



Town of Hilton Head Island
Planning Commission Meeting
Wednesday, November 3, 2021, 9:00 a.m.
AGENDA

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 October 20, 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, November 2, 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, November 2, 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. **STDV-001826-2021** – Request from Taiwan Scott to name an access easement off Freddie's Way as Minnie Common. *Presented by Fire Rescue Staff*

10. Commission Business

11. Chairman's Report

12. Committee Reports

13. Staff Reports

a. Quarterly Report – *Presented by Anne Cyran*

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
October 20, 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, Rick D'Arienzo

Absent from the Commission: Jim Collett (excused)

Present from Town Council: Glenn Stanford, Tamara Becker, Tom Lennox

Present from Town Staff: Chris Yates, Interim Community Development Director; Teri Lewis, Deputy Community Development Director; Anne Cyran, Senior Planner; Jennifer Ray, Capital Program Manager; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary Administrative Assistant

1. Call to Order

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

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 Town of Hilton Head Island requirements.

4. Roll Call – See as noted above.

5. Approval of Agenda

Chairman Scanlon asked for a motion to approve the agenda. Commissioner Alfred moved to approve. Vice Chairman Perry seconded. By show of hands, the motion passed with a vote of 8-0-0.

6. Approval of Minutes

a. Meeting of October 6, 2021

Chairman Scanlon asked for a motion to approve the minutes of the October 6, 2021, meeting. Commissioner O'Neil moved to approve. Commissioner D'Arienzo seconded. By show of hands, the motion passed with a vote of 8-0-0.

7. Appearance by Citizens

Public comments concerning agenda items were 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 on agenda and non-related agenda items. There were no requests.

8. Unfinished Business – None

9. New Business – None

10. Commission Business – None

11. Chairman’s Report

Chairman Scanlon encouraged his fellow Commissioners to view the Town Council Strategic Plan Workshop to be held October 21, 2021. He stated he will be meeting with the Town Manager and Mayor following the Workshop to discuss the Strategic Plan and will follow up meeting with various members of Town Council. He added discussion will take place regarding the relationship between Our Plan and the actions of the Planning Commission.

12. Committee Reports – None

13. Staff Reports

- a. Mid-Island Initiative Area Redevelopment Strategy Overview and Discussion – *Presented by Jennifer Ray, Capital Program Manager, with Brian Kinzelman, MKSK, Inc.*

Jennifer Ray stated the Town hired MKSK to lead a team of consultants to prepare both a redevelopment strategy and plans for a new community park on the Town-owned mid-island tract which is a portion of the former Planters Row golf course. She noted they kicked off the project by meeting with various stakeholders in the community, Town Council, staff, and the Parks and Recreation Commission. Ms. Ray added that there will be an Open Town Hall Survey for community input, and on Tuesday, October 26, 2021, from 2:00 p.m. - 6:00 p.m., an Open Park Day will be held at the future park location. She introduced Mr. Kinzelman with MKSK stating he would be conducting a presentation regarding the project.

Brian Kinzelman explained that the purpose of the meeting was to introduce the project team and roles; provide the project overview and schedule and milestones; discuss early thoughts for planning initiative area; discuss early thoughts for the park; and outline the next steps. He added that the goal is to have a contractor identified by the end of 2022 and construction to begin in 2023.

Mr. Kinzelman explained the community engagement approach and reviewed the stakeholder discussions. He added that prior plans and studies are being considered and identified the need to looking at drainage systems and emphasized the need for environmental stewardship. He touched on additional discussion needs regarding: the challenges to other large developments; the need to incorporate the airport terminal expansion into the plan; sensitivity to existing residential neighborhoods in the area; open space and trail connectivity; awareness of the size and scope of the mid-island tract; consideration of a more passive park and the need to relocate activities to more active parks; utilization of a cultural program; connectivity issues; the need to locate facilities strategically; and the necessity for water storage and water management. He concluded noting there will be many meetings held with stakeholder engagement.

The Commission made comments and inquiries regarding: defining a passive park as opposed to active; the actual percentage of the tract that would be under water during a major rain event; inquiry as to the consideration of locating workforce housing in areas around the tract; results of previous and future studies regarding park needs; and concern for parking needs and requirements.

