



**Town of Hilton Head Island
Public Planning Committee
Thursday, April 26, 2018 – 3:00 p.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. 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 Minutes – March 22, 2018 Meeting**
- 5. Executive Session –** Receive legal advice regarding the status of Edgewater legal options
- 6. Unfinished Business**
- 7. New Business**
 - a. Acceptance and Adoption of Vision and Strategic Action Plan
 - b. Dissolution of VPMT
 - c. Affordable Housing Initiative
 - i) Public Funding Options
 - ii) Review of Business Workforce Coalition Report & Recommendations
 - iii) Staff Updates
- 8. Committee Business**
- 9. Appearance by Citizens**
- 10. Adjournment**

Please note that a quorum of Town Council may result if four or more of their members attend this meeting.

Please note that meetings are now held on the fourth Thursday of each month at 3:00p.m.

TOWN OF HILTON HEAD ISLAND
Public Planning Committee
Minutes of the March 22, 2018 – 3:00 p.m. Regular Meeting
Benjamin M. Racusin Council Chambers

Committee Members Present: Chairman David Ames, Kim Likins

Committee Members Absent: Bill Harkins

Town Council Present: None

Town Staff Present: Marcy Benson, Senior Grants Administrator; Shawn Colin, Deputy Director of Community Development; Charles Cousins, Director of Community Development; Anne Cyran, Senior Planner; Brian Hulbert, Staff Attorney; Teri Lewis, LMO Official; Jennifer Ray, Planning & Special Projects Manager; Teresa Haley, Senior Administrative Assistant

1. Call to Order

Chairman Ames called the meeting to order at 3:07 p.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. Approval of Agenda

The Public Planning Committee approved the agenda by general consent.

4. Approval of the Minutes – February 22, 2018 Meeting and February 28, 2018 Workshop

Ms. Likins moved to approve the minutes of the February 22, 2018 meeting. Chairman Ames seconded. The motion passed with a vote of 2-0-0.

Ms. Likins moved to approve the minutes of the February 28, 2018 workshop by general consent. Chairman Ames seconded. The motion passed with a vote of 2-0-0.

5. Unfinished Business

a. Update on Trolley Service

Ms. Cyran presented the update. The Town is continuing to work with Palmetto Breeze and the private property owners where the trolley stops will be located and on the route. Shelter Cove Towne Centre and Shelter Cove Harbour are excited to have stop locations. There are two owners at Park Plaza. One owner is local. The other owner is Harris Teeter which requires a corporate review process to receive approval. Palmetto Breeze has issued an RFP for marketing services and responses are due April 13, 2018. The trolleys are scheduled to be built starting June 1 and completed by June 20. Trolley service is planned to begin mid-July.

The Committee then asked Ms. Cyran some questions. Regarding the Shelter Cove and Park Plaza stops, one stop will be located by the King Neptune statue and the other near the area of Kroger to the turnaround by Jane Bistro and Belk. There will be one stop at Park Plaza, but it requires approval from two property owners. The Committee asked about the route. The route is proposed to go down Pope Avenue towards Coligny, right on Cordillo, left of Deallyon, left on South Forest

Beach to go to Cordillo, then back that same way. This route is a State owned right-of-way and staff is working on these stops as well. There is no requirement to provide sheltered areas. However, if there are popular stops that would become permanent, then staff would want to look at this in the future. Staff will work together with the marketing consultant on the stop signs. Each stop will have a stop sign with a trolley map of the service. The Committee asked who makes the evaluation of effectiveness of locations of stops and service overall. Palmetto Breeze along with input from Town staff. The Committee asked what relationship Town staff will have with the marketing consultant. The RFP expresses the Town will be a partner, but decisions will be made by Palmetto Breeze. The Committee expressed the desire to have the marketing brand relate to island character. The Committee asked whether there will be an app to see the trolley route, times, etc. There will be a published schedule and an app. Each trolley has GPS, so you can track the trolley location. There will be a separate app to make a payment. The marketing strategy will include this information. Design examples can be found on the Hometown Trolley website. The “street car” is the model that will be built, but with two doors. There will be a bike rack on the front of the trolley. The Committee thanked Ms. Cyran for the update.

b. Staff recommendation on two-month schedule for Affordable Housing Initiative

Responses for the Affordable Workforce Housing RFP are due April 17, 2018. In the meantime, Staff is looking into the conversion of existing, underperforming commercial properties. Currently, the LMO does not provide a conversion rate for commercial to residential. Staff will identify underperforming commercial properties, then review and analyze traffic impacts and other measures to determine an appropriate conversion rate. In the past, staff has talked to realtors to gather information regarding the properties. Staff is in the process of identifying those potential properties and updating map information.

