



**Town of Hilton Head Island
Planning Commission Meeting
Wednesday, April 18, 2018 – 3:00 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. Pledge of Allegiance to the Flag**
- 3. Roll Call**
- 4. 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.
- 5. Approval of Agenda**
- 6. Approval of Minutes** – Meeting of April 4, 2018
- 7. Appearance by Citizens on Items Unrelated to Today’s Agenda**
- 8. Unfinished Business**
- 9. New Business**
- 10. Commission Business**
- 11. Chairman’s Report**
- 12. Committee Report**
- 13. Staff Report**
 - a. Update on Affordable Housing Initiative – *Presented by Shawn Colin*
 - b. Update on U.S. 278 Bridge Replacement – *Presented by Shawn Colin*
 - c. Update on Trolley Service – *Presented by Anne Cyran*
- 14. Adjournment**

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

TOWN OF HILTON HEAD ISLAND
Planning Commission
Minutes of the April 4, 2018 – 9:00 a.m. Meeting
Benjamin M. Racusin Council Chambers

Commissioners Present: Chairman Alex Brown, Vice Chairman Peter Kristian, Glenn Stanford, Todd Theodore, Bryan Hughes, Judd Carstens, Lavon Stevens

Commissioners Excused: Caroline McVitty, Barry Taylor

Town Council Present: None

Town Staff Present: Scott Liggett, *Director of Public Projects and Facilities*; Jeff Buckalew, *Town Engineer*; Shawn Colin, *Deputy Director of Community Development*; Brian Hulbert, *Staff Attorney*; Teri Lewis, *LMO Official*; Jennifer Ray, *Planning & Special Projects Manager*; Anne Cyran, *Senior Planner*; Eileen Wilson, *Senior Administrative Assistant*

1. Call to Order

2. Pledge of Allegiance to the Flag

3. Roll Call

4. 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.

5. Approval of Agenda

The Planning Commission approved the agenda as submitted by general consent.

6. Approval of Minutes – Meeting minutes of March 7, 2018. Commissioner Kristian moved to approve. Commissioner Stanford seconded. The motion passed with a vote of 7-0-0.

7. Appearance by Citizens on Items Unrelated to Today’s Agenda - None

8. Unfinished Business – None

9. New Business

a. **STDV-0546-2018** – Rick Schwartz, a representative of Village Home Communities, LLC, proposed to name a new street Mangrove Court. This street will serve a new 32 lot subdivision. Ms. Cyran presented this application and stated staff recommends approval. Vice Chairman Kristian made a motion to approve this street name request as presented. Commissioner Stanford seconded the motion. The motion passed 7-0-0.

b. **STDV-0706-2018** – Lynn McGee, a representative of USCB, proposed to name a new street Sand Shark Drive. This street will serve the new USCB-Hilton Head Island campus. Ms. Cyran presented this application and stated staff recommends approval. Vice Chairman Kristian made a motion to approve this street name request as presented. Commissioner Stanford seconded the motion. The motion passed 7-0-0.

- c. **Recommendation of Proposed CIP Fiscal Year 2019 Priority Projects to Town Council** – Commissioner Hughes, Chairman of the CIP Committee, stated the CIP Committee met twice in March to review the proposed Fiscal Year 2019 Capital Improvement Program. A significant number of previously established priority projects are funded and under construction or soon will be. While they are not yet “complete”, it seemed unnecessary to include these projects in the Committee’s proposed 2019 priority recommendations.

Mr. Liggett briefed the Commission on the each item listed on the Fiscal Year 2019 proposed Priority Projects.

Chairman Brown opened this topic up for public comment.

Mr. Frank Babel, representing the Bicycle Advisory Committee, thanked the Commission and the Town for their collaboration and efforts with the Capital Improvement Program. Mr. Babel stated the Intersection Improvements at Shelter Cove has two purposes: to calm traffic in the Shelter Cove area and to increase safety. The Pope Avenue Resurfacing – we request the outside lane be reduced by one foot to give us a five foot bike lane to calm traffic and to give cyclists a little more room. Mr. Babel expressed concern regarding the absence of funding in the CIP for pathways in the future.

Chairman Brown requested items A5 and A6 on the Fiscal Year 2019 – Proposed Priority Projects include the text: *per Circle to Circle recommendation*.

Commissioner Kristian made a motion to accept Fiscal Year 2019 – Proposed Priority Projects recommendation with the addition to include the verbiage on items A5 and A6 *per Circle to Circle recommendation*. Commissioner Sanford seconded the motion. The motion passed 7-0-0.

Chairman Brown asked Ms. Cyran to briefly explain communication procedures the Town uses for zoning code amendments.

Ms. Cyran explained when the Town has a zoning map amendment, not an amendment to the Land Management Ordinance, the Town’s standard notification requirements are to post a sign on subject property, place a legal advertisement in the newspaper and letters are mailed out to surrounding property owners. A notice is posted on the Town’s website, social media, and a person could subscribe to the Town’s e-mail notifications. Ms. Cyran stated these are the many ways a resident and out of town property owners can stay involved.

Several citizens expressed concern over possible zoning changes to the Bradley Circle area. Mr. Hughes addressed their concerns and stated at this point there is no such project – it never made the CIP list.

10. Commission Business – None

- 11. Chairman’s Report** – Chairman Brown stated affordable housing, transportation and future construction on bridges coming on to the island are just a few of the important topics being discussed at various Town Boards and Committees. Chairman Brown asked Ms. Cyran to place on a future Planning Commission agenda the topic of *Updates* to keep the Commissioners

abreast of what is going on around Town.

12. Committee Report - Commissioner Carstens, Chairman of the Comprehensive Plan Committee, reported that the Comp Plan Committee will be meeting in the spring. Commissioner Stevens, Chairman of the Gullah Geechee Task Force, stated they are making progress; an RFP has been established and we are pushing for the Liaison position. The Task Force had a successful meeting this past Monday discussing road paving, fire hydrants, etc. The Task Force will be monitoring the plans out on Jenkins Island.

13. Staff Report

Ms. Cyran presented the Quarterly Report that was included in the Commission's packet. Ms. Cyran referenced a typographical error in the report and stated it was corrected on the Town's website.

14. Adjournment – The meeting was adjourned at 10:17 a.m.

Submitted by: Eileen Wilson, Sr. Admin Assist

Approved:

Alex Brown, Chairman