



Town of Hilton Head Island
Planning Commission Meeting
Wednesday, January 6, 2021 – 9:00 a.m.
AGENDA

In accordance with the Town of Hilton Head Island Municipal Code Section 2-5-15, this meeting is being conducted virtually and can be viewed live on the Town's Public Meeting Facebook Page at <https://www.facebook.com/townofhiltonheadislandmeetings/>. Following the meeting, the video record will be made available on the Town's website at <https://www.hiltonheadislandsc.gov/>.

- 1. Call to Order**
- 2. FOIA Compliance** – Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
- 3. Roll Call**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. Meeting of December 16, 2020
- 6. Appearance by Citizens**
- 7. Unfinished Business**
 - a. Review and recommendation on Workforce Housing Land Management Ordinance amendments to create a bonus density incentive for the Workforce Housing Program.
Presented by Jayme Lopko
- 8. New Business – None**
- 9. Commission Business**
- 10. Chairman's Report**
- 11. Committee Reports**
- 12. Staff Report**
- 13. Adjournment**

Public comments concerning agenda items can be submitted electronically via the Open Town Hall HHI portal at <https://hiltonheadislandsc.gov/opentownhall/>. The portal will close at 4:30 p.m. on Tuesday, January 5, 2021. All comments submitted through the portal will be provided to the

Commission for review and made part of the official record. Citizens who wish to comment on agenda items during the meeting by phone must contact the Commission Secretary at 843-341-4684 no later than 12:00 p.m. on Tuesday, January 5, 2021.

Please note that a quorum of Town Council may result if four (4) or more of their members attend this meeting.



Town of Hilton Head Island
Planning Commission Meeting
December 16, 2020 at 3:00 p.m. Virtual Meeting
MEETING MINUTES

Present from the Commission: Chairman Peter Kristian, Vice Chairman Lavon Stevens, Leslie McGowan, Michael Scanlon, Mark O'Neil, Alan Perry, Todd Theodore, Stephen Alfred, John Campbell

Absent from the Commission: None

Present from Town Council: David Ames, Tom Lennox, Glenn Stanford

Present from Town Staff: Shawn Colin, Community Development Director; Anne Cyran, Senior Planner; Teri Lewis, Deputy Community Development Director; Scott Liggett, Director of Public Projects and Facilities/Chief Engineer; Jeff Buckalew, Town Engineer; Jennifer Ray, Deputy Community Development Director; Teresa Haley, Senior Administrative Assistant

1. Call to Order

Chairman Kristian called the meeting to order at 3:00 p.m.

2. FOIA Compliance – Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the Town of Hilton Head Island requirements.

3. Roll Call – See as noted above.

4. Approval of Agenda

Chairman Kristian asked for a motion to approve the agenda. Commissioner Perry moved to approve. Commissioner Alfred seconded. By way of roll call, the motion passed with a vote of 9-0-0.

5. Approval of Minutes

a. Special Meeting of October 14, 2020

b. Special Meeting of October 21, 2020

Chairman Kristian asked for a motion to approve the minutes of the October 14, 2020 special meeting and the October 21, 2020 special meeting. Vice Chairman Stevens moved to approve. Commissioner Alfred seconded. By way of roll call, the motion passed with a vote of 9-0-0.

6. Unfinished Business – None

7. Appearance by Citizens

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. All comments received via the portal were provided to the Commission for review and made a part of the official record. Citizens were also provided the option to sign

up for public comment participation by phone during the meeting. There were no requests to participate by phone.

8. New Business

a. Public Hearing

PPR-002020-2020 – Application for a Public Project Review (PPR) from the Town of Hilton Head Island to realign and improve Summit Drive. The project includes: converting the segment of Summit Drive between Gateway Circle and the Beaufort County Convenience Center into a one-way road to access the Convenience Center; extending Summit Drive south to connect with Gateway Circle; and creating a roundabout where Summit Drive connects with Gateway Circle.

Ms. Cyran presented the application as described in the Commission's Agenda Package. Staff recommends the Planning Commission find this application to be consistent with the Town's Comprehensive Plan for location, character, and extent based on those Findings of Fact and Conclusions of Law as determined by the LMO Official and enclosed in the Staff Report.

