



Town of Hilton Head Island
Board of Zoning Appeals Meeting
Monday, March 22, 2021 – 2:30 p.m.
AGENDA

In accordance with the Town of Hilton Head Island Municipal Code Section 2-5-15, this meeting is being conducted virtually and can be viewed live on the Town's Public Meeting Facebook Page at <https://www.facebook.com/townofhiltonheadislandmeetings/>. Following the meeting, the video record will be made available on the Town's website at <https://www.hiltonheadislandsc.gov/>.

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. Roll Call

4. Welcome and Introduction to Board Procedures

5. Approval of Agenda

6. Approval of Minutes

a. February 22, 2021 Meeting

7. Appearance by Citizens

8. Unfinished Business – None

9. New Business

a. **Public Hearing**

VAR-000271-2021 – Request from Leslie B. Green for a variance from LMO Section 16-6-102.D, Wetland Buffer Standards to allow a proposed vehicular driveway to be located within the 20 foot wetland buffer. The property is described as Lot 6B Wiley Road with a parcel number of R510 005 000 016E 0000.

10. Board Business

a. Discussion of Possible Amendments to BZA Rules of Procedure

11. Staff Reports

a. Waiver Report and 2020 Waiver Summary

b. Board Training Update

c. Status of LMO Amendments

12. Adjournment

Public comments concerning agenda items can be submitted electronically via the Open Town Hall HHI portal at <https://hiltonheadislandsc.gov/opentownhall/>. The portal will close 2 hours before the meeting. Public comments submitted through the portal will be provided to the Board for review and made part of the official record. Citizens who wish to comment on agenda items during the meeting by phone must contact the Board Secretary at 843-341-4691 no later than 2 hours before the meeting.

Please note that a quorum of Town Council may result if four (4) or more of their members attend this meeting.



Town of Hilton Head Island
Board of Zoning Appeals Meeting
February 22, 2021 at 2:30 p.m. Virtual Meeting
MEETING MINUTES

Present from the Board: Chair Patsy Brison, Vice Chair Anna Ponder, Robert Johnson, Lisa Laudermilch, Charles Walczak, John White, David Fingerhut

Absent from the Board: None

Present from Town Council: Tamara Becker, Tom Lennox

Present from Town Staff: Teri Lewis, Deputy Community Development Director; Nicole Dixon, Development Review Administrator; Missy Luick, Senior Planner; Tyler Newman, Senior Planner; Brian Eber, NPDES Administrator; Diane Busch, Staff Attorney; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary Administrative Assistant

1. Call to Order

Chair Brison called the meeting to order at 2:31 p.m.

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. Roll Call – See as noted above.

4. Welcome and Introduction to Board Procedures

Chair Brison welcomed all in attendance and introduced the Board's procedures for conducting the meeting.

5. Approval of Agenda

Chair Brison asked for a motion to approve the agenda as presented. Ms. Laudermilch moved to approve. Mr. White seconded. By way of roll call, the motion passed with a vote of 7-0-0.

6. Approval of Minutes

a. January 28, 2021 Special Meeting

Chair Brison asked for a motion to approve the minutes of the January 28, 2021 special meeting as presented. Mr. Walczak moved to approve. Mr. Fingerhut seconded. By way of roll call, the motion passed with a vote of 7-0-0.

7. Appearance by Citizens

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. All comments received via the portal were provided to the Board for review and made a part of the official record. Citizens were also provided the option to give public comment during the meeting by phone. There were no requests to give public comment by phone.

8. Unfinished Business – None

9. New Business

a. Public Hearing

VAR-001875-2020 – Request from Eric Schnider for a variance from LMO Section 16-5-102, Setback Standards, and 16-5-103, Buffer Standards to allow an existing patio to remain in the adjacent use setback and buffer. The property address is 119 Sandcastle Court with a parcel number of R511 009 000 1152 0000.

b. Public Hearing

VAR-001870-2020 – Request from George F. Zitlaw, Jr. for a variance from LMO Section 16-5-102, Setback Standards, and 16-5-103, Buffer Standards to allow an existing patio to remain in the adjacent use setback and buffer. The property address is 123 Sandcastle Court with a parcel number of R511 009 000 1154 0000.

c. Public Hearing

VAR-001894-2020 – Request from Brian Ritchey for a variance from LMO Section 16-5-102, Setback Standards, 16-5-103, Buffer Standards and 16-5-113 Fence and Wall standards, to allow an existing patio to remain and proposed fence to be added in the adjacent use setback and buffer. The property address is 25 Sandcastle Court with a parcel number of R511 009 000 1115 0000.

d. Public Hearing

VAR-001983-2020 – Request from Jennifer Miotto for a variance from LMO Section 16-5-102, Setback Standards and 16-5-103, Buffer Standards to allow an existing patio to remain in the adjacent use setback and buffer. The property address is 27 Sandcastle Court with a parcel number of R511 009 000 1116 0000.

Chair Brison opened the public hearings and read the above description for each into the record for VAR-001875-2020, VAR-001870-2020, VAR-001894-2020, VAR-001983-2020 (collectively, the “Applications”). Chair Brison presented statements regarding the procedure for the hearings. The Chair noted for the record, these hearings are based upon approved motions for reconsideration, but pursuant to the rules of procedure, it will be treated as though they are a new hearing without reference to the previous matters and the Board will review the entire matter as though no vote had been previously taken.

Ms. Luick clarified that two of the cases (119 and 123 Sandcastle Court) are reconsiderations and two (25 and 27 Sandcastle Court) have not yet been heard.

Ms. Luick and Mr. Newman presented the Applications as described in the Staff Reports. Staff’s presentations included: a global overview of the Applications, including the subdivision’s development history, applicable LMO Setback, Buffer and Fence & Wall Standards, and summary of the common LMO violations in the subdivision; a detailed review of the variance requests individually; and the criteria to be met for a variance. In addition, Mr. Eber offered information regarding stormwater related information applicable to the hearings. Staff recommends the Board of Zoning Appeals deny the Applications, based on

the Findings of Fact and Conclusions of Law contained in the Staff Reports. Staff incorporated by reference the Staff Reports and variance applications as part of the record.

The Board made comments and inquiries to Staff regarding: permitting requirements; clarity regarding the original recorded plat verbiage; recorded opposition to the variances; stormwater run-off calculations for pavers versus a naturalized buffer; life span of a paver system; and the activities that may occur in the required buffers as set forth in the LMO.

Following the Staff presentation and questions by the Board, Chair Brison asked each applicant to make a presentation.

Eric Schnider made a detailed presentation regarding the grounds for variance application VAR-001875-2020, and answered questions by the Board. He emphasized his position that the area is not a patio but actually a permeable paver grading system which results in a highly functional stormwater protection plan, as long as they are properly maintained. The Board discussed the application with the applicant, including maintenance required for the pavers and how there would be assurance of that maintenance.

George F. Zitlaw, Jr. made his presentation regarding the grounds for variance VAR-001870-2020. He noted that he was in full agreement with Mr. Schnider and confirmed his position that the patio is a fully functioning system for stormwater run-off. The Board had no questions for Mr. Zitlaw.

Brian Ritchey made his presentation regarding the grounds for variance VAR-001894-2020. He noted when he extended his patio, he did not disturb the existing vegetation he was required to plant so he thought he was in compliance. Mr. Ritchey added that the need for the fence was for safety issues with the close proximity of alligators to the area. The Board had no questions for Mr. Ritchey.

Jennifer Miotto made her presentation regarding the grounds for variance VAR-001983-2020, and answered questions by the Board. She explained that she extended her patio eight feet and did not disturb the existing vegetation and then installed the knee wall at a later date for safety issues. She emphasized the need for safety in the area because of alligators. She addressed the building survey she was provided by the builder and stated there was no notation about the vegetation buffer. Ms. Miotto added that due to the small size of the lot, with the setback and buffer requirements, over 50% of the lot cannot be used. The Board discussed the application with the applicant, including view enhancement alterations per private covenants.

Chair Brison asked for any rebuttal by Staff. Staff stated they had no rebuttal.

Chair Brison confirmed that written public comments were distributed to the Board and made part of the record. The applicants' applications, presentations and staff reports were made part of the record without objection. Staff confirmed that there were no callers or additional public comments at this time.

Chair Brison asked Diane Busch, Staff Attorney, if private covenant restrictions apply to the Board. Ms. Busch stated they do not because the Board is bound to abide by the LMO which supersedes any private community covenants.

Chair Brison closed the public hearing at 4:54 p.m.

At 4:57 p.m., Mr. White left the meeting and therefore did not participate in the vote on the applications.

The Board made final comments and inquiries regarding: defining the extraordinary and acceptable conditions criteria; emphasis that in order to grant the variance, all four criteria need to be met; the allowance of retaining walls in the buffer; the interpretation of vicinity; and requirements for replanting.

Chair Brison asked for motions concerning the individual applications.

Mr. Fingerhut moved that the Board of Zoning Appeals deny application VAR-001875-2020 based on the Findings of Fact and Conclusions of Law as set forth in the Staff Report. Mr. Walczak seconded. By way of roll call, the motion passed with a vote of 6-0-0.

Mr. Walczak moved that the Board of Zoning Appeals deny application VAR-001870-2020 based on the Findings of Fact and Conclusions of Law as set forth in the Staff Report. Mr. Fingerhut seconded. By way of roll call, the motion passed with a vote of 6-0-0.

Mr. Walczak moved that the Board of Zoning Appeals deny application VAR-001894-2020 based on the Findings of Fact and Conclusions of Law as set forth in the Staff Report. Mr. Fingerhut seconded. By way of roll call, the motion passed with a vote of 6-0-0.

Mr. Fingerhut moved that the Board of Zoning Appeals deny application VAR-001983-2020 based on the Findings of Fact and Conclusions of Law as set forth in the Staff Report. Mr. Walczak seconded. By way of roll call, the motion passed with a vote of 6-0-0.

10. Board Business

Chair Brison updated the Board stating she presented the BZA Semi-Annual Report to Town Council on February 16. She stated she made a request for LMO Amendments to be considered; informed Council that the Board would be reviewing their rules and procedures and would be completing Board training. Chair Brison asked staff as to when the LMO Amendments would be considered. Ms. Dixon stated there is a list started but it would be a couple months before they would be addressed. Ms. Lewis informed the Board that the LMO Committee will be meeting on March 8, 2021 to review proposed amendments regarding building heights, setbacks and buffers. Chair Brison requested that status reports regarding the LMO Amendments and rules and procedures be included upcoming meetings. Ms. Busch informed the Board she is working on something for training regarding case studies and will be working with staff on putting it together.

11. Staff Reports

- a. Waiver Report - The Waiver Report was included in the Board's agenda package.

12. Adjournment

The meeting was adjourned at 5:21 p.m.

Submitted by: Vicki Pfannenschmidt

Approved: [DATE]

DRAFT



TOWN OF HILTON HEAD ISLAND COMMUNITY DEVELOPMENT DEPARTMENT

One Town Center Court

Hilton Head Island, SC 29928

843-341-4757

FAX 843-842-8908

STAFF REPORT VARIANCE

| Case #: | Public Hearing Date: |
|-----------------|----------------------|
| VAR-000271-2021 | March 22, 2021 |

| Parcel or Location Data: | Property Owner and Applicant |
|--|--|
| <p>Parcel#: R510 005 000 016E 0000 Address: Lot 6B Wiley Road Parcel size: 0.59 acres High ground: 0.42 net acres Zoning: RM-4 (Low to Moderate Density Residential District) Overlay: AOD (Airport Overlay District)</p> | <p>Leslie B. Green PO Box 21275 Hilton Head Island, SC 29925</p> |

Application Summary:

Request from Leslie B. Green for a variance from LMO Section 16-6-102.D, Wetland Buffer Standards to allow a proposed vehicular driveway to be located within the 20 foot wetland buffer and 5 foot setback from the wetland buffer. The property is described as Lot 6B Wiley Road with a parcel number of R510 005 000 016E 0000.

