



Town of Hilton Head Island
PUBLIC PLANNING COMMITTEE MEETING
Thursday, August 4, 2022, 9:00 AM
AGENDA

The Public Planning Committee meeting will be held in-person at Town Hall in the Benjamin M. Racusin Council Chambers. The meeting can be viewed on the [Town's Public Meetings Facebook Page](#), the [Beaufort County Channel](#) and Spectrum Channel 1304.

1. **Call to Order**
2. **FOIA Compliance** Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
3. **Roll Call**
4. **Approval of the Minutes**
 - a. [Regular Meeting - June 15, 2022](#)
5. **Appearance by Citizens** Citizens who wish to address the Committee may do so by contacting the Town Clerk at 843.341.4701, no later than 4:30 p.m., Wednesday, August 3, 2022. Citizens may also submit comments on the agenda items via the eComment portal at [Public Planning Committee Meeting](#)
6. **New Business**
 - a. [Consideration of a Resolution Authorizing the Town Manager to Enter into Contractual Arrangements for Beach Parking Management Services](#)
 - b. [Discussion of the Adopted Short-Term Rental Ordinance and the Selection of a Third Party Vendor for Short-Term Rental Monitoring](#)
 - c. [Palmetto Breeze Trolley Service and Rider Experience Update](#)
 - d. [Discussion of Proposed Land Management Ordinance Amendments](#)
7. **Adjournment**

Please note, 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 Wednesday, June 15, 2022, 10:00 a.m. MINUTES

Present from Committee: David Ames, *Chairman*; Alex Brown, Glenn Stanford, *Committee Members*; Tom Lennox, *Alternate Member*

Absent from Committee: Tamara Becker, *Committee Member*

Present from Town Staff: Josh Gruber, *Deputy Town Manager*; Angie Stone, *Assistant Town Manager*; Shawn Colin, *Assistant Town Manager, Community Development*; Carolyn Grant, *Communications Director*; Missy Luick, *Community Planning Manager*; Krista Wiedmeyer, *Town Clerk*

1. Call to Order

Mr. Ames called the meeting to order at 10:00 a.m.

2. FOIA Compliance

Ms. Wiedmeyer confirmed compliance with the SC Freedom of Information Act.

3. Roll Call

Ms. Wiedmeyer called the roll, confirming the attendance.

4. Approval of the Minutes

- a. Regular Meeting – April 28, 2022

Mr. Stanford moved to approve. Mr. Lennox seconded. Motion carried 4-0.

5. Appearance by Citizens

Ms. Wiedmeyer confirmed that no one had signed up to address the Committee

6. Unfinished Business

- a. Consideration of Proposed Ordinance 2022-08 Amending Sections 12-1-110 and 12-1-511 of the Municipal Code for the Town of Hilton Head Island, South Carolina regarding e-Bike Regulations

Ms. Luick addressed the Committee on proposed Ordinance 2022-08, amending sections of the Town's Code, regarding the regulation of Electronic Bikes or eBikes. She reviewed the updates to the ordinance, noting that most of the information remained the same, but the Town did remove the language about the use of governors to limit the speed of the bikes. Ms. Luick pointed out that improvements to the pathways with the use of center lines, pavement markings, and general overall maintenance was documented. Before concluding her presentation, Ms. Luick answered questions posed to her by the Committee.

Frank Babel addressed the Committee, expressing his gratitude to the Town for the flexibility shown regarding this matter. He reiterated points made by Ms. Luick, noting that this ordinance is a good starting point to moving forward.

With no further discussion, Mr. Stanford moved that the Public Planning Committee recommend adoption of the ordinance to the full Town Council. Mr. Brown seconded. With no further discussion, the motion carried 4-0.

Prior to adjourning the meeting, Mr. Ames stated that he was encouraged from what he saw in the presentation from Ms. Luick, pointing out the mention of a study about ways the Town can improve the experience in the Pope Avenue corridor. He continued noting that this corridor should be broken down to three segments of an experience, with each one has an increasing demand by pedestrians. Mr. Ames said that he would request that at the July meeting, the Committee receive an update on how staff is going to approach the study referenced in the eBikes presentation. He said he would like to expand to the extent that the study recognizes the experience from the bridge to the beach, with emphasis on the Pope Avenue corridor, and perhaps a real starting point of Cordillo to the beach.

Mr. Ames also reported that at a previous Committee meeting, they had received a presentation from Palmetto Breeze on innovative vehicle solutions. He noted that as part of moving people throughout the Pope Avenue corridor, perhaps a different vehicle solution should be considered. Mr. Ames asked if it makes sense for the Town to begin looking at, either through Palmetto Breeze or its own advancing, a more brand sympathetic solution to move people within this corridor. Mr. Brown adding to this conversation, noting that island transportation should be more than just moving visitors, but also those who live and work on the island. He requested that the Town look to facilitating conversations for implementation of such services, noting that this would remove more vehicles from the roadways. Mr. Ames requested that at the next meeting, the Committee receive a report on what Palmetto Breeze is doing to come up with solutions for improving the rider experience.

Mr. Stanford pointed out that the Committee had not been presented with any proposed amendments to the Town's code regarding zoning. He said that the growth on the island is necessitating changes and amendments. Mr. Ames asked that a list of proposed Land Management Ordinance amendments be brought forward to the next meeting along with the other items.

Mr. Colin addressed the Committee speaking to the items requested from Mr. Ames, providing an update on where Town staff is on many of the same. He answered questions posed to him from the Committee, noting that staff would begin to prepare updates on the matters noted.

7. Adjournment

With no further business, the meeting adjourned at 10:32 a.m.

