

Community Development Department

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Prepare Now for Emergency Permitting

The Town recognizes the importance of getting residents back in their homes and businesses back up and running as quickly as possible after a disaster. In an effort to expedite the recovery, the Community Development Department would like to invite property owners to bring in information now to get approval to build back what they have if their property is damaged or destroyed by a declared disaster. It is important to note that this approval is only for regulations within the Land Management Ordinance. All construction will still need to receive a building permit and meet current building codes.

Single Family

If you are a homeowner, you should bring in:

- pre-disaster photos of all four sides of your home, pre-disaster photos showing your yard on all sides of the home, and
- two copies of an as-built survey or site plan showing all improvements and the layout of your property.

All other uses

You will need to bring in:

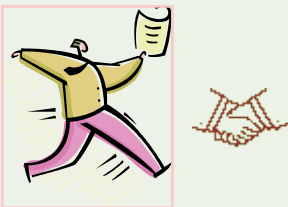
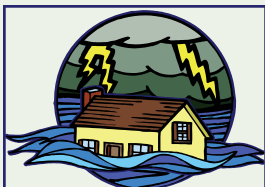
- Two copies of an as-built survey of the property or the approved development plans from the Town or County.
- If your property is located within the Town's Corridor Overlay District you will need to provide the following additional information:

1. two copies of the approved building elevations or pre-disaster photos showing all four sides of each structure on the property and
2. pre-disaster photos of the layout of the property including all improvements and buffer areas.

You can bring in paper copies of each item or you can bring them in on a CD or portable drive. Town staff will place an approval stamp on paper copies and will place an electronic approval stamp on documents from a CD or portable drive. If you bring in copies on a CD, the Town will keep a copy of those items needed for your approval. If you bring in paper copies, the Town will not keep anything and you will be responsible for bringing those items back to the Town after a disaster to receive a building permit. **All items should be kept and evacuated with you in the event of a disaster.**

To be certain that you have the documents and information that is needed to obtain an emergency permit to repair your property after a storm, Town staff is encouraging property owners to bring in items now for approval.

For questions on the process of emergency permitting or what you need to bring in please call a Community Development Assistant at (843) 341-4757 or go to the Town's website at: www.hiltonheadislandsc.gov.



Let's talk about DRYWALL

Much is being reported about problems caused by drywall manufactured in China and installed in tens of thousands of homes in the US. Drywall, also known as sheet rock, plaster board and Gypsum (gyp) board, is commonly used to complete the interior wall and ceiling envelope of homes and businesses. The problems being reported in newspapers and on television can potentially relate to a number of issues, but the news media often sensationalizes fears of the potential for chronic health effects. It is not totally clear exactly what compounds in the drywall are causing the problems, and the suspected toxic compounds (if present) are present at an extremely low concentration. Therefore, testing is not always the best place to start in determining if you have a problem.

How to determine if you have a problem:

The first place to start for the home or building owner is to ask themselves a few simple questions:

- Have I noticed an odor of ammonia or sulfur (rotten eggs) in my home?
- Have I noticed black sooty deposits on my gold jewelry or other malleable metals in my home?
- Have I had unexpected problems with appliances in my home, especially the air conditioner or electronic devices?

A "yes" answer to any of these should cause you to ask one additional question: Has any drywall been installed since 2002?

The things to remember in this assessment are: not all Chinese drywall is tainted, and there are some reports of similar problems being caused by drywall with other identification. Once the simple questions above are answered it should be clear whether additional examination is warranted.

In the event additional examination is warranted or sought, this would be the point at which to get a professional. In addition to answering the questions listed above, the professional investigation may include any of the following tests:

I. Identifying Chinese Drywall in a structure (non-destructive)

If the drywall was installed after 2002, check the drywall label. First, go into the attic of the structure and look for the label on the back of the drywall. It is Chinese drywall if it says "Made in China" or "Knauf Plasterboard Tianjin" (KPT). It is usually American made if it has nothing or if it contains the name of an American drywall manufacturer such as: U.S. Gypsum Company, Gridmarx, etc. Next, check the copper piping leading back to the air conditioning unit for corrosion. This piping is usually exposed. Corrosion is indicated by a black, sooty coating generally caused by Chinese Drywall. Next, check the wiring behind wall outlets to determine if corrosion has taken place. This corrosion is indicated by a black, sooty coating. Finally, try using an air sampling device to test the air present in the structure. Devices capable of detecting such compounds include: the ITX Multi-Gas Monitor or the MSA Altair Multi-Gas Monitor.

