



Town of Hilton Head Island  
**TOWN COUNCIL MEETING**  
Tuesday, July 21, 4:00 p.m.  
**REVISED AGENDA**

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In accordance with Emergency Ordinance 2020-13, this meeting is being conducted virtually and can be viewed on the Town's Facebook Page (<http://facebook.com/TownofHiltonHeadIslandSC>), and website (<https://www.hiltonheadislandsc.gov/>), as well as Hargray channels 9 & 113 and Spectrum channel 1304.

**1. Call to Order**

- 2. FOIA Compliance:** Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

**3. Pledge to the Flag**

**4. Invocation – Pastor Steve Salvas, Grace Community Church**

**5. Approval of Agenda**

**6. Public Hearing**

- a. Palmer Simmons Appeal of Removal from the Planning Commission

*[Citizens who wish to speak on the record during the Public Hearing may do so by calling 843.341.4701 **no later than 12:00 p.m. the day of the meeting.**]*

**7. Approval of Minutes**

- a. Special Meeting of Town Council, June 16, 2020  
b. Special Meeting of Town Council, June 23, 2020  
c. Special Ad Hoc Meeting of Town Council, June 26, 2020  
d. Special Meeting of Town Council, June 29, 2020  
e. Special Meeting of Town Council, June 30, 2020  
f. Special Meeting of Town Council, July 8, 2020

**8. Report of the Town Manager**

- a. June Beach Statistics Report  
b. Items of Interest

**9. Reports from Members of Council**

- a. General Reports from Council  
b. Report of the Intergovernmental Committee – Bill Harkins  
c. Report of the Community Services & Public Safety Committee – Marc Grant  
d. Report of the Public Planning Committee – David Ames  
e. Report of the Finance & Administrative Committee – Tom Lennox

**10. Proclamations/Commendations – NONE**

## 11. Unfinished Business

### a. Second Reading of Proposed Ordinance 2020-01 – Zero Lot Line LMO Amendments

Second Reading of Proposed Ordinance 2020-01 to amend Title 16 of the Municipal Code of the Town of Hilton Head Island, South Carolina, the Land Management Ordinance (LMO), Chapters 5 and 10. These amendments, commonly referred to as *Zero Lot Line Amendments* as noticed in the Island Packet on October 20, 2019, include changes that provide for General Amendments to several section in the LMO described on Exhibit “A” to the Ordinance, and providing for severability and an effective date.

## 12. New Business

### a. First Reading of Proposed Ordinance 2020-03 – General 2019 Amendments Set 2

First Reading of Proposed Ordinance 2020-03 to amend Title 16 of the Municipal Code of the Town of Hilton Head Island, South Carolina, the Land Management Ordinance (LMO), Chapters 2, 3, 4k 5k 10, and Appendix D. These amendments, commonly referred to as *General 2019 Amendments – Set 2* as noticed in the Island Packet on December 15, 2019, include changes that provide for General Amendments to a variety of sections in the LMO described on Exhibit “A” to the Ordinance, and providing for severability and an effective date.

### b. Consideration of a Recommendation – 2020 ATAX Grantees Affected by COVID-19

Consideration of a Recommendation to that Town Council approve a one-year extension for all 2020 Accommodations Tax grants, enabling the grant recipients the ability to use the 2020 funding through December 31, 2021, if needed.

### c. Discussion Concerning the Proposed Relocation of St. James Church

### d. Consideration of the Findings and Recommendation of the Town’s 2020 Classification & Compensation Study

## 13. Executive Session

### a. Land Acquisition: Discussion of negotiations incidents related to the proposed sale, lease, or purchase of property in the:

- i. Automobile Lane area; and
- ii. Stoney area.

### b. Contractual Matters: Discussion of negotiations incidents to proposed contractual arrangements with Beaufort County.

## 14. Possible Actions by Town Council Concerning Matters Discussed in Executive Session

## 15. Adjournment

Public comments concerning agenda items can be submitted electronically via the Town’s Virtual Town Hall portal (<https://hiltonheadislandsc.gov/opentownhall/>). The portal will close **TWO (2) HOURS** prior to the scheduled meeting. All comments submitted to the portal will be provided to Town Council for review and made part of the official record.

**THE TOWN OF HILTON HEAD ISLAND  
TOWN COUNCIL SPECIAL MEETING MINUTES**

**Date: Tuesday, June 16, 2020**

**Time: 2:00 p.m.**

**Present from Town Council:** John J. McCann, *Mayor*; Bill Harkins, *Mayor Pro-Tempore*; David Ames, Tamara Becker, Marc Grant, Tom Lennox, Glenn Stanford, *Council Members*

**Present from Town Staff:** Steve Riley, *Town Manager*; Josh Gruber, *Assist. Town Manager*; Krista Wiedmeyer, *Exec. Assist/Town Clerk*

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**1. Call to Order**

Mayor McCann called the meeting order at 2:00 p.m. By way of roll call, Mayor McCann confirmed the attendance of all members of Council.

**2. FOIA Compliance** – Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island

**3. Pledge of Allegiance**

**4. Invocation – Pastor Todd Cullen, Hilton Head Community Church**

Pastor Cullen delivered the invocation.

**5. Approval of Agenda**

Mr. Harkins moved to approve. Mr. Stanford seconded. By way of roll call, the agenda was approved as written by a vote of 7-0.

**6. Public Hearing on the Municipal Budget for Fiscal Year 2021**

Mayor McCann called the public hearing to order at 2:03 p.m. Mayor McCann called on Mr. Hoagland who address Council about his concerns with the Fiscal Year 2021 budget. With no further citizen comments, Mayor McCann closed the public hearing at 2:09 p.m.

**7. Approval of the Minutes**

Special Meeting of Town Council, June 2, 2020

Mr. Harkins moved to approve. Mr. Stanford seconded. By way of roll call, the minutes were approved by a vote of 7-0.

**8. Report of the Town Manager**

**a.** Update on Hilton Head Regional Healthcare – Jeremy Clark, CEO

Mr. Clark gave an update on the current status of the hospital to the members of Council. He reported that between both hospitals there were a total of five patients being treated for the virus. Mr. Clark stated that the hospital system remains alert and ready to handle any new cases that come to them.

**b.** Items of Interest

Mr. Riley reviewed current items of interest as well as virtual events taking place throughout the Town.

## **9. Update on Town Council Committees – Mayor McCann**

Mayor McCann stated that he would be taking the Public Planning Committee back to three members. Those members would be Mr. Ames, Mrs. Becker, and Mr. Stanford. The Mayor said that Mr. Harkins and Mr. Lennox would be working on items in preparation for the Council workshop in December.

## **10. Unfinished Business**

### **a. Second Reading of Proposed Ordinance 2020-12 – Fiscal Year 2021 Budget**

Second Reading of Proposed Ordinance 2020-12 to raise revenue and adopt a budget for the Town of Hilton Head Island, South Carolina, for the Fiscal Year ending June 30, 2021; to establish a Property Tax Levy; to establish funds; to establish a policy for acquisition of rights of way and easement; and providing for severability and an effective date.

Mr. Harkins moved to approve. Mr. Stanford seconded. With much discussion about the budget, some expressing concerns about some of the line items, others continuing to support the budget as drafted. By way of roll call, the motion was approved by a vote of 4-3, Mr. Ames, Mrs. Becker, and Mr. Grant opposing.

## **11. New Business**

### **a. Consideration of a Resolution – Delegating Authority to Sign Certain Legal Service Agreements**

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, delegating authority to the Town Manager to approve certain contracts for legal services provided to the Town of Hilton Head Island, South Carolina.

Mr. Harkins moved to approve. Mr. Stanford seconded. With some discussion and by way of roll call, the motion was approved by a vote of 6-1, Mrs. Becker opposing.

### **b. Consideration of a Resolution – Granting Authority to Sign Rights of Entry**

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, authorizing the Town Manager to execute Rights of Entry related to real property owned by the Town of Hilton Head Island, South Carolina.

Mr. Harkins moved to approve. Mr. Stanford seconded. With some discussion and by way of roll call, the motion was approved by a vote of 6-1, Mrs. Becker opposing.

## **12. General Reports of Council**

Mayor McCann called on each member of Council who discussed items of importance to the community.

### **13. Executive Session**

Mr. Riley stated that he had a need to enter Executive Session (i) Land Acquisition, discussion of negotiations incidents to the proposed sale, lease, or purchase of property in the Shelter Cove area and 278 & Spanish Wells area; and (ii) Legal Matters, receipt of legal advice relating to pending litigation concerning property in the Bradley Circle area.

At 2:56 p.m. Mr. Harkins moved to enter Executive Session for the matter described by Mr. Riley. Mr. Stanford seconded. By way of roll call, the motion was approved by a vote of 7-0.

### **14. Possible action by Town Council concerning matters discussed in Executive Session**

### **15. Adjournment**

Council returned from Executive Session, and by unanimous vote, the meeting adjourned at 3:38 p.m.

**Approved: July 21, 2020**

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Krista M. Wiedmeyer, Town Clerk

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John J. McCann, Mayor

**THE TOWN OF HILTON HEAD ISLAND  
TOWN COUNCIL SPECIAL MEETING MINUTES**

**Date: Tuesday, June 23, 2020**

**Time: 2:00 p.m.**

**Present from Town Council:** John J. McCann, *Mayor*; Bill Harkins, *Mayor Pro-Tempore*; Marc Grant, Tom Lennox, Glenn Stanford, *Council Members*

**Absent from Town Council:** David Ames, Tamara Becker, *Council Members*

**Present from Town Staff:** Steve Riley, *Town Manager*; Josh Gruber, *Assist. Town Manager*; Krista Wiedmeyer, *Exec. Assist/Town Clerk*

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**1. Call to Order**

Mayor McCann called the meeting order at 2:02 p.m. By way of roll call, Mayor McCann confirmed the attendance of all members of Council.

- 2. FOIA Compliance** – Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island

**3. Approval of Agenda**

Mr. Harkins moved to approve. Mr. Stanford seconded. By way of roll call, the agenda was approved as written by a vote of 5-0-2.

**4. Unfinished Business**

**a. Consideration of Emergency Ordinance 2020-15**

Consideration of Emergency Ordinance 2020-15 extending the standards for electronic meetings in the Town of Hilton Head Island, and providing for severability and an effective date.

Mr. Harkins moved to approve. Mr. Stanford seconded. With no discussion, and by way of roll call the motion was approved by a vote of 5-0-2.

**5. Executive Session**

At 2:13 p.m. Mr. Harkins moved to enter Executive Session. Mr. Stanford seconded. By way of roll call, the motion was approved by a vote of 5-0-2.