Staff Recommendation:

Staff recommends the Board of Zoning Appeals **approve** the application, based on the Findings of Fact and Conclusions of Law contained in the staff report with the following conditions:

1. The vehicular driveway should be no more than 14 feet wide within the wetland buffer.
2. The vehicular driveway should be constructed of pervious materials.
3. The vehicular driveway should be located per the "Sketch Plan with Driveway" drawing submitted with this Staff Report.
4. All trees and plants removed from the wetland buffer for the construction of the vehicular driveway shall be mitigated and planted back elsewhere on the site. Revegetation shall be done in accordance with best management practices under guidance and approval by the Town's Environmental Planner.
5. A Town Encroachment permit is required for the driveway connection to Wiley Road.

Background:

The subject property is located on the north end of the island and is adjacent to tidal marsh (See Attachment A, Vicinity Map). Wiley Road is accessed off Dillon Road. The subject property is located at the end of Wiley Road and was subdivided in September 1976. The large triangular marshfront property was subdivided into two smaller triangular parcels referred to as 6-A and 6-B on the subdivision plat from 1976 (See Attachment C, Subdivision Plat). Lot 6-B has never been developed.

The total parcel size is .59 acres with .42 acres of “high ground” area and .17 acres of tidal marsh. The applicant would like to build a home on the parcel, but due to the irregular shape of the parcel, the tidal wetland and associated buffer located throughout the property and the location of the larger “high ground” area toward the rear of the parcel, the parcel has site constraints that make access to the developable area difficult (See Attachment D, Boundary Sketch). The parcel shape is irregularly shaped compared with lots in the nearby vicinity.

The applicant would like to place a home in the area on the plan labeled “house” on the boundary sketch. The driveway to access the home would need to be located within the wetland buffer and 5 foot setback from the wetland buffer (See Attachment E, Sketch Plan with Driveway).

Per Section 16-6-102.D.3.a., Prohibited development activities within a wetland buffer, a pervious or impervious surface such as a driveway is prohibited. Also, per Table 16-6-102.D.2 footnote 3, Buildings, surface parking lots, and vehicular access ways shall be set back at least 5 feet beyond the outer edge of the wetland buffer. The applicant is requesting a variance to allow a proposed vehicular driveway to be located within the 20’ wetland buffer and 5 foot setback from the wetland buffer.

Applicant’s Grounds for Variance, Summary of Facts and Conclusions of Law:**Grounds for Variance:**

According to the applicant, the irregular shape of the parcel and tidal wetland which runs throughout combined with the wetland buffer requirements of the LMO present extraordinary and exceptional conditions that pertain to the parcel.

Summary of Fact:

- The applicant seeks a variance as set forth in LMO Section 16-2-103.S.

Conclusion of Law:

- The applicant may seek a variance as set forth in LMO Section 16-2-103.S.

Summary of Facts and Conclusions of Law:**Summary of Facts:**

- Application was submitted on February 8, 2021 as set forth in LMO Section 16-2-102.C and Appendix D-23.
- Notice of the Application was published in the Island Packet on February 28, 2021 as set forth in LMO Section 16-2-102.E.2.

- Notice of the Application was posted on March 1, 2021 as set forth in LMO Section 16-2-102.E.2.
- Notice of Application was mailed on March 5, 2021 as set forth in LMO Section 16-2-102.E.2.
- The Board has authority to render the decision reached here under LMO Section 16-2-102.G.

Conclusions of Law:

- The application is in compliance with the submittal requirements established in LMO Section 16-2-102.C.
- The application and notice requirements comply with the legal requirements established in LMO Section 16-2-102.E.2.

As provided in LMO Section 16-2-103.S.4, Variance Review Standards, a variance may be granted in an individual case of unnecessary hardship if the Board determines and expresses in writing all of the following findings of fact.

Summary of Facts and Conclusions of Law:

Criteria 1: There are extraordinary and exceptional conditions pertaining to the particular piece of property (LMO Section 16-2-103.S.4.a.i.01):

Findings of Fact:

- The subject property is irregular in shape. It is mostly triangular in shape which is similar to the adjacent lot, but not typical with the lots in the vicinity.
- The property contains a tidal wetland which runs throughout the parcel.

Conclusion of Law:

- This application meets the criteria as set forth in LMO Section 16-2-103.S.4.a.i.01 because there are extraordinary and exceptional conditions that pertain to this particular property.

Summary of Facts and Conclusions of Law:

Criteria 2: These conditions do not generally apply to other properties in the vicinity (LMO Section 16-2-103.S.4.a.i.02):

Findings of Fact:

- Other properties in the area are rectangular in shape, which is a more typical lot shape that provides a larger developable area.
- While there are other properties in the vicinity located on the tidal wetland, the subject property has the tidal wetland and associated buffer from it running throughout the property in a zig zag that restricts access to the larger “high ground” building envelope.

Conclusion of Law:

- This application meets the criteria as set forth in LMO Section 16-2-103.S.4.a.i.02 because there are extraordinary or exceptional conditions that apply to the subject property that do not also generally apply to other properties in the vicinity.

Summary of Facts and Conclusions of Law:

Criteria 3: Because of these conditions, the application of this Ordinance to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property (LMO Section 16-2-103.S.4.a.i.03):

Findings of Fact:

- The area of “high ground” adjacent to the Wiley Road cul-de-sac is small and it would be difficult to place a home with the required 2 parking spaces in that area. The larger “high ground” area toward the northwest part of the property offers a larger building envelope which is where the applicant would like to build a house.
- Per Section 16-6-102.D.3.a., Prohibited development activities within a wetland buffer, a pervious or impervious surface such as a driveway is prohibited. This requirement unreasonably restricts the utilization of the subject property.

Conclusion of Law:

- This application meets the criteria as set forth in LMO Section 16-2-103.S.4.a.i.03 because there are extraordinary or exceptional conditions that apply to the subject property that would prohibit or unreasonably restrict the utilization of the property.

Summary of Facts and Conclusions of Law:

Criteria 4: The authorization of the Variance will not be of substantial detriment to adjacent property or the public good, and the character of the zoning district where the property is located will not be harmed by the granting of the Variance (LMO Section 16-2-103.S.4.a.i.04):

Findings of Facts:

- Staff has received no letters of opposition to this variance request at the time this Staff Report was completed.
- The purpose and intent of the wetland protection standards are to protect and conserve natural wetlands that control flooding by absorbing and retaining flood waters, minimize erosion and sedimentation, maintain and enhance the chemical, physical, and biological integrity of open bodies of water, provide important wildlife habitat and native vegetation, and otherwise enhance the sustainability of the coastal island environment so important to the livability and economy of Hilton Head Island.
- The applicant would like to develop the property with one home and is requesting to construct a vehicular driveway to be located within the 20’ wetland buffer and 5 foot setback from the wetland buffer. The applicant does not object to the conditions of approval

contained in this Staff Report.

- The proposed driveway is planned to be the minimum allowable width within the wetland buffer and is planned to be located along the west property line to be located furthest from the OCRM critical line as much as possible.
- Adding one home with an associated vehicular driveway on the subject property will not be of substantial detriment to the adjacent property or the public good as it fits within the overall character of the zoning district.

Conclusion of Law:

- This application meets the criteria as set forth in LMO Section 16-2-103.S.4.a.i.04 because the variance will not be of substantial detriment to the adjacent property or the public good.

LMO Official Determination:

Based on the above Findings of Facts and Conclusions of Law, the LMO Official determines that the request for a variance should be granted to the applicant with the following conditions:

- 1. The vehicular driveway should be no more than 14 feet wide within the wetland buffer.**
- 2. The vehicular driveway should be constructed of pervious materials.**
- 3. The vehicular driveway should be located per the “Sketch Plan with Driveway” drawing submitted with this Staff Report.**
- 4. All trees and plants removed from the wetland buffer for the construction of the vehicular driveway shall be mitigated and planted back elsewhere on the site. Revegetation shall be done in accordance with best management practices under guidance and approval by the Town’s Environmental Planner.**
- 5. A Town Encroachment permit is required for the driveway connection to Wiley Road.**

BZA Determination and Motion:

The "powers" of the BZA over variances are defined by the South Carolina Code, Section 6-29-800, and in exercising the power, the BZA may grant a variance "in an individual case of unnecessary hardship if the board makes and explains in writing ..." their decisions based on certain findings or "may remand a matter to an administrative official, upon motion by a party or the board’s own motion, if the board determines the record is insufficient for review."

This State law is implemented by the Hilton Head Island Land Management Ordinance, Chapter 2, Article 103 and the Rules of Procedure for the BZA.

A written Notice of Action is prepared for each decision made by the BZA based on findings of fact and conclusions of law.

The BZA can either Approve the application, Disapprove the application, or Approve with Modifications. Findings of Fact and Conclusions of Law must be stated in the motion.

PREPARED BY:

ML

Missy Luick, *Senior Planner*

March 8, 2021

DATE

REVIEWED BY:

ND

Nicole Dixon, AICP, CFM, *Development
Review Administrator*

March 10, 2021

DATE

TL

Teri Lewis, AICP, *Deputy Community
Development Director*

March 12, 2021

DATE

ATTACHMENTS:

- A) Vicinity Map
- B) Applicant's Narrative
- C) Subdivision Plat
- D) Boundary Sketch
- E) Sketch Plan with Driveway
- F) Site Pictures
- G) Wetland Buffer Standards



Town of Hilton Head Island
One Town Center Court
Hilton Head Island, SC 29928
(843) 341-4600

Town of Hilton Head Island

[Lot 6B Wiley Road](#)
[Attachment A: Vicinity Map](#)

100 50 0 100 Feet



This information has been compiled from a variety of unverfied general sources at various times and as such is intended to be used only as a guide. The Town of Hilton Head Island assumes no liability for its accuracy or state of completion.

