



**Town of Hilton Head Island
Planning Commission
LMO Committee**

Wednesday, March 29, 2017

1:30 p.m. – Benjamin M. Racusin Council Chambers

AGENDA

As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting.

- 1. Call to Order**
- 2. 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 the Town of Hilton Head Island requirements.
- 3. Approval of Agenda**
- 4. Approval of Minutes**
- 5. LMO Amendments**
Discuss proposed draft language for the 2017 LMO Amendments – First Set
- 6. Adjournment**

Please note that a quorum of Town Council may result if four or more of their members attend this meeting. A quorum of Planning Commissioners may result if five or more of their members attend this meeting.

MULTI-LEVEL SELF-SERVICE STORAGE

DRAFT 2017 LMO AMENDMENTS – 1st Set
 LMO COMMITTEE MEETING 3/29/17

CHAPTER 16-3: ZONING DISTRICTS

Sec.16-3-105. - Mixed-Use and Business Districts

Staff Explanation: This change will add multi-level self-service storage as an allowed use with conditions in the LC and IL zoning districts and as a special exception in the SPC zoning district, establish a maximum density for this use and decrease the amount of allowable impervious coverage related to this use. This change will also increase the allowable density for self-service storage and decrease the amount of allowable impervious coverage related to this use.

D. Light Commercial (LC) District

LC Light Commercial District			
1. No Change			
2. Allowable Principal Uses			
	USE-SPECIFIC CONDITIONS	MINIMUM NUMBER OF OFF- STREET PARKING SPACES	
Industrial Uses			
<u>Multi-Level Self-Service Storage</u>	<u>PC</u>	<u>Sec. 16-4-102.B.9.c</u>	<u>1 per 15,000 GFA of storage and office area</u>

3. Development Form Standards

MAX. DENSITY (PER NET ACRE)		LOT COVERAGE	
Residential	4 du	Max. <i>Impervious Cover</i>	60% ⁴
Hotel	35 rooms	Min. <i>Open Space</i> for Major Residential <i>Subdivisions</i>	16%
Nonresidential ^{1,2,3}	10,000 GFA		
MAX. BUILDING HEIGHT			
All <i>Development</i>	45 ft ⁴⁵		

USE AND OTHER DEVELOPMENT STANDARDS

See Chapter 16-4: Use Standards, Chapter 16-5: Development and Design Standards, and Chapter 16-6: Natural Resource Protection.

TABLE NOTES:

P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = **dwelling units**; sf = square feet; GFA = **gross floor area** in square feet; ft = feet; n/a = not applicable

1. No Change

2. No Change

3. The maximum density for **multi-level self-service storage** shall be 55,000 GFA.

4. The maximum impervious coverage for **multi-level self-service storage** shall be 50%.

45. May be increased by up to ten percent on demonstration to the **Official** that:

a. – f. No Change

E. Light Industrial (IL) District

IL Light Industrial District				
1. No Change				
2. Allowable Principal Uses				
	USE-SPECIFIC CONDITIONS	MINIMUM NUMBER OF OFF- STREET PARKING SPACES		
Industrial Uses				
<u>Multi-Level Self-Service Storage</u>	<u>PC</u>	<u>Sec. 16-4-102.B.9.c</u>	<u>1 per 15,000 GFA of storage and office area</u>	
3. Development Form and Parameters				
MODIFIED ADJACENT STREET SETBACK STANDARDS				
Adjacent Street Setback	No Change			
MAX. DENSITY (PER NET ACRE)			LOT COVERAGE	
Nonresidential Development ^{1,2}	10,000 GFA		Max. Impervious Cover ³	65%
MAX. BUILDING HEIGHT				
All Development	35 ft ^{4,5}			
USE AND OTHER DEVELOPMENT STANDARDS				
See Chapter 16-4: Use Standards, Chapter 16-5: Development and Design Standards, and Chapter 16-6: Natural Resource Protection.				