Approved:

Drafted and Submitted by:
Krista M. Wiedmeyer, Town Clerk

The recording of this meeting can be found on the Town's website at
www.hiltonheadislandsc.gov



TOWN OF HILTON HEAD ISLAND

Staff Memo

TO: Hilton Head Island Town Council – Public Planning Committee
FROM: Josh Gruber, *Deputy Town Manager*
CC: Marc Orlando, *Town Manager*
DATE: July 27, 2022
SUBJECT: Beach Parking Management Services – Authorization to Enter into Contractual Arrangement

Summary:

The Public Planning committee should recommend to the Town Council that the Town Manager be authorized to enter contractual negotiations with PCI Municipal Services to provide beach parking operations, management, and enforcement services within an agreed upon scope of services authorized by the Town Council.

Background:

In October of 2019, the Town issued a Request for Qualifications (RFQ) soliciting credentials from firms to conduct a parking analysis and develop a comprehensive parking plan that would help to better address the Town's current and future parking needs, particularly with the opening of the new Lowcountry Celebration Park.

On November 4, 2020, Town Council voted 7-0 to accept the report of Walker and Associates with the understanding that specific action items identified within the report would need to be further discussed and acted upon by Town Council prior to being implemented. The Public Planning Committee met on November 19th, February 25th and October 28th to review the report and discuss additional considerations.

At the October 28, 2021, meeting, staff identified a need to continue receiving public comment and feedback regarding the Walker report and the corresponding program recommendations. On November 15, 2021, at the Low Country Celebration Park and at the Hilton Head Library, staff held public engagement sessions on the Beach Parking Master Plan. That feedback has been summarized into a presentation to the Public Planning Committee and at which point staff was authorized to issue an RFP for Beach Parking Management Services.

The Town's staff review team reviewed multiple written submissions and conducted a series of in-person interviews with several firms. At the conclusions of these interviews, it was staff's recommendation that PCI Municipal Services ("PCI") be identified as the preferred firm to create a beach parking management program that would serve Hilton Head Island's present and future beach parking needs.

PCI is a boutique parking management firm who is dedicated to working with municipal clients. They approach each project by crafting tailor-made solutions that meet the unique needs of each of its municipal clients. They are very client focused and strategically limit the number of clients that they undertake for representation in order to maintain the highest level of customer service. They also possess significant knowledge of the parking technology solutions that exist that can be utilized to address multiple issues on Hilton Head Island.

Since their selection as the preferred firm, Town staff has been working with the PCI leadership to review each of the Town's beach parking areas. Through this effort, PCI has developed a list of proposed solutions for the Town Council to consider which include the addition of physical infrastructure capabilities, the use of technology to monitor, enforce, and communicate parking availability, the provision of parking management services, and the provision of parking enforcement services both within the Town's beach parking areas as well as potentially else on the Island.

Once a contract has been entered into by the Town, staff will begin to prepare the various legislative and policy related documents that will be necessary to align the Town's Code with the approved scope of parking services. These documents will set forth the guidelines that will be determined by Town Council relative to parking rates, any variation in the days, hours, months for the parking rates, the potential use of a parking validation or similar authorization program, and a non-judicial administrative enforcement program that will be utilized to support parking compliance.

Conclusion:

Based on the availability of PCI to provide a wide-range of parking operations, management, and enforcement services, Town staff recommends that the Town Council authorize the Town Manager to enter contractual negotiations with PCI Municipal Services to provide an agreed upon scope of service as determined by Town Council.

TOWN OF HILTON HEAD ISLAND

RESOLUTION NO. 2022-

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AUTHORIZING THE TOWN MANAGER TO ENTER INTO A CONTRACT WITH PCI MUNICIPAL SERVICES, INC. TO PROVIDE PARKING MANAGEMENT AND ENFORCEMENT SERVICES.

WHEREAS, the Town of Hilton Head Island currently self-manages all Town-owned parking facilities including the enforcement of parking regulations; and

WHEREAS, in October 2020, the consulting firm, Walker Consultants, completed a parking study, which resulted in a Parking Master Plan; and

WHEREAS, one of the primary recommendations in the Parking Master Plan was for the Town to engage a professional parking management firm to oversee the management of the Town's public parking program; and

WHEREAS, on January 27, 2022, the Town requested parking management and enforcement services through its Request for Qualifications 2022-03, seeking a Professional Parking Operator experienced in the management of municipal parking programs to provide comprehensive parking management services for all Town-owned parking facilities; and

WHEREAS, due to extensive municipal experience, technology solutions, and use of "best practices" to manage parking operations, the Town has determined that PCI Municipal Services, Inc. is the most qualified Professional Parking Operator to manage parking operations in a way that provides positive experiences for both visitors and residents, while encouraging retail health and maintaining traffic safety.

NOW, THEREFORE, BE IT, AND IT HEREBY IS, RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA That the Town Council hereby authorizes the Town Manager to enter into a contract with PCI Municipal Services, Inc. for the purpose of providing parking management and enforcement services.

PASSED AND APPROVED BY THE TOWN COUNCIL ON THIS _____ DAY OF AUGUST, 2022.

John J. McCann, Mayor

ATTEST:

Krista M. Wiedmeyer, Town Clerk

APPROVED AS TO FORM

Curtis L. Coltrane, Town Attorney

Introduced by Council Member: _____



TOWN OF HILTON HEAD ISLAND

Staff Report Memo

TO: Public Planning Committee
FROM: Anne Cyran, AICP, *Principal Planner*
VIA: Shawn Colin, AICP, *Assistant Town Manager – Community Development*
VIA: Missy Luick, *Community Planning Manager*
DATE: July 22, 2022
SUBJECT: Short-Term Rentals: Update on Ordinance Implementation, Selection of a Third-Party Vendor & Update on Issues for Further Review

Summary:

A summary of the following is outlined in the Attachment A, presentation.

Project Purpose Statement

As a resort area, Hilton Head Island has numerous short-term rental units.

The lack of a Short-Term Rental ordinance has led to an imbalance between residential and resort districts and the elimination of some long-term single-family neighborhoods.

The Town proposes to craft a Short-Term Rental ordinance to develop a fair, predictable, and balanced approach to manage short-term rental impacts on our neighborhoods, economy, housing stock, public facilities, and the quality of life of our residents and experiences of our visitors.