Attachment B - Applicant's Narrative

I would like to request a variance based on the LMO sections:

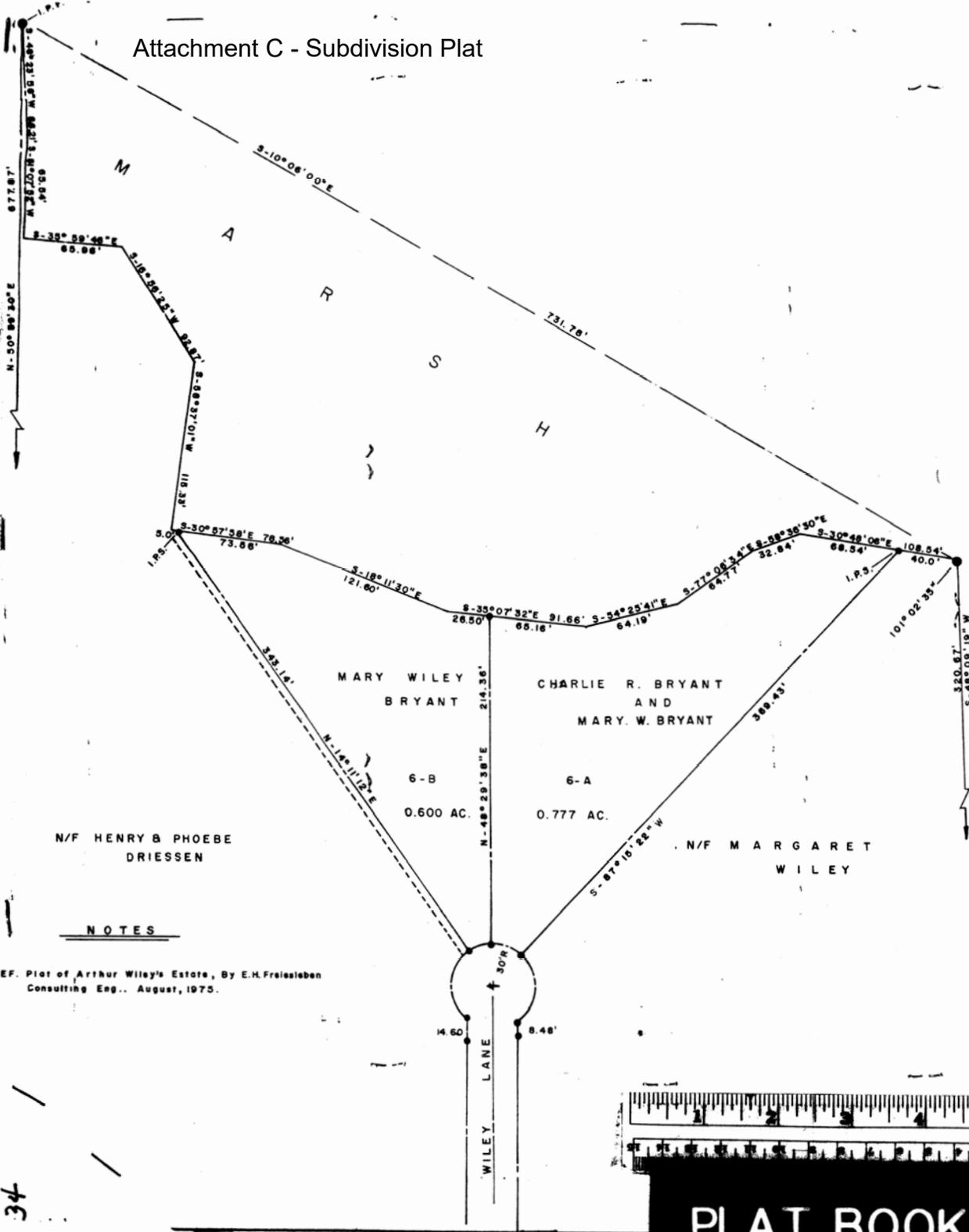
- 16-6-102.D.3.a, Prohibited development activities within a wetland buffer, pervious or impervious surfaces such as a driveway is prohibited.

I am requesting the variance because I need to put a driveway on my family property where I would like to build. The property is irregular shaped and has a wetland buffer that snakes through the property limiting development. Without the ability to put a driveway in the wetland buffer, the property would be not buildable. The variance would allow me to build one home on my property which fits in with the character of the area and would not be detrimental to neighboring properties. Most of the properties in the vicinity do not have a wetland buffer like my property. I believe this variance meets all the conditions required. There are 4 requirements for meeting this variance:

- There are extraordinary and exceptional conditions pertaining to the property;
- These conditions do not generally apply to other properties in the vicinity;
- Because of these conditions, the application of this ordinance to this particular piece of property would effectively prohibit or unreasonable restrict the utilization of the property;
- The authorization of the Variance will not be of substantial detriment to adjacent property or the public good and the character of the zoning district where the property is located will not be harmed by granting the Variance

Leslie B. 

Attachment C - Subdivision Plat



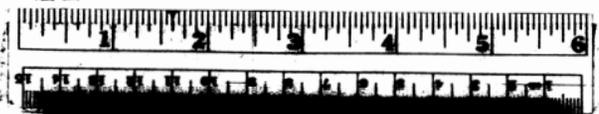
PLAT
 SUBDIVISION OF LOT 6
 ARTHUR WILEY ESTATE
 UNION CEMETARY ROAD
 HILTON HEAD ISLAND, S. C.

FOR:
 MRS. MARY WILEY BRYANT
 HILTON HEAD ISLAND, S. C.
 SCALE: 1"=50' SEPT., 1976

NOTES

REF. Plat of Arthur Wiley's Estate, By E.H. Freiesleben Consulting Eng., August, 1975.

E. H. FREIESLEBEN P.E. & L.S. 4624



| | | |
|--|----------|-----------|
| E.H. FREIESLEBEN CONSULTING P.E. & L.S. | | |
| P.O. DRAWER 1568 HILTON HEAD ISLAND, S.C. 29928 | | |
| SCALE | 1" = 50' | REVISIONS |
| DATE | 9/1/76 | |
| DR. | HC | |
| AP. VD. | | |
| TITLE | | |
| SUBDIVISION LOT 6 | | |

PLAT BOOK 25

34

Attachment D - Boundary Sketch



| LINE TABLE | | |
|------------|--------|---------------|
| LINE | LENGTH | BEARING |
| L1 | 10.43 | N 07°48'44" W |
| L2 | 42.21 | N 53°05'49" W |
| L3 | 25.32 | N 21°27'31" W |
| L4 | 27.93 | N 15°44'27" W |
| L5 | 24.29 | N 06°18'29" W |
| L6 | 32.29 | N 01°54'48" E |
| L7 | 16.15 | N 11°33'55" E |
| L8 | 35.85 | N 42°45'27" E |
| L9 | 10.98 | N 77°01'33" E |
| L10 | 17.15 | N 78°54'11" E |
| L11 | 15.19 | N 83°37'44" E |
| L12 | 8.75 | S 89°27'23" E |
| L13 | 10.78 | N 05°38'32" E |
| L14 | 11.32 | N 83°25'25" W |
| L15 | 24.51 | S 82°01'11" W |
| L16 | 25.78 | S 73°55'47" W |
| L17 | 17.70 | S 70°11'21" W |
| L18 | 9.59 | N 46°49'54" W |

N/F ANN DRIESSEN
R510 005 000 018F 0000

House

LOT 6B
HIGH GROUND
18,267 Sq Ft
0.42 Ac

MARSHES OF FISH HAUL CREEK

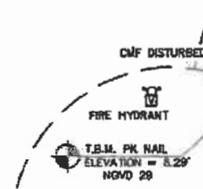
TIDAL MARSH
7,445 Sq Ft
0.17 Ac

NOTES:

- 1) THIS PLAT HAS BEEN PREPARED WITHOUT BENEFIT OF A COMPLETE TITLE SEARCH BY SEA ISLAND LAND SURVEY, LLC.
- 2) THIS PROPERTY MAY BE SUBJECT TO EASEMENTS OF RECORD AND COVENANT RESTRICTIONS AS RECORDED IN THE OFFICE OF THE CLERK FOR BEAUFORT COUNTY.
- 3) SUBJECT PROPERTY DOES NOT APPEAR TO BE AFFECTED BY THE BEACHFRONT SETBACK REQUIREMENTS OF THE S.C. BEACH PROTECTION ACT OF JULY 1, 1988.
- 4) BUILDING SETBACKS, WHETHER SHOWN OR NOT, SHOULD BE VERIFIED BY THE LOCAL BUILDING AUTHORITY OR ARCHITECTURAL REVIEW BOARD.

LOT 7
R510 005 000 0193 0000

LOT 6A
R510 005 000 018K 0000



REFERENCE PLAT

- 1) PLAT OF ARTHUR WILEY ESTATE
DRAWING AUGUST 1975
RECORDED IN BOOK PAGE , DATED
ROD. BEAUFORT COUNTY, SC
BY: ERK H FROESLEBEN L.S. #4624

PROPERTY AREA = 0.59 Ac. 25,712 Ac
ADDRESS: WILEY ROAD
DISTRICT: 510, MAP: 005, PARCEL: 018E

THIS PROPERTY LIES IN F.E.M.A. ZONE A7 - 14'
COMMUNITY NO. 450250, PANEL: 0009D, DATED: 9/29/86

NOT VALID UNLESS EMBOSSED.



BOUNDARY SKETCH OF:
LOT 6B, ARTHUR WILEY ESTATE,
HILTON HEAD ISLAND,
BEAUFORT COUNTY, SOUTH CAROLINA
PREPARED FOR: LESLIE GREEN

DATE: 12/16/2020

SCALE: 1" = 30'



SIS Sea Island Land Survey, LLC.

10 Oak Park Drive, Unit C1,
Hilton Head Island,
SC 29926
FILE No: 19239/2

Tel (843) 681-3248
Fax (843) 689-3871
E-mail: sis@spymet.com
DWG No.: 4-2120

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| LINE TABLE | | |
|------------|--------|---------------|
| LINE | LENGTH | BEARING |
| L1 | 10.43 | N 07°48'44" W |
| L2 | 42.21 | N 53°05'49" W |
| L3 | 25.32 | N 21°27'31" W |
| L4 | 27.93 | N 15°44'27" W |
| L5 | 24.29 | N 06°18'29" W |
| L6 | 32.29 | N 01°54'48" E |
| L7 | 16.15 | N 11°33'55" E |
| L8 | 35.85 | N 42°45'27" E |
| L9 | 10.98 | N 77°01'33" E |
| L10 | 17.15 | N 78°54'11" E |
| L11 | 15.19 | N 83°37'44" E |
| L12 | 8.75 | S 89°27'23" E |
| L13 | 10.78 | N 05°58'32" E |
| L14 | 11.32 | N 63°25'25" W |
| L15 | 24.51 | S 82°01'11" W |
| L16 | 25.78 | S 73°55'47" W |
| L17 | 17.70 | S 70°11'21" W |
| L18 | 9.59 | N 46°49'54" W |

NOTES:

- 1) THIS PLAN HAS BEEN PREPARED WITHOUT BENEFIT OF A COMPLETE TITLE SEARCH BY SEA ISLAND LAND SURVEY, LLC.
- 2) THIS PROPERTY MAY BE SUBJECT TO EASEMENTS OF RECORD AND COVENANT RESTRICTIONS AS RECORDED IN THE OFFICE OF THE ROD FOR BEAUFORT COUNTY.
- 3) SUBJECT PROPERTY DOES NOT APPEAR TO BE AFFECTED BY THE BEACHFRONT SETBACK REQUIREMENTS OF THE S.C. BEACH PROTECTION ACT OF JULY 1, 1988.
- 4) BUILDING SETBACKS, WHETHER SHOWN OR NOT, SHOULD BE VERIFIED BY THE LOCAL BUILDING AUTHORITY OR ARCHITECTURAL REVIEW BOARD.

LOT 7
R510 005 000 0193 0000

N/F ANN DRIESSEN
R510 005 000 016F 0000

House

LOT 6B
HIGH GROUND
18,267 Sq Ft
0.42 Ac

MARSHES OF FISH HAUL CREEK

TIDAL MARSH
7,445 Sq Ft
0.17 Ac

LOT 6A
R510 005 000 018K 0000

BOUNDARY SKETCH OF:
LOT 6B, ARTHUR WILEY ESTATE,
HILTON HEAD ISLAND,
BEAUFORT COUNTY, SOUTH CAROLINA

PREPARED FOR: LESLIE GREEN

DATE: 12/16/2020 SCALE: 1" = 30'



SIS Sea Island Land Survey, LLC.

10 Oak Park Drive, Unit C1, Hilton Head Island, SC 29928
Tel (843) 681-3248 Fax (843) 689-3871
E-mail: sis@sprynet.com
FILE No: 19239/2 DWG No.: 4-2120

REFERENCE PLAT

- 1) PLAT OF ARTHUR WILEY ESTATE
DRAWN: AUGUST 1973
RECORDED IN BOOK , PAGE , DATED
ROD. BEAUFORT COUNTY, SC
BY: ERIK H. FRESLESEN L.S. #4824

PROPERTY AREA = 0.59 Ac. 25,712 Ac
ADDRESS: WILEY ROAD
DISTRICT: 510, MAP: 005, PARCEL: 016E
THIS PROPERTY LIES IN F.E.M.A. ZONE A7 - 14'
COMMUNITY NO. 450250, PANEL: 0009D, DATED: 9/29/86



NOT VALID UNLESS EMBOSSED.