Chairman Scanlon suggested representatives of MKSK return before the Commission to discuss the progress and status of the project at a future meeting date. It was the

consensus of the Commission to have MKSK return. Chairman Scanlon thanked Mr. Kinzelman, stating the Commission looks forward to updates regarding the project.

b. Short-Term Rental Ordinance Overview and Discussion – Presented by Teri Lewis, Deputy Community Development Director, with Tyson Smith and Kelly Cousino, White & Smith Planning and Law Group

Teri Lewis clarified that there is not an ordinance being developed at this time. She noted the Town is in a data collection stage. She noted they are accumulating the data by reaching out to as many groups as possible through many venues and meetings.

Mr. Tyson Smith, Principal in Charge, conducted a brief overview of White & Smith Planning and Law Group. He explained his group handles code projects for cities and counties across the country on all manner of land use issues and have had the opportunity to take on the short-term rental issue. He explained they worked with Kiawah Island among others regarding their short-term rental ordinance. He introduced Kelly Cousino, Project Manager, to conduct her presentation.

Ms. Cousino conducted an extensive presentation covering the Scope of Work which included: a Public Planning Committee Workshop; focus group sessions; preparation of an outline of a proposed Short-Term Rental (STR) approach; STR ordinance drafts; staff review; LMO Committee, Planning Commission, and PPC review; Town Council first and second readings; and the final ordinance for codification.

Mr. Smith explained the reason for acting is to clarify the rules and have consistent enforcement while finding a balance for such. He said it is important to have a tailored program for Hilton Head Island that will be durable. He added that residential purposes need to be defined and pointed out the need to deal with the gated and non-gated communities. Mr. Smith reviewed the common approaches regarding short-term rentals in detail. He reviewed the STR regulations in Kiawah Island and how they approach the issue and handle enforcement of the ordinance.

Ms. Cousino reviewed various STR regulations and approaches for Kiawah Island, the City of Charleston, York County, Mount Pleasant, and Charleston County.

The Commission made comments and inquiries regarding: the various rules in many of the communities on the Island; concern for the quality of life issue for residents; parking limitations; concern over phasing out current short term rentals; the need to consider visitors when drafting regulations; the need to include RV rental communities in the data collection; effects the ordinance will have on the community and property owners; the need to consider and be aware of the uniqueness of Hilton Head Island; the need for the Town to be able to assist communities with short term rental problems or issues; and the need to define the number of days and occupants in short term rentals.

Chairman Scanlon thanked Mr. Smith for the presentation and invited them to return once they have accumulated the data.

14. Adjournment

The meeting was adjourned at 4:37 p.m.

Submitted by: Vicki Pfannenschmidt, Secretary

Approved: [DATE]



**TOWN OF HILTON HEAD ISLAND
COMMUNITY DEVELOPMENT DEPARTMENT**

One Town Center Court

Hilton Head Island, SC 29928

843-341-4757

FAX 843-842-8908

**STAFF REPORT
NEW STREET NAME**

Case #	New Street Name	Public Hearing Date
STDV-001826-2021	Minnie Common	November 3, 2021

Parcel or Location	Applicant	Agent
R510 010 000 0456 0000	Tai Scott 5 Candy Doll Bluff Hilton Head Island, SC 29928	Becky Neugent, 911 Communications Manager Hilton Head Island Fire Rescue 40 Summit Drive Hilton Head Island, SC 29926
Address to Change	Proposed Address	
34 Freddie's Way	New addresses off of new road Minnie Common	

Application Summary

Hilton Head Island Fire Rescue proposes to name an access easement off of Freddie's Way as Minnie Common. The access easement will serve four homes.

Naming the access easement would reduce confusion of addresses in the area and ensure prompt emergency response.

Staff Recommendation

Staff recommends the Planning Commission **approve** the application to name an existing access easement Minnie Common based on the review criteria outlined in Land Management Ordinance Section 16-2-103.O.4 and enclosed herein.

Background

Fire Rescue became aware of the issue after a permit was submitted requesting four new addresses for homes being placed at 34 Freddie's Way. To minimize confusion in the emergency response, Fire Rescue's addressing standard is to name access roads on parcels that have a density of 3 or more homes.

Fire Rescue proposes to name the access easement that serves the subject property and to issue four new addresses to the homes being proposed. Any future homes on the property will also receive addresses off Minnie Common.

As set forth in LMO Section 16-2-103.O.3.d, Decision-Making Body Review and Decision, the Commission shall hold a public hearing and make a final decision on the application based on the standards in LMO Section 16-2-103.O.4, Street/Vehicular Access Easement Review Standards.

