



**The Town of Hilton Head Island
Regular Planning Commission Meeting
Wednesday, June 2, 2010
9:00 a.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** - Regular Planning Commission Meeting of April 7, 2010
- 7. Appearance by Citizens on Items Unrelated to Today's Agenda**
- 8. Unfinished Business**
None
- 9. New Business**
Public Hearing
Modified Vehicular Access Easement Name Request - Abraham Johnson has applied to modify the name Thelma Drive located off Marshland Road near the intersection of Mathews Drive. Properties affected by this application are parcels 10, 11D, and 12A on Beaufort County Tax Map 8. The proposed vehicular access easement name is Junior Trace.
- 10. Commission Business**
Appointment of Nominating Committee
- 11. Chairman's Report**
- 12. Committee Reports**
- 13. Staff Reports**
- 14. Adjournment**

Please note that a quorum of Town Council may result if four (4) or more of Town Council members attend this meeting.

1 **THE TOWN OF HILTON HEAD ISLAND**
2 **Planning Commission**
3 **Minutes of the Wednesday, April 7, 2010 Meeting** **DRAFT**
4 **9:00am – Benjamin M. Racusin Council Chambers**
5
6

7 Commissioners Present: Chairman Al Vadnais, Vice Chairman Loretta Warden,
8 Tom Crews, Jack Docherty, Terence Ennis, Therese Leary,
9 Gail Quick and David White
10
11 Commissioners Absent: Tom Lennox, Excused
12
13 Town Council Present: None
14
15 Town Staff Present: Nicole Dixon, Planner; Marc Torin, Inspections/Compliance
16 Charles Cousins, Community Development Department Director
17 Scott Liggett, Public Projects & Facilities Director/Chief Engineer
18 Teri Lewis, LMO Official
19 Sarah Skigen, Natural Resources Division Associate
20 Jayme Lopko, Senior Planner & Planning Commission Coordinator
21 Kathleen Carlin, Administrative Assistant

22
23 **I CALL TO ORDER**

24 Chairman Vadnais called the meeting to order at 9:00am.
25

26 **II PLEDGE OF ALLEGIANCE TO THE FLAG**
27

28 **III ROLL CALL**
29

30 **IV FREEDOM OF INFORMATION ACT**

31 Public notification of this meeting has been published, posted and mailed in compliance with
32 the Freedom of Information Act and Town of Hilton Head Island requirements.
33

34 **V USAGE OF CELLULAR TELEPHONE**

35 Please turn off all cellular phones so that the meeting is not disturbed. Use of the cell phone is
36 allowed in the hallway outside of Council Chambers.
37

38 **VI APPROVAL OF THE AGENDA**

39 The agenda was **approved** as presented by general consent.
40

41 **VII APPROVAL OF THE MINUTES**

42 The February 3, 2010 meeting minutes were **approved** as presented by general consent. The
43 February 17, 2010 meeting minutes were **approved** as presented by general consent.
44

45 **VIII APPEARANCE BY CITIZENS ON ITEMS UNRELATED TO TODAY'S AGENDA**

46 None
47
48

1 **IX UNFINISHED BUSINESS**

2 None

3
4 **X NEW BUSINESS**

5 **PUBLIC HEARING**

6 **Proposed 2010 General Amendments to the Land Management Ordinance**

7 **LMO Amendments** - The Town of Hilton Head Island is proposing to amend Chapters 4, 5
8 and 6 of the Land Management Ordinance (LMO) to revise the following articles and sections,
9 including:

10 **Sections 16-4-1205, 16-4-New Section, 16-4-New Section, and 16-4-1405:** 16-4-1205. This
11 reduces the separation requirement between auto sales facilities and between auto sales
12 facilities and residential uses. 16-4-New Section. This creates standards and separation
13 requirements for auto repair facilities to limit nuisances to surrounding properties. 16-4-New
14 Section This will allow vendors associated with a special event on a site of 50 acres or more, to
15 occupy a recreational vehicle overnight. 16-4-1405. This will allow vendors associated with
16 open air sales to occupy a recreational vehicle overnight.

17 **Section 16-5-New Section:** 16-5-New Section. This will allow on-street parking for a public
18 use. **Section 16-6-305:** 16-6-305. This will allow selective pruning and removal of non-native
19 invasive vegetation in dune systems in order to provide more views to the beach.