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Attachment F – Site Pictures
VAR-000271-2021 Lot 6B Wiley Road























Attachment F – Site Pictures
VAR-000271-2021 Lot 6B Wiley Road



Attachment G- Wetland Buffer Standards
 Excerpt of LMO Section 16-6-102.D

D. Wetland Buffer Standards

1. Applicability

Wetland buffers shall be provided along the perimeter of all wetlands.

2. Wetland Buffer Width

a. *Wetland buffers* shall comply with the average and minimum width standards in Table 16-6-102.D.2, Wetland Buffer Width, for the type of *development* and the type of wetland.>

| TABLE 16-6-102.D.2: WETLAND BUFFER WIDTH ^{1,2,3} | | | |
|---|--------------------------------|--------------------------------------|--------------------------------------|
| TYPE OF ADJACENT DEVELOPMENT | | TYPE OF WETLAND | |
| | | TIDAL WETLAND | FRESHWATER WETLAND |
| <i>Single-Family</i> (including <i>accessory structure</i> and <i>pervious</i> or <i>impervious surfaces</i>) | | Minimum: 20 feet | n/a |
| <i>Multifamily</i> or Nonresidential <i>Development</i> | <i>Pervious</i> Paved Surfaces | Average: 35 feet Minimum: 15 feet | Average: 35 feet Minimum: 10 feet |
| | <i>Structures</i> | Average: 40 feet Minimum: 20 feet | Average: 35 feet Minimum: 20 feet |
| | Impervious Paved Surfaces | Average: 50 feet Minimum: 25 feet | Average: 40 feet Minimum: 20 feet |
| Lagoons and Stormwater Retention or <i>Detention</i> Areas | | n/a | Minimum: 20 feet |
| NOTES: n/a = not applicable 1. Measured from the outer edge of the wetland, as certified in writing by U.S. Army Corps of Engineers (USACE), a <i>Town</i> -approved wetlands consultant, or Ocean & Coastal Resource Management (OCRM). 2. Average buffer width is determined by quantifying the buffer width for every 10-foot linear increment of <i>pervious</i> surface, <i>impervious surface</i> , or <i>structure</i> , as appropriate; summing these; and dividing the number of increments measured. Quantification of each increment of buffer shall be approved by the <i>Official</i> . 3. Buildings, surface parking lots, and vehicular accessways shall be set back at least 5 feet beyond the outer edge of the <i>wetland buffer</i> . | | | |

Attachment G- Wetland Buffer Standards
Excerpt of LMO Section 16-6-102.D

b. The *Official* may authorize a reduction in the average or minimum *wetland buffer* width by up to ten percent on determining that pollution of the wetlands due to *adjacent land* disturbance is comparably reduced due to site-specific conditions (e.g., the buffer area drains away from the wetlands) or because the *adjacent development* is designed to reduce the flow, and maximize the filtration, of stormwater runoff towards the wetlands beyond the extent required by stormwater management regulations.

3. Development Within Wetland Buffers

a. Prohibited Development Activities

The following activities are specifically prohibited in a *wetland buffer* unless expressly authorized in subparagraph b below or elsewhere in this *Ordinance*:

- i. Removal, excavation, or disturbance of the soil, except for minimal disturbance associated with the installation of *trees* and plants as approved by the *Official*, where a *wetland buffer* is re-established;
- ii. Dumping or *filling* with any materials;
- iii. Placement of any sod or garden of any type;
- iv. Placement of *structures* or other *pervious* or *impervious surfaces*; and
- v. Removal or destruction of *trees*, plants, grasses, or vines.

b. Allowed Development Activities

- i. The following activities may occur in a required *wetland buffer*, subject to specified limitations and the requirements in subparagraphs ii and iii below.
 01. *Maintenance* of existing buffer landscaping in a manicured fashion, as approved by the *Official*;
 02. Construction and *maintenance* of public multi-purpose pathways, including minor associated *structures* such as footbridges, benches, and signage—provided the pathway is not more than ten feet wide;
 03. Construction and *maintenance* of pedestrian walkways, including minor associated *structures* such as benches and signage, that provide public *access* to *adjacent* wetlands for wildlife management and viewing, fishing, and recreational purposes, or that provide *access* to approved water-dependent *development* activities—provided the walkway is not more than four feet wide and is pervious;
 04. Construction and *maintenance* of pervious bulkheads or revetments, including associated backfill in tidal *wetland buffers*—provided:

(A) A *wetland buffer* in accordance with the standards in this section is re-established; and

Attachment G- Wetland Buffer Standards
Excerpt of LMO Section 16-6-102.D

(B) The *Official* approves the replanting plan and any tree removal;

05. Construction and maintenance of impervious bulkheads or revetments

06. Clearing needed to establish or improve view corridors in accordance with paragraph 4 below;

07. Essential *development* activities such as stormwater management facilities and water, sanitary sewer, telephone, natural gas, cable TV, or other utility lines—provided:

(A) Stormwater management facilities and utility lines that must cross the buffer shall do so at approximately a right angle to minimize the area of buffer width disturbed; and

(B) Stormwater management facilities and utility lines may run approximately parallel to the edge of the wetland if the utility or drainage easement allows the vegetation necessary to provide for significant filtration of stormwater runoff before it reaches the wetland; otherwise additional buffer width shall be required to provide the space for such filtration.

08. Water-dependent *development* activities such as docks, *boat ramps*, shoreline stabilization, and stream and *wetland restoration*;

09. Limited removal of:

(A) *Trees* or other vegetation determined by the *Official* to be dead, dying, or diseased, provided the root system is retained intact;

(B) Non-native *trees* or other vegetation determined by the *Official* to constitute a threat to the growth or reintroduction of native species of vegetation;

(C) Fallen *trees*, *tree* limbs, brush, and similar debris that have accumulated in or along stream beds and are determined by the *Official* to substantially impede stream flow

(D) Fallen *trees*, *tree* limbs, and brush that are determined by the *Official* to impede pedestrian or bicycle traffic along approved multi-purpose pathways and pedestrian walkways.

- ii. Any *impervious surfaces* shall either be sloped away from the wetland and stormwater runoff from them shall be routed over a greater distance for filtration purposes, or constructed or installed in accordance with an alternative filtration design approved by the *Official* as ensuring that the *impervious surfaces* do not adversely impact the natural functionality of the *wetland buffer*.
- iii. The allowed *development* activity incorporates any additional measures the *Official* deems necessary to adequately protect the wetland's water quality and mitigate any loss of or damage to wildlife habitat or native plant communities.

4. View Corridors

Attachment G- Wetland Buffer Standards

Excerpt of LMO Section 16-6-102.D

Vegetation within *wetland buffers* may be removed or selectively pruned to establish view corridors to the wetlands, subject to the *Official's* determination of compliance with the following standards:

- a. To the *maximum extent practicable*, view corridors shall be located where the least amount of native vegetation is required to be removed or pruned (i.e., where little vegetation exists or where existing vegetation is non-native), and the pruning of *trees* and vegetation *adjacent* to the corridor can be done in a manner that maintains the health of such *trees* and other vegetation.
- b. No healthy *specimen tree* may be removed to create a view corridor. Selective pruning of *trees* (including *specimen trees*) is allowed, in accordance with accepted International Society of Arboriculture practices.
- c. Any *trees* removed shall be cut flush with existing *grade* and their root systems left intact. All removed vegetation shall be replaced with shrubs or other low-growing vegetation (not turf or sod) that will maximize the buffer's function in slowing runoff and removing pollutants before they reach the wetland system.



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Board of Zoning Appeals
FROM: Missy Luick, *Senior Planner*
VIA: Diane Busch, *Staff Attorney*
DATE: March 11, 2021
SUBJECT: Possible Rules of Procedure Amendments

Recommendation:

Staff recommends that the BZA consider whether any of the suggested changes should be considered as amendments to the Rules of Procedure. Additionally the BZA should decide if any additional amendments to the Rules should be considered. We would like to discuss if the board would like to explore any of the below possible amendments.

Summary:

At the request of the Board Chair, staff has been researching possible amendments to the Rules of Procedure including:

- Best practices for BZA in SC- This is an overall broad look at our Rules of Procedure and are they following best practices for BZA's across the state?
 - Based on thorough research, it does not appear that the Municipal Association of South Carolina has a "model" rules document for Zoning Boards. However, staff can conduct a comparison from several South Carolina municipalities.
- Article XI Section 1 Motion for a Reconsideration:
 - Reconsideration vs Rehearing- Should the terminology be changed from reconsideration to rehearing?
 - Should reconsiderations be based on evidence not available at time of hearing instead of "misunderstood, misinterpreted" as the Rules currently state?
 - Should the filing date for a Petition for Reconsideration be changed to 10 days from the mailing date of the NOA instead of from the hearing date?
- Changing all references of Chairman to Chair or Chairperson?
- Article VI, Section 4 Public Comment:
 - Should public comment be allowed on appeals cases?
 - This is a legal question and research into State Law regarding appeals and public comment has not been done by staff.

Background:

Staff has had communications with the BZA Board Chair regarding possible amendments to the BZA Rules of Procedure. Staff needs guidance from the full BZA prior to conducting additional research.

*Board of Zoning Appeals
Rules of Procedure
Town of Hilton Head Island*

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Article I
Purpose and Responsibilities

The Board of Zoning Appeals exists to provide final administrative decisions for the Town of Hilton Head Island to enforce the zoning ordinance in accordance with State law, subject to an appeal to circuit court by an appropriate interested party. Its main responsibilities include hearing and deciding: (a) appeals from administrative decisions of the Land Management Ordinance (LMO) Administrator and from Planning Commission actions on certain traffic analysis plans; (b) applications for variances from LMO requirements; and (c) applications to permit uses by special exception. The powers of the Board of Zoning Appeals also include remanding a matter to an administrative official if the record is deemed insufficient, issuing subpoenas for witness appearances, and certifying contempt to the circuit court. In exercising these powers, the Board of Zoning Appeals may, in conformity with State law and the LMO, reverse or affirm, wholly or in part, or may modify the order, requirements, decision, or determination of an Administrator, and to that end, has all the powers of the officer from whom the appeal is taken and may issue or direct the issuance of a permit. All final decisions and orders of the Board must be in writing and be permanently filed in the office of the Board as a public record.

Article II
Authority

Section 1. Authority.

The Town of Hilton Head Island Board of Zoning Appeals is established by Appendix A-3 of the Land Management Ordinance (LMO) of the Town of Hilton Head Island pursuant to the authority of Section 6-29-780, *et seq.*, of the Code of Laws of South Carolina, and hereinafter shall be referred to as the "Board."

Section 2. Territorial Jurisdiction.

Pursuant to Appendix A-3.E of the LMO, the Board shall have jurisdiction over all the lands within the Town. This jurisdiction may be expanded by the Town Council by ordinance and/or by intergovernmental agreement, in accordance with Section 6-29-330 of the Code of Laws of South Carolina.

Article III
Rules of Procedure

Section 1. Rules of Procedure.

These *Rules of Procedure* are adopted by the Board to carry out its powers and responsibilities under SC Code 6-29-780, -790, -800, and -810 and Appendix A-3 of the LMO. A portion or section of the *Rules of Procedure* may be suspended by majority vote of the Board to meet particular circumstances. If there is a situation where these *Rules of Procedure* do not specifically apply, then the most recent edition of *Robert's Rules of Order* shall govern the conduct of meetings. An informational chart summarizing types of motions and votes in Robert's Rules of Order is attached.

Section 2. Amendment.