Update on Ordinance Implementation

Staff is executing the tasks required to implement the Short-Term Rental Ordinance as outlined in Attachment B, Framework for Implementation of the Ordinance. The tasks for this summer include:

- Securing a contract with a third-party vendor for short-term rental related services.
- Developing application materials and a Good Neighbor brochure.
- Creating and implementing a Communications Plan.
- Investigating concerns about the required parking space dimensions.
- Hiring personnel.

Several property owners and managers have reported their parking spaces cannot meet the dimensions required by the Ordinance, which requires parking spaces to be nine feet wide by

07/22/2022

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eighteen feet long. Staff found many short-term rental properties, particularly those that were developed decades ago, with one or more parking spaces that do not meet the required dimensions but meet the other parking requirements in the Ordinance – they are located on-site, and the parking surface is improved. If directed by the Committee, staff will present a revised version of the Ordinance with the parking space dimension requirements removed at the August 31, 2022, Public Planning Committee meeting for the Committee’s review and direction.

Selection of a Third-Party Vendor

Staff is negotiating a contract with a third-party vendor to provide a variety of services related to short-term rentals, including verification and monitoring, permitting, and complaint collection and tracking. The selected vendor will give a presentation on their company and services during the August 31, 2022, Public Planning Committee meeting.

Update on Issues for Further Review

On March 24, 2022, the Committee reviewed and expressed support for the Preliminary Framework for the Examination of High Occupancy Short-Term Rentals and High Floor Area Ratio Single-Family Structures, Attachment C.

If the Committee agrees with the Preliminary Framework, staff will use the data provided by the third-party vendor, including the verified locations of short-term rentals and the advertised occupancies, to begin implementation of the Preliminary Framework. Staff will develop a schedule for the Preliminary Framework predicated on when the data will be available and will share the schedule with the Public Planning Committee at a future meeting.

Since the May 24, 2022, Committee meeting, staff received the following recommendations from the public for potential next steps and programs:

- Creating a Vacation Rental Advisory Committee to recommend and evaluate pilot programs and advise Town Council.
- Requiring a minimum night stay.
- Limiting commercial activities and events in short-term rentals.
- Creating a noise abatement incentive program.
- Creating an incentive program for using alternative check-in days, such as Thursday, Friday, and Sunday.

Staff will further investigate these recommendations and request direction from the Public Planning Committee as the initial implementation of the Short-Term Rental Ordinance concludes.

Background:

Ordinance

On May 17, 2022, Town Council adopted the Short-Term Rental Ordinance. The Ordinance

became effective on May 17, 2022, but enforcement of the Ordinance will begin on January 1, 2023.

Issues for Further Review

On March 9, 2022, staff presented to the Committee a prioritized list of issues for further consideration: the effects of high occupancy short-term rentals in neighborhoods; the effects of short-term rentals in neighborhoods; whether there are too many short-term rentals; the effects of short-term rentals on housing; the effects of short-term rentals on infrastructure; and the environmental impacts of short-term rentals.

Following Committee discussion, staff refined the next phase of the initiative into two areas of focus: first, an Examination of High Occupancy Short-Term Rentals and High Floor Area Ratio Single-Family Structures; and second, an examination of the impacts of the increasing number of short-term rentals on the Island and the implications of that trend for the future.

On March 24, 2022, the Committee reviewed and expressed support for the Preliminary Framework for the Examination of High Occupancy Short-Term Rentals and High Floor Area Ratio Single-Family Structures, Attachment C, which outlines the plan to address the first area of focus. The framework includes defining high occupancy short-term rentals and high floor area ratio single-family structures and examining their locations and trends; analyzing their impacts on neighboring properties, neighborhoods, and the Island; and reviewing potential standards or regulations to address these uses and structures.

Attachments:

- A. Presentation
- B. Framework for Implementation of the Ordinance
- C. Preliminary Framework for the Examination of High Occupancy Short-Term Rentals and High Floor Area Ratio Single-Family Structures



Town of Hilton Head Island

Short-Term Rental Initiative

Update on Ordinance Implementation, Selection of a Third-Party Vendor & Update on Issues for Further Review

Public Planning Committee
August 4, 2022



Short-Term Rental Initiative Today's Presentation

- ▶ Project Purpose Statement
- ▶ Update on Ordinance Implementation
- ▶ Selection of a Third-Party Vendor
- ▶ Update on Issues for Further Review



Short-Term Rental Initiative Project Purpose Statement

As a resort area, Hilton Head Island has numerous short-term rental units.

The lack of a Short-Term Rental ordinance has led to an imbalance between residential and resort districts and the elimination of some long-term single-family neighborhoods.

The Town proposes to craft a Short-Term Rental ordinance to develop a fair, predictable, and balanced approach to manage short-term rental impacts on our neighborhoods, economy, housing stock, public facilities, and the quality of life of our residents and experiences of our visitors.



Short-Term Rental Initiative

Update on Ordinance Implementation

Implementing the Ordinance

- ▶ Staff is executing the tasks required to implement the Ordinance. See Attachment B, Framework for Implementation of the Ordinance.
- ▶ Summer 2022:
 - Secure contract with third-party vendor.
 - Develop application materials & Good Neighbor brochure
 - Create and implement a Communications Plan.
 - Investigate concerns related to required parking space dimensions.
 - Hire personnel.



Short-Term Rental Initiative Update on Ordinance Implementation (continued)

Parking Space Dimensions

- ▶ Several property owners and managers have reported their parking spaces cannot meet the required dimensions: nine feet wide by eighteen feet long.
- ▶ Staff found many short-term rental properties, particularly those that were developed decades ago, with one or more parking spaces that do not meet the required dimensions but meet the other parking requirements in the Ordinance - they are located on-site, and the parking surface is improved.



