



Town of Hilton Head Island
Public Planning Committee Meeting
July 21, 2021 at 3:00 p.m.
Benjamin M. Racusin Council Chambers
MEETING MINUTES

Present from the Committee: Chairman David Ames, Tamara Becker, Alex Brown, Glenn Stanford

Absent from the Committee: None

Others Present from Town Council: None

Present from Town Staff: Angie Stone; Assistant Town Manager; Jennifer Ray, Capital Projects Manager; Teri Lewis, Deputy Community Development Director; Diane Busch, Staff Attorney; Carolyn Grant, Communications Director; Nicole Dixon, Development Review Administrator; Sheryse DuBose, Historic Neighborhoods Preservation Administrator; Brad Tadlock, Fire Chief; Joheida Fister, Deputy Fire Chief - Administration/Fire Marshal; Krista Wiedmeyer; Town Clerk; Teresa Haley, Senior Administrative Assistant, Vicki Pfannenschmidt, Temporary Administrative Assistant

1. Call to Order

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

2. Freedom of Information Act 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. Approval of Agenda

Chairman Ames asked for a motion to approve the agenda. Mr. Stanford moved to approve. Ms. Becker seconded. By show of hands, the motion passed by a vote of 4-0.

4. Approval of Minutes

a. Special Meeting of June 16, 2021

Chairman Ames asked for a motion to approve the minutes of the Special Meeting of June 16, 2021. Mr. Stanford moved to approve. Ms. Becker seconded. By show of hands, the motion passed by a vote of 4-0.

5. Appearance by Citizens – There were no requests to address the Committee regarding general topics unrelated to the agenda.

6. Unfinished Business

a. A Workshop on E-Bike regulations has been scheduled for August 10, 2021 at 10 a.m.

Chairman Ames announced E-Bike regulations were originally scheduled for this agenda but will be addressed at the above referenced workshop.

7. New Business

a. Discussion related to 2021 LMO Amendments – First Set

- i) Temporary and Seasonal Signage – Staff will be presenting a concept that can be used for the temporary and seasonal signage in Historic Neighborhoods

Teri Lewis stated the Public Planning Committee reviewed the proposed first set of 2021 LMO Amendments at their meeting on June 2, 2021 and the Committee provided input and requested additional information be shared regarding temporary and seasonal signage. She explained the Temporary and Seasonal Signage Proposed Amendment was identified as a top priority project by the Gullah Geechee Land & Cultural Preservation Task Force, and was also approved by Town Council in 2019. Ms. Lewis reviewed in detail the terms and conditions for the signage.

Chairman Ames asked for input from Committee members. The Committee discussed the proposed amendment and the following comments and concerns were discussed: the need to ensure the Town is going in the right direction; concern for limiting the number of signs permitted; the benefits of signage to the Historic Neighborhoods by creating identity; the length of time for seasonal signage; zoning concerns; clarification of who qualifies for signage; legal challenges; definition of seasonal; input on design of signage; goal of the signage; benefits to the community and landowner; the need to limit permitted items to be sold to those of the Native Island culture; and the need for the signage to be designed by Native Islanders.

Susan Livingston addressed the Committee with a suggestion that a specific location be provided for sales as opposed to home-based sales. Tai Scott addressed the Committee noting the signage will be an economic opportunity for the Native Island Community which is specific to their culture.

Ms. Lewis thanked the Committee and said Staff will be taking all input provided and will update the Committee on the progress of the proposed amendment at their next regularly scheduled meeting.