20
21 Chairman Vadnais requested that staff review each of the proposed amendments individually.
22 Following each of the presentations, the Planning Commission will discuss the proposed
23 amendment and the Chairman will then invite public comments. Following final comments by
24 the Planning Commission, the Planning Commission will vote on each of the individual
25 amendments.

26
27 Ms. Nicole Dixon made the presentation on behalf of staff. The first amendment is to **Sec. 16-**
28 **4-1205**. This section deals with auto sales. Staff is proposing to reduce the 1,500 foot
29 separation requirement between auto sales facilities and between auto sales facilities and
30 residential uses to 500 feet to be more flexible for redevelopment opportunities and to provide
31 more opportunities for businesses to locate an auto sales use on Hilton Head Island (versus
32 having to move off Island).

33
34 On March 3, 2010 the LMO Committee met to discuss the amendments. The Committee voted
35 to send this item back to staff to clarify the reason why the change was being made. Ms. Dixon
36 reported that the Town Council directed staff to make the change. In researching the issue
37 further, staff discovered that there are currently no properties on the Island that would allow an
38 auto sales use that would meet the distance requirement along with the other requirements of
39 being located on a major or minor arterial (and still being separated from residential use).

40
41 Mr. Charles Cousins presented statements in clarification of Town Council's directive to staff
42 regarding the proposed amendment to Sec.16-4-1205. Mr. Cousins reviewed the history of the
43 directive as well as the reasons for making the proposed change (staff did not want to create
44 additional nonconformities on the Island for auto repairs).

45
46 Following this discussion, Ms. Dixon distributed a new staff chart related to the 2010 General
47 LMO Amendments. The chart identified the distance separation requirements for Conditional
48 Uses. The Planning Commissioners reported that the information in the new chart is very
49 helpful.

1 This completed the staff's presentation on Sec. 16-4-1205. Following discussion by the
2 Planning Commission, Chairman Vadnais requested public comments on this amendment and
3 none were received. Following final comments by the Planning Commission, Chairman
4 Vadnais requested that a motion be made.
5

6 Commissioner Crews made a **motion** that the Planning Commission **approve** the proposed
7 amendment to Sec. 16-4-205 regarding the separation requirements between auto sales facilities
8 and between auto sales facilities and residential uses as presented by staff. Commissioner
9 Leary **seconded** the motion and the motion **passed** with a vote of 6-2-0.
10

11 Vice Chairman Warden and Commissioner White were **opposed** to the motion because they felt
12 that the change in the separation requirement is too radical. A separation requirement of 750
13 feet rather than 500 feet would be more reasonable.
14

15 **Sec. 16-4-New Section.** This amendment would have created standards and separation
16 requirements for auto repair facilities to limit nuisance to surrounding properties.
17

18 Ms. Dixon reported that the review of this new section is **removed** from today's agenda. Ms.
19 Lewis stated that this is due to the number of nonconformities that would be created by the
20 proposal. The Planning Commission discussed the issue with staff. Following their discussion,
21 Chairman Vadnais requested that a motion be made to remove this section from today's agenda.
22

23 Commissioner Crews made a **motion** to **withdraw** Sec. 16-4-New Section for auto repairs from
24 today's agenda. Commissioner Quick **seconded** the motion and the motion **passed** with a vote
25 of 8-0-0.
26

27 **Sec. 16-4-New Section.** This amendment will allow vendors associated with a special event on
28 a site of 50 acres or more to occupy a recreational vehicle over night. Staff is proposing the
29 language to accommodate the needs of some vendors who wish to stay overnight for certain
30 special events or overnight sales. Ms. Dixon and the Planning Commission discussed the
31 proposed amendment.
32

33 Chairman Vadnais stated that the review of this section should be combined with the review of
34 Sec. 16-4-1405 due to the simplicity of the changes. The Planning Commission and staff also
35 discussed the issue of Open Air Sales and the permitting process.
36

37 At the completion of the discussion, Chairman Vadnais requested public comments on the two
38 amendments and none were received. Chairman Vadnais then requested that a combined
39 motion on Sec. 16-4-New Section and to Sec. 16-5-1405 be made.
40

41 Vice Chairman Warden made a **motion** that the Planning Commission **approve** the proposed
42 amendments to Sec. 16-4-New Section and to Sec. 16-4-1405 as presented by staff.
43 Commissioner Quick **seconded** the motion and the motion **passed** with a vote of 8-0-0.
44

45 **Section 16-5-New Section:** This amendment will allow on-street parking for public use. The
46 proposed language is intended to assist redevelopment efforts (for example, the Mathews Drive
47 Connectivity Project). The adopted language will allow the Town to create parking for public
48 use. It is not intended to allow private developers to develop on-street parking to meet their
49 parking requirements. An application for Public Project Review will be required. Ms. Dixon

1 and the Planning Commission discussed the proposed amendment. Following this discussion,
2 Chairman Vadnais requested public comments and the following were received: Ms. Ronnie
3 Kincaid presented comments related to on-street parking on Mathews Drive. At the completion
4 of final comments by the Planning Commission, Chairman Vadnais requested that a motion be
5 made.

