

TOWN OF HILTON HEAD ISLAND
Planning Commission
Minutes of the February 21, 2018 – 3:00 p.m. Meeting
Benjamin M. Racusin Council Chambers

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

Commissioners Absent: None

Town Council Present: Tom Lennox

Town Staff Present: Brian Hulbert, Staff Attorney; Teri Lewis, LMO Official; Shari Mendrick, Planner; Jennifer Ray, Planning & Special Projects Manager; Darrin Shoemaker, Traffic & Transportation Engineer; Anne Cyran, Senior Planner; Teresa Haley, 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 of February 7, 2018

The minutes of the February 7, 2018 meeting were postponed to the next regular meeting.

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

8. Unfinished Business – None

9. New Business – None

10. Commission Business

Staff has received a zoning map amendment application for the March 7th meeting. At this time, no applications have been submitted for the March 21st meeting.

The Commission’s November meeting date has been changed to November 15th at 9:00 a.m.

Ms. Ray informed the Commission of the Southeast Biking Symposium running from March 22 – March 24.

11. Chairman’s Report

Chairman Brown encouraged everyone to read the Vision Report presented by Future iQ at the Vision Project Management Team's (VPMT) meeting last Friday. The Report is accessible on the Town's website and through the Vision lab portal. Chairman Brown thanked Ms. Ray for her role in the process. Ms. Ray encouraged everyone to respond to the final product through: meetings of the VPMT, Public Planning Committee, and Town Council; the online survey comment section; and letters to the editor.

12. Committee Report

Commissioner Hughes reported the CIP Committee has scheduled a meeting for March 7th at 10:00 a.m. Commissioner Stevens reported the Gullah-Geechee Land and Cultural Preservation Task Force presented an update to Town Council yesterday.

13. Staff Report

a) Circle to Circle Update

Ms. Lewis presented the update regarding Food Trucks. The Town issued an Invitation to Bid in May 2017 on four spaces around Driessen Beach Park and Burkes Beach Road for the purpose of providing food truck services on a trial basis. Four food trucks (one per available space) were awarded the right to operate in their specific space between June 16th and September 16th. Two food trucks (Murican Border and Lowcountry Lobster) were located at Driessen Beach Park. It's Only Fair was located at the end of Burkes Beach Road, and Taco Brown was located at the entrance to Chaplin Park. Feedback from the vendors was that the sales from beachgoers were minimal. The purveyors of the four food trucks were interested in operating food trucks on Hilton Head Island, but with the exception of Taco Brown, felt that their locations close to the mid-Island beaches were not the best location for them. As such, Staff recommends that any special food truck project at mid-island beaches not be pursued in 2018.

Ms. Lewis noted Staff has been looking at ways to approve food trucks on the island. Ms. Lewis described temporary open air sales versus permanent food trucks and the applicable process and requirements currently being used.

The Commission discussed and made inquiries regarding: "commissary" is not a defined use in the LMO, but is treated as commercial services which is allowed in many of the zoning districts as temporary open air sales; consideration for an old building near Bradley Beach being turned into a food establishment; food trucks for special events are allowed with a permit; food trucks might be beneficial in Ward 1 and particularly Mitchelville; the food truck vendor located in Chaplin Park felt they had success, but has decided to discontinue servicing the area as of now; Staff will continue researching locations where a food truck might be successful; if a vendor wants to service a certain area they have to obtain permission from the property owner, the area has to be zoned for temporary open air sales, a business license must be obtained, and applicable conditions must be met; and education and marketing of food trucks.

Ms. Cyran presented the update regarding the Golf Course Shuttle. Last spring, Staff worked with a potential vendor to create a shuttle service, but the vendor backed out at the last minute. Staff does not recommend creating a shuttle service for the 2018 season because there are not

enough beachgoers using the Burkes Beach Access to justify the service. Currently, there are not sufficient amenities or incentives to draw large numbers of beachgoers from Coligny Beach Park to the Burkes Beach Access. Parking at Coligny Beach Park and other beach accesses is inexpensive or free. In addition, the experience with food trucks last summer demonstrated that adding commercial services to this area was not enough to draw more visitors, especially away from the Coligny beach area.

The Commission discussed and made inquiries regarding: whether there is a plan to change free parking in Coligny to paid parking; paid parking is in consideration by Town Council for the future; and the shuttle expense was going to be paid by the Town, but that service is currently on hold.

Mr. Shoemaker presented the update regarding Signs for North Beaches. Three new mid-island signs were installed to direct traffic to the mid-island beaches.

