



Town of Hilton Head Island
Public Planning Committee Meeting
Thursday, April 22, 2021 – 3:00 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. Approval of Agenda

5. Approval of Minutes

- a. Regular Meeting of March 25, 2021

6. Appearance by Citizens

7. Unfinished Business

8. New Business

- a. Discussion related to Design Review Board concerns regarding building massing, height and setbacks and buffers

9. Staff Reports

10. Committee Business

11. 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. All comments submitted through the portal will be provided to the Committee 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 Committee Secretary at 843-341-4691 not later than 12:00 p.m. the day of 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
Public Planning Committee Meeting
March 25, 2021 at 3:00 p.m. Virtual Meeting
MEETING MINUTES

Present from the Committee: Chairman David Ames, Tamara Becker, Alex Brown, Tom Lennox (Alternate)

Absent from the Committee: Glenn Stanford

Others Present from Town Council: None

Present from Town Staff: Jennifer Ray, Interim Community Development Director; Teri Lewis, Deputy Community Development Director; Jayme Lopko, Senior Planner; Diane Busch Staff Attorney; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary Administrative Assistant

1. Call to Order

Chairman Ames called the meeting to order at 3:00 p.m.

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

3. Roll Call – See as noted above.

4. Approval of Agenda

Chairman Ames asked for a motion to approve the agenda. Ms. Becker moved to approve. Mr. Brown seconded. By way of roll call, the motion passed with a vote of 4-0-0.

5. Approval of Minutes

a. Regular Meeting of February 25, 2021

Chairman Ames asked for a motion to approve the minutes of the Regular Meeting of February 25, 2021. Mr. Lennox moved to approve. Ms. Becker seconded. By way of roll call, the motion passed with a vote of 4-0-0.

6. Citizen Comments

Public comments concerning agenda items were to be submitted electronically via the Town's Open Town Hall portal. There were no comments. Citizens were also provided the option to comment on agenda items during the meeting by phone. There were no callers for this meeting.

7. Unfinished Business - None

8. New Business

a. Review of Workforce Housing Covenants and Agreements

Ms. Lopko explained there are several requirements for participants in the Workforce Housing Program. She stated that two of the requirements are: 1) to record restrictive covenants on the property that will have workforce housing and 2) execution of an agreement with the Town of Hilton Head Island that will ensure compliance with the provisions of the workforce housing program. She said the documents were developed and explained the process used for formatting. Ms. Lopko reviewed the details within each document and the reasoning used during development of the documents.

The Committee made comments and inquiries regarding: requirements for owner occupancy and rental units; eligibility to participate and enforcement; development of a tracking process of available properties and a base line; clarification of average monthly household income requirements; clarification of requirements to participate in WFH; documents required from applicant/property owner; impact on property values; management and enforcement of the eligibility process for the program.

After discussion, Mr. Brown moved to approve the language as submitted for discussion at the appropriate Town Council Meeting. Ms. Becker seconded. By way of roll call, the motion passed by a vote of 4-0-0.

9. Staff Reports - None

10. Committee Business

Mr. Brown inquired on the status of the recommended approval of the Family Compound and Historic Overlay District items and the work plan for additional recommendations

Ms. Becker noted that she was of the understanding the Town's form of government requires that Council members communicate with the Town Manager and he directs the staff. She suggested that the Public Planning Committee should undertake the issue of capacity on the Island with regards to how to maintain the quality for residents and visitors with a focus on capacity, infrastructure and quality of life on Hilton Head Island.

Mr. Lennox stated that Beaufort County has executed an agreement for a Regional Housing consultant and suggested the Public Planning Committee monitor the work as it progresses.

Chairman Ames made statements regarding the balance between the resident/business wants and needs and the capacity of the Island's infrastructure.

11. Adjournment

The meeting was adjourned at 3:57 p.m.

Submitted by: Vicki Pfannenschmidt, Secretary

Approved: [DATE]



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Public Planning Committee
FROM: Teri Lewis, AICP, Deputy Community Development Director
CC: Chris Darnell, ASLA, Urban Designer
DATE: April 14, 2021
SUBJECT: Design Review Board concerns regarding building massing, height and setbacks and buffers

The Design Review Board (DRB) Chairman, on behalf of the DRB, wrote a letter to Town Council and Planning Commission on March 9, 2021. The purpose of the letter was to provide concerns related to recent projects before the DRB and to suggest recommendations for consideration.