TABLE NOTES:

P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = **dwelling units**; sf = square feet; GFA = **gross floor area** in square feet; ft = feet; n/a = not applicable

1. The maximum density for **multi-level self-service storage** shall be 55,000 GFA.

2. The maximum density for **self-service storage** shall be 18,000 GFA.

3. The maximum impervious coverage for **multi-level self-service storage** and **self-service storage** shall be 55%.

14. May be increased by up to ten percent on demonstration to the **Official** that:

a. - f. No Change

M. Sea Pines Circle (SPC) District

<p>SPC</p> <p>Sea Pines Circle District</p>			
1. No Change			
2. Allowable Principal Uses			
		<p>USE-SPECIFIC CONDITIONS</p>	<p>MINIMUM NUMBER OF OFF- STREET PARKING SPACES</p>
Industrial Uses			
<u>Multi-Level Self-Service Storage</u>	<u>SE</u>	<u>Sec. 16-4-102.B.9.c</u>	<u>1 per 15,000 GFA of storage and office area</u>
3. Development Form Standards			
<p>MAX. DENSITY (PER NET ACRE)</p>		<p>LOT COVERAGE</p>	

Residential	12 du		Max. Impervious Cover ²	60%
Nonresidential ¹	10,000 GFA		Min. Open Space for Major Residential Subdivisions	16%

MAX. BUILDING HEIGHT				
All Development	45 ft ^{4,3}			

USE AND OTHER DEVELOPMENT STANDARDS

See Chapter 16-4: Use Standards, Chapter 16-5: Development and Design Standards, and Chapter 16-6: Natural Resource Protection.

TABLE NOTES:

P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = **dwelling units**; sf = square feet; GFA = **gross floor area** in square feet; ft = feet; n/a = not applicable

1. The maximum density for **multi-level self-service storage** shall be 55,000 GFA.
2. The maximum impervious coverage for **multi-level self-service storage** shall be 50%.
3. May be increased by up to ten percent on demonstration to the **Official** that:
 - a. - f. No Change

Staff Explanation: This change establishes conditions for Multi-Level Self-Service Storage uses.

9. Industrial Uses

a. – b. No Changes

c. Multi-Level Self-Service Storage

Multi-level self-service storage facilities shall comply with the following conditions:

- i. The only *uses* allowed *on-site* shall be the rental of storage bays, the pickup and deposit of goods or property in dead storage, and limited incidental sales of storage and moving materials (e.g., boxes, tape).
- ii. Storage bays shall not be used to manufacture, fabricate, or process goods, to service or *repair* vehicles, small engines or electrical equipment, or conduct similar *repair* activities, to conduct garage sales or retail sales of any kind, or to conduct any other commercial or industrial activity on the site.
- iii. The structure shall be set back a minimum of 200' from any arterial road.
- iv. There is a maximum of up to 35,000 GFA per floor.

In addition, multi-level self-service storage facilities in the LC and SPC Districts shall comply with the following conditions:

- i. All storage units and all property stored on the site shall be contained entirely within the building.
- ii. There shall be no outside storage of vehicles or other goods.
- iii. There shall be no exterior functional storage doors on the ground level. Storage doors serving individual storage units shall be located so as to only be accessible to the interior of the enclosed buildings.

d. Self-Service Storage

CHAPTER 16-5: DEVELOPMENT AND DESIGN STANDARDS

Sec.16-5-102. - Setback Standards

A. – B. No Changes

Staff Explanation: This change establishes a specific street setback for multi-level self-service storage uses.

C. Adjacent Street Setback Requirements

Unless expressly exempted or modified in this subsection or for the CR, S, and IL Districts in Chapter 16-3: Zoning Districts, all portions of a **structure** shall be located to the interior of the vertical and angled planes established by the applicable minimum setback distance from an adjacent street and maximum setback angle shown in Table 16-5-102.C, Adjacent Street Setback Requirements, based on the proposed **use** and the classification of the **adjacent street**. (See Figure 16-5-102.C, Street Setback Angle.)

