



**Town of Hilton Head Island
Planning Commission Meeting
Wednesday, August 17, 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. Approval of Agenda**
- 6. Approval of Minutes** Regular Planning Commission Meeting – July 20, 2016
- 7. Appearance by Citizens on Items Unrelated to Today’s Agenda**
- 8. Unfinished Business**
None
- 9. New Business**
STDV-001342-2016 – Ken Shodacek has applied to name a new street located off of Tansyleaf Drive that will provide access to ten new homes. The proposed name is Wildlife View.
Presented by: Suzanne Brown

STDV-001343-2016 – Jennifer Ray has applied to name a new street located off of Pope Avenue connecting to Tanglewood Drive that will provide access to the new Town Park. The proposed name is Coligny Park Road. *Presented by: Suzanne Brown*
- 10. Commission Business**
- 11. Chairman’s Report**
- 12. Committee Report**
- 13. Staff Reports**
Comprehensive Emergency Management Plan (CEMP) Explanation and Overview
- 14. 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, July 20, 2016
3:00p.m. – Benjamin M. Racusin Council Chambers

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

Commissioners Absent: None

Town Council Present: None

Town Staff Present: Greg DeLoach, Assistant Town Manager; Teri Lewis, LMO Official; Marcy Benson, Senior Grants Administrator; Tom Dunn, Emergency Management Coordinator; Shawn Colin, Deputy Director of Community Development; Jayme Lopko, Senior Planner & Board Coordinator; Teresa Haley, Secretary

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

Mr. Greg DeLoach, Assistant Town Manager, performed the swearing in ceremony for reappointed Planning Commissioners, Chairman Alex Brown and Mr. Judd Carstens.

6. Approval of Agenda

The Planning Commission **approved** the agenda as submitted by general consent.

7. Approval of Minutes

The Planning Commission **approved** the minutes of the June 15, 2016 meeting as presented by general consent.

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

Mr. Walter Nester, McNair Law Firm, presented statements regarding modification of the LMO to allow additional density in certain districts to accommodate the need for Class "A" climatized self-service storage. The Commission made inquiries as to this proposal by Mr. Nester. Chairman Brown stated that this issue should be heard by the LMO Committee. Vice Chairman Kristian made a **motion** to send the proposed LMO amendment to the LMO Committee for discussion and recommendation to the full Planning Commission. Commissioner Gant **seconded** and the motion **passed** with a vote of 9-0-0.

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.

Ms. Lewis stated that since the LMO Amendments were provided to the Commission in the packet, additional changes have been made. Ms. Lewis provided a copy of the revised version of the Amendments to the Commission and public. Ms. Lewis presented a background and summary of the Amendments as provided in the Commission's packet. The proposed change will allow the conversion of unused space inside an existing structure into residential units if the parking requirements are met. Staff recommends that the Planning Commission forward the LMO Amendments to Town Council with a recommendation of approval.

Chairman Brown opened the meeting for public comment. Mr. Barry Johnson, Esq., representing the Sea Crest development company, expressed appreciation to the Commission for their consideration of these Amendments and explained his support of these Amendments.

The Commission inquired as to meeting the parking requirement and how it impacts the density requirement. The Commission discussed residential and commercial parking ratios. The Commission inquired as to certain language regarding a structure conversion to a residential unit upon the Official's determination that a development can support the required parking. The Commission discussed the authority the LMO provides the Official to make determinations. The Commission inquired as to why the Coligny district is not included in these Amendments. Ms. Lewis explained that Coligny does not have any density restrictions and would not be nonconforming for them to convert space.

Commissioner Gant made a motion to **approve** the LMO Amendments as presented. Vice Chairman Kristian **seconded** the motion. The motion **passed** with a vote of 9-0-0.

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 (Plan) as an appendix to the Town of Hilton Head Island Comprehensive Plan.

Ms. Benson presented the Beaufort County Hazard Mitigation Plan 2015 Update as described in the Staff Memo included in the Commission's packet. 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.

