

### Town of Hilton Head Island **Planning Commission Meeting** Wednesday, November 16, 2022, 2:00 p.m. **AGENDA**

The Planning Commission Meeting will be held in person at Town Hall in the Benjamin M. Racusin Council Chambers. The meeting can be broadcast and can be viewed at: <u>Beaufort</u> <u>County Channel</u>, the <u>Town of Hilton Head Island Public Meetings Facebook Page</u> and Spectrum Channel 1304.

- 1. Call to Order
- 2. Pledge of Allegiance
- **3.** 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.
- 4. Roll Call
- 5. Approval of Agenda
- 6. Approval of Minutes
  - a. Meeting of October 19, 2022

#### 7. Appearance by Citizens

Citizens may submit written comments via the <u>Town's Open Town Hall Portal</u>. The portal will close at 4:30 p.m. the day prior to the scheduled meeting. Comments submitted through the portal will be provided to the Commission and made part of the official record.

#### 8. Unfinished Business – None

#### 9. New Business

a. <u>STDV-002190-2022</u> – Request from Nadine Chaplin, owner of R510 010 000 030D 0000, to rename an access easement off Spanish Wells Road. There are no other affected parcels.

#### **10.** Commission Business

- a. Proposed 2023 Meeting Schedule
- 11. Chairman's Report

#### **12. Committee Reports**

- 13. Staff Reports
  - **a.** SUB-001860-2022 Twin Oaks Subdivision Site Plan Review

#### 14. Adjournment



## Town of Hilton Head Island **Planning Commission Meeting** October 19, 2022, at 2:00 p.m.

### **MEETING MINUTES**

**Present from the Commission:** Mike Scanlon, Chairman; Alan Perry, Vice Chairman; Bruce Siebold; Mark O'Neil; Rick D'Arienzo; Tom Henz; John Campbell; Stephen Alfred

#### Absent from the Commission: None

Present from Town Council: Glenn Stanford

**Present from Town Staff:** Shawn Colin, Assistant Town Manager - Community Development; Missy Luick, Community Planning Manager; Nicole Dixon, Development Review Program Manager; Joheida Fister, Deputy Fire Chief; Yazmin Winston Black, Community Development Coordinator; Karen Knox, Senior Administrative Assistant, Brian Glover, Administrative Assistant

#### 1. Call to Order

Chairman Scanlon called the meeting to order at 2:00 p.m.

#### 2. Pledge of Allegiance

#### 3. 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.

# 4. Swearing in Ceremony for Reappointed Commissioners – John Campbell and Mark O'Neil

Josh Gruber reappointed Commissioners John Campbell and Mark O'Neil and thanked them for their service to the Town.

#### 5. Roll Call

As noted above. Commissioners Henz, D'Arienzo and Alfred were late arriving to the meeting.

#### 6. Approval of Agenda

Chairman Scanlon asked for a motion to approve the agenda. Commissioner Campbell moved to approve. Commissioner Siebold seconded. By show of hands, the motion passed with a vote of 5-0-0. Commissioners Henz, D'Arienzo and Alfred were not present during this agenda item.

#### 7. Approval of Minutes

#### **a.** Meeting of August 17, 2022

Chairman Scanlon asked for a motion to approve the Minutes of the August 17, 2022, meeting. Commissioner Siebold moved to approve. Commissioner O'Neil seconded. By show of hands, the motion passed with a vote of 5-0-0. Commissioners Henz, D'Arienzo and Alfred were not present during this agenda item.

#### 8. Appearance by Citizens

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. One comment was received. A copy was provided to the entire Commission and will be made part of the record. Ms. Elizabeth Mace expressed concerns about the approval of the construction on 6 Capri Ln. Town staff stated that the construction was done by right, so it did not go through approval by the Development Review Board. Town Staff said that there will be amendments proposed to alleviate addition similar structures being built. The Planning Commission asked for the topic to be further investigated.

