



**Town of Hilton Head Island**  
**Regular Planning Commission Meeting**  
**Wednesday, September 5, 2012**  
**9:00a.m. Benjamin M. Racusin Council Chambers**  
**AGENDA**

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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 Meeting August 15, 2012**
- 7. Appearance by Citizens on Items Unrelated to Today's Agenda**
- 8. Unfinished Business**  
None
- 9. New Business**  
**Public Hearing**  
**PPR120006** – Application for Public Project Review from the Town of Hilton Head Island for construction of a sailing and rowing center to be used for non-motorized boating and water related recreational activities. The project includes a pavilion, restrooms, parking, pier, and floating dock. *Presented by: Marcy Benson*
- 10. Commission Business**
- 11. Chairman's Report**
- 12. Committee Reports**
- 13. Staff Reports**
- 14. Adjournment**

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

**\* Upcoming Planning Commission Meetings**

- a. Regular Planning Commission Meeting – September 19, 2012 at 3:00p.m.
- b. LMO Committee Meeting – September 19, 2012 at 6:00p.m.
- c. LMO Rewrite Committee Meeting – September 21, 2012 at 1:00p.m.
- d. CIP Committee Meeting – Date Yet to be Decided

1 **TOWN OF HILTON HEAD ISLAND**  
2 **Regular Planning Commission**  
3 **Wednesday, August 15, 2012 Meeting**  
4 **3:00p.m – Benjamin M. Racusin Council Chambers**

**DRAFT**

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7  
8 Commissioners Present: Chairman Gail Quick, David Bennett, Alex Brown, Terence Ennis,  
9 Bryan Hughes, Barry Taylor, and Brian Witmer

10  
11 Commissioners Absent: Vice Chairman Tom Lennox and Jack Docherty, Excused

12  
13 Town Council Present: Bill Ferguson

14  
15 Town Staff Present: Jayme Lopko, Senior Planner & Planning Commission Coordinator  
16 Nicole Dixon, Senior Planner  
17 Jennifer Lyle, Assistant Town Engineer  
18 Shawn Colin, Comprehensive Planning Division Manager  
19 Heather Colin, Development Review Administrator  
20 Kathleen Carlin, Secretary

21  
22 **1. Call to Order**

23 **2. Pledge of Allegiance to the Flag**

24 **3. Roll Call**

25 **4. Freedom of Information Act Compliance**

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

28 **5. Approval of Agenda**

29 The agenda was **approved** as presented by general consent.

30 **6. Approval of Minutes**

31 The Planning Commission **approved** the minutes of the August 15, 2012 meeting as presented  
32 by general consent.

33 **7. Appearance by Citizens on Items Unrelated to Today's Agenda - None**

34 **8. Unfinished Business**

35 None

36 **9. New Business**

37 **Public Hearing**

38 **PPR120004** - Application for Public Project Review from the Town of Hilton Head Island for  
39 revisions to the Mathews Drive connectivity project. The revisions include the construction of  
40 a new segment of Electric Avenue behind the Palmetto Electric property in between Mingo  
41 Way and Cooperative Way. Chairman Quick opened the public hearing for the application  
42 and requested that the staff make their presentation.

43  
44 Ms. Nicole Dixon made the presentation on behalf of staff. Ms. Dixon presented an in-depth  
45 overhead review of the application. Staff recommended that the Planning Commission find this

1 application to be compatible with the Town's Comprehensive Plan for location, character, and  
2 extent based on the Findings of Facts and Conclusions of Law as determined by the LMO  
3 Official. The purpose of the application is to revise the Mathews Drive Connectivity project  
4 that was approved in 2011, to include a new street segment of Electric Avenue in between  
5 Cooperative Way and Mingo Way to improve the access and connectivity among the side  
6 streets of the Mathews Drive area.  
7

8 In May 2011, the Planning Commission approved a Public Project Review application for the  
9 Mathews Drive side street improvements, which included on street parking and drainage  
10 improvements (PPR110001). Staff is proposing to amend the scope of work and limits of the  
11 project by extending Electric Avenue from Mingo Way to Cooperative Way. Currently no  
12 roadway exists in this segment of the right-of-way. Public meetings were held in 2011 and  
13 2012 to inform adjacent property owners of the project and of the easement acquisitions  
14 proposed for permanent parking spaces and temporary construction easements. During these  
15 meetings, Palmetto Electric expressed their desires that the Town extend Electric Avenue from  
16 Mingo Way to Cooperative Way to reduce traffic thru their rear parking lot.  
17