**6. Possible action by Town Council concerning matters discussed in Executive Session**

Mr. Harkins made a motion for an ad hoc committee of Council to meet on Friday, June 26, 2020 to interview the top four executive search firms as chosen by Council. Mr. Stanford seconded. By way of roll call, the motion was approved 5-0-2.

## 7. Adjournment

Council returned from Executive Session, and by unanimous vote, the meeting adjourned at 2:28 p.m.

**Approved: July 21, 2020**

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Krista M. Wiedmeyer, Town Clerk

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John J. McCann, Mayor

DRAFT

**THE TOWN OF HILTON HEAD ISLAND  
AD HOC COMMITTEE OF TOWN COUNCIL MEETING MINUTES**

**Date:** Friday, June 26, 2020

**Time:** 8:00 a.m.

**Present from Committee:** John J. McCann, *Mayor*; Bill Harkins, *Mayor Pro-Tempore*; David Ames, *Council Members*

**Present from Town Council:** Tom Lennox, *Council Members*

**Present from Town Staff:** Angie Stone, Human Resource Director; Krista Wiedmeyer, Exec. Assist/Town Clerk

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**1. Call to Order**

Mayor McCann called the meeting order at 8:00 a.m. By way of roll call, Mayor McCann confirmed the attendance of the members.

**2. FOIA Compliance** – Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island

**3. Approval of Agenda**

Mr. Harkins moved to approve. Mr. Ames seconded. The agenda was approved as written by a vote of 3-0.

**4. Executive Session**

At 8:03 a.m. Mr. Harkins moved to enter Executive Session. Mr. Ames seconded. The motion was approved by a vote of 3-0.

**5. Possible action by Town Council concerning matters discussed in Executive Session**

**6. Adjournment**

The Committee returned from Executive Session, and by unanimous vote, the meeting adjourned at 1:20 p.m.

**Approved: July 21, 2020**

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Krista M. Wiedmeyer, Town Clerk

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John J. McCann, Mayor

**THE TOWN OF HILTON HEAD ISLAND  
TOWN COUNCIL SPECIAL MEETING MINUTES**

**Date: Monday, June 29, 2020**

**Time: 8:00 a.m.**

**Present from Town Council:** John J. McCann, *Mayor*; Bill Harkins, *Mayor Pro-Tempore*; David Ames, Tamara Becker, Marc Grant, Tom Lennox, Glenn Stanford, *Council Members*

**Present from Town Staff:** Steve Riley, *Town Manager*; Josh Gruber, *Assist. Town Manager*; Krista Wiedmeyer, *Exec. Assist/Town Clerk*

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**1. Call to Order**

Mayor McCann called the meeting order at 8:00 a.m. By way of roll call, Mayor McCann confirmed the attendance of all members of Council.

- 2. FOIA Compliance** – Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island

**3. Approval of Agenda**

Mr. Harkins moved to approve. Mr. Stanford seconded. By way of roll call, the agenda was approved as written by a vote of 7-0.

**4. New Business**

**a. Consideration of Proposed Emergency Ordinance 2020-17**

Consideration of Proposed Emergency Ordinance 2020-17 requiring individuals to wear face coverings in certain circumstances and locations within the Municipal limits of the Town of Hilton Head Island, South Carolina; with violations thereof punishable as a misdemeanor criminal offense, repeat offenders subject to temporary suspension or revocation of Town issued business licenses, and providing for severability and an effective date.

Mr. Harkins moved to approve. Mr. Stanford seconded. Mayor McCann opened the discussion up to the members of Council who discussed the matter at length. Mayor McCann ensured Council that Town staff will begin working on the implementation as early as today. He noted that he would be meeting with staff at 2:00 p.m. and all items discussed during today's meeting would be reviewed. With no further discussion, and by way of roll call, the motion was approved 7-0.

**5. Adjournment**

By unanimous vote, the meeting adjourned at 9:28 p.m.

**Approved: July 21, 2020**

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Krista M. Wiedmeyer, Town Clerk

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John J. McCann, Mayor

**THE TOWN OF HILTON HEAD ISLAND  
TOWN COUNCIL SPECIAL MEETING MINUTES**

**Date: Monday, June 30, 2020**

**Time: 2:00 p.m.**

**Present from Town Council:** John J. McCann, *Mayor*; Bill Harkins, *Mayor Pro-Tempore*; David Ames, Tamara Becker, Marc Grant, Tom Lennox, Glenn Stanford, *Council Members*

**Present from Town Staff:** Steve Riley, *Town Manager*; Josh Gruber, *Assist. Town Manager*; Carolyn Grant, *Communications Director*; Krista Wiedmeyer, *Exec. Assist/Town Clerk*

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**1. Call to Order**

Mayor McCann called the meeting order at 2:00 p.m. By way of roll call, Mayor McCann confirmed the attendance of all members of Council.

- 2. FOIA Compliance** – Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island

**3. Approval of Agenda**

Mr. Harkins moved to approve. Mr. Stanford seconded. By way of roll call, the agenda was approved as written by a vote of 7-0.

**4. Discussion of the Town's Implementation of the Face Mask Emergency Ordinance**

Mr. Gruber opened the discussion giving an overview of the events taking place to begin the implementation and communication of the new ordinance. Mr. Gruber introduced Ms. Grant who explained the different signage and communication efforts that were in the process. The members of Town Council gave their appreciation for the efforts staff had taken and all agreed it would be overkill to have billboard signage on I-95.

**5. Executive Session**

Mr. Gruber stated that he had a need to enter Executive Session for discussion of the following matters (a) Contractual Matters: discussion of negotiations incidents to proposed contractual arrangements with Beaufort County; and (b) Contractual Matters: Consideration of Proposed Recommendation from the Ad Hoc Committee for RFP#2020-0014, Executive Search Services/Town Manager Recruitment Services.

At 2:36, Mr. Harkins moved to go into Executive Session for the items mentioned by Mr. Gruber. Mr. Stanford seconded. By show of hands, the motion was approved by a vote of 7-0.

**6. Possible Actions by Town Council Concerning Matters Discussed in Executive Session**

At 3:31 Council returned from Executive Session.

Mr. Harkins moved to authorize contracting with Collin Baezinger and Associates for RFP#2020-0014, Executive Search Services for the Town Manager recruitment. Mr. Stanford seconded. By way of roll call, the motion was approved by a vote of 7-0.

## 7. Adjournment

By unanimous vote, the meeting adjourned at 3:34 p.m.

**Approved: July 21, 2020**

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Krista M. Wiedmeyer, Town Clerk

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John J. McCann, Mayor

DRAFT

**THE TOWN OF HILTON HEAD ISLAND  
TOWN COUNCIL SPECIAL MEETING MINUTES**

**Date: Wednesday, July 8, 2020**

**Time: 9:00 a.m.**

**Present from Town Council:** John J. McCann, *Mayor*; Bill Harkins, *Mayor Pro-Tempore*; David Ames, Tamara Becker, Marc Grant, Tom Lennox, Glenn Stanford, *Council Members*

**Present from Town Staff:** Angie Stone, *Director of Human Resources*; Krista Wiedmeyer, *Exec. Assist/Town Clerk*

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**1. Call to Order**

Mayor McCann called the meeting order at 9:00 a.m. By way of roll call, Mayor McCann confirmed the attendance of all members of Council.

- 2. FOIA Compliance** – Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island

**3. Approval of Agenda**

Mr. Harkins moved to approve. Mr. Stanford seconded. By way of roll call, the agenda was approved as written by a vote of 7-0.

**4. Executive Session**

- a. Personnel Matters:** Discussions related to the employment of the Town Manager

Mayor McCann stated before we enter executive session, please note that Council will not take any actions as a result of today's discussions, therefore the adjournment will not be livestreamed. Mr. Harkins moved to enter executive session. Mrs. Becker seconded. By way of roll call, the motion was approved by a vote of 7-0.

**5. Possible action by Town Council concerning matters discussed in Executive Session**

**6. Adjournment**

Council returned from executive session, and by unanimous vote, the meeting adjourned at 9:58 a.m.

**Approved: July 21, 2020**

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Krista M. Wiedmeyer, Town Clerk

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John J. McCann, Mayor

## MEMORANDUM

**TO:** Scott Liggett, Director PP&F, Chief Engineer  
**FROM:** Alice Derian, Assistant Facilities Manager  
**DATE:** July 2, 2020  
**RE:** Monthly Summary for Beach Management Activities

The Town has several agencies/vendors who perform daily services on the beach. This report details the quantity of trash and recycling removed from 224 trash and 74 recycling receptacles located on the beach, in addition to abandoned personal property for the month of June, as well as statistics on some of the issues addressed daily. In addition to the Town's on-going franchise agreement with Shore Beach Patrol, an additional Agreement was approved with Spartina Marine Consulting which took effect June 1<sup>st</sup> to provide services to include beach education 4 days per week from 12pm to 5pm, light patrol with Code Enforcement 1 day per week and abandoned personal property removal that occurs 4 days per week between the hours of 9pm and 1am.

### Shore Beach Patrol and Spartina Marine Consulting Trash/Recycling Removal Results:

Shore Beach	Tons	Spartina	Tons
<i>Trash and Recycling</i>	130	<i>Trash</i>	5.91
<i>Bagged Trash</i>	123		
<i>Bagged Recycling</i>	7		

Abandoned Personal Property	Total	Shore Beach	Spartina
<i>Total Collection</i>	3,888	2,825	1,063
<i>Tents</i>	340	267	73
<i>Chairs</i>	1,413	1,161	252
<i>Umbrellas</i>	739	691	48
<i>Misc</i>	733	706	27
<i>Towel</i>	378	-	378
<i>Toys</i>	285	-	285

The Town encourages voluntary compliance through education, signage and ultimately advisements that are issued by these various agencies/vendors. As a result of the combined efforts of Shore Beach Patrol, Spartina Marine Consulting and Code Enforcement, the numbers listed below have been reported for the month of June for a few selected categories of behavior that resulted in advisements given to beach patrons, which include Alcohol, Glass, Lights, Holes/Shovels, Personal Property and Dunes.