6
7 Commissioner White made a **motion** that the Planning Commission **approve** the proposed
8 amendments to Sec. 16-5-New Section to allow on-street parking for public use as presented by
9 staff. Vice Chairman Warden **seconded** the motion and the motion **passed** with a vote of 8-0-0.

10
11 **Section 16-6-305:** This amendment will allow selective pruning and removal of non-native
12 invasive vegetation in dune systems to provide more views to the beach. Ms. Dixon and the
13 Planning Commission discussed the proposed amendment.

14
15 Ms. Sarah Skigen presented statements on behalf of the Natural Resources Division. Ms.
16 Skigen discussed the term “materially impaired” as it relates to vegetation and the viewing
17 corridors of the beach. The term “materially impaired” provides guidelines for the staff to work
18 with in the same way that views of wetland buffers currently does. The issue of selective tree
19 removal was also discussed. Ms. Skigen stated that the Natural Resources Administrator or
20 Natural Resources Associate will make final determinations. The Planning Commission and
21 the staff discussed the extent of the proposed changes and the need for final approval by the
22 Natural Resources Division.

23
24 At the completion of the discussion, Chairman Vadnais requested public comments and the
25 following were received: Ms. Ronnie Kincaid and Chester C. Williams, Esq., presented
26 statements. Mr. Williams stated that the term “materially impaired” is too subjective and needs
27 to be made clear.

28
29 At the completion of the discussion by the Planning Commission, Chairman Vadnais requested
30 that a motion on Sec. 16-6-305 be made as written including the staff’s last two sentences.

31
32 Commissioner Crews made a **motion** that the Planning Commission **approve** Sec. 16-6-305 as
33 written and presented including the staff’s last two sentences. Commissioner Docherty
34 **seconded** the motion and the motion **passed** with a vote of 8-0-0.

35
36 This concluded the Planning Commission’s review of the proposed 2010 General Amendments
37 to the Land Management Ordinance.

38 39 **Draft Capital Improvement Program FY 2011**

40 Mr. Scott Liggett prefaced the staff’s presentation by requesting that CIP Chairman David
41 White present opening statements on behalf of the CIP Committee.

42
43 Commissioner White stated that the CIP Committee met on March 16, 2010. The Committee
44 reviewed the draft Single-Year Spread Sheet, the 10-Year Spreadsheet, and the CIP Overview.
45 The CIP Committee provided the staff with their recommendations on these documents. Mr.
46 Liggett reported that the Committee’s recommendations have been incorporated into the staff’s
47 presentation.

1 In accordance with State law, the proposed Capital Improvements Program for Fiscal Year
2 2011 was developed by the staff for review and recommendation to the full Planning
3 Commission (via the CIP Committee). The Pathways & Parks section was also reviewed by the
4 Parks & Recreation Commission. The Planning Commission annually recommends the
5 proposed CIP to Town Council for deliberations during their Budget Workshop.
6

7 The CIP is a 10-year program of which one year is funded for implementation. The nine
8 subsequent years are programmed with estimates of funding requirements. Some of the
9 programmed estimates for projects in the out years are listed as To Be Determined.
10

11 The CIP is based on a variety of sources: Town Council's Policy and Management Agendas
12 2010 which included input from the public and the Town's Boards, Commissions and
13 Committees. Other source documents include: The 2004 Comprehensive Plan which
14 incorporates the Initiative Area Plans, the Transportation Plan which includes pathways and
15 roads; the Town-Wide Drainage Plan; the Fire & Rescue Master Plan, and the Recreation
16 Element; the adopted Countywide All Hazard Mitigation Plan, the Comprehensive Emergency
17 Management Plan which is being improved as a part of the Disaster Recovery Commission's
18 work program; the Beach Access Plan, the Beach Maintenance Monitoring reports, the Broad
19 Creek Management Plan, and a Space Needs Study of all Town facilities and properties to
20 include Town Hall, all parks, Fire & Rescue stations, and Town wide infrastructure.
21