18 In the June 5<sup>th</sup> 2012 Town Council Budget Workshop, Town Council approved the additional  
19 funding for this segment of Electric Avenue to be added to the current project. Plans are  
20 currently being prepared to construct the project in the winter of 2012/2013 through the Capital  
21 Improvement Program (CIP). Ms. Dixon concluded her presentation with a brief review of  
22 the Findings of Fact and Conclusions of Law. Ms. Jennifer Lyle presented statements in  
23 support of the application on behalf of the Engineering Department. Following the staff's  
24 presentation, Chairman Quick requested public comments and none were received. Chairman  
25 Quick then stated that the public hearing for this application is closed. Following the Planning  
26 Commission's discussion on the application, Chairman Quick requested that a motion be made.  
27

28 Commissioner Ennis made a **motion** that the Planning Commission finds Public Project  
29 Review Application PPR120004 to be compatible with the Town's Comprehensive Plan for  
30 location, character, and extent based on the staff's Findings of Facts and Conclusions of Law.  
31 Commissioner Bennett **seconded** the motion and the motion **passed** with a vote of 7-0-0.  
32

33 **PPR120005** - Application for Public Project Review from the Town of Hilton Head Island for  
34 intersection improvements at the three-way intersection of Mathews Drive and Marshland  
35 Road including a new roundabout with pedestrian crossing on Marshland Road. Chairman  
36 Quick reported that this application has been withdrawn by the staff.  
37

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

39 None

#### 40 **11. Chairman's Report**

41 Chairman Quick stated that Mrs. Lopko will provide Planning Commission and Committee  
42 training under Staff Reports. Ms. Jill Foster is researching new material for State Mandated  
43 training. Ms. Foster will present this material when it is available.

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

45 Commissioner Ennis stated that the next Comp Plan committee meeting is scheduled to be held  
46 on Wednesday, August 22, 2012 at 1:00p.m. The meeting will be held in Conference Room 4.  
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**13. Staff Reports**

A. Update on LMO Rewrite Committee Meeting Schedule – Ms. Jill Foster stated that the next LMO Rewrite Committee meeting has not yet been planned. Chairman Quick presented a brief update on behalf of the LMO Rewrite Committee.

B. Planning Commission & Committee Training – Mrs. Jayme Lopko presented the staff training. Mrs. Lopko presented a Power Point presentation and in-depth discussion of the duties and responsibilities of the Planning Commission and each of the five subcommittees. Mrs. Lopko also presented a brief overview of the duties and responsibilities of Town Council and other Board and Committees.

Commissioner Ennis, Chairman Quick and the staff discussed the responsibility of strategic planning for the Town. Mr. Colin presented statements on behalf of the Comprehensive Planning Division.

Chairman Quick requested that staff provide orientation training to the chairmen of the individual committees. This would be especially helpful to the new chairmen. Staff will make the orientation training arrangements.

The Planning Commission thanked Mrs. Lopko for her excellent training presentation.

C. Shelter Cove Mall – Ms. Heather Colin presented the update on the Shelter Cove Mall on behalf of staff. The Planning Commission will discuss the proposed Development Agreement on October 3, 2012.

D. Coligny and Chaplin Park issues – Mr. Shawn Colin presented the following update on behalf of staff:

(1) The Coligny area has been identified in many forums as an area to focus public investment aimed at enhancing the experience of residents and visitors and to serve as a catalyst that would spur private sector redevelopment and investment in the district. The Coligny area is located in the Town's TIF District and there are funds currently available to implement many of the public sector infrastructure improvements that would achieve both of these objectives. The TIF mechanism mandates all funds be committed for eligible activities prior to the expiration of the TIF in December of 2014. To effectively program, design, and execute a contract to implement the recommended improvements a decision on the path forward should be made no later than September 2012. Over the years various plans have been proposed for this area. While most of these plans include numerous parcels in the vicinity of Coligny Circle, they all have had one central theme which involves making public park/open space and parking improvements on the approximately 18 acres of Town owned land in the area.

