



Town of Hilton Head Island
Planning Commission Meeting
December 16, 2020 at 3:00 p.m. Virtual Meeting
MEETING MINUTES

Present from the Commission: Chairman Peter Kristian, Vice Chairman Lavon Stevens, Leslie McGowan, Michael Scanlon, Mark O'Neil, Alan Perry, Todd Theodore, Stephen Alfred, John Campbell

Absent from the Commission: None

Present from Town Council: David Ames, Tom Lennox, Glenn Stanford

Present from Town Staff: Shawn Colin, Community Development Director; Anne Cyran, Senior Planner; Teri Lewis, Deputy Community Development Director; Scott Liggett, Director of Public Projects and Facilities/Chief Engineer; Jeff Buckalew, Town Engineer; Jennifer Ray, Deputy Community Development Director; Teresa Haley, Senior Administrative Assistant

1. Call to Order

Chairman Kristian 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 Kristian asked for a motion to approve the agenda. Commissioner Perry moved to approve. Commissioner Alfred seconded. By way of roll call, the motion passed with a vote of 9-0-0.

5. Approval of Minutes

a. Special Meeting of October 14, 2020

b. Special Meeting of October 21, 2020

Chairman Kristian asked for a motion to approve the minutes of the October 14, 2020 special meeting and the October 21, 2020 special meeting. Vice Chairman Stevens moved to approve. Commissioner Alfred seconded. By way of roll call, the motion passed with a vote of 9-0-0.

6. Unfinished Business – None

7. Appearance by Citizens

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. All comments received via the portal were provided to the Commission for review and made a part of the official record. Citizens were also provided the option to sign

up for public comment participation by phone during the meeting. There were no requests to participate by phone.

8. New Business

a. Public Hearing

PPR-002020-2020 – Application for a Public Project Review (PPR) from the Town of Hilton Head Island to realign and improve Summit Drive. The project includes: converting the segment of Summit Drive between Gateway Circle and the Beaufort County Convenience Center into a one-way road to access the Convenience Center; extending Summit Drive south to connect with Gateway Circle; and creating a roundabout where Summit Drive connects with Gateway Circle.

Ms. Cyran presented the application as described in the Commission's Agenda Package. Staff recommends the Planning Commission find this application to be consistent with the Town's Comprehensive Plan for location, character, and extent based on those Findings of Fact and Conclusions of Law as determined by the LMO Official and enclosed in the Staff Report.

Chairman Kristian opened the public hearing for this application. Public comment received through the Open Town Hall portal were provide to the Commission for review and made part of the meeting record. There were no citizens that signed up to give public comment by phone during the meeting. Chairman Kristian closed the public hearing.

The Commission made comments and inquiries regarding: the width of the one-way drive will be kept at its current width of 20'; currently it's a two-lane road and will be kept that way in order to have two lanes going in one direction with a merge point at the decal checkpoint; the double lane will accommodate 20 vehicles in the two-lane queue; there will be pavement markings and signage to provide direction; the County instructions state that decals shall be displayed on the front windshield of the vehicle; the suggestion was made that the decal be located where a checkpoint person can easily see and keep vehicles moving along; in addition to the decal, the County will have an app for citizens to show at the checkpoint; the cost of the project is estimated at \$500,000; no specimen trees will be removed at this time; eleven trees between 13-17 inch will be removed; a larger cluster of live oaks will be saved; the County is sharing the cost of the project; the County will be handling tree removal, grading, and some other items with in-house people; the Town emphasized the importance to the County that the checkpoint person will have to keep vehicles moving forward to help avoid bottleneck or stacking issues; there is no additional cost to County residents; currently the County will allow two trips per week to the convenience center; concerned about alleviating traffic congestion in that area; concern that visitors will not be allowed to use the convenience center; environmental concerns; one decal can be provided to one household; the other members of the household without the decal can download and use the app; the County may expand the number of visitors allowed per week; commercial debris will need to go someplace and currently the closest commercial drop-off is in Ridgeland; concern that illegal dumping will occur; the County should consider internal changes to the convenience center so that it does not become more crowded within the site; the decal is free and can be applied for on the County's website; recommend having a map or directions to give to citizens to find the commercial drop-off center in Ridgeland; the decal system is a County-wide program; the Town has asked for a delayed start because of the need for road improvements; additional concerns for potential issues that may backup the line to the checkpoint; the Town will talk to the

County about signage to help visitors who may be unaware that they need a decal; the County closed two of its convenience center; the idea is to encourage residents and municipalities to implement a trash pick up service; any County resident that has a decal or the app can use the convenience center on Hilton Head.

Commissioner Alfred moved to recommend the Planning Commission find the application to be consistent with the Town's Comprehensive Plan for location, character, and extent based on those Findings of Fact and Conclusions of Law as determined by the LMO Official and enclosed in the Staff Report. Commissioner O'Neil seconded. By way of call, the motion passed with a vote of 9-0-0.

9. Commission Business – None

10. Chairman's Report

Chairman Kristian thanked the Commissioners and Town Staff for their work especially during the virtual meetings.

11. Committee Reports

A copy of the new updated Comprehensive Plan was delivered to the Commissioners. The LMO Committee met on December 14 to review changes to the LMO related to the adoption of the new flood maps.

12. Staff Report

Ms. Cyran reported there are currently no applications for the January 6 meeting and there are LMO amendments and two rezoning applications for the January 20 meeting.

13. Adjournment

The meeting was adjourned at 3:44 p.m.

Submitted by: Teresa Haley, Secretary

Approved: January 6, 2021