#### 9. Unfinished Business

None

#### 10. New Business

a. Mid-Island District and Tract – Presented by Shawn Colin and Missy Luick

Commissioners Henz, D'Arienzo and Alfred arrived during this agenda item.

Shawn Colin and Missy Luick provided the presentation as included in the packet and answered questions from the Commission. The Commission asked questions about the time frame, public opinions, and mixed-use property. Town staff stated that changes will be proposed to many guidelines including the Land Management Ordinance, land use maps, design guidelines, and zoning codes to enable the project.

b. <u>STDV-002190-2022</u> – Request from Nadine Chaplin, owner of R510 010 000 030D 0000, to name a new access easement off Spanish Wells Road. There are no other affected parcels. Presented by Fire Rescue Staff.

Fire Rescue Staff provided the presentation as included in the packet. Staff recommends the planning commission approve the request.

Commissioner O'Neil motioned to approve. Commissioner Campbell seconded. Motion passed with a vote of 8-0-0.

c. <u>STDV-00220502022</u> – Request from Brett Callaghan, with HH Acquisition Partners, LLC, to name a new driveway located at 15 Wimbledon Court. The affected parcel is R510 009 000 1205 0000. Presented by Fire Rescue Staff.

Fire rescue staff provided the presentation as included in the packet. Staff recommends the planning commission approve the request.

The topic was opened to public comment. Karen Berkey spoke about the development construction, density for the proposed development, and road connection locations. Staff advised that the name of the road was on the only part of the project which is on the agenda and concerns with the planning of the new development could be voiced at a later date.

Commissioner Alfred moved to approve. Commissioner Perry seconded. Motion passed with a vote of 6-2-0. Commissioners O'Neil and D'Arienzo were opposed.

d. **STDV-002403-2022** – Request from Octavio Roman Gonzalez, owner of R510 003 000 0169 0000, to name a new driveway located at 27 Orage Lane. There are no other affected parcels. Presented by Fire Rescue Staff.

Fire Rescue Staff provided staffs presentation as included in the packet. Staff recommends approval.

The topic was opened to public comment. Anthony Jackson voiced concerns about changing the road name from Orage Lane. He stated that since the road is in a historic area, it should retain the original name.

Mr. Campbell moved that staff ask the applicant if they would accept naming the street after Orage Lane and the request come before the commission again. Commissioner Alfred seconded. Motion passed with a vote of 8-0-0.

#### **10. Commission Business**

#### a. Committee Assignments – LMO Committee

Chairman Scanlon asked for volunteers for the LMO committee. Chairman Scanlon asked staff if he could assign himself to the LMO committee. Staff stated they would look at the Committee Bylaws.

#### 11. Chairman's Report

No Report

#### 12. Committee Reports

No Report

#### 13. Staff Reports

# a. Robert Trent Jones Driving Range Net Height Interpretation – Presented by Shawn Colin

Activity on the property was increased, which increased the number of balls traveling over the existing safety measures. Nets and landscaping were both improved. The property was granted the right to exceed the height limit up to 130 feet.

#### b. Quarterly Report: July – September

No Report

#### 14. Adjournment

Chairman Scanlon adjourned the meeting at 3:55 p.m.

Submitted by:

Brian Glover,

Administrative Assistant

Approved: [DATE]



### TOWN OF HILTON HEAD ISLAND COMMUNITY DEVELOPMENT DEPARTMENT

One Town Center CourtHilton Head Island, SC 29928843-341-4757FAX 843-842-8908

### STAFF REPORT NEW STREET NAME

Case #	New Street Name		Public Hearing Date
STDV-002190-2022	Nadine Manor		November 16, 2022
Location	Applicant		Agent
In the vicinity of 559 Spanish Wells Road R510 010 000 030D 000	Nadine Chaplin P.O. Box 21293	Hi	Joheida Fister Deputy Fire Chief Iton Head Island Fire Rescue 40 Summit Drive Iton Head Island, SC 29926

#### **Application Summary**

Hilton Head Island Fire Rescue, on behalf of Nadine Chaplin, proposes to name a vehicular access easement Craftsman's Manor. Located off Spanish Wells Road, Craftsman's Manor provides direct access to the possibility of nine dwelling units.