Staff will continue internal discussion regarding an expedited permitting process. There are four groups involved in the permitting process and staff is looking at opportunities to expedite those.

Staff and the consultant will review the County Needs Assessment once it is completed. Its completion date is unknown at this time. Staff will continue to piece together information for the consultant to assist in their work. Staff plans to have a consultant hired in May or June. The Committee made inquiries regarding tiny homes. The State Building Code, which the Town has adopted, has restrictions and regulations pertaining to tiny homes and RVs. The consultant may be able to help the Town review and analyze these challenges and provide potential options. Also, there may be ways to inform potential developers of specific requirements in order to be able to do affordable housing.

Chairman Ames indicated the RFP is critical to making progress, but the Town can make progress with the items discussed today. Performing a site analysis, and putting together development unit packages that meet Town Code and Design Review Board expectations that are site specific will be beneficial to developers. Expediting the permitting process will help demonstrate the Town’s commitment to affordable housing. The Committee thanked Mr. Cousins for the update.

6. New Business

a. Discussion on State’s proposed Inclusionary Zoning Ordinance

Ms. Cyran presented a copy of three bills, a summary of the status for each, and a fiscal impact analysis. Ms. Cyran announced she received a call that the House bill just passed through the committee in South Carolina. The bill provide the authority of the county or municipality to adopt inclusive zoning practices. This would be an option, not a requirement. This would allow the Town to provide incentives for affordable housing. Under the bill, Affordable Housing is defined as 80% of the median income for the area. It limits the requirement to 30% of the development for affordable units. It only applies to the developments of five or more housing units. It allows developers to pay a fee in lieu. An expedited review process is required for the affordable units. Municipalities can require deed or covenant restrictions. It is subject to aesthetic review. It does not restrict the authority of the municipality to offer additional incentives for households with income between 60-80%. It does not apply to existing developments and is not retroactive. Staff recommends for Town Council to send a letter of support for inclusionary zoning.

Chairman Ames opened the meeting for public comment. One member of the public asked for clarification on a House bill, and added that Town Council consider asking the County, Bluffton, and other groups to advocate for inclusionary zoning.

Chairman Ames expressed support for allowing the Town the opportunity and flexibility to consider inclusionary zoning.

Ms. Likins made a motion to recommend that Town Council advocate for the Inclusionary Zoning Act and contact the appropriate State Legislation. Chairman Ames seconded. The motion passed with a vote of 2-0-0.

b. GIS mapping of underutilized commercial structures

Mr. Colin shared information regarding the previous efforts to identify underutilized commercial structures. Staff has started updating that information, contacted commercial realtors for information to update the database, and mapped properties to display the underutilized commercial structures and target areas. Staff will continue working on the database over the next few weeks, analyze candidate sites, and create tiers of vacancy. There was discussion on the conversion rate of square footage of commercial to residential properties; what role the Town will play in converting underutilized commercial structures; and review Town owned land that might be available for affordable housing and communicate that information to the public.

7. Committee Business – None

8. Appearance by Citizens – None

9. Adjournment

The meeting was adjourned at 3:46 p.m.

Submitted by: Teresa Haley, Senior Administrative Assistant

Approved:

David Ames, Chairman



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Public Planning Committee
VIA: Charles Cousins, AICP, *Director of Community Development*
VIA: Jennifer Ray, ASLA, *Planning and Special Projects Manager*
FROM: Emily Sparks, *Project Lead*
CC: Shawn Colin, AICP, *Deputy Director of Community Development*
DATE: April 16, 2018
SUBJECT: Vision Project Management Team Recommendations

Recommendation: The Vision Project Management Team (VPMT) recommends the Public Planning Committee forward the *Vision and Strategic Action Plan* and attached recommendations (Exhibit A) to Town Council with a recommendation to accept the *Vision and Strategic Action Plan*, adopt the Vision, and approve the attached recommendations.

Summary: Hilton Head Island – Our Future is the Town of Hilton Head Island’s long range visioning process to ensure that residents, business owners, local institutions and all community stakeholders have a voice in future decision making, and to provide the Town with the insight needed to set intelligent, coordinated, and creative future priorities. Following broad community engagement, Future iQ, the Town’s visioning consultant, published the *Community Engagement Report* and the *Vision and Strategic Action Plan* in February of 2018. This includes a Vision for Hilton Head Island called, “Reinventing Sustainability ... Again!”