- ii) Waivers – Staff will be presenting a list and description of the various waiver types currently in the LMO, specifically, Sections 16-5-102.C – Adjacent Street Setbacks, 16-5-102.D – Adjacent Use Setbacks, 16-5-102.D.4 – Adjacent Use Setbacks, 16-5-103.E.2 – Adjacent Use Buffers, 16-5-103.F – Adjacent Street Buffers, 16-3- (all zoning districts standards for height), 16-5-105.I.8 – Access to Streets, 16-5-107.D.1 – Minimum Number of Parking Spaces, 16-5-109.D.2 – Drainage Design Standards, 16-6-102.D.2.b – Wetland Buffer Width, 16-6-104.G.1.c – Minimum Tree Coverage Standard, 16-7-101.F – Substitution of Nonconformities for Redevelopment, and 16-10-102.C.2.b – Height

Nicole Dixon explained one suggestion on the LMO Amendment list was the removal of all or some of Staff granted waivers. She stated Staff is asking for input from the Committee as to which waivers they would suggest be removed. Mr. Ames provided background on the subject noting that when the LMO was rewritten, in order to expedite development, waivers at the Staff level were created. Ms. Dixon reviewed the list of waivers included in the packet in detail. Mr. Ames asked who would make the decisions if the waivers were eliminated. Ms. Dixon answered that the Board of Zoning Appeals

would hear a variance request and the applicant would have to meet the four criteria required for a variance.

Chairman Ames asked for input from Committee members. The Committee discussed the proposed amendment and the following comments and concerns were discussed: the need to be cautious in moving waivers back to the BZA purview; the need to see case studies on waivers that have been granted; the impact of granted waivers on neighboring properties; the number of waivers granted; and definition of what waivers need to rise to the BZA level.

Following discussion, the Committee requested Ms. Dixon come back with a detailed summary of waivers granted up to this date.

Truitt Rabun addressed the Committee suggesting neighboring property owners get notification of the waiver application so concerns can be heard. He added that with nonconforming properties, the waiver process is advantageous for the reuse of buildings and caution is needed when crafting the amendment.

Patsy Brison, Chair of the Board of Zoning Appeals addressed the Committee to reference a letter from past BZA Chairman Cutrer which included a summary of waivers granted in 2018 through 2020, suggesting it may assist the Committee.

iii) Dwelling Unit Definition – Consideration as to what constitutes a dwelling unit

Teri Lewis referenced the materials provided in the packet regarding modification of the definition of dwelling unit. She reviewed the existing definition and noted staff is suggesting consideration of adding more detailed language. Ms. Lewis explained density is key in adding an additional dwelling unit to a property.

Chairman Ames asked for input from Committee members. The Committee discussed the proposed amendment and the following comments and concerns were discussed: the need for a number of examples defining a dwelling unit; concern for unintended consequences when defining; consideration of workforce housing while working on the definition; the need for safe, comfortable housing for residents; the existing definition of family in the LMO; consideration to include a standard dwelling unit size in the definition; and the impact the definition will have on other things such as short term rentals, rental properties, etc.

Tai Scott addressed the Committee regarding mother-in-law suites and concern for the effect the definition will have regarding such.

8. Staff Reports

Teri Lewis reviewed the first set of 2021 LMO Amendments included in the agenda packet noting the list will be formalized to move forward. She explained all of the items will get additional research and discussion. She added Staff will come to the Committee as necessary throughout the process.

a. Update on Standalone 2021 LMO Amendments

i) Short-Term Rental Ordinance

Teri Lewis stated Staff is getting close to getting someone under contract to draft the ordinance and will provide an update at the August meeting.

ii) Wetland Mitigation Requirements for Projects with a Community Benefit (Airport, Gateway Corridor, Parks)

iii) Changes to Massing and Height of Buildings (DRB Concerns)

Ms. Lewis informed the Committee Staff is hoping to add Items 8.a.i and 8.a.ii to the first set of 2021 LMO amendments.

iv) Airport Approach Path and Incompatible Uses

Ms. Lewis noted Staff will be working with Jon Rembold and his consultants regarding the Airport Approach Path and the amendment will likely be drafted in mid-2022.

9. Adjournment

The meeting was adjourned at 4:31 p.m.

Submitted by: Vicki Pfannenschmidt, Secretary

Approved: September 28, 2021