Short-Term Rental Initiative Update on Ordinance Implementation (continued)

Parking Space Dimensions

- ▶ If directed by the Committee, staff will present a revised version of the Ordinance with the parking space dimension requirements removed at the August 31, 2022, Public Planning Committee meeting for the Committee's review and direction.



Short-Term Rental Initiative Selection of Third-Party Vendor

- ▶ Staff is negotiating a contract with a third-party vendor.
- ▶ The provided services will include verification and monitoring, permitting, and complaint collection and tracking.
- ▶ The selected vendor will give a presentation on their company and services to the Public Planning Committee on August 31, 2022.



Short-Term Rental Initiative Update on Issues for Further Review

- ▶ On March 24, 2022, the Committee reviewed and expressed support for the Preliminary Framework for the Examination of High Occupancy Short-Term Rentals and High Floor Area Ratio Single-Family Structures (Attachment C).
- ▶ If the Committee agrees with the Preliminary Framework, staff will use the data provided by the third-party vendor, including the verified locations of short-term rentals and the advertised occupancies, to begin implementation of the Preliminary Framework.



Short-Term Rental Initiative Update on Issues for Further Review (continued)

- ▶ Staff will develop a schedule for the Preliminary Framework predicated on when the data will be available.
- ▶ Staff will share the schedule with the Public Planning Committee at a future meeting.



Short-Term Rental Initiative Update on Issues for Further Review (continued)

Since the May 24, 2022, Committee meeting, staff received the following recommendations from the public for potential next steps and programs:

- ▶ Creating a Vacation Rental Advisory Committee to recommend and evaluate pilot programs and advise Town Council.
- ▶ Requiring a minimum night stay.
- ▶ Limiting commercial activities and events in short-term rentals.
- ▶ Creating a noise abatement incentive program.
- ▶ Creating an incentive program for using alternative check-in days, such as Thursday, Friday, and Sunday.



Short-Term Rental Initiative Update on Issues for Further Review (continued)

- ▶ Staff will further investigate these recommendations and request direction from the Public Planning Committee as the initial implementation of the Short-Term Rental Ordinance concludes.



Questions?



TOWN OF HILTON HEAD ISLAND

Short-Term Rental Initiative

Framework for Implementation of the Ordinance

Summer 2022

1. Secure a contract with third-party vendor for short-term rental-related services, including identification and monitoring, application services, complaint monitoring, and enforcement services.
2. Develop application materials and Good Neighbor brochure.
3. Create and implement a Communications Plan.
4. Investigate concerns regarding required parking space dimensions and present recommendation to the Public Planning Committee.
5. Hire personnel.
 - Public Safety Director.
 - Community Code Enforcement Officers (2).
 - Inspector.
 - Revenue Customer Service Manager.
 - Temporary Permit Reviewer(s).

Fall 2022

1. Fully implement short-term rental-related services with vendor, including identifying and verifying short-term rental locations, testing and opening an application portal and customer service hotline, and testing and opening a complaint portal and hotline.
2. Publish application materials and Good Neighbor Brochure.
3. Fully implement Communications Plan.
4. Pursue revisions to the Ordinance related to parking space dimensions, if supported by the Public Planning Committee.
5. Train personnel.



TOWN OF HILTON HEAD ISLAND

Short-Term Rental Initiative

Preliminary Framework for the Examination of High Occupancy Short-Term Rentals and High Floor Area Ratio Single-Family Structures

Throughout this process, staff will consult with and request input from the public, stakeholders, subject matter experts, other communities, the Town's on-call code writing consultants, and the Town Attorney.

1. Obtain data from third-party vendor: verified short-term rental locations and advertised occupancies.
2. Define high occupancy short-term rentals and high floor area ratio single-family structures and examine their locations and trends.
 - A. Define high occupancy short-term rentals and high floor area ratio single-family structures.
 - 1) Survey the advertised occupancies of short-term rentals on the Island.
 - 2) Select one or two ranges of high occupancy short-term rentals for examination.
 - 3) Survey the floor area ratios of single-family structures.
 - 4) Select one or two ranges of high floor area ratios for examination.
 - B. Examine their locations.
 - 1) Create maps of high occupancy short-term rentals and high floor area ratio single-family structures.
 - 2) Include on the maps nearby short-term rentals and nearby residential properties not used for short-term rentals.
 - 3) Include on the maps the neighborhoods in which they are located and their zoning districts.
 - C. Examine trends.
 - 1) Determine the extent to which the number and location of high occupancy short-term rentals have changed over time.
 - 2) Determine the extent to which the number and location of high floor area ratio single-family structures have changed over time.

Attachment C

3. Analyze the impacts and effects of high occupancy short-term rentals and high floor area ratio single-family structures.
 - A. Consider impacts and effects, both positive and negative.
 - B. Collect relevant, available data on impacts and effects.
 - C. Analyze the data and determine if the magnitude of the impacts and effects warrant additional policy considerations, such as enacting standards and regulations.

If the additional policy considerations are warranted:

4. Review potential standards and regulations.
 - A. Survey other communities' ordinances, including their analysis of the effects of the standards and regulations and their lessons learned.
 - B. Develop and present to the Committee a list of potential standards and regulations.
 - 1) Include the costs and benefits for all parties.
 - 2) Explain if or how they could be implemented while considering property rights and existing high occupancy short-term rentals and high floor area ratio single-family structures.



TOWN OF HILTON HEAD ISLAND

Staff Report Memo

TO: Public Planning Committee
FROM: Anne Cyran, AICP, *Principal Planner*
VIA: Shawn Colin, AICP, *Assistant Town Manager – Community Development*
VIA: Missy Luick, *Community Planning Manager*
DATE: July 20, 2022
SUBJECT: Update on Palmetto Breeze Trolley Service and Rider Experience

Summary

Mary Lou Franzoni, the Executive Director of Palmetto Breeze, will provide an update on the 2022 Palmetto Breeze Trolley service to date and the rider experience. The monthly ridership numbers by route and passengers per stop for April, May, and June, 2022, are reported in Attachments A, B, and C, respectively.

