

Community Development Department

T O W N O F H I L T O N H E A D I S L A N D

INSIDE THIS ISSUE:

Charting the Island's Future	2
Expedited Development Review	3
Building Permit Process	3
Estivation	4
Windows & Doors	5
Staff Directory	6

Town Hall Main Lobby Gets a New Look

Due to the consolidation of the former Building and Fire Codes and Planning Departments into a single Community Development Department, it was determined that the old separate permitting windows should also be consolidated.

By cross training the four Community Development Assistants and consolidating permitting windows, the public would then have a truly "one stop" permitting opportunity.

The major obstacle was to construct the project as quickly as possible and disrupt the public as little as possible. In order to accomplish this, the project was designed and construction documents prepared in house by Town staff. This was performed by Urban Designer Ed Drane, AIA under the supervision of Tom Fultz, Director of Administrative Services. The work was divided into 3 phases with the most disruptive phase scheduled to be completed over the December 2008 to February 2009 time frame. Patterson Construction Company was awarded the contract and completed this phase ahead of schedule.

The Community Development Assistants were up and running at their new locations shortly after the New Year's holiday.

Other work accomplished included a new transaction area in the Court Room building along with expanded office space. Two new offices were

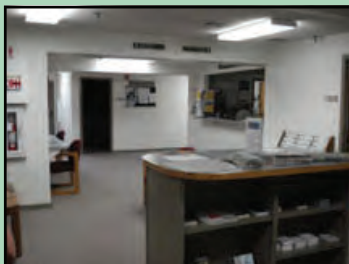
created on the ground floor of the Community Development area and a new office was added in the Town Library.

Last to be completed is a canvas canopy over the exterior stairs connecting buildings C and D. This will protect staff from inclement weather while going to and from the buildings.

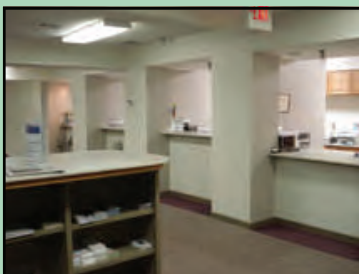
Our thanks to the public for tolerating the temporary relocation of services during the construction and we hope you will enjoy the new improvements.

Thanks also to the Town staff that had to be shifted into makeshift offices with special thanks to Jill Foster, Deputy Director of Community Development, for orchestrating all of the relocations.

We look forward to serving the needs of both our external and internal customers with these new improvements to Town Hall.



Information Center "Before"



Information Center "After"



Charting the Island's Future - 2030 -



"Charting the Island's Future – from Here to 2030", a project by the Town of Hilton Head Island Planning Commission that involves the regeneration of a long-term Comprehensive Plan for the Island has been moving forward. Much of the effort to date has been focused on developing a policy foundation for development of the plan using the following three sources for inputs:

Town Leadership Interviews
Stakeholder Interviews
Community Assessment Survey.

Town Leadership and stakeholder interviews provided the basis for developing preliminary insights for inputs that will be considered for inclusion in the new Comprehensive Plan. A Community Assessment Survey was administered by a consultant and completed in October 2008. It tested the concepts developed from leadership

and stakeholder interviews and provided additional depth and insight from a response of over 500 citizens. This survey is one part of a larger effort to involve citizens in the process of "Charting the Island's Future".

Some key findings of the Survey

- *Ninety-two percent (92%)* of residents rated the overall appearance of the Island as "excellent" or "good".
- *Ninety-one percent (91%)* think the Town needs to differentiate and protect the Island's brand image and show what is special and unique about the island.
- *Eighty-four percent (84%)* think environmentally responsible architecture for sustainable development should be a focus of redevelopment.
- *Eighty-two percent (82%)* think redevelopment should promote walking and cycling.
- *Seventy-seven percent (77%)* think the Land Acquisition Program has provided a benefit by reducing the amount of development and potential trips on the Island.
- *Ninety-four percent (94%)* think there is a need to protect waterways and marshes by implementing an Island wide drainage and storm water management program.
- *Ninety-three percent (93%)* think there is a need for perpetual protection of beaches and dunes via beach/dune nourishment and management programs.
- *Ninety percent (90%)* think environmental regulations and controls provide a positive impact on Hilton Head Island properties.

