

**TOWN OF HILTON HEAD ISLAND**  
**Special Planning Commission Meeting**  
**Wednesday, January 8, 2014** **APPROVED**  
**9:00a.m – Benjamin M. Racusin Council Chambers**

Commissioners Present: Chairman Gail Quick, Alex Brown, Judd Carstens, Bryan Hughes,  
Barry Taylor and Brian Witmer

Commissioners Absent: Vice Chairman David Bennett, Terry Ennis and Tom Lennox

Town Council Present: Kim Likins

Town Staff Present: Jayme Lopko, Senior Planner & Planning Commission Coordinator  
Anne Cyran, Senior Planner  
Darrin Shoemaker, Traffic and Transportation Engineer  
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 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 December 18, 2013 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**

**a. Public Hearing**

**ZMA130008:** A request from Tim Wright proposing to amend the Official Zoning Map by changing the zoning designation of parcels from the IL (Light Industrial) Zoning District to the RM-4 (Low Density Residential) Zoning District. The parcels affected are identified as 147B, 0440, 0407, 0408, 0409, 0438 and 0147 on Beaufort County Tax Map 7. Chairman Quick introduced the application and opened the public hearing. Chairman Quick then requested that the staff make their presentation.

Ms. Anne Cyran made the presentation on behalf of staff. The staff recommended that the Planning Commission find this application to be consistent with the Town's Comprehensive Plan

and serves to carry out the purposes of the LMO, based on the Findings of Facts and Conclusions of Law as determined by the LMO Official and enclosed in the staff's report. Ms. Cyran presented an in-depth overhead review of the application including an aerial photo, a zoning map, and By Right and Conditional Uses.

Mr. Tim Wright is proposing to rezone the subject parcels and combine them with adjacent parcels in the RM-4 Zoning District to create a residential development on Old House Creek. The Hilton Head Public Service District recently constructed a lift station in the corner of Parcel 147B, but the parcel is otherwise undeveloped. Santee Cooper-owned power lines are located on Parcels 438, 147 and 440. Parcel 147 also contains an unimproved access road.

The maximum allowed density, maximum impervious coverage, minimum open space, setbacks and buffers, and permitted uses would change as a result of the proposed rezoning. The allowed density would change from 12,000 square feet of warehouse or 10,000 square feet of other nonresidential development per acre to 6,000 feet of nonresidential development or four residential density units per acre. The maximum impervious coverage would decrease by about half and the minimum open space would more than double as a result of the rezoning.

The subject parcels are surrounded by parcels in the IL and RM-4 Zoning Districts. The adjacent use setbacks will decrease from 30 feet to 20 feet where the subject parcels are adjacent to parcels in the RM-4 Zoning District. The adjacent use setbacks will increase from 20 feet to 30 feet where the subject parcels are adjacent to parcels in the IL Zoning District. The adjacent use buffers will decrease from 25 feet to 20 feet where the subject parcels are adjacent to parcels in the RM-4 Zoning District. The adjacent use buffers will increase from 20 feet to 25 feet where the subject parcels are adjacent to parcels in the IL Zoning District. The adjacent street setback and buffer will remain the same for parcels with frontage on Spanish Wells Road.

The permitted uses would change considerably as a result of rezoning from IL to RM-4. Permitted uses will change from primarily commercial and industrial uses to primarily residential and public and civic uses.

The applicant states this application would allow for the subject parcels to be combined with adjacent parcels in the RM-4 Zoning District and developed into an approximately 39 lot residential subdivision, which would be a much needed upscale housing project in the Ward I area. Without the combination of the parcels, most of the subject parcels would be too small to be developed and the adjacent parcels on Old House Creek would remain undeveloped due to inadequate street access.

The applicant states the proposed development would be well separated from adjacent light industrial uses by a 50 foot street right of way, adjacent use setbacks and a drainage easement on Parcel 147B.

The applicant states Parcels 438 and 440 are not marketable because they are too small to be developed. Parcel 147 is large, but is too narrow to be developed and therefore it isn't marketable. In addition, all of the parcels are covered by utility easements that allow no permanent structures on the parcels. If these parcels are combined with larger adjacent parcels, they could provide access and a storage area for a proposed residential development. The applicant states Parcel 147B has questionable marketability due to the 50 foot wide drainage easement running from the front to the back of the parcel and the lift station in the corner of the parcel.

Ms. Cyran and the Planning Commission reviewed the staff's Findings of Fact and Conclusions of Law. Following staff's presentation, Chairman Quick requested that the applicant make his presentation.

