



**Town of Hilton Head Island  
Planning Commission Meeting  
Wednesday, July 20, 2016  
3:00p.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. **Swearing In Ceremony for Reappointed Planning Commissioners (July 1, 2016 – June 30, 2019)** Mr. Alex Brown and Mr. Judd Carstens
6. **Approval of Agenda**
7. **Approval of Minutes** Regular Planning Commission Meeting – June 15, 2016
8. **Appearance by Citizens on Items Unrelated to Today's Agenda**
9. **Unfinished Business**  
None
10. **New Business**
  - a) **Public Hearing**  
**LMO Amendments** - The Town of Hilton Head Island is proposing to amend Chapter 3 of the Land Management Ordinance (LMO) to revise the following sections:  
  
Sections 16-3-105.D, 16-3-105.F, 16-3-105.G, 16-3-105.I, 16-3-105.L, 16-3-105.M, 16-3-105.N and 16-3-105.O: to allow an existing office, eating establishment or commercial services use that is accessory to and within an existing residential structure to be converted to a residential unit or units upon the Administrator's determination that the development can support the required amount of parking. *Presented by: Teri Lewis*
  - b) **Beaufort County Hazard Mitigation Plan 2015 Update**  
*(Note: due to the size of this document, the full plan is available for viewing at Town Hall.)*  
The Planning Commission will review and consider a recommendation to Town Council for the adoption of the Beaufort County Hazard Mitigation Plan 2015 Update as an appendix to the Town of Hilton Head Island Comprehensive Plan. *Presented by: Marcy Benson*

- 11. Commission Business**  
Appointment of Board Secretary
- 12. Chairman's Report**
- 13. Committee Report**
- 14. Staff Reports**  
Quarterly Report – *Presented by: Jayme Lopko*
- 15. 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 Meeting**  
**Wednesday, June 15, 2016**  
**3:00p.m. – Benjamin M. Racusin Council Chambers**

Commissioners Present: Chairman Alex Brown, Vice Chairman Peter Kristian, Todd Theodore, Jim Gant, Brian Hughes, Lavon Stevens, Caroline McVitty, Judd Carstens

Commissioners Absent: Barry Taylor (excused)

Town Council Present: Tom Lennox, David Ames

Town Staff Present: Anne Cyran, Senior Planner; Shawn Colin, Deputy Director of Community Development; Teri Lewis, LMO Official; Charles Cousins, Director of Community Development; Brian Hulbert, Staff Attorney; Jill Foster, Deputy Director of Community Development; Jennifer Ray, Urban Designer; Jennifer Lyle, Assistant Town Engineer; Darrin Shoemaker, Traffic & Transportation Engineer; Jayme Lopko, Senior Planner & Board Coordinator; Teresa Haley, Secretary

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**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**

The Planning Commission **approved** the minutes of the May 18, 2016 meeting as presented by general consent.

**7. Appearance by Citizens on Items Unrelated to Today's Agenda**

None

**8. Unfinished Business**

None

**9. New Business**

**a) Public Hearing**

*(Vice Chairman Kristian recused himself from review of ZA-0863-2016 due to a professional conflict of interest. A Conflict of Interest form was completed and signed, and attached to the record.)*

**ZA-0863-2016** - Bonnie Lowrey applied to amend the Official Zoning Map by amending the PD-1 (Planned Development Mixed-Use) Zoning District, specifically the Hilton Head Plantation Master Plan, from the currently approved density of 8 residential dwelling units per acre (22 units total) **AND** 8,000 square feet per acre (22,000 square feet total) of limited commercial uses to the proposed density of 16 residential dwelling units per acre (44 units total) **OR** 8,000 square feet per acre (22,000 square feet total) of limited commercial uses. The subject properties include a parcel with the Old Fort Pub and a parcel with an art gallery, addressed as 63 and 61 Skull Creek Drive, respectively, one non-addressed parking lot, and one undeveloped parcel near Skull Creek Drive. The subject parcels are further identified as Beaufort County Tax Map 3, Parcels 34, 46, 79, and 83.

Ms. Cyran presented an in-depth review of the rezoning application as described in the Staff Report included in the Commission's packet. Ms. Cyran noted her Staff Memo dated June 13, 2016 regarding the rezoning application was provided to the Commission and public today. Staff recommends that the Planning Commission find this application to be consistent with the Town's Comprehensive Plan and serves to carry out the purposes of the LMO, based on those Findings of Facts and Conclusions of Law as determined by the LMO Official and enclosed in the Staff Report. Staff recommends that the Planning Commission recommend approval to Town Council of this application, which includes amending the Official Zoning Map by amending the Hilton Head Plantation Master Plan to: 1) increase the residential density from 8 dwelling units to 16 dwelling units per acre; and 2) limit development on the parcels to 16 dwelling units per acre OR 8,000 square feet of limited commercial development per acre. The approved commercial uses will remain limited to Eating Establishments, with seating and low turnover, and Offices, business and professional.

Chairman Brown requested the applicant make a presentation. The applicant, Ms. Lowrey presented her application as described in the Staff Report included in the Commission's packet. Ms. Lowrey provided statements regarding meeting with neighboring property owners as previously recommended by the Commission. Ms. Lowrey indicated her application is in compliance with the Town's Comprehensive Plan and LMO.

Chairman Brown explained the rules and procedures for conducting the public comment part of the meeting. Then Chairman Brown opened the meeting for public comment. Several members of the public stated their opposition to the zoning application. The proposed zoning would not be in keeping with the character of the neighboring properties. The proposed zoning would impact their property values and quality of life. The applicant did not meet with an adequate number of neighbors to discuss this zoning application. Several members of the public read a letter to the Commission from the HHPPOA Board of Directors stating their opposition to the zoning application.