Advisements	Total	Shore Beach	Code Enforcement
<i>Total</i>	3,816	3,369	447
<i>Alcohol</i>	967	956	11
<i>Glass</i>	729	729	-
<i>Dunes</i>	676	363	313
<i>Holes/Shovels</i>	1,282	1,204	78
<i>Light</i>	45	-	45
<i>Personal Property</i>	117	117	-

\* Glass- Comprised mostly of alcohol containers

\* Dune Advisements- Comprised mainly of bicycles and people in Dunes and Fencing

\* Holes- Shore Beach filled in Additional 28 holes under 12in not cited above



# Items of Interest

July 21, 2020

## TOWN NEWS

- Two members of the Hilton Head Island Fire Rescue were recently conferred degrees: Lt. Jay Lawson was conferred an Associate of Science degree in Business from Columbia Southern University; and Firefighter Zach Baser was conferred a Bachelor of Science degree in Fire Protection Administration, with a minor in Fire Protection and Safety Engineering Technology from Eastern Kentucky University. Congratulations to both!
- In 2019 the Technical Rescue Team of Fire Rescue was awarded a Homeland Security Grant, and has now received the funds. The Team was awarded \$80,000 for training and equipment.
- Hilton Head Island Fire Rescue has earned the Fire Safe South Carolina Community aware for 2019. Fire Safe South Carolina has actively worked with local fire departments to develop community risk reduction plans for their jurisdictions since its launch in June 2019. With the help of local fire departments, they have worked to reduce fire-related injuries, promote consistent messaging, improve data quality, and provide valuable resources. The hard work and dedication by the men and women of Fire Rescue paid off!



## TOWN MEETINGS

- Currently all Town of Hilton Head Island public meetings are being conducted virtually in accordance with Emergency Ordinance 2020-13. For a schedule of meetings, please visit the Town's website: <https://hiltonheadislandsc.gov>.



# TOWN OF HILTON HEAD ISLAND

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*Community Development Department*

**TO:** Stephen G. Riley, ICMA~CM, *Town Manager*  
**VIA:** Shawn Colin, AICP, *Director of Community Development*  
**FROM:** Teri Lewis, AICP, *Deputy Director of Community Development*  
**CC:** Nicole Dixon, AICP, CFM, *Development Review Administrator*  
**DATE:** July 6, 2020  
**SUBJECT:** Zero Lot Line Amendments  
Proposed Ordinance #2020-01

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Town Council made no changes to proposed ordinance 2020-01 as a result of their meeting on March 17, 2020.

**AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND**

**ORDINANCE NO. 2020-#**

**PROPOSED ORDINANCE NO. 2020-01**

**AN ORDINANCE TO AMEND TITLE 16 OF THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THE LAND MANAGEMENT ORDINANCE (LMO) , CHAPTERS 5 AND 10. THESE AMENDMENTS, COMMONLY REFERRED TO AS *ZERO LOT LINE AMENDMENTS* AS NOTICED IN THE ISLAND PACKET ON OCTOBER 20, 2019, INCLUDE CHANGES THAT PROVIDE FOR GENERAL AMENDMENTS TO SEVERAL SECTIONS IN THE LMO DESCRIBED ON EXHIBIT “A” TO THIS ORDINANCE, AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, on October 7, 2014, the Town Council did adopt a new Land Management Ordinance (LMO); and

**WHEREAS**, from time to time it is necessary to amend the LMO; and

**WHEREAS**, the LMO Committee held public meetings on October 16, 2019 and October 30, 2019 at which time a presentation was made by Staff and an opportunity was given for the public to comment on the proposed amendments; and

**WHEREAS**, the LMO Committee recommended that the proposed amendments be forwarded to the Planning Commission with a recommendation of approval with the changes as discussed by Staff, the public and the Committee; and

**WHEREAS**, the Planning Commission held a public hearing on November 20, 2019 and January 15, 2020 at which time a presentation was made by Staff and an opportunity was given for the public to comment on the proposed LMO amendments; and

**WHEREAS**, after consideration of the Staff presentation and public comments the Planning Commission voted 7-0 to forward the proposed amendments to the Public Planning Committee with a recommendation of approval with some changes; and

**WHEREAS**, the Public Planning Committee held a public meeting on December 3, 2019 at which time a presentation was made by Staff and an opportunity was given for the public to comment on the proposed LMO amendments; and

**WHEREAS**, after consideration of the staff presentation and public comments, the Public Planning Committee voted 4-0 to recommend approval of the proposed LMO amendments with two changes related to the proposed amendments related to zero lot line residential subdivisions; and

**WHEREAS**, the proposed Zero Lot Line Amendments were reviewed at the January 15, 2020 Planning Commission meeting, and the Planning Commission voted unanimously to recommend that zero lot line subdivisions require a 50% maximum impervious coverage based on the entire development instead of per individual lot; and

**WHEREAS**, after due consideration of said LMO amendments and the recommendation of the Planning Commission, the Town Council, upon further review, finds it is in the public interest to approve the proposed amendments with the two changes recommended by the Public Planning Committee.

**NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AND IT IS ORDAINED BY THE AUTHORITY OF THE SAID COUNCIL:**

**Section 1. Amendment.** That the *Zero Lot Line Amendments* are adopted and the Land Management Ordinance is amended as shown on Exhibit “A” to this Ordinance. Newly added language is illustrated with double underline and deleted language is illustrated with ~~strikethrough~~.

**Section 2. Severability.** If any section, phrase, sentence or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**Section 3. Effective Date.** This Ordinance shall be effective upon its adoption by the Town Council of the Town of Hilton Head Island, South Carolina.

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF  
HILTON HEAD ISLAND ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

THE TOWN OF HILTON HEAD  
ISLAND, SOUTH CAROLINA

\_\_\_\_\_  
John McCann, Mayor

ATTEST:

\_\_\_\_\_  
Krista Wiedmeyer, Town Clerk

Public Hearing: November 20, 2019  
First Reading:  
Second Reading:

APPROVED AS TO FORM:

\_\_\_\_\_  
Curtis L. Coltrane, Town Attorney

Introduced by Council Member: \_\_\_\_\_

# Exhibit A

## Proposed Zero Lot Line Subdivision Amendments

### Chapter 16-5: Development and Design Standards

#### Section 16-5-102: Setback Standards

##### B. Applicability

##### 2. Exceptions

- a. For *development* within the CR District, see Sec 16-3-105.B.3.
- b. For *development* within a PD-1 District, adjacent street and use setback standards shall apply only along those *lot* lines and *street rights-of-way* located outside any *gates* restricting *access* by the general public to areas within the PUD, or constituting the boundaries of the district.
- c. For *development* within a PD-2 District, adjacent street and use setback standards shall apply only along those *lot* lines and *street rights-of-way* located within a Corridor Overlay District or constituting the boundaries of the district.
- ~~d. For zero lot line subdivisions, adjacent street and use setback standards shall apply only along those lot lines and street rights-of-way constituting the perimeter of the subdivision.~~

#### Section 16-5-103: Buffer Standards

##### B. Applicability

##### 2. Exceptions

- a. For *development* within a PD-1 District, adjacent street and use buffer standards shall apply only along those *lot* lines and *street rights-of-way* located outside any *gates* restricting *access* by the general public to areas within the PUD, or constituting the boundaries of the district.
- b. For *development* within a PD-2 District, adjacent street and use buffer standards shall apply only along those *lot* lines and *street rights-of-way* located within a Corridor Overlay District or constituting the boundaries of the district.
- ~~e. For zero lot line subdivisions, adjacent street and use buffer standards shall apply only along those lot lines and street rights-of-way constituting the perimeter of the subdivision.~~
- d. c. Adjacent street buffers shall not apply to *development* within the CR District.

# Exhibit A

## Proposed Zero Lot Line Subdivision Amendments

### Section 16-5-115: Subdivision Standards

#### D. Layout of Lots and Blocks

1. *Subdivisions* may be laid out in conventional, cluster, zero lot line, or a combination of block/ *lot* designs.

#### E. Zero Lot Line Residential Subdivisions

1. Zero lot line residential subdivisions are permitted in the following zoning districts: RM-4, RM-8, RM-12, SPC, MS, WMU, S, MF, MV, NC, LC and RD.

2. All lots created in a zero lot line residential subdivision shall be buildable lots (the appropriate size to construct a home) and shall be a minimum of .05 acres in size with a minimum lot width of 20 feet.

3. All lots in a zero lot line residential subdivision shall have a 50% maximum impervious coverage.

4. All zero lot line residential subdivisions shall provide 16% minimum open space.

5. No structure shall be located closer than ten feet from adjacent property lines, with the exception of structures that have a wall that rests on a common property line.

6. Where a proposed zero lot line residential subdivision is adjacent to an existing single family detached residential neighborhood or use, a setback of 20 feet is required along the perimeter of the proposed subdivision.

7. Where a proposed zero lot line residential subdivision is adjacent to an existing single family detached residential neighborhood or use, a Type A buffer, Option 1, is required along the perimeter of the proposed subdivision.

8. A zero lot line residential subdivision is not permitted on existing lots of record that were not previously platted as a zero lot line residential subdivision, unless the entire previously platted subdivision is combined and re-platted to be a zero lot line residential subdivision.

#### E. Street Access

# Exhibit A

## Proposed Zero Lot Line Subdivision Amendments

### Chapter 16-10: Definitions, Interpretation, and Measurement

#### Section 16-10-103. Use Classifications, Use Types, and Definitions

##### A. Residential Uses

##### 2. Use Types and Definitions

**Multifamily** - A *building, parcel, or development* containing three or more *dwelling units*. This *use* includes townhouse developments, if all units are on one lot, and manufactured housing parks.

**Townhouse** – A multi-story structure containing one *dwelling unit* which is attached to one or more similar structures by shared walls in a *development*.

#### Section 16-10-105 – General Definitions

**Zero Lot Line Residential Subdivision** – A *subdivision* which permits side by side, *single family dwelling units* that have a minimum of seventy-five percent of the total party wall adjoined together as a common wall on a common shared property line. This includes *townhouse* developments if each dwelling unit is on a separate *lot*.



# TOWN OF HILTON HEAD ISLAND

## *Community Development Department*

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**TO:** Stephen G. Riley, ICMA~CM, *Town Manager*  
**VIA:** Shawn Colin, AICP, *Director of Community Development*  
**FROM:** Teri Lewis, AICP, *Deputy Director of Community Development*  
**CC:** Nicole Dixon, AICP, CFM, *Development Review Administrator*  
**DATE:** July 6, 2020  
**SUBJECT:** 2019 LMO Amendments – Set 2  
Proposed Ordinance #2020-03

---

### **Recommendation**

The Public Planning Committee recommends that Town Council approve the proposed amendments.

On January 23, 2020, the Public Planning Committee reviewed the proposed 2019 LMO Amendments – Set 2 and voted unanimously to recommend that Town Council approve the proposed amendments with the change listed below.

### **Summary**

The proposed amendments were reviewed by the Public Planning Committee at their meeting on January 23, 2020. At that meeting the Committee voted to forward the proposed amendments to Town Council with a recommendation of approval with the following change:

- The amendment related to allowing HVAC units to encroach up to 5 feet into a setback not move forward for adoption.

The proposed amendments were reviewed by the Planning Commission at their meeting on January 15, 2020. At that meeting the Commission voted to forward the draft amendments to the Public Planning Committee with a recommendation of approval.