22 The proposed CIP Budget incorporates 16 different funding sources: (1) Traffic Impact Fees;
23 (2) Parks Impact Fees; (3) Interfund Borrowing; (4) Fund Balance (Prior Year Funding); (5)
24 New Fiscal Year Taxes; (6) Sunday Liquor Sales Permit Fees; (7) Storm Water Utility Fees; (8)
25 County Contributions; (9) General Obligation Bonds; (10) Revenue Bonds; (11) Grants; (12)
26 Accommodation Tax; (13) Beach Fees; (14) Hospitality Tax; (15) Tax Increment Financing;
27 and (16) Lease Fund.
28

29 Mr. Liggett and the Planning Commission discussed the status of projects in the following
30 categories: (1) Pathways category; (2) Drainage Improvements category; (3) Roadway
31 Improvements; (4) Parks Development; (5) Existing Facility & Infrastructure category; (6) New
32 Facilities & Infrastructure category; and (7) Beach Maintenance category.
33

34 Following staff's presentation and discussion by the Planning Commission, Chairman Vadnais
35 requested that a motion be made on the Draft Capital Improvement Program for Year 2011.
36

37 Commissioner White made a **motion** that the Draft Capital Improvement Program for Year
38 2011 be **approved** as presented by staff. Commissioner Leary **seconded** the motion and the
39 motion **passed** with a vote of 8-0-0.
40

41 **XI COMMISSION BUSINESS**

42 Chairman Vadnais stated that the Planning Commission has no agenda items scheduled for the
43 regular meeting on April 21, 2010. This meeting will be canceled. The staff also has no agenda
44 items for the upcoming Planning Commission meeting on May 5, 2010. The status of this
45 meeting will be determined by the Chairman at a later date.
46

47 **XII CHAIRMAN'S REPORT**

48 None
49

1 **XIII COMMITTEE REPORTS**

2 Commissioner Crews presented an update of the 2010 Comprehensive Plan on behalf of the
3 Comprehensive Plan Committee. The Committee met this morning to review some procedural
4 issues as well as minor changes in language. Commissioners Crews stated that all Planning
5 Commissioners were in attendance at this meeting. The Committee moved to approve the
6 recommended changes in language. The 2010 Comprehensive Plan is scheduled for review by
7 the Planning & Development Standards Committee later this month. Commissioner Crews
8 stated that another Committee meeting will be scheduled soon to discuss the proposed Energy
9 Element and the proposed Community Design Element.

10
11 Commissioner Quick reported, on behalf of the LMO Committee, that a new procedure is
12 needed for the review of proposed LMO amendments. The Committee would like to receive, in
13 advance of their future meetings, additional information from staff regarding proposed LMO
14 amendments. This information should include the history of the proposed amendment, the
15 staff's reasons for requesting the change, and the pros and cons of the proposed change.

16
17 The Planning Commission agreed with Commissioner Quick's recommendation for the receipt
18 of this information. Chairman Vadnais requested that Commissioner Quick prepare a draft of
19 the recommended procedure for future review by the Planning Commission.

20
21 Vice Chairman Warden reported that the Rules of Procedure Committee will meet sometime
22 next month to discuss anticipated changes to the Planning Commission's Rules related to final
23 adoption of the 2010 Comprehensive Plan. The staff will work with Vice Chairman Warden on
24 making the meeting arrangements.

25
26 **XIV STAFF REPORTS**

27 Mrs. Jayme Lopko presented the Quarterly Report to the Planning Commission. At the
28 completion of her presentation, Chester C. Williams, Esq., presented statements regarding
29 Roadway Improvements, particularly Overhead Mounted Street Signs. Mr. Williams also
30 presented statements in regard to Chapter 29 of Title 6 of the South Carolina State Code
31 Enabling Act as it relates to the powers and authority of the Planning Commission.

32
33 Mr. Mark Torin, Inspections and Compliance, presented a status update on the burial of power
34 lines. The Planning Commission and Mr. Torin discussed the issue.

35
36 There being no further business, the meeting was adjourned at 10:30am.