#### **Staff Recommendation**

Staff recommends the Planning Commission **approve** the application to name the subject vehicular access easement <u>Craftsman's Manor</u> based on the review criteria outlined in Land Management Ordinance Section 16-2-103.O.4 and enclosed herein.

#### Background

The subject vehicular easement is located off of Spanish Wells Road. An application was submitted in 2019 to place 4 dwelling units on the lot. Based on zoning the lot can accommodate up to 9 dwelling units. As a result, the vehicular access easement must be named to provide the dwelling units with addresses.

Nadine Chaplin coordinated with family members of the historic owners of the property, who also live on the adjacent property, and submitted three names for consideration. See Attachment B, Applicant's Narrative. Fire Rescue selected Craftsman's Manor for the name because it did not have conflicts with other existing names.

As set forth in LMO Section 16-2-103.O.3.d, Decision-Making Body Review and Decision, the Commission shall hold a public hearing and make a final decision on the application based on the standards in LMO Section 16-2-103.O.4, Street/Vehicular Access Easement Review Standards.

#### Summary of Facts and Conclusion of Law

Criterion A: No new street or vehicular access easement, or proposed modification of the name of an existing street or vehicular access easement, shall duplicate, be phonetically similar to, or in any way be likely to be confused with an existing street or vehicular access easement, despite of the use of prefixes or suffixes. (LMO Section 16-2-103.O.4.a).

#### **Findings of Fact:**

- 1. Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch have determined Craftsman's Manor is not duplicated within the Town or Beaufort County.
- 2. Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch have determined Craftsman's Manor is not phonetically similar to an existing street or vehicular access easement.
- 3. Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch have determined Craftsman's Manor will not likely be confused with an existing street or vehicular access easement.

#### **Conclusion of Law:**

1. The proposed street name, Craftsman's Manor, <u>meets the requirements</u> of this criterion.

#### Summary of Facts and Conclusion of Law

Criterion B: Name(s) shall be simple, logical, easy to read and pronounce, and are clear and brief. Use of frivolous or complicated words or unconventional spellings in names shall not be approved. (LMO Section 16-2-103.O.4.b).

#### **Findings of Fact:**

- 1. Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch determined Craftsman's Manor is simple, logical, easy to read and pronounce.
- 2. Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch determined Craftsman's Manor is clear and brief.
- 3. Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch determined Craftsman's Manor does not include frivolous or complicated words or unconventional spelling.

#### **Conclusion of Law:**

1. The proposed street name, Craftsman's Manor, <u>meets the requirements</u> of this criterion.

#### Summary of Facts and Conclusions of Law

*Criterion C: It is desirable to use names that have some association with Hilton Head Island and specifically with the immediate location of the street or place, such as reference to local history or physiographic features. (LMO Section 16-2-103.0.4.c).* 

#### **Finding of Fact:**

1. The proposed street name Craftsman's Manor was selected because it represents the history of this parcel's previous owner.

#### **Conclusion of Law:**

1. The proposed street name, Craftsman's Manor, <u>meets the requirements</u> of this criterion.

#### Summary of Facts and Conclusion of Law

Criterion D: Use of a common theme is recommended for names of streets that are associated with one another, such as those within a residential development. (LMO Section 16-2-103.O.4.d).

#### **Finding of Fact:**

1. Craftsman's Manor is the only street that provides access to the subject properties.

#### **Conclusion of Law:**

1. This criterion <u>does not apply</u> to this application.

#### Summary of Facts and Conclusion of Law

Criterion E: Streets or vehicular access easements that continue through an intersection should generally bear the same name, except where the street crosses a major arterial or where existing address points on a street require that the street given a different name. (LMO Section 16-2-103.O.4.e).