These rules may be amended at any time by an affirmative vote of a majority of the members of the Board; provided however, that such amendment(s) shall have first been presented to the entire Board, in writing, at a Regular or Special Meeting preceding the Regular or Special Meeting at which the vote is taken.

Article IV **Board Organization and Duties**

Section 1. Membership.

- A. Number and Qualifications.** The Board shall consist of seven members appointed by the Town Council. To the extent practicable, the appointed members may include at least one attorney and one design professional (either a registered architect or a registered landscape architect). None of the members shall hold an elected public office or position with the Town of Hilton Head Island or Beaufort County, South Carolina.
- B. Length of Terms.** Members of the Board shall be appointed annually for three-year terms effective each July 1, with all such terms ending on June 30 of the applicable year, unless a member is appointed to fill a vacancy. Vacancies shall be filled by the Town Council by appointments for the balance of any unexpired terms.
- C. Term Limits.** No member may serve more than two successive terms, except for extraordinary circumstances where Council believes it to be in the best interest of the community to have a continuation for a specific period of a particular member of the Board. This limitation shall not prevent any person from being appointed to the Board after an absence of one year. Service for a partial term of less than 1½ years shall not constitute a term of service for the purpose of these term limits.
- D. Attendance/Absences.** Board members are expected to attend all Board meetings. Each member of the Board who has prior knowledge that they will not be able to attend a scheduled Regular Meeting of the board shall notify the Secretary no later than 4:30pm the business day before the meeting. In the case of an emergency, a member shall give the earliest possible notification. The Secretary or Staff shall notify the Chairman in the event that the projected absence(s) will produce a lack of a quorum.
- E. Removal.** Three (3) absences at Regular or Special Meetings of the Board during one Board year (July 1 through June 30) shall be cause for recommendation by the Chairman to the Town Council to reconsider the appointment of that member. Attendance records may be reviewed annually by the Board in executive session during the 9th month of each Board year.
- F. Education.** The Code of South Carolina requires a six (6) hour Orientation Program and a three (3) hour/year Continuing Education Program for each Board member.

Section 2. Election of Officers.

The officers of the Board shall be a Chairman and a Vice-Chairman for one-year terms beginning on the first meeting in July. They are elected annually by the Board members no later than at the last meeting in July. Neither of these two positions shall be filled by a member beginning his or her first year of service as a Board member. Members that leave the Board and are re-appointed after a period of no more than three years may be elected to an officer position in his or her first year of service. Nominations for the Chairman and Vice-Chairman shall be made from the floor at the meeting.

A majority vote is normally required to elect to office. If no one in an election receives a majority vote, the vote must be repeated until one of them does get a majority.

A. Chairman – Term and Duties. The term shall be for one year. At the end of each Board year, the Chairman may be re-elected subject to his/her appointment term. The Chairman shall have the following duties:

1. In consultation with the Staff Board Coordinator, delegate the Secretary to prepare agendas for all meetings;
2. Conduct all meetings and hearings of the Board, meaning that the Chairman—
 - i. Is responsible for maintaining order.
 - ii. Should begin the meeting promptly at the scheduled hour if a quorum is present.
 - iii. Should have a well prepared agenda and abide by it.
 - iv. Should be familiar with the procedural rules of the board.
 - v. Keeps the board working together by explaining procedure clearly and communicating the next business in order.
 - vi. Should “assign” the floor by recognizing those members who wish to speak by calling them by name. No other member may interrupt or call out remarks without being out of order. Private discussion between members while another has the floor is out of order and disruptive members should be reminded of this rule.
 - vii. Should impartially call on members wishing to speak and should give members on both sides of an issue an opportunity to speak.
 - viii. Should remain calm and objective, keeping the meeting moving.
 - ix. Should always confirm that all members understand the motion and that the Secretary has fully recorded the motion.
 - x. Should open debate by saying “Is there any discussion?” The Chairman *must* open all debatable questions to debate.
 - xi. Should recognize members who wish to speak by stating their names.
 - xii. Should be a voting member and vote on all cases before the Board. If the Chairman wishes to make a motion, he/she should pass the gavel to the Vice-Chairman for conducting the meeting.
 - xiii. Should request that a motion with grounds (facts and conclusions) be made by any member. If necessary, may assist the member in formulating the motion. (Complex motions may be brought to the meeting pre-written.)
 - xiv. Should request any member to second the motion.
 - xv. If a motion fails to get a second, should state, “Since there is no second, the motion

is not before the Board.”

- xvi. If seconded, should ask the members if there is any discussion of the motion.
 - xvii. Should not allow irrelevant discussion.
 - xviii. At the conclusion of any discussion of a seconded motion, should put the question to a vote by requesting the Secretary to call the role.
 - xix. Should announce the result of the vote.
 - xx. At the conclusion, should adjourn the meeting without motion – “If there is no further business and there is no objection, the meeting will be adjourned. There being no objection, the meeting is adjourned.”
3. Act as spokesperson for the Board;
 4. Sign documents for the Board. Note, final decisions are signed by the moving member, the Chairman, and the seconding member;
 5. Act or designate a Board member to act as liaison with other governmental agencies and Town boards;
 6. Assign or delegate tasks to other Board members as may be necessary to perform the Board’s functions;
 7. Transmit reports and recommendations to Town Council;
 8. Ensure that all business is conducted in accordance with the SC Code, the LMO, and these Rules of Procedure;
 9. Cancel a scheduled Board meeting if there are no agenda items; and
 10. Perform other duties approved by the Board.

B. Vice-Chairman. A Vice-Chairman shall be elected by the Board from among the members in the same manner and for the same term as the Chairman. The Vice-Chairman shall serve as Acting Chairman in the absence of the Chairman, and, at such time, the Vice-Chairman shall have the same powers and duties as the Chairman. The Vice-Chairman shall succeed the Chairman, if the office is vacated before the term has expired, to serve the remainder of the unexpired term of the Chairman. A new Vice-Chairman shall be elected at the next regular meeting of the Board. In the absence of both the Chairman and Vice-Chairman, an acting Chairman shall be elected by the members present at a meeting of the Board.

Section 3. Secretary—Appointment and Duties.

During the July meeting of each year, a member of the Town’s Community Development Department shall be appointed by the Board to independently act as the Secretary of the Board. The Secretary will not be eligible to vote or to otherwise participate or deliberate in the proceedings of the Board. The Secretary shall:

1. Publish and post notices of all meetings of the Board;
2. As delegated by the Chairman, prepare meeting agendas;
3. Distribute to each Board member in advance of each meeting--the agenda, prior meeting draft minutes for approval, and all written submissions by staff and applicants on each agenda item, and other relevant materials;
4. Record the proceedings of meetings on audio tape and prepare written minutes of meetings

for approval by the Board at its next regular meeting, recording in the written minutes the attendance of members at each meeting, the attendance of Council members, the attendance of staff, and a detailed summary of all discussions during each meeting;

5. Maintain the Board's notices, correspondence, reports and forms as public records for a period of time consistent with the records retention schedule of the Town of Hilton Head Island;
6. Assist in the preparation and forwarding of all reports and recommendations of the Board; and
7. Maintain each final decision of the Board as a permanent record as required by the SC Code.

Section 4. Staff Board Coordinator.

The Community Development Director shall appoint a member of Staff to assist the Chairman and the Secretary in Board coordination, including:

1. Ensuring all postponed agenda items are rescheduled;
2. Ensuring public notices are accurately written for publication;
3. Ensuring the minutes accurately reflect the actions taken in the meeting;
4. Coordinating with pertinent staff on submittal of agenda items to the Secretary for distribution to the Board;
5. Scheduling mandatory training sessions for the Board;
6. Ensuring the Board's Rules of Procedure remain updated;
7. Attending all Board meetings and resolving any questions or requests by the Board; and
8. Assisting the Secretary in the efficient running of the public meetings.

Article V **Meetings and Quorum**

Section 1. Regular and Special Meetings.

- A. Meeting Schedule.** An annual schedule of regular meetings and work sessions of the Board shall be adopted, published and posted at the Town Government Center in late Fall of each year for the next calendar year. Unless rescheduled by a vote of the Board, meetings shall be held at the time and place stated in notices. Meetings shall be open to the public.
- B. Regular Meetings.** Regular Meetings of the Board shall be held on the fourth Monday of each month or such other date as determined by the Chairman or with input from Staff. Notification of all Applications for Appeal, Variance and Special Exception scheduled and any other matters for consideration at each regular meeting of the Board will be in accord with the public notice requirements of the SC Code as implemented by the Town's LMO.
- C. Special Meetings.** Special Meetings of the board may be called at any time by the Chairman or requested by the Staff. At least forty eight (48) hours public notice shall be provided for any Special Meeting of the board including the time, place and particular agenda item(s) scheduled for consideration consistent with the notice requirements of the SC Code as implemented by the Town's LMO.

D. Cancellation of Meetings. Whenever there is no business scheduled for any Regular or Special Meeting of the Board, the Chairman or Staff may cancel such Regular Meeting by giving notice to all members of the Board, as well as the public, no less than twenty-four (24) hours prior, whenever possible, to the time set for any such Regular Meeting.

Section 2. Quorum.

A majority of the Board shall constitute a quorum for the conduct of business. The Secretary will notify the Chairman in the event projected absences will result in the lack of a quorum. If a quorum is established, then a member leaves, the quorum is no longer present. In the absence of a quorum, no further business requiring a vote shall be transacted and any such business shall be postponed to the next meeting.

Section 3. Conflict of Interest

At a minimum, South Carolina law regarding conflicts of interest [S. C. Code Ann. § 8-13-10, *et seq.*, (Supp. 1994)] shall control Board members' actions. In addition, any member of the Board who believes that he or she has or may have a conflict of interest of any nature on any matter before the Board shall, prior to the case at the Regular or Special Meeting at which such matter may be heard or considered by the Board:

1. Prepare a written Potential Conflict of Interest Form describing the matter requiring action or decisions and the nature of his/her potential conflict of interest with respect to the action or decision;
2. File the Potential Conflict of Interest Form with the Secretary; and,
3. Provide a copy of the Potential Conflict of Interest Form to the Chairman.

Upon receipt of a Potential Conflict of Interest Form from any member of the Board, as required in section II (J)(A), *supra.*, the Chairman shall cause the Potential Conflict of Interest form to be recorded in the minutes and shall require that the member filing such Potential Conflict of Interest Form be excused from any votes, deliberations, and any other actions on the matter on which the potential conflict of interest or conflict of interest exists.

Any Board member so disqualified shall leave the dais while the disqualifying matter is being considered and refrain from deliberating or voting on the question.

Article VI
Meeting Administration, Public Comment,
Notices, Fees, Voting Supplemental Submissions/Briefs

Section 1. Media Notices.

The Secretary shall give the notice required by statute or ordinance for all meetings of the Board as per Section 16-2-102.E of the LMO. All Board meetings shall be open to the public and all requirements of the South Carolina Freedom of Information Act [S. C. Code Ann. § 30-4-10, *et seq.* (Supp. 1994)] shall be complied with in the conduct of meetings.

Section 2. Agenda (Order of Business)

A written agenda shall be furnished by the Secretary to each member of the Board and media. An agenda may be changed at the related meeting by a majority vote of the members present. Public Hearing items should be so noted with each pertinent item. Generally, the agenda should contain:

1. Call to Order;
2. Roll Call;
3. Freedom of Information Act Compliance;
4. Use of Cellular Telephones or Other Electronic Sound Emitting Devices Prohibited;
5. Review of Meeting Protocol as described within, including Citizen Participation;
6. Approval of Agenda;
7. Approval of Minutes of Previous Meeting
8. Old Business;
9. New Business;
10. Board Business;
11. Staff Reports;
12. Adjournment.

