



**Town of Hilton Head Island
Public Planning Committee Meeting
Thursday, February 28, 2019 – 3:00 p.m.
Benjamin M. Racusin Council Chambers
AGENDA**

As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting.

- 1. Call to Order**
- 2. Freedom of Information Act Compliance**
Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 3. Approval of Agenda**
- 4. Approval of Minutes**
 - a. Regular Meeting January 24, 2019
 - b. Special Meeting February 14, 2019
- 5. Unfinished Business**
 - a. 2019 Trolley Service Project – presented by Mary Lou Franzoni
- 6. New Business**
- 7. Committee Business**
- 8. Staff Reports**
 - a. 2019 Trolley Service Update
 - b. Sea Turtle Ordinance Update
- 9. Appearance by Citizens**
- 10. Adjournment**

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

TOWN OF HILTON HEAD ISLAND
Public Planning Committee
Minutes of the January 24, 2019 – 3:00 p.m. Meeting
Benjamin M. Racusin Council Chambers

Committee Members Present: Chairman David Ames, Bill Harkins, Tom Lennox

Committee Members Absent: None

Town Council Present: Tamara Becker

Town Staff Present: Shawn Colin, Director of Community Development; Anne Cyran, Senior Planner; Carolyn Grant, Communications Director; Teri Lewis, LMO Official; Jennifer Ray, Planning & Special Projects Manager; Teresa Haley, Senior Administrative Assistant

1. Call to Order

Chairman Ames called the meeting to order at 3:01 p.m.

2. Freedom of Information Act Compliance

Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

3. Approval of Agenda

The Public Planning Committee approved the agenda by general consent.

4. Approval of Minutes

- a. Regular Meeting October 25, 2018
- b. Special Meeting November 2, 2018
- c. Special Meeting November 13, 2018
- d. Special Meeting November 29, 2018

Mr. Harkins moved to approve the minutes of the October 25, November 2, November 13, and November 29, 2018 meetings. Chairman Ames seconded. The motion passed with a vote of 2-0-1. Mr. Lennox abstained as he was not a member of the committee at the time of the meetings.

5. Unfinished Business – None

6. New Business

- a. Update on Community Development Department 2019 Staff Priorities

Mr. Colin presented an overview of the Department staff's credentials and work experience. Mr. Colin expressed his staff is committed to supporting and implementing Town Council priorities, and pointed out the ways they are doing that. Mr. Colin shared his ideas to: improve staff's workflow to allow for more creativity in planning; convert the court room into a "living laboratory" for the Comp Plan/Vision meetings; and make the Comprehensive Plan more deliberate and easy to understand.

Mr. Colin presented statements regarding past plans, their outcomes, and planning for the future. Mr. Colin indicated it is important to learn from and respect previous plans, and to evaluate whether the intended outcomes were reached in order to plan for the future. Staff has evaluated those plans throughout the years, and in concept, implemented opportunities and stimulated private investment. Staff believes there are other opportunities on the Island where the Town could stimulate private investment. Ideally this would be accomplished by identifying three or four areas that would create the most impact, obtain political support, match the funding source, and process is important. Some criteria to determine those areas include underutilized commercial structures, areas with concentrated commercial uses, infrastructure gaps that need to be corrected, and ease of transportation or walkability.

The Committee made comments and inquiries regarding: the department structure and environmental pressures; sources of creative energy; developer confidence to invest in Hilton Head Island; investment areas; getting the word out to private investors; and timeline to showcase opportunities to the private sector.

The Committee thanked Mr. Colin for his presentation.

b. Update on sea turtle ordinance amendments

Ms. Ray presented statements regarding the amendments proposed by Ms. Amber Kuehn. Staff has performed a cursory review of Ms. Kuehn's proposal. However, until Town Council directs the Town Manager to do so, staff is not pursuing the amendment process at this time.

The Committee made brief inquiries regarding the existing ordinance and the timeline to go through the process of the proposed amendments. Mr. Colin indicated it would be beneficial to staff to understand from Ms. Kuehn's standpoint why the recommendations are being proposed. Staff would like to ask Ms. Kuehn to outline and validate the recommended changes.

The Committee agreed with Staff to proceed as discussed and return to the Committee with an update.

c. Update on shuttle service

Ms. Cyran presented the update. Palmetto Breeze has been financially impacted by the Federal government shutdown, but hopeful that ends soon. The trolley is scheduled to run from March 15 to October 15, operating Sunday to Thursday from Noon to 10:00 p.m., and Friday and Saturday from Noon to Midnight. The route will be generally the same with some modifications and additional stops. The route and schedule will be published around mid-February. Ms. Cyran noted that USCB contacted Palmetto Breeze to coordinate a shuttle to and from their campuses on and off the Island.