TABLE 16-5-102.C: ADJACENT STREET SETBACK REQUIREMENTS				
PROPOSED USE		MINIMUM SETBACK DISTANCE ¹ / MAXIMUM SETBACK ANGLE ²		
		ADJACENT STREET (BY CLASSIFICATION)		
		MAJOR ARTERIAL	MINOR ARTERIAL	ALL OTHER STREETS
Single-Family	Structure > 24 in high	50 ft ^{3,4} /75°	40 ft ^{3,4} / 70°	20 ft ^{3,4} /60°
	Structure ≤ 24 in high	50 ft ^{3,4} /n/a	30 ft ^{3,4} /n/a	10 ft ^{3,4} /n/a
All Other Uses ⁵		50 ft ^{3,4} /75°	40 ft ^{3,4} /70°	20 ft ^{3,4} /60°
NOTES: in = inches ft = feet ° = degrees 1. - 4. No Change				

5. All multi-level self-service storage structures shall be set back a minimum of 200' from any arterial road.

CHAPTER 16-10: DEFINITIONS, INTERPRETATION AND MEASUREMENT

Sec.16-10-103. Use Classifications, Use Types and Definitions

Staff Explanation: This change establishes a definition for a new use, multi-level self-service storage.

I. Industrial Uses

• Multi-Level Self Service Storage

An enclosed multi-level establishment providing individual, self-contained units or areas leased to individuals, organizations, or businesses for **multi-level self-service storage** of household and personal property. The storage units or areas are designed to allow private **access** by the tenant for storing or removing personal property. The **use** does not include a transfer and storage business not involving individual storage areas and businesses where employees are the primary movers of property being stored or transferred (an **Industrial, Manufacturing, and Warehouse Use**). **Accessory uses** may include leasing offices and incidental sales or rental of moving supplies and equipment. Use of the storage areas for sales, service, **repair**, or manufacturing operations is not considered accessory to **multi-level self-service storage**. The rental of trucks or equipment is also not considered accessory to the **use**.

UTILITY PROJECTS

Staff Explanation: This change establishes the decision-making and appeal process for a new application process, Utility Projects.

CHAPTER 16-2: ADMINISTRATION

Table 16-2-101: Summary Table of Development Review Procedures						
R = Recommendation D = Decision A = Appeal < > = Hearing < >* = Public Hearing E = Encouraged						
Procedure	Pre-Application Conference	Review and Decision-Making Authorities				
		Official	Design Review Board	Planning Commission	Board of Zoning Appeals	Town Council
DEVELOPMENT APPROVALS AND PERMITS						
<u>Utility Project (Sec. 16-2-103.XX[New Section])</u>		<u>D</u>		<u><A></u>		
<p>Notes: All meetings of the Town Council, Planning Commission, Board of Zoning Appeals and Design Review Board are public meetings, and any "Hearing" or "Public Hearing" designated above takes place at a public meeting. See Sec. 16-2-102.E.1.</p>						

Sec. 16-2-103. Application Specific Review Procedures

Staff Explanation: This change will establish a separate review and approval process for utility projects.

G. Development Plan Review (Minor and Major)

1. No Change
2. Applicability

a. No Change

b. Minor and Major Development Plans

There are two types of Development Plans: Minor and Major.

- i. Approval of a Minor Development Plan is required for the following types of **development**, provided the **development** does not involve any **wetland alteration**:
 01. Accessory **uses** and **structures**;
 02. Temporary **uses** and **structures**, including temporary **construction** storage and staging; and
 03. Any other **development** that does 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**~~, or changes in general site design.

XX. [New Section] Utility Project Permit

1. Purpose

The purpose of this subsection is to establish the procedures and standards for the review and decision on an **application** for a Utility Project Permit.

2. Applicability

All utility projects in the Town shall be approved in accordance with this subsection.