The Town recently completed a financial feasibility and economic analysis of two concept plans for this area. One overriding theme of this analysis was that the Town should move to install public infrastructure improvements in the District through the use of current TIF funds. The report also indicated that from a financial standpoint there is little reason for the Town to subsidize redevelopment of viable existing commercial enterprise or install public improvements that are aimed primarily to subsidize or support those commercial enterprises. Keeping this in mind as well as the time sensitive nature of the TIF moneys available for this project, staff has developed the attached proposed plan which we believe would serve as a foundation for improvements in this area. These improvements focus on creating 1) improved parking and green/open space on Town owned property, 2) enhancements to streets adjacent to this Town owned property and establishing a presence for USCB's Hospitality programs on the Island. Other opportunities to work with surrounding property owners may

1 develop in the future. The attached concept does not preclude them but would rather serve as a  
2 foundation to get improvements started in this area.  
3

4 (2) A Concept Plan for Chaplin Linear Park was presented to the Town's Public Facilities Committee  
5 on May 1, 2012 to address one of Town Council's Top Priority Policy Agenda 2012 Targets for Action.  
6 Based on the various comments staff heard about this plan, the attached revised plan was produced  
7 which focuses on a reduced list of basic improvements needed create a spine running from Broad Creek  
8 at the proposed Shelter Cove Waterfront Park to the Atlantic Ocean at the existing Collier Beach Park  
9 location. This Concept Plan will allow for future public or private improvements along the park as  
10 Town Council determines are appropriate.  
11

12 **15. Adjournment**

13 The meeting was adjourned at 4:40p.m.  
14

15 Submitted By:

Approved By:

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18 \_\_\_\_\_  
19 Kathleen Carlin  
20 Secretary  
21  
22

\_\_\_\_\_

Gail Quick  
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  
PUBLIC PROJECT REVIEW**

Case #	Name of Project	Public Hearing Date
PPR120006	Sailing and Rowing Center	September 5, 2012

Parcel Data and Location	Applicant
133, 135, 137 and 141 Squire Pope Road  Beaufort County Tax Map PIN: R511-007-000-004D-0000 R511-007-000-004C-0000 R511-007-000-004G-0000 R511-007-000-0809-0000	Bryan McIlwee Town of Hilton Head Island One Town Center Court Hilton Head Island, SC 29928

**Application Summary**

Application for Public Project Review from the Town of Hilton Head Island for construction of a new sailing and rowing center to be used for non-motorized boating and water related recreational activities. The project includes an open air community pavilion, restrooms, parking infrastructure, utilities, a fixed pier and a floating dock along Skull Creek.

**Staff Recommendation**

**Staff recommends the Planning Commission find this application to be compatible with the Town's Comprehensive Plan for location character and extent based on those Findings of Facts and Conclusions of Law as determined by the LMO Official and enclosed herein.**

**Background:**

The Town of Hilton Head Island has identified the need to construct a community sailing and rowing center. In 2005 a citizen's group of sailing and rowing supporters approached Town Council with a request to construct a sailing and rowing center. In 2006 the Parks and Recreation Commission recommended to Town Council the

concept of developing a sailing and rowing facility at the former Seafood Co-op site located on Squire Pope Road. From 2006 until the present Town staff, neighborhood representatives, and sailing and rowing advocates met to develop a conceptual site layout plan, construction budget estimates and operational budget estimates. In July 2010 Town Council approved allocating funds in the fiscal year 2011 capital improvement budget for site clean-up which included demolition of the existing dilapidated dock and designated funding in the fiscal year 2012 for site design and construction.

A public meeting was held on March 6, 2012 to present the conceptual site layout to the community and to solicit public feedback. On March 8, 2012 the conceptual site layout was presented to the Parks and Recreation Commission and received a unanimous recommendation to proceed with procuring professional design services for the project. In April 2012 a Request For Qualifications was issued by Town staff for project design services and in July 2012 Wood + Partners was selected. The execution of the design contract is in its final stages.

**Description of Project:**

The Town of Hilton Head Island is proposing to build a new sailing and rowing center at the former Seafood Co-op site on Squire Pope Road. The project includes an open air community pavilion, restrooms, parking infrastructure, utilities, a fenced boat storage area, a fixed pier and a floating dock along Skull Creek. The Town desires the proposed improvements be designed and permitted by the fall of 2012 with construction beginning early 2013.