II. How to test for Chinese Drywall (destructive)

Simple method of testing Chinese Drywall:

Obtain a small sample of the Chinese drywall and a small sample of American made drywall. Remove the manila paper on both sides of the samples. Using a blade of some sort, scrape the hardened drywall of each sample into a cup causing both samples to have a physical property of powder. Dissolve each sample into a high purity dispersion/suspension solvent. From this solvent, the tainted drywall reacts differently than the domestic drywall.

More sophisticated method of testing Chinese Drywall:

One sample of domestic drywall, multiple samples of the affected drywall, and a sample of the affected copper piping should be taken to a lab for testing. The subsequent testing should: test the gypsum crystal structure, test the physical structure of the gypsum, test the volatile content of the gypsum, and/or test the black deposits on the copper piping.

BUILDING CODE INFORMATION

While in the process of adopting the 2006 International Residential Code (IRC), the State has also adopted the 2006 International Energy Conservation Code (IECC). This will change some of the way we look at things in the IRC.

Changes:

- The insulation requirements stay as is for the most part. Ceilings are R-30, Wood frame walls are R-13, Floors are R-19.
- The windows will have to have the proper U-factor and Solar Heat Gain Coefficient (SHGC). These are as follows for our area:
 - U-factor: .65 or better
 - SHGC: .40 or better
- Air leakage for the windows shall be .3 cfm per square foot.
- These items must be listed and labeled by the manufacturer.
- When dealing with replacement windows, any replacement of any part of the window will require compliance with the IECC.
- The building thermal envelope shall be durably sealed with caulk, gaskets, weather-stripping or other air barrier material.
- The heating, venting and air conditioning system changes are as follows:
 - The ducts shall be insulated to R-8, ducts in floor trusses shall be R-6.
 - The ducts shall be sealed per IRC Section M1601.3.1.
 - Manual J calculations will be required for all new systems.



These requirements came into effect as of July 1, 2009. The State, however, has placed the window and duct requirements on hold until January 1, 2010. The building seal and the sizing requirements for the HVAC systems are now in effect.

If you have any questions concerning these items please call Richard Spruce at 341-4651.

NOTICE TO CONTRACTORS—New Inspection for Pools and Spas

As of July 1, 2009, all pools and spas (both Commercial and Single Family) will require an Equipotential Bonding inspection. This inspection must be scheduled and approved **before the pouring of the deck** around the pool. The equipotential bonding grid shall conform to the contours of the pool and shall extend within or under paved walking surfaces for 3 ft horizontally beyond the inside walls of the pool. See the 2006 IRC, Section E4104 for the entire code section which includes exceptions and alternative methods. Contact Herbert Heath at 843-341-4676 if you have any questions.

Code Changes & Licenses—Stay Current!

As of July 1, 2009, we are now using the 2006 International Building Codes, so get out your checks and get the new International Code books (especially the ones in your particular trades).

You can order the books from the International Code Council Store by phone: 1-800-786-4452 or go to their website at www.iccsafe.org and click on the ICC Store link.