37
38
39 Submitted By:

Approved By:

40
41 _____
42 Kathleen Carlin
43 Administrative Assistant

40
41 _____
42 Al Vadnais
43 Chairman



**TOWN OF HILTON HEAD ISLAND
COMMUNITY DEVELOPMENT
DEPARTMENT**

One Town Center Court	Hilton Head Island, SC 29928	843-341-4757	FAX 843-842-8908
-----------------------	------------------------------	--------------	------------------

**STAFF REPORT
MODIFIED VEHICULAR ACCESS EASEMENT
NAMING APPLICATION**

Name of Project or Development:	Public Hearing Date:
Thelma Drive	June 2, 2010

Parcel Data or Location:	Applicant/Agent
R511 008 000 0010 0000 R511 008 000 012A 0000 R510 008 000 011D 0000	Abraham Johnson 18 Marshland Road Hilton Head Island, SC 29926

Application Summary:

Request to modify an existing vehicular access easement name – The applicant has submitted the following street name of “*Junior Trace*” in place of Thelma Drive.

Staff Recommendation:

Staff recommends the Planning Commission approve the Junior Trace Modified Vehicular Access Easement Name Application based on the review criterion outlined in the Land Management Ordinance and enclosed herein.

Background:

Abraham Johnson, Jr moved to the property that his parents passed on to him and would like to name the vehicular access easement in correlation to his family. He had submitted the names of Julia Lee Drive, Abraham Drive and Johnson Lane, the names of his parents. The road names already in use are Julia Drive, Abraham Jones Lane and Johnson Drive. His next choice was Junior Trace because he is the oldest son.

Summary of Facts and Conclusions of Law:

Findings of Facts:

- Notice of the Vehicular Access Easement Name Application was published in the Island Packet on April 25, 2010 as set forth in LMO Section 16-3-110 & 111.
- Notice of the Vehicular Access Easement Name was posted and mailed as set forth in LMO Section 16-3-110 & 111.
- A public hearing will be held on June 2, 2010 as set forth in LMO Section 16-3-1104A.
- The Commission has authority to render their decision reached here in LMO Section 16-3-1101B.

Conclusions of Law:

The Vehicular Access Easement Name Application, notice requirements, and public hearing comply with the legal requirements as set forth in LMO Section 16-3-110 & 111 and 16-3-1104A.

As set forth in LMO Section 16-3-1105, Criteria for New or Modified Street and Vehicular Access Easement Names, requires that the Planning Commission, for final action, review proposed street names. This section also sets forth the criteria for this review as indicated below.

Summary of Facts and Conclusions of Law:

Criteria A: No new street, vehicular access easement or development project name, or proposed modified name of an existing street, vehicular access easement or development, except phases of the same development project, shall duplicate, be phonetically similar to, or in any way be likely to be confused with an existing street, vehicular access easement or development name, in spite of the use of prefixes or suffixes..

Town Staff, Fire & Rescue Dispatch and Beaufort County Dispatch have reviewed the proposed Junior Trace vehicular access easement name and have found that it does not duplicate any existing street, vehicular access easement or development names.

Criteria B: It is desirable to use names which are simple, logical, easy to read and pronounce and which are clear and brief. Use of frivolous or complicated words or unconventional spellings in names shall not be approved.

Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that the proposed Junior Trace vehicular access easement name meets the requirements of this criterion.

Criteria C: It is desirable to use names which have some association with Hilton Head Island and specifically with the immediate location of the road or place, such as reference to local history or physiographic features.

Abraham Johnson has requested to modify Thelma Drive to Junior Trace. His parents have owned the land since the 1930's and have now passed it on to him. He is also a current resident of the property.

Criteria D: Use of a common theme is recommended for names of streets which are associated with one another, such as those within a residential development.

Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that this does not apply to this application.

Criteria E: Intersecting streets or vehicular access easements shall not have the same or similar name.

Staff, Fire & Rescue Dispatch, and Beaufort County dispatch have determined that Junior Trace meets the requirements of this criterion.

Criteria F: Streets or vehicular access easements which continue through an intersection should generally bear the same name, except where the road crosses a major arterial or where existing address points on a street require that the roadway be given a different name.

Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that this does not apply to this application.

Criteria G: 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 be so named. 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 different names assigned.

Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that this does not apply to this application.

Criteria H: The proposed name of the development should in all respects emphasize the project's distinctive name rather than the name of the company or corporation that owns the development. This will reduce confusion on the location of separate developments owned by the same company or corporation.

Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that this does not apply to this application.

I. 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:

- 1. Alley--A street providing 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.*

This list is not intended to limit the use of other appropriate suffixes.