The parking surface will mostly consist of asphalt with pervious parking spaces. Proposed structures will be situated to minimize damage to existing trees. Pedestrian access to the park will be provided across Squire Pope Road to the existing pedestrian pathway. A crosswalk, with the ADA Detectable Warning Surface, will be used at the road crossing.

When the project is completed, the project area will be landscaped in a manner similar to other Town parks.

**Location, Character, and Extent:**

LMO Section 16-3-1201. Applicability and Purpose  
*The Planning Commission shall review any new street, structure, utility, square, park, or other public way, grounds or open space or public buildings for any use, whether publicly or privately owned, and make a determination of compatibility with the Comprehensive Plan for location, character and extent.*

**Summary of Facts and Conclusions of Law:**

**Findings of Fact:**

- Notice of the Public Project Application was published in the Island Packet on Sunday, July 29, 2012 as set forth in LMO 16-3-110 and 16-3-111.
- Notice of the Public Project Application was posted and mailed as set forth in LMO 16-3-110 and 16-3-111.
- A public hearing is being held on September 5, 2012 as set forth in LMO 16-3-1204A.
- The Commission has authority to render their decision reached here in LMO Section 16-3-1204.

**Conclusion of Law:**

The Public Project application, notice requirements, and public hearing comply with the legal requirements as set forth in LMO 16-3-110, 16-3-111 and 16-3-1204A.

**Summary of Facts and Conclusions of Law:**

**Findings of Facts:**

The adopted Comprehensive Plan addresses *the location, character and extent* of this project in the following areas:

**Natural Resources Element**

**Implementation for the Comprehensive Plan 3.3 – Positive Impacts of Environmental Preservation on Quality of Life**

The Town acquires property and creates parks to provide open vistas, increase open space opportunities, and enhance and support mental and physical health and a high quality of life for the public.

**Goal 3.3 – Protect Quality of Life through Environmental Preservation**

- B. The goal is to maintain human health through natural resource preservation.
- C. The goal is to preserve open space (including improvement and enhancement of existing).

**Community Facilities:**

**Implementation for the Comprehensive Plan 6.10 – Capital Improvement Program**

The link existing between the Capital Improvement Program and the Comprehensive Plan helps ensure public investment in municipal facilities and infrastructure is coordinated with the Town’s projected growth and development.

**Goal 6.10 – Capital Improvement Program**

- A. The goal is to have a Capital Improvement Program that is grounded in the Town’s Comprehensive Plan.

**Transportation Element:**

**Implication for the Comprehensive Plan 9.7 – Marine Transportation**

The Island has limited publicly owned dock facilities and opportunities to expand marine activity and access through installation of publicly owned docks and boat landings should be considered.

**Recreation Element**

**Implications for the Comprehensive Plan 10.6 – Facilities Guidelines**

Guidelines should be considered when making recommendations for future park development. However, they should be used as a tool with the consideration that our population and visitors may have needs that are unique to the character of the Island community.

**Implications for the Comprehensive Plan 10.8 – Recreation Programs**

There are various programs available on the Island that cross different population and socio-economic groups. As our population changes, community programs and services should be evaluated to ensure the needs of our community are being met. The variations in programs provide social interaction and provide connectivity among members of the community.

**Goal 10.1 – Recreation Needs**

- A. Continue to expand the public recreation system by providing adequate facilities to meet the needs of a broad spectrum of the Island population (including visitors) while maintaining sensitivity to the specific needs of the Island.
- B. Participate with local recreation organizations in the development of programs and facilities to meet the needs of the resident and visitor populations of the Island.

**Goal 10.3 – Protection of Unique Features**

- A. Acquire conservation and park lands as a means to preserve natural and cultural resources for educational, interpretive, and passive recreation uses.

**Implementation Strategy 10.1 – Recreation Needs**

- A. Be proactive in consideration of leisure services based on current park and recreation needs assessment.
- B. Continue participation with local recreation organizations in the development of programs and facilities to meet the needs of the diverse populations of the Island.
- D. Include within the parks system a combination of all park types and strive to achieve the park guidelines stated in the recreation element of the Comprehensive Plan by providing the number of future parks needed based on population projections.