3. Utility Project Permit Review Procedure

a. Application Submittal

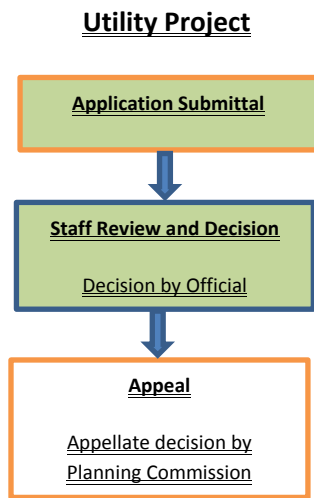
An **application** for a Utility Project Permit may be submitted by **persons** identified in Sec. 16-2-102.C.1, and shall be submitted in accordance with Sec. 16-2-102.C.

b. Staff Review and Action

On receiving an **application**, the **Official** shall review and make a final decision on the **application** in accordance with Sec. 16-2-102.D. The **Official's** decision shall be based on the standards in Sec. 16-2-103.XX.4, Utility Project Permit Review Standards, and shall be one of the following:

- i. Approve the **application**;
- ii. Approve the **application** subject to conditions of approval; or

iii. Deny the *application*.



c. Post-Decision Actions and Limitations

i. Notice of Decision

The *Official* shall provide notice of the final decision on the *application* in accordance with Sec. 16-2-102.H.1.

ii. Appeal

Appeals from the final decision of the *Official* on an *application* for a Utility Project Permit are governed by Sec. 16-2-103.U, Appeal of Official's Decision to Planning Commission, and S.C. Code Ann. § 6-29-1150.

4. Utility Project Permit Review Standards

An *application* for a Utility Project Permit shall be approved on a finding the *applicant* has demonstrated the proposed work complies with:

a. The relevant standards and requirements in Chapter 16-3: Zoning Districts, Chapter 16-4: Use Standards, Chapter 16-5: Development and Design Standards and Chapter 16-6: Natural Resource Protection; and

b. All other applicable standards of this *Ordinance*; and

c. All other applicable requirements in the *Municipal Code*.

5. Effect of Approval

Approval of a Utility Project Permit authorizes only the particular utility work approved, and not any other utility work.

6. Expiration

Approval of a Utility Project Permit establishes a *vested right* in accordance with Sec. 16-2-102.J.1, Vested Rights for Approvals of Site Specific Development Plans.

7. Amendment

A Utility Project Permit may be amended only in accordance with the procedures and standards for its original approval.

8. Final Inspection

Utility projects are exempt from the Certificate of Compliance process as listed in Section 16-2-103.P. At the completion of the Utility Project, the applicant shall do the following:

- a. Provide the Town with one complete set of as-built drawings as accepted by the utility provider, indicating accurate site conditions to include utilities, structures and drainage; and
- b. Request a final inspection from the Town. The **Official** shall schedule and conduct a final inspection for the purpose of verifying compliance with all applicable provisions of this **Ordinance**. After the final site inspection, the **Official** shall either approve or deny the final inspection, based on the Utility Project Permit.

APPENDIX D: APPLICATION SUBMITTAL REQUIREMENTS

D-XX [New Section]. Utility Project

The following shall be submitted with an **application** for a utility project permit:

A. Application Form and Fee

An **application** form as published by the **Official** and appropriate fee as required by Sec. 16-2 102.C.2, Application Fees.

B. Written Narrative

A written narrative outlining the nature and details of the proposed utility work.

C. Site Development Plan

One black line print of a final **site plan** or set of plans, at a minimum scale of 1"=30' or other appropriate scale acceptable to the **Official**, showing the following:

1. Name of utility project.
2. Graphic scale and reference meridian.
3. Beaufort County Tax Map and Parcel Number.
4. Date of drawing and date of any revisions.
5. Vicinity sketch showing the general **site** location and depicting vehicular **access** routes accurately referenced to the nearest public road.
6. Topographic survey at 1-foot contour intervals, or other topographic information acceptable to the Town Engineer, unless waived by the Town Engineer. For water and sewer lines the profile which illustrates the topography above the water or sewer line shall be used to meet this requirement.
7. All permanent **structures** and facilities 15' from any right-of-way line within the proposed project.
8. Location of proposed utility lines, including **off-site** areas of interconnection.
9. Location and dimensions for parking and off-street loading areas, where applicable.
10. Location of proposed buffer areas as required by Sec. 16-5-103 (aboveground structures only).