The LMO Committee met on April 13, 2021 to discuss the letter and after a discussion between the Committee members and the Chairman and Vice Chairman of the DRB, the LMO Committee made the following recommendations:

- that a Task Force be set up to include members of the DRB, LMO Committee, appropriate Town Staff and legal experts to put together recommendations on a zoning district basis level on how to approach the first two of the three recommendations in the DRB letter; and
- that Town Staff draft recommendations for the Committee's review to address the third recommendation in the DRB letter.

Exhibit

A. Letter from DRB

TOWN OF HILTON HEAD ISLAND

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www.hiltonheadislandsc.gov

John J. McCann
Mayor

William D. Harkins
Mayor ProTem

Council Members

Thomas W. Lennox
David Ames
Tamara Becker
Glenn Stanford
Alexander Brown, Jr.

Marc Orlando
Town Manager

March 9, 2021

Hilton Head Island Town Council
Hilton Head Island Planning Commission
Town of Hilton Head Island
One Town Center Court
Hilton Head Island, SC 29928

Re: Building Height Limits, Setback Standards and Buffer Requirements

Dear Town Council and Planning Commission Members:

Over the course of the past few years, a small number of projects brought before the Hilton Head Island Design Review Board (DRB) have raised the Board Members' concern specifically related to building massing and scale and their non-conformity to Island Character as defined in the Design Guide. It is the general feeling of the Board Members that the Design Guide serves its purpose well for review of details, materials, colors and landscaping. However, Board Members' hands are tied by the Land Management Ordinance (LMO) when reviewing, commenting and voting on the issues of mass and scale.

Three recent projects can be used as specific case studies for this discussion:

- Mitchelville Beachfront / DRB-001801-2020 (Conceptual 09/28/20)
 - The height of the project made it over scaled within the neighborhood and an interior courtyard pushed the multi-story mass up to both side buffers creating a massive wall along both the front and side property lines.
- 55 Gardner (former Christian Academy site) / DRB-002262-2019 (Final)
 - The height of the project made it over scaled within the neighborhood. In this particular case the applicant did work with the Town and the DRB on the building setbacks and number of stories to help reduce the effect of the overall height and mass.
- 15 Wimbledon Court / DRB-002029-2018 (Final 09/28/18)
 - The height, the number of buildings and the proximity of the buildings to each within the property made it over scaled within the neighborhood.

The above projects were all multi-storied multi-building developments deemed by the Board to be non-conforming with Island Character due to being obtrusive in form and/or out of scale to the surrounding neighborhood. Despite these determinations, that the projects were not of Island Character and did not conform to the intent of the Design Guide, the Board was given no alternative but to approve the projects because the total area, heights and setbacks were conforming within the LMO and therefore not cause for denial. It should be noted that in all three cases, the applicants to varying degrees did respond to DRB requests and requirements with regards to details, materials, colors, increased buffers or interior buffers and to some DRB suggestions to help break down the building massing. However, in all cases the DRB had no true authority to limit the overall height and scale of the structures.

With that in mind, the DRB respectfully recommends that the Planning Commission consider the recommendations and ask that the Town Manager direct Staff to review the following to determine whether any adjustment to these standards is warranted:

- Review the allowable building heights, setbacks and buffers within the LMO to determine if they are effective at maintaining Island Character and preventing gross overbuild;
- Consider the DRB's ability and jurisdiction to impose limits or requirements on situations as described herein when a structure is not in keeping with Island Character; and
- Consider adding to the LMO and Design Guide a mandatory interior landscaped buffer of a minimum depth of 3' with incremental increases up to a total depth of 9', based upon the number of stories, to occur between the face of vertical construction and any hardscaped areas like parking lots, sidewalks etc. The lone exception to the interior buffer would be at areas required for entering, exiting, or servicing a building.

Best Regards,

Hilton Head Island Design Review Board
By: Michael C. Gentemann AIA, Chairman

Cc: Mr. Marc Orlando, ICMA~CM, Town Manager