Attachments

- A. Palmetto Breeze Trolley Monthly Report – April 2022
- B. Palmetto Breeze Trolley Monthly Report – May 2022
- C. Palmetto Breeze Trolley Monthly Report – June 2022



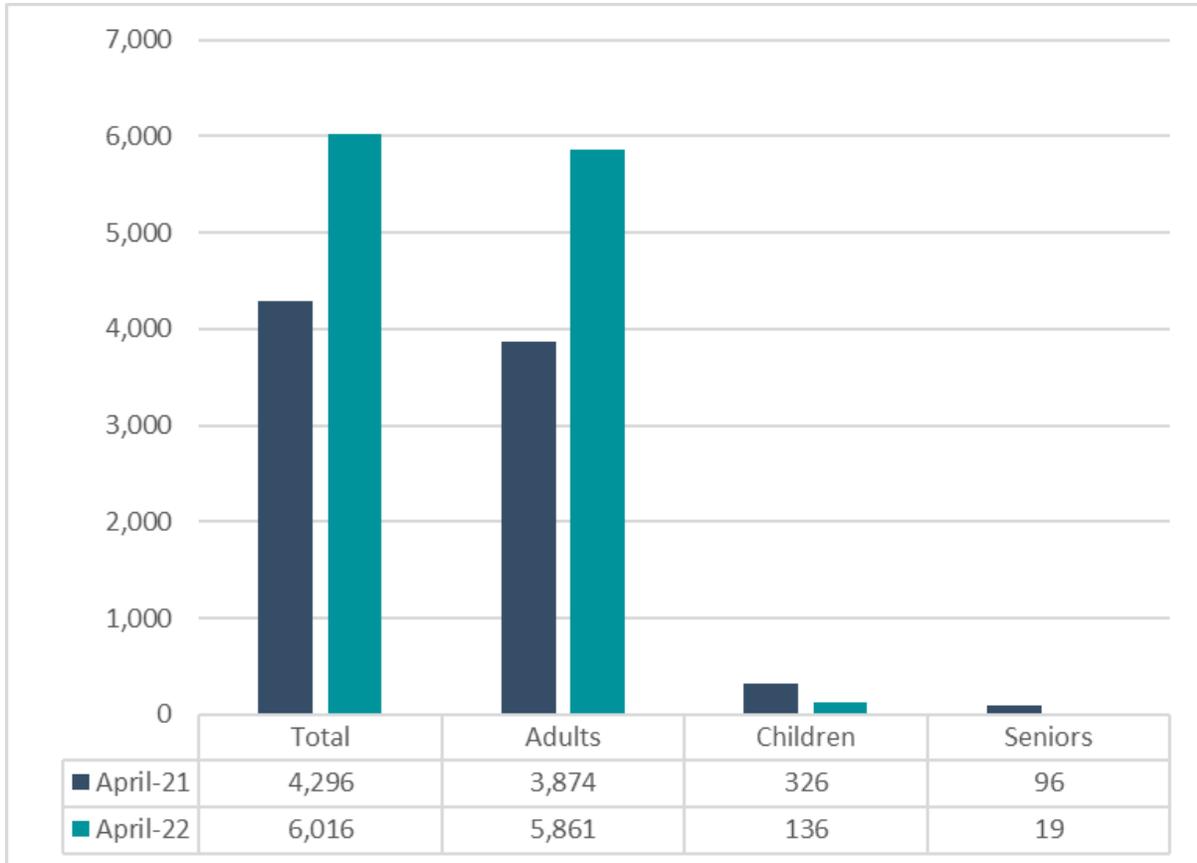
Palmetto Breeze Trolley Monthly Report – April 2022



April Ridership by Route

Total Ridership for April 2022	6,016		Total Ridership for April 2021	4,296
Mid-Island Route	1,893		Mid-Island Route	1,578
South End Route	4,123		South End Route	2,718
2022 Year to Date Total	6,016		2021 Year to Date Total	4,296

April Ridership by Fare Type



Trolley Stop Activity: April 9, 2022 – April 30, 2022

Stop Name	Passengers	Stop Name	Passengers
Shelter Cove (S & Mid)	2,406	HHI Motorcoach Resort (S)	6
Shelter Cove Harbour (S)	348	Village at Wexford (S)	4
Village at Wexford (S)	28	Hilton Head Resort (Mid)	11
HHI Motorcoach Resort (S)	105	HHI Beach & Tennis Resort (Mid)	227
Park Plaza (S)	38	Island Club (Mid)	18
Deallyon at Cordillo (S)	86	Barony Beach Club (Mid)	90
Lowcountry Celebration Park (S)	238	Westin (Mid)	405
Coligny Circle (S)	1,671	Port Royal Golf & Racquet Club (Mid)	28
Courtyard Marriott (S)	121	Island Links (Mid)	22
Waterside @ Pope Ave (S)	144	278 & Shelter Cove Lane (Mid)	19