Chairman Brown provided Ms. Lowrey the opportunity to speak following public comment. Ms. Lowrey stated that she requests to withdraw her application. Chairman Brown requested Town Staff provide insight as to the effects of Ms. Lowrey withdrawing the application. Mr. Colin presented statements regarding what is allowed under the current density versus the proposed density. Mr. Hulbert stated that Ms.

Lowrey is within her legal right to withdraw the application. Mr. Hulbert reminded the Commission and Ms. Lowrey of Staff's recommendation for approval of this application based on the Findings of Facts and Conclusions of Law contained in the Staff Report. Chairman Brown inquired as to whether a reapplication is allowed now that the application is withdrawn. Ms. Lopko stated that because no action was taken by the Commission, the applicant has the right to come back with an application, as long as submittal criteria and deadlines are met. Chairman Brown clarified that the Commission has no authority over the applicant's right to withdraw, and further, cannot vote on a withdrawn application.

Chairman Brown asked the Commission to make any statements. The Commission noted that according to the county property records, the walls of certain southern property boundary members is on Ms. Lowrey's property and recommended such members have an as-built survey performed. The Commission expressed concern for the perception of neighboring citizens regarding the existing zoning entitlements of the property.

The application was withdrawn, therefore, no action was taken by the Commission.

**b) Public Hearing**

*(Commissioner Carstens and Commissioner Stevens departed the meeting.)*

**PPR-0429-2016** – Application for Public Project Review from the Town of Hilton Head Island for improvements at the intersection of Pope Avenue and Lagoon Road. These improvements include a fully signalized intersection with crosswalks, expanded auxiliary lanes and turn lanes.

Ms. Lopko presented the application as described in the Staff Report included in the Commission's packet. Ms. Lopko stated that the full Coligny area project review came before the Commission in December 2015. The improvements on Pope Avenue were not included in the previous review and are now before the Commission for review and approval. The median closure further down the road from this project site that was discussed at the Coligny area public hearing is not included in this project. Ms. Lopko reiterated the purpose of these improvements is to include a fully signalized intersection with crosswalks, expanded auxiliary lanes and turn lanes, in anticipation of the opening of the Coligny Park and parking lot. Staff recommends that 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 in the Staff Report.

The Commission inquired as to the existing median versus what is being proposed for the median and turning lanes; the details of the crosswalks; traffic signal location; the status of Coligny Park and construction; and further, the timing of this project with the Coligny Park project; and status of the easement acquisition. The Commission discussed the traffic signal and safety issues. Staff clarified the proposed location of the traffic signal and noted that the traffic signal has been warranted by SCDOT. The proper traffic analysis was done to answer traffic concerns.

Chairman Brown opened the meeting for public comment. The public expressed concerns regarding the following: this project being implemented too soon and interfering with the Circle to Circle (CTC) proposals; traffic backups to the circle; placing a refuge area for pedestrians and bicyclists; putting up temporary traffic signals until CTC recommendations are approved and implemented. Two members of the public would like to see a shuttle service to relocate people to other beaches; paid parking; no left turns out of the beach parking; and no U-turns permitted on Pope Avenue. One member of the public expressed concern for safety of people and bicyclists. One member of the public suggested the following considerations: widening the crosswalk and safety refuge to fit multiple people and bicycles; placing a no turn on red sign coming out of the beach area; a large enough shoulder pad to accommodate 10-15 bicyclists; and accommodate bicycle traffic. Councilman David Ames expressed concern that this project doesn't incorporate the CTC discussions regarding the Coligny and Pope Avenue corridor. Councilman Ames suggested postponement of this project until Town Council decides priorities for this area.

The Commission inquired to Staff as to the immediate need of going forward with this project. Ms. Jennifer Lyle stated that upon review of the bid package that this project could possibly become a bid alternate. This is a separate project from a funding source side. Ms. Lyle explained the timeline of this project and that Staff is working on getting proper permits, the easement acquisition, and is confident in being ready for the construction timeline. Chairman Brown noted that the Commission took a great deal of time reviewing the Coligny area before the Park was approved. Since that time, the Town Council has instructed the Commission to go forward with the CTC work. Chairman Brown believes that the Town Council should be given all information to make a decision. The Commission asked Commissioner Gant how this project fits in with the CTC recommendations. Commissioner Gant stated that this project is not in conflict with the CTC recommendations and expressed support of this project. Councilman Ames expressed that this project is addressing one issue related to automobile traffic and may pose an issue for the future vision of Pope Avenue and the Coligny area. The Commission and Councilman Ames discussed how to include the future character of this area and also address the immediate needs of this area. Ms. Jennifer Ray described extensive projects that are being done in this area in addition to this project. Ms. Ray noted the size of the crosswalk intersection was recommended by a consultant and is the Town standard crosswalk. This intersection was only separated out due to the median cut and was intended to go along with the Master Plan that was approved by Town Council that included a signalized intersection which is one of many components of this overall project. Upon Town Council approval, this project received DRB approval and the bid process will be going forward soon. Mr. Colin stated that the purpose of the PPR is for location, character, and extent. Mr. Colin stated that it has already been determined that operational issues need to be resolved at this intersection and temporary fixes do not address all current issues, let alone additional issues that will arise when the Park opens. Mr. Colin expressed that the Commission is to review and deem the concept, not design, of the project is appropriate for this location. The Commission can make recommendations regarding design aspects. The Commission then inquired as to their role in this process, if this project has already been approved by Town Council. Mr. Colin expressed that this is one conceptual plan with many complexities and this part of the project was previously omitted for further review and approval. The Commission is to review the conceptual

improvements of this plan and Staff will consider any recommendations. Mr. Colin noted that this is a SCDOT road, therefore, the Town does not have full control of what can be done. Chairman Brown requested a motion and expressed that with this motion, the Commission be mindful of all the work that has gone into this and related projects, the public concerns, as well as the concerns of the Commissioners.