Chairman Brown opened the meeting for public comment and no comments were presented. The Commission expressed appreciation toward Ms. Benson and the Town's efforts on this Plan. The Commission inquired as to the natural disasters covered under the Plan. Ms. Benson explained that any natural disasters, such as hurricanes, earthquakes, floods, storms, are included in the Plan. The Town is preapproved by FEMA under this Plan and therefore, the Town is eligible to receive a higher percentage of reimbursement for natural disasters. The Commission inquired as to the Town's capability to execute the action items set forth in the Plan. Ms. Benson explained that Staff reviewed the action items and made the appropriate adjustments. Chairman Brown inquired as to any priority areas set forth in the Plan. This Plan is broad and does not cover specifics. Other plans have been developed and adopted to cover specific priority areas. Mr. Tom Dunn explained the differences between various plans adopted by the Town and how the plans relate to each other.

Vice Chairman Kristian made a motion to **approve** forwarding 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. Commissioner McVitty **seconded** the motion. The motion **passed** with a vote of 9-0-0.

Following the vote, Chairman Brown asked that in upcoming meetings, Staff provide an overview of the various plans that the Town has adopted for the purpose of informing the Commission and the public.

11. Commission Business

Appointment of Board Secretary

Vice Chairman Kristian made a **motion** to appoint Ms. Teresa Haley to serve as Secretary for the new term. Commissioner Gant **seconded** the motion. The motion **passed** unanimously.

12. Chairman's Report – None

13. Committee Report

Commissioner Gant reported that the Circle to Circle Committee held their last meeting on July 15th and approved their final report that will be presented to Town Council on August 16th.

14. Staff Reports

Quarterly Report – Ms. Lopko stated that the Quarterly Report was included in the Commission's packet. The Planning Commission meeting on August 3rd is cancelled due to a lack of agenda items. The next regular Planning Commission meeting is scheduled for August 17th.

15. Adjournment – The meeting was adjourned at 4:02p.m.

Submitted By:

Approved By:

Teresa Haley, Secretary

Alex Brown, 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 STREET NAME APPLICATION

Case #:	Name of Project or Development:	Meeting:
STDV-001342-2016	Tansyleaf	August 17, 2016

Parcel Data or Location:	Applicant/Agent
R510 010 000 0014 0000	Kenneth Shodacek 28 Point West Bluffton, SC 29910 843-304-9880
R510 010 000 0652 0000	
R510 010 000 014A 0000	
R510 010 000 0627 0000	
R510 010 000 0631 0000	

Application Summary:

STDV-001342-2016 – Ken Shodacek has applied to name a new street located off of Tansyleaf Drive that will provide access to ten new homes. The proposed name is Wildlife View.

Staff Recommendation:

Staff recommends the Planning Commission approve the Wildlife View street name application based on the review criterion outlined in the Land Management Ordinance and enclosed herein.

Background:

Mr. Shodacek has proposed the name Wildlife View to access ten homes in the new subdivision, Tansyleaf. Tansyleaf Drive is an existing street and will be the main access into the development. Wildlife View will be accessed from there. This is a 41 lot subdivision located off of Spanish Wells Road. This name was chosen by the developer because of the wildlife that can be seen around the adjacent ponds and marshes. Many birds, raccoons, rabbits, deer and fish can be found roaming this area. This name does not conflict with any name in the county and Fire Rescue has no issues with the name.

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

Summary of Facts and Conclusions of Law:

Criteria A: No new street or vehicular access easement, or propose modification of the name of an existing street or vehicular access easement, shall duplicate, be phonetically similar to, or in any way be likely to be confused with an existing street or vehicular access easement despite of the use of prefixes or suffixes.

Town Staff, Fire & Rescue Dispatch and Beaufort County Dispatch have determined that the proposed Wildlife View meets the requirements of this criterion.

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

Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that the proposed Wildlife View meets the requirements of this criterion.

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

Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that the proposed Wildlife View meets the requirements of this criterion.

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

Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that the proposed Wildlife View meets the requirements of this criterion because it keeps with a nature theme.

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

Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that the proposed Wildlife View meets the requirements of this criterion.

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

Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that the proposed Wildlife View meets the requirements of this.

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

- 1. Alley--A street providing 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.*

Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that the suffix “View” is appropriate to use for this name and a suffix recognized by the National Emergency Number Association (NENA).