**Conclusions of Law:**

**For the Location of the project:**

- Staff concludes that the project is compatible with the adopted Comprehensive

Plan as described in the Natural Resources, Community Facilities, Transportation and Recreation Elements for the location of this project.

- The community's desire for a sailing and rowing center has been recognized for several years. This proposed project will provide a special use park in the Stoney neighborhood which will offer a variety of water related recreational uses.
- The proposed sailing and rowing facility will be constructed in a way which will preserve natural elements of the site such as trees and open vistas.
- The proposed sailing and rowing facility will increase the number of publicly owned dock facilities available to community residents and visitors.

**For the Character of the project:**

- Staff concludes that the project is compatible with the adopted Comprehensive Plan as described in the Natural Resources, Community Facilities, Transportation and Recreation Elements for the character of this project.
- Structures at the proposed sailing and rowing facility will be consistent with the character of the other Town owned parks.
- Landscaping will be added at the conclusion of the project to ensure the aesthetic of the project is consistent with the character of other Town owned parks.
- The proposed sailing and rowing facility will provide opportunities for water and boating safety education programs, and special boating and cultural events.
- The Comprehensive Plan Recreation Element lists a sailing and rowing center as a future park designated in the Capital Improvement Program and is also listed as a future facility suggested by the public.

**For the Extent of the project:**

- Staff concludes that the project is compatible with the adopted Comprehensive Plan as described in the Natural Resources, Community Facilities, Transportation and Recreation Elements for the extent of this project.
- The proposed sailing and rowing facility will provide opportunities for residents and visitors to enhance mental and physical health and enjoy a high quality of life.
- The proposed sailing and rowing facility will increase the number of public water access points and provide alternate non-motorized boat access to the waters surrounding the Island.
- The proposed sailing and rowing facility will provide a neighborhood location for fishing, cultural and water related recreational activities.

**LMO Official Determination**

**Determination: Staff determines that this application is compatible with the Comprehensive Plan for the location, character, and extent as based on the above Findings of Fact and Conclusions of Law.**

**Planning Commission Determination and Motion:**

**The Planning Commission's role is to determine if the application is compatible with the Comprehensive Plan for location, character, and extent.**

**PREPARED BY:**

MB

\_\_\_\_\_  
Marcy Benson  
*Senior Grants Administrator*

August 21, 2012

\_\_\_\_\_  
DATE

**REVIEWED BY:**

TBL

\_\_\_\_\_  
Teri B. Lewis, AICP  
*LMO Official*

August 21, 2012

\_\_\_\_\_  
DATE

**REVIEWED BY:**

JL

\_\_\_\_\_  
Jayme Lopko, AICP  
*Senior Planner & PC Coordinator*

August 21, 2012

\_\_\_\_\_  
DATE

**ATTACHMENTS:**

- A) Map
- B) Project Narrative



Proposed  
Sailing & Rowing  
Facility Site

Greens Shell  
Park

Squire Pope Road

Blazing Star Lane



TOWN OF HILTON HEAD ISLAND  
ONE TOWN CENTER COURT  
HILTON HEAD ISLAND, S.C. 29928  
PHONE (843) 341-4600  
Date Created: July 23, 2012

Town of Hilton Head Island  
PPR120006 Public Project Review - Vicinity Map  
July, 2012



The information on this map has been compiled from a variety of sources and is intended to be used only as a guide. It is provided without any warranty or representation as to the accuracy or completeness of the data shown. The Town of Hilton Head Island assumes no liability for its accuracy or state of completion or for any losses arising from the use of the map.

## PPR Narrative Rowing and Sailing Center

The Town of Hilton Head Island is proposing to build a new Rowing and Sailing Center at the Seafood Co-op site on Squire Pope Road. The project includes an open air community pavilion, restrooms, parking infrastructure, utilities, a fenced boat storage area, a fixed pier and a floating dock along Skull Creek. The Town desires the proposed improvements be designed and permitted by the fall of 2012 with construction beginning early 2013.

The parking surface will mostly consist of asphalt with pervious parking spaces. Proposed structures will be situated to minimize damage to existing trees. Pedestrian access to the park will be provided across Squire Pope Road to the existing pedestrian pathway. A crosswalk, with the ADA Detectable Warning Surface, will be used at the road crossing.

When the project is completed, the project area will be landscaped in a manner similar to other Town parks.