

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: August 17, 2016

Teresa Haley, Secretary

Alex Brown, Chairman