11. Where applicable, surveyed delineation of any **wetland** area and required buffers or other delineation of a natural feature on the **site** which is protected or defined under provisions of this Title.
12. A complete **tree** tally sheet listing **trees** by category (See Sec. 16-6-104.H, Tree Equivalency Table).
13. A complete **site development** plan showing utility lines, grading activities, and **building** elevations in relation to existing **trees** and denoting **trees** to be removed with an "X".
14. Replacement or supplemental **tree** planting schedule, if required.

GENERAL AMENDMENTS

CHAPTER 16-5: DEVELOPMENT AND DESIGN STANDARDS

Staff Explanation: This change adds Agricultural Use and the PD-1 zoning district to the adjacent use buffer table.

Sec.16-5-103. Buffer Standards

A. – D. No Change

E. Adjacent Use Buffer Requirements

1. Unless expressly exempted or modified in this subsection, **development** shall provide a buffer along common property lines with adjoining properties that is of the type designated in Table 16-5-103.E, Adjacent Use Buffer Requirements, for the proposed **use** and the classification of the **use** of the **adjacent** property (or zoning of a vacant **adjacent** property). Descriptions and width and screening requirements for the various buffer types are set out in Sec. 16-5-103.F, Buffer Types.

TABLE 16-5-103.E: ADJACENT USE BUFFER REQUIREMENTS ¹				
PROPOSED USE ²	REQUIRED BUFFER TYPE ²			
	USE OF ADJACENT DEVELOPED PROPERTY ³			
	SINGLE-FAMILY DWELLING	ALL OTHER RESIDENTIAL USES; COMMERCIAL RECREATION	PUBLIC, CIVIC, INSTITUTIONAL, AND EDUCATION; RESORT ACCOMMODATIONS; OFFICES; COMMERCIAL SERVICES; VEHICLE SALES AND SERVICES; BOAT RAMPS, DOCKING FACILITIES, AND MARINAS; <u>AGRICULTURAL</u>	INDUSTRIAL USES

	ZONING OF ADJACENT VACANT PROPERTY			
	CON, PR, RSF-3, RSF- 5, RSF-6, RM-4	RM-8, RM-12	CR, CC, WMU, S, SPC, RD, MS, MV, MF, LC, NC, MED, <u>PD-1</u>	IL
Single-Family	A ⁴	A ⁴	C ⁴	D ⁴
<ul style="list-style-type: none"> • All Other Residential Uses • Commercial Recreation 	A	n/a	B	D
<ul style="list-style-type: none"> • Public, Civic, Institutional, and Education • Resort Accommodations • Offices • Commercial Services • Vehicle Sales and Services • Boat Ramps, Docking Facilities, or Marinas 	C	B	n/a	A
Industrial Uses	D ⁴	D	A	n/a
<p>NOTES: n/a = not applicable</p> <ol style="list-style-type: none"> 1. Descriptions and width and screening requirements for the various buffer types are set out in Sec. 16-5-103.F, Buffer Types. 2. When a shared access easement is located along a common property line, any required buffer shall be provided to the interior of the access easement. 3. See Sec. 16-10-103 for a description or definition of the listed use classification and types. 4. Single family subdivision exterior boundary only. 				

Sec. 16-5-109. Stormwater Management and Erosion and Sedimentation Control Standards

A. No Change

B. Applicability

Staff Explanation: This change clarifies what activities are covered by the stormwater section, and ensures that the LMO meets the requirements of the Town's NPDES MS4 Permit.

1. General

Except as otherwise provided in paragraph 2 below, this section applies to all ~~development~~. This section applies to all land disturbing activity that disturbs 1/2 acre or greater of land and all development that is within 1/2 mile of coastal receiving waters, regardless of disturbed area. Additionally, this section applies to any project or activity that is part of a Larger Common Plan, regardless of size. Exceptions to these requirements are listed in sub-section 2 below.

