



Town of Hilton Head Island
Public Planning Committee Meeting
March 25, 2021 at 3:00 p.m. Virtual Meeting
MEETING MINUTES

Present from the Committee: Chairman David Ames, Tamara Becker, Alex Brown, Tom Lennox (Alternate)

Absent from the Committee: Glenn Stanford

Others Present from Town Council: None

Present from Town Staff: Jennifer Ray, Interim Community Development Director; Teri Lewis, Deputy Community Development Director; Jayme Lopko, Senior Planner; Diane Busch Staff Attorney; Teresa Haley, Senior Administrative Assistant; Vicki Pfannenschmidt, Temporary Administrative Assistant

1. Call to Order

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

2. Freedom of Information Act 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 Ames asked for a motion to approve the agenda. Ms. Becker moved to approve. Mr. Brown seconded. By way of roll call, the motion passed with a vote of 4-0-0.

5. Approval of Minutes

a. Regular Meeting of February 25, 2021

Chairman Ames asked for a motion to approve the minutes of the Regular Meeting of February 25, 2021. Mr. Lennox moved to approve. Ms. Becker seconded. By way of roll call, the motion passed with a vote of 4-0-0.

6. Citizen Comments

Public comments concerning agenda items were to be submitted electronically via the Town's Open Town Hall portal. There were no comments. Citizens were also provided the option to comment on agenda items during the meeting by phone. There were no callers for this meeting.

7. Unfinished Business - None

8. New Business

a. Review of Workforce Housing Covenants and Agreements

Ms. Lopko explained there are several requirements for participants in the Workforce Housing Program. She stated that two of the requirements are: 1) to record restrictive covenants on the property that will have workforce housing and 2) execution of an agreement with the Town of Hilton Head Island that will ensure compliance with the provisions of the workforce housing program. She said the documents were developed and explained the process used for formatting. Ms. Lopko reviewed the details within each document and the reasoning used during development of the documents.

The Committee made comments and inquiries regarding: requirements for owner occupancy and rental units; eligibility to participate and enforcement; development of a tracking process of available properties and a base line; clarification of average monthly household income requirements; clarification of requirements to participate in WFH; documents required from applicant/property owner; impact on property values; management and enforcement of the eligibility process for the program.

After discussion, Mr. Brown moved to approve the language as submitted for discussion at the appropriate Town Council Meeting. Ms. Becker seconded. By way of roll call, the motion passed by a vote of 4-0-0.

9. Staff Reports - None

10. Committee Business

Mr. Brown inquired on the status of the recommended approval of the Family Compound and Historic Overlay District items and the work plan for additional recommendations

Ms. Becker noted that she was of the understanding the Town's form of government requires that Council members communicate with the Town Manager and he directs the staff. She suggested that the Public Planning Committee should undertake the issue of capacity on the Island with regards to how to maintain the quality for residents and visitors with a focus on capacity, infrastructure and quality of life on Hilton Head Island.

Mr. Lennox stated that Beaufort County has executed an agreement for a Regional Housing consultant and suggested the Public Planning Committee monitor the work as it progresses.

Chairman Ames made statements regarding the balance between the resident/business wants and needs and the capacity of the Island's infrastructure.

11. Adjournment

The meeting was adjourned at 3:57 p.m.

Submitted by: Vicki Pfannenschmidt, Secretary

Approved: April 22, 2021