Chairman Kristian opened the public hearing for this application. Public comment received through the Open Town Hall portal were provide to the Commission for review and made part of the meeting record. There were no citizens that signed up to give public comment by phone during the meeting. Chairman Kristian closed the public hearing.

The Commission made comments and inquiries regarding: the width of the one-way drive will be kept at its current width of 20'; currently it's a two-lane road and will be kept that way in order to have two lanes going in one direction with a merge point at the decal checkpoint; the double lane will accommodate 20 vehicles in the two-lane queue; there will be pavement markings and signage to provide direction; the County instructions state that decals shall be displayed on the front windshield of the vehicle; the suggestion was made that the decal be located where a checkpoint person can easily see and keep vehicles moving along; in addition to the decal, the County will have an app for citizens to show at the checkpoint; the cost of the project is estimated at \$500,000; no specimen trees will be removed at this time; eleven trees between 13-17 inch will be removed; a larger cluster of live oaks will be saved; the County is sharing the cost of the project; the County will be handling tree removal, grading, and some other items with in-house people; the Town emphasized the importance to the County that the checkpoint person will have to keep vehicles moving forward to help avoid bottleneck or stacking issues; there is no additional cost to County residents; currently the County will allow two trips per week to the convenience center; concerned about alleviating traffic congestion in that area; concern that visitors will not be allowed to use the convenience center; environmental concerns; one decal can be provided to one household; the other members of the household without the decal can download and use the app; the County may expand the number of visitors allowed per week; commercial debris will need to go someplace and currently the closest commercial drop-off is in Ridgeland; concern that illegal dumping will occur; the County should consider internal changes to the convenience center so that it does not become more crowded within the site; the decal is free and can be applied for on the County's website; recommend having a map or directions to give to citizens to find the commercial drop-off center in Ridgeland; the decal system is a County-wide program; the Town has asked for a delayed start because of the need for road improvements; additional concerns for potential issues that may backup the line to the checkpoint; the Town will talk to the

County about signage to help visitors who may be unaware that they need a decal; the County closed two of its convenience center; the idea is to encourage residents and municipalities to implement a trash pick up service; any County resident that has a decal or the app can use the convenience center on Hilton Head.

Commissioner Alfred moved to recommend the Planning Commission find the application to be consistent with the Town's Comprehensive Plan for location, character, and extent based on those Findings of Fact and Conclusions of Law as determined by the LMO Official and enclosed in the Staff Report. Commissioner O'Neil seconded. By way of call, the motion passed with a vote of 9-0-0.

9. Commission Business – None

10. Chairman's Report

Chairman Kristian thanked the Commissioners and Town Staff for their work especially during the virtual meetings.

11. Committee Reports

A copy of the new updated Comprehensive Plan was delivered to the Commissioners. The LMO Committee met on December 14 to review changes to the LMO related to the adoption of the new flood maps.

12. Staff Report

Ms. Cyran reported there are currently no applications for the January 6 meeting and there are LMO amendments and two rezoning applications for the January 20 meeting.

13. Adjournment

The meeting was adjourned at 3:44 p.m.

Submitted by: Teresa Haley, Secretary

Approved: [DATE]



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Planning Commission
VIA: Shawn Colin, *AICP, Director of Community Development*
VIA: Jennifer Ray, *ASLA, Deputy Director of Community Development*
FROM: Jayme Lopko, *AICP, Senior Planner*
CC: Teri Lewis, *AICP, Deputy Director of Community Development*
DATE: December 18, 2020
SUBJECT: Workforce Housing LMO Amendments

Recommendation: Staff recommends the Planning Commission review the proposed Workforce Housing (WFH) Land Management Ordinance (LMO) amendments related to bonus density and forward a recommendation of approval to Town Council.

Summary: Adoption of the WFH LMO amendments related to bonus density by Town Council will put in place additional incentives to encourage the development of WFH and allow staff to begin review and approval of WFH projects utilizing bonus density incentives.

Background: Upon completion of a rigorous, multiyear process to identify needs, issues and strategies that might be considered to address workforce housing, a Workforce Housing Program was brought to Town Council for consideration. The program proposed two main elements. The first was a code change that would permit the conversion of primarily underperforming or vacant commercial inventory to market rate or workforce housing units. The second element was a bonus density program that would allow up to 100% increase in density, provided 50% of the bonus units were qualified workforce housing units. The area of impact involved several zoning districts and approximately 1,800 acres of eligible properties on the Island.