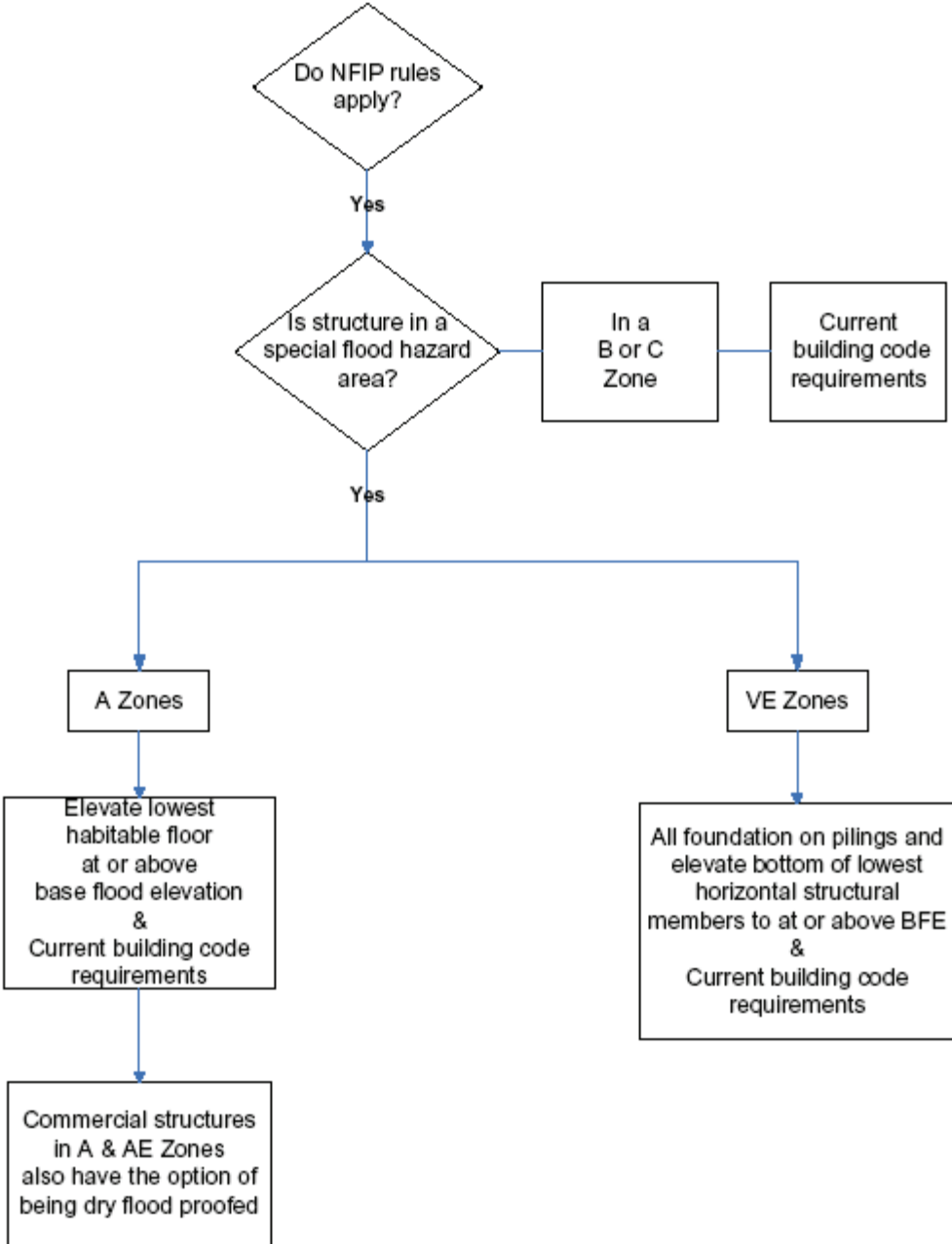
Make sure your licenses are up to date (both state and local).

It has been a tough year but hang in there – times do change.

If you have any questions please contact Charlie Forton at 341-4679



Residential Flood Zone A & VE



REGULATIONS FOR FLOODPLAIN DEVELOPMENT

The Town of Hilton Head Island participates in the National Flood Insurance Program (NFIP) to ensure that Federal flood insurance is available to all residents in the community. As a requirement of the NFIP the Town has adopted local ordinances to manage development so that future flood damage is minimized within the areas of the Island subject to the risk of periodic flooding. This area is delineated on Flood Insurance Rate Maps (FIRMS). It is referred to as the 100 year floodplain and covers more than eighty per cent of the Island. Zones of the 100 year floodplain on the FIRM designated as "A" are subject to rising water with moderate tidal flooding and moderate wind. Zones designated as "V" are subject to strong winds and waves more than 3 feet in addition to tidal flooding.