Section 3. Minutes.

A. Meetings. Minutes of meetings is governed by the Code of South Carolina (30-4-70 through 30-4-90). Minutes of each Board meeting shall be recorded by the Secretary and approved at the next available meeting after their preparation. Final approved Minutes shall be available on microfilm for previous years, and may be posted on the Town's Web site for public information.

B. Minimum Contents of Minutes.

1. Kind of meeting (regular or special).
2. Name of the organization.
3. Date and place of the meeting.
4. Presence of the Chairman and Secretary or the names of substitutes.
5. Presence of a quorum.
6. Names of all Board members, Council members, and Staff.

7. Time the meeting was called to order.
8. Whether the minutes of the previous meeting were approved or corrected.
9. All adopted and defeated motions and grounds (facts and conclusions). Withdrawn motions need not be recorded.
10. Name of the maker of the motion and the seconding member.
11. Summary of all presentations and discussions.
12. Motions, including proposed findings and conclusions, must be recorded verbatim.
13. Record the vote of each member upon each question, or, if absent or failing to vote, indicating that fact.
14. The adjournment and the time of adjournment.

D. Lack of Quorum. If there is lack of a quorum of the Board, minutes may be recorded but shall include a statement in the header of each page indicating that a quorum was not present and the minutes are not official. Such minutes shall not be approved by the Board at a later meeting. (There are different quorums, depending on the agenda item.)

Section 4. Public Comment.

In the case of a Variance or Special Exception application, at the conclusion of presentations by Staff and the Applicant, the Chairman will open the public hearing. The Chairman may set a time limit for all public comments and may determine the order of the comments. The Chairman will recognize citizens to comment and request that they sign up to speak at the podium. Each person will have the opportunity to speak for three (3) minutes. At the conclusion of the public comment, the Chairman will close the public hearing. Staff and/or the Applicant may request that the Chairman allow additional clarification after the public comments. Public comment is not permitted in a case involving an appeal from an Administrator decision.

Section 5. Submission Deadline for Regular Meetings.

The deadline for the filing of a complete Application with narrative for Variance or Special Exception or Request for Appeal shall be thirty (30) calendar days prior to any Regular Meeting of the Board. Any submission or brief containing any citation to an opinion of a court must include a complete copy of the cited opinion.

Section 6. Meeting Protocol.

The Chairman will review the protocol at the start of each meeting. The meeting protocol includes further information about the following: speaker sign-up sheet, length of time for speakers, the order of presentation, and the opening and closing of a public hearing. The speaker sign-up sheet will be placed at the podium for speakers to sign when they come up to speak.

Section 7. Filing of Application, Fees and Notice.

All Applications and Appeals scheduled for review by the Board shall be filed by the interested property

owner(s) or by a property owner aggrieved by an Administrator's decision, or by a representative with a written certification of authority by such property owner. All Applications and Appeals shall satisfy all fees and notice requirements in accord with the provisions outlined in the LMO. In any case where the owner of record of the real property affected by any Application for Special Exception or Application for Variance, or his/her certified representative, is not the Applicant, the Applicant shall serve notice of the Application to the contiguous owner(s) of record within the time frames and as described in the LMO. Such notice shall include the time and place of the Board meeting at which the Application shall be heard.

Section 8. Motions and Final Decisions.

A Motion by a Board member is the procedure leading to a final decision by the Board when the Motion is seconded by another Board member and adopted by a vote of a quorum of the Board. A Motion is to be made to describe the proposed decision with findings and conclusions to support the Motion. If the Motion is seconded and adopted by the Board, the final decision, contained in a Notice of Action, must be in writing and be permanently filed in the office of the Board as a public record. The final decision must include findings and conclusions and be delivered to parties of interest by certified mail.

Section 9. Voting.

1. A Board member must be present at the beginning of each case to be permitted to discuss and vote on the case. If a Board member that was absent at the beginning of the hearing establishes requisite knowledge of the case, the member may be permitted to discuss and vote on the case by a majority vote of the Board.
2. All members of the Board, including the Chairman, shall be voting members, and shall be entitled to vote on any issue before the Board unless disqualified by law.
3. For Appeals from Administrator's decision, a majority vote of the entire Board shall be necessary, thus requiring at least 4 affirmative votes to pass a motion.
4. A simple majority of a quorum shall be required to conduct all other Board business including a decision on an Application for Variance or Special Exception.

Section 10. Supplemental Submissions/Briefs.

Any supplemental written submission or legal brief must be delivered [One (1) hard copy or one (1) copy sent via e-mail] to the Secretary of the Board no later than 8:00am four business days before the public meeting day in order for the Secretary to distribute such submission to each Board member by the close of business that day. Town Staff, or the opposing party, has two business days after receipt of the supplemental submission to respond in writing. This excludes any business days when the Town is closed. The Board reserves the right to require or permit later written submissions or briefs and/or proposed findings of fact and conclusions of law to be submitted by the Appellant, Applicant for Variance or Special Exception, or Town Staff. Any submission or brief containing any citation to an opinion of a court must include a complete copy of the cited opinion. Any written or oral information sent directly to any Board member shall be disregarded and promptly turned over to the Chairman through the Secretary of the Board.

Section 11. Communication Among Board Members or With an Outside Party.

- A. There shall be no communication in writing, orally, or by e-mail by any Board member with any other Board member or any outside party regarding the substance of any matter before the Board that is or may be brought to a vote other than during a public meeting.
- B. Once a decision has been rendered by the BZA, there shall be no further discussions by any Board member with staff, applicants or their attorneys or representatives. Any such communications regarding a decision should be made to the Town Attorney.
- C. Communication with staff or outside parties to communicate procedural matters or general positions or opinions of the BZA will be at the discretion of the Chairman or by an affirmative vote of the majority of the Board members. The Chairman or his designee will be responsible for all such written/verbal communications with anyone other than the remainder of the Board members and Staff.
- D. Board members should refrain from discussing an upcoming agenda item with the Applicant, his Attorney, or his Agent, either through written or verbal communication. Board members should refrain from discussing an upcoming agenda item with Staff either through written or verbal communication, except to clarify facts or request additional information. All discussion of the item should take place in the public meeting. This is to avoid the appearance of improper ex parte communications.

Article VII

Procedures for Hearing an Application for a Variance

The following procedures shall be applicable in the presentation of a Request for a Variance.

Section 1. Presentation of the Town Staff and Applicant.

- 1. Staff shall have a maximum of twenty (20) minutes to present the facts and applicable legal principles that the Staff believes support the position of Staff with respect to the Application for a Variance. During the presentation by Staff, members of the Board of Zoning Appeals may ask such questions as they deem appropriate. At the discretion of the Chairman, Staff's time may be extended if the Staff is unable to complete the presentation due to questioning from the Board of Zoning Appeals.
- 2. The Applicant shall have a maximum of twenty (20) minutes to present the facts and applicable legal principles that the Applicant believes supports the Application for a Variance. During the presentation by the Applicant, members of the Board of Zoning Appeals may ask such questions as they deem appropriate. At the discretion of the Chairman, the Applicant's time may be extended if the Applicant is unable to complete the presentation due to questioning from the Board of Zoning Appeals.
- 3. The Staff shall have a maximum of five (5) minutes to present any desired rebuttal.
- 4. Following the presentation, the Board of Zoning Appeals may ask such additional questions of the Applicant or Staff as the members deem appropriate.
- 5. The Board may subpoena witnesses and in the case of contempt may certify such fact to the Circuit Court having jurisdiction over such matters.

Section 2. Public Comment.

1. The Chair will call on interested citizens and request that they come to the podium, state their name for the record and place their name on the sign up sheet. Each person will have the opportunity to speak for three (3) minutes.
2. The Applicant and/or Town Staff shall clarify any information presented by the public before the Board makes a motion.

Section 3. Vote on Application for Variance.

1. Following the presentation by all parties as set forth above, the Board, upon a Motion duly made and seconded, shall vote on the Application for Variance.
2. The Motion shall contain, at a minimum, a finding of those facts which the member making the Motion deems material to the decision and appropriate references to the relevant criteria of the LMO.
3. Pursuant to the provisions of the LMO the Board shall approve the Application for Variance, approve the Application for Variance with conditions or modifications; or, deny the Application for Variance.
4. Following the vote, the Staff shall prepare a written Notice of Action. The written notice of action shall include decision of the Board as well as the findings of fact and conclusions of law adopted by the Board with respect to the Application for Variance.
5. The Notice of Action shall be mailed by certified letter to the Applicant and record owner of the real property affected by the Application for Variance, if different from that of the Applicant.
6. The decision of the board shall be deemed final and applicable upon mailing of the Notice of Action.
7. The certificate of mailing shall be made a part of the board's file on the Application for Variance.

Article VIII

Procedures for Hearing an Application for Special Exception

The following procedures shall be applicable in the presentation of an Application for Special Exception:

Section 1. Presentation of the Town Staff and Applicant.

1. Staff shall have a maximum of twenty (20) minutes to present the facts and applicable legal principles that the Staff believes support the position of Staff with respect to the Application for a Special Exception. During the presentation by Staff, members of the Board of Zoning Appeals may ask such questions as they deem appropriate. At the discretion of the Chairman, Staff's time may be extended if the Staff is unable to complete the presentation due to questioning from the Board of Zoning Appeals.
2. The Applicant shall have a maximum of twenty (20) minutes to present the facts and

applicable legal principles that the Applicant believes supports the Application for a Special Exception. During the presentation by the Applicant, members of the Board of Zoning Appeals may ask such questions as they deem appropriate. At the discretion of the Chairman, the Applicant's time may be extended if the Applicant is unable to complete the presentation due to questioning from the Board of Zoning Appeals.

3. The Staff shall have a maximum of five (5) minutes to present any desired rebuttal.
4. Following the presentation, the Board of Zoning Appeals may ask such additional questions of the Applicant or the Staff as the members deem appropriate.
5. The Board may subpoena witnesses and in the case of contempt may certify such fact to the Circuit Court having jurisdiction over such matters.

Section 2. Public Comment.

1. The Chair will call on interested citizens and request that they come to the podium, state their name for the record and place their name on the sign up sheet. Each person will have the opportunity to speak for three (3) minutes.
2. The Applicant and/or Town Staff shall clarify any information presented by the public before the board makes a motion.

Section 3. Vote on Application for Special Exception.

1. Following the presentation by all parties as set forth above, the Board, upon a Motion duly made and seconded, shall vote on the Application for Special Exception.
2. The Motion shall contain, at a minimum, a finding of those facts which the member making the Motion deems material to the decision and appropriate references to the relevant criteria of the LMO.
3. Pursuant to the provisions of the LMO, the Board shall approve the Application for Special Exception, approve the Application for Special Exception with conditions as stated in the LMO or deny the Application for Special Exception.
4. Following the vote, the staff shall prepare a written Notice of Action. The written notice of action shall include the decision of the Board as well as the findings of fact and conclusions of law adopted by the board with respect to the Application for Special Exception.
5. The Notice of Action shall be mailed by certified letter to the Applicant and record owner of the real property affected by the Application for Special Exception, if different from that of the Applicant.
6. The decision of the board shall be deemed final and applicable upon mailing of the Notice of Action.
7. The certificate of mailing shall be made a part of the board's file on the Application for Special Exception.

Article IX
Procedures for Hearing an Appeal

The following procedures shall be applicable in the presentation of an Appeal from a decision of any Administrator:

Section 1. Jurisdiction.

Once an appeal has been taken from any final decision of Administrator, the jurisdiction of the Administrator, from which the appeal was taken, shall cease.

Section 2. Presentation of the Appellant, Town Staff and Other Necessary Parties.