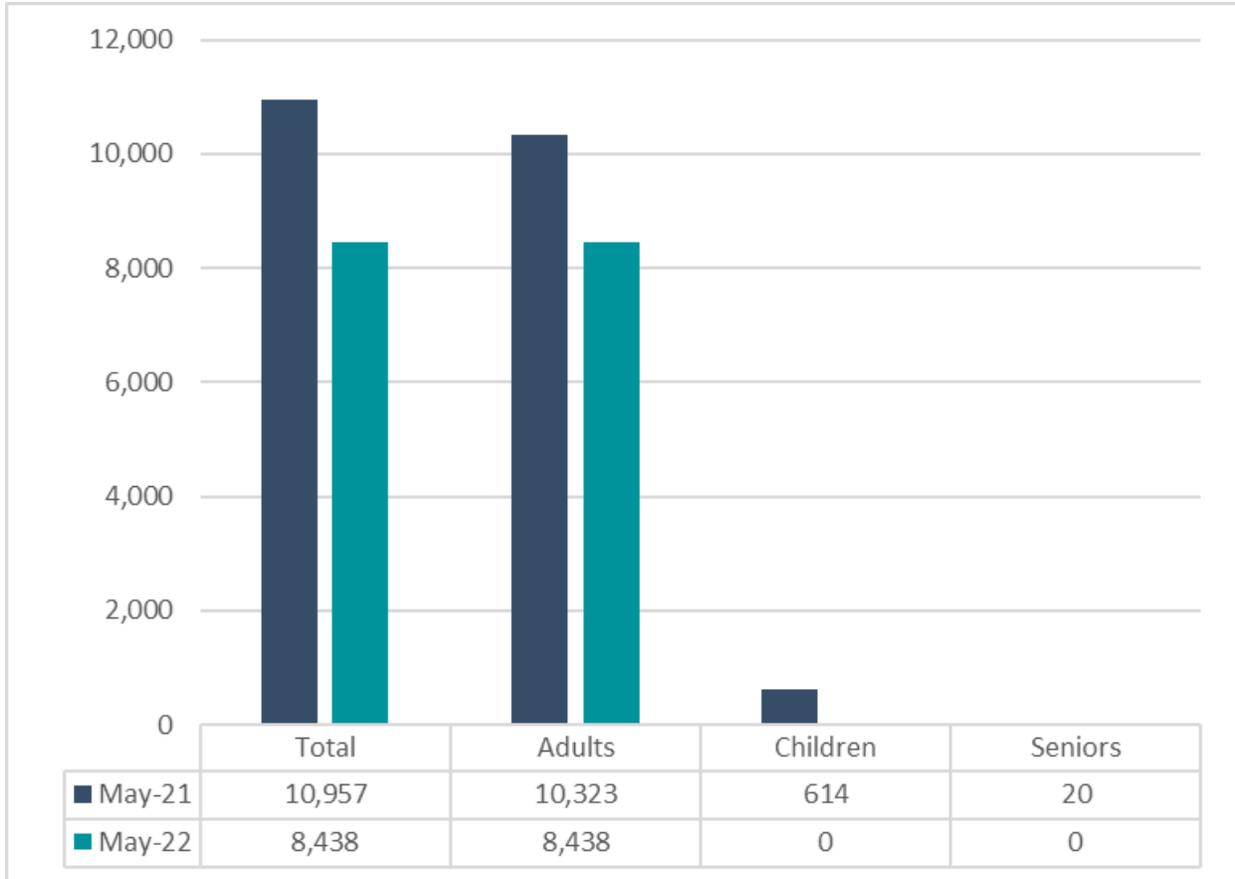
Palmetto Breeze Trolley Monthly Report – May 2022



May Ridership by Route

Total Ridership for May 2022	8,438		Total Ridership for May 2021	10,957
Mid-Island Route	2,832		Mid-Island Route	2,821
South End Route	5,606		South End Route	8,136
2022 Year to Date Total	14,454		2021 Year to Date Total	15,253

May Ridership by Fare Type



Trolley Stop Activity: May 1, 2022 – May 31, 2022

Stop Name	Passengers	Stop Name	Passengers
Shelter Cove (S & Mid)	3,468	HHI Motorcoach Resort (S)	7
Shelter Cove Harbour (S)	462	Village at Wexford (S)	5
Village at Wexford (S)	37	Hilton Head Resort (Mid)	17
HHI Motorcoach Resort (S)	151	HHI Beach & Tennis Resort (Mid)	347
Park Plaza (S)	51	Island Club (Mid)	27
Deallyon at Cordillo (S)	115	Barony Beach Club (Mid)	139
Lowcountry Celebration Park (S)	316	Westin (Mid)	606
Coligny Circle (S)	2,224	Port Royal Golf & Racquet Club (Mid)	42
Courtyard Marriott (S)	161	Island Links (Mid)	35
Waterside @ Pope Ave (S)	196	278 & Shelter Cove Lane (Mid)	28



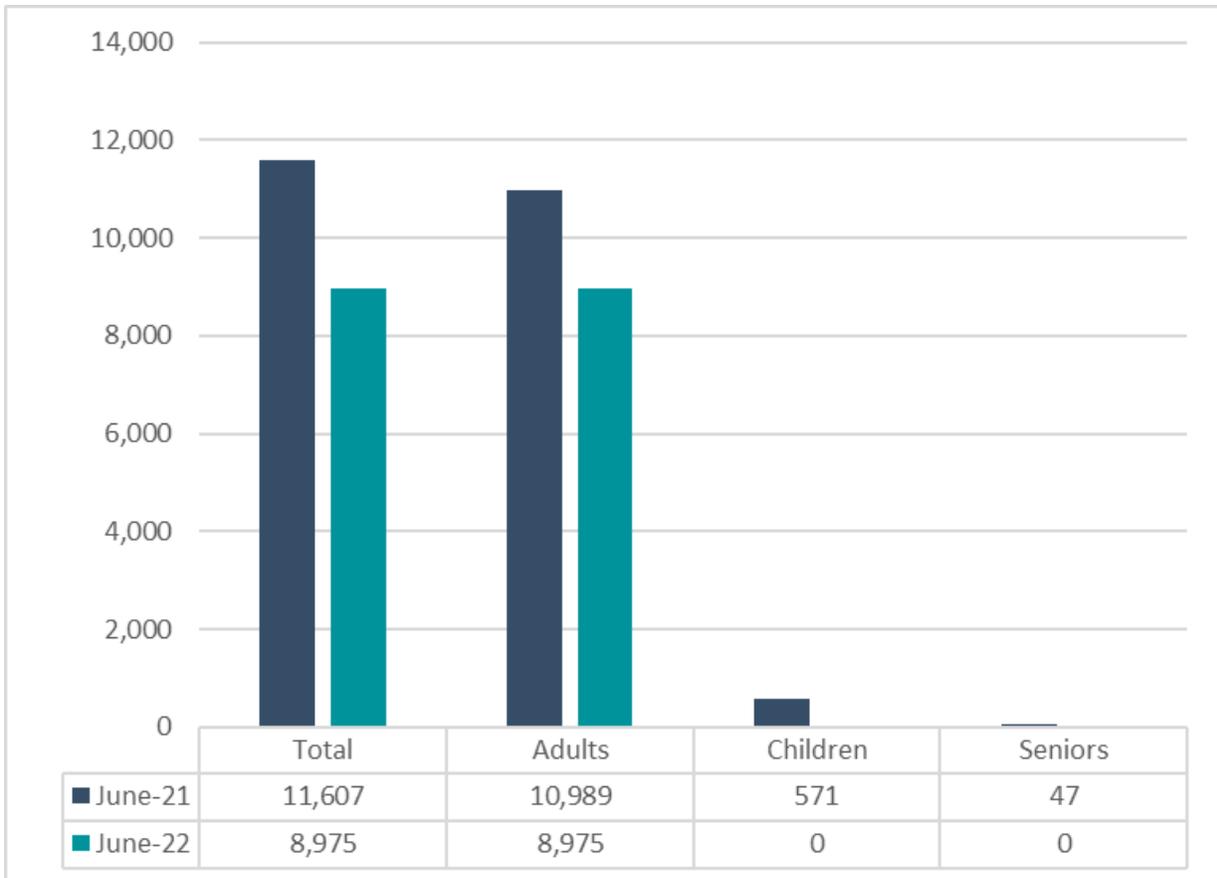
Palmetto Breeze Trolley Monthly Report – June 2022