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

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

Criteria I. Where natural barriers, intervening land uses, or developments that break an existing street into two separate streets that are not likely to be reconnected in the future, the streets shall be named in a manner that considers the potential economic impact of the number of address points and type of addresses impacted.

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

PREPARED BY:

SB

Suzanne Brown
Addressing Technician

August 10, 2016

DATE

REVIEWED BY:

RL

Randy Lindstrom
Administrative Battalion Chief

August 10, 2016

DATE

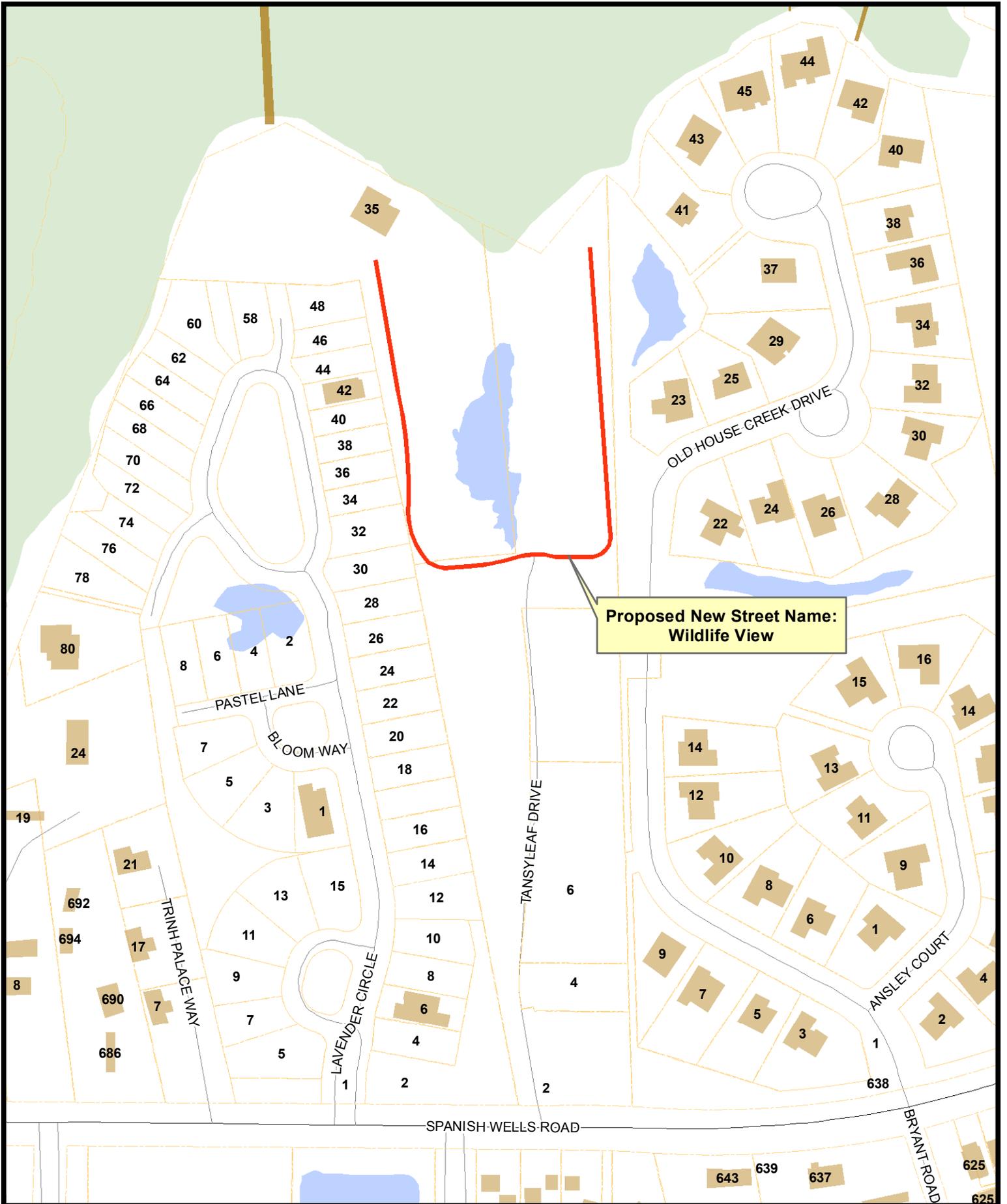
REVIEWED BY:

