

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

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: July 20, 2016

Teresa Haley, Secretary

Alex Brown, Chairman