June Ridership by Route

Total Ridership for June 2022	8,975		Total Ridership for June 2021	11,607
Mid-Island Route	3,155		Mid-Island Route	4,467
South End Route	5,820		South End Route	7,140
2022 Year to Date Total	23,429		2021 Year to Date Total	26,860

June Ridership by Fare Type



Trolley Stop Activity: June 1, 2022 – June 30, 2022

Stop Name	Passengers	Stop Name	Passengers
Shelter Cove (S & Mid)	3,698	HHI Motorcoach Resort (S)	8
Shelter Cove Harbour (S)	480	Village at Wexford (S)	6
Village at Wexford (S)	38	Hilton Head Resort (Mid)	19
HHI Motorcoach Resort (S)	157	HHI Beach & Tennis Resort (Mid)	410
Park Plaza (S)	53	Island Club (Mid)	30
Deallyon at Cordillo (S)	119	Barony Beach Club (Mid)	155
Lowcountry Celebration Park (S)	328	Westin (Mid)	675
Coligny Circle (S)	2,309	Port Royal Golf & Racquet Club (Mid)	47
Courtyard Marriott (S)	167	Island Links (Mid)	39
Waterside @ Pope Ave (S)	204	278 & Shelter Cove Lane (Mid)	32



TOWN OF HILTON HEAD ISLAND

Staff Report Memo

TO: Public Planning Committee
FROM: Nicole Dixon, AICP, CFM, *Development Review Program Manager*
VIA: Shawn Colin, AICP, *Assistant Town Manager – Community Development*
VIA: Christopher Yates, CBO, CFM, CGP, *Development Services Manager*
DATE: July 26, 2022
SUBJECT: Discussion of the proposed LMO Amendment list

Recommendation

That the Public Planning Committee review the list of proposed LMO Amendments and provide feedback on the listed amendments to advance.

Summary

The review of the proposed list of amendments by the Public Planning Committee will allow staff to move forward with the next steps in the process. The Tier 1-A list is further along in the process and is ready to be scheduled for review by the LMO Committee. Once the amendments are fully drafted and have a public hearing at the Planning Commission, they will be brought back to the Public Planning Committee for further consideration. The remaining LMO Amendments will move through this process and be brought forward when ready.

Background

The Strategic Action Plan adopted by Town Council includes an initiative as part of the Connected Community action item to conduct a Strengths, Weaknesses, Opportunities & Threats (SWOT) Analysis of the Land Management Ordinance. The SWOT analysis will serve as an assessment tool that will identify the core strengths, weaknesses, opportunities, and threats of the existing code regulations. The review of the proposed list of LMO Amendments serves as the first step in the SWOT Analysis.

The proposed amendments are step one of a deeper effort on the SWOT Analysis. Staff has prioritized the list of amendments into separate tiers based on preliminary assessment of needs. This list may change based upon committee or management direction.

Attachment

- A. List of Proposed LMO Amendments
-

LMO Amendments List

Tier 1.A- First Set- Drafted

AMENDMENT	SECTION
Remove staff waivers (except as related to nonconformities)	16-5-105.I.8, 16-5-102.C, 16-5-102.D, 16-5-103.F, all zoning district standards for heights, 16-5-102.D.4, 16-5-103.E.2, 16-5-107.D.1, 16-5-107.D.9, 16-5-109.D.2, 16-5-109.D.2.c, 16-6-102.D.2.b, 16-6-104.G.1.c, 16-10-102.C.2.b
Allow variances to be allowed from all sections of the LMO other than use and density	16-2-103.S.2
Allow outdoor screened bike storage in the Light Commercial and Community Commercial zoning districts and provide more specificity related to screening	16-4-102.B.7.c
Provide clarification in the Manufacturing use classification as it relates to the size of a brewery; what size makes it a manufacturing use versus a nightclub or bar	16-10-103.I
Replace using June traffic counts with July traffic counts for Traffic Impact Analysis Plan Standards	16-5-106.C
Change when/how plantings are required on single family lots in buffers as part of a subdivision Certificate of Compliance	16-2-103.P
Amend the dwelling unit definition	16-10-105
Amend the definition of changeable copy	16-10-105, 16-5-114.H.10
Amend the measurement for height calculation	16-10-102.C.1a, 16-5-102.C and D
Add that owners' consent is required for minor subdivisions as it is currently listed as being exempt	Appendix D: D-5.A
Provide standards for deviations from previously platted subdivisions	16-5-115