Why is protecting the Floodplain important?

Floodplains perform important natural and beneficial functions.

- These include temporarily storing flood water, protecting water quality, recharging groundwater and preventing erosion.
- Floodplains provide habitat for wildlife, open space for recreation and buffers of native vegetation to preserve the aesthetic beauty of the Island and should be preserved and protected.

FLOODPLAIN PERMITTING

When development does occur in a 100 year floodplain the NFIP requires that the Town issue a permit. Development includes any grading, filling, dredging, subdivision of land or the construction or improvement of structures. Development may not begin until all Federal, State and local permits are issued. Proposed development should be the minimum necessary for the project so that the risk of flooding is not increased and flood water is not diverted on to adjacent property. All structures must be constructed to minimize any potential damage from flooding. Construction regulations for commercial and residential structures are contained in the current edition of the International Code Series and Title 15, Chapter 9 of the Town of Hilton Head Municipal Ordinance.

The A, B, C's of FLOODPLAIN CONSTRUCTION

Damage to new and substantially improved structures in a 100 year floodplain will be minimized when the structure is elevated above the level required on the Flood Insurance Rate Map.

- **The use of enclosed areas below the first elevated floor is strictly limited to parking, storage or building access.**
- All enclosures must have at least two vents on two different walls to allow water to move freely so pressure on both sides of the walls is equalized.
- One square inch of vent opening is required for every square foot of area of the enclosure.
- The vents must be within one foot of grade.
- Construction materials used for any portion of the building below the base flood elevation must be classified as flood resistant and may not sustain damage when submerged in flood water.
- All electrical receptacles and devices such as heat pumps, air conditioners, hot water heaters, and plumbing fixtures such as toilets, sinks, tubs and showers must be elevated above the base flood elevation.
- Propane gas tanks must be elevated or firmly anchored to foundations to prevent flotation or lateral movement.

Building in a Coastal High Hazard Zones

Zones designated as "V" on the Flood Insurance Rate Map and commonly called "velocity zones" are areas where hazards exist in addition to coastal flooding due to high wind, storm surge and strong wave action. There are special construction requirements in these zones. Buildings must be elevated on pilings or columns so that the bottom of the lowest supporting floor structure is above the base flood elevation. The area below that floor must be kept open to allow the free movement of water under the structure. Special break away walls designed to collapse without causing damage to the building may be constructed. Propane gas tanks must be elevated or securely buried below the line of potential erosion.

Elevation Certificate and Non Conversion Agreement

To verify that a building has been properly elevated the Town requires that a preliminary Elevation Certificate marked "under construction" be submitted after the lowest floor is in place. This form is signed by a Registered Engineer or Land Surveyor and it becomes part of the permanent Building Permit record. A final Elevation Certificate marked "finished construction" must be submitted completely filled out, signed and sealed prior to any legal occupancy of the building.

In addition to the Elevation Certificate the owner of any new or substantially improved building or addition with a crawl space having a clear height more than five feet, of any garage or any accessory building must complete the Non Conversion Agreement form. In the Agreement the owner certifies that they acknowledge that they are constructing a building in a Special Flood Hazard Zone and that they will not modify or convert the enclosure below the base flood elevation for any use other than limited storage or parking. This Agreement must be submitted prior to approval of the Rough-In Inspection. It will be retained as part of the permanent Building Permit record and filed with the Beaufort County Register of Deeds.

Manufactured Homes and Recreational Vehicles

Manufactured homes have the same elevation and construction requirements as other new buildings when they are placed in a Special Flood Hazard Area. Recreational vehicles are allowed in Special Flood Hazard Areas without elevation requirements if they are fully licensed and highway ready at all times.