The LMO Committee met on October 30, 2019 and recommended approval of the proposed amendments.

### **Background**

The LMO is generally amended on a bi-annual basis. Newly added language is illustrated with double underline and deleted language is illustrated with ~~strikethrough~~.

### **Attachment**

- A. Rationale – 2019 LMO Amendments – Set 2

**AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND**

**ORDINANCE NO. 2020-#**

**PROPOSED ORDINANCE NO. 2020-03**

**AN ORDINANCE TO AMEND TITLE 16 OF THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THE LAND MANAGEMENT ORDINANCE (LMO) , CHAPTERS 2, 3, 4, 5, 10 AND APPENDIX D. THESE AMENDMENTS, COMMONLY REFERRED TO AS *GENERAL 2019 AMENDMENTS – SET 2* AS NOTICED IN THE ISLAND PACKET ON DECEMBER 15, 2019, INCLUDE CHANGES THAT PROVIDE FOR GENERAL AMENDMENTS TO A VARIETY OF SECTIONS IN THE LMO DESCRIBED ON EXHIBIT “A” TO THIS ORDINANCE, AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, on October 7, 2014, the Town Council did adopt a new Land Management Ordinance (LMO); and

**WHEREAS**, from time to time it is necessary to amend the LMO; and

**WHEREAS**, the LMO Committee held a public meeting on October 30, 2019 at which time a presentation was made by Staff and an opportunity was given for the public to comment on the proposed amendments; and

**WHEREAS**, the LMO Committee recommended that the proposed amendments be forwarded to the Planning Commission with a recommendation of approval; and

**WHEREAS**, the Planning Commission held a public hearing on January 15, 2020 at which time a presentation was made by Staff and an opportunity was given for the public to comment on the proposed LMO amendments; and

**WHEREAS**, after consideration of the Staff presentation and public comments the Planning Commission voted 8-0 to forward the proposed amendments to the Public Planning Committee with a recommendation of approval; and

**WHEREAS**, the Public Planning Committee held a public meeting on January 23, 2020 at which time a presentation was made by Staff and an opportunity was given for the public to comment on the proposed LMO amendments; and

**WHEREAS**, after consideration of the staff presentation and public comments, the Public Planning Committee voted 5-0 to recommend approval of the proposed LMO amendments with the exception of the amendment related to HVAC units being permitted to encroach up to five feet into a setback; and

WHEREAS, after due consideration of said LMO amendments and the recommendation of the Planning Commission, the Town Council, upon further review, finds it is in the public interest to approve the proposed amendments.

**NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AND IT IS ORDAINED BY THE AUTHORITY OF THE SAID COUNCIL:**

**Section 1. Amendment.** That the *General 2019 Amendments – Set 2* are adopted and the Land Management Ordinance is amended as shown on Exhibit “A” to this Ordinance. Newly added language is illustrated with double underline and deleted language is illustrated with ~~strikethrough~~.

**Section 2. Severability.** If any section, phrase, sentence or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**Section 3. Effective Date.** This Ordinance shall be effective upon its adoption by the Town Council of the Town of Hilton Head Island, South Carolina.

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

THE TOWN OF HILTON HEAD  
ISLAND, SOUTH CAROLINA

\_\_\_\_\_  
John McCann, Mayor

ATTEST:

\_\_\_\_\_  
Krista Wiedmeyer, Town Clerk

Public Hearing: January 15, 2020  
First Reading:  
Second Reading:

APPROVED AS TO FORM:

\_\_\_\_\_  
Curtis L. Coltrane, Town Attorney

Introduced by Council Member: \_\_\_\_\_

# Exhibit A

## Proposed General 2019 Amendments – Set 2

### General Amendments

#### Chapter 16-2: Administration

#### Section 16-2-103.F.5. Subdivision Review (Minor or Major)

##### 5. Effect of Approval

Approval of a Subdivision (Minor or Major) constitutes approval of a ~~final~~ preliminary plat for the *subdivision*. The final plat will not be approved or stamped for recording until issuance of the Certificate of Compliance for the subdivision. Recording of the final plat in the Office of the Register of Deeds for Beaufort County, South Carolina creates developable *lots* that may be sold or otherwise conveyed and may be developed in accordance with *development applications* authorized by this *Ordinance*.

#### Chapter 16-3: Zoning Districts

#### Section 16-3-105.C. Community Commercial District

2. Allowable Principal Uses		
	USE-SPECIFIC CONDITIONS	MINIMUM NUMBER OF OFF-STREET PARKING SPACES
<b>Commercial Services</b>		
<u>Indoor Commercial Recreation</u>	P	<u>1 per 3 persons + 1 per 200 GFA of office or similarly used area</u>

# Exhibit A

## Proposed General 2019 Amendments – Set 2

### Chapter 16-4: Use Standards

TABLE 16-4-102.A.6: PRINCIPAL USE TABLE																				
P = Permitted by Right      PC = Permitted Subject to Use-Specific Conditions																				
SE = Allowed as a Special Exception      Blank Cell = Prohibited																				
USE CLASSIFICATION/ USE TYPE	SPECIAL DISTRICTS		RESIDENTIAL DISTRICTS						MIXED-USE AND BUSINESS DISTRICTS											USE-SPECIFIC CONDITION
	CON	PR	RSF-3	RSF-5	RSF-6	RM-4	RM-8	RM-12	RC	SPC	CMC	WMS	MS	MS	NC	LC	LR	ME	IS	
COMMERCIAL RECREATION USES																				
Indoor Commercial Recreation Uses									P	P	P	P	P	PC	P	P		P	P	Sec. 16-4-102.B.5.a

### Chapter 16-3: Zoning Districts

#### Section 16-3-106. Overlay Zoning Districts

##### F. Corridor Overlay (COR) District

###### 2. Delineation of District

f. If a proposed *development* will not be visible from the *right-of-way* of the associated arterial, the OCRM Base Line within the Town or the OCRM Critical Line once the project is completed, the *Official* will review it through the Minor Corridor Review Procedure (Sec. 16-2-103.I.3).

### Chapter 16-5: Development and Design Standards

#### Section 16-5-102. Setback Standards

##### E. Allowable Setback Encroachments

Table 16-5-102.E, Allowable Setback Encroachments, identifies features that are allowed to encroach beyond the vertical and angled planes defined by minimum adjacent street and use setback requirements.

# Exhibit A

## Proposed General 2019 Amendments – Set 2

TABLE 16-5-102.E: ALLOWABLE SETBACK ENCROACHMENTS	
FEATURE	EXTENT AND LIMITATIONS
Fences or walls	<ul style="list-style-type: none"> <li>Allowed in adjacent use setbacks if located along common property lines and no more than 7 feet high</li> <li>Allowed in adjacent street setbacks if less than 4 feet high</li> </ul>
Open balconies, fire escapes, or exterior stairways	May extend up to 5 feet into any setback
Chimneys or fireplaces	May extend up to 3 feet into any setback if no more than 5 feet higher than the highest point of <b>building</b> to which it is attached
Roof eaves and overhangs	May extend up to 3 feet into any setback
Awnings	May extend up to 5 feet into any setback
Bay windows	May extend up to 3 feet into any setback if no more than 9 feet wide
Sills or entablatures	May extend up to 1 foot into any setback
Uncovered porches, stoops, decks, patios or terraces	May extend up to 5 feet into any setback
Lighting fixtures	May be located in any setback if no more than 20 feet high
Roof dormers	May extend up to 5 feet beyond the setback angle plane (horizontally or vertically)
Spires, cupolas, domes, skylights, and similar rooftop architectural features	May extend up above the setback angle plane if they occupy no more than 25% of the roof area of the <b>structure</b> to which they are attached and extend no more than 25% more than the <b>height</b> limit defined by the setback angle plane at the point(s) of penetration
Solar collection devices	See Sec. 16-4-103.E.8
<b>Television or radio antennas</b>	May extend up to 10 feet above the setback angle plane if they are attached to a side or rear elevation of a <b>structure</b>
Small wind energy conversion systems	See Sec. 16-4-103.E.7
Amateur radio antenna	See Sec. 16-4-103.E.1
Bike racks, bollards and other <b>site</b> furnishings (such as tables and chairs)	Allowed in adjacent use and adjacent street setbacks
Other architectural features not listed above (parts of a <b>structure</b> that provide visual interest to the <b>structure</b> and are nonhabitable and decorative in nature)	<p>May be allowed to penetrate the plane of the setback angle if the <b>Official</b> makes the following determinations:</p> <ul style="list-style-type: none"> <li>The required setback angle cannot be met for the architectural elements using alternate site layouts without major modifications to an otherwise acceptable <b>application</b> ;</li> <li>The excepted architectural elements will not be major or dominant features of the <b>structure</b> ;</li> <li>The excepted architectural elements will not penetrate the vertical plane of the minimum required setback distance;</li> <li>The exception is the minimum reasonably required to achieve the architectural goal; and</li> <li>If applicable, the placement of the <b>structure</b> provides protection of prominent natural features on the site, such as <b>trees</b> , wetlands, or historic <b>sites</b> .</li> </ul>
Flagpoles/Flags	Unless they constitute a "sign" and thus subject to Sec. 16-5-114.E, Flagpoles no more than 20 feet high and flags no greater than 20 square feet in area may be located in setbacks
Signs	See Sec. 16-5-114.E
HVAC Units	May extend up to 5 feet into any setback

# Exhibit A

## Proposed General 2019 Amendments – Set 2

### Section 16-5-109. Stormwater Management and Erosion and Sedimentation Control Standards

#### B. Applicability

##### 1. General

This section applies to all land disturbing activity that disturbs ½ acre or greater of land and all development that is within ½ mile of *coastal receiving waters*, regardless of disturbed area. Additionally, this section applies to any project or activity that is part of a **Larger Common Plan**, regardless of size. Exceptions to these requirements are listed in subsection 2. below.

This section applies to all construction activities including clearing, grading, and excavating that result in land disturbance of equal to or greater than one (1) acre and less than five (5) acres and, in within one-half (½) mile of *coastal receiving waters* (but not for single-family homes which are not part of a subdivision development), that result in any land disturbance less than five (5) acres. Construction activity also includes the disturbance of less than one (1) acre of total land area that is part of a **larger common plan** of development or sale if the **larger common plan** will ultimately disturb equal to or greater than one (1) and less than five (5) acres. Construction activity does not include routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the facility.