JL

Jayme Lopko, AICP
*Planning Commission Coordinator &
Senior Planner*

August 10, 2016

DATE



**Proposed New Street Name:
Wildlife View**

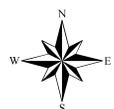
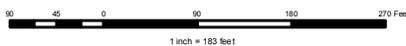
Town of Hilton Head Island

STDV-1342-2016 Wildlife View

August 17, 2016



TOWN OF HILTON HEAD ISLAND
ONE TOWN CENTER COURT
HILTON HEAD ISLAND, S.C. 29928
PHONE (843) 341-4600
Date Created: August 11, 2016
Project: WildlifeView.mxd



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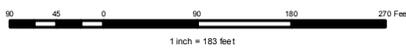


Proposed New Street Name:
Wildlife View



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Town of Hilton Head Island
STDV-1342-2016 Wildlife View
August 17, 2016



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COMMUNITY DEVELOPMENT
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One Town Center Court

Hilton Head Island, SC 29928

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FAX 843-842-8908

STAFF REPORT STREET NAME APPLICATION

Case #:	Name of Project or Development:	Meeting:
STDV-001343-2016	Coligny Park Redevelopment	August 17, 2016

Parcel Data or Location:	Applicant/Agent
R553 018 000 0256 0000	Jennifer Ray 1 Town Center Ct Hilton Head Island, SC 29928 843-341-4665

Application Summary:

STDV-001343-2016 – Jennifer Ray has applied to name a new street located off of Pope Avenue connecting to Tanglewood Drive that will provide access to the new Town Park. The proposed name is Coligny Park Road.

Staff Recommendation:

Staff recommends the Planning Commission approve the Coligny Park Road street name application based on the review criterion outlined in the Land Management Ordinance and enclosed herein.

Background:

Mrs. Ray has proposed the name Coligny Park Road to access the new Town Park between Pope Avenue and Tanglewood Drive. In October 2014 Town Council approved the master plan for the Coligny Redevelopment Project which includes the construction of a new street to provide additional connectivity within the district. The new park is being called the Coligny Beach Park therefore the proposed name Coligny Park Road.

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

Summary of Facts and Conclusions of Law:

Criteria A: No new street or vehicular access easement, or propose modification of the name of an existing street or vehicular access easement, shall duplicate, be phonetically similar to, or in any way be likely to be confused with an existing street or vehicular access easement despite of the use of prefixes or suffixes.

Town Staff, Fire & Rescue Dispatch and Beaufort County Dispatch have determined that the proposed Coligny Park Road meets the requirements of this criterion based on the approval of the park name, Coligny Beach Park and the decision of Town Council to approve the Coligny Redevelopment Project in 2014.

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

Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that the proposed Coligny Park Road meets the requirements of this criterion.

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

Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that the proposed Coligny Park Road meets the requirements of this criterion.

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

Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that the proposed Coligny Park Road meets the requirements of this criterion.

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

Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that this does not apply to this application because it crosses a major arterial.

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

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

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

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- 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.*

Town Staff, Fire & Rescue Dispatch, and Beaufort County Dispatch have determined that the proposed Coligny Park Road meets the requirements of this criterion.

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

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

Criteria I. Where natural barriers, intervening land uses, or developments that break an existing street into two separate streets that are not likely to be reconnected in the future, the streets shall be named in a manner that considers the potential economic impact of the number of address points and type of addresses impacted.

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

PREPARED BY:

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Suzanne Brown
Addressing Technician

August 10, 2016

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REVIEWED BY:

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Administrative Battalion Chief

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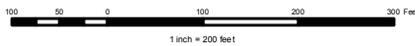


**Proposed New Street Name:
Coligny Park Road**



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ONE TOWN CENTER COURT
HILTON HEAD ISLAND, S.C. 29928
PHONE (843) 341-1460
Data Created: August 11, 2016
Project - ColignyParkRoad.mxd

Town of Hilton Head Island
STDV-1343-2016 Coligny Park Road
August 17, 2016



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