1. A sign listing the distances to Folly Field Beach, Driessen Beach, and Burkes Beach was installed in the William Hilton Parkway median across from First Presbyterian Church, ¼ mile in advance of Mathews Drive.
2. A sign stating “Burkes Beach Next Left” was installed on the shoulder of eastbound William Hilton Parkway approximately 580 feet in advance of Burkes Beach Road.
3. A sign stating “Beach Parking Next Left” was installed on the shoulder of eastbound William Hilton Parkway approximately 550 feet in advance of Singleton Beach Road.

Mr. Shoemaker presented the update regarding Pavement Markings and Signs to improve traffic flow around Sea Pines Circle. The following improvements were made or will be made to improve traffic flow.

1. A right-turn arrow and the word “ONLY” were added to the pavement of each right lane as it approaches Sea Pines Circle.
2. “Right Lane Must Turn Right” shoulder-mounted signs were installed on Palmetto Bay Road, William Hilton Parkway, and Pope Avenue in advance of Sea Pines Circle.
3. The lane-use and guide signs on the main arms on Palmetto Bay Road, William Hilton Parkway, and Pope Avenue in advance of Sea Pines Circle were replaced with larger signs.
4. Two signs were installed to direct traffic bound for Coligny Beach to New Orleans Road instead of Sea Pines Circle:
 - A sign stating “Coligny Beach Left at Second Signal” was installed in the median on eastbound William Hilton Parkway across from the entrance to The Greenery.
 - A sign stating “Coligny Beach Left at Signal” was installed on the westbound shoulder of New Orleans Road (by TD Bank).
5. Three shoulder-mounted diagrammatic signs identifying the exits from Sea Pines Circle will be replaced by the end of March. The new signs: identify Sea Pines Circle at the top of the sign; identify the appropriate turns for Sea Pines and Coligny Beach; and they are larger (10 feet wide by 6 feet high) than the signs they will replace. They will replace the existing signs on:
 - The shoulder of eastbound Palmetto Bay Road just past Target Road.
 - The shoulder of eastbound William Hilton Parkway approximately 730 feet in advance of Sea Pines Circle.

- The shoulder of northbound Pope Avenue approximately 500 feet in advance of Sea Pines Circle.

The Commission discussed and made inquiries regarding: when the signs for north beaches were installed and the impact on food truck success; capability and tracking of any excess capacity at northern beaches; the Town website directing people to the north beaches; researching and optimizing online search engine results for “Hilton Head Island beaches”; related to Sea Pines Circle, attempts to obtain proper authorization to make pavement markings were unsuccessful; the anticipated completion date for the New Orleans Road to Office Park Road intersection project is early June and its completion would help reduce congestion.

Chairman Brown asked whether the Circle to Circle recommendations included marketing funds for implementation of these recommendations. Staff will report back on this item. The Commission presented statements regarding implementing the food trucks at mid-island beaches for another season. Now that the signage has been installed, and together with marketing, and optimization of the Town website and online search engine results – all will help contribute to the success of the food trucks at mid-island beaches.

Ms. Cyran presented the update regarding the Trolley Service. The Circle to Circle Vision Plan encourages the use of a trolley program within the Pope Avenue Corridor and on the island. Palmetto Breeze with assistance from Staff is planning a trolley service to connect Coligny Beach Park to the Shelter Cove Community Park, Shelter Cove Towne Centre, Shelter Cove Harbour, and Park Plaza starting in July. Ms. Cyran noted her presentation tomorrow to the Public Planning Committee and she will report back to the Commission with any input.

The Commission discussed and made inquiries regarding: a trolley route to the native island community; the routes are designed to keep a maximum waiting time of thirty minutes; two trolleys are planned for use this season; a third trolley is planned for next season and possibly an additional route; marketing is the key to educating and informing the community of the service; marketing is a component of Palmetto Breeze’s plan; operating time for this year is tentatively July through September; operating time for next year is around the time of the RBC Heritage; and there was concern for success of the trolley service with competing free parking at Coligny Beach Park.

Chairman Brown asked which department is responsible for monitoring and implementing the Circle to Circle report, and reporting to Town Council. Ms. Cyran indicated since the Circle to Circle Committee and its Ad Hoc Committee were disbanded, the responsibilities are dispersed throughout several departments of the Town. However, Community Development Staff has the primary role for reporting to Town Council and providing updates to the Commission. Chairman Brown asked the CIP Committee to take on the responsibility of ensuring the actions of the Circle to Circle report are being pursued, and whether additional recommendations are needed as actions progress. Chairman Brown thanked Staff for the updates presented today.

Chairman Brown opened the meeting for public comment. One member of the public asked who on Town Staff he could talk to about food trucks, and he was directed to Ms.

Lewis. Chairman Brown asked if the Commission had any further comments or questions and none were received.

14. Adjournment – The meeting was adjourned at 4:00 p.m.

Submitted by: Teresa Haley, Secretary

Approved: March 7, 2018

Alex Brown, Chairman