#### **Finding of Fact:**

1. The proposed Craftsman's Manor does not continue through an intersection.

#### **Conclusion of Law:**

1. This criterion <u>does not apply</u> to this application.

#### Summary of Facts and Conclusion of Law

Criterion F: A street or vehicular access easement making an approximate right-angle turn where there is no possibility of extending the street or vehicular access easement in either direction shall be considered to be continuous and continue the same name. Where there is a choice of direction or a possibility of extending either section in the future, such configuration shall be considered to be an intersection and the street/easement segments extending from the intersection shall bear different names. (LMO Section 16-2-103.O.4.f).

#### **Finding of Fact:**

1. The proposed Craftsman's Manor would not make a right-angle turn.

**Conclusion of Law:** 

1. This criterion **<u>does not apply</u>** to this application.

#### Summary of Facts and Conclusion of Law

Criterion G. New or modified street names should generally use Drive, Lane, Place, Road, Street, or Way as suffixes. The following street designations should only be used if the street design meets one of the following descriptions. This list is not intended to limit the use of other appropriate suffixes.

- 1. Alley A street providing vehicular access to the rear of lots or buildings, usually as a secondary means of access to a property.
- 2. Avenue -A street that is continuous.
- *3. Boulevard A street with a landscaped median dividing the roadway.*
- 4. Circle A street with a complete loop on the end or a side street that intersects another street at two adjacent intersections.
- 5. Court A street terminating in a cul-de-sac, not longer than 1,000 feet in length.
- 6. Extension A section of street forming an additional length.
- 7. Parkway A street designated as a collector or arterial road, with a landscaped median reflecting the parkway character implied in the name.

(LMO Section 16-2-103.O.4.g).

#### **Finding of Fact:**

1. The proposed street name is Craftsman's Manor.

#### **Conclusion of Law:**

1. This criterion **does not apply** to this application.

#### Summary of Facts and Conclusion of Law

Criterion H. The suffixes Manor, Trace, and Common shall typically be used to name vehicular access easements. (LMO Section 16-2-103.O.4.h).

#### **Finding of Fact:**

1. The proposed street name is Craftsman's Manor.

#### **Conclusion of Law:**

1. The proposed street name, Craftsman's Manor, <u>meets the requirements</u> of this criterion.

#### Summary of Facts and Conclusions of Law

Criterion I. Where natural barriers, intervening land uses, or developments that break an existing street into two separate streets that are not likely to be reconnected in the future, the streets shall be named in a manner that considers the potential economic impact of the number of address points and type of addresses impacted. (LMO Section 16-2-103.O.4.i).

#### Finding of Fact:

1. The subject street is not broken into two separate streets.

**Conclusion of Law:** 

1. This criterion **<u>does not apply</u>** to this application.

#### **PREPARED BY**:

JBF

Joheida Fister Deputy Fire Chief November 8, 2022 DATE

**REVIEWED BY:** 

ND

Nicole Dixon, AICP, CFM Development Review Program Manager November 8, 2022

DATE

#### **ATTACHMENTS**:

- A) Location Map
- B) Application Plan
- C) Applicant's Narrative



Town of Hilton Head Island One Town Center Court Hilton Head Island, SC 29928 (843) 341-4600