1. The Appellant shall have a maximum of twenty (20) minutes to present the facts and applicable legal principles that the Appellant believes supports the Appeal. During the presentation by the Appellant, members of the Board of Zoning Appeals may ask such questions as they deem appropriate. At the discretion of the Chairman, the Appellant's time may be extended if the Appellant is unable to complete the presentation due to questioning from the Board of Zoning Appeals.
2. Staff shall have a maximum of twenty (20) minutes to present the facts and applicable legal principles that the Staff believes support the position of Staff with respect to the Appeal. During the presentation by Staff, members of the Board of Zoning Appeals may ask such questions as they deem appropriate. At the discretion of the Chairman, Staff's time may be extended if the Staff is unable to complete the presentation due to questioning from the Board of Zoning Appeals.
3. Where the Appellant is someone other than the Property Owner of the Property that is the subject of the Appeal, the Property Owner or their Agent shall have a maximum of twenty (20) minutes to present the facts and applicable legal principles that the Property Owner believes supports the position of the Property Owner with respect to the Appeal. During the presentation by the Property Owner or their Agent, members of the Board of Zoning Appeals may ask such questions as they deem appropriate. At the discretion of the Chairman, the Property Owner's time may be extended if the Property Owner is unable to complete the presentation due to questioning from the Board of Zoning Appeals.
4. Where the Appellant is someone other than the Holder of the Permit or Approval or their Agent for the Property that is the subject of the Appeal, the Holder of the Permit or Approval or their Agent shall have a maximum of twenty (20) minutes to present the facts and applicable legal principles that he/she believes supports their position with respect to the Appeal. During the presentation by the Holder of the Permit or Approval or their Agent, members of the Board of Zoning Appeals may ask such questions as they deem appropriate. At the discretion of the Chairman, the Holder of the Permit or Approval or their Agent's time may be extended if he/she is unable to complete the presentation due to questioning from the Board of Zoning Appeals.
5. The Chairman may allow a maximum of five (5) minutes each for all parties to present any desired rebuttal.
6. Following the presentation, the Board of Zoning Appeals may ask such additional

questions of the Appellant, Property Owner, Holder of the Permit or Approval or their Agent or Staff as the members deem appropriate.

7. The Board may subpoena witnesses and in the case of contempt may certify such fact to the Circuit Court having jurisdiction over such matters.
8. Public comment is not permitted in a case involving an appeal from an Administrator decision.
9. All parties shall be subject to the submittal requirements as set forth in Article 6, Section 10 of the Rules of the Procedure.

Section 3. Vote on the Appeal.

Following the presentation by all parties as set forth above, the Board, upon a Motion duly made and seconded, shall vote on the Appeal.

1. Pursuant to the provisions of Section 16-2-103.T.4.d of the LMO, the Board shall:
 - a) Affirm the action of the Administrator from which the Appeal was taken; or,
 - b) Modify the action of the Administrator from which the Appeal was taken, and to that end, the Board of Zoning Appeals shall have all of the powers of the Administrator from which the Appeal was taken, and may issue a permit, or direct that a permit be issued; or,
 - c) Reverse the action of the Administrator from which the Appeal was taken, and to that end, the Board of Zoning Appeals shall have all of the powers of the Administrator from which the Appeal was taken, and may issue a permit, or direct that a permit be issued; or,
 - d) Remand the action of the Administrator from which the Appeal was taken for such further proceedings as the Board of Zoning Appeals may deem appropriate.
2. The Motion shall contain, at a minimum, a finding of those facts which the member making the Motion deems material to the decision.
3. Following the Vote, the Board shall issue a written Notice of Action. The written notice of action shall include the decision as well as the findings of fact and conclusions of law adopted by the Board.
4. The Notice of Action shall be mailed by certified letter to the Appellant and Record Owner of the real property affected by the Appeal, if different from that of the Appellant.
5. The decision of the Board shall be deemed final and applicable upon mailing of the Notice of Action.
6. The certificate of mailing shall be made a part of the board's file on the Appeal.

Article X

Procedures for a Remand

Section 1. Remand.

1. A member of the Board may move for a remand at any time, subject to review and determination by the Board. The motion shall specifically set forth factual and/or legal grounds that cause the record to be insufficient.

2. If a remand is granted, the Town and the Applicant shall obtain and present all additional information needed to render the record sufficient as detailed in the motion for the remand.

Article XI **Motions**

Section 1. Motion for a Reconsideration.

1. The Board may reconsider any decision made under Section 16-2-103.E.3.d, 16-2-103.S.3.d or 16-2-103.T.4.d of the Land Management Ordinance.
2. Any party aggrieved by a decision of the Board, if they desire to do so, is required to file any Petition for Reconsideration by delivering the same to the Administrator within ten (10) days from the date of hearing. "Delivered" as referenced in this section, means actual delivery.
3. The Petition for Reconsideration shall be in writing and shall state with particularity the points alleged to have been overlooked or misinterpreted the Board.
4. The Petition for Reconsideration shall be presented to the Board at the next regular scheduled meeting following the filing of the Petition for Reconsideration after compliance with the public notice requirements for a Board Public Meeting per the LMO.
5. Motions:
 - a. A Motion to Grant the Petition for Reconsideration may only be made by a member of the Board who voted on the prevailing side in the original vote.
 - b. The effect of the granting of a Motion for Reconsideration shall be that the Board will review the entire matter as if no previous vote had been taken.
 - c. A Motion to Deny the Petition for Reconsideration may be made by any member of the Board. The effect of a vote denying a Petition for Reconsideration is that the vote shall be considered to be the Board's final action on the matter. A Notice of Action shall be delivered to the Applicant following such vote.
6. Successive Petitions for Reconsideration are prohibited. No matter that has been reconsidered may be reconsidered a second time. The Board may not reconsider a denial of a Petition for Reconsideration.

Section 2. Motion to Dismiss.

Any interested party to a matter pending before the BZA may file a Motion to Dismiss the pending matter. The purpose of a Motion to Dismiss is to seek dismissal of the matter prior to the hearing on the merits of the pending matter.

1. A Motion to Dismiss may assert matters relating to procedure or jurisdiction including:
 - a. Failure to comply with requirements of the LMO,
 - b. Lack of jurisdiction,
 - c. Standing,
 - d. Other matters not relating to the merits of the matter.
2. A Motion to Dismiss shall be in writing, and be filed and served in accordance with Article VI, Section 10, Supplemental Submissions/Briefs.

3. A Motion to Dismiss may be supported by briefs of the law, affidavits or other matters pertinent to the Motion.
4. Any interested party may file briefs and other materials in response to the Motion, in accordance with Article VI, Section 10, Supplemental Submissions/Briefs.
5. The Motion to Dismiss will be normally heard at the same meeting as the related appeal; however, the Chairman or Vice Chairman, in the absence of the Chairman, upon request, in his sole discretion, may permit the motion to be heard at an earlier meeting.

Section 3. Motion for Postponement.

The Town, the Applicant or a Member of the Board may request a postponement of an application at any time, subject to the review and determination of the Board.

The Chairman or Vice Chairman, in the absence of the Chairman, may for good cause grant one postponement request for a period of up to three months from the month of the original hearing date. Any subsequent postponement requests shall be discussed and voted on by the Board

A Motion for Postponement shall be in writing, stating the reasons for the requested postponement, and be filed and served in accordance with Article VI, Section 10, Supplemental Submissions/Briefs.

Section 4. Motion for Withdrawal of Application.

The applicant may request a withdrawal of an application prior to the ruling. A Motion for Withdrawal of the Application shall be in writing, stating the reasons for the requested withdrawal, and be filed and served in accordance with Article VI, Section 10, Supplemental Submissions/Briefs.

The Board shall have the opportunity to discuss the reasons for the application being withdrawn; unless the project has been abandoned. In the absence of the applicant, if the withdrawal is questioned by the Board, the case will be postponed to the next meeting.

Article XII **Miscellaneous**

Section 1. Executive Session.

If a member determines after reviewing the applicable cases that they would benefit from the advice of legal counsel in Executive Session they shall contact the Chairman or his designee. The Chairman will determine if an Executive Session is warranted. If the Chairman decides that the membership would benefit from an Executive Session, they will inform the Board's Secretary of the request. The Chairman's decision can be overridden by a majority vote of the Board taken at a regular or special meeting of the BZA.

Executive Session is a meeting at which the proceedings are secret. A member can be punished under disciplinary procedure if he violates the secrecy of an executive session. Anyone else permitted to be present is honor-bound not to divulge anything that occurred.

Permitted reasons should include:

1. Personnel reasons
2. Contracts
3. Legal advice relating to pending, threatened or potential claim
4. Discussion regarding development of security personnel
5. Investigative proceedings regarding allegations of criminal misconduct
6. Economic development (specific criteria in FOIA)
7. Legal advice relating to procedural, conflict of interest, or general issues unrelated to a specific matter before the Board.

Entering and Adjourning an Executive Session:

1. A motion to close the current meeting and go into executive session is made and passed by a majority vote;
2. Chairman must announce the specific purpose of the executive session;
3. No formal action may be taken in executive session except to:
 - a. Adjourn
 - b. Return to public session

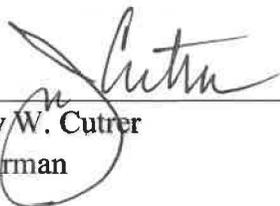
The Board can request attendance by non-members as they deem appropriate.

Section 2. Recess.

A recess shall be declared as deemed appropriate by the Chairman or by majority vote of the members present at the meeting. No discussion of the agenda item shall be conducted by Board members during the recess.

**For the Board of Zoning Appeals
Town of Hilton Head Island, South Carolina**

Date of Approval: January 27, 2020

By: 
Jerry W. Cutrer
Chairman

Attachment for Reference

TYPES OF MOTIONS

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| Main Motions | A main motion is defined as a proposal that certain action is taken or an opinion be expressed by the group. The words to use are: "I Move." |
| Secondary Motions | A secondary motion is one which can be made <i>while</i> the main motion is on the floor and <i>before</i> it has been decided. Secondary motions are divided into three classes which relate to their use in parliamentary procedure. Those classes are: <ul style="list-style-type: none"> ○ Subsidiary motions ○ Privileged motions ○ Incidental motions |
| Subsidiary Motions | Subsidiary motions relate directly to the motion on the floor. They may change the words, send it to a committee, delay it, etc. They are designed to expedite business by disposing of the pending motion other than by adopting or rejecting it. <i>Subsidiary motions are the class of motions most frequently used in meetings.</i> These motions have rank (order of precedence of motions) among themselves. A motion of higher rank can be made while a motion of lower rank is on the floor. The lower rank motion "yields" to the higher rank motion. (Motion to postpone has higher rank than the motion to commit and takes precedence. If motion to postpone is adopted, the main motion and the motion to commit are postponed until the next meeting.) |
| Privileged Motions | Privileged motions are motions of an emergency nature, such as to recess or adjourn. They do not relate to the motion on the floor but to the welfare of the group. They are of high rank and must be handled before any other business that may be pending. |
| Incidental Motion | Incidental motions are procedural. They deal with process, such as enforcing proper procedure, correcting errors, verifying votes, etc. When introduced, they must be decided before business can resume. |
| Amending Motion | General consent can be used with amendments to motions if the Chairman feels the group will accept the amendment. "If there is no objection, the motion is so amended." <i>Restate the motion.</i> |
| Motions Commit | Have precedence over the motion to amend. More than one motion can be on the floor but only one question. All pending motions must relate to the main motion on the floor. No new business may be introduced. |
| Point of Order | Motion used if a board member feels the Chairman is failing to operate within the rules. |