On November 4, 2020, Town Council voted to adopt the Workforce Housing (WFH) Land Management Ordinance (LMO) amendments related to Commercial Conversion, further recommending that Council not adopt amendments related to the proposed bonus density at that time. There were two main concerns expressed related to the bonus density program. The first was that the area of impact and overall potential for significant increase in development levels was too extensive. The second concern was that the allocation of bonus units was too great when compared to the resulting number of units needed to meet the workforce housing requirements. As a result, Town Council was not in a position to support adoption of an incentive that would offer an increased density and development impact level to such a large area of the island.

In an effort to continue refining the program and to meet the needs identified through the extensive public process, staff has worked to address these concerns through a modification of the bonus density element and asks for additional consideration for adoption. Staff has identified a reduction in both the area of eligibility and the overall development potential that might result from the bonus

density program while promoting opportunities to develop WFH consistent with Island development patterns and density levels.

Staff started by identifying the RM-4 Zoning District, which is one of the lowest residential density zoning districts on the island at a rate between 4 units and 8 units per acre depending upon parcel size. The areas of eligibility were further reduced to meet locational and environmental protection goals as well as focus on parcels large enough to provide adequate site planning, including setbacks, buffers and the provision of infrastructure. As a result, staff identified the following qualifications:

- Properties 3 acres or larger that meet these requirements:
 - Located near a minor arterial for access to transportation and employment centers;
 - Not located within close proximity to the Hilton Head Island Airport due to conflicts with FAA requirements related to assembly and occupancy of units; and
 - Not located on high value or sensitive environmental areas such as marshfront and waterfront properties.

Additional conditions are proposed to prohibit application of the program to properties that are currently located within an existing platted and developed single family subdivision or currently developed for a non-single family residential use that is permanent in nature. The only exception to this would be for an existing manufactured home park where the potential redevelopment of the property to WFH would improve the property.

The previously proposed WFH LMO amendments would have included over 1,200 parcels totaling nearly 1,800 acres as eligible to participate in the bonus density incentive. In the currently proposed WFH LMO amendments, there would be approximately 30 parcels totaling just over 160 acres as eligible to participate in the bonus density incentive. This represents a 91% decrease in the number of acres eligible for the bonus density incentive and are identified on Exhibit B.

In addition to significantly reducing areas of eligibility and impact, staff is also proposing to change the bonus density provision that was previously submitted due to concerns that not enough WFH units were being required for the additional density that was being given. The proposed LMO amendments would allow for 100% bonus density if 50% of **all** units within the development are WFH. A secondary tier is also included that would allow for 50% bonus density if 25% of **all** units within the development are WFH. These changes essentially double the number of required workforce housing units than were included in the previous proposal brought to Town Council.

Finally, application of the proposed bonus density would be restricted to RM-4 properties with a maximum development potential that would not exceed 12 units per acre, which is consistent with other multifamily development on the island.

Exhibits

- A. Workforce Housing LMO Amendments
- B. Location Map

Exhibit B

Workforce Housing LMO Amendments

Chapter 16-3: Zoning Districts

Section 16-3-104. Residential Base Zoning Districts

Section 16-3-104.E Low to Moderate Density Residential (RM-4) District

| 2. Allowable Principal Uses | | | |
|--|----|---------------------------|---|
| USE CLASSIFICATION/TYPE | | USE-SPECIFIC CONDITIONS | MINIMUM NUMBER OF OFF-STREET PARKING SPACES |
| Residential Uses | | | |
| <u>Workforce Housing</u> | PC | <u>Sec 16-4-102.B.1.d</u> | <u>See Sec. 16-5-107.D.2</u> |
| 3. Development Form Standards | | | |
| MAX. DENSITY (PER NET ACRE) | | LOT COVERAGE | |
| Residential ² | | | |
| TABLE NOTES: P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = <i>dwelling units</i> ; sf = square feet; GFA = <i>gross floor area</i> in square feet; ft = feet; n/a = not applicable <u>2. Density for development that includes Workforce Housing shall be determined based on Sec. 16-4-105.A.</u> | | | |