### Town of Hilton Head Island STDV-2190-2022

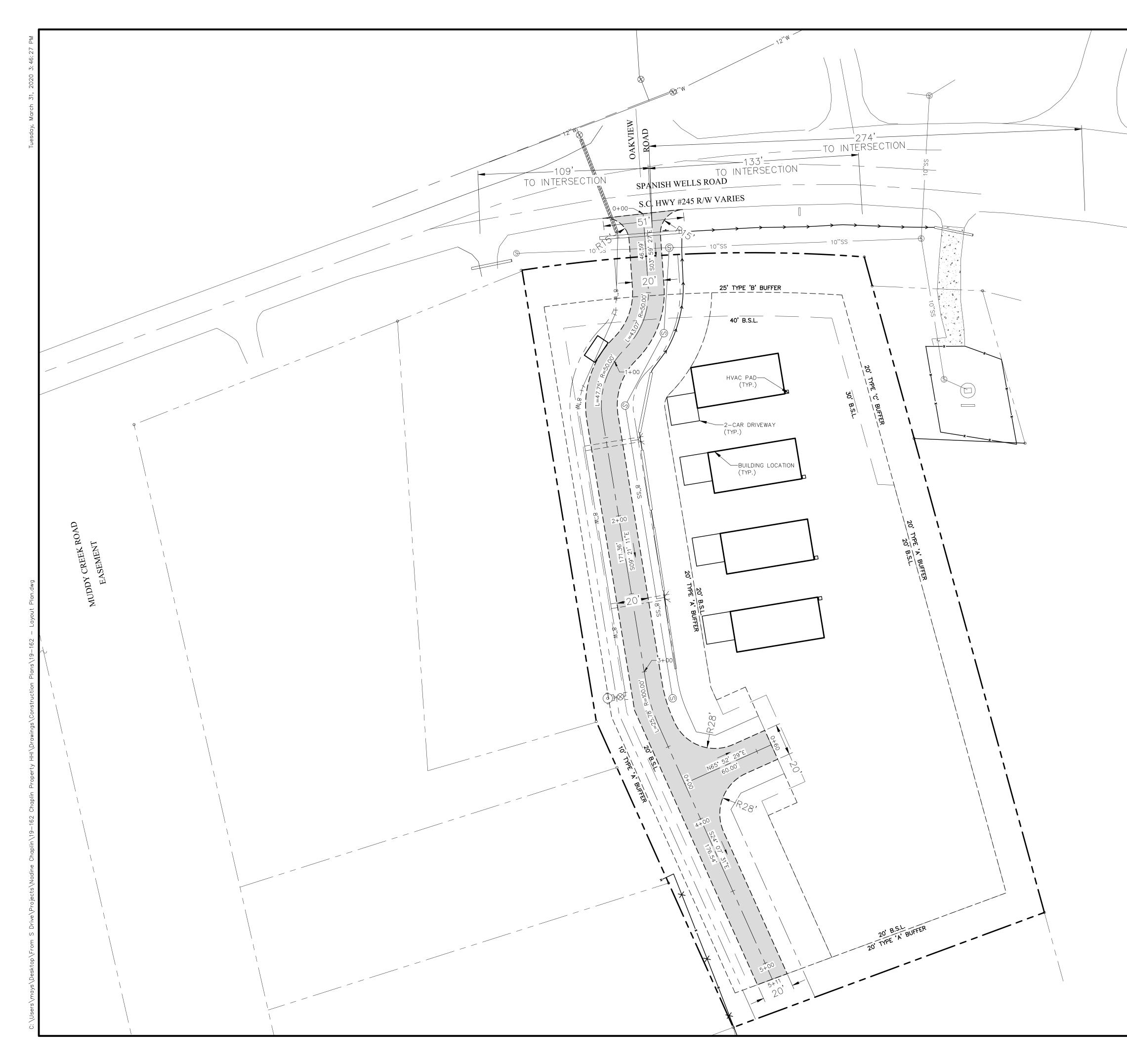
Attachment A: Location Map

37.5

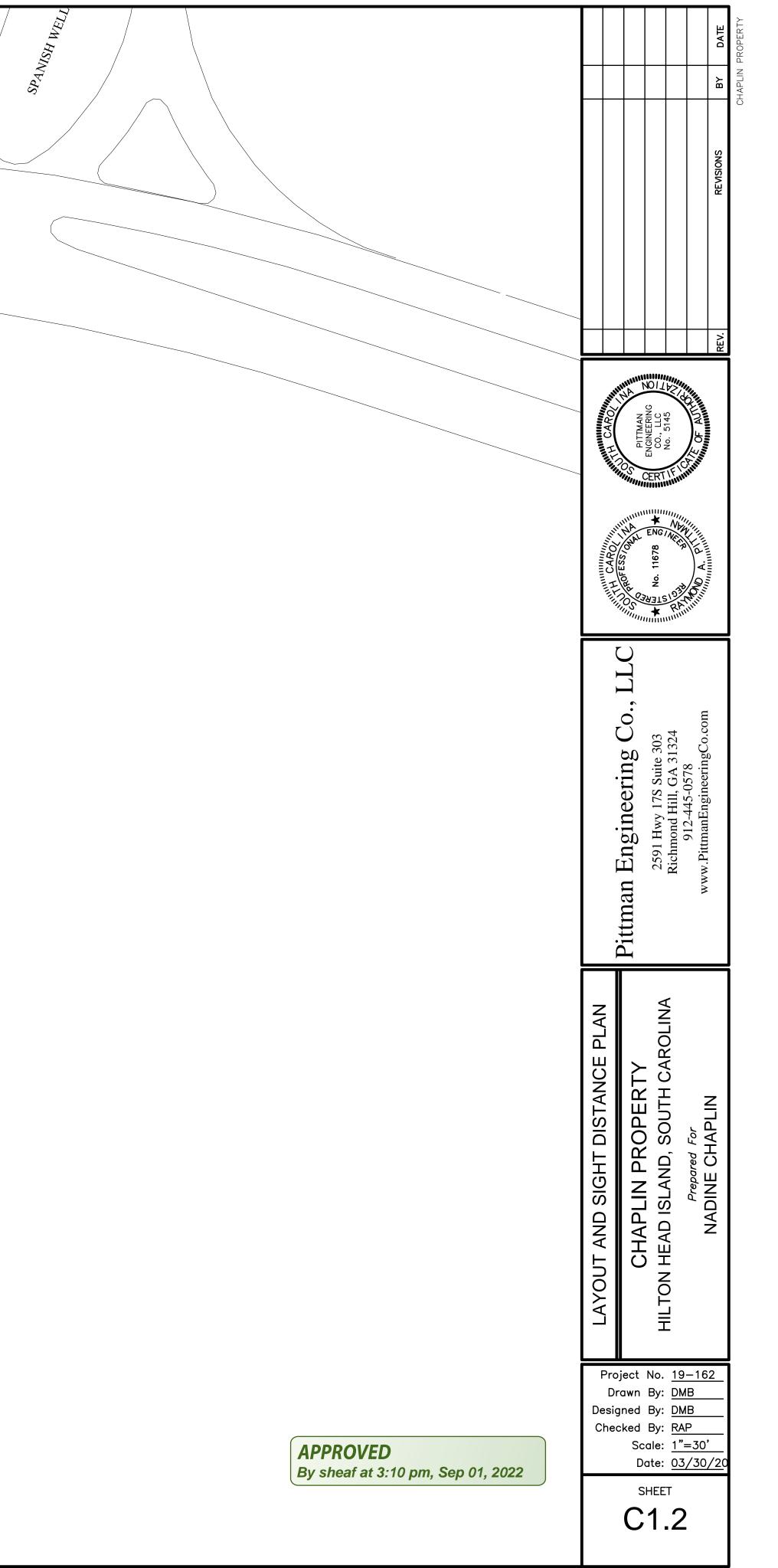
75 Feet



This information has been compiled from a variety of unverified general sources at various times and as such is intended to be used only as a guide. The Town of Hilton Head Island assumes no liability for its accuracy or state of completion.



# ATTACHMENT B



#### ATTACHMENT C

#### Narrative

#### Craftsman's Manor

Mr. Campbell, original native islander owner of this property, was an expert craftsman and built bateau on for the community.

#### <u>Solomon</u>

Mr. Campbell's first name.