#### C. General Standards for Stormwater Management

##### 9. Reference Guides

The standards and design guidelines as set forth in the latest editions of the *Beaufort County Manual for Storm Water Best Management and Design Practices*, the South Carolina DHEC's *Stormwater Management BMP Handbook*, *SCDHEC National Pollutant Discharge Elimination System (NPDES) Construction General Permit (CGP)* and the *SCDHEC Ocean & Coastal Resource Management (OCRM) Coastal Zone Consistency Certification (CZC) Heightened Stormwater Management Requirement* and the *Georgia Coastal Stormwater Supplement* shall serve as guides to technical specifications for the design and **construction** of various types of stormwater management facilities (including, but not limited to, structural and nonstructural stormwater **best management practices** (BMPs) and **maintenance** standards).

#### D. Drainage Design Standards

##### 1. General

##### a. Design Methodology

ii. The rational method may be used only for sizing individual culverts or storm drains that are not part of a pipe network or system and have a contributing drainage area of ~~20~~ 10 acres or less.

# Exhibit A

## Proposed General 2019 Amendments – Set 2

### 16-10: Definitions, Interpretation, and Measurement

#### Section 16-10-103. - Use Classifications, Use Types, and Definitions

##### E. Commercial Recreation Uses

###### 2. Use Types and Definitions

###### Indoor Commercial Recreation

An establishment that offers entertainment activities, events, or attractions to the general public on a commercial or fee basis. Indoor commercial recreation *uses* include: movie theaters, stage theaters, auditoriums, amusement and electronic game arcades (video games, pinball, etc.), pool or billiard tables, theme or amusement parks, boardwalks, midway type attractions such as rides, bumper cars, go-cart tracks, game booths, bowling alleys, pool halls, dance studios and dance halls, indoor firing ranges, ~~health clubs and spas~~, indoor tennis and *swimming pools*, and indoor archery ranges.

##### G. Commercial Services

###### 2. Use Types and Definitions

###### Other Commercial Services

A Commercial Services establishment other than those listed and defined above that primarily involves the sale, rental, and incidental servicing of consumer goods and commodities, or the provision of personal services or business-related services to consumers. This *use* includes, but is not limited to, day care centers, banks and other financial institutions, clothing stores, department and discount stores, furniture stores, hair and nail salons, health clubs and spas, laundry and dry-cleaning establishments, funeral homes, home electronics and small appliance stores, shoe *repair* shops, and tanning salons.

###### Bicycle Shop

An establishment that sells, services, or rents new or used bicycles, and accessories, with screened outdoor storage facilities permitted in certain zoning districts.

## APPENDIX D

### D-6. - Development Plan Review, Major

#### F. Site Development Plan

One black line print of a final *site plan* or set of plans, at a minimum scale of 1"=30' or other appropriate scale acceptable to the *Official*, showing the following:

# Exhibit A

## Proposed General 2019 Amendments – Set 2

23. Location of screened outside trash receptacles and/or enclosures for use by the *building* occupants.

24. Location of proposed setback areas as required by Sec. 16-5-102.

### D-7. - Development Plan Review, Minor

#### D. Site Development Plan

One black line print of a final *site plan* or set of plans, at a minimum scale of 1"=30' or other appropriate scale acceptable to the *Official*, showing the following:

23. Location of screened outside trash receptacles and/or enclosures for use by the *building* occupants

24. Location of proposed setback areas as required by Sec. 16-5-102.

### Chapter 16-4: Use Standards

TABLE 16-4-102.A.6: PRINCIPAL USE TABLE																					
P = Permitted by Right      PC = Permitted Subject to Use-Specific Conditions																					
SE = Allowed as a Special Exception      Blank Cell = Prohibited																					
USE CLASSIFICATION/ USE TYPE	SPECIAL DISTRICTS		RESIDENTIAL DISTRICTS						MIXED-USE AND BUSINESS DISTRICTS											USE-SPECIFIC CONDITIONS	
	CON	PR	RS	RSF	RSF	RM	RM	RM	CR	SP	CC	MS	WMU	S	MF	MV	NC	LC	RD		MED
COMMERCIAL RECREATION USES																					
<i>Outdoor Commercial Recreation Uses</i> Other than <i>Water Parks</i>									PC				PC			PC		PC	PC		Sec. 16-4-102.B.5.a
									SE				SE			SE		SE	SE		

**Exhibit A  
Proposed General 2019 Amendments – Set 2**

**Grinding Operation Amendments**

**Chapter 16-3: Zoning Districts**

**Section 16-3-105. - Mixed-Use and Business Districts**

**E. Light Industrial (IL) District**

IL Light Industrial District			
2. Allowable Principal Uses			
		USE-SPECIFIC CONDITIONS	MINIMUM NUMBER OF OFF-STREET PARKING SPACES
Industrial Uses			
<u>Grinding</u>	<u>SE</u>	<u>Sec. 16-4- 102.B.9.a</u>	<u>1 per 1,300 GFA of indoor storage or manufacturing area + 1 per 350 GFA of office or administrative area</u>

**Chapter 16-4: Use Standards**

**Section 16-4-102. - Principal Uses**

**A. Principal Use Table**

**6. Principal Use Table**

TABLE 16-4-102.A.6: PRINCIPAL USE TABLE				
P = Permitted by Right		PC = Permitted Subject to Use-Specific Conditions		
SE = Allowed as a Special Exception		Blank Cell = Prohibited		
USE CLASSIFIC ATION/ DISTRICTS	SPECI AL DISTRICTS	RESIDENTIAL DISTRICTS	MIXED-USE AND BUSINESS DISTRICTS	USE- SPECIFI C

# Exhibit A

## Proposed General 2019 Amendments – Set 2

USE TYPE	CO N	P R	RS F- 3	RS F- 5	RS F- 6	R M -4	R M -8	R M - 12	C R	S P C	C C	M S	W M U	S	M F	M V	N C	L C	R D	M E D	I L
<b>INDUSTRIAL USES</b>																					
<u>Grinding</u>																					<u>Sec. 16-</u> <u>4-</u> <u>102.B.9.</u> <u>a</u>

### B. Use-Specific Conditions for Principal Uses

#### 9. Industrial Uses

##### a. Grinding

All facility operations, including but not limited to, operating trucks and other equipment, loading and unloading of logs and materials, and grinding must comply with the decibel levels as stated in Title 17 (Noise Control) of the Municipal Code of the Town of Hilton Head Island. Additionally, all **grinding uses** in the IL district shall comply with the following conditions:

##### i. Locational Restrictions

A **grinding use** shall comply with the following locational restrictions:

01. It shall not be located within 200 feet of the boundary of an RM-4, RM-8 or PD-1 zoning district.
02. These distances shall be measured as the length of an imaginary straight line between the two closest points of the perimeter boundary of the property on which any **grinding use** is located, and the perimeter boundary of the property on which any **use** from which the separation is required.

##### ii. The minimum acreage for a **grinding use** shall be four net acres.

##### iii. The site shall not have direct vehicular access onto a major or minor arterial.

The above conditions do not apply to properties located within the PD-1 zoning district.

~~a.~~ b. Light Industrial, Manufacturing, and Warehouse Uses

~~b.~~ c. Seafood Processing Facilities

~~e.~~ d. Self-Service Storage

# Exhibit A

## Proposed General 2019 Amendments – Set 2

d. e. [Reserved]

### Chapter 16-5: Development and Design Standards

#### Section 16-5-107. Parking and Loading Standards

#### D. Parking Space Requirements

#### 1. Minimum Number of Parking Spaces

TABLE 16-5-107.D.1: MINIMUM NUMBER OF PARKING SPACES		
USE CATEGORY/USE TYPE	MINIMUM NUMBER OF PARKING SPACES <sup>1,2,3,4</sup>	
	CR DISTRICT	ALL OTHER DISTRICTS
<b>INDUSTRIAL USES</b>		
<u>Grinding</u>	<u>n/a</u>	<u>1 per 1,300 GFA of indoor storage or manufacturing area + 1 per 350 GFA of office or administrative area</u>

### Chapter 10: Definitions, Interpretation and Measurement

#### Section 16-10-103. - Use Classifications, Use Types, and Definitions

#### I. Industrial Uses

#### 2. Use Types and Definitions

#### Grinding

The reduction of vegetative materials in size or volume into materials such as but not limited to mulch or chips.

# Exhibit A

## Proposed General 2019 Amendments – Set 2

### MINISTERIAL AMENDMENTS

#### Chapter 16-2: Administration

#### Section 16-2-103. Application Specific Review Procedures

#### D. Planned Unit Development (PUD) District

#### 4. PUD District Review Standards

In determining whether to recommend that *Town Council* adopt a proposed PUD zoning district classification, the *Planning Commission* may consider and weigh the standards of Sec. 16-2-103.C.3, Zoning Map Amendment (Rezoning) Review Standards, and the extent to which the proposed PUD District complies with the standards of Sec. ~~16-1-101~~ 16-3-105.K, Planned Development Mixed-Use (PD-1) District or Sec. 16-3-106.G, Planned Development Overlay (PD-2) District.

#### Chapter 16-3: Zoning Districts

#### Section 16-3-105. - Mixed-Use and Business Districts

#### I. Mitchelville (MV) District

2. Allowable Principal Uses			
		USE-SPECIFIC CONDITIONS	MINIMUM NUMBER OF OFF-STREET PARKING SPACES
<b>Vehicle Sales and Services</b>			
<i>Watercraft Sales, Rentals, or Services</i>	PC	Sec. 16-4-102.B.8.e <u>f</u>	1 per 200 GFA

#### K. Planned Development Mixed-Use (PD-1) District

3. Principal Uses Restricted by Master Plan			
The Master Plans and associated text, as approved and amended by the Town, establish general permitted <i>uses</i> for the respective PUDs, except as may be modified by an <i>overlay zoning district</i> . Undesignated areas on these Master Plans shall be considered as <i>open space</i> .			
The following <i>uses</i> are restricted to locations where a Town-approved Master Plan or associated text specifically states such <i>uses</i> are permitted. In addition, the <i>use</i> -specific conditions referenced below shall apply to any new such <i>use</i> or change to the site for any existing such <i>use</i> .			
		USE-SPECIFIC CONDITIONS	MINIMUM NUMBER OF OFF-STREET PARKING SPACES
<b>Vehicle Sales and Services</b>			
<i>Gas Sales</i>	PC	Sec. 16-4-102.B.8.d <u>e</u>	
<i>Watercraft Sales, Rentals, or Services</i>	PC	Sec. 16-4-102.B.8.e <u>f</u>	1 per 200 GFA

# Exhibit A

## Proposed General 2019 Amendments – Set 2

### Section 16-3-106. Overlay Zoning Districts

#### G. Planned Development Overlay (PD-2) District

##### 5. PD-2 Listed Master Plans

The following PUDs are included in PD-2 Overlay Districts and their Town-approved Master Plans including associated text and any subsequent amendments are hereby incorporated by reference as a part of the *Official Zoning Map* and LMO text.