Mr. Tim Wright presented statements in support of the application. The Planning Commission and the applicant discussed several issues including access to the property and drainage. Following the applicant's presentation, Chairman Quick requested public comments and none were received. Chairman Quick then closed the public hearing for the application.

The Planning Commission discussed the application and agreed with the staff's recommendation that the application be approved. Following final comments by the Planning Commission, Chairman Quick requested that a motion be made.

Commissioner Carstens made a **motion** that the Planning Commission **forward** Application for Zoning Map Amendment, ZMA130008, to Town Council with a recommendation of **approval** as presented by the staff. Commissioner Taylor **seconded** the motion and the motion **passed** with a vote of 6-0-0.

b. **Annual Traffic Report**

Mr. Darrin Shoemaker presented the 2013 Traffic Monitoring and Evaluation Report on behalf of staff. Mr. Shoemaker recommended that the Planning Commission review the 2013 Traffic Monitoring and Evaluation Report, solicit public comments, endorse the report and its findings, including any supplemental comments/recommendations made today, and forward the report to Town Council as outlined in the LMO.

The Traffic Monitoring and Evaluation Report summarizes the results of the Town's 2013 traffic volume data collection efforts undertaken annually on typical weekdays, excluding Mondays and Fridays, during the first half of June. Also summarized in the report are traffic engineering operational analyses of all signalized intersections within the Town for both the morning and afternoon peak volume hours, and recommendations to mitigate an intersection found to be operating non-compliant with the Town's operational goals for signalized intersections. A total of four signalized intersections were identified as being deficient during either the morning or afternoon peak volume hours, and one intersection was identified as being deficient during both peak hours.

The volume data in the report became the most current for use as background data in evaluating potential traffic impacts associated with development reviews and the preparation of traffic impact analysis plan studies by applicants upon its certification by the LMO Official on October 23, 2013. This report has been provided to Town Council coincident with its inclusion in the Planning Commission's December 18, 2013 meeting packet

This report, prepared in accordance with the requirements of LMO, is presented annually to the Planning Commission by the LMO Official. The LMO outlines traffic volume data and analysis that are required to be included in the report, and requires the LMO Official's annual certification of the traffic volume data. The LMO states that the report will be provided to Town Council simultaneously with the Planning Commission, which has been done, and that the Planning Commission will hold a public meeting concerning the report, eliciting comments from the public, and forwarding any supplemental comments or recommendations to Town Council following the public meeting.

The Planning Commission has traditionally taken a formal vote to endorse the report, as well as on any subsequent comments or recommendations to be forwarded to Town Council. The LMO requirements regarding this process are outlined in Sec. 16-5-1311. Following Mr. Shoemaker's presentation, Chairman Quick requested public comments and none were received.

The Planning Commission and Mr. Shoemaker discussed the Traffic Monitoring and Evaluation Report. Chairman Quick recommended that Mr. Shoemaker present an updated report based on today's discussion in the month of May. Chairman Quick stated the importance of making the public aware of the May presentation so that any public traffic concerns may be addressed. The staff will follow up on Chairman Quick's request. Following final comments, Chairman Quick requested that a motion be made to approve the 2013 Traffic Monitoring and Evaluation Report based on today's discussion.

Commissioner Hughes made a **motion to approve** the 2013 Traffic Monitoring and Evaluation Report as presented by staff and discussed by the Planning Commission today. Commissioner Carstens seconded the motion and the motion **passed** with a vote of 6-0-0.

**10. Commission Business**

None

**11. Chairman's Report**

None

**12. Committee Reports**

None

**13. Staff Reports**

Ms. Teri Lewis reported the Planning Commission meeting scheduled on Wednesday, January 15, 2014 is canceled due to a lack of agenda items. Chairman Quick and the staff have agreed to schedule a special Zoning District Workshop Meeting on Wednesday, January 15, 2014 at 3:00p.m in Council Chambers. A second Zoning District Workshop Meeting is scheduled to be held on Wednesday, January 29, 2014 at 6:00p.m. All Planning Commissioners are encouraged to attend the Zoning District Workshop meetings. Town Council will be invited to attend the Workshop meetings as well. Staff will also invite members of the BZA and DRB to attend the Workshops. Those attending the Workshop meetings will earn up to two credit hours toward state mandated training requirements. Following final comments by the staff, the meeting was adjourned.

**14. Adjournment**

The meeting was adjourned at 10:40a.m.

Submitted By:

Approved By:

February 5, 2014

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Kathleen Carlin  
Secretary

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Gail Quick  
Chairman