Chapter 16-4: Use Standards

| TABLE 16-4-102.A.6: PRINCIPAL USE TABLE | | | | | | | | | | | | | | | | | | | | |
|---|-------------------|----|-----------------------|-------|-------|------|------|----------------------------------|----|----|----|----|------|----|----|-------------------------|----|----|----|--------------------|
| P = Permitted by Right PC = Permitted Subject to Use-Specific Conditions | | | | | | | | | | | | | | | | | | | | |
| SE = Allowed as a Special Exception Blank Cell = Prohibited | | | | | | | | | | | | | | | | | | | | |
| USE CLASSIFICATION/ USE TYPE | SPECIAL DISTRICTS | | RESIDENTIAL DISTRICTS | | | | | MIXED-USE AND BUSINESS DISTRICTS | | | | | | | | USE-SPECIFIC CONDITIONS | | | | |
| | CON | PR | RSF-3 | RSF-5 | RSF-6 | RM-4 | RM-8 | RM-12 | CR | SP | CC | MS | WMUS | MF | MV | | NC | LC | RD | MED |
| RESIDENTIAL USES | | | | | | | | | | | | | | | | | | | | |
| Workforce Housing | | | | | | PC | | | | PC | PC | PC | PC | PC | PC | | PC | PC | | Sec 16-4-102.B.1.d |

Exhibit B

Workforce Housing LMO Amendments

B. Use-Specific Conditions for Principal Uses

1. Residential Uses

Section 16-4-102.B.1.d

d. Workforce Housing

- i. Any development that includes workforce housing shall comply with the Workforce Housing Program as outlined in Sec. 16-4-105.
- ii. Workforce housing may be permitted in the PD-1 District through a Zoning Map Amendment in accordance with Sec. 16-2-103.C.
- iii. In the MS District, properties developed for WFH shall not be permitted on properties currently utilized as a school or fire station.
- iv. In the S District, properties developed for WFH shall not have vehicular access to U.S. Route 278 (William Hilton Parkway).
- v. In the WMU District, properties developed for WFH shall not have vehicular access to Marshland Road.
- vi. In the LC District, properties developed for WFH shall not have vehicular access to U.S. Route 278 (William Hilton Parkway) between Wexford Drive and Singleton Beach Road.
- vii. In the RM-4 District, existing mobile home parks, located on property that is a minimum of 3 acres, shall be eligible to participate in the WFH Program.
- viii. Except for paragraph vii above, workforce housing use in the RM-4 District shall comply with the following conditions:
 - a. The property shall be a single parcel that is a minimum of 3 acres.
 - b. The property shall not have frontage on Jarvis Creek, Broad Creek, or Old House Creek.
 - c. The site of the WFH use shall not be located within 750 linear feet of the Hilton Head Island Airport property. This distance shall be measured as the length of an imaginary straight line between the two closest points of the perimeter boundary of the property on which any WFH use is located, and the perimeter boundary of the Hilton Head Island Airport.
 - d. The site of the WFH use shall be located within 3,500 linear feet of a minor arterial in accordance with Sec. 16-5-105.B, Street Hierarchy. This distance shall be measured from the centerline of the closest vehicular access on the property where the WFH is located, and shall be measured along the centerline of the travel lane of the street providing the shortest route to the minor arterial.

Exhibit B

Workforce Housing LMO Amendments

- e. Lots within an existing legally platted and developed single family subdivision, including open space are not eligible to participate in the WFH Program.
- f. Properties developed with a non-single family residential use that is permanent in nature are not eligible to participate in the WFH Program.

Section 16-4-105. Workforce Housing (WFH) Program

A. Workforce Housing Density

All Units:

1. Commercial conversion projects that include at least 20% workforce housing units will be eligible for incentives, as described in Sec. 16-10-102B.1, including:
 - a. A reduction in minimum unit sizes by 30% and;
 - b. Up to 50% of the units in the development may be micro-efficiency and/or studio units.
2. In the RM-4 District:
 - a. A density bonus up to 100% above the base residential density standards is permitted if 50% of all units within the development are workforce housing units.
 - b. A density bonus up to 50% above the base residential density standards is permitted if 25% of all units within the development are workforce housing units.
 - c. The maximum density permitted in any workforce housing development is 12 units per acre.