Tier 1.B – To Be Drafted

AMENDMENT	SECTION
Require Major Subdivisions and Major Development Plan Review applications go to the Planning Commission for review and approval	16-2-101, 16-2-102, 16-2-103, Appendix A
Require applicants notify adjacent property owners of proposed Major Subdivisions and Major Development Plan Review applications	

Examine the Bluffton Unified Development Ordinance Chapter 6, which focuses on sustainable development incentives, to see if we can incorporate any items of interest into our LMO for better site design	
Add single family residential lots to the list of exemptions from having to obtain tree removal permits (other than for required buffers)	16-6-104.B
Establish clear provisions for Political Signs	16-5-114
Evaluate Traffic Impact Analysis methodology	Appendix D-11
Evaluation of parking standards based on number of bedrooms. Require one space per bedroom plus one	16-5-107.D, all zoning district standards for parking
Consideration of conversion of dwelling units for workforce	

Tier 2

AMENDMENT	SECTION
Revise the definition and provide more specificity in the use standards associated with home occupations	16-4-103.E.3, 16-10-105
Remove requirement that staff provide a recommendation as part of staff reports	16-2-103
Add the Planned Development Mixed Use District and the Agriculture use to the adjacent use setback and buffer tables. Mirror the reduction allowed in the setback table for small residential development plan reviews and minor subdivisions in the buffer table. Remove note in setback table and under it allowing small residential developments to reduce setback to 5 feet. Make it clear when/where setback angles are required	16-5-102.D, 16-5-102.D.3, 16-5-103.E, 16-5-102.C and D
Ministerial amendments – change incorrect references	16-2-103.S.3.e.1, 16-5-105.I.4, Appendix D-6.F.22
Add site development plans and tree surveys to submittal requirements for major and minor subdivisions. Add a requirement for lot addresses to be shown on plats.	Appendix D-4, D-5, D-20
Add a diagram to the fence section to make it clear where fences can be located.	16-5-113
Provide clarification on driveway width standards and if they are used for residential lots	16-5-115, 16-5-105.A.5.e
Add language to require pedestrian connectivity for all new developments	16-5-105.A
Clarify the language regarding maintenance of street name signs and their appearance	16-5-105.L

Amend the way that light is measured to Kelvin. Move ambient dining light from sign section to lighting section	16-5-108, 16-5-114.E.1.b.13
Amend the definition of Family as it is outdated	16-10-105
Amend the definition of Outdoor Storage to make it clear it doesn't mean items on a truck or trailer	16-10-105
Make changes to recommended planting list. Add a list of invasive species	Appendix C

Tier 3

AMENDMENT	SECTION
Changes to Massing, Height, Stepdown with setback angles, additional buffers (Design Review Board Concerns)	
Provide provisions for high-occupancy homes	
Wetland Mitigation Requirements for Projects with a Community Benefit (Airport, Gateway Corridor)	16-6-102.E
Provide provisions for incompatible uses within the Airport Approach Path	16-3-106.E
Provide provisions for requiring better designed subdivisions (ex: min lot sizes, Floor Area Ratio, winding streets)	
Revise what is permitted to encroach into setbacks and possibly have a list or note under the table of what cannot encroach	16-5-102.E
Allow a reduced setback and buffer requirement from access easements. Remove the requirement for a buffer from an access easement for commercial properties. Add requirement for access easements on shared property lines	16-5-102.C, 16-5-103.D, 16-5-103.E
Reduce the setback for gates on arterials roads.	16-5-105.J.7
Increase the width of option 2 buffers or require a 5 foot setback from buffers	16-5-103.F
Provide clarification for leniency of buffer requirements for loading areas when they occur in a drive aisle and unable to meet buffer standards	16-5-107.H.8
Provide specificity on what can encroach in the 5 foot wetland buffer setback. Add a buffer requirement for lagoons and stormwater retention/detention areas. Add the 4 foot height limitation to wetland buffer pruning	16-6-102.D
Strengthen the language as it relates to trunk offsets and tree protection zones of specimen trees and significant trees during construction	16-6-104.F

Add a definition and use standards for food trucks and more specificity for open air sales	16-4-104, 16-10-103.G
Update the language in the Public Project Review section to be consistent with Our Plan	16-2-103.Q
Clarifications needed in the character overlay districts as it relates to further subdivision of lots, tree mitigation and setback reduction references	16-3-106.H.4.e, 16-3-106.H, 16-3-106.H.4.a, 16-3-106.I.4.a, 16-3-106.J.4.a
Revise the examples in the Agriculture Use classifications	16-10-103.J.1
Provide specificity with the Small Residential Plan Review process that it is meant for mobile homes, or small homes	16-2-103.H
Revise the Family Subdivision and Family Compound sections based on suggestions identified during the development review process	
Add language where appropriate related to autonomous vehicles	
Add a list of collector roads since there is a list of arterial roads	16-5-105.B, 16-5-105.I
Add language to allow 45 degree angled parking and its drive aisle width requirements. Require parking for cemeteries be based on size of cemetery. Require a minimum Level 2 for Electric Vehicle Charging Stations. Provide provisions for allowing loading spaces in drive aisles	16-5-107.E.2, 16-5-107.D.1, 16-5-107.D.10, 16-10-105, 16-5-107.H.8
Add a requirement that if a nonconformity is being changed by 50% or more, it needs to be brought into full compliance	16-7-101
Allow Outdoor Display and Sale of Merchandise in the Resort Development, Mitchelville and Marshfront districts	16-4-103.D
Allow solar in the Parks and Recreation district (currently solar is an accessory use and is not allowed in this district)	16-4-103.D
Future zoning district plan consideration related to RM-4 density	16-3-104
Expand the Coastal Protection Area and Transition Area Overlay District up to Pine Island (Park Creek) to capture the extended Town beach limits	16-3-106.L, 16-3-106.M, Appendix B-2