TABLE 16-3-106.G.4 5: PD-2 LISTED MASTER PLAN			
FILE NAME	NUMBER	PARCEL	TAX MAP #
Palmetto Headlands and H.H. Hospital	CUR-3-88	27/103/103A/337	4,8
Centre Court on Mathews Drive	CUR-1-89	88B	8
Presbyterian Conference Center	CUR-2-89	2	18
Marriott-South Forest Beach	CUR-1-90	67/69/71/73/252	15-A,18
Park Plaza Self Storage	CUR-2-90	336	15
Tidepointe Retirement	CUR-1-92	342/342A	14
Exec/Air Hilton Head	CUR-1-94	271A	5
Spanish Grove	CUR-1-95	34A/34B	10
First Baptist Church	CUR-1-96	138A/138C	18
Bermuda Point	CUR-1-97	1B	7
Waterside (Town Center)	N/A-JPC	202/202D	18
Palmetto Bay Marina	N/A-JPC	47/66A/273/273A/273C/314E	10
Tabby Village	ZA-000954-2017	223, 49, 14D, 16, 14I, 14, 58, 58A	3

### Chapter 16-5: Development and Design Standards

#### Section 16-5-102. Setback Standards

##### C. Adjacent Street Setback Requirements

TABLE 16-5-102.C: ADJACENT STREET SETBACK REQUIREMENTS				
PROPOSED USE		MINIMUM SETBACK DISTANCE <sup>1/</sup> / MAXIMUM SETBACK ANGLE <sup>2</sup>		
		ADJACENT STREET (BY CLASSIFICATION)		
		MAJOR ARTERIAL	MINOR ARTERIAL	ALL OTHER STREETS
Single-Family	Structure > 24 in high	50 ft <sup>3,4</sup> /75°	40 ft <sup>3,4</sup> / 70°	20 ft <sup>3,4</sup> /60°
	Structure ≤ 24 in high	50 ft <sup>3,4</sup> /n/a	30 ft <sup>3,4</sup> /n/a	10 ft <sup>3,4</sup> /n/a
All Other Uses <sup>5</sup>		50 ft <sup>3,4</sup> /75°	40 ft <sup>3,4</sup> /70°	20 ft <sup>3,4</sup> /60°

# **Exhibit A**

## **Proposed General 2019 Amendments – Set 2**

### **Section 16-5-105. - Mobility, Street, and Pathway Standards**

#### **I. Access to Streets**

##### **7. Gates**

c. Gates shall be located at least 100 feet from any arterial or collector *street* , and shall comply with the stacking distance standards in ~~Sec. 16-5-105.A.5.f~~ Table 16-5-107.I.1, Vehicle Stacking Distance for Drive-Through and Related Uses.

### **Section 16-5-109. Stormwater Management and Erosion and Sedimentation Control Standards**

#### **D. Drainage Design Standards**

##### **1. General**

##### **d. ~~Engineering~~ Stormwater Plan Review Checklist**

Detailed design standards for all stormwater management systems required by this section can be found in the ~~Engineering~~ Stormwater Plan Review Checklist maintained by the Town Engineer.

*Attachment A*  
*Rationale for General 2019 Amendments – Set 2*

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*Chapter 16-2: Administration*

*Section 16-2-103.F.5: Subdivision Review – Effect of Approval*

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**Proposed Amendment**

- This change will clarify the language to make it clear that a final plat will not be stamped for recording of the subdivision with Beaufort County until a final Certificate of Compliance (C of C) has been issued.

**Reason for Change**

- The current language has caused some confusion with the public.
- The language indicates that the approval of the subdivision constitutes approval of the plat.
- While the approval of the subdivision and issuance of the Notice of Action (written approval) does constitute approval of the plat, the plat will not be stamped for recording until the C of C is issued.
- A C of C is not issued until staff inspects the site and determines that all requirements such as infrastructure, fire lanes and landscaping have been met.
- Once the C of C is issued, staff stamps the plat, the applicant gets the plat recorded with Beaufort County and the lots are then subdivided and can be sold.

**Pros and Cons of Amendment**

<i>Pros:</i>	The process will be easier to understand.
<i>Cons:</i>	None

**Additional Information**

- Without this process in place of requiring the C of C prior to stamping of the final plat, staff would not be able to ensure that all requirements of the subdivision plan were met.

**Recommendations**

<i>LMO Committee</i>
October 30, 2019: The LMO Committee voted 4-0 to forward this amendment to the Planning Commission with a recommendation of approval with a minor change to the language.
<i>Planning Commission</i>
January 15, 2020: The Planning Commission voted 8-0 to forward this amendment to the Public Planning Committee with a recommendation of approval.
<i>Public Planning Committee</i>
January 23, 2020: The Public Planning Committee voted 5-0 to forward this amendment to Town Council with a recommendation of approval.

*Attachment A*  
*Rationale for General 2019 Amendments – Set 2*

---

*Chapter 16-3: Zoning Districts*

*Section 16-3-105.C.2: Community Commercial (CC) Zoning District  
– Allowable Principal Uses*

*Chapter 16-4: Use Standards*

*Table 16-4-102.A.6: Principal Use Table*

---

**Proposed Amendment**

- This change will allow an Indoor Commercial Recreation use as an allowed use in the CC zoning district.

**Reason for Change**

- Indoor Commercial Recreation uses fit in with the purpose statement of the CC zoning district but are currently not allowed in this district.

**Pros and Cons of Amendment**

<i>Pros:</i>	This will allow for an appropriate use to be located in an appropriate zoning district. It will allow opportunities for existing empty commercial spaces to be filled with an appropriate use. Staff has had several requests for this type of use in existing vacant spaces in the CC zoning district and has had to turn them down.
<i>Cons:</i>	

**Additional Information**

- The purpose of the CC zoning district is to provide lands for community-scale commercial activity centers that attract people from the island and the mainland. The district is more auto-oriented than some business districts, and provides land for moderate-sized retail stores. The district also provides opportunities for limited vehicle sales and service uses.
- Indoor Commercial Recreation uses are establishments that offer entertainment activities, events or attractions to the general public on a commercial or fee basis.
- Examples of this use include: movie theaters, stage theaters, auditoriums, amusement and electronic game arcades (video games, pinball, etc.), pool or billiard tables, theme or amusement parks, boardwalks, midway type attractions such as rides, bumper cars, go-cart tracks, game booths, bowling alleys, pool halls, dance studios and dance halls, indoor firing ranges, health clubs and spas, indoor tennis and swimming pools, and indoor archery ranges.
- All of the above uses must be located indoors to be allowed.
- Staff has received several requests to open indoor recreation businesses in this district and has had to turn them down even though there is no legitimate reason to not allow this use in this district.
- This use was permitted in this district prior to the LMO Rewrite.

*Attachment A*  
*Rationale for General 2019 Amendments – Set 2*

**Recommendations**

<i>LMO Committee</i>
October 30, 2019: The LMO Committee voted 4-0 to forward this amendment to the Planning Commission with a recommendation of approval.
<i>Planning Commission</i>
January 15, 2020: The Planning Commission voted 8-0 to forward this amendment to the Public Planning Committee with a recommendation of approval.
<i>Public Planning Committee</i>
January 23, 2020: The Public Planning Committee voted 5-0 to forward this amendment to Town Council with a recommendation of approval.

*Attachment A*  
*Rationale for General 2019 Amendments – Set 2*

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*Chapter 16-3: Zoning Districts*  
*Section 16-3-106.F.2.f: Corridor Overlay (COR) District –*  
*Delineation of District*

---

**Proposed Amendment**

- This will allow projects that fall within the COR but are not visible from the OCRM Baseline or the OCRM Critical Line to be reviewed through the Minor Corridor Review Procedure.

**Reason for Change**

- Currently projects that fall within the COR but are not visible from an arterial right-of-way are reviewed through the Minor Corridor Review Procedure rather than the Major Corridor Review Procedure. This change will allow a shorter review time and it will eliminate unnecessary projects from going to the DRB.

**Pros and Cons of Amendment**

<i>Pros:</i>	The process will be easier to understand and clearer for the applicants. It will also allow for shorter review times in keeping with Department goals.
<i>Cons:</i>	

**Recommendations**

<i>LMO Committee</i>
October 30, 2019: The LMO Committee voted 4-0 to forward this amendment to the Planning Commission with a recommendation of approval.
<i>Planning Commission</i>
January 15, 2020: The Planning Commission voted 8-0 to forward this amendment to the Public Planning Committee with a recommendation of approval.
<i>Public Planning Committee</i>
January 23, 2020: The Public Planning Committee voted 5-0 to forward this amendment to Town Council with a recommendation of approval.

*Attachment A*  
*Rationale for General 2019 Amendments – Set 2*

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*Chapter 16-5: Development and Design Standards*  
*Table 16-5-102.E – Allowable Setback Encroachments*

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**Proposed Amendment**

- This change will add HVAC units to the table of allowable setback encroachments.

**Reason for Change**

- Several developers of homes on smaller lots have approached the Town about why other encroachments such as uncovered porches, stoops, decks, patios and terraces are allowed but HVAC units are not. Since those other uses can have items on them, staff believes that allowing a platform with an HVAC on it is consistent with other setback encroachments.

**Pros and Cons of Amendment**

<i>Pros:</i>	This will create some relief for developers and will allow a greater use of the lot.
<i>Cons:</i>	The noise from the HVAC unit may cause problems with adjacent neighbors.

**Additional Information**

- Similar to other encroachments, HVAC units would be permitted to extend up to 5 feet into any setback.

**Recommendations**

<i>LMO Committee</i>
October 30, 2019: The LMO Committee voted 4-0 to forward this amendment to the Planning Commission with a recommendation of approval.
<i>Planning Commission</i>
January 15, 2020: The Planning Commission voted 8-0 to forward this amendment to the Public Planning Committee with a recommendation of approval.
<i>Public Planning Committee</i>
January 23, 2020: The Public Planning Committee voted 5-0 to not move this amendment forward for adoption.

*Attachment A*  
*Rationale for General 2019 Amendments – Set 2*

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*Chapter 16-5: Development and Design Standards*  
*Section 16-5-109.B.1: Stormwater Management and Erosion and Sedimentation Control Standards – Applicability*

---

**Proposed Amendment**

- This change will clarify that stormwater requirements are applicable to any land disturbing activity that both disturbs ½ acre of land or greater and is within ½ mile of coastal receiving waters.

**Reason for Change**

- This change is necessary to mirror the South Carolina Department of Health and Environmental Control (SCDHEC) regulations which will make it easier for applicants to understand all of the stormwater regulations. Currently the LMO requires any land disturbing activity that disturbs ½ acre or greater or is within ½ mile of coastal receiving waters to comply with the Town’s stormwater standards.

