



Town of Hilton Head Island
Public Planning Committee Special Meeting
RESCHEDULED TIME
Thursday, September 8, 2016
4:00 p.m. – Conference Room 3

AGENDA

As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting.

- 1. Call to Order**
- 2. 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.
- 3. Approval of Agenda**
- 4. Approval of the Minutes-** August 4, 2016 and August 18, 2016
- 5. Unfinished Business**
- 6. New Business**
 - a) Recommendation of a Vision Consultant
 - b) Recommendation of Project Vision Management Team Members
- 7. Executive Session**
 - a. Personnel Matters**
Appointments to Boards and Commissions:
 - (1) Discussion of matters related to recommending potential appointments to the Vision Project Management Team
 - b. Contractual Matters**
Discussion of negotiations incident to:
 - (1) Proposed contractual arrangements for a Vision Consultant.
- 8. 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
Public Planning Committee Meeting
August 4, 2016
3:00p.m. – Benjamin M. Racusin Council Chambers

Committee Members Present: Chairman Tom Lennox, David Ames, Kim Likins, and John McCann (as alternate)

Town Staff Present: Charles Cousins, *Director of Community Development*; Shawn Colin, *Deputy Director of Community Development*; Jill Foster, *Deputy Director of Community Development*; Marcy Benson, *Senior Grants Administrator*; Tom Dunn, *Emergency Management Coordinator*; Teri Lewis, *LMO Official*; Teresa Haley, *Administrative Assistant*

1. Call to Order

2. 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.

3. Approval of Agenda

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

4. Approval of Meeting Minutes – June 2, 2016, June 16, 2016 and June 22, 2016

The minutes of the Regular Public Planning Committee Meeting held on June 2, 2016 were **approved** as submitted by general consent. The minutes of the Special Public Planning Committee Meeting held on June 16, 2016 were **approved** as submitted by general consent. The minutes of the Special Public Planning Committee Meeting held on June 22, 2016 were **approved** as submitted by general consent.

5. Unfinished Business

a) Visioning Project Steering Committee role and selection process

Chairman Lennox stated that the Steering Committee will now be named the Vision Project Management Team. Upon much discussion and public input, the role of the Vision Project Management Team has been created. The Management Team will consist of seven (7) members and will direct and coordinate the efforts and work of all involved in the Visioning Project. It will assure that the process is open, transparent, and achieves the articulated goals. It will define the project's guiding principles and will drive and facilitate change. It is expected that the Committee will meet at least monthly throughout the project; have responsibility for the management of a budget approved by Town Council; and will report to the Public Planning Committee.

Mr. Colin expressed concern for the composition of the Management Team to include two members of the Public Planning Committee. Two members of the Public Planning Committee constitutes a quorum and any vote would be a vote by said Committee. A

quorum of the Committee would require certain administrative procedures as well. The Committee and Mr. Colin then discussed the composition of the Management Team as follows: one voting member of the Public Planning Committee; one non-voting member of the Public Planning Committee; one member of the Planning Commission; and five at-large citizens. Chairman Lennox requested that each Public Planning Committee member and Mr. Alex Brown, Chairman of the Planning Commission submit to Mr. Cousins at least three names of citizens for the process of selecting the five at-large members of the Management Team. The Committee discussed ideal qualifications of candidates for the Management Team. Mr. Colin reviewed the next steps in the process. The list of names will be reviewed for qualification purposes and reduced to approximately 10-12 candidates for interviews. The Public Planning Committee's recommendation of the five at-large members is scheduled for the September 20th Town Council meeting. Currently, the RFP's for a vision consultant are under review and the Committee's recommendation for a vision consultant is planned for the September 20th Town Council meeting as well.