Leadership and stakeholder interviews, as well as the results of the survey, have provided, several "themes", or collections of similar concepts and ideas developed that will highlight the development of a new Comprehensive Plan. These themes include sensitive redevelopment, protection of natural assets, mobility and access, and economic sustainability. To further refine these themes and provide for additional public outreach and involvement, a series of neighborhood meetings have been scheduled and were underway during the development of this article. These meetings are designed to provide information to citizens about "Charting the Island's Future" and to provide a forum for sharing information and refining the themes used to guide the development of the new plan.

As this process moves forward your opinion and insight are valuable to the development of a document that becomes a tool to help make the Town of Hilton Head Island grow in a way that is not only sensitive to the established community and environment, but helps to reinforce the economic force of Hilton Head Island. To keep the citizens aware of the project status and opportunities to participate in the process, a webpage has been developed. It can be accessed via the Town of Hilton Head Island webpage at <http://www.hiltonheadislandsc.gov> by clicking on the Charting the Island's Future ~Comp Plan Update~ link. It contains general information for the Comprehensive Plan, Comp Plan Committee and Comp Plan Element working group meeting schedules, and progress reports, including the final report for the Community Assessment Survey. Please take a few minutes to browse through the information and see what's been completed and what's coming up next for the project.

Citizens are welcome at all scheduled meetings to share ideas or to receive information.

**We hope that you will join in our excitement and
 help us chart a course for the Island over the next twenty years.**

Ready to Make Some Changes to your Property?

The Town of Hilton Head Island has great character which we preserve and maintain with our Land Management Ordinance (LMO) and other regulations and Town requirements. At times these may seem complicated and cumbersome if you do not work with them on a regular basis. Town Staff has developed an Expedited Development Plan Review or XDPR process to make things easier for our customers. You may be asking yourself:

“What is an XDPR and why would I need one?”

The Land Management Ordinance requires that **all** development obtain an approved development plan permit (DPR) prior to beginning a project, this includes everything from changes to a parking lot, installing new utility lines, putting in a storage building, or building a new

commercial building. The best rule of thumb to follow is always call the Community Development Department **before** you begin your project, no matter how small the project may seem.

Projects that do not involve construction of a new building or addition, such as parking lot changes, new pools or decks, recreation fields or courts, utility line construction, temporary construction storage and staging, or changes in general site design are eligible to go through the expedited development plan review (XDPR) process.

This is a simpler process that requires fewer application and submittal materials.

Most XDPRs are approved within 2-4 weeks from the submittal date and then you are ready to move

forward with any other building permits that may be required.

You are always encouraged to come in and review your plans with a planner to determine the required permits and discuss the project.

More information may be found on our website for your convenience.

Remember I would love to talk to you about any projects that you are considering, please call or email me anytime!

You can reach Heather Colin,
Development Review Administrator
at:

(843) 341-4607 or at

heatherc@hiltonheadislandsc.gov

Building Permit Process Notice

Starting **March 1, 2009** any plans that are submitted for building permit reasons shall be accompanied by a cover sheet or a cover letter from the architect or engineer of record with the following information provided:



1. Designed under what ICC code editions. (new buildings)
2. Occupancy classification
3. Construction Type
4. Sprinklered or not
5. Total square footage
6. Occupant loads
7. Allowable heights
8. Allowable area
9. Maximum travel distance
10. Separation requirements

The plans themselves shall be dimensioned and drawn on suitable material.

Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and shown in detail that it will conform to the provisions of the current Codes and relevant laws, ordinances, rules and regulations as determined by the Building Official.

All rooms shall be clearly marked as to use.