The Committee generally agreed they do not have enough information yet to make an informed decision when it comes time for the budget. The Committee talked about staff preparing an assessment of the past year and recommending improvements for the coming year. It is important that the Committee and staff know how to measure success going forward. The Committee asked to see a business plan and have metrics to evaluate the success of this effort and to further justify the budget. The Committee expressed concerns for the management and marketing of this effort.

Chairman Ames recommended that staff prepare an assessment of the past trolley season and recommend improvements for the coming year. Mr. Harkins moved to approve. Mr. Lennox seconded. The motion passed with a vote of 3-0-0.

7. Committee Business

a. Review and Adoption of 2019 Meeting Schedule

Mr. Harkins moved to approved. Mr. Lennox seconded. The motion passed with a vote of 3-0-0.

8. Appearance by Citizens

Owen Ambur stated he did not know the Town has so many Master Plans and is curious to know their outcomes. Mr. Ambur would like to see plans more people/stakeholder focused and expressed interest in how technology will influence interested people.

9. Adjournment

The meeting was adjourned at 4:04 p.m.

Submitted by: Teresa Haley, Senior Administrative Assistant

Approved:

David Ames, Chairman

TOWN OF HILTON HEAD ISLAND
Public Planning Committee
Minutes of the February 14, 2019 – 11:00 a.m. Special Meeting
Benjamin M. Racusin Council Chambers

Committee Members Present: Chairman David Ames, Bill Harkins, Tom Lennox

Committee Members Absent: None

Town Council Present: Mayor McCann, Tamara Becker

Town Staff Present: Marcy Benson, Senior Grants Administrator; Shawn Colin, Director of Community Development; Carolyn Grant, Communications Director; Brian Hulbert, Staff Attorney; Teri Lewis, LMO Official; Jennifer Ray, Planning & Special Projects Manager; Steve Riley, Town Manager; Teresa Haley, Senior Administrative Assistant

1. Call to Order

Chairman Ames called the meeting to order at 11:02 a.m.

2. Freedom of Information Act Compliance

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

3. Approval of Agenda

The Public Planning Committee approved the agenda by general consent.

4. Workforce Housing

Update by Lisa Sturtevant and Team:

Chairman Ames welcomed back Lisa Sturtevant and Team. Dr. Sturtevant introduced herself and Team member Ryan Price. Dr. Sturtevant presented key findings regarding focus groups, community input, community meetings, and communication and education tools. Dr. Sturtevant presented a review of best practices, workforce housing strategy principles and parameters, beginning the workforce housing plan for the Town, and various tools related to financial and land uses. Dr. Sturtevant indicated the next step is drafting recommendations including short, mid and long term steps.

General Discussion and Questions:

The general discussion and questions from Town Council members to the Team included: compliments to Dr. Sturtevant and Team for their work; the private sector has been on point leading this issue; the Town does not have the role being the point on this issue; how to concurrently address transportation and identify land development locations; how to accelerate the process and create early success; repurposing underutilized commercial space; quantify the issue in terms of housing units and number of people; how to quantify needs and determine how many people want to live here; allowing bonus density and restricting a percentage of units to affordability; what size trust fund would be necessary to correlate with 200 units; addressing workforce housing issue to build a sustainable community; disconnect between land

available for development and transportation connectivity; land use and development opportunities on the Island are largely in areas of commercial development and suggests that transportation would work there; prioritize practical location for workforce housing; examples of locations with success in transferrable development rights; address how developers contribute to solution when each new project increases demand for workers; defining a standard unit; understanding impacts of square footage; successful private sector prototypes and design standards; exploring grants and foundations; and incentive tools to attract investors.

Public Comments:

The public comments received related to: obtain input from the Planning Commission as an amendment to the LMO may be warranted; the Low Income Housing Tax Credit Program; the relationship between affordable workforce housing and the economic vitality of the community; communication to residents of the need for workforce housing; consider development of Town owned land not designated for specific uses; consider raising the hospitality tax for additional funds; examine overlay districts and consider raising density; and the importance of communication and inclusiveness.

Closing Remarks:

The Committee thanked Dr. Sturtevant and Team for their presentation.

5. Adjournment

The meeting was adjourned at 12:15 p.m.

Submitted by: Teresa Haley, Senior Administrative Assistant

Approved:

David Ames, Chairman