**Pros and Cons of Amendment**

<i>Pros:</i>	The process will be easier for the public to understand. It will eliminate the conflict with SCDHEC requirements.
<i>Cons:</i>	

**Additional Information**

**Recommendations**

<i>LMO Committee</i>
October 30, 2019: The LMO Committee voted 4-0 to forward this amendment to the Planning Commission with a recommendation of approval with minor changes to the language.
<i>Planning Commission</i>
January 15, 2020: The Planning Commission voted 8-0 to forward this amendment to the Public Planning Committee with a recommendation of approval.
<i>Public Planning Committee</i>
January 23, 2020: The Public Planning Committee voted 5-0 to forward this amendment to Town Council with a recommendation of approval.

*Attachment A*  
*Rationale for General 2019 Amendments – Set 2*

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*Chapter 16-5: Development and Design Standards*  
*Section 16-5-109.C.9: Stormwater Management and Erosion and Sedimentation Control Standards – General Standards for Stormwater Management – Reference Guides*

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**Proposed Amendment**

- This change will add the SCDHEC National Pollutant Discharge Elimination System (NPDES) Construction General Permit (CGP) and the SCDHEC Ocean & Coastal Resource Management (OCRM) Coastal Zone Consistency Certification (CZC) Heightened Stormwater Management Requirement to the list of acceptable reference guides.

**Reason for Change**

- The LMO should include these references to facilitate the efforts of non-local engineers and design professionals.

**Recommendations**

<i>LMO Committee</i>
October 30, 2019: The LMO Committee voted 4-0 to forward this amendment to the Planning Commission with a recommendation of approval.
<i>Planning Commission</i>
January 15, 2020: The Planning Commission voted 8-0 to forward this amendment to the Public Planning Committee with a recommendation of approval.
<i>Public Planning Committee</i>
January 23, 2020: The Public Planning Committee voted 5-0 to forward this amendment to Town Council with a recommendation of approval.

*Attachment A*  
*Rationale for General 2019 Amendments – Set 2*

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*Chapter 16-5: Development and Design Standards*  
*Section 16-5-109.D.1.a: Stormwater Management and Erosion and Sedimentation Control Standards – General Standards for Stormwater Management – Design Methodology*

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**Proposed Amendment**

- This change will state that the rational method (one of two accepted hydrological methodologies for computing surface runoff) may be used only for sizing individual culverts or storm drains that are not part of a pipe network or system and have a contributing drainage area of 10 acres or less.

**Reason for Change**

- These changes are necessary to reflect the standards found in SCDHEC’s guidance for stormwater plan review.

**Pros and Cons of Amendment**

<i>Pros:</i>	The process will be easier for the public to understand. It will eliminate the conflict with SCDHEC requirements.
<i>Cons:</i>	

**Recommendations**

<i>LMO Committee</i>
October 30, 2019: The LMO Committee voted 4-0 to forward this amendment to the Planning Commission with a recommendation of approval.
<i>Planning Commission</i>
January 15, 2020: The Planning Commission voted 8-0 to forward this amendment to the Public Planning Committee with a recommendation of approval.
<i>Public Planning Committee</i>
January 23, 2020: The Public Planning Committee voted 5-0 to forward this amendment to Town Council with a recommendation of approval.

*Attachment A*  
*Rationale for General 2019 Amendments – Set 2*

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*Chapter 16-10: Definitions, Interpretation, and Measurement*  
*Section 16-10-103.E.2: Use Classifications, Use Types and*  
*Definitions – Commercial Recreation Uses – Use Types and*  
*Definitions – Indoor Commercial Recreation*  
*Section 16-10-103.G.2: Use Classifications, Use Types and*  
*Definitions – Commercial Services Uses – Use Types and Definitions*  
*– Other Commercial Services*

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**Proposed Amendment**

- This change will delete health club/spa from examples under Indoor Commercial Recreation.
- This change will add health club/spa as an example under Other Commercial Services.

**Reason for Change**

- It is more logical for this use to be considered ‘Other Commercial Services’.

**Pros and Cons of Amendment**

<i>Pros:</i>	
<i>Cons:</i>	

**Recommendations**

<i>LMO Committee</i>
October 30, 2019: The LMO Committee voted 4-0 to forward this amendment to the Planning Commission with a recommendation of approval.
<i>Planning Commission</i>
January 15, 2020: The Planning Commission voted 8-0 to forward this amendment to the Public Planning Committee with a recommendation of approval.
<i>Public Planning Committee</i>
January 23, 2020: The Public Planning Committee voted 5-0 to forward this amendment to Town Council with a recommendation of approval.

*Attachment A*  
*Rationale for General 2019 Amendments – Set 2*

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*Chapter 16-10: Definitions, Interpretation, and Measurement*  
*Section 16-10-103.G.2: Use Classifications, Use Types and*  
*Definitions – Commercial Services Uses – Use Types and Definitions*  
*– Bicycle Shop*

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**Proposed Amendment**

- This change will add ‘screened’ in front of ‘outdoor storage’ in the Bicycle Shop definition.

**Reason for Change**

- Outdoor bike storage always has to be screened per the conditions for bicycle shops found in Chapter 4. This will add clarification and consistency.

**Pros and Cons of Amendment**

<i>Pros:</i>	This will make it easier for applicants to understand what is required of them.
<i>Cons:</i>	

**Recommendations**

<i>LMO Committee</i>
October 30, 2019: The LMO Committee voted 4-0 to forward this amendment to the Planning Commission with a recommendation of approval.
<i>Planning Commission</i>
January 15, 2020: The Planning Commission voted 8-0 to forward this amendment to the Public Planning Committee with a recommendation of approval.
<i>Public Planning Committee</i>
January 23, 2020: The Public Planning Committee voted 5-0 to forward this amendment to Town Council with a recommendation of approval.

*Attachment A*  
*Rationale for General 2019 Amendments – Set 2*

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*Appendix D: Application Submittal Requirements*

*D-6.F.23: Development Plan Review, Major – Site Development Plan*

*D-7.D.23: Development Plan Review, Minor – Site Development Plan*

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**Proposed Amendment**

- This change will add a requirement that dumpsters be screened in keeping with the Design Guide.

**Reason for Change**

- The Design Guide (specifically page 32) requires that dumpsters be screened.

**Pros and Cons of Amendment**

<i>Pros:</i>	This will make the process easier to understand.
<i>Cons:</i>	

**Recommendations**

<i>LMO Committee</i>
October 30, 2019: The LMO Committee voted 3-1 to forward this amendment to the Planning Commission with a recommendation of approval.
<i>Planning Commission</i>
January 15, 2020: The Planning Commission voted 8-0 to forward this amendment to the Public Planning Committee with a recommendation of approval.
<i>Public Planning Committee</i>
January 23, 2020: The Public Planning Committee voted 5-0 to forward this amendment to Town Council with a recommendation of approval.

*Attachment A*  
*Rationale for General 2019 Amendments – Set 2*

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*D-6.F: Development Plan Review, Major – Site Development Plan*  
*D-7.D: Development Plan Review, Minor – Site Development Plan*

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**Proposed Amendment**

- This change will require that setbacks be shown on the site plan.

**Reason for Change**

- Setbacks are required but were inadvertently left off of the list of requirements.

**Recommendations**

<i>LMO Committee</i>
October 30, 2019: The LMO Committee voted 4-0 to forward this amendment to the Planning Commission with a recommendation of approval.
<i>Planning Commission</i>
January 15, 2020: The Planning Commission voted 8-0 to forward this amendment to the Public Planning Committee with a recommendation of approval.
<i>Public Planning Committee</i>
January 23, 2020: The Public Planning Committee voted 5-0 to forward this amendment to Town Council with a recommendation of approval.

*Attachment A*  
*Rationale for General 2019 Amendments – Set 2*

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*Chapter 16-4: Use Standards*  
*Table 16-4-102.A.6: Principal Use Table*

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**Proposed Amendment**

- This change will require that outdoor commercial recreation uses be approved by special exception.

**Reason for Change**

- Staff recently determined that a go-cart track was not a permitted Outdoor Commercial Recreation use because it is listed as an example of Indoor Commercial Recreation uses. This determination was appealed to the BZA and they reversed staff's decision because they believed the list of examples was not intended to be exhaustive. There is concern that some Outdoor Commercial Recreation uses may not be appropriate on every parcel where they are permitted. A special exception review allows the BZA to review the potential use against specific criteria and approve or deny the proposed location.

**Recommendations**

<i>LMO Committee</i>
October 30, 2019: The LMO Committee voted 4-0 to forward this amendment to the Planning Commission with a recommendation of approval.
October 16, 2019: The LMO Committee voted 3-0 to ask staff to bring this amendment back to the Committee with the following change: <ul style="list-style-type: none"><li>▪ Make Outdoor Commercial Recreation uses Special Exception uses in the zoning districts where these uses are permitted.</li></ul>
<i>Planning Commission</i>
January 15, 2020: The Planning Commission voted 8-0 to forward this amendment to the Public Planning Committee with a recommendation of approval. The Commission also asked that the existing condition related to vehicular access be reviewed by the LMO Committee at a future meeting.
<i>Public Planning Committee</i>
January 23, 2020: The Public Planning Committee voted 5-0 to forward this amendment to Town Council with a recommendation of approval.

*Attachment A*  
*Rationale for General 2019 Amendments – Set 2*

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*Chapter 16-3: Zoning Districts*

*Section 16-3-105.E.2: Light Industrial (IL) District, Allowable Principal Uses*

*Chapter 16-4: Use Standards*

*Section 16-4-102.A.6: Principal Use Table*

*Section 16-4-102.B.9: Use-Specific Conditions for Principal Uses, Industrial Uses*

*Chapter 16-5: Development and Design Standards*

*Section 16-5-107: Parking and Loading Standards*

*Table 16-5-107.D.1: Minimum Number of Parking Spaces*

*Chapter 16-10: Definitions, Interpretation, and Measurement*

*Section 16-10-103.I: Use Classifications, Use Types, and Definitions, Industrial Uses*

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**Proposed Amendment**

- These amendments will establish grinding as a standalone use and will provide for where it is allowed, establish conditions, required parking spaces and a definition.

**Reason for Change**

- As a result of various noise complaints related to grinding, amendments to the Municipal Code were recently adopted. In conjunction with those changes, staff is proposing to add grinding as a standalone use to make it clear what is considered grinding and where it is allowed.