What is Estivation?

It is winter, a time when our native reptiles and amphibians are in estivation. This is not a true hibernation, but a state of inactivity brought on by decreased day length and low water and air temperatures. Since reptiles and amphibians are "cold-blooded" (i.e. their body temperature is dictated by the temperature of the surrounding environment), cold temperatures slow their heart rate, breathing rate and all other metabolic processes to levels which prohibit activity.

Reptiles use 90-95% less energy when they are estivating.

This drastically reduces their body's demand for oxygen and food and allows them to be inactive for extended periods.

Unlike hibernation, estivation can be interrupted by increases in air temperatures, in turn warming body temperatures and allowing activity to resume.



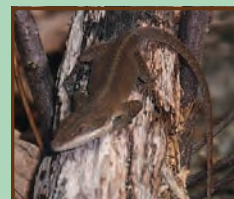
Estivating reptiles and amphibians seek warm, safe places while inactive: alligators and turtles will burrow into the bottom of ponds, tree frogs and lizards will dig down under leaves and logs on the forest floor, or use hanging plants, vacant birdhouses and window sills between the screen and the glass in which to estivate.

Snakes will also burrow under leaves and logs, use vacant burrows or seek out boards, trash piles or metal objects. All of these places allow for rapid warming should temperatures rise.



So our famous "orange" alligators that appear in early spring here on the island are not Clemson fans, but merely sporting a coating of clay-based mud from their short winter nap.

All of us have heard a chorus of spring peepers break into their one-note song during a January thaw, only to cease singing as temperatures drop. If you should happen upon one of these inactive critters, the best thing you can do for them is leave them to their "sleep"--and don't forget to cover them again if they're under something.



Windows and Doors

Frequently Asked Questions:

You can find most of your answers in reference to current codes from the IBC (International Builders Codes Book) or feel free to contact **Richard Spruce** with the Town of Hilton Head at **(843) 341-4651**.

What are current codes for Hilton Head Island?

Answer: All windows and doors installed have to meet DP requirements from the IRC for 1 & 2 family dwelling buildings and from the IBC for all other buildings and have protection from windborne debris. (DP = Design Pressure)

Do I have to install impact glass?

Answer: No, you can have hurricane shutters or plywood on windows and doors 2nd story or lower. Doors and windows above the 2nd floor must be impact glass or have hurricane shutters. The benefit of impact glass is that you have 24/7 protection.

What are the parameters for having plywood or shutters as an option?

Answer: You have to have the following items for the Town when you have your inspection:

*Print / Layout of all your windows on your home.

*All shutters/plywood has to be numbered and located on print/layout.

*Letter stating where all your shutters/plywood is stored and who is responsible for installing it during an evacuation. You also need to have all fasteners present during time of inspection.

***Note:** You can not have plywood above a 2nd story. The product has to be impact or hurricane shutters.

Do I have to meet current codes if I want to turn my screen porch into a Carolina Room?

Answer: Yes. All new windows & doors have to meet current codes.

What if I just want to replace the glass or sash in my current window or door?

Answer: As long as you do not repair or replace the frame you can replace the glass or sash without meeting current codes.

Do I have to pull a permit when I replace a window or door?

Answer: Yes. You can count on this project not only involving a window/door installer, but a carpenter, painter, & possibly flooring professional.

If I am only replacing one window or door in my home and the other windows and doors in my home do not have DP +50 or protection from windborne debris do I have to meet current codes?

Answer: Yes. Eventually over time you will replace all your windows and doors, which will protect your home in the long term.

Visit Us on the Web

Visit our website to obtain applications and information

www.hiltonheadislandsc.gov

For the subject below, follow the path provided to get the information you are looking for.

