



Town of Hilton Head Island  
**Planning Commission Meeting**  
Wednesday, October 6, 2021, 9:00 a.m.  
**AGENDA**

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This meeting will be conducted virtually and can be viewed on the [Town of Hilton Head Island Public Meetings Facebook Page](#). A Facebook account is not required to access the meeting livestream.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **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.
4. **Roll Call**
5. **Approval of Agenda**
6. **Approval of Minutes**
  - a. Meeting of September 15, 2021
7. **Appearance by Citizens**

Citizens who wish to address the Commission concerning items on the agenda may do so by contacting the Commission Secretary at 843-341-4691 no later than 4:30 p.m. Tuesday, October 5, 2021. Citizens may also submit written comments via the [Town's Open Town Hall Portal](#). The portal will close at 4:30 p.m. Tuesday, October 5, 2021. Comments submitted through the portal will be provided to the Commission and made part of the official record.
8. **Unfinished Business – None**
9. **New Business**
  - a. **Greater Island Council Beaufort County Landfill Resolution** – The Planning Commission will review and consider advancing the resolution to Town Council. *Presented by Tony Wartko*
10. **Commission Business**
  - a. Committee Assignments
11. **Chairman's Report**
12. **Committee Reports**
13. **Staff Reports**
  - a. Update on Workforce Housing Plan – *Presented by Jayme Lopko*
14. **Adjournment**

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  
**Planning Commission Meeting**  
September 15, 2021, at 3:00 p.m. Virtual Meeting  
**MEETING MINUTES**

**Present from the Commission:** Chairman Michael Scanlon, Vice Chairman Alan Perry, Stephen Alfred, John Campbell, Mark O'Neil, Tom Henz, Bruce Siebold, Jim Collett

**Absent from the Commission:** Rick D'Arienzo (Excused)

**Present from Town Council:** Glenn Stanford, Alex Brown, David Ames, Tamara Becker, Bill Harkins

**Present from Town Staff:** Teri Lewis, Deputy Community Development Director; Nicole Dixon, Development Review Administrator; Jayme Lopko, Senior Planner; Anne Cyran, Senior Planner; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary Administrative Assistant

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**1. Call to Order**

Chairman Scanlon called the meeting to order at 3:00 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 Town of Hilton Head Island requirements.

**3. Roll Call** – See as noted above.

**4. Approval of Agenda**

Chairman Scanlon asked for a motion to approve the agenda. Commissioner O'Neil moved to approve. Vice Chairman Perry seconded. By show of hands, the motion passed with a vote of 7-0-1. (Commissioner Collett abstained due to technical difficulties.)

**5. Approval of Minutes**

a. Meeting of August 4, 2021

Chairman Scanlon asked for a motion to approve the minutes of the August 4, 2021, meeting. Commissioner Alfred moved to approve. Vice Chairman Perry seconded. By show of hands, the motion passed with a vote of 7-0-1. (Commissioner Collett abstained due to technical difficulties.)

**6. Appearance by Citizens**

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. Those comments were provided to the Commission for review and made part of the official meeting record. Citizens were also provided the option to sign up for public comment participation by phone during the meeting. Three citizens

signed up to speak, Mr. John Miller requested to speak regarding an item not listed on the agenda. Ms. Sarah Gieseke and Mr. Gray Smith requested to speak regarding Item 8.b. ZA-001918-2021 and will speak when the item is addressed.

Mr. John Miller addressed the Commission regarding Workforce Housing suggestions.

**7. Unfinished Business – None**

**8. New Business**

- a. **STDV-001826-2021** – Request from Taiwan Scott to name an access easement off Freddie's Way as Minnie Common. *Presented by Fire Rescue Staff. **Note: This application has been withdrawn.***

Chairman Scanlon read the description for **STDV-001826-2021** and stated the item was withdrawn.

Chairman Scanlon opened the Public Hearing for **ZA-001918-2021** at 3:20 p.m. and read the description for the record.