Restorative Motions or Motions that Bring Back a Question

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| Restorative Motion | <p>Allows a group to change its mind.</p> <ul style="list-style-type: none"> ○ They are a separate category because of their contradiction to the parliamentary rule that once a question has been decided it cannot be brought up again at the same meeting. ○ Within limits, members have the right to rethink a situation if they feel their decision has been made too quickly or without enough information. ○ The two most commonly used restorative motions are: <i>Rescind</i> and <i>Reconsider</i>. |
| Rescind | <p>Rescind is the motion to use to quash or nullify a previously adopted motion. It may strike out an entire motion, resolution, bylaw, etc.</p> <ul style="list-style-type: none"> ○ Rescind is <i>not in order</i> when any action has already been taken as a result of the vote, such as any kind of contract when the other party has been notified. ○ It must be seconded. ○ It requires a <i>two-thirds</i> vote unless <i>notice has been given</i> at the previous meeting, either verbally or in writing. If notice has been given, the motion requires only a <i>majority</i> vote. |
| Reconsider | <p>Reconsider is the motion which allows a group to reconsider the vote on a motion. It enables a majority of the members, within a limited time, to bring back a motion for further consideration after it has been acted upon. Its purpose is to prevent hasty or ill-advised action.</p> <ul style="list-style-type: none"> ○ Reconsider has special rules to prevent its abuse by a disgruntled minority, since it allows a question already decided to be brought up again. ○ Rules limit who can make the motion. It can only be made by someone who voted on the prevailing (winning) side. ○ It has a <i>time limit</i>. It must be made on the <i>same day</i> that the vote to be reconsidered was taken. ○ It requires a second. ○ It may be debated and it opens up the motion to which it is applied to debate. ○ It requires only a majority vote. ○ It may be made and seconded while other business is pending because of its time limit. However, it is not debated and voted on until the business on the floor is completed. ○ All action that might come out of the original motion is stopped at the time that reconsider is made and seconded. This is the main value of the motion, and it should be made as quickly as the situation calling for it is recognized. |
| Amend a Motion | <p>Change the wording to make it clearer, more complete, or more acceptable before the motion is voted upon. The amendment must be germane to the motion on the floor to be in order. Adoption of the amendment does not adopt the motion. If the group votes “no” on the amendment, the motion is on the floor in its original wording.</p> |
| Amend an Amendment | <p>First amendment is called the primary and the amendment to the amendment is the secondary amendment. Only two amendments may be pending at any time. First vote on the amendment to the amendment (secondary), then vote on the</p> |

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| | original amendment (primary), then vote on the main motion. Amendments require a majority vote. |
| Friendly Amendments | Change in wording to enhance the original motion – can be changed by general consent. |
| Hostile Amendments | Gives a different meaning to a motion and may defeat the intent of the main motion. |
| To Commit or Refer a Motion | Sends the question to a small group (committee) to be studied and put into proper form for the group to consider. Motion includes specific directions as to where the question ought to go (what committee). Motion can be applied to any main motion with any amendments that may be pending. It must be seconded, it can be debated, and requires a majority vote. |
| Postpone | Delays action on a question until later in the same meeting or until the next meeting. <i>A motion cannot be postponed further than the next regular meeting.</i> Can be applied to all main motions, it must be seconded, it can be debated, it can be amended (as to time of the postponement), it requires a majority vote. Motion is called up automatically when the time to which it was postponed arrives (place under Unfinished Business on agenda of next meeting). |
| Limit Debate | Motion to exercise special control over debate – reducing the number and length of speeches allowed. Used with any motion, must be seconded, is not debatable, can be amended (but only as to the length of speeches or when the vote will be taken), requires 2/3 vote, vote must be taken by show of hands or a rising vote in a large group. (Need a timekeeper and timer if speeches have a time limit.) |
| Previous Question | The motion used to cut off debate and to bring the group to an immediate vote on the pending motion. (Call the question for an immediate vote). Previous question can be ruled out of order if the motion is debatable and has not received debate. Motion requires 2/3 vote (by show of hands or standing vote). Not debatable. |
| Postpone Indefinitely | Lowest-ranked subsidiary motion is used to kill a main motion. It avoids a direct vote on the question on the floor. Shouldn't be used. |
| Lay on the Table | Highest-ranked subsidiary motion. Cannot be amended or debated. It is out of order when used to “kill or avoid dealing with a measure”. Was designed as a courtesy motion to allow a group to set aside a question for something more important, such as arrival of a speaker. |
| Withdraw a Motion | Permission to withdraw a motion allows a member who realizes he has made a hasty or ill-advised motion to withdraw it with the consent of the group. This device saves time in disposing of the motion. The presiding officer usually handles the request by use of general consent. |
| Dilatory Tactics | A dilatory tactic is the misuse of parliamentary procedure to deliberately delay or prevent action in a meeting. It is the duty of the presiding officer to prevent a dissident minority from misusing legitimate forms of motions to obstruct business. Such motions should be ruled out of order or those members engaged in such game playing should not be recognized. |

TYPES OF VOTES

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|---------------------------|--|
| Majority Vote | <ul style="list-style-type: none"> • More than half of the votes cast. • The minority has the right to be heard, but once a decision has been reached by a majority of the members present and voting, the minority must then respect and abide by the decision. |
| Silence is Consent | Those members who do not vote, agree to go along with the decision of the majority by their silence. |
| Two-thirds Vote | A two-thirds vote is necessary whenever you are limiting or taking away the rights of members or whenever you are changing something that has already been decided. A two-thirds vote has at least twice as many votes on the winning side as on the losing side. A show of hands should be taken for <i>all</i> motions requiring a <i>two-thirds vote</i> . If a motion requires a two-thirds vote, the Chairman should inform the group of that. |
| General Consent | <p>Is an informal agreement of the group, the method in which action is taken without a formal vote or on occasion without a motion. The Chairman initiates the procedure to expedite business. Usually done to approve and correct the minutes.</p> <ul style="list-style-type: none"> • The presiding officer always pauses after asking if there is any objection. If there is <i>any</i> objection, the matter is put to a vote in the usual way. • A member may object because he feels it is important to have a formal vote and dispel any suspicion of railroading. |
| Tie Vote | Is a <i>lost</i> vote because a majority was not obtained. The <i>Chairman is not compelled to break a tie</i> . While the Chairman has a right to vote as a member, it is recommended he not vote unless the vote is by ballot. He may also vote in cases where the vote would change the result. The Chairman should appear impartial. |



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Board of Zoning Appeals
FROM: Missy Luick, *Senior Planner*
DATE: March 10, 2021
SUBJECT: Waiver Report

The BZA requested that staff keep them informed of substitutions of nonconformities for redevelopment that are granted by staff. A memo is distributed every month at the regular BZA meetings and is discussed under staff reports on the agenda. Also included this month is a 2020 Waiver Summary Document.

The following language is contained in Section 16-7-101.F, Substitutions of Nonconformities for Redevelopment, which gives the Administrator the power to grant such substitutions for existing nonconforming structures and site features.

LMO Section 16-7-101.F:

“To provide flexibility and encourage redevelopment of sites with nonconforming features or structures, the Official is authorized to approve a Development Plan for such sites if the proposed development:

1. Will not include any new development that increases the amount of encroachment into any required buffer or setback;
2. Will not increase the impervious cover on the site over the maximum allowed for the district or the existing impervious cover, whichever is greater;
3. Will not result in a density in excess of what is allowed under this Ordinance, or the existing density, whichever is greater;
4. Will lessen the extent of existing nonconforming site features to the greatest extent possible;
5. Will not have an adverse impact on the public health, safety or welfare; and
6. Will lessen the extent of nonconformities related to any existing nonconforming structure on the site to the greatest extent possible.”

There have been 3 waivers granted by staff since the February 22, 2021 BZA meeting.

1. **WAIV-002453-2020, 27 Old Wild Horse Road**– A Properties Functioning Together waiver application was received in conjunction with the Nimmer-Taylor Landscape Supply Outlet Expansion associated with DPR-001673-2020 and SUB-001674-2020 to eliminate setback and buffer requirements between two parcels because they function as one site. After reviewing waiver application, it was determined that the parcels function together and there is a cross-access easement agreement that provides access to both parcels, therefore the waiver was granted.
2. **WAIV-000374-2021, 45 Pembroke Drive**- A Substitution of Nonconformities for Redevelopment waiver application was received in conjunction with modifications proposed at the Publix site associated with DPR-000172-2021 to waive the requirement

of a permanently anchored wheel stop for the proposed new handicapped parking space. After reviewing the application, it was determined that the following efforts are being made to bring the site into further conformance with the LMO by widening the existing striped access aisle on an existing handicap space and converting an existing parking space to a striped access aisle to provide two (2) van accessible handicap parking spaces; add a striped access aisle and ADA signage adjacent to an existing parking space and restripe the remainder of the standard parking spaces along said row; and remove and reconstruct ramps to provide ADA compliant slopes. Because the site is being brought more into conformance with the LMO, the waiver was granted.

3. **WAIV-000375-2021, 36 Deallyon Avenue-** A Substitution of Nonconformities for Redevelopment waiver application was received in conjunction with parking lot modifications proposed at the Springwood Villas site associated with DPR-000373-2021 to waive some of the parking design standards. After reviewing the application, it was determined that the following efforts are being made to bring the site into further conformance with the LMO by re-striping the parking lot to accommodate larger parking spaces with the purpose being to eliminate non-conforming width parking spaces and restripe them to the current LMO width requirements; re-striping parking spaces at the end of parking bays to be 10' wide; and re-striping the internal parking spaces to be 9' wide. Because the site is being brought more into conformance with the LMO, the waiver was granted.

Waiver Approvals Summary 2020

| Waiver Number | Waiver Address | Waiver Type | Waiver description |
|------------------|-------------------------|-----------------------------|---|
| | 34 Palmetto Bay Road | Nonconforming Site Features | In conjunction with the Smokehouse Restaurant renovation project and nonconforming parking lot and encroachments into the adjacent use setback |
| WAIV-000459-2020 | 130 Shipyard Drive | Tree Preservation | Removal of a significant tree in conjunction with the Sonesta Resort pool project |
| WAIV-000741-2020 | 3 and 4 Pensacola | Shared Parking | Shared parking agreement waiver between 3 and 4 Pensacola Place. |
| WAIV-000783-2020 | 73 Summit Drive | Nonconforming Site Features | Existing parking lot nonconforming features in conjunction with airplane hangar project |
| WAIV-000796-2020 | 405 Squire Pope | Nonconforming Site Features | Existing impervious surface and buffer nonconforming features in conjunction with Boathouse redevelopment of dry storage facility resulting in a reduction of impervious surface and additional plantings in existing nonconforming buffers |
| WAIV-001932-2020 | 59 New Orleans Road | Nonconforming Site Features | Existing site contains parking lot features that are nonconforming. Due to the fact that the existing site is currently nonconforming, the renovations will not increase any nonconformity and the re-development will be bringing the parking lot more into conformance with the LMO with the addition of some of the required landscape medians, wheel stops, repaving and restriping of the parking lot, increasing access width to the site to 20' and delineating ADA spaces, the waiver was approved. |
| WAIV-002170-2020 | Shelter Cove | Stormwater | In conjunction with a proposed redevelopment project, a waiver request was submitted to waive peak discharge stormwater requirements. Due to the fact that suitable means of flow into a downstream tidal discharge point is accessible, the waiver was approved. |
| WAIV-002215-2020 | 435 William Hilton Pkwy | Nonconforming Site Features | In conjunction with a proposed redevelopment project, a waiver request was submitted for Substitution of Nonconformities for Redevelopment. Since the project will not be increasing any impervious cover or density on the site and will be adding lighting, walkways, 379 wheel stops and landscaping to bring the existing parking lot more into conformance with the LMO, the waiver was approved. |