FOR ADDITIONAL INFORMATION ON FLOODPLAIN DEVELOPMENT REGULATIONS
SEE THE TOWN OF HILTON HEAD ISLAND'S WEBSITE.
<http://www.hiltonheadislandsc.gov>

Protecting Our Shoreline

On September 1, 2009 Town Council adopted the Critical Storm Protection Dune Accretion Area (CSPDAA) and Transition Area (TA) for the entire beach. In both the 2007 and 2008 Policy Agendas, the Town Council made expanding these shoreline protection areas to the entire beach a top priority. The expansion was in an effort to accomplish several things:

- To enhance the integrity of the shoreline/dune system so as to maintain and/or increase protection of the built environment from storm surge and erosion.
- To preserve the nature-blending aesthetics.
- To maintain and restore the high-value wildlife habitat that characterizes the beachfront of Hilton Head Island.

The overlay district extends from Fish Haul Creek in Port Royal Plantation to Lands End in Sea Pines Plantation. As some might remember Town Council adopted this overlay district for an isolated portion of Central and South Forest Beach in December, 2006. This latest adoption is intended to be an extension of the previously adopted area and reflects the concepts used in the original protection areas. The basic concept is that single family residential uses will have a designated CSPDAA; non-single family land uses with structures will include the designation of a TA in addition to the CSPDAA. Permitted activities within each area have not changed since the 2006 adoption. The activities permitted within the TA include but are not limited to: pools, decks, fire pits and landscaping. The CSPDAA is more limited, activities are restricted to boardwalks which access the beach, emergency beach access and decks not to exceed 144 sq. ft. For the comprehensive list of activities see the ordinance language in the LMO. There are 17 maps which detail the overlay district as well as 2 tables containing coordinates for the Beachfront Line and the landward edge of the TA; all data is available as an appendix to the LMO. For technical assistance with this new overlay district contact Sarah Skigen (341-4682) or Nicole Dixon (341-4686).



August 27, 2009 2006 IRC Electrical Reference

The implementation of the 2008 National Electrical Code on July 1, 2009, raised a question concerning the edition of the NEC (2005 or 2008) that may be used as a reference for the 2006 International Residential Code. The question addressed by the Building Codes Council was based on the language of the preamble for Chapter 33 of the IRC, which states the requirements of the chapter are based on the 2005 NEC. The Council reviewed the language of the preamble along with the applicable state law and concluded that the 2008 NEC is the current electrical code as required by state law and was duly adopted and implemented. Council also agreed that two editions of the same code cannot be valid for use at the same time.

Therefore, it is the Council's opinion that:

- * Construction of single and two family residences, including all related systems must be in compliance with the IRC; and,**
- * If a specific issue is not addressed in the electrical section of the IRC, the 2008 NEC may be used.**

Check-in Conference for Development Applications

Many development applications require a check-in conference with staff to ensure the application meets the minimum requirements for staff review before it will be accepted. Staff is available during the following times for a check-in conference: Monday and Wednesday afternoons (12:00-4:00pm) and Friday all day (8:00am-4:00pm). If these times are not convenient, please call the Community Development Information Center at (843) 341-4757 to schedule an appointment.

Application	Preferred	Required
Abbreviated Development		✓
Development Plan Review (DPR)		✓
Expedited Development Plan Review (XDPR)	✓	
Tree Protection Approval	✓	
Wetlands Alteration Approval	✓	
Subdivision Review (SUB)		✓
Sign Permit	✓	
Design Review Board (DRB)	✓	
Zoning Map Amendment (ZMA)		✓
Redevelopment Floating Zone		✓
Special Exception Review		✓
Variance Review		✓
Appeal		✓

Pre-Application Meetings

Anyone considering developing or redeveloping their property should consider attending a free Pre-Application Meeting, an informal meeting between applicants and staff to review conceptual plans and discuss potential conflicts with applicable codes. Representatives from several departments attend the meeting, including Development Review & Zoning, Comprehensive Planning, Natural Resources, Engineering, Building & Fire Codes, and the Bureau of Fire Prevention. Applicants will receive written feedback on submitted plans and direction regarding the development approval process.