**b. Public Hearing**

**ZA-001918-2021** – Request from Trey Griffin, of Wood & Partners, Inc., and DPJ Residential LLC, on behalf of the property owners, to amend the Official Zoning Map to rezone ten properties totaling 13.74 acres from the Low to Moderate Density Residential (RM-4) Zoning District to the Planned Development Mixed-Use (PD-1) Zoning District, into the Indigo Run Master Plan, with an allowed use of multi-family residential and a density of 12 dwelling units per acre (total 164 units) with conditions. The subject properties are parcels 022C, 022D, 022F, 022G, 0152, 0072, 0139, 0141, 0168, and 0167 on Beaufort County Tax Map 11. The subject properties have multiple addresses; they are accessed from Marshland Road, Julia Drive, and Mackerel Drive. *Presented by Nicole Dixon*

Chairman Scanlon opened the Public Hearing for **ZA-001918-2021** at 3:20 p.m.

Chairman Scanlon invited Staff to address the Commission and to conduct their presentation. Nicole Dixon conducted a detailed presentation noting there are 9 criterion that need to be met. She stated that although the proposed application is consistent with Criterion 6, 7 and 8, it is inconsistent with the remaining criterion.

Ms. Dixon noted that the proposed rezoning would increase both the density and the maximum height allowed on the subject properties. She said that though the density on the subject properties could be increased for the development of workforce housing, the applicant is not proposing to develop workforce housing. She pointed out the proposed increase in the maximum building height from 35 to 55 feet is out of character with the surrounding developments, which consist of one- and two-story single-family homes. She stated the applicant's proposed prohibition on short-term rentals for ten years is contrary to Our Plan's goals of encouraging the development of a variety of high-quality housing. Ms. Dixon added the waterfront location of the subject properties and the high demand for short-term rentals would likely lead the proposed development to transition into vacation rentals after ten years. She concluded that this would exacerbate the Island's housing shortage and stated Staff recommends that the Planning Commission recommend denial of this application.

Chairman Scanlon invited the applicant to address the Commission and to conduct their presentation. Mr. Mark Baker of Wood and Partners and Walter Nester of Burr Forman conducted a detailed presentation. Key points were reviewed regarding pre-planning and due diligence which were: a market assessment, site, tree and topographical surveys, soil analysis and Geotech, conceptual architectural design and site planning, traffic assessment, and OCRM critical line assessment; informal meetings held with Council Members, Planning Commissioners, Community Development Staff, Indigo Run General manager, Board & Community Owners Association Meeting and Crosswinds Board members. Key features of the development were reviewed noting the need for long term rental housing; proposed density; site location; zoning and land use; neighborhood characteristics; existing conditions; conceptual site plan and context; on-site amenities; restriction on conversions to short term rental and condos; and relocation assistance to the existing residents.

A summary of the development conditions was reviewed including the following points: density at 12 DU/Ac to provide much needed rental housing with 164 long-term rental apartments & include 5% for workforce housing; increased buffers; setbacks & building heights; place buildings in center of site away from adjacent property lines & single family homes; protect & preserve existing trees; meet & exceed open space requirements & meet pervious surface requirements; limit building heights to 55 ft; development of a relocation plan & provide funding to assist residents with such; convert septic to sanitary system; and provide storm water treatment facilities to reduce environmental impacts and enhance Broad Creek water quality. In conclusion, it was noted that with the zoning amendment the development would have the opportunity to provide much needed rental apartments versus large, expensive single-family homes.

Chairman Scanlon asked for public comment. Mr. Gray Smith spoke in opposition to the rezoning. Ms. Sara Gieseke registered to speak but did not call in to participate.

Chairman Scanlon closed the public hearing at 4:50 p.m.

Chairman Scanlon called on the Commissioners for questions or comments and the following comments and inquiries were made regarding: the workforce housing effort by the Town; clarification that Our Plan was not yet adopted when the 55 Gardner project was approved; clarification the Workforce Housing Program was not yet adopted when the 55 Gardner project was approved; clarification of feedback from community engagement meetings; increase in density and the significance of 5% workforce housing allotment; concern for relocation of existing residents; concern of the 55 ft height proposal; notation that while the developer has site plans depicting that homes would be built in the center of the property, there is no guarantee that would be the final site plan submitted; clarification on the number of dwelling units and monthly rental rates; concern regarding number of residents in the proposed development; concern regarding multi-story buildings being placed in a residential area; concern over the short-term rental aspect of the project; clarification of proposed rental prices for the eight (8) workforce housing units; compensation for existing residents for relocation; clarification that if the property is not rezoned, all terms and conditions discussed for this rezoning will not apply; clarification that even without the rezoning the existing trailer park will no longer be in operation; concern for the existing residents and their ability to relocate in an affordable way; concern regarding changing the zoning and the impact on neighboring residents/residences; and concern over tying workforce housing qualifiers to the development and request for rezoning of the property.