The VPMT met on April 9, 2018, and recommended that Town Council accept the *Vision and Strategic Action Plan*, adopt the Vision and approve the attached set of five recommendations, including (1) to continue the visioning process, (2) expand the historical snapshot information, (3) add an appendix referencing the data used in visioning, (4) affirm that the timeline in the report is a suggestion and not a firm recommendation, and (5) to use the *Opportunity and Risk Analysis* and *Key Metrics to Measure Future Success* sections within the report to ensure accountability.

Background: On February 7, 2017, Town Council approved a Resolution creating the Vision Project Management Team to develop a comprehensive long range vision for Hilton Head Island.

The VPMT, which began meeting in February of 2017, met twelve times over the course of the visioning initiative, and ensured considerable public input in the process. Future iQ facilitated comprehensive community engagement activities and delivered the *Community Engagement Report* and the *Vision and Strategic Action Plan*.

Subject: Vision Project Management Team Recommendations

April 16, 2018

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The VPMT met on April 9, 2018, and voted 6-0-1 to recommend that Town Council accept the *Vision and Strategic Action Plan*, adopt the Vision, and approve the attached set of five recommendations.

Attachment:

Exhibit A, *Vision Project Management Team Recommendations*

Exhibit A

Vision Project Management Team Recommendations

The Vision Project Management Team recommends that Town Council accept the *Vision and Strategic Action Plan*, adopt the Vision, and approve the following five recommendations:

1. Move forward with this process as it is critical to continue to build trust and to ensure outcomes are achieved. These were constant themes throughout this process.
2. Expand the historical snapshot information to include a more complete history of the Gullah Geechee community and the Hispanic community.
3. Add an appendix referencing the other data used in this vision process, such as the *Community Profile and Benchmark Analysis* and *Community Engagement Report*, and other previous studies, vision planning and reports.
4. Note that on page 51 of the *Vision and Strategic Action Plan* that the suggested timeline is simply that, a suggested timeline, and is not a firm recommendation in terms of timing.
5. To ensure accountability use the *Opportunity and Risk Analysis* on page 52 and the *Key Metrics to Measure Future Success* on page 53 of the *Vision and Strategic Action Plan* as a guide for developing a scorecard to track progress.



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Public Planning Committee
VIA: Charles Cousins, AICP, *Director of Community Development*
VIA: Jennifer Ray, ASLA, *Planning and Special Projects Manager*
FROM: Emily Sparks, *Project Lead*
CC: Shawn Colin, AICP, *Deputy Director of Community Development*
DATE: April 19, 2018
SUBJECT: Vision Project Management Team Dissolution

Recommendation: Staff recommends that the Public Planning Committee recommend Town Council adopt a resolution to dissolve the Vision Project Management Team.

Summary: The adoption of a resolution to dissolve the Vision Project Management Team will officially conclude the work effort assigned to that group by Town Council.

Background: The Vision Project Management Team, created by Town Council on February 7, 2017 and tasked with the development of a comprehensive long range vision for Hilton Head Island, has completed the work requested by Town Council by making recommendations to accept the *Vision and Strategic Action Plan*, adopt the Vision, and approve five additional recommendations to Town Council.

The Vision Project Management Team met twelve times over the course of the visioning initiative, and ensured considerable public input in the process. In addition to their public meetings, the team encouraged the public to participate in the 24 public engagement workshops and numerous community surveys.

The members of the Vision Project Management Team worked diligently throughout the process and are to be publicly commended for their tireless efforts related to this project.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SC TO DISSOLVE THE VISION PROJECT MANAGEMENT TEAM.

WHEREAS, the Vision Project Management Team was established on February 7, 2017, as a temporary committee under the oversight of the Town Council Public Planning Committee to develop a comprehensive long range vision for Hilton Head Island; and

WHEREAS, the Vision Project Management Team has completed their task by issuing their recommendations; and

WHEREAS, Town Council was presented the report and recommendations on May ##, 2018; and

NOW, THEREFORE, BE IT, AND IT HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA:

SECTION 1: THAT THE TOWN EXTENDS ITS THANKS TO THE MEMBERS OF THE VISION PROJECT MANAGEMENT TEAM FOR THEIR EFFORTS IN COMPLETING THEIR TASK AND DOES HEREBY PUBLICLY COMMEND THEM FOR THEIR EFFORTS.

SECTION 2: THE VISION PROJECT MANAGEMENT TEAM IS TO BE DISSOLVED ON MAY ##, 2018.

MOVED, APPROVED, AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND ON THIS _____ DAY OF _____, 2018.

David Bennett, Mayor

ATTEST:

Krista Wiedmeyer, Town Clerk

Approved as to form: _____
Gregory M. Alford, Town Attorney

Introduced by Council Member: _____