#### Margaret

Other family member of Mr. Campbell.



Town of Hilton Head Island **Planning Commission 2023 Meeting Schedule** 

All meetings will be held in Benjamin M. Racusin Council Chambers at Town Hall, One Town Center Court, unless otherwise posted. Changes to meeting dates, times and/or the location will be posted.

Meeting dates are Wednesdays. Application deadlines are Mondays, unless otherwise noted.

PUBLIC MEETING DATES	MEETING TIMES	APPLICATION DEADLINES
January 18, 2023	2:00 p.m.	December 19, 2022
February 15, 2023	2:00 p.m.	*January 13, 2023
March 15, 2023	2:00 p.m.	February 13, 2023
April 19, 2023	2:00 p.m.	March 20, 2023
May 17, 2023	2:00 p.m.	April 17, 2023
June 21, 2023	2:00 p.m.	May 22, 2023
July 19, 2023	2:00 p.m.	**June 16, 2023
August 16, 2023	2:00 p.m.	July 17, 2023
September 20, 2023	2:00 p.m	August 21, 2023
October 18, 2023	2:00 p.m.	September 18, 2023
November 15, 2023	2:00 p.m.	October 16, 2023
December 20, 2023	2:00 p.m.	November 20, 2023

\*The application deadline is Friday, January 13 because Town Hall will be closed on Monday, January 16 in observance of Martin Luther King, Jr. Day.

\*\*The application deadline is Friday, June 16 because Town Hall will be closed on Monday, June 19 in observance of Juneteenth.

All applications for review by the Planning Commission must be received by the Community Development Information Center a minimum of thirty (30) days prior to the public meeting date. Please refer to Chapter 2 of the Town's Land Management Ordinance for additional information.



### TOWN OF HILTON HEAD ISLAND

Staff Report Memo

TO:	Planning Commission
FROM:	Nicole Dixon, AICP, CFM, Development Review Program Manager
VIA:	Chris Yates, CBO, CFM, CGP, Development Services Manager
DATE:	November 7, 2022
SUBJECT:	New Development Site Plan Review

Town Staff continuously looks for ways to improve its processes. One recent change implemented by Staff for the Development Review Program is to require all Development Plan Review applications for new commercial development and Major Subdivision applications be shared with the Planning Commission. The applications will be presented by Staff for information purposes only. This will provide a way for the Planning Commission and the general public to be made aware of all new development being proposed on Hilton Head Island.

There is one new Major Subdivision application ready to be shared with the Planning Commission – SUB-001860-2022 – Twin Oaks Subdivision.

Attachment:

- A. SUB-001860-2022 Narrative
- B. SUB-001860-2022 Site Plan

#### **1.0 SITE NARRATIVE**

TMP: R510 007 000 {1120, 1121} 0000 Street Address: Jonesville Road, Hilton Head Island, SC

Zoning: RM-4 (Low to Moderate Density) Use: Single-Family Residential Subdivision

The proposed project consists of developing a residential subdivision, access road, utility and stormwater infrastructure. The development is located on Jonesville Road in between Walking Horse Street and Miller Road. The 3.92 acre tract is made up of two (2) individual parcels consisting primarily of lightly-wooded uplands with a small freshwater wetland located towards the northeastern portion of the tract. The project is bound to the north by Jonesville Road, to the east by 145 Jonesville Road, to the west by the single-family residential homes located on Walking Horse Street, and to the south by the marshes of Old House Creek. The following table identifies the adjacent property zoning designations and current use:

#### TABLE 1: ADJACENT ZONING & USE

PROPERTY BOUNDARY	ZONING	USE
NORTH	NA	JONESVILLE RD ROW (MINOR ARTERIAL)
EAST	RM-4	SINGLE-FAMILY LOT (145 JONESVILLE RD)
SOUTH	NA	MARSH (OLD HOUSE CREEK)
WEST	RM-4	SINGLE-FAMILY SUBDIVISION (WALKING HORSE ST)

The table below lists the land and lot area table located on-site.