Vice Chairman Kristian made a motion to **approve** the Staff recommendation of this application, and further recommends that Staff give consideration to the following in the project plans: pedestrian and bicycle traffic; refuge area; and concerns expressed by citizens in today's meeting. Commissioner Gant **seconded** the motion. The motion **passed** with a vote of 6-0-0.

**c) Public Hearing**

**LMO Amendments** - The Town of Hilton Head Island is proposing to amend Chapter 3 of the Land Management Ordinance (LMO) to revise the following sections:

Sections 16-3-105.D, 16-3-105.F, 16-3-105.G, 16-3-105.I, 16-3-105.L, 16-3-105.M, 16-3-105.N and 16-3-105.O: to allow an existing office, eating establishment or commercial services use that is accessory to and within an existing residential structure to be converted to a residential unit or units upon the Administrator's determination that the development can support the required amount of parking.

Ms. Lewis stated that she needs to withdraw the amendments due to an error. Ms. Lewis stated that she had previous amendments going forward at the same time she was drafting this set of amendments and did not incorporate the necessary changes. Ms. Lewis will make the correction and resubmit to the Commission in the near future.

The LMO Amendments were withdrawn, therefore, no action was taken by the Commission.

**d) Circle to Circle (CTC) Committee Preliminary Report and Recommendations**

The CTC Chairman will share conclusions reached by the Committee for the Circle to Circle Study Area and deliver a preliminary report and set of recommendations to the Planning Commission for consideration. Upon review, the Planning Commission will be asked to forward the final report and all recommendations to Town Council.

Commissioner Gant, Chairman of the Circle to Circle (CTC) Committee, began his presentation with an introduction of the CTC Committee, scope of work, and community forums and their results. Commissioner Gant presented community suggestions, pertinent data, observations, and evaluations in connection with transportation improvements, and traffic and parking issues. Commissioner Gant articulated development concepts regarding the vision process and character of the Island. Commissioner Gant then noted that there are many possible courses of action to achieve the CTC community vision. Commissioner Gant concluded with the Committee's recommendations regarding the following: parking; connectivity; traffic at Sea Pines Circle; trail system expansion; and policy.

The Commission thanked Commissioner Gant and the CTC Committee for their hard work and recommendations. The Commission discussed and inquired as to the following: peak periods and traffic studies done near the Sea Pines Circle and Coligny area; day trippers: where they come from, where they stay, and their financial contributions; collecting revenue from different sources; and economic impact and funding sources. Chairman Brown presented statements regarding a policy recommendation for the Parks & Rec Committee; the Commission responsibilities; and the EDC's involvement in this. Commissioner Gant noted that a marketing strategy is needed for other HHI beaches and amenities improvements. The Commission inquired as to the potential defunding of the EDC. Mr. Colin stated that last night Town Council at revised first reading approved a budget that did not include funding to the EDC. However, the EDC is its own entity, and although they do not having a funding source at this time, Town Council cannot compel them to dissolve. The Commission expressed concern for assigning a responsibility to the EDC in a recommendation in light of this new information. Chairman Brown noted that implementing these recommendations will require tremendous research and time; and further, is hopeful that tasks will be assigned appropriately in an effort to move forward with this process.

Vice Chairman Kristian made a motion to **approve** forwarding the CTC Committee final report and recommendations to Town Council, with the caveat that the assignment for the EDC be reassigned as appropriate. Commissioner Hughes **seconded** the motion. The motion **passed** with a vote of 6-0-0.

e) Election of Officers

Vice Chairman Kristian stated that the Nominating Committee's unanimous recommendation is to reappoint Commissioner Alex Brown as Chairman and Commissioner Peter Kristian as Vice Chairman of the Planning Commission. Commissioner Gant made a motion to **approve** the Nominating Committee's recommendation. Commissioner Hughes **seconded** and the motion **passed** with a vote of 6-0-0.

10. **Commission Business** – None
11. **Chairman's Report** – None
12. **Committee Report** – None
13. **Staff Reports** – None
14. **Adjournment** – The meeting was adjourned at 6:45p.m.

Submitted By:

Approved By:

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Teresa Haley, Secretary

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Alex Brown, Chairman



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## TOWN OF HILTON HEAD ISLAND

### *Community Development Department*

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**TO:** Planning Commission  
**VIA:** Jayme Lopko, AICP, *Senior Planner*  
**FROM:** Teri B. Lewis, AICP, *LMO Official*  
**DATE:** July 5, 2016  
**SUBJECT:** Density Conversion Amendments

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**Recommendation:** Staff recommends that the Planning Commission forward the attached amendments to Town Council with a recommendation of approval.

**Summary:** The proposed change will allow certain uses (offices, restaurants and commercial services) that are accessory to and within an existing residential structure to be converted to residential units in certain zoning districts. This conversion will be permitted if the development has the correct amount of parking and the conversion takes place entirely within the footprint of the existing residential structure.

**Background:** Similar language was actually added to the Town's Land Management Ordinance (LMO) in March 2011 to be more flexible and provide additional redevelopment opportunities. This language was not carried over during the rewrite process and a request has been made to add this language back into the LMO to provide the same flexibility that it provided when it was added in 2011. Newly added language is illustrated with double underline and deleted language is illustrated with ~~strikethrough~~.

Please contact me at (843) 341-4698 or at [teril@hiltonheadislandsc.gov](mailto:teril@hiltonheadislandsc.gov) if you have any questions.

**CHAPTER 16-3: ZONING DISTRICTS**

**Sec.16-3-105. - Mixed-Use and Business Districts**

A. – C. No Changes

**D. Light Commercial (LC) District**

<p style="font-size: 24pt; margin: 0;">LC</p> <p style="font-size: 20pt; margin: 0;">Light Commercial District</p>			
1. No Changes			
2. No Changes			
3. Development Form Standards			
MAX. DENSITY (PER NET ACRE)		LOT COVERAGE	
Residential <sup>1</sup>	4 du	Max. Impervious Cover	60%
Hotel	35 rooms	Min. Open Space for Major Residential Subdivisions	16%
Nonresidential <sup>4,2,2,3</sup>	10,000 GFA		
MAX. BUILDING HEIGHT			
All Development	45 ft <sup>2,4</sup>		
USE AND OTHER DEVELOPMENT STANDARDS			
See Chapter 16-4: Use Standards, Chapter 16-5: Development and Design Standards, and Chapter 16-6: Natural Resource Protection.			