Chapter 10: Definitions, Interpretation and Measurement

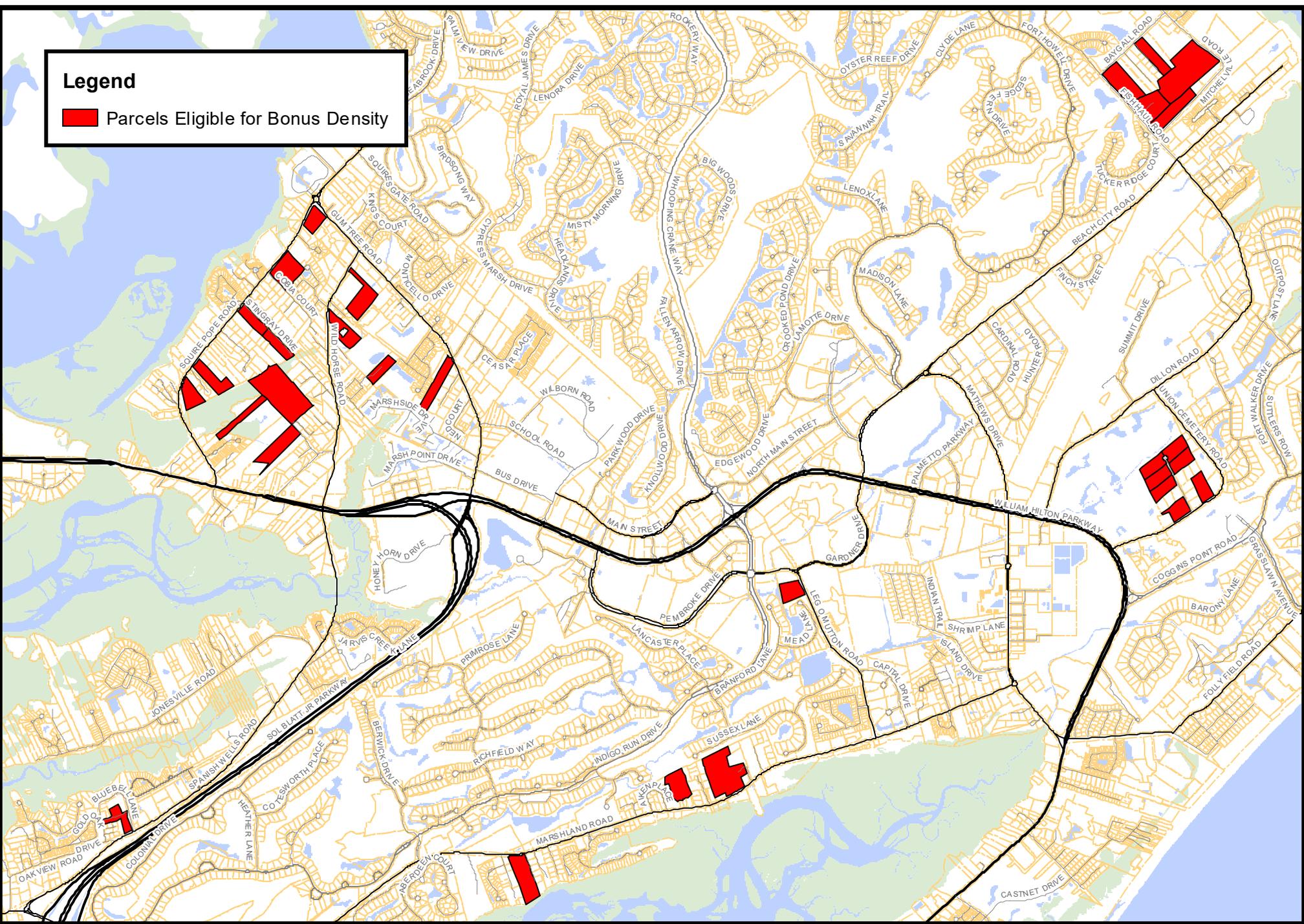
Section 16-10-105. - General Definitions

Density Bonus

An increase in the number of units permitted on the site in order to provide an incentive for the construction of workforce housing.

Legend

 **Parcels Eligible for Bonus Density**



Town of Hilton Head Island

Bonus Density Map



No warranty is made as to the accuracy of the information shown on this map. The Town of Hilton Head Island is not responsible for any errors or omissions on this map. The Town of Hilton Head Island is not responsible for any damages or losses resulting from the use of this map.