Summary of Facts and Conclusion of Law

Criterion A: No new street or vehicular access easement, or proposed modification of the name of an existing street or vehicular access easement, shall duplicate, be phonetically similar to, or in any way be likely to be confused with an existing street or vehicular access easement, despite of the use of prefixes or suffixes. (LMO Section 16-2-103.O.4.a).

Findings of Fact:

1. Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch have determined Minnie Common is not duplicated within the Town or Beaufort County.
2. Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch have determined Minnie Common is not phonetically similar to an existing street or vehicular access easement.
3. Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch have determined Minnie Common will not likely be confused with an existing street or vehicular access easement.

Conclusion of Law:

1. The proposed street name, Minnie Common, **meets the requirements** of this criterion.

Summary of Facts and Conclusion of Law

Criterion B: Name(s) shall be simple, logical, easy to read and pronounce, and are clear and brief. Use of frivolous or complicated words or unconventional spellings in names shall not be approved. (LMO Section 16-2-103.O.4.b).

Findings of Fact:

1. Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch determined Minnie Common is simple, logical, easy to read and pronounce.
2. Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch determined Minnie Common is clear and brief.
3. Town staff, Fire Rescue Dispatch, and Beaufort County Dispatch determined Minnie Common does not include frivolous or complicated words or unconventional spelling.

Conclusion of Law:

1. The proposed street name, Minnie Common, **meets the requirements** of this criterion.

Summary of Facts and Conclusions of Law

Criterion C: It is desirable to use names that have some association with Hilton Head Island and specifically with the immediate location of the street or place, such as reference to local history or physiographic features. (LMO Section 16-2-103.O.4.c).

Findings of Fact:

1. The proposed street name Minnie Common was selected because Minnie is an original Matriarch Gullah Family member name and the Hamilton descendants would be honored to have their family matriarch name memorialized.
2. Town staff chose Minnie Common after consulting with the family members who are assisting in the developing of the property.

Conclusion of Law:

1. The proposed street name, Minnie Common, **meets the requirements** of this criterion.

Summary of Facts and Conclusion of Law

Criterion D: Use of a common theme is recommended for names of streets that are associated with one another, such as those within a residential development. (LMO Section 16-2-103.O.4.d).

Finding of Fact:

1. Minnie Common is the only street that provides access to the subject property.

Conclusion of Law:

1. **This criterion does not apply** to this application.

Summary of Facts and Conclusion of Law

Criterion E: Streets or vehicular access easements that continue through an intersection should generally bear the same name, except where the street crosses a major arterial or where existing address points on a street require that the street given a different name. (LMO Section 16-2-103.O.4.e).

Finding of Fact:

1. The proposed Minnie Common does not continue through an intersection.

Conclusion of Law:

1. **This criterion does not apply** to this application.

Summary of Facts and Conclusion of Law

Criterion F: A street or vehicular access easement making an approximate right-angle turn where there is no possibility of extending the street or vehicular access easement in either direction shall be considered to be continuous and continue the same name. Where

there is a choice of direction or a possibility of extending either section in the future, such configuration shall be considered to be an intersection and the street/easement segments extending from the intersection shall bear different names. (LMO Section 16-2-103.O.4.f).

Finding of Fact:

1. The proposed Minnie Common would serve the subject property, but it would not extend beyond the subject property.

Conclusion of Law:

1. **This criterion does not apply** to this application.

Summary of Facts and Conclusion of Law

Criterion G. New or modified street names should generally use Drive, Lane, Place, Road, Street, or Way as suffixes. The following street designations should only be used if the street design meets one of the following descriptions. This list is not intended to limit the use of other appropriate suffixes.

1. *Alley – A street providing vehicular access to the rear of lots or buildings, usually as a secondary means of access to a property.*
2. *Avenue – A street that is continuous.*
3. *Boulevard – A street with a landscaped median dividing the roadway.*
4. *Circle – A street with a complete loop on the end or a side street that intersects another street at two adjacent intersections.*
5. *Court – A street terminating in a cul-de-sac, not longer than 1,000 feet in length.*
6. *Extension – A section of street forming an additional length.*
7. *Parkway – A street designated as a collector or arterial road, with a landscaped median reflecting the parkway character implied in the name.*

(LMO Section 16-2-103.O.4.g).