TABLE NOTES:

P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = dwelling units; sf = square feet; GFA = gross floor area in square feet; ft = feet; n/a = not applicable

1. In order to promote flexibility, an existing office, eating establishment or commercial services use that is accessory to and within an existing residential structure may be converted to a residential unit or units upon the Official's determination that the development can support the required amount of parking. The alteration shall not expand beyond the footprint of the existing residential structure.

4. 2. The gross floor area per building shall be 20,000 square feet for buildings devoted to Commercial Services or Industrial Uses.

2. 3. Each building shall be separated by a minimum of 15 feet.

3. 4. May be increased by up to ten percent on demonstration to the Official that:

a. – f. No Changes.

F. Main Street (MS) District

MS Main Street District			
1. No Changes			
2. No Changes			
3. Development Form Standards			
MAX. DENSITY (PER NET ACRE)		LOT COVERAGE	
Residential <sup>1</sup>	12 du	Max. Impervious Cover	60%
Hotel	35 rooms	Min. Open Space for Major Residential Subdivisions	16%
Nonresidential	9,000 GFA		
MAX. BUILDING HEIGHT			
All Development	45 ft <sup>±</sup> <sub>±</sub>		
USE AND OTHER DEVELOPMENT STANDARDS			
See Chapter 16-4: Use Standards, Chapter 16-5: Development and Design Standards, and Chapter 16-6: Natural Resource Protection.			
TABLE NOTES: P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = dwelling units; sf = square feet; GFA = gross floor area in square feet; ft = feet; n/a = not applicable			
<u>1. In order to promote flexibility, an existing office, eating establishment or commercial services use that is accessory to and within an existing residential structure may be converted to a residential unit</u>			

or units upon the Official's determination that the development can support the required amount of parking. The alteration shall not expand beyond the footprint of the existing residential structure.

1. 2. May be increased by up to ten percent on demonstration to the Official that:

a. - f. No Changes.

**G. Marshfront (MF) District**

<b>MF Marshfront District</b>				
1. No Changes				
2. No Changes				
3. Development Form Standards				
MAX. DENSITY (PER NET ACRE)			LOT COVERAGE	
Residential <sup>1</sup>	Along major arterials	4 du (8 du if lot area is at least 3 acres)	Max. Impervious Cover	60%
	Along other streets	6 du (10 du if lot area is at least 3 acres)	Min. Open Space for Major Residential Subdivisions	16%
Nonresidential		7,000 GFA		
MAX. BUILDING HEIGHT				
All Development		45 ft <sup>± 2</sup>		
USE AND OTHER DEVELOPMENT STANDARDS				
See Chapter 16-4: Use Standards, Chapter 16-5: Development and Design Standards, and Chapter 16-6: Natural Resource Protection.				
<p><b>TABLE NOTES:</b></p> <p>P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = dwelling units; sf = square feet; GFA = gross floor area in square feet; ft = feet; n/a = not applicable</p>				

1. In order to promote flexibility, an existing office, eating establishment or commercial services use that is accessory to and within an existing residential structure may be converted to a residential unit or units upon the Official's determination that the development can support the required amount of parking. The alteration shall not expand beyond the footprint of the existing residential structure.

1.2. May be increased by up to ten percent on demonstration to the Official that:

a. – f. No Changes

I. Mitchelville (MV) District

<p style="font-size: 24pt; margin: 0;">MV</p> <p style="font-size: 20pt; margin: 0;">Mitchelville District</p>			
1. No Changes			
2. No Changes			
3. Development Form Standards			
MAX. DENSITY (PER NET ACRE)		LOT COVERAGE	
Residential <sup>1</sup>	12 du	Max. Impervious Cover	35%
Hotel	35 rooms	Min. Open Space for Major Residential Subdivisions	16%
Nonresidential	8,000 GFA		
MAX. BUILDING HEIGHT			
All Development	75 ft		
USE AND OTHER DEVELOPMENT STANDARDS			
See Chapter 16-4: Use Standards, Chapter 16-5: Development and Design Standards, and Chapter 16-6: Natural Resource Protection.			
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or units upon the Official's determination that the development can support the required amount of parking. The alteration shall not expand beyond the footprint of the existing residential structure.

L. Resort Development (RD) District

# RD Resort Development District

1. No Changes

2. No Changes

3. Development Form and Parameters

MAX. DENSITY (PER NET ACRE)		LOT COVERAGE	
Residential <sup>1</sup>	16 du	Max. Impervious Cover	50%
Hotel	35 rooms	Min. Open Space for Major Residential Subdivisions	16%
Nonresidential	8,000 GFA		
MAX. BUILDING HEIGHT			
Non Single-Family Development on property landward of South Forest Beach Drive	60 ft		
All Other Non Single-Family Development	75 ft		
Single-Family Development	45 ft		

## USE AND OTHER DEVELOPMENT STANDARDS

See Chapter 16-4: Use Standards, Chapter 16-5: Development and Design Standards, and Chapter 16-6: Natural Resource Protection.

**TABLE NOTES:**  
P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special

Exception; du = dwelling units; sf = square feet; GFA = gross floor area in square feet; ft = feet; n/a = not applicable

1. In order to promote flexibility, an existing office, eating establishment or commercial services use that is accessory to and within an existing residential structure may be converted to a residential unit or units upon the Official's determination that the development can support the required amount of parking. The alteration shall not expand beyond the footprint of the existing residential structure.