6. New Business

a) Beaufort County Hazard Mitigation Plan 2015 Update

Ms. Benson presented the Beaufort County Hazard Mitigation Plan 2015 Update (Plan) as described in the Staff Memo included in the Committee's packet. Ms. Benson stated that by adopting this Plan, it will fulfill the continuing requirements that qualify the Town for FEMA pre-disaster mitigation grants, post-disaster reconstruction assistance, and continued participation in the community rating system. The Planning Commission unanimously recommended forwarding the Plan to Town Council with a recommendation for approval and adoption as an appendix to the Town's Comprehensive Plan. Staff recommends that the Public Planning Committee forward the Beaufort County Hazard Mitigation Plan 2015 Update to Town Council with a recommendation for approval and adoption as an appendix to the Town of Hilton Head Island Comprehensive Plan.

The Committee inquired as to how often the survey included in the Plan is performed. Ms. Benson stated that the survey is performed every five years.

Chairman Lennox opened the meeting for comments and questions from the public and there were none at this time.

Mr. Ames made a motion to **approve** forwarding the Beaufort County Mitigation Plan 2015 Update with a recommendation for approval and adoption as an appendix to the Town of Hilton Head Island Comprehensive Plan. Ms. Likins **seconded** the motion. The motion **passed** unanimously.

b) LMO Amendments

Ms. Lewis presented the Density Conversion LMO Amendments as described in the Staff Memo included in the Committee's packet. The proposed change will allow certain uses (offices, restaurants and commercial services) that are accessory to and within an existing residential structure or hotel 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. The Planning Commission unanimously recommended forwarding the proposed amendments to Town Council with a recommendation for approval. Staff recommends that the Public

Planning Committee forward the Density Conversion LMO Amendments to Town Council with a recommendation of approval.

The Committee inquired as to any properties waiting for these amendments to be approved. Ms. Lewis indicated that Mr. Barry Johnson, Esq., representing the Sea Crest, initiated the request to add this language back into the LMO to provide the same flexibility that it provided when it was added in 2011. The Committee asked of any ratio between commercial and residential spaces and how the number of units in a space is determined. Ms. Lewis indicated that the parking requirements in the LMO provide direction for this determination. The Committee and Staff discussed future development of conversions of office buildings and commercial properties.

Chairman Lennox opened the meeting for comments and questions from the public and there were none at this time.

Mr. Ames made a motion to **approve** forwarding the Density Conversion LMO Amendments to Town Council with a recommendation of approval. Ms. Likins **seconded** the motion. The motion **passed** unanimously.

7. Committee Business – None

8. Adjournment

The meeting was adjourned at 3:50p.m.

Submitted By:

Approved By:

Teresa Haley
Administrative Assistant

Tom Lennox
Chairman

TOWN OF HILTON HEAD ISLAND
Public Planning Committee Special Meeting
August 18, 2016
3:00p.m. – Conference Room 3

Committee Members Present: Chairman Tom Lennox, David Ames, Kim Likins, and John McCann (as alternate)

Town Staff Present: Charles Cousins, *Director of Community Development*; Shawn Colin, *Deputy Director of Community Development*; Tom Fultz, *Director of Administrative Services*; Teresa Haley, *Administrative Assistant*

Others Present: Alex Brown, *Chairman of the Planning Commission*

1. Call to Order

Chairman Lennox called the meeting to order at 3:04p.m.

2. 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.

3. New Business

a) None

4. Executive Session

a) Personnel Matters

Appointments to Boards and Commissions:

(1) Discussion of matters related to recommending potential appointments to the Vision Project Management Team

b) Contractual Matters

Discussion of negotiations incident to:

(1) Proposed contractual arrangements for Vision Consultant.

At 3:05p.m., Mr. Ames moved to enter into Executive Session to discuss personnel matters related to recommending potential appointments to the Vision Project Management Team and proposed contractual arrangements for Vision Consultant. Ms. Likins seconded and the motion was approved unanimously.

At 4:15p.m., Chairman Lennox called the meeting back to order and announced there was no action taken as a result of the Executive Session.

5. Adjournment

The meeting was adjourned at 4:15p.m.

Submitted By:

Approved By:

Teresa Haley, Administrative Assistant

Tom Lennox, Chairman