Finding of Fact:

1. The proposed street name is Minnie Common.

Conclusion of Law:

1. **This criterion does not apply** to this application.

Summary of Facts and Conclusion of Law

Criterion H. The suffixes Manor, Trace, and Common shall typically be used to name vehicular access easements. (LMO Section 16-2-103.O.4.h).

Findings of Fact:

1. The subject roadway is an access easement.
2. The proposed name is Minnie Common.

Conclusion of Law:

1. The proposed street name, Minnie Common, **meets the requirements** of this criterion.

Summary of Facts and Conclusions of Law

Criterion I. Where natural barriers, intervening land uses, or developments that break an existing street into two separate streets that are not likely to be reconnected in the future, the streets shall be named in a manner that considers the potential economic impact of the number of address points and type of addresses impacted. (LMO Section 16-2-103.O.4.i).

Finding of Fact:

- 1. The subject roadway is not broken into two separate streets.

Conclusion of Law:

- 1. **This criterion does not apply** to this application.

PREPARED BY:

BN

Becky Neugent
911 Communications Manager/Addressing

October 18, 2021

DATE

REVIEWED BY:

JF

Joheida Fister
Deputy Fire Chief / Fire Marshal

October 18, 2021

DATE

REVIEWED BY:

AC

Anne Cyran, AICP
Planning Commission Coordinator &
Senior Planner

October 18, 2021

DATE

ATTACHMENTS:

- A) Applicant’s Narrative
- B) Aerial Photo
- C) Location Map

Attachment A
Street Name Submittal Narrative

7-30-21

Planning Commission Members,

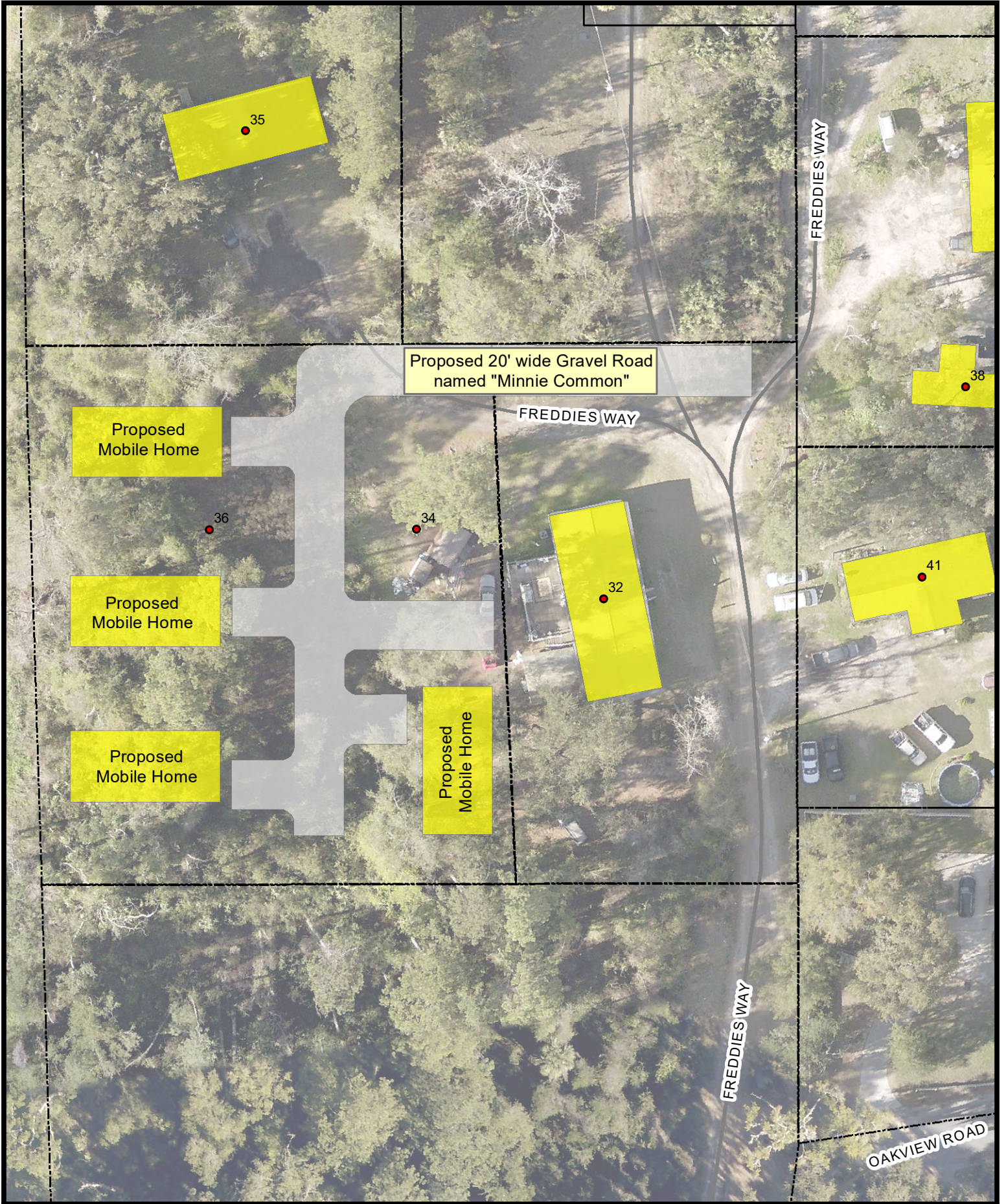
Please accept this letter as required, to the proposed name submittal application for the newly established access easement off of Freddie's Way. The proposed names listed highlight an Original Matriarch Gullah family member of the property. The Hamilton family descendants would be honored to have their matriarch remembered and incorporated within the newly proposed street name.