M. Sea Pines Circle (SPC) District

<p style="margin: 0;"><b>SPC</b></p> <p style="margin: 0;"><b>Sea Pines Circle District</b></p>			
1. No Changes			
2. No Changes			
3. Development Form Standards			
MAX. DENSITY (PER NET ACRE)		LOT COVERAGE	
Residential <sup>1</sup>	12 du	Max. Impervious Cover	60%
Nonresidential	10,000 GFA	Min. Open Space for Major Residential Subdivisions	16%
MAX. BUILDING HEIGHT			
All Development	45 ft <sup>± 2</sup>		
USE AND OTHER DEVELOPMENT STANDARDS			
See Chapter 16-4: Use Standards, Chapter 16-5: Development and Design Standards, and Chapter 16-6: Natural Resource Protection.			
<p><b>TABLE NOTES:</b></p> <p>P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = dwelling units; sf = square feet; GFA = gross floor area in square feet; ft = feet; n/a = not applicable</p> <p><u>1. In order to promote flexibility, an existing office, eating establishment or commercial services use that is accessory to and within an existing residential structure may be converted to a residential unit or units upon the Official's determination that the development can support the required amount of parking. The alteration shall not expand beyond the footprint of the existing residential structure.</u></p>			

1. 2. May be increased by up to ten percent on demonstration to the Official that:

a. – f. No Changes

**N. Stoney (S) District**

**S**  
**Stoney District**

1. No Changes

2. No Changes

3. Development Form and Parameters

**MODIFIED ADJACENT STREET AND USE SETBACK STANDARDS**

Adjacent Street Setback	Except along major or minor arterials, the adjacent street setback distance established in Sec. 16-5-102.C, Adjacent Street Setback Requirements, may be reduced by up to 30 percent, provided the applicant demonstrates there is no other feasible or practicable alternative that will accommodate a permitted use on the site in compliance with all other requirements of the LMO and the required adjacent street buffer can be provided.
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Adjacent Use Setback	The adjacent use setback distance established in Sec. 16-5-102.D, Adjacent Use Setback Requirements, may be reduced to ten feet where a public park adjoins another public park, or where a nonresidential use other than an industrial use adjoins another nonresidential use other than an industrial use.
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<b>MAX. DENSITY (PER NET ACRE)</b>		<b>LOT COVERAGE</b>
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Residential <sup>1</sup>	10 du	Max. Impervious Cover	50%
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Hotel	35 rooms	Min. Open Space for Major Residential Subdivisions	16%
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Nonresidential	7,000 GFA	
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<b>MAX. BUILDING HEIGHT</b>	
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All Development	45 ft <sup>1 2</sup>	
<b>USE AND OTHER DEVELOPMENT STANDARDS</b>		
See Chapter 16-4: Use Standards, Chapter 16-5: Development and Design Standards, and Chapter 16-6: Natural Resource Protection.		
<p style="text-align: center;"><b>TABLE NOTES:</b></p> <p style="text-align: center;">P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = dwelling units; sf = square feet; GFA = gross floor area in square feet; ft = feet; n/a = not applicable</p> <p><u>1. In order to promote flexibility, an existing office, eating establishment or commercial services use that is accessory to and within an existing residential structure may be converted to a residential unit or units upon the Official's determination that the development can support the required amount of parking. The alteration shall not expand beyond the footprint of the existing residential structure.</u></p> <p style="text-align: center;">1. <u>2.</u> May be increased by up to ten percent on demonstration to the Official that:</p>		
a. - f. No Changes		

O. Waterfront Mixed-Use (WMU) District

<p style="font-size: 24pt; margin: 0;">WMU</p> <p style="font-size: 20pt; margin: 0;">Waterfront Mixed-Use District</p>			
1. No Changes			
2. No Changes			
3. Development Form Standards			
MAX. DENSITY (PER NET ACRE)		LOT COVERAGE	
Residential <sup>1</sup>	16 du	Max. Impervious Cover	50%
Hotel	35 rooms	Min. Open Space for Major Residential Subdivisions	16%
Nonresidential	8,000 GFA		
MAX. BUILDING HEIGHT <sup>2</sup>			
All Development	75 ft		
USE AND OTHER DEVELOPMENT STANDARDS			
See Chapter 16-4: Use Standards, Chapter 16-5: Development and Design Standards, and Chapter 16-6: Natural Resource Protection.			
<p>TABLE NOTES:</p> <p>P = Permitted by Right; PC = Permitted Subject to Use-Specific Conditions; SE = Allowed as a Special Exception; du = dwelling units; sf = square feet; GFA = gross floor area in square feet; ft = feet; n/a = not applicable</p> <p><u>1. In order to promote flexibility, an existing office, eating establishment or commercial services use that is accessory to and within an existing residential structure may be converted to a residential unit or units upon the Official's determination that the development can support the required amount of</u></p>			

parking. The alteration shall not expand beyond the footprint of the existing residential structure and shall not cause the structure to become nonconforming.

1. 2. For purposes of calculating new density, only 25% of total square footage devoted to boat dry storage facilities shall be counted.
2. 3. Where a parcel in the WMU District adjoins a zoning district with a height limit lower than that in the WMU District, no part of a building on the WMU-zoned parcel shall exceed a height equal to the height limit in the adjoining district plus 1 foot, or major fraction thereof, for each foot of horizontal distance from the adjoining district.



# **TOWN OF HILTON HEAD ISLAND**

*Community Development Department*

**TO:** Planning Commission  
**VIA:** Shawn Colin, *Deputy Director of Community Development*  
**FROM:** Marcy Benson, *Senior Grants Administrator*  
**CC:** Charles Cousins, *Director of Community Development*  
**DATE:** June 13, 2016  
**SUBJECT:** Beaufort County Hazard Mitigation Plan 2015 Update

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**Recommendation:**

Staff requests the Planning Commission forward the Beaufort County Hazard Mitigation Plan 2015 Update with a recommendation for approval and adoption as an appendix to the Town of Hilton Head Island Comprehensive Plan.