Staff Explanation: This change clarifies what activities are exempt from stormwater requirements, in accordance with NPDES requirements.

2. Exceptions

The following ~~development~~ activities are exempt from the standards in this section:

- a. **Development** exempt from Development Plan Review in accordance with Sec. 16-2-103.G.3, Exemptions, with the exception of public street or minor utility construction;
- b. No Change
- c. ~~Development that does not disturb more than a total of 1/2 acre of land or alter or disrupt existing drainage patterns;~~
- d. c
- e. d
- f. e

Sec.16-5-103. Sign Standards

A. – E. No Change

Staff Explanation: This change clarifies freestanding sign requirements for a variety of uses based on changes to the Use Table as part of the LMO Rewrite project.

F. Freestanding Signs

1. The total area and quantity of any freestanding *signs* for which a Sign Permit is required shall conform to the standards in Table 16-5-114.F, Freestanding Sign Standards. For *planned unit developments* that contain more than one category of *use*, the *Official* shall apply the appropriate *use* category to each *building* or *development* to calculate the total area and quantity of freestanding *signs* allowed. The number of freestanding *signs* for any *development* may not exceed the total number allowed in Table 16-5-114.F: Freestanding Sign Standards.

TABLE 16-5-114.F: FREESTANDING SIGN STANDARDS				
RESIDENTIAL DEVELOPMENT				
NUMBER OF DWELLING UNITS	NUMBER OF SIGNS	NUMBER OF FACES PER SIGN	NO SINGLE SIGN FACE SHALL EXCEED	TOTAL SIZE OF ALL SIGN FACES
> 500 Dwelling Units	1 per entrance	4	120 sf	240 sf
300—500 Dwelling Units	1 per entrance	4	80 sf	160 sf
< 300 Dwelling Units	1 per entrance	4	40 sf	80 sf
<u>PUBLIC, CIVIC, INSTITUTIONAL, EDUCATIONAL, HEALTH SERVICES, RESORT ACCOMMODATIONS, COMMERCIAL RECREATION, OFFICE, COMMERCIAL SERVICES, VEHICLE SALES AND SERVICES, INDUSTRIAL OR OTHER USES</u>				

TOTAL SQUARE FEET OF GROSS FLOOR AREA	NUMBER OF SIGNS	NUMBER OF FACES PER SIGN	NO SINGLE SIGN FACE SHALL EXCEED	TOTAL SIZE OF ALL SIGN FACES
> 100,000	6, if the <i>development</i> has <i>frontage</i> on 4 or more <i>streets</i> 4, if the <i>development</i> has <i>frontage</i> on 2 or 3 <i>streets</i> 2, if the <i>development</i> has <i>frontage</i> on 1 <i>street</i>	4	120 sf	480 sf
40,000—100,000	3, if the <i>development</i> has <i>frontage</i> on more than 1 <i>street</i> 2, if the <i>development</i> has <i>frontage</i> on 1 <i>street</i>	4	80 sf	320 sf
2,500—39,999	2	4	40 sf	160 sf
2,499 or Less ¹	1	2	40 sf	40 sf

NOTES sf = square feet

1. If an *applicant* in this category shall waive the right to have a *freestanding sign*, the *applicant* shall be permitted to exceed the size limitations of Sec. 16-5-114.G, Facade and Hanging Signs, by 50 percent.

CHAPTER 16-10: DEFINITIONS, INTERPRETATION AND MEASUREMENT

Sec.16-10-102. Rules of Measurement

A. – B. No Change

Staff Explanation: This change allows the height of all structures to be an additional foot to accommodate a change in the Building Code that requires all structures to be built an additional foot above the base flood elevation.

C. Height

1. Calculation of Height

- a. Maximum ***structure height*** for ***development*** in each zoning district shall be calculated from the ***base flood elevation plus one foot***. If the ***site*** does not lie within a ***flood*** zone with a designated ***base flood elevation***, the maximum ***structure height*** shall be calculated from ***pre-development grade***.