

SOUTHERN BEAUFORT COUNTY

CORRIDOR REVIEW BOARD

February 9, 2011, Hilton Head Library

Members Present: Joe Hall, Laura Barrett, Jake Lee, Jim Tiller, Pearce Scott, Ed Pinckney

Staff Present: Danny Wilson, Town Of Bluffton, Planner
Linda Maietta, Beaufort County, Planning Assistant

I. Call to Order: The meeting was called to order by Chairman Jim Tiller at approximately 3:10 p.m.

II. General Public Comment: None; no public present.

Chairman Tiller paid tribute to Ms. Martha Crapse, who passed away on January 21, 2011. The Board lost a very dear friend. She loved this committee and she loved this Board. She enjoyed coming here. The community as a whole will miss her because of her great contributions over the years, not only to this Board, but to the Bluffton community. She was forever a Blufftonian. She went suddenly but she was vital and important to us right up to the very last and that's the way she would have wanted it to be. She was a treasure. The history that she had in her mind and the things that she was able to share with us over the years is going to be lost and we'll miss Miss Martha a great deal.

Mr. Joe Hall added: I always talk about the importance of corporate memory and if there were ever a corporate memory, Miss Martha connected the past, present and the future. She was part of all three like none of us ever have been or ever will be.

III. Review of Minutes:

The Board reviewed the January 12, 2011, meeting minutes. **Motion:** Mr. Lee made a motion, and Mr. Pinckney seconded the motion to accept the January 12, 2011, minutes as written. **Motion was carried** (FOR: Barrett, Lee, Tiller, Scott, Pinckney; ABSTAINED: Hall).

IV. Old Business: None.

V. New Business: None.

VI. Other Business:

A. Election for Chair, Vice-Chair

Chairman Tiller was re-elected as Chairman and Mr. Jake Lee was re-elected as Vice-Chair. Board members agreed unanimously.

B. Bluffton Ordinance Review for Board Members

Chairman Tiller turned the meeting over to Mr. Danny Wilson. Mr. Wilson stated that he emailed everyone a link to the Town of Bluffton Unified Ordinance which is about 200 pages. However, the portions that pertain to Board reviews are as follows:

- Article 2, Administration
- Section 2.1.6, Southern Corridor Review Board
- Section 2.2.8, Certificate of Appropriateness
- Article 3, Zoning Districts, Section 3.8, Highway Corridor Overlay District (HCOD). This particular section goes over all the standards – materials, colors, architectural guidelines.

The purpose of Bluffton's HCOD is to provide a safe, efficient use of our highways; to minimize congestion and number of traffic conflict points; to enhance the quality of development; to protect and enhance the area's unique aesthetic character and natural environment; and to reduce unnecessary visual distractions. Some of the things the Board will be reviewing as part of the HCOD for the Town include:

- Design of all structures both habitable or not
- Signage design
- Landscaping
- Buffers
- Lighting

Exemptions from review include:

- A structure that is not visible from the highway even if its within the 500' corridor
- Repairs and maintenance to buildings and signage
- Things that do not actually change the character or architecture of a structure
- Minor alterations as determined by the Code Administrator

Mr. Wilson asked the Board how they would like to receive the packets for signage applications: email or mail. Signage packets are very small, usually two pages. These will be sent to the Board via email. Sign applications are considered a HCOD Certificate of Appropriateness so the Board is required to review and approve these applications.

Mr. Lee made a recommendation that the Town of Bluffton adopt an approved signage program certificate for certain types of use, similar to what is used in other jurisdictions. This program would apply to typical signs. This program would enable the staff to review and approve the application, without Board review.

Typically Mr. Wilson will be presenting material for the applicants. Applicants are encouraged to come to meetings but Bluffton does not require them to do so.

Depending on the projects, Mr. Wilson will either have a power point presentation or hard copy drawings or both. The Board will be receiving full-size, hard copies in the mail for larger projects. The Town does not have a three-step review; it is a one-time review. The Board can approve with conditions, as necessary, and ask the applicant to come back if changes are required.

Mr. Wilson advised the Board that the Town of Bluffton is in the process of rewriting their code, cover to cover. It should be completed in the next six months. Mr. Wilson welcomed any feedback from the Board on proposed changes. He will also update the Board on the progress of the rewrite.

Discussion ensued regarding recommended changes to the Ordinance for both the Town of Bluffton and Beaufort County to consider. These recommendations included:

1. Town of Bluffton adopt an approved signage program certificate
2. Both the Town and County remove natural stone and barrel tile as approved materials
3. Clear direction in policy on franchise projects
4. Buffer requirements

Chairman Tiller suggested the Board have a working session with those rewriting the ordinance in the Town of Bluffton. This would allow the Board to go over the issues they have encountered over the years that are important in trying to deal with the buffers in Beaufort County. The same issues are appropriate for Bluffton.

Mr. Pinckney suggested this is a golden opportunity for the Board to have a workshop and put some things out on the table for both the Town of Bluffton and the County to consider incorporating into the new codes.

Chairman Tiller stated that this Board is not trying to keep development out of the community. He feels sometimes there is a perception within our community that we're trying to stifle development and growth. That's not the case here. What we try to do is carry out the meaning of the ordinance that we're given and try to express that in the way that our experience has told us to express it.

The last thing Mr. Wilson reviewed were the roads that are in the overlay district. He reviewed the map with the Board members.

Mr. Hall left the meeting at approximately 3:55 p.m.

Meeting agendas will still be emailed to Board members by Ms. Linda Maietta. Projects on the agenda will be identified by jurisdiction. Mailings will be done by the originating office. Smaller projects, such as sign applications, will be emailed by Mr. Wilson. Minutes will continue to be done by Ms. Maietta.

VII. **Motion:** Mr. Lee made a motion, and Mr. Pinckney seconded the motion, **to adjourn the meeting.** The motion was **carried unanimously.** (FOR: Barrett, Lee, Tiller, Scott, Pinckney). Meeting adjourned at approximately 4:02 p.m.

Approved 2/23/2011