**Summary:** The Lowcountry Council of Governments on behalf of Beaufort County and its incorporated communities prepared the Beaufort County Hazard Mitigation Plan 2015 Update. This Plan assesses the communities' vulnerabilities to natural hazards; and includes long term strategies to address these hazards and to prevent future damage and loss of life. This Plan was created through participation from County and municipal officials and residents and represents the community's consensus. The 2015 update has been approved by the South Carolina Emergency Management Division (SCEMD) and the Federal Emergency Management Agency (FEMA).

**Background:** The Beaufort County Hazard Mitigation Plan 2015 Update will replace the Beaufort County Hazard Mitigation Plan adopted in 2011 as an appendix to the Town of Hilton Head Island Comprehensive Plan. The adoption of the 2015 Plan will fulfill the continuing requirements that qualify the Town of Hilton Head Island for FEMA pre-disaster mitigation grants, post-disaster reconstruction assistance and continued participation in the Community Rating System (CRS).

**A RESOLUTION BY THE PLANNING COMMISSION OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA TO RECOMMEND ADOPTION OF THE BEAUFORT COUNTY HAZARD MITIGATION PLAN 2015 UPDATE AS AN APPENDIX TO THE TOWN OF HILTON HEAD ISLAND COMPREHENSIVE PLAN.**

**WHEREAS**, in 2010, the Town Council of the Town of Hilton Head Island, South Carolina adopted the Town of Hilton Head Island Comprehensive Plan; and

**WHEREAS**, in 2012, the Town Council of the Town of Hilton Head Island, South Carolina adopted the revised and updated Town of Hilton Head Island Comprehensive Plan; and

**WHEREAS**, the Beaufort County Hazard Mitigation Plan was adopted in 2011 as an Appendix to the Town of Hilton Head Island Comprehensive Plan; and

**WHEREAS**, the Beaufort County Hazard Mitigation Plan is required to be re-evaluated by the Disaster Mitigation Act of 2000 every five years to assess the communities' vulnerabilities to natural hazards and to prepare a long-term strategy to address these hazards and prevent future damage and loss of life; and

**WHEREAS**, the Beaufort County Hazard Mitigation Plan was re-evaluated and revised through participation from County and municipal officials, and residents and represents the community's consensus; and

**WHEREAS**, the adoption of the Beaufort County Hazard Mitigation Plan 2015 Update will fulfill the requirements for continued participation in the Community Rating System as well as qualify the Town of Hilton Head Island for FEMA pre-disaster grants and post-disaster reconstruction assistance; and

**NOW, THEREFORE BE IT, AND IT HEREBY IS RESOLVED BY THE PLANNING COMMISSION FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT** the Planning Commission hereby recommends adoption of the Beaufort County Hazard Mitigation Plan 2015 Update as attached

**MOVED, APPROVED, AND ADOPTED ON THIS 20TH DAY OF JULY, 2016.**

\_\_\_\_\_  
Alex Brown, Chairman

ATTEST:

\_\_\_\_\_  
Victoria L. Pfannenschmidt, Town Clerk

Commission Member introducing Resolution: \_\_\_\_\_

# PLANNING COMMISSION QUARTERLY REPORT

## 2<sup>nd</sup> QUARTER 2016

*Previously Reviewed Applications or Documents:*

<b>LMO Amendments:</b>	<b>Status:</b>
<p>The Town of Hilton Head Island is proposing to amend Chapters 2, 3, 4, 5, 6, 10 and Appendices A and D of the Land Management Ordinance (LMO) to revise the following sections:</p> <p><u>Section 16-2-103.B</u>: to clarify who can submit a text amendment, <u>Section 16-2-103.I</u>: codifies existing practice that the DRB takes action on conceptual development, <u>Section 16-2-103.K</u>: codifies existing policy that work in wetlands, wetland buffers and dunes requires a natural resources permit, <u>Section 16-2-103.P</u>: to clarify when a Certificate of Compliance is required, <u>Section 16-3-105.D</u>: changes RV park from permitted by right to permitted by condition in the LC (Light Commercial) zoning district, <u>Section 16-3-105.E</u>: changes wholesale sales from permitted by condition to permitted by right in the IL (Light Industrial) zoning district, <u>Section 16-3-105.L</u>: changes the height requirement for single-family development in the RD (Resort Development) zoning district, <u>Section 16-3-106.H</u>: provides a map that illustrates which parcels are included in the Forest Beach Neighborhood Character Overlay District, <u>Section 16-3-106.M</u>: specifies when activities can occur within a dune or dune system when located in the Transition Area Overlay District, <u>Table 16-4-102.A.6</u>: changes to allow an RV Park as a permitted by condition use in the LC (Light Commercial) zoning district and wholesale sales as a permitted by right use in the IL (Light Industrial) zoning district, <u>Section 16-4-102.B.1 and 4</u>: allows dwelling units, hotel rooms and bed and breakfast rooms on the first floor in the CR (Coligny Resort) zoning district if the proposed development is located behind a commercial services use, <u>Section 16-4-102.B.1.c</u>: relocates the condition stating that recreational vehicles can only be occupied within an RV park from Chapter 10 to Chapter 4, <u>Section 16-4-102.B.9</u>: eliminates the condition associated with wholesale sales in the IL (Light Industrial) zoning district, <u>Section 16-5-102.B</u>: eliminates the need for properties behind the gates of a master planned area but still within the Corridor Overlay District to meet setback requirements, <u>Section 16-5-102.E</u>: allows bike racks and the like within the adjacent use and street setbacks, <u>Section 16-5-103.B</u>: eliminates the need for properties behind the gates of a master planned area but still within the Corridor Overlay District to meet buffer requirements, <u>Section 16-5-103.H</u>: codifies existing policy that any work in buffers must be reviewed and approved by staff and clarifies that the removal of invasive species in the buffer is allowed with an approved replanting plan, <u>Section 16-5-105.A</u>: clarifies any confusion caused by a conflict in Town and SCDOT standards, <u>Section 16-5-105.O</u>: clarifies the standards that should be used for pathways internal to a site, <u>Section 16-5-107.D</u>: provides more flexibility for site design and ensures that in larger parking lots, electric vehicle charging stations are available to those that need them, <u>Section 16-5-107.E</u>: allows for a safe turning radii under buildings, <u>Section 16-5-107.H</u>: increases flexibility in site design related to bicycle parking, <u>Section 16-5-107.I</u>: relocates the vehicle stacking section to a different section in the</p>	<ul style="list-style-type: none"> <li>• Public Hearing Date: March 16, 2016</li> <li>• Adoption Date: May 17, 2016</li> </ul>