**Recommendations**

<i>LMO Committee</i>
October 30, 2019: The LMO Committee voted 4-0 to forward this amendment to the Planning Commission with a recommendation of approval.
October 16, 2019: The LMO Committee voted 3-0 to ask staff to bring this amendment back to the Committee with the following change: <ul style="list-style-type: none"><li>▪ Exempt PD-1 zoning districts from the conditions associated with these amendments.</li></ul> The Committee also requested that staff inform Bruno Landscaping and Nursery about these proposed amendments.
<i>Planning Commission</i>

*Attachment A*  
*Rationale for General 2019 Amendments – Set 2*

January 15, 2020: The Planning Commission voted 8-0 to forward this amendment to the Public Planning Committee with a recommendation of approval.
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<i>Public Planning Committee</i>
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January 23, 2020: The Public Planning Committee voted 5-0 to forward this amendment to Town Council with a recommendation of approval.
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*Attachment A*  
*Rationale for General 2019 Amendments – Set 2*

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*Ministerial Amendments*

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**Chapter 16-2**

Section 16-2-103.D.4 – PUD District Review Standards

- There is an incorrect reference that will be corrected.

**Chapter 16-3**

16-3-105.I (MV), 16-3-105.K (PD-1) and Table 16-3-106.G.4 (PD-2 Listed Master Plan)

- There are incorrect references that will be corrected.

**Chapter 16-5**

Table 16-5-102.C (Adjacent Street Setback Requirements)

- There is an incorrect footnote labeled which will be corrected.

16-5-105.I.7.c (Access to Streets)

- There is an incorrect reference that will be corrected.

16-5-109.D.1.d (Engineering Checklist)

- The checklist has been renamed and this new name will be reflected.

**Recommendations**

<i>LMO Committee</i>
October 30, 2019: The LMO Committee voted 4-0 to forward this amendment to the Planning Commission with a recommendation of approval.
<i>Planning Commission</i>
January 15, 2020: The Planning Commission voted 8-0 to forward this amendment to the Public Planning Committee with a recommendation of approval.
<i>Public Planning Committee</i>
January 23, 2020: The Public Planning Committee voted 5-0 to forward this amendment to Town Council with a recommendation of approval.



## **MEMORANDUM**

**TO:** Town Council

**FROM:** John Troyer, CPA, Director of Finance

**VIA:** Stephen G. Riley, ICMA-CM, Town Manager

**RE:** **Policy Recommendation for 2020 Accommodations Tax Grantees Affected by COVID-19**

**DATE:** July 10<sup>th</sup>, 2020

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**Recommendation:** Staff recommends that Town Council consider the approval of a one year extension for all 2020 Accommodations Tax grants, enabling the grant recipients the ability to use the 2020 funding through December 31, 2021, if needed.

The Accommodations Tax Advisory Committee (ATAC) voted unanimously to recommend to the awarded grantees they continue to work with Town Staff to seek reimbursements of the awarded funds in 2020 and to allow an extension of one year for all 2020 ATAC grants. Attached is the recommendation memo from the ATAC Chairman Andrew Brown which includes a policy recommendation for those grantees affected by COVID-19.

**Summary:** On July 9, 2020, the Committee met to discuss known factors that have affected the 2020 Accommodations Tax Grant Recipients. Staff previously surveyed the grantees to determine who was affected, understand the level of COVID-19 impacts and know the intended use of 2020 awarded funding for the remainder of the year. After the Committees review and discussion they voted on a formal policy recommendation to forward to Town Council for further discussion and adoption.

**Background:** The Town's policy is to award Accommodations Tax Grants for a period of one calendar year, however, by State Law (6-4-10 (c)(i), "Allocations to the special fund must be spent by the municipality or county within two years of receipt. However, the time limit may be extended upon the recommendation of the local governing body of the county or municipality and approval of the oversight committee established pursuant to Section 6-4-35. An extension must include provisions that funds be committed for a specific project or program".



## THE TOWN OF HILTON HEAD ISLAND ACCOMMODATION TAX ADVISORY COMMITTEE

To: Mayor John McCann, Town of Hilton Head Island  
Town Council Members, Town of Hilton Head Island

CC: Steve Riley, Town Manager, Town of Hilton Head Island

From: Andrew Brown, Chairman, Accommodation Tax Advisory Committee

Date: July 10<sup>th</sup>, 2020

Subject: Policy Recommendation for 2020 Accommodations Tax Grantees Affected by COVID-19

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### **Background**

The Accommodations Tax Advisory Committee (ATAC) has been asked to make a policy recommendation(s) to Town Council regarding the 2020 Accommodations Tax Grantees remaining unspent funds. On July 9<sup>th</sup>, 2020, the ATAC met to discuss known factors that have affected the 2020 Accommodations Tax Grant Recipients. Prior to this meeting, staff surveyed the grantees to determine who was affected, to understand the magnitude of the impact (cancelled or post-poned events) and to comprehend their intended use of previously awarded funding for the remainder of 2020. The results of the survey showed that many organizations believed they could expend the remaining funds by December 31, 2020, however, several organizations still had concerns due to the many unknowns surrounding COVID-19. Those with concerns requested that their awarded funding be extended through December 31, 2021. The Town's policy is to award Accommodations Tax Grants for a period of one calendar year, however, by State Law (6-4-10 (c)(i)), "Allocations to the special fund must be spent by the municipality or county within two years of receipt. However, the time limit may be extended upon the recommendation of the local governing body of the county or municipality and approval of the oversight committee established pursuant to Section 6-4-35. An extension must include provisions that funds be committed for a specific project or program".

### **Committee Review**

The Committee had a discussion about how best to achieve fairness for all 2020 awarded grantees. Many members thought that those grantees that can expend all approved funds by the end of 2020 should do so. The Committee also understands that there are several organizations that, due to the timing and current unknowns for the fall, may not be able to hold their event or be able to expend the remainder of their awarded funds. The Committee understands that each organization is unique and each grant should be evaluated on a case-by-case basis. The Committee is confident that Town Staff will work with each organization to achieve expending all awarded funds. The Committee recognizes that COVID-19 has made a significant impact on our community and would like to allow flexibility in the ATAX grant reimbursement policy to ensure that all organizations may serve our tourists safely and efficiently when able.

### **Recommendation**

The Committee voted unanimously to recommend to the awarded grantees they continue to work with Town Staff to seek reimbursements of the awarded funds in 2020. Additionally, the Committee recommends allowing an extension of one year for all 2020 ATAX grants, enabling the grant recipient the ability to use the 2020 funding through December 31, 2021, if needed.

Respectfully submitted on behalf of the Accommodations Tax Advisory Committee,

Andrew Brown, Chairman  
Accommodations Tax Advisory Committee

**Accommodations Tax Advisory Committee Members:**

Andrew Brown, Chairman  
James Fluker, Vice-Chairman  
Richard Thomas  
Stephen Arnold  
Julie Martin



# TOWN OF HILTON HEAD ISLAND

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## *Executive Department*

**TO:** Town Council  
**FROM:** Stephen G. Riley, Town Manager  
**DATE:** July 14, 2020  
**SUBJECT:** Proposed Relocation of St. James Church  
**CC:**

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The Town and Beaufort County have been working with representatives of St. James Church to develop initial plans and costs estimates for building a new facility and moving Cherry Hill School to a new site. This effort followed a positive vote by members of the church to support this relocation. These efforts have included undertaking due diligence to understand site limitations and opportunities, preparing initial site and architectural plans and estimated costs., and developing a costs estimate to move the school. These initial costs estimates have been finalized and are ready to be sent to the Federal Aviation Administration for their initial input.

# Memo



**To:** Town Council  
**From:** Angie Stone, Human Resources Director  
**Via:** Stephen Riley, Town Manager  
**RE:** FY20 Classification/Compensation & IT Study Implementation  
**Date:** July 14, 2020

## **Recommendation**

Implement FY20 Classification/Compensation Study recommendations as outlined by Evergreen Solutions in two steps.

1. Implement new salary structure and bring employees to the new salary range minimums.
2. Address reclassification (when a position is realigned within the hierarchy) and position employee pay within the new structure at a level consistent with their current position (capped at mid-point).

Implementation of the first step is crucial to the organization's ability to effectively recruit for critical vacancies and to move forward with implementation of recommendations from a separate IT study while implementation of the second step is crucial to addressing compression and internal equity concerns.

## **Summary**

The Town conducts a comprehensive classification and compensation study every 5 – 7 years. The study is intended to ensure that:

1. Our pay plan supports our efforts to attract and retain high caliber, qualified employees: and
2. Our classification structure and documentation clearly define the work to be accomplished by each position and provide a sound and legal basis for compensation-related decisions.

The recommendations from this year's study include several changes to our pay plans: adjustments to achieve desired market position; the addition of salary grades to both salary structures; and reduction of distance between salary range midpoints. Besides improving our position relative to other public sector employers, these changes allow us to implement a more equitable approach to pay adjustments when employees change positions. The modification in job families to include more entry level opportunities will enable us to more effectively prepare for vacancies in our hard to fill, trade and administrative positions.

## **Background**

Prior to this study, Evergreen Solutions completed a study in 2013 that was implemented on 7/1/2014. That study concluded at the tail-end of the last economic downturn and resulted in moderate adjustments to our pay plan (raising of salary range minimums and maximums) and minor adjustments to individual salaries.

This year's study included careful analysis of market data collected from peer organizations as well as identification of classification modifications that will guard against unintended pay inequities and enhance our ability to recruit and train more local talent. The results of the market survey indicate that our pay plan for non-uniformed positions requires only minimal upward adjustment (1.8% on average at midpoint) to remain competitive. The pay plan for uniformed positions, however, requires more significant upward movement (8.4% on average at midpoint) to regain a competitive position.

The resulting pay plan includes continuation of two distinct salary structures (one for Fire Rescue Uniformed positions and one for General Staff positions), narrowing of distance between midpoints (from 8% to 6%), and the inclusion of more salary grades. This structure supports compensation policy changes needed to more equitably manage employee pay from hire through retirement.

Initially the only adjustments to be made to individual salaries will be those required to bring employees to the new salary range minimum and implement a 1.5% increase in our paramedic premium. At a later date, additional adjustments will be made to address reclassification (when a position is realigned within the hierarchy) and to position employee pay within the new structure at a level consistent with their current position (capped at midpoint). The subsequent adjustments are vital to the success of the plan because they address compression issues at the lower end of the salary ranges that will be exacerbated by only implementing the initial step.

The initial adjustments to bring employees to the new salary grade minimums, as well as increase our paramedic premium, will cost \$189,957.34 and impact 53 employees.

**Conclusion:**

Our ability to meet the needs of our citizens and visitors is largely dependent on our ability to attract, retain and develop high caliber employees. A well-designed, appropriately maintained classification and compensation plan is vital to our ability to compete for this talent. The Classification/Compensation Study recommendations, when fully implemented, provide for the routine maintenance and fine tuning of our plan and pave the way for implementation of the IT study findings.