

**TOWN OF HILTON HEAD ISLAND**  
**Planning Commission Meeting**  
**Wednesday, May 21, 2014**  
**9:00a.m – Benjamin M. Racusin Council Chambers**

Commissioners Present: Chairman Gail Quick, Vice Chairman David Bennett,  
Alex Brown, Judd Carstens, Terry Ennis, Bryan Hughes, Tom Lennox,  
Barry Taylor and Brian Witmer

Commissioners Absent: None

Town Council Present: John McCann

Town Staff Present: Teri Lewis, LMO Official  
Charles Cousins, Director Community Development  
Shawn Colin, Deputy Director Community Development  
Brian Hulbert, Staff Attorney; Nicole Dixon, Senior Planner  
Jayme Lopko, Senior Planner & Planning Commission Coordinator  
Kathleen Carlin, Secretary

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- 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 regular May 7, 2014 meeting as submitted by general consent.
  - 7. Appearance by Citizens on Items Unrelated to Today's Agenda**  
None
  - 8. Unfinished Business**  
None
  - 9. New Business**  
None
  - 10. Commission Business**  
Status of Coligny Area Improvement Project Chairman Quick introduced the topic and requested that Commissioner Terry Ennis present introductory remarks. Commissioner Ennis presented a very brief history of the Coligny Area Improvement Project. The Planning Commission held a Coligny Area Improvement Project Workshop on April 2, 2014. This was Phase 1 of the project and the Planning Commission received a good deal

of public input regarding priority items. The next phase will be the Conceptual Phase and will include the issue of vehicular and pedestrian circulation. At the Special Planning Commission meeting held on April 23, 2014, the Planning Commission and the public discussed several issues that should be considered “quick issue” items. The second phase is in progress and the Planning Commission looks forward to hearing back from the consultant on several issues. Following this introduction, Chairman Quick requested that the staff make their presentation.

Ms. Jennifer Ray made the presentation on behalf of staff. Ms. Ray stated that the staff and Ms. Kyle Theodore, Project Manager with Wood + Partners, have met to discuss the Coligny Area Improvements. The consultant has received all of the documentation relative to the Coligny Area Improvements. Ms. Kyle Theodore is available today to present the status of “Quick Action” items. Ms. Theodore will also review some data on traffic counts, parking counts, and enhanced parking plans. Ms. Ray then requested that Ms. Theodore make her presentation.

Ms. Kyle Theodore stated that Wood + Partners is the prime consultant for the Coligny District Improvement project. Ms. Theodore presented a brief introduction of other key members of the Team.

Ms. Theodore presented an in-depth overhead review of the enhanced parking plans. Commissioner Ennis and Ms. Theodore discussed several issues including traffic counts and parking counts.

Ms. Theodore presented statements regarding several “Quick Action” items including the H.A.W.K pedestrian system, traffic assessment, signage considerations, increasing the availability of beach drop off areas, incremental parking improvements, and the shuttle concept to off-site properties. Ms. Theodore also presented statements regarding the proposed pathway along Lagoon Road, stormwater retention, the immediate need for new bike racks in the park.

Ms. Theodore also discussed the proposed enhancement to the Town’s public parking lot. A redesigned plan approach was also reviewed. Lastly, Ms. Theodore discussed the issue of sign improvements (including the location of signage) as related to parking improvements and traffic direction. Ms. Theodore and the Planning Commission discussed the proposed addition of 27 new parking spaces in the existing Coligny beach lot.

The Planning Commission briefly discussed the merits of the two proposed plans. Most Planning Commissioners stated that they like the second plan (enhanced parking plan.) Following their discussion, Chairman Quick requested that a motion be made.

Vice Chairman Bennett made a **motion to forward** the parking enhancement plan to Town Council with a recommendation of **approval**. Vice Chairman Bennett recommended adding gravel, performing necessary grading, and doing enhancements to the green area as well as doing the capacity study on the additional lot that was discussed. Commissioner Hughes **seconded** the motion and the motion **passed** with a vote of 8-1-0.

The Planning Commission thanked Ms. Kyle Theodore and Ms. Jennifer Ray for their presentation.

Following Commission Business, Vice Chairman Bennett **recommended** that the Planning Commission **move** to go into Executive Session for the purpose of discussing matters related to personnel. Commissioner Ennis **seconded** the motion and the motion **passed** with a vote of 9-0-0. The Planning Commission went into Executive Session at 3:45p.m. The Planning Commission resumed their business meeting at 4:18p.m.

## 11. Chairman's Report

None

## 12. Committee Reports

LMO Rewrite Committee Update - Presentation of Land Management Ordinance (LMO) Rewrite Draft Chapter 5 (Development & Design Standards); Chapter 6 (Natural Resources); and Chapter 7 (Non-Conformities)

Chairman Quick requested that Mr. Jim Gant make his presentation on behalf of the LMO Rewrite Committee. Mr. Gant stated that the Prep Team held a public meeting on May 12, 2014. Today's presentation will be a review of Draft Chapter 5 (Development & Design Standards); Chapter 6 (Natural Resources); and Chapter 7 (Non-Conformities) as well as committee recommendations.

Mr. Gant presented brief background comments regarding the objectives and guiding principles for the LMO Rewrite process. Mr. Gant presented comments regarding the specific charters from Town Council concerning Design Standards and Natural Resources. The following is a brief recap of the presentation. For complete details, please refer to Mr. Gant's (*attached*) report.)

Design Standards and Natural Resources – (a) develop specific design standards for selected zoning districts; (b) review non-district specific design standards and natural resource standards; (c) eliminate outdated requirements, (d) create flexibility where appropriate.

Non-Conformities – (a) evaluate policy on non-conformities; (b) develop framework to facilitate improvement of existing non-conforming sites.

Components of Design Standards: (a) adjacent setback and buffer; (b) open space; (c) mobility, street and pathway; (d) traffic analysis, (e) parking and loading; (f) site lighting; (g) storm water management and erosion, etc.,

Buffers: (a) eliminate buffer requirements between adjoining properties with similar uses; (b) created five different buffer options to provide for narrower but more densely planted buffer screen, creating flexibility while preserving “edge” conditions. The five buffer types depend on property use and location.

Parking – created requirement for bicycle parking (4 bike spaces for every 10 auto spaces) for all multifamily and non-residential development. Create one electrical charging station in each multifamily and non-residential development.

Lighting – proposes to implement some minor lighting increases in the Coligny district.

Stormwater Management – Hold to existing water quality standards.

Signs for commercial properties – The regulation of signs behind the gates in PD-1s will be left to the PD-1s and their POAs instead of the Town.

The goal for the Coligny district is to encourage workability in the commercial area and to encourage outdoor uses.

Natural Resources Requirements – Mr. Gant reviewed several issues including tree preservation, the opening of view corridors, maintaining the Town’s existing high water quality.

Lastly, Mr. Gant discussed minor changes to buffer requirements and the committee’s goal of eliminating non-conformities.

Mr. Jim Gant will present the draft LMO (Chapter 1 – Chapter 10) to the Planning Commission at the public hearing on Wednesday, June 4, 2014 at 9:00a.m. Curtis Coltrane, Esq., will assist in the presentation.

The Planning Commission thanked Mr. Gant for his presentation.

**13. Staff Reports**

None

**14. Adjournment**

There being no further business, the meeting was adjourned at 4:45p.m.

Submitted By:

Approved By:

June 4, 2014

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Kathleen Carlin  
Secretary

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Gail Quick  
Chairman