## Planning Commission Quarterly Report – 2<sup>nd</sup> Quarter 2016

<p>LMO since it deals entirely with internal site design, <u>Section 16-6-102.B</u>: codifies existing policy that any work in a wetland or wetland buffer requires a natural resources permit, <u>Section 16-6-102.D</u>: allows pervious walkways in a wetland buffer and eliminates the need for the reestablishment of a wetland buffer when the provided bulkhead is impervious, <u>Section 16-6-103.B</u>: codifies existing policy that any work in a dune or dune system requires a natural resources permit, <u>Section 16-6-103.F</u>: changes the way the bottom of a dune boardwalk is measured from vegetation to grade, <u>Section 16-6-104.C</u>: clarifies that cedar trees are protected at 8” instead of 12”, <u>Section 16-6-104.F</u>: clarifies that specimen trees are protected when the DBH is equal to or greater than the number provided in Table 16-6-104.F.1 and clarifies that specimen trees are not protected on single-family lots, <u>Section 16-10-102</u>: clarifies that when density results in a fraction, it is not rounded up, <u>Appendix A. A-3</u>: adds the review of Traffic Impact Analysis Plans to the powers and duties of the Planning Commission, <u>Appendix D.D-4</u>: adds the requirement that a lot grading plan be submitted as part of the subdivision requirements, <u>Appendix D. D-20</u>: adds two requirements (that are already listed in the Airport Overlay District) to the plat stamping section.</p>	
<p>The Town of Hilton Head Island is proposing to amend Chapter 3 of the Land Management Ordinance (LMO) to revise the following sections:</p> <p><u>Sections 16-3-105.D, 16-3-105.F, 16-3-105.G, 16-3-105.I, 16-3-105.L, 16-3-105.M, 16-3-105.N and 16-3-105.O</u>: to allow an existing office, eating establishment or commercial services use that is accessory to and within an existing residential structure to be converted to a residential unit or units upon the Administrator’s determination that the development can support the required amount of parking.</p>	<ul style="list-style-type: none"> <li>• Public Hearing Date: June 15, 2016</li> <li>• These amendments were withdrawn by the Town at the public hearing.</li> </ul>

<b>Zoning Map Amendments:</b>	<b>Status:</b>
<p><b><u>ZA-000745-2016</u></b> – Derrick Coaxum with the Town of Hilton Head Island, on behalf of the Beaufort County School District, applied to amend the Official Zoning Map by amending eight properties that comprise the Hilton Head Island school campus from RM-8 (Moderate Density Residential) to the MS (Main Street) Zoning District. This rezoning will allow the school campus to be more in line with design parameters that fit the use of a school campus. The subject properties include the two elementary schools, the middle school, the high school, the Island Recreation Center, playing fields and associated parking. The subject parcels are further identified as Beaufort County Tax Map 7, Parcels 118, 227, 30, 149E, 149B, 149D, 149 and Tax Map 7D, Parcel 4.</p>	<ul style="list-style-type: none"> <li>• Public Hearing Date: May 18, 2016</li> <li>• Adoption Date: June 21, 2016</li> </ul>

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<p><b><u>ZA-0863-2016</u></b> - Bonnie Lowrey applied to amend the Official Zoning Map by amending the PD-1 (Planned Development Mixed-Use) Zoning District, specifically the Hilton Head Plantation Master Plan, from the currently approved density of 8 residential dwelling units per acre (22 units total) <b><u>AND</u></b> 8,000 square feet per acre (22,000 square feet total) of limited commercial uses to the proposed density of 16 residential dwelling units per acre (44 units total) <b><u>OR</u></b> 8,000 square feet per acre (22,000 square feet total) of limited commercial uses.</p> <p>The subject properties include a parcel with the Old Fort Pub and a parcel with an art gallery, addressed as 63 and 61 Skull Creek Drive, respectively, one non-addressed parking lot, and one undeveloped parcel near Skull Creek Drive. The subject parcels are further identified as Beaufort County Tax Map 3, Parcels 34, 46, 79, and 83.</p>	<ul style="list-style-type: none"> <li>• Public Hearing Date: June 15, 2016</li> <li>• This application was withdrawn by the applicant at the public hearing.</li> </ul>
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<b><i>Public Project Review Applications:</i></b>	<b><i>Status:</i></b>
<p><b><u>PPR-0429-2016</u></b> – Application for Public Project Review from the Town of Hilton Head Island for improvements at the intersection of Pope Avenue and Lagoon Road. These improvements include a fully signalized intersection with crosswalks, expanded auxiliary lanes and turn lanes.</p>	<p>The Planning Commission heard this item on June 5, 2016 and found it to be consistent with the Comprehensive Plan for location, character, and extent.</p>

<b><i>Appeal Applications:</i></b>	<b><i>Status:</i></b>
<p><b><u>APL100006:</u></b> Request for Appeal from Chester C. Williams on behalf of Ephesian Ventures, LLC. The Community Development Department issued a notice of action, approving the construction of a tabby walkway and brick areas at Edgewater on Broad Creek. The appellant contends that the Community Development Department erred in its decision to issue a notice of action and is requesting that the notice of action be declared void.</p>	<p>This item was postponed to a future date to be determined after a decision is made by the Circuit Court.</p>

