

TOWN OF HILTON HEAD ISLAND
Planning Commission Meeting
Wednesday, October 7, 2015
9:00a.m. – Benjamin M. Racusin Council Chambers

APPROVED

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

Commissioners Absent: None

Town Council Present: None

Town Staff Present: Jayme Lopko, Senior Planner & Planning Commission Coordinator
Brian Hulbert, Staff Attorney
Teri Lewis, LMO Official
Shawn Colin, Deputy Director of Community Development
Kathleen Carlin, 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. 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 August 19, 2015 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

Public Hearing

LMO Amendments - 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:

Section 16-2-102: to clarify which days count in the computation of Board and Commission related applications, Section 16-2-103.B – D: to require that Text Amendments, Zoning Map Amendments and PUD Zonings are sent back to Planning Commission only when the applicant requests a change to the application, Section 16-2-103.G: to return to the LMO the list of sections with which single-family structures have to comply, Section 16-2-103.I: to require all new development within the Corridor Overlay District to be reviewed by the Design Review Board (DRB) regardless of whether or not the proposed development is visible from an arterial street, Sections 16-3-105 & 16-4-102: to allow Group Living as a permitted use in the MS (Main Street) zoning district, Section 16-5-102: to apply the single-family setback only to the exterior subdivision boundary; to create flexibility from the setback requirements for Minor Subdivisions and Small Residential Developments, Section 16-5-103.B: to eliminate adjacent street buffers in the CR (Coligny Resort) zoning district, Section 16-5-103.E: to apply the single-family buffer only to the exterior subdivision boundary; to change the required buffer between a proposed single-family use and an existing other residential or commercial recreation use, Section 16-5-103.F: to provide a reference in the buffer section to the requirement for a buffer from a loading area, Section 16-5-103.I: to allow ornamental plants in certain areas when reviewed as part of a minor or major corridor review application, Section 16-5-105.F: to specify when a street is considered a cul-de-sac, Figure 16-5-105.H.6: to make the figure more accurately reflect the associated language in Section 16-5-105.H, Section 16-5-108: to permit LED lights, Section 16-5-109.B: to clarify that only new development (not redevelopment or site additions) of less than ½ acre is exempt from meeting the stormwater standards, Section 16-5-109.D: to clarify that all on-site impervious surfaces shall be used when calculating the on-site retention of the first inch of runoff, Section 16-5-112: to provide an exception to the limitation on fill materials for critical facilities, Section 16-6-103: to allow, as the prior LMO did, the use of Mobi-mat for handicap access and a wooden deck not larger than 144 square feet in the dunes, Section 16-6-104: to allow flexibility for tree replacement during the development of single-family subdivisions, athletic fields, airport runways and golf courses, Section 16-10-101: to match the language in LMO Section 16-2-102.E.2.1, Section 16-10-105: to provide a definition for critical facilities, Appendix A. A-3 & A-4: to fix incorrect State Code section references, Appendix A. A-4.B: to delete the limitation on the number of design professionals on the DRB, Appendix D. D-6: to change the term ‘Administrator’ to ‘Official’, Appendix D. D-20: to return to the LMO the plat stamping requirements, Appendix D. D-20 – D-23: to re-number these sections, Appendix D. D-23: to clarify which days count in the computation of Board and Commission related applications. Chairman Brown introduced the proposed LMO Amendments, opened the public hearing, and requested that the staff make their presentation.

Ms. Teri Lewis made the presentation on behalf of staff. The staff recommended that the Planning Commission forward the LMO Amendments to Town Council with a recommendation of approval.

Ms. Lewis stated that the LMO Committee met on September 23, 2015 to review the proposed 2015 LMO Amendments. The LMO Committee recommended forwarding the amendments to the Planning Commission with a recommendation for approval with the changes discussed by the Committee.

As a result of the LMO Committee meeting, the following changes were made to the proposed amendments:

- a) Administrative Amendments - No Changes
- b) Functional Amendments:
 - i. Deleted proposed changes to Table 16-2-102.E.2
 - ii. Table 16-5-102.D (Adjacent Use Setback Requirements) – added superscripts 4 and 5 to the other zoning districts where single-family residential is permitted.
 - iii. Table 16-5-103.E (Adjacent Use Buffer Requirements) – added superscript 4 to the other zoning districts where single-family residential is permitted.
 - iv. Deleted proposed changes to Section 16-3-109.B.2.c.
 - v. Section 16-5-109.D.3.a – deleted the addition of the word ‘all’ and added the deletion of the phrase ‘regardless of pre-development condition’.

Ms. Lewis reviewed the (*attached*) Draft 2015 Administrative LMO Amendments. The proposed amendments had Administration and Functional sets and were presented on an individual basis. Chairman Brown requested public comments following the review of each section. Following staff’s review, the Planning Commission discussed the proposed amendments. Chairman Brown then requested public statements and the following were received:

Chester C. Williams, Esq., presented general comments regarding the wetland and adjacent use buffer and setback standards. Chairman Brown then closed the public hearing. Following final comments by the Planning Commission, Chairman Brown requested that a motion be made on the proposed LMO Amendments.

Commissioner Gant made a **motion** to forward the LMO Amendments to Town Council with a recommendation of **approval** as presented by staff including the changes discussed regarding the adjacent use buffer and setback tables. Vice Chairman Kristian **seconded** the motion and the motion **passed** with a vote of 9-0-0.

Ms. Lewis stated that due to the time sensitivity, the proposed amendments will go straight to Town Council (rather than first reviewed by the Public Planning Committee). The first reading by Town Council is scheduled on October 20, 2015 with the second reading scheduled in early November 2015.

10. **Commission Business**

The Planning Commission reviewed the proposed 2016 Meeting Schedule and recommended that the second meeting in December (December 21, 2016) be canceled due to the holidays. Following brief comments, Chairman Brown requested that a motion be made. Vice Chairman Kristian made a **motion to approve** the 2016 Meeting Schedule as amended. Commissioner McVitty **seconded** the motion and the motion **passed** with a vote of 9-0-0.

11. **Chairman’s Report**

None

12. **Committee Report**

- a) The Rules of Procedure Committee met on September 16, 2015 and October 7, 2015.

The committee has recommended a few changes to the Rules of Procedures. The proposed changes will be reviewed by the full Planning Commission on October 21, 2015.

- b) The CIP Committee is scheduled to meet on October 20, 2015 and again on November 10, 2015.
- c) The Comp Plan Committee is scheduled to meet on October 21, 2015 at 2:00p.m.

13. Staff Reports

Mrs. Lopko presented the staff's Quarterly Report.

14. Adjournment

The meeting was adjourned at 10:00a.m.

Submitted By:

Approved By:

October 21, 2015

Kathleen Carlin
Secretary

Alex Brown
Chairman