Pre-Application Meetings are held every other Monday. If you would like your plan reviewed, submit a complete application available on the Town's website at <http://www.hiltonheadislandsc.gov/Forms>. A calendar of meetings and associated submittal deadlines is also available on the Town's website. While there are no requirements for proposed plans, more detail will yield more specific comments. If you have any questions about the application, please contact the Community Development Information Center at (843) 341-4757.

Notice of Changes to the Certificate of Compliance (C of C) Process

The Community Development and Public Projects and Facilities Departments have been working together to make some changes to the Certificate of Compliance (C of C) process. Our hope is that these changes will make the process simpler and more cohesive. The Case Manager, rather than the Engineering Technician will now be facilitating the C of C process.

When your project is near completion, please schedule a check-in conference with your case manager in the Development Review Division of the Community Development Department. At this time you will be required to submit the items on the checklist found on the Town's website at <http://www.hiltonheadislandsc.gov/Forms>.

The purpose of the mandatory check-in conference is to ensure that you have all of the required items and to schedule your C of C inspection. Staff has five (5) days to complete their inspections so please keep that in mind when you submit your C of C application.

As always should you wish to make any changes to your approved site plan, you must have these changes approved by the case manager prior to implementation. Should you have any questions regarding the changes to the C of C process, please contact Heather Colin, Development Review Administrator at 341-4607 or heatherc@hiltonheadislandsc.gov.

Recently Adopted

Land Management Ordinance Amendments (LMO)

- Shoreline Protection Amendments - Critical Storm Protection Dune Accretion Area and Transition Area (CSPDAA & TA)
- 2009 General Set of LMO Amendments
- Disaster Recovery Amendments

For more information or if you have any questions, please contact Nicole Dixon at 341-4686.

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	Urban Design Administr	843-341-4688
Nancy Heath	Application/Records Mgr	843-341-4663	miker@hiltonheadislandsc.gov		
nancyh@hiltonheadislandsc.gov			Sally Krebs	NR Administrator	843-341-4690
Annie Green	Records Coordinator	843-341-4740	sallyk@hiltonheadislandsc.gov		
annieg@hiltonheadislandsc.gov			Sarah Skigen	NR Associate	843-341-4682
Sarah Hayward	Cmty Dev. Assistant	843-341-4674	sarahs@hiltonheadislandsc.gov		
sarahh@hiltonheadislandsc.gov			Inspections / Compliance		
Donna Horsman	Cmty Dev. Assistant	843-341-4605	Bob Klein	Building Official	843-341-4664
donnah@hiltonheadislandsc.gov			bobk@hiltonheadislandsc.gov		
Lynn Cooler	Cmty Dev. Assistant	843-341-4606	Richard Spruce	Plans Review Administr	843-341-4651
lynnc@hiltonheadislandsc.gov			richards@hiltonheadislandsc.gov		
Comprehensive Planning			Charlie Forton	Codes Inspect Administr	843-341-4679
Randy Nicholson	Comp. Planning Mgr	843-341-4687	charlief@hiltonheadislandsc.gov		
randyn@hiltonheadislandsc.gov			Wayne Adams	Codes Inspector	843-341-4659
Shawn Colin	Senior Planner	843-341-4696	waynea@hiltonheadislandsc.gov		
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Shea Farrar	Senior Planner	843-341-4768	waymond@hiltonheadislandsc.gov		
sheaf@hiltonheadislandsc.gov			Herbert Heath	Codes Inspector	843-341-4676
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marcyb@hiltonheadislandsc.gov			Marc Torin	Special Projects	843-341-4661
			marct@hiltonheadislandsc.gov		
			Buddy Wilson	Codes Inspector	843-341-4656
			buddyw@hiltonheadislandsc.gov		

*If you would like to receive this
quarterly newsletter via e-mail,
please let us know by e-mailing us at:*

eileeno@hiltonheadislandsc.gov



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 more information.

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*

Citizen's Guide to Emergency Preparedness - *located on front page of website*

Town Online Citizen Services - *Citizen Services*

Charting the Island's Future - *Comprehensive Plan Update (located on front page of website)*

Port Royal Sound Shoreline Restoration & Stabilization Project - *located on front page of website*