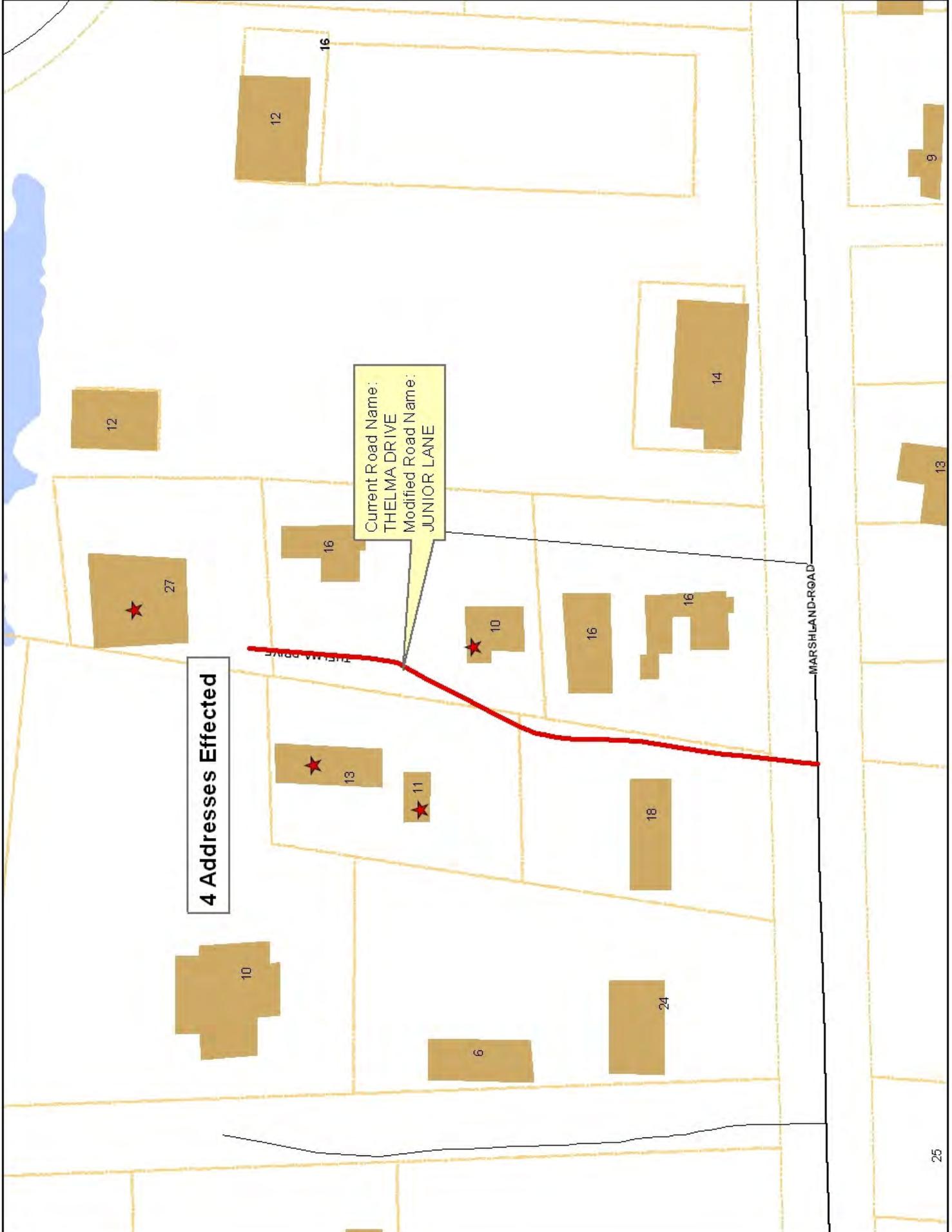
Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that this does not apply to this application.

J. The suffixes Manor, Trace and Common shall typically be used to name vehicular access easements.

Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that Junior Trace meets the requirements of this criterion.

K. Existing roads that become broken by natural barriers, intervening land uses, or development that cause the existing road to become two separate roads, and are not likely to be reconnected in the future, shall be named in a manner that considers the potential economic impact of the number of address points and type of addresses impacted.

Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that this does not apply to this application.



4 Addresses Effected

Current Road Name:
THELMA DRIVE
Modified Road Name:
JUNIOR LANE



4 Addresses Effected

Current Road Name:
THELMA DRIVE
Modified Road Name:
JUNIOR LANE

MARSHLAND ROAD