Thank you in advance for your consideration

Submitted,

Taiwan "TAI" Scott

843-290-0868

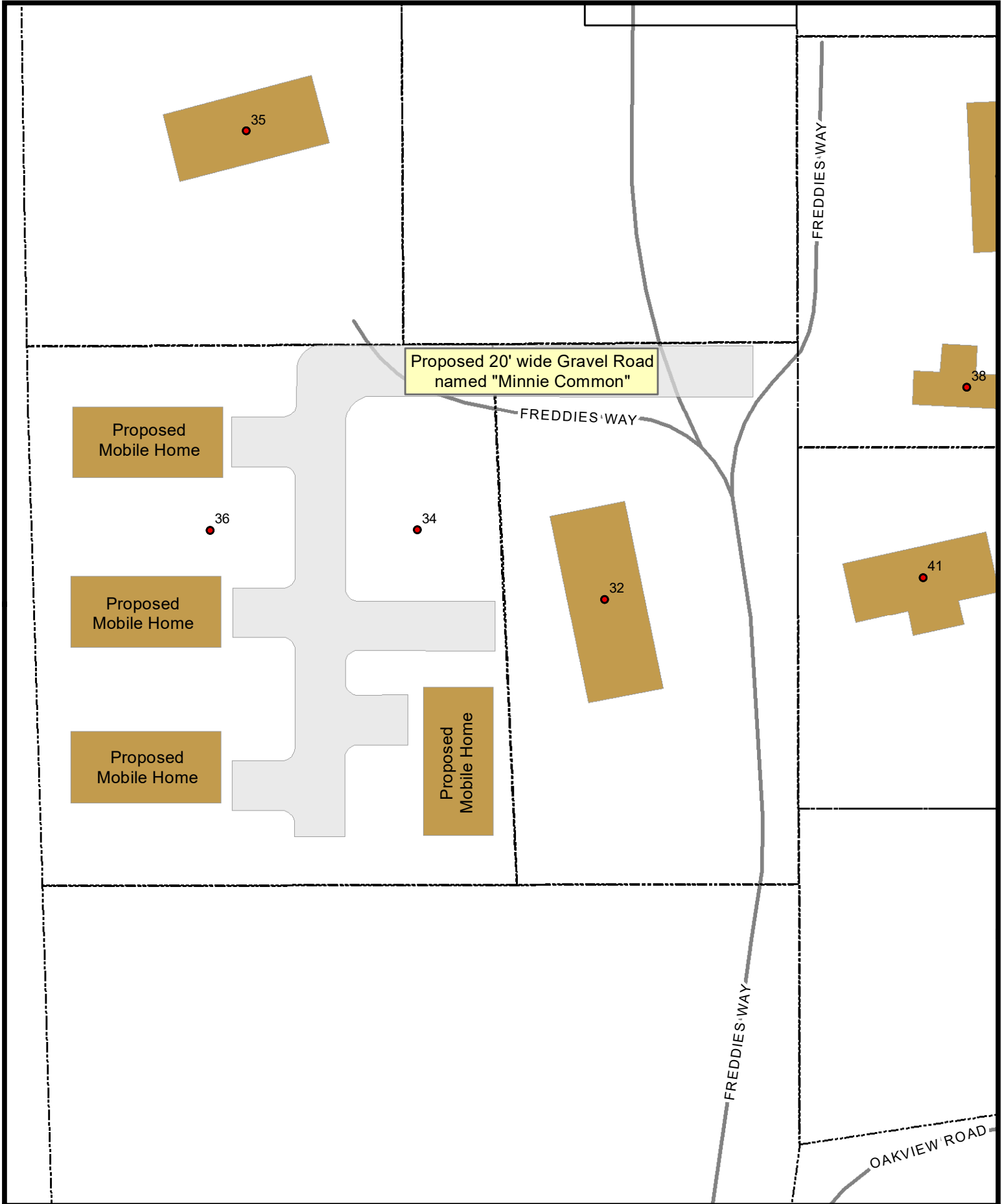


Town of Hilton Head Island

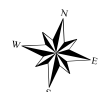
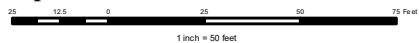
34-36 Freddies Way - Site Plan

Proposed New Road - "Minnie Common"





Town of Hilton Head Island
 34-36 Freddies Way - Site Plan
 Proposed New Road - "Minnie Common"





TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Planning Commission
FROM: Anne Cyran, AICP, *Interim comprehensive Planning Manager*
 & PC Coordinator
DATE: October 18, 2021
SUBJECT: Planning Commission Quarterly Report: July – September 2021

The July 7, July 21, August 18, and September 1, 2021, regular meetings were cancelled due to a lack of agenda items.

Zoning Map Amendments

ZA-001918-2021, Marshland Road Rezoning

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.

On September 15, 2021, the Planning Commission voted 8-0-0 to recommend denial of the application to Town Council.

On September 28, 2021, the applicant withdrew the application.

Subdivision Applications

Subdivision Applications	Status
SUB-002191-2021, Candy Doll Bluff Minor subdivision of a 0.73-acre parcel into two lots.	Applied on September 22, 2021 Under Review

Committees & Task Force

LMO Committee	
The July 21, August 18, and September 15 meetings were cancelled.	

Gullah-Geechee Land & Cultural Preservation Task Force	
July 6, 2021	SCORE SC Low Country Minority Small Business Support Presentation; Highway 278 Corridor Update; Gullah Arts & Culture Update
August 2, 2021	Family Compound and Family Subdivision Update; Addressing in Historic Neighborhoods