Following discussion, Commissioner Alfred moved to deny the rezoning application. Vice Chairman Perry seconded. By way of roll call, the motion passed by a vote of 8-0-0.

## 9. Commission Business

Chairman Scanlon stated that any discussion or comments the Commission would like to make regarding Mr. Miller's comments on Workforce Housing could not be addressed at this meeting. He added that any discussion or actions the Commission would like to pursue would need to be placed on a future agenda.

Vice Chairman Perry referenced the buildings next to USCB stating they would be ideal for refurbishing as housing for students and workforce housing. He recommended that the Town look at those properties for planning opportunities and if possible, create an allowable master plan for such. He referenced the early days when the Island was being developed there was workforce housing, and the Town needs to look at resources to make it happen. Vice Chairman Perry referenced the funds allocated to the Town for recovery and the plans to utilize a part of the funding for workforce housing. Commissioner O'Neil noted the lack of clarity in priorities regarding workforce housing.

Chairman Scanlon moved to recommend staff brief the Commission at a future meeting regarding Town-owned properties available and potentially available for workforce housing. Vice Chairman Perry seconded. By way of roll call, the motion passed by a vote of 8-0-0.

## 10. Chairman's Report

None.

## 11. Committee Reports

**CIP Committee** – Commissioner Mark O'Neil – No report.

**Gullah Geechee Land & Cultural Preservation Task Force** – Commissioner Tom Henz – No report.

**Comp Plan Committee** – Commissioner John Campbell – No report.

**LMO Committee** – Vice Chairman Alan Perry – No Report.

**Rules of Procedure** – Commissioner Stephen Alfred – No Report.

## 12. Staff Report

Anne Cyran noted that the next meeting agenda will include the Greater Island Council Landfill Resolution and will be under New Business and Jayme Lopko will conduct an overview of the adopted Workforce Housing Plan. Ms. Cyran informed the Commission the Strategic Action Plan will be reviewed by Town Council in October.

## 13. Adjournment

The meeting was adjourned at 5:36 p.m.

**Submitted by:** Vicki Pfannenschmidt, Secretary

**Approved:** [DATE]

## **Planning Commission Subcommittees**

*Effective October 2021*

### **Land Management Ordinance Committee**

Alan Perry, *Chair*

Rick D'Arienzo, *Vice Chair*

Jim Collett

Bruce Siebold

Michael Scanlon, *Ex-officio*

Staff Support: Teri Lewis, Deputy Community Development Director

Teresa Haley, Senior Administrative Assistant

### **Comprehensive Plan Committee**

John Campbell, *Chair*

Jim Collett, *Vice Chair*

Mark O'Neil

Mike Scanlon, *Ex-officio*

Staff Support: Anne Cyran, Senior Planner

### **Rules of Procedure Committee**

Stephen Alfred, *Chair*

Alan Perry, *Vice Chair*

Bruce Siebold

Michael Scanlon, *Ex-officio*

Staff Support: Anne Cyran, Senior Planner

Teresa Haley, Senior Administrative Assistant

### **Capital Improvement Projects Committee**

Mark O'Neil, *Chair*

Stephen Alfred, *Vice Chair*

Tom Henz

Rick D'Arienzo

Michael Scanlon, *Ex-officio*

Staff Support: Karen Knox, Senior Administrative Assistant

### **Gullah-Geechee Land & Cultural Preservation Task Force**

Lavon Stevens, At-Large

Ibrihim Abdul-Malik, Gullah-Geechee/Native Island Culture Organization

Martha Davis, Native Islander

Shani Green, Native Islander

Palmer E. Simmons, Native Islander

Theresa White, Gullah-Geechee/Native Island Culture Organization

John Campbell, Planning Commission Member/Native Islander

Tom Henz, Planning Commission Member

Planning Commission Member (Vacant)

Staff Support: Sheryse DuBose, Historic Neighborhoods Preservation Administrator

Teresa Haley, Senior Administrative Assistant

### **Nominating Committee**

The Chairperson appoints this Committee, with confirmation by the Commission, no later than the first Commission meeting in June each year. The Committee typically meets in June to recommend a slate of officers for the coming year and report their recommendation to the Commission at the election in June.

Staff Support: Anne Cyran, Senior Planner