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<b><i>Subdivision Applications:</i></b>	<b><i>Status:</i></b>
<b><u>SUB-723-2014</u></b> – Silver Moss Subdivision – 48 single family lots located off Spanish Wells Road	Received a Certificate of Compliance on August 18, 2015. Several homes under construction.
<b><u>SUB-986-2014</u></b> – Salt Creek Landing Subdivision – 39 single family lots located off Spanish Wells Road	Received a Certificate of Compliance on June 2, 2016. Five building permits have been issued for construction.
<b><u>SUB-1124-2014</u></b> – Lopez Mobile Home Park Subdivision – 14 single family lots located off Spanish Wells Road	Received a Certificate of Compliance on May 10, 2016. No building permits issued yet.
<b><u>SUB-1864-2015</u></b> – Beach City Place Subdivision - 43 single family lots located off Beach City Road	Under staff review. Building permit applied for under old subdivision approval.
<b><u>SUB-1867-2015</u></b> – Magnolia Place Subdivision - 26 single family lots located off Leg-O-Mutton Road	Notice of Action issued February 8, 2016. Infrastructure under construction.

### *Ongoing Capital Improvement Projects:*

<b><i>Pathways:</i></b>	<b><i>Status:</i></b>
Bridge Pathway under WHP near Shelter Cove	Project Complete.
South Forest Beach (SFB) from Coligny Circle to Tanglewood and Tanglewood from SFB to Cordillo	<ul style="list-style-type: none"> <li>• Permitting and easement acquisition underway.</li> <li>• Anticipated start of construction Fall 2016.</li> </ul>

<b><i>Roadway Improvements:</i></b>	<b><i>Status:</i></b>
Office Park/Pope/New Orleans Intersection – USCB Roadway Improvements	<ul style="list-style-type: none"> <li>• Design, permitting, and easement acquisition underway.</li> <li>• Anticipated start of construction Fall 2016.</li> </ul>
Coligny Road Projects: <ul style="list-style-type: none"> <li>• Lagoon/Pope Intersection</li> <li>• Nassau Extension</li> </ul>	<ul style="list-style-type: none"> <li>• Permitting and easement acquisition underway.</li> <li>• Anticipated start of construction Fall 2016.</li> </ul>
WHP Right Turn Lane Extension onto Beach City Road	<ul style="list-style-type: none"> <li>• In-house design and permitting underway.</li> <li>• Anticipated start of construction Fall 2016.</li> </ul>
WHP Left Turn Lanes Extension on Queens Folly into Palmetto Dunes	<ul style="list-style-type: none"> <li>• In-house design and permitting underway.</li> <li>• Anticipated start of construction Fall 2016.</li> </ul>
Mast Arm – William Hilton Parkway and Pembroke Road	<ul style="list-style-type: none"> <li>• Design complete.</li> <li>• SCDOT permitting underway.</li> <li>• Anticipated start of construction Winter 2016.</li> </ul>

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<b><i>Park Development:</i></b>	<b><i>Status:</i></b>
Island Recreation Center Expansion	<ul style="list-style-type: none"> <li>• Design and permitting complete.</li> <li>• Bids dues August 11, 2016.</li> <li>• Phased project over several years.</li> <li>• Anticipated start of construction September 2016.</li> </ul>

<b><i>Existing Facilities and Infrastructure:</i></b>	<b><i>Status:</i></b>
Fire Station #2	<ul style="list-style-type: none"> <li>• Permitting complete.</li> <li>• Anticipated start of construction Fall 2016.</li> </ul>

<b><i>Power Line Burials 15 year project to be completed by 2019</i></b>	<b><i>Not CIP funded, included for update. Funded by 3% franchise fee from Palmetto Electric</i></b>
<ul style="list-style-type: none"> <li>• Marshland Road</li> <li>• Roller's Trailer Park</li> <li>• Pine Field Road</li> <li>• Dianahs Drive</li> <li>• Jessica Drive</li> <li>• Spanish Wells Road feeder 1 – Humane Center to Cohen Drive</li> <li>• Spanish Wells Commercial to Grant Drive</li> <li>• Spanish Wells Gate to Muddy Creek</li> <li>• Oakview</li> <li>• Gumtree Road</li> <li>• William Hilton Pkwy/Village of Wexford to Arrow Road Feeder</li> <li>• Dillon Road</li> <li>• Union Cemetery Road</li> </ul>	<ul style="list-style-type: none"> <li>• 85% Complete</li> <li>• 0% Complete</li> <li>• 0% Complete</li> <li>• 0% Complete</li> <li>• 0% Complete (3<sup>rd</sup> Quarter 2016)</li> <li>• 85% Complete (Jarvis Creek has cost share w/bridge &amp; SCDOT agreement)</li> <li>• 75% Complete</li> <li>• 0% Complete (4<sup>th</sup> Quarter 2016)</li> <li>• Engineering now</li> <li>• Engineering now</li> <li>• 0% Complete (4<sup>th</sup> Quarter 2016)</li> <li>• 25% Complete</li> <li>• 95% Complete</li> </ul>

<b><i>New Facilities and Infrastructure:</i></b>	<b><i>Status:</i></b>
Palmetto Dunes Emergency Access Gate	<ul style="list-style-type: none"> <li>• Easement executed.</li> <li>• Funding pushed to Fiscal Year 2017.</li> <li>• Anticipated start of construction Fall 2016.</li> </ul>
F&R Computer Systems Upgrades	Ongoing.

<b><i>Beach Maintenance:</i></b>	<b><i>Status:</i></b>
Dune Refurbishment	Ongoing.
Beach Renourishment	<ul style="list-style-type: none"> <li>• Under construction.</li> <li>• Target completion October 2016.</li> </ul>