#### TABLE 2: EXISTING AREA TABLE

LAND CLASSIFICATION	AREA (SF)	AREA (AC)
LOTS 1-22	100,623	2.31
OPEN SPACE	42,253	0.97
RIGHT-OF-WAY	18,730	0.43
NET ACREAGE	161,606	3.71
FRESHWATER WETLAND	9,147	0.21
TOTAL SITE	170,753	3.92

#### DENSITY

As stated in Sec. 16-3-104E.3, the max density for RM-4 zoned properties is 6 du if the lot area is at least 3 acres. The chart shown on the following page shows the max density for the 3.92 acres site.

ALLOWABLE DENSITY		
NET ACREAGE	3.92	AC.
X MAX DENSITY	6	(DU AREA> 3 AC.)
ALLOWABLE DENSITY	23	DU

The proposed site density is 22 lots, which is less than the 23-lot allowable density.

#### **BUFFER & SETBACK REQUIREMENTS**

Based on the RM-4 site zoning and adjacent uses, the following buffer and setbacks are required along the site perimeter:

#### TABLE 4: PERMITER BUFFER & SETBACKS

PROPERTY BOUNDARY	USE	BUFFER (FT)	PROPOSED BUFFER (FT)	LOT SETBACK (FT)
NORTH	MINOR ARTERIAL	10	10	REAR 20
EAST	SF SD	10	10	
SOUTH	MARSH	20	20	SIDES 5
WEST	SF LOT	10	10	STREET 20

#### LAND AREA TABLE

For major subdivisions in RM-4 zoned properties, the LMO requires 16% common open space set for use and enjoyment of the development's occupants and users. The following table demonstrates the proposed land usage for the development.

#### TABLE 5: PROPOSED AREA TABLE LAND CLASSIFICATION AREA (SF) AREA (AC) % ROW 18.730 0.43 11% **RESIDENTIAL LOTS** PERVIOUS 50,311 1.155 32% IMPERVIOUS 50,311 1.155 32% TOTAL RES. LOTS 100,622 2.31 59% DEDICATED OPEN SPACE DEDICATED OPEN SPACE 42,253 0.97 25% FRESHWATER WETLAND FRESHWATER WETLAND 9,147 0.21 5% TOTAL SITE TOTAL SITE 170,752 3.92 100%

#### Access & Parking

Access into the subdivision will be provided by the proposed drive, Twin Oaks Drive, located near the northern corner of the property. Jonesville Road (66' Beaufort County ROW) will intersect with the newly created Twin Oaks Drive, which will be a 20-foot-wide inverted crowned road. Additional roads included

in the subdivision will be Twin Oaks Lane, which will intersect with Twin Oaks Drive. Twin Oaks Lane will also provide turn around for emergency vehicles.

All parking will be provided on each lot via adequate driveway and garage space.

#### Stormwater Management

All onsite run-off will be collected by catch basins placed within the roads and routed to the existing proposed wet detention pond. The lots will be graded to drain towards the road by a combination of sheet flow, roof drains and vegetated swales placed between the lots. A new outfall control structure and pipe will be installed to control peak flows and provide first flush storage. The first inch of run-off generated from the impervious surface will be retained within the wet detention pond.

#### Water & Sewer

The proposed waterline plan for this project consists of constructing an 8" main to each end of the proposed access road, providing the site with fire protection and potable water. The built-out site will contain three total hydrants, adequately spaced so that each lot is located within 300 feet of a fire hydrant. The proposed sewer will be handled by extending a 8" gravity main from the existing manhole in the culde-sac of Walking Horse SD to the end of the proposed Twin Oaks Road & Twin Oaks Lane. All lots will be served by tying into the main via gravity sewer laterals.

Hilton Head PSD will be the service provider for this project.

#### **Dry Utilities**

Palmetto Electric will provide electricity. Hargray will provide telephone and cable.