Forms and Applications
Town Government/Forms & Applications

Zoning (Map & Regulations)
Town Government/Departments/Planning/Zoning

Land Management Ordinance
Town Government/Town Code/Land Management Ordinance

Hurricane Information
Located under Public Safety

Town Online Citizen Services
Citizen Services



Community Development Department Staff Directory

website: www.hiltonheadislandsc.gov

Administrative Staff			Development Review & Zoning (DRZ)		
Charles Cousins	Director	843-341-4692	Teri Lewis	LMO Official	843-341-4698
charlesc@hiltonheadislandsc.gov			teril@hiltonheadislandsc.gov		
Jill Foster	Deputy Director	843-341-4694	Heather Colin	Dev Rev Administrator	843-341-4607
jillf@hiltonheadislandsc.gov			heatherc@hiltonheadislandsc.gov		
Trudie Johnson	Floodplain Administrator	843-341-4665	Jayme Lopko	Senior Planner	843-341-4695
trudiej@hiltonheadislandsc.gov			jaymel@hiltonheadislandsc.gov		
Eileen O'Brien	Senior Admin. Assistant	843-341-4691	Nicole Dixon	Planner	843-341-4686
eileeno@hiltonheadislandsc.gov			nicoled@hiltonheadislandsc.gov		
Kathleen Carlin	Administrative Assistant	843-341-4684	Anne Cyran	Planner	843-341-4697
kathleenc@hiltonheadislandsc.gov			annec@hiltonheadislandsc.gov		
Community Development Services			Mike Roan	Urbn Design Adminstr	843-341-4688
Nancy Heath	Application/Records Mgr	843-341-4663	miker@hiltonheadislandsc.gov		
nancyh@hiltonheadislandsc.gov			Ed Drane	Urban Designer	843-341-4685
Annie Green	Records Coordinator	843-341-4740	edd@hiltonheadislandsc.gov		
annieq@hiltonheadislandsc.gov			Sally Krebs	NR Administrator	843-341-4690
Sarah Hayward	Cmty Dev. Assistant	843-341-4674	sallyk@hiltonheadislandsc.gov		
sarahh@hiltonheadislandsc.gov			Sarah Skigen	NR Associate	843-341-4682
Donna Horsman	Cmty Dev. Assistant	843-341-4605	sarahs@hiltonheadislandsc.gov		
donnah@hiltonheadislandsc.gov			Inspections / Compliance		
Lynn Cooler	Cmty Dev. Assistant	843-341-4606	Bob Klein	Building Official	843-341-4664
lynnc@hiltonheadislandsc.gov			bobk@hiltonheadislandsc.gov		
Comprehensive Planning			Richard Spruce	Plans Review Administr	843-341-4651
Randy Nicholson	Comp. Planning Mgr	843-341-4687	richards@hiltonheadislandsc.gov		
randyn@hiltonheadislandsc.gov			Charlie Forton	Codes Inspect Administr	843-341-4679
Shawn Colin	Senior Planner	843-341-4696	charlief@hiltonheadislandsc.gov		
shawnc@hiltonheadislandsc.gov			Wayne Adams	Codes Inspector	843-341-4659
Shea Farrar	Senior Planner	843-341-4768	waynea@hiltonheadislandsc.gov		
sheaf@hiltonheadislandsc.gov			Waymon Durden	Codes Inspector	843-341-4657
Marcy Benson	Senior Grants Admin.	843-341-4689	waymond@hiltonheadislandsc.gov		
marcyb@hiltonheadislandsc.gov			Herbert Heath	Codes Inspector	843-341-4676
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p><i>If you would like to receive this quarterly newsletter via e-mail, please let us know by e-mailing us at:</i></p> <p>eileeno@hiltonheadislandsc.gov</p> </div>			herberth@hiltonheadislandsc.gov		
			Bruce Skipper	Codes Inspector	843-341-4675
			brucesk@hiltonheadislandsc.gov		
			Marc Torin	Codes Inspector	843-341-4661
			marct@hiltonheadislandsc.gov		
			Buddy Wilson	Codes Inspector	843-341-4656
buddyw@hiltonheadislandsc.gov					