items being discussed. The staff agreed to the request.

Ms. Lewis requested that the committee members provide input to staff, if any, on Chapters 1, 2, 8, and 9. The staff would like to receive this input no later than October 30, 2013.

Ms. Lewis presented an update on the public hearing schedule for the Planning Commission's review of the draft LMO. The consultants will be present for the initial presentations to the Planning Commission, the Planning and Development Standards Committee, and first reading by Town Council.

The Planning Commission's public hearing schedule is as follows:

First Stage: Chapters 1, 2, 8, and 9 - Public Hearing - Planning Commission Meeting on 12/4/13  
Second Stage: Chapters 3, 4, and 10 - Public Hearing – Planning Commission Meeting on 12/18/13  
Third Stage: Chapters 5, 6, and 7 - Public Hearing – Planning Commission Meeting on 1/15/14

The LMO Rewrite Committee will meet on an abbreviated schedule during November, December and January 2014. Staff anticipates that the committee will meet once in November, once in December and twice in January 2014. The tentative meeting schedule is as follows:

- 1) Wednesday, November 20, 2013 at 8:30a.m.
- 2) Thursday, December 12<sup>th</sup> at 8:30a.m.
- 3) Thursday, January 9<sup>th</sup> at 8:30a.m.
- 4) Thursday, January 30<sup>th</sup> at 8:30a.m.

Staff will confirm the proposed meetings dates with the full committee as soon as possible so that the committee can place the meeting dates on their calendars.

Ms. Lewis stated the staff is working with the Town attorney to ensure that all public notice requirements are properly met for all public hearings. Ms. Lewis stated that attendance by the committee at the public hearings will be very helpful.

Ms. Lewis stated that Chapters 3, 4, and 10 are still due back from the consultant. The committee still needs to review these chapters. Ms. Lewis stated the committee and staff also need to discuss the public education process. After the adoption process is complete, it will be very important to help people understand the changes that have been made.

The committee and staff discussed a couple of issues regarding the public education process including updates to the Town's website. The website will provide public information on the changes to zoning districts, etc.

Chairman Crews recommended that a synopsis be added to the website as well that will educate the public on the Matrix. Ms. Lewis stated that the consultant has suggested that the Planning Commission host a 'Zoning Map Open House' with morning, afternoon, and evening sessions included. This would be an ideal opportunity to help the public understand how and why the zoning was changed.

The committee stated that the changes to development standards are more complicated to understand than the changes to zoning.

The committee discussed the perception that some people may have regarding the redevelopment of Coligny. Some people may be looking for changes to Coligny to be included in the LMO. The staff and the committee will need to educate the public on this issue because a vision of what Coligny could become in the future will not be included in the LMO.

Ms. Lewis presented comments regarding the development of an Administrative Manual. The staff will want the committee to review the Administrative Manual at one of their upcoming meetings.

Chairman Crews asked Ms. Lewis if the committee will have an opportunity to visit with the consultants prior to the public meetings. Ms. Lewis stated that a meeting with the consultants can probably be arranged. Ms. Lewis recommended that the committee give the consultant sufficient time to be prepared for a joint meeting. The committee agreed that this is a good idea and will plan accordingly.

As part of the discussion on the public hearing schedule, Ms. Lewis stated that one or more special meetings can be added to the Planning Commission's public hearing schedule if necessary. Ms. Lewis and the committee discussed the public notice requirements for public meetings. At the completion of this discussion, the staff and the committee moved to a discussed of hotels.

Ms. Lewis stated that the staff and the committee have been discussing 35 rooms per acre for hotels. 35 rooms per acre seems like a reasonable number; however, the committee should keep in mind that 35 rooms per acre may be difficult when height is only 45-ft.

The committee discussed the issue of height with staff. A maximum height of 45-ft. places us in a position where density may not be really achievable. Ms. Lewis presented a large zoning map and the staff and committee discussed the locations where a height limit of 75-feet might be allowed. The committee discussed several different increments - 50-ft, 60-ft, and 75-ft. The committee discussed the concept of aligning density to height.

Ms. Lewis stated that the staff needs to do some additional testing of height in some of these districts for a better understanding of the issue. The committee agreed that this is a very good idea. Mr. Cousins presented comments regarding location and setbacks – it is a very complicated issue and flexibility will be important. The committee stated that this is difficult to put into the ordinance. Chairman Crews stated that this is the time and the place to talk about it.

Chester Williams presented comments regarding the need for an economic incentive to encourage redevelopment. The committee stated that they look forward to hearing back from Ms. Lewis regarding the results of the staff's additional testing on sites. Chairman Crews stated that it will be important to design some flexibility without absolute limits. The potential to achieve some better results should be built into the LMO. The committee stated that they would like to receive some input from the consultant on this topic.

Ms. Lewis and the committee commented on several other issues including district boundaries, the creation of new districts, and the kinds of uses that will be allowed in the new districts.

Ms. Lewis stated that Town Council will receive hardcopies of the draft LMO chapters at the same time as they are received by the Planning Commission. The committee stated that this is a good idea. The committee stated that they are looking forward to receiving Chapters 3, 4, and 10 from the consultant. Ms. Lewis stated that staff will forward these chapters to the committee as soon as they are received from the consultant. Following final comments, the meeting was adjourned.

## 7) **ADJOURNMENT**

The meeting was adjourned at 9:50a.m.

Submitted by:

Approved by:

November 20, 2013

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Kathleen Carlin  
Administrative Assistant

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Tom Crews  
Chairman