September 7, 2021	Committee Report on Proposed Street Names in Historic Neighborhoods
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Capital Improvement Projects

Roadway & Pathway Improvements	Status
Summit Drive Realignment and Improvements	On hold.
Shelter Cove Pathway and Parking Enhancements <ul style="list-style-type: none">• 53 new parking spaces across from BCSO.• Pathways along Shelter Cove Lane from US 278 to Veterans Memorial• New boardwalk along Broad Creek marsh.• New bollard lighting.	<ul style="list-style-type: none">• Under construction.• Projected completion: Winter 2021.
Decorative Traffic Signal Mast Arms at William Hilton Parkway and Gum Tree Road	<ul style="list-style-type: none">• Complete.
William Hilton Parkway and Automobile Place Intersection Modifications and Pathway Enhancements Study <ul style="list-style-type: none">• Remove driveways on William Hilton Parkway• Realign pathway as needed• Remove concrete from site• Study pathway from Beach City Road to Dillon Road	Under review.
Dirt Road Paving: Pine Field Road	Researching titles and requesting right-of-way donations.
Dirt Road Paving: Mitchelville Lane	Researching titles and requesting right-of-way donations.

Existing Facility Improvements	Status
Cordillo Tennis Courts Redevelopment, Phase 2	<ul style="list-style-type: none">• Under construction.• Projected completion: Spring 2022.
Islander’s Beach Park Gazebo	<ul style="list-style-type: none">• Bids received.• Projected completion: Spring 2022.

New Facilities and Infrastructure	Status
F&R Computer Systems Upgrades	Ongoing.

Beach Management & Monitoring	Status
Physical and Biological Monitoring	Ongoing.